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Greenhouse Gas Emissions Reporting



Frequently Asked Questions



2005 Reporting Year

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The Greenhouse Gas Emissions Reporting Initiative is a partnership between the Government of Canada and provincial and territorial governments. It is being designed and tested to ensure that it meets the needs of all jurisdictions, avoids duplication and minimizes the burden on both Canadian industry and governments alike.

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General

Q1

Why is it now mandatory to report greenhouse gas (GHG) emissions information?

Accurate tracking of GHG emissions is an important part of assessing Canada's overall environmental performance. By providing a more precise picture of the sources and amounts of Canada's GHG emissions, mandatory reporting will contribute to the development, implementation, and evaluation of climate change and energy use policies and strategies.

The federal government continues to work in partnership with the provinces and territories to develop an efficient, harmonized, "single-window" domestic reporting system for GHG emissions that supports four complementary objectives:

- to support the proposed federal system for large final emitters (LFEs);
- to meet provincial and territorial legislative and other reporting requirements for GHG emissions and other related information;
- to enhance the detail and level of precision of the National GHG Inventory; and
- to provide Canadians with information on GHG emissions.

Mandatory reporting will help to ensure timely and accurate reporting of GHG emissions, support public confidence in the transparency and integrity of domestic reporting, and lay the foundation for a future emissions trading system. It will also provide a consistent basis of reporting across jurisdictions and among various sectors and sources.

Q2

Canada already reports annually on its GHG emissions to the United Nations Framework Convention on Climate Change (UNFCCC). How will this new system be different?

The new mandatory domestic GHG reporting system is being put in place to serve Canada's domestic interests (federal, provincial/territorial, and public information needs), which require a means to measure, track, and report progress on the reduction of GHG emissions that is accurate, transparent, and credible.

The new GHG reporting system will be collecting facility-level emissions data to support domestic policy objectives. It will also allow Canada to enhance the detail and precision of the National GHG Inventory reported internationally.

As is required of all signatories to the UNFCCC, Canada will continue to submit its National GHG Inventory to the UNFCCC on an annual basis. This report covers broad sectors (e.g., transportation, industrial processes, agriculture) and presents national data on a yearly basis starting with 1990. Estimates of GHG emissions and/or removals from each of the sectors are derived from a variety of sources using a variety of methods.

Mandatory reporting of GHG emissions also represents an important step towards meeting the federal government's commitment made in the 2004 Speech from the Throne to incorporate key indicators on clean water, clean air, and emissions reductions into its decision-making.

Q3

How many facilities will be affected by mandatory GHG reporting? What sort of facilities are these? Where are they located?

In Phase One of mandatory GHG reporting, only those facilities that emit the equivalent of 100 000 tonnes (100 kt) or more of carbon dioxide (CO₂) (in CO₂ equivalent units) per year are required to report. This threshold is expected to apply to about 400 facilities across Canada, in all sectors.

Major industrial facilities that produce electricity, heat, or steam on-site using fossil fuels are those that would typically emit more than 100 kt of GHGs per year. These could include certain power generation facilities, integrated steel mills, facilities involved in smelting and refining metals, petroleum refineries, and chemical production facilities. Other operations, such as large landfills, could also be subject to mandatory reporting.

Q4

Under what authority did the Government of Canada make GHG reporting mandatory for 2004 emissions?

Mandatory reporting has been established by the Minister of the Environment under authority of sections 46 to 53 of the *Canadian Environmental Protection Act, 1999* (CEPA 1999), which allow the mandatory reporting of environmental data.

Q5

If the reporting is being done under the authority of CEPA 1999, why don't the reports go to Environment Canada? Why is Statistics Canada collecting the information?

Statistics Canada has been designated as the authorized agency to receive reports. It has a well-developed collection infrastructure in place and is already collecting fuel use and business production data, both of which are related to GHG emissions and involve many of the same facilities that will be required to report GHG emissions. By laying the foundation to integrate GHG reporting with reporting on fuel use and production, the government is working towards the goal of one-window reporting that minimizes duplication and reduces the reporting burden on industry and governments. Therefore, GHG emissions information will be collected under two existing legal authorities: the *Statistics Act* and CEPA 1999.

Once the data have been collected by Statistics Canada through a single-window reporting system, the data will be provided immediately to Environment Canada. The data will be used by Environment Canada in accordance with its legislative mandates.

Q6

Can Statistics Canada enter into agreements to collect GHG data for the provinces and territories?

Yes, Statistics Canada will also accommodate the collection of similar GHG data that may be required by provinces and territories, where the legal authority exists and a data-sharing agreement has been established with Statistics Canada. The Government of Alberta has implemented the *Climate Change and Emissions Management Act*, and is negotiating a data-sharing agreement with Statistics Canada.

Q7**How can the public access the GHG data collected through mandatory reporting?**

The deadline for submission of 2004 GHG emissions data under the mandatory reporting system is June 1, 2005. The Minister has indicated in the *Canada Gazette* Notice (March 13, 2004) that the intent is to publish, at the facility level, the collected GHG emissions information, subject to the confidentiality provisions of CEPA 1999. It is expected that the data will be made available on the Environment Canada web site in the summer of 2005. Statistics Canada will disseminate non-confidential aggregate information on its web site.

Q8**What will mandatory reporting of GHG emissions cost industry?**

The incremental costs of reporting GHG emissions are expected to be very modest, especially since many reporters are already reporting on criteria air contaminants, which are the pollutants that cause smog, and therefore use the same underlying data to estimate emissions. In addition, many reporters have also been reporting GHG emissions for other purposes, including to some provincial governments, to their industry associations, and/or to voluntary programs such as CSA Climate Change, GHG Registries (formerly VCR Inc.).

