

EPA Center for Corporate Climate Leadership

January 22, 2021

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM USER INSTRUCTIONS

The Inventory Summary and Target Tracking form is intended for tracking an organization's greenhouse gas (GHG) trends over time and progress towards a reduction target. Use this form to enter the emissions included in the target boundary. All emissions sources entered will be included in the total emissions. Supplemental information will not be included. If the organization has multiple targets, we recommend using one form per target.

The form is color-coded for data entry fields in blue and calculated fields in yellow. Separate sections are provided for entry of data for U.S. and Non-U.S. operations, with an additional section of calculated data for the sum of global emissions. Rows for entering supplemental information can be displayed or hidden based on user input. All GHG inventory emissions data is assumed to be entered in metric tons of CO₂-equivalents.

This form allow entry of one value for Scope 2 indirect emissions. These should either reflect the location-based or market-based method of reporting, depending on which is used to track progress toward the target. Best practice is to specify if the target includes location-based emissions or market-based emissions, and then only include one in the total. See the Center for Corporate Climate Leadership Greenhouse Gas Inventory Guidance for Indirect Emissions from Purchased Electricity and Target Setting webpage for more information.

Emissions Entry

Enter organization name and contact information in the top section of the form.

Enter the base year in the box provided. Note that the following years are automatically entered into the appropriate columns.

Enter the Scope 1 direct emissions into the appropriate columns. Separately report each category of Scope 1 emissions from fugitive sources and chemical or physical processes. If more than three types of fugitive / process emissions are reported in addition to Refrigeration / AC Equip. Use, click the "Insert Additional Fugitive Source" button to add a row to each of the U.S., Non-U.S., and Total. Note when adding additional rows in the Non-U.S. portion of the form that the row will also appear in the U.S. table. The organization will need to define the name of the process in the U.S. table.

Enter the Scope 2 indirect emissions. Report Scope 2 emissions from electricity, steam, heat (in the form of hot water), and cooling (in the form of chilled water) purchases separately. Enter either location-based or market-based emissions, depending on which is used to track progress toward the target. See the Center for Corporate Climate Leadership Greenhouse Gas Inventory Guidance for Indirect Emissions from Purchased Electricity for more information on Scope 2 emissions reporting.

Enter any Scope 3 category emission sources included in the target. An "Insert Additional Optional Source" button is provided to add rows in the event the Organization reports more than three Scope 3 categories. Note when adding additional rows in the Non-U.S. portion of the form that the row will also appear in the U.S. table. Define the name of the Scope 3 category in the U.S. table.

If applicable, enter the stationary, mobile and indirect source emissions which were emitted from combustion of biomass. (Note: Scope 1 direct emissions reported under #3 above should not include biomass source emissions). Biomass CO₂ emissions are not included in an organization's calculated corporate total inventory or when tracking progress towards their reduction target.

Organizations which use CFC or HCFC refrigerants may choose to track CFC / HCFC emissions. Click the "Show CFC / HCFC Data" button to display the appropriate rows. CFC / HCFC data is reported in terms of metric tons of gas and no Global Warming Potentials (GWPs) are applied. CFC / HCFC emissions are not included in an organization's calculated corporate total inventory or when tracking progress towards their reduction target. See the Center for Corporate Climate Leadership Greenhouse Gas Inventory Guidance for Direct Fugitive Emissions from Refrigeration, Air Conditioning, Fire Suppression, and Industrial Gases for more information on reporting CFC / HCFC emissions.

If the organization tracks Non-U.S. emissions, enter emissions for all source categories as entered for U.S.

If the organization invests in external offset projects, click the "Show Offsets" button and enter data by project category. If more than three are tracked, click the "Insert Additional Offset" button. Enter offsets in positive units of metric tons of CO₂-equivalents. Note that these emissions are subtracted from all emissions entered Scope 1, 2 and 3 in the Total Net Emissions summary row.

