

# Carbon 613 Member Milestones

**Completion requirements**

**Carbon 613 support**

**Mandatory requirements**

**1. Become a member**

- Orientation meeting
- Complete onboard process
- Signed agreement
- Member profile

- Program orientation presentation
- Program overview document

- Sign the agreement
- Schedule and host orientation meeting

**2. Complete emissions inventory**

- CAT\* Training
- Energy walkthrough
- Determine activities/scope
- Upload emissions data
- Select baseline year

- CAT tool set up/access
- Conduct energy walkthrough
- GHG reporting training

- Upload data into CAT within 6 months from signed agreement

**3. Develop action plan & set target**

- Complete action plan
- Signed target agreement letter

- Action plan & target setting meeting
- Coaching/staff support
- Action plan template
- Idea book

- Set target within one year of setting baseline year

**4. Execute action plan & report annually**

- Annual data in CAT
- Provide annual update on projects and activities towards achieving target

- Data collection tools/templates
- Regular check-ins
- Project/activity reporting template
- Coaching/staff support
- Public recognition for activities

- Submit data annually
- Report annually (min.) on activities and projects

\* Carbon Accounting Tool