The federal government is committed to making the reporting system as efficient and non-burdensome as practical and is working with the provinces and territories to harmonize reporting requirements and streamline reporting processes.

Q9**Why are some major sources of GHGs, such as residential heating and agriculture, not covered by these reporting requirements?**

Some sources of GHG emissions, such as individual homes or farms, are too numerous to track on a point source basis and are thus not an area of focus for mandatory reporting. For these broad sectors, it is better to utilize other emission estimation methods.

Environment Canada will continue to compile a comprehensive inventory of sources and sinks of GHGs. The addition of mandatory GHG emissions reports from large point sources such as oil refineries and power plants will enhance the detail and level of precision of the overall GHG inventory.

Q10**How will the penalties for non-reporting be enforced?**

Subsection 46(5) of CEPA 1999 requires that every person to whom the March 13, 2004, Canada Gazette Notice is directed comply with the notice. The legal authority to ensure compliance with all provisions, including mandatory reporting, of CEPA 1999 is found in Part 10 of CEPA 1999, dedicated exclusively to the enforcement of the Act. The Compliance and Enforcement Policy for CEPA 1999 provides guidance as to how regulations and notices are to be enforced (see details at: www.ec.gc.ca/CEPARRegistry/enforcement/).

Q11

Is mandatory reporting of GHG emissions in 2004 the first step towards regulating GHG emissions?

As noted above, the collection of GHG emissions data serves many purposes:

- to support the proposed federal system for LFEs;
- to meet provincial and territorial legislative and other reporting requirements for GHG emissions and related information;
- to increase the level of detail of the National GHG Inventory; and
- to provide Canadians with information on GHG emissions.

In the 2004 Speech from the Throne, the Government of Canada made a commitment to begin incorporating key indicators on clean water, clean air, and emissions reduction into its decision-making. Collecting data on GHG emissions is also an important step towards meeting that commitment.

As part of its overall climate change strategy, the Government of Canada will also be seeking emission reductions from industry through a comprehensive system that could include a regulatory system for all LFEs, with the option of negotiated covenants. Mandatory reporting of GHG emissions would be an essential part of this system.

Q12

Do other countries, the United States, for example, have a mandatory system for reporting GHG emissions similar to the one now in place in Canada?

The United States does not currently have a national mandatory GHG reporting system, although some individual states are in the process of implementing mandatory reporting requirements or examining their feasibility.

Member States of the European Union (EU) are required to maintain inventories of emissions (including GHGs) from specified industrial sources and to report emissions from individual facilities to the European Commission. The reported data will be made accessible in a public register, which is intended to provide environmental information on major industrial activities. EU Member States were required to submit their first report in June 2003, covering emissions in 2001. The next report will be delivered in June 2006, covering emissions in 2004.

Q13**What are the next steps in developing Canada's mandatory GHG reporting system?**

During consultations in 2003, stakeholders expressed a strong desire that federal, provincial, and territorial governments work together to develop a well-harmonized single-window reporting system and implement it in orderly phases so that a fully developed system is in place by 2007, in time for the first commitment period in 2008–2012.

The phased approach began with the announcement of initial reporting requirements for 2004 emissions that have been deliberately set at a high level with basic reporting requirements. This will allow the federal, provincial, and territorial governments to lay a solid foundation for the development of a harmonized and efficient domestic mandatory reporting system for GHG emissions. This will also enable the various levels of government to learn from the initial phase and engage stakeholders in subsequent changes and refinements to the reporting requirements.

A federal, provincial, and territorial National Steering Committee on Reporting has been established to guide and coordinate the development of the system, including plans for subsequent phases in 2005 and beyond. This committee will receive advice from a Stakeholder Advisory Committee on Reporting, which will provide regular input on system development as well as advice on means to engage a broader range of stakeholders at critical milestones.

Information for Potential Reporters

Q14

How do I know if I need to report?

As indicated in the *Canada Gazette* Notice of March 13, 2004, all persons who operate a facility that emits 100 000 tonnes of CO₂ equivalents (100 kt CO₂ eq) or more (this is the “reporting threshold”) of GHGs in 2004 are required to report. The reporting threshold is estimated as the sum total mass of each of the six gases or gas species (carbon dioxide [CO₂], methane [CH₄], nitrous oxide [N₂O], perfluorocarbons [PFCs], hydrofluorocarbons [HFCs], and sulphur hexafluoride [SF₆]), multiplied by their respective global warming potential (GWP):

$$\text{Total Emissions} = \sum_1^i (E_{\text{CO}_2} \times \text{GWP}_{\text{CO}_2})_i + \sum_1^i (E_{\text{CH}_4} \times \text{GWP}_{\text{CH}_4})_i + \sum_1^i (E_{\text{N}_2\text{O}} \times \text{GWP}_{\text{N}_2\text{O}})_i + \sum_1^i (E_{\text{PFC}} \times \text{GWP}_{\text{PFC}})_i + \sum_1^i (E_{\text{HFC}} \times \text{GWP}_{\text{HFC}})_i + \sum_1^i (E_{\text{SF}_6} \times \text{GWP}_{\text{SF}_6})_i$$

where i = each emission source; E = emissions

Please note that there are several species of HFCs and PFCs that are covered. Each type has its own GWP.

Q15

How are GHG emissions estimated?

There are several methodologies for estimating GHG emissions at the facility. These include:

- monitoring and direct measurement;
- mass balance;
- emission factors; and
- engineering estimates.

The estimation methods used are dependent upon the type of emission sources at the facility and the type of data available.

Q16

What method should I use to quantify my GHG emissions?

