

This document sets out CDP's draft recommendations to our software developers on the design of the Online Reporting System for CDP 2009. It is published in draft for information only. This does not represent and should not be treated as the final representation of the design of the Online Reporting System and is published as a working document in the interests of transparency.

Webpage 1

Instructions & terms of participation

Welcome to the CDP Online Reporting System. Please read the CDP 2009 guidance before beginning your response. It covers the principles that underpin the method we use for GHG accounting as well as guidance for specific questions. The guidance can be found at www.cdproject.net/cdp2009guidance. Guidance for specific questions can also be accessed while you are answering questions using the guidance tab at the top of each webpage.

In addition, clicking on double underlined terms will connect you to CDP's definition of the term. Sample answers to questions are also provided (unless they require only a numerical answer) and these are drawn from responses to CDP6.

For instructions on the Online Reporting System, [click here](#). To review the terms of participation, [click here](#).

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Should I answer all questions?

Organisations in all sectors are encouraged to answer all questions that are relevant to them. If a question is not relevant to your organisation, please explain why. We ask you to do this in one of three ways:

- Via a specific question that asks you why you have not provided data e.g. question 10.6 for companies that have not provided Scope 1 data, question 11.5 for Scope 2 data, and question 13.6 for Scope 3 data.
- Using the "Add comment" facility. This is present at the foot of some webpages.
- In answer to the question itself.

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Electric utility, energy, metals and mining sectors, and companies where equity share in joint ventures, partnerships and associated companies is significant

Please note that these companies are invited to report their GHG emissions using both the control and equity share approaches. The results from the two approaches can vary significantly and provision of data for both approaches will give investors a clearer picture of the GHG emissions associated with the company. Companies intending to report results on more than one basis of consolidation should contact respond@cdproject.net. For information on terms such as "control and equity share approaches" and "consolidation boundary", please read our guidance www.cdproject.net/cdp2009guidance

Electric utilities and companies in the auto manufacture and auto component sectors

Specific questions have been prepared for electric utilities and companies in the auto manufacture and auto component sectors based on reporting frameworks devised by the Institutional Investors Group on Climate Change (IIGCC), Ceres and the Australia/New Zealand Investors Group on Climate Change (IGCC). Groups that include both electric utilities and other businesses should answer questions 1 – 28 for all businesses within their consolidation boundary and provide information specific to their electric utility activities in answer to the additional questions for electric utilities.

How does the Online Reporting System (ORS) work?

Radio buttons

Some questions begin by asking you to give a broadly positive or negative answer to a question by clicking a "radio button". A text box or further questions then follow so that you can elaborate on your answer. We would like to stress that radio buttons are not used to judge performance. We value negative and positive answers equally, provided that an explanation is given where appropriate.

Help tabs

Help tabs are located at the top of each page, these give you the ability to:

- Save your work as a draft to return to later
- Get a printable version of your draft answer
- Go to the guidance document
- Look at a sample answer from CDP6 responses
- Contact CDP
- Log out

Completing questions

Please indicate when you have finished an answer by ticking the boxes at the end of each question.

- Tick this box when you have completed this question.

This is to help you check that you have answered all the questions. You can still amend your answer after ticking this box.

Submitting your finished response to CDP

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When your response is final and ready for submission to CDP, please press the "Complete questionnaire" button on the final page of the ORS. This will change the status of your response in CDP's database to "Answered Questionnaire". Please do not press the "Complete Questionnaire" button until your response is final and ready to be submitted to CDP. If you wish to close the ORS, please use the "Log Out" button at the top of the screen or just close the window. When you press submit, a copy of your response will automatically be sent to you by email.

Completion bar and navigation menu

There is a colour-coded completion bar above the question text to help you track your progress through the questionnaire. The yellow block indicates where you are in the questionnaire. Blue blocks indicate completed questions – this happens when you tick the completion box at the bottom of each page. Grey blocks indicate questions not marked as complete – you will be reminded of these questions on the final 'submit' page. You can navigate through the questionnaire using the menu on the left, or the completion bar at the top.

