

CRC Energy Efficiency Scheme

Annual Reporting Screenshots and Worked Example

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Summary

- Every participant in the CRC Scheme must submit an Annual Report each year by the last working day in July following each annual reporting year unless you have claimed a group or general CCA exemption.
- The report is a summary of your organisations emissions from 'CRC supplies'. You will have calculated which are your CRC supplies in your footprint report.
- The energy supply data that you enter into your annual report will be converted into CO₂ emissions by the registry.
- The annual report is submitted online via your CRC registry account which you access using your government gateway username and password.
- DO NOT START YOUR ANNUAL REPORT UNTIL YOU HAVE COMPLETED YOUR FOOTPRINT REPORT AS YOU WILL NEED INFORMATION FROM THE FOOTPRINT REPORT TO ENABLE YOU TO SUBMIT YOUR ANNUAL REPORT CORRECTLY.
- **INSERT ALL FIGURES AS WHOLE NUMBERS (THE REGISTRY DOES NOT ACCEPT DECIMALS).**

What is this document for?

- ⇒ The following slides provide screen shots of what you will see when you submit your annual report.
- ⇒ Explanatory text is also provided to help you ensure that you enter your figures correctly.
- ⇒ Please note in this presentation, where we refer to screens we are describing screens on the CRC registry. When we refer to slides we are describing slides in this document.
- ⇒ We suggest that you take 'screen shots' as you enter your data and keep these in your records.

Helpful hint: To take screenshots you just click the 'CTRL' and 'Print Screen' button on your keyboard. You then paste that screen shot into a document which you can then save.

Please remember that in your annual report supplies are entered in kWh not MWh.

Account Homepage

Environment Agency

SEPA Scottish Environment Protection Agency

NIEA Northern Ireland Environment Agency

DEMO

Laura | Sign Out

Home

CRC Energy Efficiency Scheme

CRC Energy Efficiency Scheme

- ▶ My Profile
- ▶ Phase
- ▶ Allowances
- ▶ Emissions Calculator

My Profile

View or modify your profile

- ▶ Manage Contacts
- ▶ Appoint/Remove An Agent

Phase

Manage your involvement in a CRC Phase.

- ▶ Phase 1

Allowances

Manage your allowances.

- ▶ Notice Board

Emissions Calculator

Use the emissions calculator to work out your carbon dioxide emissions.

Related Information

- ▶ What's new
- ▶ Guidance

To access the annual reporting facility select "phase 1"

You will need to log into your account using your Government Gateway ID and password created/used at the time of enrolment. Note: if you have lost your Government Gateway ID and/or password please contact our National Customer Contact Centre on 08708 506506 and your details can be re sent to you in the post.

Phase 1

Environment Agency | SEPA | NIEA Northern Ireland Environment Agency | DEMO

Laura | Sign Out

Home

- CRC Energy Efficiency Scheme
- Phase
 - Phase 1
 - Registration
 - Compliance Obligations

Phase 1

Manage your involvement in CRC phase 1.

Registration

Manage your registration.

- Inform Of Designated Change
- Change Primary Member/Compliance Account Holder
- Change Parent and/or Significant Group Undertaking(s) details
- Changes to CCA Status

More...

Compliance Obligations

Manage your Compliance Obligations.

- Submit Annual Report
- Submit Footprint Report

CRC ENERGY EFFICIENCY SCHEME

Related Information

- What's new
- Guidance

Select "Submit Annual Report"

Introduction

The screenshot shows the user interface of the CRC Energy Efficiency Scheme website. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The word "DEMO" is visible in the top right corner. A user profile for "Laura" is shown with a "Sign Out" link. On the left, a navigation menu includes "Home", "CRC Energy Efficiency Scheme", "Phase", "Phase 1", "Compliance Obligations", and "Submit Annual Report". The main content area is titled "Annual Report" and "Introduction". It contains the following text: "We recommend that before you submit your annual report you refer to the 'Annual Report' guidance. This can be found on the CRC webpages." and "Every participant, other than those with a group or a general CCA exemption, must submit an annual report. The deadline for submitting your report is the last working day in July. If you think that you have submitted an incorrect report you can re-submit one at any time before the deadline and the most recent report submitted will be considered to be the final version." Below this, it states: "You must purchase and surrender sufficient allowances to cover the total CRC emissions that you are declaring in this annual report, except in year 1 (2010/11) when there is no surrender obligation." A section titled "Please note the following:" is followed by a bulleted list of instructions. At the bottom of the page, there are "Cancel" and "Next" buttons.

Environment Agency

SEPA
Scottish Environment Protection Agency

NIEA
Northern Ireland Environment Agency
www.niea-environment.gov.uk

DEMO

Laura | Sign Out

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Annual Report

Introduction

We recommend that before you submit your annual report you refer to the "Annual Report" guidance. This can be found on the CRC webpages.

Every participant, other than those with a group or a general CCA exemption, must submit an annual report. The deadline for submitting your report is the last working day in July. If you think that you have submitted an incorrect report you can re-submit one at any time before the deadline and the most recent report submitted will be considered to be the final version.

You must purchase and surrender sufficient allowances to cover the total CRC emissions that you are declaring in this annual report, except in year 1 (2010/11) when there is no surrender obligation.

Please note the following:

- For year 1 of a phase complete your footprint report before completing your annual report as you will need some of the information from the footprint report to complete your annual report.
- Where a screen asks you for information on supplies you should enter a value which relates to the entire participant organisation.
- Where information is required which relates specifically to any SGUs that you have registered, this will be specified.
- Do not include excluded supplies, any supplies to undertakings for which you hold member CCA exemptions, EUETS supplies (other than electricity) or CCA excluded supplies. CCA excluded supplies are where there is no CCA member exemption but a CCA is held.
- You can save your information and exit at any stage but you must complete and submit your report before the deadline.
- Before submitting your annual report you must inform us of any designated changes that took place in the year for which you are submitting your annual report or any SGUs that have ceased trading. If you have not informed us yet, please do so immediately as it will affect your ability to report correctly.