Base Year Adjustments

If the base year inventory is adjusted to reflect structural or methodological changes, for example to accommodate an acquisition or divestiture, enter the new base year emissions into the "Base Year" column, and make any required corrections to the subsequent years' annual data as well. See the Center for Corporate Climate Leadership Greenhouse Gas Inventory Guidance for more information on base year adjustments.

In the text boxes at the bottom of the form, indicate how many times the base year data has been adjusted since the first inventory year and explain any base year adjustments, changes in calculation methodology, or any other significant differences from the previous year data. Click the appropriate buttons to increase or decrease the row height as necessary.

Target Tracking:

In the data entry area near the bottom of the form, enter the target year and the absolute target reduction percentage. Note: Enter the reduction as a positive value.

Based on the target entered, the target tracking section will be calculated to show progress towards target.

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM

Data Entry: Calculated:

Organization Name:	Sullivan County Government		
Reporting Year:	2016-2020		
Inventory Contact Person:	Stephen Stuart	Title:	Sustainability Analyst
Telephone Number:	(845)807-0579		
Email Address:	Stephen.Stuart@sullivanny.us		

GHG Inventory - U.S.	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
EMISSIONS - Annual CO₂-eq. (metric tons)											
Scope 1 Direct Emissions											
Stationary Combustion Sources	1,642	1,786	1,972	1,873	2,147						
Mobile Combustion Sources	2,862	2,422	2,798	2,884	1,533						
Refrigeration / AC Equip. Use	10	10	25	24	12						
Fugitive / Process (specify source):											
Total Scope 1 Direct U.S. Emissions	4,514	4,218	4,795	4,781	3,692	0	0	0	0	0	0
Scope 2 Indirect Emissions											
<i>Enter location- or market-based (depending on target)</i>											
Purchased Electricity	1,020	727	686	692	867						
Purchased Steam											
Purchased Hot Water											
Purchased Chilled Water											
Total Scope 2 Indirect U.S. Emissions	1,020	727	686	692	867	0	0	0	0	0	0
Scope 3 Indirect Emissions (specify source):											
Municipal Solid Waste	38,802	39,260	45,221	48,420	46,250						
Total Scope 3 Indirect U.S. Emissions	38,802	39,260	45,221	48,420	46,250	0	0	0	0	0	0
Total Emissions											
Total U.S. Emissions (all scopes)	5,534	4,945	5,481	5,473	4,559	0	0	0	0	0	0
U.S. BIOMASS SUPPLEMENTAL INFORMATION											
<i>Biomass CO₂ Emissions - (metric tons/yr.)</i>											
Stationary Biomass CO ₂											
Mobile Biomass CO ₂											
Indirect Biomass CO ₂											
CFC/HCFC SUPPLEMENTAL INFORMATION - (metric tons/yr.)											

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM

Data Entry: Calculated:

Organization Name:
 Reporting Year:

GHG Inventory - Non-U.S.	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
EMISSIONS - Annual CO₂-eq. (metric tons)											
<i>Scope 1 Direct Emissions</i>											
Stationary Combustion Sources											
Mobile Combustion Sources											
Refrigeration / AC Equip.											
Fugitive / Process (specify source):											
Total Scope 1 Direct Non-U.S. Emissions	0	0	0	0	0	0	0	0	0	0	0
<i>Scope 2 Indirect Emissions</i> Enter location- or market-based depending on target											
Purchased Electricity											
Purchased Steam											
Purchased Hot Water											
Purchased Chilled Water											
Total Scope 2 Indirect Non-U.S. Emissions	0	0	0	0	0	0	0	0	0	0	0
<i>Scope 3 Indirect Emissions (specify source):</i>											
Municipal Solid Waste											
Total Scope 3 Indirect Non-U.S. Emissions	0	0	0	0	0	0	0	0	0	0	0
Total Emissions											
Total Non-U.S. Emissions (all scopes)	0	0	0	0	0	0	0	0	0	0	0
NON-U.S. BIOMASS SUPPLEMENTAL INFORMATION											
<i>Biomass CO₂ Emissions - (metric tons/yr.)</i>											
Stationary Biomass CO ₂											
Mobile Biomass CO ₂											
Indirect Biomass CO ₂											
CFC/HCFC SUPPLEMENTAL INFORMATION - (metric tons/yr.)											