Numerical answers

In response to some questions, particularly where the response must be given in CO₂-e or MWh, the box provided for your answer will only allow entry of whole numbers. The box will not accept the use of punctuation or number separators in your answer. This is because practice on the use of commas and points differs around the world. Therefore, please type 2000 instead of 2,000 or 2000.4, rounding figures up or down to the nearest whole number. In some questions, a decimal point is permitted e.g. the questions on emissions intensity.

When entering data for millions of tonnes, please ensure you use the correct number of 0s with no punctuation e.g. 6.5 million tonnes should be entered as 6500000.

Apple Macs

The ORS is designed to be viewed and used on a PC and may not display correctly on a Mac.

CDP6 questionnaire

To help you refer to answers given to the CDP6 questionnaire last year, we have put the CDP6 question number in brackets after this year's question. If your company submitted a response to CDP6 and you would like to refer to last year's response, [click here](#) to see an HTML version.

Webpage 2 – “The registration page”

General Information

You are not required to give an introduction to your corporation, but if you would like to do so, please give it here in the text box below.

Text box

Please check the sector in which your company has been placed.

[Box showing the sector in which they have been placed by CDP.](#)

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Tick box Yes, this is the correct sector.

Tick box No, this is not the correct sector. Please select the correct sector from the list below.

Drop down box:

Electric utilities and/or companies with electric utility activities or assets and companies in the automobile or auto component manufacture sectors should complete supplementary questions in addition to the main questionnaire. If you are in these sectors, please select the appropriate box for your business so that the relevant supplementary questions appear in ORS. Please note that once this selection is made it cannot be reversed. If you wish to view the questions first, please see <http://www.cdproject.net/CDP2009Questionnaire.asp>

Tick box Electric utilities

Tick box Automobile or auto component manufacture

Webpage 3

Risks and Opportunities

1. **Regulatory Risks:** (CDP6 1(a)(i)) NB Double underlined sections will be hyperlinked to a glossary.

1.1 Is your company exposed to regulatory risks related to climate change?

Radio button We consider our company to be exposed to regulatory risks.

If selected the following text appears:

Please expand on your answer here, providing the following information if relevant:

- Describe the company's process for identifying risks and assessing the degree to which they could affect the business, including the financial implications.
- Describe current and/or anticipated risks.
- Explain the way in which the risks could affect your business and your value chain, including the financial implications.
- What geographical areas are affected by the risks you have identified.
- Outline the timescales over which the risks are expected to materialise.
- Explain any actions the company has taken or plans to take to manage or adapt to the risks that have been identified including the financial implications of those actions.
- Comment on whether your views on risks have changed in the past twelve months.

Text box

Radio button We do not consider our company to be exposed to regulatory risks.

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If selected the following text appears:

Please expand on your answer here, providing the following information if relevant:

- Explain why you do not consider your company to be exposed to risks.
- Explain the company process for identifying risks and assessing the degree to which they could affect the business.
- Comment on whether your views have changed in the past twelve months.

Text box

Radio button We don't know the answer to this question.

Please expand on your answer here.

Text box

Tick box Select this box to add a comment.

Text box appears if selected.

This next section is common to all webpages:

"Tick this box when you have finished this question", the "Save and go..." buttons at end of webpage and attachment facility.

The format above is replicated for questions 2 & 3 below. Each has its own separate webpage.

2. **Physical Risks:** (CDP6 1(a)(ii))

2.1 Is your company exposed to physical risks from climate change?

3. **Other Risks:** (CDP6 1(a)(iii))

3.1 Is your company exposed to other risks as a result of climate change?

4. **Regulatory Opportunities:** (CDP6 1(b)(i))

4.1 Do regulatory requirements on climate change present opportunities for your company?

Radio button Regulatory requirements present opportunities for my company. Please expand on your answer here, providing the following information, if relevant:

- Describe the company's process for identifying opportunities and assessing the degree to which they could affect the business, including the financial implications.
- Describe current and/or anticipated opportunities.
- Explain the way in which the opportunities could affect your business and your value chain, including the financial implications.