Cancel Next

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

Please read all the explanatory text on the registry screens carefully. This will help you successfully complete your annual report.

Reporting Year

The screenshot shows the top navigation bar with logos for Environment Agency, SEPA, and NIEA. The main content area is titled "Reporting Year" and includes a sidebar with navigation links: Home, CRC Energy Efficiency Scheme, Phase, Phase 1, Compliance Obligations, and Submit Annual Report. The main text area contains instructions: "Required fields are marked with *", "Reporting Year", "Select the year for which the annual report applies.", and "Please note annual reports should be submitted for the annual reporting year which has just passed. e.g. if you are submitting an annual report in July 2011 this is the annual report for 2010/11." Below this is a "Year *" dropdown menu currently showing "Please Select ---". At the bottom are "Cancel", "Previous", and "Next" buttons. A "Related Information" box on the right contains links for "What's new" and "Guidance".

On this screen please select from the drop down box the reporting year you are submitting your annual report for.

This screenshot is identical to the one above, but the "Year *" dropdown menu is open, displaying a list of options: "Please Select ---", "2010/2011", and "2011/2012".

CCA Exemption Status

The screenshot shows the user interface of the CRC Energy Efficiency Scheme website. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The user is logged in as 'Laura | Sign Out'. The main navigation menu on the left includes: Home, CRC Energy Efficiency Scheme, Phase, Phase 1, Compliance Obligations, and Submit Annual Report. The current page is titled 'CCA Exemption Status'. The main content area explains that if a user's CCA status has changed during the reporting year (up to 31 March), they must update it. It lists the changes that need to be reported: loss of a CCA, withdrawal from a CCA, entering a new CCA, or modification of an existing CCA. At the bottom of the main content area are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side, there is a 'Related Information' box with links for 'What's new' and 'Guidance'.

You should have entered your correct CCA exemption status while you were submitting your footprint report. If your CCA status changes after the 2010/2011 reporting year please advise us of these changes via the link from the registration menu within your account facility.

ROCs, FITs and EGCs

- ➔ You will need to collect information on the number of Electricity Generating Credits (EGC's) you may be eligible to claim if you own or operate an electricity generating process using either a non renewable feedstock or a renewable feedstock (as long as Renewable Obligation Certificates (ROCs) for a feed-in tariff (FIT) are not claimed).
- ➔ You will not be eligible for EGCs if the electricity is generated at an EU ETS installation, a nuclear power station or a hydro-generating station that was ineligible for a ROC.
- ➔ If you generate electricity and claim ROCs or a FIT in respect of that electricity, you will also need to record this. You need to tell us about the total quantity of electricity for which you claim ROCs and FITs and you also need to tell us how much of the electricity covered by a ROC or FIT you use yourselves.
- ➔ Please see separate guidance on [electricity generation](#) and [supply rules](#) for further details.

Emissions Associated with Renewable Energy

Protection Agency

Laura | Sign

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Emissions associated with renewable electricity

The information which you must enter on this screen is not used to calculate your CRC emissions but it is important that you provide it so we can monitor emissions associated with renewable energy.

Enter values to calculate the emissions associated with renewable electricity generation. We calculate these values using the following formula: supply * emission factor * 0.001.

ROCs and FITs

Enter the amount in kWh of the electricity that you have generated using renewables and for which you have been issued with ROCs or FITs.

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
Renewable Obligation Certificate (ROC)	0.541	<input type="text"/>	kWh	
Feed In Tariffs (FIT)	0.541	<input type="text"/>	kWh	

Renewables Generation covered by ROC/FIT

Enter the amount, in kWh of electricity, that you have generated using renewables for which you have been issued with ROCs or FITs and that you self-supply.

Please note - do not include any supplies made from one member of your group to another member of your group as this is not self-supply. See our guidance document "Supply Rules" for further information.

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
Renewables Generation covered by ROC/FIT	0.541	<input type="text"/>	kWh	

Cont ...

Enter the required figures in the relevant boxes in kWh.

If you do not have any ROCs, FITs or EGCs please enter 0 or leave blank. Click next to proceed to the next screen.

Box 1 = Total ROCs
 Box 2 = Total FITs
 Box 3 = Self supply covered by ROCs & FITS (i.e. this box may include some of the supply you have already entered in Boxes 1 and 2)
 Box 4 = EGCs from renewables

Electricity Generating Credits obtained from renewables

Enter the amount in kWh of electricity that you have generated using renewable sources and have supplied to a third party (including other members of your group) or have self supplied, that:

- is not covered by a ROC or FIT; and
- was not generated at an EU ETS installation where electricity is generated, a nuclear power station or a hydro-generating station which was ineligible for a ROC

Further information about Electricity Generating Credits can be found in our guidance document "Electricity Generation".

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
Renewables Generation covered by EGC	0.541	<input type="text"/>	kWh	

Energy Supplies - Summary

The following screens are where you enter your CRC energy supply data

- ⇒ Different energy supplies produce different levels of CO₂ Emissions for each unit generated – CRC recognises this.
- ⇒ Energy supply is translated into CO₂ emissions (tonnes) by the registry using emissions factors. These are shown on the registry and the conversion to CO₂ is calculated automatically.
- ⇒ The emissions calculator in your CRC account can be accessed via your account home page.
- ⇒ There are two columns available to enter your supply data, the first is named 'Supply', this is where you should enter 'actual' supplies (i.e. not estimates). The second column is where you enter 'estimated' supplies. The 'estimate' column will automatically add 10% to the tonnes of CO₂ calculated. Please see the ['Estimation Techniques'](#) guidance for more advice on when you should count supply data as estimates.

Energy Use By Type

Record Energy Use By Type

On this page you need to enter your CRC supplies. You must only enter your core energy supplies and all the supplies from your 'Residual Measurement List'. In your footprint report you may have been required to select some or all of the fuels on your 'Residual List' to create a 'Residual Measurement List' in order to meet the 90% rule.

The registry will calculate your CRC emissions from your supply data.

The following formula will be used: $\text{supply} \times \text{emissions factor} \times 0.001$.

