



CARBON NEUTRAL GOVERNMENT 2017

SELF-CERTIFICATION CHECKLIST SUBMISSION DEADLINE: MAY 15, 2018

2017 Greenhouse Gas Emissions Measurement & Reporting for BC Carbon Neutral Public Sector Organizations subject to the *Greenhouse Gas Reductions Target Act* (GGRTA)

Please review the following statements and circle the most appropriate answer based on whether you agree (“Yes”) or disagree (“No”) with the statement in the context of the [Carbon Neutral Government Regulation](#) (CNGR) and the [Greenhouse Gas Reduction Targets Act](#) (GGRTA). In the case where “No” is the appropriate response, please provide an attachment outlining the rationale and what actions will be taken to correct the situation.

1. I am familiar with requirements of the Carbon Neutral Government Regulation, the <i>Greenhouse Gas Reduction Targets Act</i> , and the geographic, organizational and operational boundaries under the legislation as interpreted in the 2016/17 Scope Summary .	Yes	No
2. The personnel involved in the organization’s greenhouse gas (GHG) measurement and reporting process understand the legislation and related geographic, organizational and operational boundaries and have received appropriate training to fulfill their roles.	Yes	No
3. The organization’s inventory of emission sources in each category of emissions (buildings, fleet, paper and fugitive emissions) is complete relative to the geographic and organizational boundaries described in the 2016/17 Scope Summary .	Yes	No
4. The organization’s business processes for capturing energy, vehicle fuel and paper consumption/activity data have been designed to ensure completeness relative to the operational boundaries described in the 2016/17 Scope Summary .	Yes	No
5. The organization’s consumption/activity data has been reviewed and reconciled for completeness, consistency and reasonableness prior to upload into SMARTTool.	Yes	No
6. The GHG emissions report generated by SMARTTool has been reviewed and assessed for reasonableness. If any unresolved issues exist, they have been brought forward to the Climate Action Secretariat.	Yes	No
7. Documentation representing the organization’s 2017 emission source inventory, related consumption/activity data and supporting business processes have been filed and will be retained for 7 years.	Yes	No
8. In my assessment, I have not become aware of any significant internal control weaknesses or deficiencies in the GHG measurement process that might have impacted the accuracy and completeness of the source data uploaded into SMARTTool.	Yes	No

For use by organizations subject to the *Greenhouse Gas Reduction Targets Act (2007)*

As the designated representative I certify that I have personally examined, and am familiar with, the processes used to capture, compile and report data for the purposes of meeting the Carbon Neutral Government Regulation under the *Greenhouse Gas Reduction Targets Act*. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information on this checklist are to the best of my knowledge and belief true, accurate, and complete.

Signature (**CFO or Secretary-Treasurer**)

Date

Name (please print)

Title

Organization

Please email completed form to Carbon.Neutral@gov.bc.ca