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- What geographical areas are affected by the opportunities you have identified.
- Outline the timescales over which the opportunities are expected to materialise.
- Explain any actions the company has taken or plans to take to exploit the opportunities that have been identified including the financial implications of those actions.
- Comment on whether your views on opportunities have changed in the past twelve months.

[Text box](#)

[Radio button](#) Regulatory requirements do not present opportunities for my company.

Please expand on your answer here, providing the following information if relevant:

- Explain why you do not consider your company to be presented with opportunities.
- Explain the company process for identifying opportunities and assessing the degree to which they could affect the business.
- Comment on whether your views have changed in the past twelve months.

[Text box](#)

[Radio button](#) We don't know the answer to this question.

Please expand on your answer here.

[Text box](#)

[Tick box](#) Select this box to add a comment.

[Text box appears if selected.](#)

This format is continued for questions 5 & 6 below.

5. **Physical Opportunities:** (CDP6 1(b)(ii))

5.1 Do physical changes resulting from climate change present opportunities for your company?

6. **Other Opportunities:** (CDP6 1(b)(iii))

6.1 Does climate change present other opportunities for your company?

Webpage 9

Greenhouse Gas (GHG) Emissions Accounting, Emissions Intensity, Energy and Trading

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Information about how to respond to this section may be found in "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development ("the GHG Protocol"), see www.ghgprotocol.org. ISO 14064-1 is compatible with the GHG Protocol as are a number of regional/national programme protocols. For more information see <http://www.ghgprotocol.org/> and the CDP 2009 Reporting Guidance.

7. Reporting Year: (CDP6 Q2(a)(ii))

7.1. Please state the start date and end date of the year for which you are reporting GHG emissions.

To move back and forwards through the calendar, click on the month/year text in the centre of the calendar.

8. Reporting Boundary: (CDP6 Q2(a)(i))

8.1. Please indicate the category that describes the company, entities, or group for which Scope 1 and Scope 2 GHG emissions are reported.

[Radio button](#) Companies over which financial control is exercised – per consolidated audited financial statements;

[Radio button](#) Companies over which operational control is exercised;

[Radio button](#) Companies in which equity share is held;

[Radio button](#) Other (please provide details).

[Text box](#)

8.2. Please state whether any parts of your business or sources of GHG emissions are excluded from your reporting boundary.

[Text box](#)

9. Methodology: (CDP6 Q2(a)(iii))

9.1. Please describe the process used by your company to calculate Scope 1 and Scope 2 GHG emissions including the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 GHG emissions.

Please provide your answer in the text box and/or select a methodology from the list of published methodologies. This will aid automated analysis of the data.

[Text box](#)

Methodology list

Brazil GHG Protocol Program

China Corporate Energy Conservation and GHG Management Program

India GHG Inventory Program

IPIECA's Petroleum Industry Guidelines for reporting greenhouse gas emissions, 2003

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ISO 14064-1

Philippine Greenhouse Gas Accounting and Reporting Program (PhilGARP)

Programa GEI México

The Climate Registry

The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)

Other (please specify)

[Text box](#)

Please also provide:

9.2 Details of any assumptions made.

[Text box](#)

9.3. The names of and links to any calculation tools used.

Please provide your answer in the text box and/or select calculation tools from the drop down list of published tools. This will aid automated analysis of the data.

[Text box](#)

[Drop down](#)

GHG Protocol - Allocation of Emissions from CHP 1.0 September 2006

GHG Protocol - CO₂ emissions from business travel 1.2 August 2005

GHG Protocol - CO₂ emissions from fuel use in facilities 3.0 March 2008

GHG Protocol - CO₂ emissions from the production of ammonia 2.0 March 2008

GHG Protocol - CO₂ emissions from the production of cement (CSI) 2.0 June 2005

GHG Protocol - CO₂ emissions from the production of cement (US EPA) 1.0 Aug 2002

GHG Protocol - CO₂ emissions from the production of iron and steel 2.0 March 2008