Please ensure that you use the correct units for each fuel. If some of your supply data is estimated you must enter this in the "estimated supplies" column and an extra 10% will be automatically added. Please refer to the "estimation techniques" guidance which explains what counts as an estimate and when the 10% uplift applies.

Core supplies

Enter the amount of core electricity or gas with which you have been supplied.

This should not include:

- any 'excluded supplies'
- any supplies to undertakings with a CCA member exemption
- supplies of gas covered by EU ETS
- supplies to any part of a company's operations that are covered by a CCA where the company does not qualify for a member CCA exemption.

Do not deduct electricity covered by EGCs, you will be asked for the quantity of EGCs you are eligible to claim on the next screen and these will then be deducted from your emissions by the system.

Fuel Source	Emission Factor	Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Core electricity not covered by a CCA	0.541	<input type="text"/>	<input type="text"/>	kWh	
Core gas not covered by EU ETS or...	0.1836	<input type="text"/>	<input type="text"/>	kWh	

Actual (points to Supply column)

Estimate (points to Estimated Supply column)

Please be aware in your registration you entered figures in MWh but for the annual report you have to enter them in kWh. Note: 1 MWh = 1000kWh

For a definition of core supplies please see the [Meters and Metering Guidance](#)

Please enter all figures as whole numbers (the system does not allow decimals).

This is the top section of the "Record Energy Use By Type" screen. In this section you will need to enter **all** your core energy supplies in **kWh's** excluding supplies noted in the text at the top of the screen.

Once these figures have been entered the system will automatically calculate the tonnes of CO₂ emitted.

Please note: the system is designed to round down calculated tonnes of CO₂ to the nearest whole number.

Residual Supplies – Notes

- ⇒ The next slide is the second section of the “Record Energy Use By Type” screen. In this section you will **only** need to enter the residual energy supplies entered into your ‘**Residual Measurement List**’ in your footprint report in the relevant measurement units. As before, the system will automatically generate the tonnes of CO₂. (Note: Your ‘Residual Measurement List’ is displayed on your ‘Footprint Report Summary’)
- ⇒ Not all participants will need to report any residual fuels. You only report residual fuels if you were required to enter a ‘Residual Measurement List’ in your footprint report in order to meet the 90% threshold (see the Footprint Report Screenshots for more detail).
- ⇒ **Please note: the system is designed to round down calculated tonnes of CO₂ to the lowest whole number.**

Energy Usage – Residual Supplies

Residual Measurement List Fuels

Enter your usage of any residual supplies that you have listed in your residual measurement list.

This should not include:

- any 'excluded supplies'
- any supplies to undertakings with a CCA member exemption
- supplies of gas and fuel (but not electricity) covered by EU ETS
- supplies to any part of a company's operations that are covered by a CCA where the company does not qualify for a member CCA exemption.

Fuel Source	Emission Factor	Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO2)
Aviation Spirit	3128	<input type="text"/>	<input type="text"/>	tonnes	
Aviation Turbine Fuel	3150	<input type="text"/>	<input type="text"/>	tonnes	
Basic Oxygen Steel (BOS) gas	0.996	<input type="text"/>	<input type="text"/>	kWh	
Blast furnace gas	0.996	<input type="text"/>	<input type="text"/>	kWh	
Burning Oil/Kerosene/Paraffin	2.532	<input type="text"/>	<input type="text"/>	litres	
Cement industry coal	2373	<input type="text"/>	<input type="text"/>	tonnes	
Coke Oven Gas	0.146	<input type="text"/>	<input type="text"/>	kWh	
Coking Coal	2932	<input type="text"/>	<input type="text"/>	tonnes	
Colliery Methane	0.184	<input type="text"/>	<input type="text"/>	kWh	
Commercial/Public Sector Coal	2577	<input type="text"/>	<input type="text"/>	tonnes	
Diesel	2.639	<input type="text"/>	<input type="text"/>	litres	
Electricity	0.541	<input type="text"/>	<input type="text"/>	kWh	

Cont ...

Fuel Oil	3216	<input type="text"/>	<input type="text"/>	tonnes	
Gas Oil	2.762	<input type="text"/>	<input type="text"/>	litres	
Industrial Coal	2314	<input type="text"/>	<input type="text"/>	tonnes	
Lignite	1203	<input type="text"/>	<input type="text"/>	tonnes	
Liquid Petroleum Gas (LPG)	1.495	<input type="text"/>	<input type="text"/>	litres	
Naphtha	3131	<input type="text"/>	<input type="text"/>	tonnes	
Natural Gas	0.1836	<input type="text"/>	<input type="text"/>	kWh	
Other Petroleum Gas	0.2057	<input type="text"/>	<input type="text"/>	kWh	
Peat	1357	<input type="text"/>	<input type="text"/>	tonnes	
Petrol	2.3035	<input type="text"/>	<input type="text"/>	litres	
Petroleum coke	2981	<input type="text"/>	<input type="text"/>	tonnes	
Scrap tyres	1669	<input type="text"/>	<input type="text"/>	tonnes	
Solid smokeless fuel	2810	<input type="text"/>	<input type="text"/>	tonnes	
Sour gas	0.2397	<input type="text"/>	<input type="text"/>	kWh	
Waste (other than waste oil or waste solvents)	275	<input type="text"/>	<input type="text"/>	tonnes	
Waste oils	3026	<input type="text"/>	<input type="text"/>	tonnes	
Waste solvents	1613	<input type="text"/>	<input type="text"/>	tonnes	

Cancel Save Previous Next

Please see the notes provided on the previous screen

Please enter all figures as whole numbers (the system does not allow decimals).

