



The Climate Registry

**An Overview of the MA GHG
Registry**

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The Climate Registry

On The Call

- **Anja Gilbert**
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 - **The Climate Registry**
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 - **MassDEP**



Role of The Climate Registry

- **The Massachusetts Department of Environmental Protection (MassDEP) has partnered with The Climate Registry to provide support services for the Massachusetts Greenhouse Gas (GHG) Reporting Program.**
 - Help line
 - Help email
 - Trainings



Objectives

- Users and Permissions
- Physical Inventory
 - Entity, facility, source and fuel information
- Emission Reporting
 - Annual fuel or GHG usage
- Document Management
- MassDEP Facility Total Emissions Report
- Workflow
 - Submitting your data to MassDEP
- Emails
- Support
 - [Mass Electronic GHG Getting Started Guide](#)



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Controlling Application Access

- Who has access to the application.
- What data each user has access to.
- What they can do to that data.
- Users
 - Primary Entity Administrator
 - Alternate Entity Administrator
 - Responsible Official (Authorized Entity Representative)
 - Facility User

Users & Permissions



Logging In

- Logging in grants access to read and write data.
- Access granted to Primary Entity Administrators (4/26/2010)
 - Responsible Official is the only contact that can submit data to MassDEP
- Log In Requirements:
 - User Name, Password and Email Address
 - Each User Name is assigned a role.
 - Roles determine what data you can see and what data you can edit.

Users & Permissions



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Physical Inventory

- Finish entering details about your entity;
- Finish entering details about your facility;
- Create additional emissions sources (if necessary);
- Assign fuels to your sources
- Grant other contacts in your organization access to the system

Physical Inventory



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Emissions Inventory

Report your emissions by entering data you have calculated off-line or by using the CRIS calculator. This is where you will also manage how your emissions are submitted to a program, reviewed by MassDEP, and ultimately made available to the public.

- **Report by Emission Sources**
 - Calculation Engine provides choice of several different calculation methodologies.
 - Insures efficient and accurate calculations of CO₂e.
- **Report Facility Totals – to be ignored**
 - For MA you will always report by source

Emission Inventory



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Uploading & Viewing Your Documents

- Anything may be released.
- Customized folder system.
- Documents associated with:
 - Entity
 - Facility
 - Reporting Year

Document Management



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Generating Reports

- **MassDEP Facility Total Emissions Report**
 - View at any time
 - Displays source level data and GHG totals
- **Additional reports available in the future**

Reports



Emission Reporting Lifecycle

- CRIS 3.0 workflow matches the business process of reporting GHG emissions.
- Emission Reporting Cycle:
 - Build physical inventory
 - Indicate sources and fuels
 - Report your emissions.
 - Submit your data
 - “Draft” → “Final Review” → “Certify_Submit” =
MassDEP receives your data
 - Verify your data (in years it is required).
 - MassDEP makes your report public.



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Communication & Notification

- Emails used to request password reset.
- Email notification of important events that occur in the emission reporting lifecycle.

Emails



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To Get Assistance in Reporting Your Emissions

- **MassDEP Reporting Page:**
 - www.mass.gov/dep/air/climate/reporting.htm
- **TCR Training Page:**
 - <http://www.theclimateregistry.org/government-services/mandatory-reporting/massdep/>
- **Read Users Guide: located on both pages above**
 - [Mass Electronic GHG Getting Started Guide](#)
- **Email MassDEP Helpline**
 - MassDEP@theclimateregistry.org
- **Call MassDEP Helpline (M-F 12:00pm – 5:00pm ET)**
 - (888)807-8423

Support