GHG Protocol - CO₂ emissions from the production of lime 2.0 March 2008

GHG Protocol - CO₂ emissions from transport or mobile sources 1.3 January 2005

GHG Protocol - Emissions from employee commuting 2.0 June 2006

GHG Protocol - GHG emissions from pulp and paper mills 1.2 July 2005

GHG Protocol - GHG emissions from stationary combustion 3.1 March 2008

GHG Protocol - GHG emissions from the production of aluminium 2.0 March 2008

GHG Protocol - HFC-23 emissions from the production of HCFC-22 2.0 March 2008

GHG Protocol - Indirect CO₂ emissions from purchased electricity 3.0 March 2008

GHG Protocol - Indirect CO₂ emissions from Purchased Electricity, Heat, or Steam 2.0 March 2008

GHG Protocol - N₂O emissions from the production of adipic acid 2.0 March 2008

GHG Protocol - N₂O emissions from the production of nitric acid 2.0 March 2008

Other (please specify)

[Text box](#)

9.4. The global warming potentials you have applied and their origin.

[Text box](#)

9.5. The emission factors you have applied and their origin.

[Text box](#)

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Please provide CDP with responses to questions 7, 8, and 9 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request. Please work backwards from the current reporting year, so that you enter data for your oldest reporting period last.

Currently Viewing Figures for Year Ending 2004

View figures for year ending 2005
View figures for year ending 2006
View figures for year ending 2007
View figures for year ending 2008
Click the "Add Additional Year Figures" button to add figures for additional accounting periods

Webpage 10

Notes about questions 10 and 11

When providing answers to questions 10 and 11, please do not deduct offset credits, Renewable Energy Certificates etc, or net off any estimated avoided emissions from the export of renewable energy, carbon sequestration (including enhanced oil recovery) or from the use of goods and services. Opportunities to provide details of activities that reduce or avoid emissions are provided elsewhere in the information request. ([Click here](#) to see guidance on this)

Carbon dioxide emissions from biologically sequestered carbon e.g. carbon dioxide from burning biomass/biofuels should be reported separately from the emissions in Scopes 1, 2 and 3. If relevant, please report these emissions in question 15. However, please do include any nitrous oxide or methane emissions from biomass/biofuel combustion in your emissions under the three scopes.

Please answer the following questions using Table 1.

10. Scope 1 Direct GHG Emissions: (CDP6 Q2(b)(i))

Please provide:

10.1. Total gross global Scope 1 GHG emissions in metric tonnes of CO2-e

Please break down your total gross global Scope 1 emissions by:

10.2. Country or region

Electric utilities should report emissions by country/region using the table in question EU3.

Table 1 - This table will not accept text. Please use whole numbers only.

Reporting year Q7.1 Start data	Populated by dates from Q7.1
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Reporting year Q7.1 Finish date	Populated by dates from Q7.1
Total gross global Scope 1 GHG emissions in metric tonnes CO ₂ -e Q10.1	Numerals only box
Scope 1 emissions in metric tonnes CO ₂ -e by country Q10.2	
Please select a country Country drop down list with ability to add rows for additional countries.	Numerals only box

Where it will facilitate a better understanding of your business, please also break down your total global Scope 1 emissions by:

10.3. Business division (only data for current reporting year requested)

Table 2 - This table will not accept text. Please use whole numbers only.

Business Divisions Enter names below	Scope 1 Metric tonnes CO ₂ -e
Total gross global Scope 1 GHG emissions in metric tonnes CO ₂ -e - answer to question Q10.1	Answer brought forward from 10.1
Free text	Numerals only box
Ability to add rows	

10.4. Facility (only data for current reporting year requested)

Table 3- This table will not accept text. Please use whole numbers only.

Facilities Enter names below	Scope 1 Metric tonnes CO ₂ -e
Total gross global Scope 1 GHG emissions in metric tonnes CO ₂ -e - answer to question Q10.1	Answer brought forward from 10.1
Free text	
Ability to add rows	

10.5. Please break down your total global Scope 1 GHG emissions in metric tonnes of the gas and metric tonnes of CO₂-e by GHG type. (Only data for current reporting year requested.)

