

# Carbon Neutral Action Report, 2013

## How to complete the new Survey Form

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### 2013 Carbon Neutral Action Report (CNAR) Survey Form - Part 1, Data

Please fill in all the following sections of the 2013 CNAR Data Form. Save your work frequently to prevent it from being lost. You can also save a copy for your own use as either a WORD or PDF file using the buttons at the bottom of each page.

You have received two links for different CNAR forms. Part 1 (this form) is being used to collect administrative data and information from all Public Sector Organizations that will help CAS with planning for emissions reductions initiatives. This information WILL NOT appear in the public report posted to the Ministry of Environment website. Information on actions taken to reduce emissions is collected in Part 2 (the second link you received) which will be part of your final public report.

When the form is complete press the submit button on the last page to send it to the Climate Action Secretariat (CAS). Do not press submit before you are ready - this may result in a loss of work.

In addition to completing this survey, you are required to submit your completed CNAR Overview and Self-Certification Check-list. The 2013 Overview Template was sent with the link to this survey. Please ensure you meet the following reporting deadlines:

- The Final 2013 CNAR is due May 30, 2014. It will be complete once the Overview Template and this Actions Form have been sent to CAS.
- The Self-certification checklist is due to CAS by May 15, 2014.

For more information about the Carbon Neutral Government process, please refer to *Becoming Carbon Neutral 2013*, or contact [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca) if you have any questions or issues with the actions form.

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### 2013 Carbon Neutral Action Report (CNAR) - Part 2 ACTIONS

Please complete the following sections of the 2013 Carbon Neutral Action Report form. Save your work frequently to prevent it from being lost. You can also save a copy for your own use as either a WORD or PDF file using the buttons at the bottom of each page.

This is Part 2 of the Carbon Neutral Action Report form. This section reports on actions taken to reduce emissions during the 2013 calendar year. This information will be included in your final Carbon Neutral Action Report posted on the Ministry of Environment website.

When the form is complete press the submit button on the last page to automatically submit the information to the Climate Action Secretariat (CAS). Do not press submit before you are ready - this may result in a loss of work.

In addition to completing this survey (Part 1 & 2), you are required to submit your completed Overview (Executive Summary) and Self-Certification Checklist. The 2013 Overview template was included in the email sent and can also be found on the LiveSmart leaders Community.

Please ensure you meet the following reporting deadlines:

- A DRAFT 2013 CNAR is due to CAS by March 31, 2014. The draft is comprised of the Overview ONLY (no executive sign-off required).
- The FINAL 2013 CNAR is due to CAS by May 30, 2014. The final 2013 CNAR includes Part 1 & Part 2 survey form and Overview.
- The Self-Certification Checklist is due to CAS by May 15, 2014.

For more information about the Carbon Neutral Government process, please refer to *Becoming Carbon Neutral 2013*, or should you have any questions please contact [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca).

Audio: 1-877-353-9184 (Participant ID: 6564454#)  
Hint : \*6 Mute/Unmute Phone Line  
Note: Please hold your questions / comments until the end  
Email: [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

# CNAR 2013

## Carbon Neutral Action Report (CNAR)

- Legislated public reporting for:
  - emissions
  - Offsets purchased
  - Actions taken to reduce emissions in the reporting year
  - Plans to continue minimizing emissions

# CNAR 2013

## New for 2013:

- No longer using the online form
- No BCEIDs are required
- New survey format
- Reduced list of actions
- New sections on PSO data and information for planning
- Small Emitters Form
- No changes for next year!

# CNAR 2013

## Why the Change??

- Want to focus on key actions on reductions
- Need to collect consistent data for comparisons
- Need info to help with planning for reductions
- Ensure reporting is relevant

# CNAR 2013

## Components of the CNAR

1. Overview
2. Data section (Part 1, not appended)
3. Actions section (Part 2)
4. Self-Certification Checklist

# CNAR 2013

## Draft Overview Components (Due by March 31):

- General description of actions taken to reduce emissions
- Statements around the broader sustainability goals of your organization
- Anticipated environmental, social and financial benefits of reducing GHG emissions
- No signature or emissions data required
- No Survey Form required

# CNAR 2013

## Final Overview Components (Due by May 30):

- Same as draft plus:
  - Completed emissions table
  - Executive sign-off (CEO, COO or Superintendent)
- Voluntary Reporting
  - More elaborate report with photos, graphics, etc.

# CNAR 2013

## **Final CNAR Components:**

Overview w/signature (via email)

Survey Form Part 1 (via submit button)

Survey Form Part 2 (via submit button)

Self Certification Checklist (via email or fax)



# CNAR 2013

- Using the survey form
- Unique web link
- Mandatory fields
- Sharing the link with others
- File formats – PDF, WORD, CSV
- Save your work!
- Final submission

## Questions & Feedback

Please send an e-mail to  
[climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca)

OR

Use the Q & A LiveMeeting

