



2020 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT (CCAR)

- INSTRUCTIONS & TEMPLATE FOR SMALL EMITTERS -

This document provides guidance for provincial public sector organizations (PSOs) whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2019) to help them prepare their 2020 Carbon Neutral Action Report (CNAR) in accordance with BC's *Climate Change Accountability Act* and the Carbon Neutral Government Regulation.

PSOs that emitted less than 600 tonnes CO₂e during the 2019 reporting year will receive a confirmation email from Carbon.Neutral@gov.bc.ca. The CCAR Survey is optional for Small Emitter PSOs.

PSO Deadlines for Small Emitters – 2020 Reporting year	
April 30, 2021	<ul style="list-style-type: none">✓ Clean Government Reporting Tool (CGRT) Data Entry must be completed for the 2020 reporting year.
May 14, 2021	<ul style="list-style-type: none">✓ Self-Certification Checklist must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca.✓ PSOs receive an offset invoice with the amount of offsets to be purchased for the 2020 reporting year.
May 31, 2021	<ul style="list-style-type: none">✓ The final, signed version of the Small Emitters Form must be submitted by email to: Carbon.Neutral@gov.bc.ca.✓ Deadline for the optional CCAR Survey to be completed and submitted online.
June 30, 2021	<ul style="list-style-type: none">✓ Ministry of Environment and Climate Change Strategy must post a final Small Emitters Form for each organization on the BC Government's CNG website and each PSO is encouraged to post their form on their website.✓ All offset invoice payments must be submitted to CAS.