Table 4 - This table will not accept text. Please use whole numbers only.

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CO ₂	Metric tonnes	Numerals only box
CH ₄	Metric tonnes	Numerals only box
	Metric tonnes CO ₂ -e	Numerals only box
N ₂ O	Metric tonnes	Numerals only box
	Metric tonnes CO ₂ -e	Numerals only box
HFCs	Metric tonnes	Numerals only box
	Metric tonnes CO ₂ -e	Numerals only box
PFCs	Metric tonnes	Numerals only box
	Metric tonnes CO ₂ -e	Numerals only box
SF ₆	Metric tonnes	Numerals only box
	Metric tonnes CO ₂ -e	Numerals only box

10.6. If you have not provided any information about Scope 1 emissions in response to the previous questions, please explain your reasons and describe any plans you have for collecting Scope 1 GHG emissions information in future.

[Text box](#)

Webpage 11

11. Scope 2 Indirect GHG Emissions: (CDP6 Q2(b)(i))

Important note about emission factors where zero or low carbon electricity is purchased:

The emissions factor you should use for calculating Scope 2 emissions depends upon whether the electricity you purchase is counted in calculating the grid average emissions factor or not – see below. You can find this out from your supplier.

Electricity that IS counted in calculating the grid average emissions factor:

Where electricity is sourced from the grid and that electricity has been counted in calculating the grid average emissions factor, Scope 2 emissions must be calculated using the grid average emissions factor, even if your company purchases electricity under a zero or low carbon electricity tariff.

Electricity that is NOT counted in calculating the grid average emissions factor:

Where zero or low carbon electricity is sourced from the grid or otherwise transmitted to the company and that electricity is not counted in calculating the grid average, the emissions factor specific to that method of generation can be used, provided that any certificates quantifying GHG-related environmental benefits claimed for the electricity are not sold or passed on separately from the electricity purchased.

Please answer the following questions using Table 5.

Please provide:

11.1. Total gross global Scope 2 GHG emissions in metric tonnes of CO₂-e.

Please break down your total gross global Scope 2 emissions by:

11.2. Country or region

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Table 5 - This table will not accept text. Please use whole numbers only.

Reporting year Q7.1 Start data	Populated by dates from Q7.1
Reporting year Q7.1 Finish date	Populated by dates from Q7.1
Total gross global Scope 2 GHG emissions in metric tonnes CO ₂ -e Q11.1	Numerals only box
Scope 1 emissions in metric tonnes CO ₂ -e by country Q11.2	
Please select a country Country drop down list with ability to add rows for additional countries.	Numerals only box

Where it will facilitate a better understanding of your business, please also break down your total global Scope 2 emissions by:

11.3. Business division

Table 6 - This table will not accept text. Please use whole numbers only.

Business Divisions Enter names below	Scope 2 (Q11.3) Metric tonnes CO ₂ -e
Total gross global Scope 2 GHG emissions in metric tonnes CO ₂ -e - Answer to Q11.1	Answer brought forward from Q11.1
Free text	
Ability to add rows	

11.4 Facility

Table 7 - This table will not accept text. Please use whole numbers only.

Facilities Enter names below	Scope 2 (Q11.4) Metric tonnes CO ₂ -e
Total gross global Scope 2 GHG emissions in metric tonnes CO ₂ -e - Answer to Q11.1	Answer brought forward from Q11.1
Free text	
Ability to add rows	

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11.5. If you have not provided any information about Scope 2 emissions in response to the questions above, please explain your reasons and describe any plans you have for collecting Scope 2 GHG emissions information in future.

Text box

Webpage 12

12. Contractual Arrangements Supporting Particular Types of Electricity Generation: (CDP6 Q2(b)(i)- Guidance)

12.1. If you consider that the grid average factor used to report Scope 2 emissions in question 11 does not reflect the contractual arrangements you have with electricity suppliers, (for example, because you purchase electricity using a zero or low carbon electricity tariff), you may calculate and report a contractual Scope 2 figure in response to this question, showing the origin of the alternative emissions factor and information about the tariff.