Under Phase One of mandatory GHG reporting, no specific estimation methods are prescribed. Reporters can choose the quantification methodologies most appropriate for their own particular industry or application. However, reporting facilities are encouraged to use calculation methods for estimating emissions that are consistent with the guidelines adopted by the UNFCCC for the preparation of national GHG inventories.

Q17**What are the guidelines approved for use by the UNFCCC?**

These guidelines are the “Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories” and the “IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories,” developed by the Intergovernmental Panel on Climate Change (IPCC). They are available on-line at the following link:

www.ipcc-nggip.iges.or.jp/public/public.htm

These guidelines are approved to assist countries in establishing their national inventories.

Q18**Will any guidelines be issued on the estimation of GHG emissions for the 2005 reporting year?**

No. There will be no specific estimation protocols developed for estimating GHG emissions for the first phase of reporting. Guidance *will* be provided to assist reporters in categorizing emissions and in using the UNFCCC guidelines. This technical guidance document is designed to help potential reporters determine if they are required to submit a report. It also includes technical information related to GHG emissions to be reported and the required reporting format.

Q19**What information do I report?**

If a facility meets the reporting threshold listed in the *Canada Gazette* Notice, a reporter must submit specific facility information (see below) as well as the facility’s emissions for 2004, for all of the following GHGs: CO₂, CH₄, N₂O, HFCs, PFCs, and SF₆.

Each facility must report:

- the quantity (in tonnes) of direct emissions of CO₂, CH₄, and N₂O, reported by the following source categories: Stationary Combustion, Industrial Processes, Fugitive Emissions, and Other; and
- the quantity (in tonnes) of direct emissions of HFCs by individual species, PFCs by individual species, and SF₆.

Further specific details on what and how to report are included in the technical guidance document and reporting instructions to be made available to reporters.

Q20**What facility information do I report?**

The facility information that must be reported includes the following:

- the reporting company’s legal and trade name, business number, facility name (if applicable), and address;
- the two- and four-digit North American Industry Classification System (NAICS) codes and the six-digit NAICS Canada code;
- the NPRI identification number (if available);
- the name, position, address, and telephone number of the public contact (if applicable);
- the name, position, and address of the official signing the Statement of Certification; and

- the legal names of the Canadian parent companies, if applicable, their addresses, their percentage of ownership of the reporting company (where applicable), their business number (where applicable), and Dun and Bradstreet number (where applicable).

Q21

The requirements ask facilities to report emissions of three GHGs — CO₂, CH₄, and N₂O — by four sources. What are the sources, and why is this information required?

Facilities are required to report their CO₂, CH₄, and N₂O emissions in four categories, namely: Stationary Combustion, Industrial Processes, Fugitive Emissions, and “Other.” These source categories provide additional detail that will allow a better understanding of the sources of emissions.

Q22

When reporting GHG emissions, is the requirement to report as a CO₂ equivalent or actual tonnage of each gas? For example, would I report 100 tonnes of N₂O or 31 000 tonnes of CO₂ equivalents for N₂O?

The reporter will be required to report the emissions of each individual GHG type, expressed in units of tonnes for each.

Please note, however, that when a potential reporter is assessing whether he/she needs to submit a report, he/she will need to convert the emissions to CO₂ equivalent units to compare them with the reporting threshold.

If the facility does meet or exceed the reporting threshold of 100 kt of CO₂ equivalents, 2004 emissions for that facility must be reported.

Q23

Do I need to report transportation emissions?

As stated in the *Canada Gazette* Notice, transportation emissions fall under the category of “Other” emissions that must be reported. However, only emissions from on-site transportation activities that are *integral* to the production process of the facility must be reported. As an example, the transport of feed materials (e.g., by truck, rail) from their on-site storage location to a specific process unit would be considered integral to the production process. An example of a transportation activity that is *non-integral* to the production process would be a manager who uses a company vehicle (e.g., pickup truck or car) to conduct inspections of activities on the grounds of the facility.

Q24

Are landfills and incinerators included in mandatory reporting of 2004 emissions?

Yes, any facility that emits more than 100 kt of CO₂ equivalents in 2004 must report. Landfills and incinerators fall within the definition of “facility.”

With respect to GHG emissions from solid waste disposal at a landfill, the CH₄ produced from the anaerobic decomposition of the organic matter in the solid waste is to be reported and included in the emission totals. CO₂ emissions should be reported only when the disposed waste is combusted at the disposal site as a management practice. The waste stream may be composed of organic (or biomass) materials and fossil fuel-based carbon materials (e.g., plastics, rubber, liquid solvents, waste oil). The CO₂ emissions from the biomass portion

being incinerated are to be reported as a memo item (not included in the CO₂ emission totals), whereas the CO₂ emissions resulting from incineration of the fossil fuel-based fraction are reported and included in the facility totals.

Q25**Am I required to report emissions from the combustion of biomass?**

Yes, it is necessary to calculate and report the quantity of emissions of CH₄ and N₂O from the combustion of biomass fuels. This includes emissions resulting from biomass burned for any purpose *except* land clearing (see note below). The CO₂ emissions from biomass combustion should be reported in a separate notation as a memo item and are not to be included as part of the total emissions from the facility. The CH₄ and N₂O emissions, however, are to be included in the emission totals.

The following fuels are considered to be biomass fuels:

- wood and wood products;
- charcoal;
- agricultural residues and wastes;
- municipal and industrial wastes (where the organic material is biological in origin; this would include wastewater treatment sludges from pulp and paper plants). It is important to note that only the biomass portion of industrial or municipal waste is to be included in this category. If the portion derived from fossil fuels is combusted, the emissions from this portion must follow the rules for non-biomass-based sources;
- bio-alcohol;
- black liquor;
- landfill gas;
- sludge gas; and
- animal or plant-derived oils.