Electricity Generating Credits

The screenshot shows the 'Electricity Generating Credits' page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A 'DEMO' label is visible in the top right. A user profile 'Laura | Sign Out' is in the top right corner. On the left, a navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Phase', 'Phase 1', 'Compliance Obligations', and 'Submit Annual Report'. The main content area is titled 'Electricity Generating Credits' and contains a 'Credits' section with instructions: 'Please enter, in kWh, the amount of all the electricity generating credits (EGCs) you are claiming for electricity that your organisation has generated. This includes electricity generated using both renewables and non-renewables, that you have supplied to a third party or have self-supplied, that:'. Below this are two numbered points: 1. is not covered by a ROC or FIT; and 2. does not take place at an EU ETS installation where electricity is generated, a nuclear power station or a hydro-generating station which was ineligible for a ROC. Further information is provided: 'Further information about Electricity Generating Credits can be found in our guidance document "Electricity Generation"'. A table is present with the following structure:

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
Electricity Generating Credits	0.541	<input type="text"/>	kWh	

At the bottom of the table are buttons for 'Cancel', 'Save', 'Previous', and 'Next'. On the right side of the page, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box with links for 'What's new' and 'Guidance'.

On this screen please enter the total quantity of supply for which you are eligible to claim electricity generating credits (EGCs) in kWh.

If you do not have any EGCs then leave this box blank.

Please refer to our [electricity generation guidance](#) for further information.

Subsidiary Emissions

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Subsidiary Emissions

Laura | Sign out

CRC ENERGY EFFICIENCY SCHEME

Emissions from your significant group undertakings

The total CRC emissions for your entire organisation amount to 711 tonnes of CO₂.

In this screen please enter the emissions in tonnes of CO₂ attributable to your highest UK parent and each SGU in the structure. The sum of the emissions for each SGU should equal the total for the entire organisation as shown above. You will need to collate the fuel supply data for each SGU and use the emissions calculator to calculate the tonnes of CO₂ equivalent. If an SGU is eligible to claim EGCs then you should **deduct emissions covered by those EGCs** from the SGU's emissions. The resulting emissions for each SGU should be entered below.

The emissions calculator can be found on your CRC account homepage. If you have not already calculated these emissions you can save the data entered so far and return to it once you have done so.

If you hold a member exemption(s) for an entire SGU please enter zero against that SGU. If you hold a member exemption(s) which covers only part of the SGU, you should only report on those parts that are not exempt.

Hydro Hydraulics (1171143394) Co

Magneto Avionics 2

Hydro Hydraulics 2

Cancel Save Previous Next

On this screen please enter a break down of your CRC emissions **in tonnes of CO₂** against the relevant SGU. Your total CRC emissions in tonnes of CO₂ are noted at the top of the screen.

You will not be able to proceed until the sum of the boxes equals the total at the top of the page.

Please read the text on the screen carefully to ensure that you include the correct emissions in the correct place in your CRC structure.

You will need to use the emissions calculator (which can be accessed from your account homepage) to calculate the emissions associated with each SGU and the highest parent.

Early Action Metric

Environment Agency

SEPA Scottish Environment Protection Agency

NIEA Northern Ireland Environment Agency

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Early Action Metric

Required fields are marked with *

This screen allows you to enter any early action metric data you wish to.

Emissions

The total CRC Emissions for the entire organisation are 711

Please enter the amount of these emissions (in tonnes of CO₂) that are covered by the Carbon Trust Standard or Equivalent Scheme. You can use the Emissions Calculator located on your CRC homepage to convert fuels and supplies to tonnes of CO₂.

When selecting the scheme provider, if you have more than one scheme provider across your organisation, please select the provider with the largest coverage. You will need to retain evidence of coverage by all your providers in your evidence pack.

If you are not certified under CTS or an Equivalent Scheme please enter "0" in the field below and choose "None" in the drop down box.

Emissions (tCO₂) *

Scheme provider

Percentage coverage by voluntary automatic meter readings (AMR)

Please specify below your voluntary AMR percentage coverage. This is calculated as follows:

AMR percentage coverage = ((amount of electricity and gas measured by voluntary AMR and dynamic supply in the annual reporting year)/(total amount of electricity or gas measured by voluntary AMR and dynamic supply in the annual reporting year + amount of electricity and gas supplied not measured by AMR, HHM or dynamic supply in the annual reporting year)) x 100

Please refer to the guidance notes "Annual report" and "Early Action Metric (EAM) and the recognition of automatic metering (AMR)" for an explanation of what constitutes voluntary AMR and further information about how to calculate this percentage.

Your AMR percentage cover will be fixed after the first year i.e. what you enter for 2010/11 is used in the subsequent years where the Early Action Metric applies.

Voluntary AMRs (%)

Cancel Save Previous Next

The Early Action Metric (EAM) is designed to reward organisations that have taken initiatives to reduce emissions before the start of, or during, phase 1 of the CRC.

Such initiatives will benefit the organisation when it's position in the performance league table is calculated.

The first part of the EAM is the Carbon Trust Standard (CTS) or equivalent. Enter the quantity of your CRC emissions that are covered by the CTS or equivalent in **tonnes of CO₂** and then select the scheme provider from the drop down box. If you do not have a CTS or equivalent then please enter "0" and "none" in the drop down box.

The second part of EAM is Automatic Meter Readings (AMR). This is calculated on the basis of the percentage of supply that has passed through all voluntarily installed AMRs installed on all non mandatory (core and residual) gas and electricity supplies across your entire organisation by the 31st March 2011.

Please refer to the notes on the screen of how to calculate your AMR. Please enter the percentage in the box at the bottom of the screen.

Please note that if 100% of your supplies are covered by **mandatory** HHMs then you should enter 50% in the box (please see the EAM clarification note for further details). This is to acknowledge the fact that you had no ability to voluntarily install HHMs.

Growth Metric Data

The screenshot shows a web form for 'Growth Metric Data'. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). The form has a left-hand navigation menu with options: Home, CRC Energy Efficiency Scheme, Phase, Phase 1, Compliance Obligations, and Submit Annual Report. The main content area is titled 'Growth Metric Data' and contains a section for 'Turnover / Revenue Expenditure'. Below this title, there is explanatory text: 'Please specify your Turnover/Revenue Expenditure as appropriate. This is voluntary. If you do not wish to provide this information please leave the box BLANK. Please note: If you do not enter any data in this field you will score zero for the growth metric.' Below this is another line of text: 'Please refer to the annual reporting guidance for further information.' There is a text input field labeled 'Turnover / Revenue Expenditure' which is currently empty. Below the input field are four buttons: 'Cancel', 'Save', 'Previous', and 'Next'. To the right of the input field, there is a 'CRC ENERGY EFFICIENCY SCHEME' logo and a 'Related Information' box containing links for 'What's new' and 'Guidance'. A callout box at the top right explains that the growth metric gives reward to organisations that can reduce their carbon intensity. Another callout box at the bottom right points to the input field, instructing the user to enter their revenue/turnover in £ and click 'Next' to proceed.