Text box

12.2. If you retire any certificates (eg: Renewable Energy Certificates) associated with zero or low carbon electricity, please provide details.

Text box

Webpage 13

13. Scope 3 Other Indirect GHG Emissions: (CDP6 Q2(c))

For each of the following categories, please:

- Describe the main sources of emissions,
- Report emissions in metric tonnes of CO2-e,
- state the methodology, assumptions, calculation tools, databases, emission factors (including sources) and global warming potentials (including sources) you have used for calculating emissions.

Notes about question 13

When providing answers to question 13, please do not deduct offset credits, Renewable Energy Certificates etc, or net off any estimated avoided emissions from the export of renewable energy, carbon sequestration (including enhanced oil recovery) or from the use of goods and services. Opportunities to provide details of

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activities that reduce or avoid emissions are provided elsewhere in the information request.

Carbon dioxide emissions from biologically sequestered carbon e.g. carbon dioxide from burning biomass/biofuels should be reported separately from the emissions in Scopes 1, 2 and 3. If relevant, please report these emissions in question 15. However, please do include any nitrous oxide or methane emissions from biomass/biofuel combustion in your emissions under the three scopes.

13.1. Employee business travel

Describe the main sources of emissions

[Text box](#)

Emissions in metric tonnes CO₂-e - Please use whole numbers only. [Numerals-only box](#)

Describe your methodology, etc.

[Text box](#)

13.2. External distribution/logistics

Describe the main sources of emissions

[Text box](#)

Emissions in metric tonnes CO₂-e - Please use whole numbers only. [Numerals-only box](#)

Describe your methodology, etc.

[Text box](#)

13.3 Use/disposal of company's products and services

For auto manufacture and auto component companies – please refer to the additional questions for these sectors before completing question 13.3.

Describe the main sources of emissions

[Text box](#)

Emissions in metric tonnes CO₂-e - Please use whole numbers only. [Numerals-only box](#)

Describe your methodology, etc.

[Text box](#)

13.4 Company supply chain

Describe the main sources of emissions

[Text box](#)

Emissions in metric tonnes CO₂-e - Please use whole numbers only. [Numerals-only box](#)

Describe your methodology, etc.

[Text box](#)

13.5 Other (please describe)

Describe the main sources of emissions

[Text box](#)

Emissions in metric tonnes CO₂-e - Please use whole numbers only. [Numerals-only box](#)

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Describe your methodology, etc.

[Text box](#)

- 13.6 If you have not provided information about one or more of the categories of Scope 3 GHG emissions in response to the questions above, please explain your reasons and describe any plans you have for collecting Scope 3 indirect emissions information in future.

Webpage 14

14. Emissions Avoided Through Use Of Goods And Services (New for CDP 2009)

14.1. If your goods and/or services enable GHG emissions to be avoided by a third party, please provide details including the estimated avoided emissions, the anticipated timescale over which the emissions are avoided and the methodology, assumptions, emission factors (including sources), and global warming potentials (including sources) used for your estimations.

[Text box](#)

15. Carbon Dioxide Emissions from Biologically Sequestered Carbon: (New for CDP 2009)

An example would be carbon dioxide from burning biomass/biofuels.

15.1. Please provide the total global carbon dioxide emissions in metric tonnes CO₂ from biologically sequestered carbon.

Do you know your organisation's emissions from this source? [Drop down menu](#)

Yes

No

Emissions in metric tonnes CO₂ - Please use whole numbers only [Numerals only box](#)

Webpage 15

16. Emissions Intensity: (CDP6 Q3(b))

16.1. Please supply a financial emissions intensity measurement for the reporting year for your combined Scope 1 and 2 emissions.

Please describe the measurement.

[Text box](#)

16.1.1. Give the units e.g. metric tonnes of CO₂-e per million Yen of turnover

[Text box](#)

16.1.2. The resulting figure.

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Use a decimal point if necessary. Please use a "." rather than a ",". [Numerals only box](#)

16.2. Please supply an activity related intensity measurement for the reporting year for your combined Scope 1 and 2 emissions.