Note: Occasionally, tree stumps, branches, twigs, and leaves are burned on-site as land is cleared. None of the GHGs emitted (CO₂, CH₄, and N₂O) are to be reported.

Q26**If most of the CO₂ emissions from my facility are from the burning/combustion of natural gas in the boilers and furnaces, do they count as “CO₂ emissions from the combustion of biomass”?**

CO₂ emissions from the combustion of biomass fuels are not included in fuel combustion totals, as it is assumed that the biomass is produced in a sustainable manner.

Standard commercial natural gas is a fossil fuel and hence does not fall into the category of biomass fuels. Thus, all GHG emissions from the combustion of commercial natural gas (e.g., CO₂, CH₄, and N₂O) must be reported and counted in emission totals or when assessing whether a facility meets the reporting

threshold. Only specialized, biomass-derived natural gas (e.g., CH₄ produced from a digester or landfill and usually used on-site) would be considered a biomass fuel.

Q27

The *Canada Gazette* Notice of March 13, 2004, states that “the reporting will be... verifiable...” Does this mean that emission levels reported must be confirmed by a third party accredited to provide this type of certification? Is there a requirement to have the emission estimates for 2004 verified?

No. Although the operator of a reporting facility may choose to have third-party verification of its emissions data and report, there is no requirement to have the emission estimates verified. However, each facility must attest to the accuracy and completeness of its own submission through the provision of a Statement of Certification. (“Verifiable” in this instance can be interpreted as keeping any records that would allow a facility’s emissions to be verified.)

As per the *Canada Gazette* Notice, reporters are required to keep copies of the required information, together with any calculations, measurements, and other data on which the information is based, at the facility to which it relates or at that facility’s parent company, located in Canada, for a period not to exceed three years from the date the Notice comes into force (i.e., March 13, 2004).

Q28

Since the *Canada Gazette* Notice on reporting requirements for 2004 does not indicate any specific mandatory protocol or methodology for estimation or quantification of GHG emissions, what is the need for a “Statement of Certification” by an officer of the reporting facility?

There are two important reasons for the required certification:

1. To provide assurance, from a suitable representative of the reporting facility, that the facility has complied with the reporting requirements. In signing, the officer is attesting that:
 - he/she has reviewed the submitted report and any supporting documents;
 - he/she has exercised due diligence to ensure that the information provided is true and complete; and
 - to the best of the signing officer’s knowledge, the amounts and values provided in the report are accurate, based on reasonable estimates using available data and quantification methodology chosen by the reporting facility.
2. To provide a reasonable degree of openness, transparency, and visible accountability in the reporting process and, in so doing, ensure a high degree of public and stakeholder confidence in the integrity of the reporting system and the results obtained.

Q29**Who is to sign on behalf of a reporting facility?**

The reporting facility may designate anyone within its organization to sign, provided that the individual has delegated powers to accept legal responsibility for the information provided and is in a position to knowledgeably attest to the completeness and accuracy of the submitted report. Facilities may, for example, designate the chief executive officer, the environmental coordinator, or the plant manager to sign the report certification.

Q30**How will I get a Statement of Certification?**

The standard form, Statement of Certification, will be available to reporters through the reporting application. You will be asked to print a Statement of Certification document on company letterhead (at time of submission), and this document is to be signed by a designated company official who attests to the accuracy and completeness of the submission, to the best of his/her knowledge. The signed original document must then be sent to Environment Canada.

Q31**What are the requirements for the retention of records?**

The March 13, 2004, *Canada Gazette* Notice indicates that records must be maintained for a period of three years, meaning that, for 2004 data, for example, they must be held until March 13, 2007 (three years from the date the Notice comes into force). This conforms to terms of CEPA 1999 that limit notices to a maximum of three years. However, as is the case with other environmental reports required under CEPA 1999, future potential *Canada Gazette* Notices may update that requirement and extend the retention of records beyond the three-year period.

Q32**If a reporting emitter adopts estimation or quantification protocols for future years that are different from those used in Phase One, and if the resulting estimates of emissions differ significantly, how will the differing results be handled?**

The purpose behind the phased approach to the development of the full domestic reporting system is to develop, test, assess, and refine all aspects of reporting, including estimation and quantification protocols and methodologies. Until suitable methodologies and protocols are finalized, variations in results can be expected if there are changes in selected methodologies from one year to the next. It is important to recall that, as per the *Canada Gazette* Notice, reporters are to keep copies of the required information, together with any calculations, measurements, and other data on which the information is based.

Q33

Will I receive any feedback on my report?

No. In the current phase of the reporting system, individual feedback to reporters will not normally be provided. However, appropriate government authorities will respond to specific requests for information.

For *general questions* about the federal GHG reporting program, please contact:

Greenhouse Gas Division, Environment Canada
Place Vincent Massey, 19th Floor
351 Saint-Joseph Boulevard
Gatineau QC K1A 0H3
Telephone: (819) 994-0684
Facsimile: (819) 953-3006
Electronic mail: ghg@ec.gc.ca

For *technical assistance with electronic data reporting*, please contact:

Statistics Canada
1-800-949-9491

For assistance with *Government of Alberta GHG reporting requirements*, please contact:

Dave Slubik
Emission Inventory Specialist
GHG Reporting Project Leader
9820-106 Street
Edmonton, AB T5K 2J6
Telephone: (780) 427-7022
Electronic mail: dave.slubik@gov.ab.ca

Q34

When does reporting begin?

For facilities that are subject to the requirement, the required information for the calendar year 2004 (January 1, 2004 – December 31, 2004) is to be submitted by June 1, 2005.

Q35

When can I submit the required information? Can I send the information in before June 1, 2005?