The growth metric gives reward to organisations that can reduce their carbon intensity whether they are growing or contracting

Enter your revenue/turnover in £ in the box. Click next to proceed.

The growth metric depends on whether your organisation is in the public or private sector. The data for each category is:

Public sector – emissions for each unit of revenue expenditure (£)

Private sector – emissions for each unit of turnover (£)

Please provide the last audited figure (we acknowledge that this may not necessarily be from the latest set of annual accounts if the current years have not yet been signed off by the auditors)

Corporate Responsibility Questions

Protection Agency

Laura | Sign out

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Corporate Responsibility

Required fields are marked with *

Annual reporting

Complete the following voluntary reporting questions. If you do not wish to disclose the requested information please select "no answer".

Answering these questions will not affect your performance league table position. However, this information will be published by the Administrator, including where "no answer" has been chosen.

Does your CRC organisation disclose carbon emission reduction targets in its annual reporting?

* Yes
 No
 No answer

Does your CRC organisation publicly disclose carbon emissions performance against these targets?

* Yes
 No
 No answer

CRC ENERGY EFFICIENCY SCHEME

Related Information

- What's new
- Guidance

You will need to answer each of the 4 questions on this screen before proceeding. If you do not wish to provide an answer please select the 'No answer' option.

All responses to these questions, including 'No answer' will be published.

Does your CRC organisation have a named person with management control with responsibility for overseeing carbon performance in respect of its emissions reduction targets and performance against them?

- * Yes
 No
 No answer

Do you actively engage employees to reduce carbon emissions at work?

- * Yes
 No
 No answer

Cancel Save Previous Next

Report Comments

Environment Agency

SEPA Scottish Environment Protection Agency

NIEA Northern Ireland Environment Agency

DEMO

Laura | Sign out

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Report Comments

In the box below you may comment upon any factor which you believe might affect your position in the Performance League Table (PLT). This information will be published as part of your entry in the PLT. Please refer to the guidance "annual report" for further information.

Comments

Cancel Save Previous Next

Related Information

- What's new
- Guidance

CRC ENERGY EFFICIENCY SCHEME

Please enter any comments relevant to the annual report in the free text box provided on this screen. This box can be left blank if you do not have any comments to make. Click next to proceed.

NOTE: The comments entered here will be published against your organisation as part of the PLT. They will be a visible public statement and should be treated as such. You will have no further opportunities to amend this statement.

Summary Screen

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Annual Report Summary

Required fields are marked with *

Summary

Your annual report is now complete and ready for submission. You may download a summary of the data that you have supplied before you submit. If you wish to correct any aspect you can press previous to access earlier screens and edit as applicable. DO NOT use the back button on your internet browser. You may save your information and exit at this stage if you wish but you must return and submit the report before the last working day in July in order to comply with the reporting obligation.

The data that you submit will be used to calculate your position in the PLT and by submitting it you are confirming that it is correct.

When you submit your annual report, a copy of the summary will be e-mailed to all of the nominated CRC contacts, including the senior officer. You must keep a copy of this summary in your evidence pack in addition to the supporting evidence. Please refer to the guidance note "Evidence pack" for information regarding the evidence that you must keep.

Please note that you can re-submit your annual report at any stage prior to the deadline for submitting the report. The latest report submitted will be taken to be the correct one.

[Download Preview](#)

I confirm that the information I have supplied is correct.*

[Cancel](#) [Previous](#) [Submit](#)

Laura | Sign

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

Once you have reached the declaration section you will have the opportunity to **download your annual report summary and review the information entered.**

Please ensure you have read the guidance text on this screen before ticking the declaration and submitting your annual report.

If you are **satisfied** with the information provided you can save your annual report summary. Then tick the **"I confirm..."** declaration and select submit.

If at this stage you notice any **errors** you can go back and amend the information using the **"Previous"** button. Do not use the back button on your browser.

Annual Report Submitted

Environment Agency | SEPA | NIEA Northern Ireland Environment Agency

DEMO

Laura | Sign Out

Home

CRC Energy Efficiency Scheme

Phase

Phase 1

Compliance Obligations

Submit Annual Report

Annual Report Submitted

Your Annual Report has now been successfully completed.

Please use the download link below to download a copy of your annual report submitted, or press the Return to homepage button to return to the home page.

[Download a copy of your Annual Report.](#)

[Return to homepage](#)

CRC ENERGY EFFICIENCY SCHEME

Related Information

- ▶ What's new
- ▶ Guidance

This screen confirms your annual report has been submitted and also again gives you the **option to download your annual report summary as evidence..**

Note: If at any time after you have submitted your annual report you realise **information is incorrect** you can **submit another annual report.**

This must be done before the last working day in July to be compliant. We will take the most recent report as the final version.

➔ If you wish to view the worked example carry on reading. If not, you should exit the document now.

Annual Reporting – Worked Example

Worked Example

- ➔ This worked example is based on the same organisation used in the Footprint Report Worked Example. Please view the footprint report worked example first to set the context.
- ➔ The following slides detail what Organisation XZZA should enter on their Annual Report for year 2010/11

ROCs/FITs/EGCs

ROCs and FITS

In 2010/11 Organisation XZZA generated 23,000 kWh of electricity from hydropower and was awarded ROCs to cover this electricity generation. It used 9000 kWh of this electricity itself.

In 2010/11 Organisation XZZA generated 16,000 kWh of electricity from some solar panels it owned and claimed FITs to cover this electricity generation. It used 11,000 kWh of this electricity itself.