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM

Data Entry: Calculated:

Organization Name:
 Reporting Year:

Organization-Wide GHG Inventory - Total (U.S. + Non-U.S.)											
Year	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
EMISSIONS - Annual CO₂-eq. (metric tons)											
Scope 1 Direct Emissions											
Stationary Combustion Sources	1,642	1,786	1,972	1,873	2,147	--	--	--	--	--	--
Mobile Combustion Sources	2,862	2,422	2,798	2,884	1,533	--	--	--	--	--	--
Refrigeration / AC Equip. Use	10	10	25	24	12	--	--	--	--	--	--
Fugitive / Process (specify source):	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
Total Scope 1 Direct Emissions	4,514	4,218	4,795	4,781	3,692	0	0	0	0	0	0
Scope 2 Indirect Emissions											
Purchased Electricity	1,020	727	686	692	867	--	--	--	--	--	--
Purchased Steam	--	--	--	--	--	--	--	--	--	--	--
Purchased Hot Water	--	--	--	--	--	--	--	--	--	--	--
Purchased Chilled Water	--	--	--	--	--	--	--	--	--	--	--
Total Scope 2 Indirect Emissions	1,020	727	686	692	867	0	0	0	0	0	0
Scope 3 Indirect Emissions											
Municipal Solid Waste	38,802	39,260	45,221	48,420	46,250	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
Total Scope 3 Indirect Emissions	38,802	39,260	45,221	48,420	46,250	0	0	0	0	0	0
Total Emissions											
Total Emissions (all scopes)	44,336	44,205	50,702	53,893	50,809	0	0	0	0	0	0
SUPPLEMENTAL INFORMATION											
Biomass CO₂ Emissions - (metric tons/yr.)											
Total Stationary Biomass CO ₂	--	--	--	--	--	--	--	--	--	--	--
Total Mobile Biomass CO ₂	--	--	--	--	--	--	--	--	--	--	--
Total Indirect Biomass CO ₂	--	--	--	--	--	--	--	--	--	--	--
CFC/HCFC SUPPLEMENTAL INFORMATION - (metric tons/yr.)											

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM

Data Entry: Calculated:

Organization Name:
 Reporting Year:

Offsets	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<i>Reductions from Offsets - Annual CO₂-eq. (metric tons)</i>											

Base Year:	2016
Target Year:	
Target Emissions Tracking:	Absolute
Emissions Target:	
(expressed as a percent decrease from base year)	

Target Tracking	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11										
Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026										
ABSOLUTE EMISSIONS TARGET TRACKING																					
	CO ₂ -eq. (metric tons)	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr
Total U.S. Emissions	5,534	4,945	-10.6%	5,481	-0.9%	5,473	-1.1%	4,559	-17.6%	--	--	--	--	--	--	--	--	--	--	--	--
Total Non-U.S. Emissions	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Total Emissions	5,534	4,945	-10.6%	5,481	-0.9%	5,473	-1.1%	4,559	-17.6%	--	--	--	--	--	--	--	--	--	--	--	--
	CO ₂ -eq. (metric tons)	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr	CO ₂ -eq. (metric tons)	% change from base yr
Total Reductions from Offsets	--	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A
Total Net Emissions	5,534	4,945	-10.6%	5,481	-0.9%	5,473	-1.1%	4,559	-17.6%	--	--	--	--	--	--	--	--	--	--	--	--

ANNUAL GHG INVENTORY SUMMARY AND TARGET TRACKING FORM

Data Entry: Calculated:

Organization Name:

Reporting Year:

Date Form Completed:

Number of times base year has been adjusted since the first inventory submittal:

Identify and describe any structural or methodology changes applied to the base year inventory since the previous reporting (e.g. acquisitions, new	<input type="text"/>
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Identify any major differences from the previous year's inventory (e.g. emission reduction activities, changes in operations):	<input type="text"/>
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Other general comments:	<input type="text"/>
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