The information will be collected electronically through an electronic data reporting (EDR) system currently being developed by Statistics Canada. The system is expected to be ready to collect data submissions by March 1, 2005. Reporters will therefore be able to submit their information between March 1, 2005, and June 1, 2005. There is a registration step that must be completed before reporting (see Q 41 and Q 42).

Q36

Will there be detailed guidelines available on how to report emissions? When will these be available?

The GHG Division of Environment Canada is currently developing a guidance document to provide further direction and clarification to reporters. We expect that this document will be available in November 2004. We recommend visiting Environment Canada's GHG web site (www.ec.gc.ca/pdb/ghg/) periodically, as

well as the reporting vehicle web site, to view updates on monitoring, reporting, and verification of GHG emissions as well as releases of guidance documents and inventory reports.

Also, a web site for GHG reporting will be launched on November 30, 2004. Additional details will be provided.

Q37**Will you be offering any type of training sessions and/or workshops for GHG reporters?**

There have been no decisions made yet regarding training sessions or workshops. Various information pieces, such as reporting guidelines, Questions and Answers, etc., will be made available to reporters. There is no specific protocol development for this phase of reporting. Further information will be available in the fall of 2004. Please check the web site for periodic updates.

Q38**Why does the March 13, 2004, *Canada Gazette* Notice pipeline definition refer to “pipeline transportation system” while the definition used for other emissions reporting purposes in the NPRI refers to “pipeline installation”?**

The definition used for NPRI purposes focuses on emissions of criteria air contaminants from *stationary* combustion sources at a pipeline installation (a collection of equipment at a single site, including compressor and storage stations), whereas for GHG reporting purposes, the concern is with both point source emissions at such sites along a pipeline as well as *fugitive* emissions along the length of the entire pipeline system.

A natural gas transmission company that has several pipeline operations or networks within and across several provinces is to use the provincial boundaries to identify its “pipeline transportation systems” and then report GHG emissions for each discrete system.

Guidance documents to be issued later in 2004 will provide more specific instructions on reporting for pipeline transportation systems.

Q39

What are the Chemical Abstracts Service (CAS) numbers for the GHGs or GHG species required to be reported?

Greenhouse Gas	Formula	CAS Number
Carbon dioxide	CO ₂	124-38-9
Methane	CH ₄	74-82-8
Nitrous oxide	N ₂ O	10024-97-2
Sulphur hexafluoride	SF ₆	2551-62-4
<i>Hydrofluorocarbons (HFCs):</i>		
HFC-23 (trifluoromethane)	CHF ₃	75-46-7
HFC-32 (difluoromethane)	CH ₂ F ₂	75-10-5
HFC-41 (fluoromethane)	CH ₃ F	593-53-3
HFC-43-10mee (1,1,1,2,3,4,4,5,5,5-decafluoropentane)	C ₅ H ₂ F ₁₀	138495-42-8
HFC-125 (pentafluoroethane)	C ₂ HF ₅	354-33-6
HFC-134	C ₂ H ₂ F ₄ (CHF ₂ CHF ₂)	359-35-3
HFC-134a (1,1,1,2-tetrafluoroethane)	C ₂ H ₂ F ₄ (CH ₂ FCF ₃)	811-97-2
HFC-143 (1,1,2-trifluoroethane)	C ₂ H ₃ F ₃ (CHF ₂ CH ₂ F)	430-66-0
HFC-143a (1,1,1-trifluoroethane)	C ₂ H ₃ F ₃ (CF ₃ CH ₃)	420-46-2
HFC-152a (1,1-difluoroethane)	C ₂ H ₄ F ₂ (CH ₃ CHF ₂)	75-37-6
HFC-227ea (1,1,1,2,3,3,3-heptafluoropropane)	C ₃ HF ₇	431-89-0
HFC-236fa (1,1,1,3,3,3-hexafluoropropane)	C ₃ H ₂ F ₆	690-39-1
HFC-245ca (1,1,2,2,3-pentafluoropropane)	C ₃ H ₃ F ₅	679-86-7
<i>Perfluorocarbons (PFCs):</i>		
Perfluoromethane (tetrafluoromethane)	CF ₄	75-73-0
Perfluoroethane (hexafluoroethane)	C ₂ F ₆	76-16-4
Perfluoropropane (octafluoropropane)	C ₃ F ₈	76-19-7
Perfluorobutane (decafluorobutane)	C ₄ F ₁₀	355-25-9
Perfluorocyclobutane (octafluorocyclobutane)	c-C ₄ F ₈	115-25-3
Perfluoropentane (dodecafluoropentane)	C ₅ F ₁₂	678-26-2
Perfluorohexane (tetradecafluorohexane)	C ₆ F ₁₄	355-42-0

Electronic Data Reporting (EDR) System

Q40**Who will be collecting the data/information?**

The required information (emissions and related data) will be collected by Statistics Canada through an EDR system. Statistics Canada will be collecting this information for its own statistical and research purposes, as well as on behalf of the federal Minister of Environment and various provincial/territorial governments.

Q41**How do I report?**

The government is setting up a one-window reporting system that will allow for EDR over the Internet. Once reporters have self-identified that they are required to report (i.e., they meet or exceed the reporting threshold), they must register with Statistics Canada in order to gain access to the EDR system to submit the required information.

Q42**How do I register?**

On-line registration will be available from February 2005 to June 1, 2005, on a site hosted by Statistics Canada. Reporters who meet or exceed the reporting threshold will be required to register their facility and provide contact information.

Once registered, each reporter will be provided a set of credentials (username and password) that will be used to access the reporting system. Registration must be completed before reports may be submitted. Reporters will be able to submit their report only beginning March 1, 2005.