EGCs from renewables

As stated in the footprint report worked example, Organisation XZZA also has a wind turbine which produced 10,000 kWh but it does not claim either ROCs or FITs for the electricity generated by the turbine.







They therefore enter 23,000 kWh in Box 1 on the next slide.

16,000 kWh in Box 2 on the next slide.

9,000 kWh + 11,000 kWh = 20,000 kWh in Box 3 on the next slide.

10,000 kWh in Box 4 on the next slide.

ROCs/FITs

- Home 
- CRC Energy Efficiency Scheme 
- Account Management 
- Find Registrant 
- Registration Summary 
- Submit Annual Report 

Emissions associated with renewable electricity

The information which you must enter on this screen is not used to calculate your CRC emissions but it is important that you provide it so we can monitor emissions associated with renewable energy.

Enter values to calculate the emissions associated with renewable electricity generation. We calculate these values using the following formula: supply * emission factor * 0.001.

ROCs and FITs

Enter the amount in kWh of the electricity that you have generated using renewables and for which you have been issued with ROCs or FITs.

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
1 Renewable Obligation Certificate (ROC)	0.541	<input type="text" value="23000"/>	kWh	12
2 Feed In Tariffs (FIT)	0.541	<input type="text" value="16000"/>	kWh	8

Renewables Generation covered by ROC/FIT

Enter the amount, in kWh of electricity, that you have generated using renewables for which you have been issued with ROCs or FITs and that you self-supply.

Please note - do not include any supplies made from one member of your group to another member of your group as this is not self-supply. See our guidance document "Supply Rules" for further information.

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
3 Renewables Generation covered by ROC/FIT	0.541	<input type="text" value="20000"/>	kWh	10

Electricity Generating Credits obtained from renewables

Enter the amount in kWh of electricity that you have generated using renewable sources and have supplied to a third party (including other members of your group) or have self supplied, that:

1. is not covered by a ROC or FIT; and
2. was not generated at an EU ETS installation where electricity is generated, a nuclear power station or a hydro-generating station which was ineligible for a ROC

Further information about Electricity Generating Credits can be found in our guidance document "Electricity Generation".

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
4 Renewables Generation covered by EGC	0.541	<input type="text" value="10000"/>	kWh	5

CRC Supplies

- ➔ Organisation XZZA looks at their Footprint Report Summary (see the 'Footprint Reporting Screenshots and Worked Example' document) and can see that on their annual report they will need to enter the following core supplies (in Box 1 and 2 on the next slide):

Core Electricity = 7,700,000 kWh

Core Gas = 7,000,000 kWh

- ➔ And the following residual fuel for their residual measurement list (on slide 31):

Diesel = 35,000 litres

Core Supplies

Organisation XZZA adds their total CRC Core Supplies.

Organisation XZZA don't have any estimated supplies, but if they did they would have to separate the actual and estimated supplies and enter them in the appropriate boxes.

Home

CRC Energy Efficiency Scheme ▼

Account Management ▼

Find Registrant ▼

Registration Summary ▼

Submit Annual Report ▶

Record Energy Use By Type

On this page you need to enter your CRC supplies. You must only enter your core energy supplies and all the supplies from your 'Residual Measurement List'. In your footprint report you may have been required to select some or all of the fuels on your 'Residual List' to create a 'Residual Measurement List' in order to meet the 90% rule.

The registry will calculate your CRC emissions from your supply data.

The following formula will be used: supply x emissions factor x 0.001.

Please ensure that you use the correct units for each fuel. If some of your supply data is estimated you must enter this in the "estimated supplies" column and an extra 10% will be automatically added. Please refer to the "estimation techniques" guidance which explains what counts as an estimate and when the 10% uplift applies.

Core supplies
Enter the amount of core electricity or gas with which you have been supplied.

This should not include:

- any 'excluded supplies'
- any supplies to undertakings with a CCA member exemption
- supplies of gas covered by EU ETS
- supplies to any part of a company's operations that are covered by a CCA where the company does not qualify for a member CCA exemption.

Do not deduct electricity covered by EGCs, you will be asked for the quantity of EGCs you are eligible to claim on the next screen and these will then be deducted from your emissions by the system.

Fuel Source	Emission Factor	Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO2)
Core electricity not covered by a CCA	0.541	<input style="width: 100px;" type="text" value="7700000"/>	<input style="width: 100px;" type="text"/>	kWh	4165
Core gas not covered by EU ETS or by a CCA	0.1836	<input style="width: 100px;" type="text" value="7000000"/>	<input style="width: 100px;" type="text"/>	kWh	1285

Residual Measurement List

Residual Measurement List Fuels

Enter your usage of any residual supplies that you have listed in your residual measurement list.

This should not include:

- any 'excluded supplies'
- any supplies to undertakings with a CCA member exemption
- supplies of gas and fuel (but not electricity) covered by EU ETS
- supplies to any part of a company's operations that are covered by a CCA where the company does not qualify for a member CCA exemption.

