



Instructions for Using the Voluntary Greenhouse Gas Reductions Report Form

How to submit the Voluntary Greenhouse Gas Reductions Report Form: TCEQ has developed an Excel Voluntary Greenhouse Gas Reductions Report Form (Report Form) to report greenhouse gas reductions. E-mail the completed electronic version of the Report Form to p2@tceq.state.tx.us.

Adobe Acrobat may also be used to complete the Report Form for entities that do not have Microsoft Excel. Information can not be saved. However, the completed PDF version may be submitted to TCEQ using the submit button or printed and mailed to TCEQ at the following address:

Texas Commission on Environmental Quality
Pollution Prevention Program MC-113
P.O. Box 13087
Austin, TX 78711

What Voluntary Greenhouse Gas Reductions to Report

Direct Greenhouse Gas Reductions: Entities interested in reporting actions taken to reduce greenhouse gas emissions may voluntarily report direct greenhouse gas emissions reductions. Direct emissions reductions are from sources owned (wholly or in part) or leased by your entity. Direct emissions reductions do not include reductions from sources outside your entity that are affected by your entity's activity (e.g., the emissions of an electric utility resulting from your entity's electric consumption).

In order for voluntary greenhouse gas reductions to be included in the inventory, the reductions must meet the following five criteria:

- Real: Greenhouse gas reductions must be based only on actual emissions.
- Surplus: Greenhouse gas reduction strategies implemented for a site must reduce the actual emissions from the site beyond any applicable, local, state, or federal requirements.
- Quantifiable: Greenhouse gas reductions must be quantified using replicable methodologies and standard protocols.
- Permanent: Greenhouse gas reductions must be everlasting and unchanged for the life of the facility.
- Verifiable: Greenhouse gas reductions must be able to be verified.

Voluntary Greenhouse Gas Reductions Report Form

The Report Form is divided into three sections; **Contact Information**, **Project Information**, and **Emissions Reductions**.

Section I. Contact Information

Company/Entity Name: The official name of the company/entity that conducted voluntary actions to reduce greenhouse gas emissions.

Date: Date the Report Form was completed.

Contact Person: The person who can answer technical questions about the information presented on the Report Form.

Mailing Address, City, State, and Zip Code: The mailing address for the company. Provide the address where the contact person may be reached by correspondence.

Phone Number: Phone number for the contact person.

E-mail Address: E-mail address for the contact person.

Standard Industrial Classification Code: The Standard Industrial Classification Code (SIC) is a four digit code for classifying industries. The following Web page identifies the SIC codes:
<<http://www.osha.gov/pls/imis/sicsearch.html>>.

Regulated Entity Reference Number: The regulated entity Reference Number (RN) is a Texas Commission on Environmental Quality (TCEQ) unique 11-digit identifier starting with RN. If an RN has not been assigned, enter "Not Applicable" or "NA." TCEQ assigned RNs can be found on the following Web page: <<http://www12.tceq.state.tx.us/crpub/>>.

Section II. Project Information

Voluntary reductions in greenhouse gases should be reported for each project at a site. Entities with multiple projects at a site should submit an individual Report Form for each project. Entities with projects at more than one site will need to submit individual greenhouse gas reduction Report Forms for each site.

Site Name: A property, plant, building, or stationary equipment located on one or more contiguous or adjacent properties under common ownership or common control.

Site Address: Location of the site where the greenhouse gas reductions occurred.

Nearest City: Name of the city located closest to the site.

County: Select the county the site is located in using the drop down menu.

Project Description: Describe in detail the voluntary project or strategies that were taken to reduce greenhouse gas emissions. Use a single Report Form for each project at a site. Describe the baseline emissions levels and the actions that were taken to reduce greenhouse gases. Projects implemented after Sept. 1, 2001, may continue to report greenhouse gas reductions for each year the implementation measures are in effect. The greenhouse gas reductions should be based on actual emissions data for each year.

It is necessary to calculate the *baseline emissions* level the facility emitted prior to implementing the reduction strategy. The baseline activity should include a production capacity factor. The production capacity factor may be based on the facility's actual operating hours, production rate, or amount of materials processed, stored, or combusted over the baseline period.

Examples of projects to reduce greenhouse gases include the following:

- Installation and operation of pollution control equipment and vapor recovery systems.
- A change in manufacturing process or using cleaner burning fuels.

- A shutdown of a stationary source engine.

Project Start: Enter the month and year the greenhouse gas reduction project first began to achieve greenhouse gas emissions reductions. Only enter greenhouse gas reductions that were achieved after Sept. 1, 2001.

Project Completion: Enter the month and year the greenhouse gas project modifications were completed.

Are the project's greenhouse gas reductions certified? Voluntary actions to reduce greenhouse gases are not required to be certified to be included in this inventory. However, some entities have chosen to certify the reductions that have been achieved.

If yes, who certified? Enter the company name and person certifying the greenhouse gas reductions.

Estimation Method: Describe the procedure(s) used to estimate the direct greenhouse gas emissions reductions. Include measurements used, engineering estimates, or estimation methods such as equations. To calculate direct emissions reductions, subtract the current year's emissions from the baseline emissions. Include the production capacity factor to account for changes in production. Subsequent years should also be compared with the baseline year to include additional reductions achieved.

An example greenhouse gas reduction estimation method includes the following:

Each individual heat rate improvement project for the site was combined to calculate the savings in fuel (Btu/kWh/yr) based on the type of unit, type of fuel (natural gas or lignite), and the specific capacity factor of the unit during the year based on generation records. We converted the savings to the quantity of tons of carbon dioxide (CO₂) eliminated for each heat rate improvement project.

Section III. Emissions Reductions

Physical Quantity of Direct Voluntary Reductions: Enter the physical quantity of direct greenhouse gas emissions reductions achieved for each individual project at a site. **Do not calculate the CO₂ equivalent.**

Entities that have voluntarily implemented greenhouse gas reduction measures since Sept. 1, 2001, may continue to report greenhouse gas reductions (based on actual emissions data) for each year the implementation measures are in effect and the reductions continue to be achieved.

Standard Tons/Year: Report voluntary reductions in standard tons per year. A standard ton is 2,000 pounds or approximately 0.907 metric tons.

Calendar Years: Enter voluntary greenhouse gas reductions for each calendar year. For 2001, only enter voluntary greenhouse gas reductions achieved for the period from Sept. 1 through Dec. 31.

Supplemental Voluntary Greenhouse Gas Reductions Report Form for Fluorinated Gases: Use the Supplemental Voluntary Greenhouse Gas Reductions Report Form for Fluorinated Gases (found on the red Excel tab or PDF version) to report emissions reductions of fluorinated greenhouse gases. Select the specific type of hydrofluorocarbons (HFC), perfluorocarbons (PFC), or other fluorinated gas (e.g., HFC-23) using the drop down menu. Enter the amount of direct greenhouse gas reductions achieved for each calendar year. **Do not calculate the CO₂ equivalent.** You can find a complete list of greenhouse gases on Table A1 in Section 98.8 of the Environmental Protection Agency Final Mandatory Reporting of Greenhouse Gases Rule at the following Web page: <http://www.epa.gov/climatechange/emissions/ghgrulemaking.html>.