Q43**How secure is the access to the web site?**

Statistics Canada has provided the infrastructure, methods, and tools to ensure that your data are kept confidential and secure. Encryption, firewalls, intrusion detection software, and operating system security protect your data.

State-of-the-art security technologies have been used to build a secure staging area (SSA) to protect the confidentiality of your data. This secure area is physically disconnected from the Internet.

Once transmitted to the SSA, your data are protected by authentication using public key infrastructure (PKI) certificates. These certificates are used to monitor, control, protect, and confirm the identity of users.

When you log in to the GHG Reporting Site, you will be issued a certificate. This certificate attaches to your browser while you are logged in to the site. The information from your questionnaire that you transmit back to Statistics Canada will be encrypted using this certificate.

In addition, all communication with Statistics Canada takes place through a secure socket layer (SSL) — adding another layer of security to your transaction.

Frequently Asked Questions

Electronic Data Reporting (EDR) System

Q44

Is there a guideline available on how to use the EDR?

The EDR site will provide reporters with on-screen instructions, definitions, and explanations to assist them in their registration and in completing their reports. Additionally, a telephone help line service will be available during core business hours to assist reporters who have technical concerns or other questions.

Q45

What are the hardware and software requirements for reporters to use the EDR system?

Reporters will require the following hardware and software:

Hardware:

- Pentium-class computer
- 56K or greater speed modem or a high-speed connection

Software:

- Operating system: Microsoft Windows 95, 98, NT (with service pack 4 or higher), 2000, Millennium Edition, XP (Home Edition and Professional)
- Web browser: Microsoft Internet Explorer 4.01 or higher or Netscape Communicator 4.06 or 7.76

The EDR system is not compatible with Macintosh software systems. Reporters who have access to Macintosh systems only can contact the Statistics Canada helpline (1-800-949-9491) to obtain information on an alternative reporting method.

Q46

What do I do if I cannot access the reporting (EDR) web site?

If you require assistance, please contact the help line at **1-800-949-9491** weekdays from 8:00 a.m. to 5:00 p.m. Eastern Time.

Q47

What do I do if my username and/or password do not work?

Please contact the help line at **1-800-949-9491** weekdays from 8:00 a.m. to 5:00 p.m. Eastern Time.

Q48

Is there an alternative method of reporting emissions?

Although on-line reporting is preferred, reporters who have trouble or do not have access to a computer that meets the system requirements can contact the Statistics Canada helpline (**1-800-949-9491**) where they will be provided with information on an alternative reporting method.

Q49

Do I have to report my data in one session, or will I be able to save my reported data part way through the submission and complete my emissions report later?

The EDR system will allow reporters to save partial reports that can be retrieved and completed or corrected at a later time. Security provisions have been made to prevent any unauthorized users from tampering with partially completed or submitted reports.

Q50

Can I use my existing software (i.e., existing company software that is used to collect process or purchase information) to upload files to the Statistics Canada reporting site for Phase One?

No, the reporting system will not support software for uploading files for Phase One. This feature will be considered in subsequent phases.

Publication and Confidentiality of Data

Q51

Will the information I provide to Statistics Canada be kept confidential?

Under the *Statistics Act*, Statistics Canada is prohibited from publishing any information that could identify an individual facility. Information that can be related to an individual business must therefore be protected and kept strictly confidential by Statistics Canada. There are no pieces of legislation that override the confidentiality provisions of the *Statistics Act*; for example, the federal *Access to Information Act* recognizes, in section 24, the statutory prohibition against disclosure set out in the confidentiality provisions of the *Statistics Act*.

The information is also being collected on behalf of Environment Canada, under the authority of CEPA 1999. The Minister of the Environment has indicated that he intends to publish information collected pursuant to the March 13, 2004, *Canada Gazette* Notice. Persons will be afforded an opportunity to request that their information be treated as confidential and that it therefore not be published. If the Minister is of the view that the information, for which a confidentiality request has been submitted, is enveloped by one of the enumerated categories of information found in section 52 of CEPA 1999, then the Minister would be authorized to publish the information only pursuant to the public interest exemption found in subsection 53(3) of CEPA 1999. If the Minister questions the validity of a confidentiality request, procedures are set out in section 53 of CEPA 1999 affording persons an opportunity to further justify their claims with both the Minister and, failing which, the Federal Court. The information, once in the hands of Environment Canada, is subject to the provisions of the federal *Privacy Act* and the *Access to Information Act*.

The Alberta *Climate Change and Emissions Management Act* has come into force, and an agreement between Statistics Canada and the Government of Alberta will enable Statistics Canada to collect data on GHG emissions on behalf of the Government of Alberta. It is the intention of the Government of Alberta to make the reported data public, subject to the terms of provincial privacy and access to information laws.

Other provinces and territories, with appropriate legislation, may enter into a similar agreement with Statistics Canada or are already in the process of putting such an agreement in place.

Q52

Some industries might be concerned that releasing their GHG emissions data to the public could affect their competitive position. How have you addressed those concerns in the reporting system?

For 2004, reporting emitters are required to report emissions of GHGs, whose public disclosure will not affect the competitive position of any reporting emitter. Similar data are already being collected and disclosed by the Government of Ontario, and the Alberta government is initiating similar reporting and disclosure. In addition, federal legislation provides companies with the opportunity to request the non-public disclosure of data whose publication they feel would jeopardize their competitive position, as defined under CEPA 1999. These provisions provide adequate protection of confidentiality where warranted, while at the same time ensuring public access to information that is in the public interest.

Q53**Who will have access to information reported?**

Statistics Canada will be providing data to the Minister of Environment, who, as noted above, has indicated the intent to publish facility emissions data (except for confidential data protected under CEPA 1999).

Only non-confidential aggregate data will be published by Statistics Canada.