Fuel Source	Emission Factor	Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO2)
Aviation Spirit	3128	<input type="text"/>	<input type="text"/>	tonnes	
Aviation Turbine Fuel	3150	<input type="text"/>	<input type="text"/>	tonnes	
Basic Oxygen Steel (BOS) gas	0.996	<input type="text"/>	<input type="text"/>	kWh	
Blast furnace gas	0.996	<input type="text"/>	<input type="text"/>	kWh	
Burning Oil/Kerosene/Paraffin	2.532	<input type="text"/>	<input type="text"/>	litres	
Cement industry coal	2373	<input type="text"/>	<input type="text"/>	tonnes	
Coke Oven Gas	0.146	<input type="text"/>	<input type="text"/>	kWh	
Coking Coal	2932	<input type="text"/>	<input type="text"/>	tonnes	
Colliery Methane	0.184	<input type="text"/>	<input type="text"/>	kWh	
Commercial/Public Sector Coal	2577	<input type="text"/>	<input type="text"/>	tonnes	
Diesel	2.639	<input type="text" value="35000"/>	<input type="text"/>	litres	92
Electricity	0.541	<input type="text"/>	<input type="text"/>	kWh	
Fuel Oil	3216	<input type="text"/>	<input type="text"/>	tonnes	
Gas Oil	2.762	<input type="text"/>	<input type="text"/>	litres	
Industrial Coal	2314	<input type="text"/>	<input type="text"/>	tonnes	
Lignite	1203	<input type="text"/>	<input type="text"/>	tonnes	
Liquid Petroleum Gas (LPG)	1.495	<input type="text"/>	<input type="text"/>	litres	
Naphtha	3131	<input type="text"/>	<input type="text"/>	tonnes	
Natural Gas	0.1836	<input type="text"/>	<input type="text"/>	kWh	
Other Petroleum Gas	0.2057	<input type="text"/>	<input type="text"/>	kWh	
Peat	1357	<input type="text"/>	<input type="text"/>	tonnes	
Petrol	2.3035	<input type="text"/>	<input type="text"/>	litres	
Petroleum coke	2981	<input type="text"/>	<input type="text"/>	tonnes	
Scrap tyres	1669	<input type="text"/>	<input type="text"/>	tonnes	
Solid smokeless fuel	2810	<input type="text"/>	<input type="text"/>	tonnes	
Sour gas	0.2397	<input type="text"/>	<input type="text"/>	kWh	
Waste (rather than	275	<input type="text"/>	<input type="text"/>	tonnes	

Organisation XZZA adds the supplies of the residual fuel that it added to its 'Residual Measurement List'

Total EGCs

Electricity Generating Credits

Credits

Please enter, in kWh, the amount of **all** the electricity generating credits (EGCs) you are claiming for electricity that your organisation has generated. This includes electricity generated using both renewables and non-renewables, that you have supplied to a third party or have self-supplied, that:

1. is not covered by a ROC or FIT; and
2. does not take place at an EU ETS installation where electricity is generated, a nuclear power station or a hydro-generating station which was ineligible for a ROC.

Further information about Electricity Generating Credits can be found in our guidance document "Electricity Generation"

	Emission Factor	Supply	Measurement Units	Calculated emissions (tonnes CO2)
Electricity Generating Credits	0.541	<input type="text" value="10000"/>	kWh	5

Organisation XZZA adds the total quantity of EGCs (in kWh) that it qualifies for.

Breakdown of emissions

Once the emissions covered by Organisation X Z Z A s EGCs are deducted it has 5537 CRC emissions.

Of this total it works out that:

Company S emitted 1,000 tonnes CO₂

Company T emitted 2,000 tonnes CO₂

Since Company S and T are not SGUs they put their emissions against Organisation XZZA (as that is who they sit directly under on their organisational structure in reality). They therefore enter 5537 in Box 1 on the next slide.

Company W has a member exemption so they enter 0 tonnes CO₂ in Box 2 on the next slide.

NOTE: If Company S & Company T were SGUs they would have boxes next to their names and they would work out their emissions (using the Emissions Calculator on their account homepage) and enter those figures in the boxes next to their names.

Subsidiary Emissions

Subsidiary Emissions

Emissions from your significant group undertakings

The total CRC emissions for your entire organisation amount to 5537 tonnes of CO2.

In this screen please enter the emissions in tonnes of CO2 attributable to your highest UK parent and each SGU in the structure. The sum of the emissions for each SGU should equal the total for the entire organisation as shown above. You will need to collate the fuel supply data for each SGU and use the emissions calculator to calculate the tonnes of CO2 equivalent. If an SGU is eligible to claim EGCs then you should **deduct emissions covered by those EGCs** from the SGU's emissions. The resulting emissions for each SGU should be entered below.

The emissions calculator can be found on your CRC account homepage. If you have not already calculated these emissions you can save the data entered so far and return to it once you have done so.

If you hold a member exemption(s) for an entire SGU please enter zero against that SGU. If you hold a member exemption(s) which covers only part of the SGU, you should only report on those parts that are not exempt.

Overseas XZZA

Organisation XZZA

5537

Company W

0

Cancel

Previous

Next

Organisation XZZA adds the emissions associated with each SGU and the highest parent.

Early Action Metric

Carbon Trust Standard and equivalent schemes

- ⇒ Organisation XZZA have sites which are covered by the Carbon Trust Standard. These sites produce 1000 tonnes of CO2 from the supplies which count as their CRC supplies.

Automatic Meter Reading

- ⇒ Organisation XZZA have 1,000,000 kWh of their CRC electricity and gas supplies through mandatory meters.
- ⇒ The rest of their meters are non-mandatory, this leaves them with 13,725,000 kWh of non mandatory supplies.
- ⇒ Of these non-mandatory supplies 6,862,500 kWh were covered by voluntarily installed automatic meter reading devices. This equates to a 50% score for the AMR element of the Early Action Metric.

Early Action Metric

Early Action Metric

Required fields are marked with *

This screen allows you to enter any early action metric data you wish to.

Emissions

The total CRC Emissions for the entire organisation are 5537

Please enter the amount of these emissions (in tonnes of CO₂) that are covered by the Carbon Trust Standard or Equivalent Scheme. You can use the Emissions Calculator located on your CRC homepage to convert fuels and supplies to tonnes of CO₂.

When selecting the scheme provider, if you have more than one scheme provider across your organisation, please select the provider with the largest coverage. You will need to retain evidence of coverage by all your providers in your evidence pack.

If you are not certified under CTS or an Equivalent Scheme please enter "0" in the field below and choose "None" in the drop down box.

Emissions (tCO₂) *

Scheme provider

Organisation XZZA adds their total CRC emissions covered by the Carbon Trust Standard Scheme. The system will work out what percentage this is of the CRC emissions in the background.

Percentage coverage by voluntary automatic meter readings (AMR)

Please specify below your voluntary AMR percentage coverage. This is calculated as follows:

AMR percentage coverage = ((amount of electricity and gas measured by voluntary AMR and dynamic supply in the annual reporting year)/(total amount of electricity or gas measured by voluntary AMR and dynamic supply in the annual reporting year + amount of electricity and gas supplied not measured by AMR, HHM or dynamic supply in the annual reporting year)) x 100

Please refer to the guidance notes "Annual report" and "Early Action Metric (EAM) and the recognition of automatic metering (AMR)" for an explanation of what constitutes voluntary AMR and further information about how to calculate this percentage.

