

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

Program Framework

	Minimum Requirements	Definition
Operational Geographic Boundaries	Ottawa, Ontario	All facilities that the member owns or operates within Ottawa are included in their emissions inventories.
Emissions Inventories / Baseline and reporting	Members must submit a minimum of one (1) year of energy data to Carbon 613, within six (6) months of joining the program.	An emissions inventory is a collection of energy use by source. This information is uploaded into the Carbon 613 carbon accounting software which determines a members' emissions footprint.
	The baseline year must be no more than three (3) years before joining the program	The baseline year is the year against which your target is measured. Example: if a member joins in 2015, they must select a baseline year of no earlier than 2012.
	Members must report emissions annually.	Each December*, members complete the emissions inventory data collection sheets and submit them to Carbon 613. *Members unable to report in December must report annually on a mutually agreed upon date with Carbon 613.
Reporting Scopes	Scope 1 & 2 - Mandatory	<u>Scope 1</u> - Controllable Emissions (on-site combustion, vehicles and equipment, fugitive emissions)
		<u>Scope 2</u> - Purchased energy (Electricity, Steam) <u>Multi-tenant buildings</u> : Members that occupy more than 1/3 of a shared building space can estimate energy use, however, energy can only account for 50% or less of annual emissions inventory reported.
	Scope 3 - Optional	Members can choose to report scope three (3) emissions (business travel, employee commuting, water).
Target Type	Targets can be either Intensity or Absolute based	Intensity Based are emissions tied to a central metric (ex. tonnes per FTE) Absolute emissions are the total emissions (generally in tCO ₂ e) Carbon 613 reports all reductions publicly using absolute measures.
Target Length	Members must set a reduction target within one (1) year of establishing the baseline year.	The member determines the number of years it will take to achieve their target, up to a maximum of ten years.
	All targets must have a minimum of 40% of total target length remaining from the date the target is set.	Example: If a 5-year target is set, there must be no less than 3 years (40%) in the future from the date the target is set.
Target Amounts	Minimum of 15% reduction target within 10 years is required	All members must set a 15% reduction target to be accomplished within a 10-year period.
	Bronze - 15% Silver - 30% Gold - 50%	Members will be recognized on the levels of commitment in their set targets.
Restricted Reductions	Offsets	Purchased reductions can only account for 49% of total reductions.
	RECs	
	FIT-Generated Electricity	