Assuming that they have in force legislation that provides the authority to collect and compile the reporting of GHG emissions information, provinces or territories will be able to enter into a data-sharing agreement with Statistics Canada. In accordance with their respective provincial or territorial legislation, a copy of the reported data could be made publicly available, subject to terms of provincial or territorial privacy and access to information laws.

Q54**How do I request that my submission be treated as confidential?**

There are provisions under CEPA 1999 whereby reporters may submit, with the information they are required to provide, a written request that this information be treated as confidential based on reasons set out in CEPA 1999 (section 52).

During the on-line process of reporting emissions, reporters will be asked if they are requesting confidentiality of this report under CEPA 1999. A similar question will be asked if there are applicable provincial/territorial statutes. If the reporter chooses *no*, the submission will continue; if the reporter chooses *yes*, the reporter will receive instructions to submit a written request along with justification and supporting documentation to Environment Canada (and possibly the Government of Alberta) along with the Statement of Certification and attached submission. Environment Canada will be alerted by the GHG reporting system that the request has been made, and the entire submission will be kept confidential until the request is processed.

Linkages to Existing Programs

Q55**What is the difference between the NPRI and GHG reporting?**

While the general emissions data reported to the NPRI and GHG emissions data reported through Statistics Canada are collected under the authority of the same legislation (CEPA 1999), they are two different sets of data.

The GHG emissions and related data that will be required to be monitored and reported to Environment Canada are different from the data currently collected by the NPRI. The NPRI currently collects data on a range of emissions of concern, but not GHG emissions.

Q56**It seems that it would be more efficient, both for reporters and for those who use the data, if the NPRI, the National GHG Inventory, and the National Air Pollutant Emissions Inventory (criteria air contaminants) were combined. Why don't you do that?**

The federal government is deeply committed to the general goal of harmonized environmental reporting that minimizes response burden and maximizes the accessibility and utility of the data for a broad range of users.

The GHG reporting initiative is a collaborative process that engages federal, provincial, and territorial governments, industry, non-governmental organizations, and other stakeholders. During previous consultations, some industries informed us that they were opposed to linking GHG reporting with reporting on other emissions. One of the key priorities is to establish harmonized GHG reporting requirements and processes across jurisdictions. In the course of designing the GHG reporting system — still in its early stages — we are very much mindful of the usefulness of being able to link and integrate a variety of emissions reports and processes.

As we move to subsequent phases of GHG reporting, federal, provincial, and territorial authorities will continue to work together to ensure that the reporting system will, to the extent possible, be designed to enable suitable linkages to, and integration with, other relevant federal, provincial, and territorial systems as necessary. Also, to continue in a collaborative manner, a robust process for stakeholder consultation and input has been established.

Q57**I currently report emissions to the Ontario Air Emissions Registry. Am I required to submit my information to the federal government as well?**

Yes, you will need to report 2004 data to both reporting systems. Ontario and the federal government are working towards a harmonized GHG reporting system; however, it will not be in place in time to collect 2004 data.

Q58

My company operates a facility in Alberta. We are required to make a submission on our GHG emissions to the Alberta government. Will we be required to submit this information to the federal government as well?

The 2004 data will be collected through the single-window GHG reporting system for Environment Canada and provincial governments with the requisite authority to compel such information. Reporters will be required to report only once, but separate statements of certifications and requests for non-disclosure (if applicable) must be submitted to both legal authorities (Environment Canada and the Government of Alberta).

Q59

What has been done to achieve harmonization of the reporting systems?

The federal, provincial, and territorial governments are collaborating in defining the process by which a single domestic mandatory GHG reporting system can be developed to meet the GHG reporting needs for all jurisdictions and minimize reporting burden for both industry and government.

Harmonization is achieved in three important ways:

- development of common reporting requirements across jurisdictions to the maximum extent possible, to minimize duplication and maximize consistency and comparability;
- development of common definitions and protocols for reporting, also to maximize consistency and clarity, especially for reporters with operations spanning several sectors and/or jurisdictions; and
- creating a single-window reporting system that provides a single point of access and common reporting tools to meet all reporting needs.

Q60

Many companies already report GHG emissions to the Canadian GHG Challenge Registry[®] operated by CSA Climate Change, GHG Registries (formerly VCR Inc.). Why don't you just use that?

Current federal government and some provincial policies on climate change require mandatory reporting of GHG emissions. However, CSA Climate Change, GHG Registries (formerly VCR Inc.) and the Canadian GHG Challenge Registry[®] continue to challenge companies to voluntarily reduce their GHG emissions and to report on progress achieved. For more information, visit the Canadian GHG Challenge Registry[®] website, www.ghgregistries.ca.

Q61

My facility operates in a sector covered by the proposed federal system for LFEs. How do these reporting requirements interact with reporting requirements for the proposed federal system for LFEs?

Phase One is the first mandatory GHG reporting requirement for Canadian facilities. Its objective is to facilitate the federal, provincial, and territorial governments' early work to ensure consistency and harmonization among jurisdictions with GHG reporting requirements. In other words, its purpose is to develop a solid base for development of future phases of GHG reporting.

LFEs refer to a proposed federal government system, currently under development, to reduce annual GHG emissions between key industry sectors such as oil and gas, electricity production, and mining and manufacturing. The system would require mandatory GHG emissions reductions using an intensity-based approach.

To be in line with reporting requirements for the proposed federal system for LFEs, the EDR application, operated by Statistics Canada, is designed with two main paths: one for LFE reporters and another for non-LFE reporters. This system will automatically direct the reporter to the appropriate path, based on his/her registration information.