Your AMR percentage cover will be fixed after the first year i.e. what you enter for 2010/11 is used in the subsequent years where the Early Action Metric applies.

Voluntary AMRs (%)

Cancel Previous Next

Organisation XZZA adds the percentage of their electricity and gas supplies covered by voluntarily installed AMR meters – 50%.

Growth Metric

Organisation XZZA's last audited annual turnover for the whole group was £2,490,000 so they add this here.

Growth Metric Data

Turnover / Revenue Expenditure

Please specify your Turnover/Revenue Expenditure as appropriate. This is voluntary. If you do not wish to provide this information please leave the box BLANK. Please note: If you do not enter any data in this field you will score zero for the growth metric.

Please refer to the annual reporting guidance for further information.

Turnover / Revenue
Expenditure

Cancel

Previous

Next

Corporate Responsibility

Organisation XZZA do not want to respond to the corporate responsibility questions so they click 'No Answer' for all the questions. Then they click 'Next'.



Corporate Responsibility

Required fields are marked with *

Annual reporting

Complete the following voluntary reporting questions. If you do not wish to disclose the requested information please select "no answer".

Answering these questions will not affect your performance league table position. However, this information will be published by the Administrator, including where "no answer" has been chosen.

Does your CRC organisation disclose carbon emission reduction targets in its annual reporting?

- * Yes
 No
 No answer

Does your CRC organisation publicly disclose carbon emissions performance against these targets?

- * Yes
 No
 No answer

Does your CRC organisation have a named person with management control with responsibility for overseeing carbon performance in respect of its emissions reduction targets and performance against them?

- * Yes
 No
 No answer

Do you actively engage employees to reduce carbon emissions at work?

- * Yes
 No
 No answer

Cancel Previous Next

Report Comments

Report Comments

Report Comments

In the box below you may comment upon any factor which you believe might affect your position in the Performance League Table (PLT). This information will be published as part of your entry in the PLT. Please refer to the guidance "annual report" for further information.

Comments

[Cancel](#) [Previous](#) [Next](#)

Organisation XZZA do not have any comments that they want to be published on the PLT so they leave this box blank and click 'Next'.

Summary Screen

The screenshot shows the 'Annual Report Summary' page. On the left is a navigation menu with options: Home, CRC Energy Efficiency Scheme, Phase, Phase 1, Compliance Obligations, and Submit Annual Report. The main content area is titled 'Annual Report Summary' and includes a 'Summary' section with a paragraph explaining that the report is complete and ready for submission. It also contains a 'Download Preview' button and a confirmation checkbox: 'I confirm that the information I have supplied is correct.*'. At the bottom are 'Cancel', 'Previous', and 'Submit' buttons. The top right corner shows the user name 'Laura | Sign Out' and the CRC Energy Efficiency Scheme logo. A 'Related Information' box on the right contains links for 'What's new' and 'Guidance'.

Organisation XZZA download their Annual Report summary, confirm that the information they have provided is correct and then submit their annual report.

Annual Report Submitted

The screenshot shows a web interface with a header banner containing logos for Environment Agency, SEPA (Scottish Environment Protection Agency), and NIEA (Northern Ireland Environment Agency). A 'DEMO' watermark is visible on the right. Below the banner, the user 'Laura' is logged in. A left-hand navigation menu includes 'Home', 'CRC Energy Efficiency Scheme', 'Phase', 'Phase 1', 'Compliance Obligations', and 'Submit Annual Report'. The main content area displays a confirmation message: 'Annual Report Submitted. Your Annual Report has now been successfully completed.' It provides instructions on how to download the report and includes a 'Return to homepage' button. A 'Related Information' box on the right lists 'What's new' and 'Guidance'.

Organisation XZZA has now successfully submitted its annual report for 2010/11. The next page shows their Annual Report Summary.

Annual report summary

Your details

Phase: 1

Reporting Year: 2010/11

CRC reference number: CRC1976410

Addressee: Mr Primary Contact

Renewable energy data

Type	Kilowatt Hours	Tonnes of CO2
Total ROCs:	23,000	12
Total FITs:	16,000	8
Self supply covered by ROCs or FITs:	20,000	10
EGCs relating to renewables:	10,000	5

Core supplies (this excludes core supplies of gas to an EU ETS installation and CCA facility and core supplies of electricity to a CCA facility)

Fuel source	Actual supply	Estimated supply	Measurement unit	Calculated emissions (tonnes of CO2)
Core electricity not covered by a CCA	7,700,000		kWh	4,165
Core gas not covered by EUETS or by a CCA	7,000,000		kWh	1,285

Residual measurement list fuels

Fuel source	Actual supply	Estimated supply	Measurement unit	Calculated emissions (tonnes of CO2)
Diesel	35,000		litres	92

Electricity Generating Credits		
	Kilowatt Hours	Tonnes of CO2
Electricity Generating Credits	10,000	5

Emissions for annual reporting year
Total CRC Emissions (tonnes of CO2): 5,537

SGU emissions	
SGU name	SGU emissions (tonnes of CO2)
Organisation XZZA	5,537
Company W	0

Early action metrics	
Emissions covered by carbon trust standard or equivalent	
Emissions (tonnes of CO2)	Scheme
1,000	Carbon Trust Scheme
Emissions covered by voluntary AMR - percentage: 50	

Turnover/ expenditure for report year: £2,490,000
--

Corporate responsibility responses	
Type	Answer
Discloses long term reduction targets	Undisclosed
Discloses performance against long term reduction targets	Undisclosed
Names director responsible for energy use	Undisclosed
Engages employees in reduction of energy use	Undisclosed
Report comments:	



This is the only information that will be used to determine your PLT position for 2010/11

➔ For further information on all aspects of the CRC scheme, please see our guidance on the [CRC web pages](#).