Both LFEs and non-LFEs will be asked to report the same information, but LFE reporters will be asked to report their emissions from specified activities separately. For example, if in the registration application the reporter selects “Aluminum” as its main sector of activity, the facility will be automatically given a reporting format for LFEs that will require it to report its GHG emissions from specified activities separately from other GHG emissions. Definitions of specified activities will be made available to reporters within the EDR application.

Q62

Will my reported emissions be used for future LFE policy decisions?

GHG emissions data reported under Phase One are not well suited to be used in developing the proposed federal system for LFEs. Most policy decisions will likely have already been made by the time companies begin preparing reports under Phase One.

In any case, only a subset of the entities that will be covered by the proposed federal system for LFEs will be participating in the Phase One GHG emissions reporting. Consequently, decisions on the design of the proposed federal system for LFEs would find it difficult to incorporate the reported data without risking potential equity problems. Over the longer term, however, the experiences of companies and government with the reporting processes used as part of Phase One will offer useful lessons that will support the development of more detailed reporting policies for the proposed federal system for LFEs.

Definitions

Q63**What is carbon dioxide equivalent (CO₂ eq)?**

It is a unit used to allow the addition of or the comparison between different gases that have GWPs. Since many GHGs exist and their GWPs vary, the emissions are added in a common unit, CO₂ equivalent. To express GHG emissions in tonnes of CO₂ eq, the quantity of a given GHG (expressed in units of mass) is multiplied by its GWP.

Q64**What is global warming potential (GWP)?**

It is a relative measure of the warming effect that the emission of a GHG might have on the surface troposphere (lower region of the Earth's atmosphere). It is calculated as the ratio of radiative forcing (i.e., the amount of heat-trapping potential) that would result from the emission of 1 kg of a radiative gas (i.e., a GHG) to that from the emission of 1 kg of CO₂. For example, the GWP for N₂O is 310, which means that emissions of 1 kg of N₂O are equivalent to emissions of 310 kg of CO₂.

Q65**What do you mean by “facility”?**

A facility is a contiguous facility, a pipeline transportation system, or an offshore installation (see more detailed definitions of each of these below).

Q66**What is a contiguous facility?**

This means all buildings, equipment, structures, and stationary items that are located on a single site or on contiguous or adjacent sites that are owned or operated by the same person and that function as a single integrated site and includes wastewater collection systems that discharge treated or untreated wastewater into surface waters.

Q67**What is a pipeline transportation system?**

This means all pipelines transporting processed natural gas and their associated installations (including storage facilities but excluding straddle plants or other processing installations that are under single ownership) within a province or territory.

Q68**What is an offshore installation?**

This means an offshore drilling unit, production platform or ship, or sub-sea installation attached or anchored to the continental shelf of Canada in connection with the exploitation of oil or gas.

Frequently Asked Questions

Definitions

Q69

What is the definition of “biomass”?

Biomass is defined as plant materials, animal waste, or any product made of either of these.

This includes (but is not necessarily limited to) wood and wood products; charcoal; agricultural residues and wastes (including organic material above and below ground, both living and dead, such as trees, crops, grasses, tree litter, roots, etc.); municipal and industrial wastes (where the organic material is biological in origin); landfill gas; bio-alcohol; black liquor; sludge gas; and animal or plant-derived oils.

Q70

What are biomass fuels?

When biomass is burned for energy purposes (e.g., to generate heat), the biomass is referred to as a biomass fuel.

Q71

What is stationary fuel combustion?

This is when fuel is burned in a non-vehicular combustion source for the purpose of producing energy (e.g., to generate electricity, heat, or steam).

Q72

What are industrial process emissions?

These are emissions from an industrial process involving chemical reactions other than combustion, and not for the purpose of supplying energy. In instances where industrial process emissions are produced in combination with fuel combustion for energy purposes, the emissions should be categorized according to the primary purpose of the activity, energy, or industrial process.

Q73

What are fugitive emissions?

These are intentional or unintentional releases of gases from industrial activities. In particular, they may arise from the production, processing, transmission, storage, and use of fuels and include emissions from combustion only when it does not support a productive activity (e.g., flaring of natural gases at oil and gas production facilities).

Q74

What do you mean by “Other” as an emissions source category?

This category includes any direct emissions that do not fall under Stationary Fuel Combustion, Industrial Processes, or Fugitive Emissions. Included are emissions from on-site (i.e., at the facility) disposal of waste and waste or wastewater treatment; and emissions from on-site transportation that is integral to the production process.

Q75

What are direct emissions?

Direct emissions are emissions from sources that are actually located at the reporting facility.

Q76**What is a Statement of Certification?**

A Statement of Certification is a document with the company letterhead and signature of an authorized company official stating that the information contained in the attached emissions report is accurate and complete, to the best of his/her knowledge.

Q77**What are IPCC Guidelines?**

These are the guidelines developed by the IPCC for the preparation of national GHG inventories. They provide guidance on how to estimate and report GHG emissions from various sources. The latest version is "Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories" (see www.ipcc-nggip.iges.or.jp/public/public.htm).

Q78**What is the Dun and Bradstreet D-U-N-S number?**

The Dun and Bradstreet D-U-N-S number is a unique nine-digit identification sequence that provides unique identifiers of single business entities, while linking corporate family structures together. The internationally recognized numbering system is developed and maintained by the private firm of Dun and Bradstreet.

Dun and Bradstreet links the D-U-N-S numbers of parents, subsidiaries, headquarters, and branches of more than 62 million corporate family members around the world. Used by the world's most influential standards-setting organizations, the D-U-N-S number is recognized, recommended, and/or required by more than 50 global, industry, and trade associations, including the United Nations, the U.S. federal government, the Australian government, and the European Commission.

If a facility or company does not have a D-U-N-S number, it is not required to get one in order to submit emissions reports.