Please describe the measurement.

[Text box](#)

16.2.1. Give the units e.g. metric tonnes of CO₂-e per metric tonne of output or (for service sector businesses per unit of service provided).

[Text box](#)

16.2.2. The resulting figure.

Use a decimal point if necessary. Please use a "." rather than a ",". [Numerals only box](#)

[Tick box](#) Select this box to add a comment.

[Text box](#) appears if selected.

Webpage 16

17. Emissions History: (CDP6 Q2(f))

17.1. Do emissions for the reporting year vary significantly compared to previous years?

Please select [Drop down menu](#) Yes, No, First year of estimation, No data, Data not provided to CDP

If so, please explain why,

[Text box](#)

and:

17.1.1. Estimate the percentage by which emissions vary compared with the previous reporting year.

Use a decimal point if necessary. Please use a "." rather than a ",".

[Numerals only box](#) % [Drop down menu](#) Increase, Decrease

Webpage 17

18. External Verification/Assurance: (CDP6 Q2(d))

18.1. Has any of the information reported in response to questions 10 – 15 been externally verified/assured in whole or in part?

[Tick box](#) No information has been provided in response to questions 10-15.

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Tick box None of the information provided in response to question 10-15 has been externally verified/assured in whole or in part.

Please answer question 18.6.

Tick box Yes, it has been externally verified/assured in whole or in part.

Please answer the questions below. It would aid automated analysis of responses if you could select responses from the drop down menu. However, please use the text boxes provided where the drop down menu options are not appropriate.

18.2. State the scope/boundary of emissions included within the verification/assurance exercise.

Drop down menu

All

Scope 1 Q10.1

Scope 2 Q11.1

Contractual Scope 2

S3 employee business travel Q13.1

S3 external distribution/logistics Q13.2

S3 use/disposal of company's products inc services Q13.3

S3 Company supply chain Q13.4

S3 Other Q13.5

Emissions from biologically sequestered carbon Q15.1

Avoided emissions Q14.1

Text box

18.3. State what level of assurance (eg: reasonable or limited) has been given.

Text box

18.4. Provide a copy of the verification/assurance statement.

Please attach a copy/copies.

Attachment facility for multiple attachments.

18.5. Specify the standard against which the information has been verified/assured.

Text box

18.6. If not, please state whether you have plans for GHG emissions accounting information to be externally verified/assured in future.

Text box

Webpage 18

19. Data Accuracy: (CDP6 Q2(e) – New wording for CDP 2009)

19.1. What are the main sources of uncertainty in your data gathering, handling and calculations e.g.: data gaps, assumptions, extrapolation, metering/measurement inaccuracies etc?

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If you do not gather emissions data, please select this box and proceed to next webpage. [Tick box](#)

If you do gather emissions data, please answer question 19.1 in the text box below.

[Text box](#)

19.2. How do these uncertainties affect the accuracy of the reported data in percentage terms or an estimated standard deviation?

[Text box](#)

19.3. Does your company report GHG emissions under any mandatory or voluntary scheme (other than CDP) that requires an accuracy assessment?

[Tick box](#) No. Please go to the next webpage.

[Tick box](#) Yes. Please answer the following questions.

19.3.1. The name of the scheme.

[Drop down menu](#)

EU emissions trading scheme

Other - please specify

19.3.2. The accuracy assessment for GHG emissions reported under that scheme for the last report delivered.

[Text box](#)

Webpage 19

20. Energy and Fuel Requirements and Costs: (New for CDP 2009)

Please provide the following information for the reporting year:

Cost of purchased energy

20.1. The total cost of electricity, heat, steam and cooling purchased by your company.

[Numerals box and drop down box with list of currencies](#)

20.1.1. Please break down the costs by individual energy type.

Table 8 - The "Cost" column will not accept text. Please use whole numbers only.

	Cost	Currency
Electricity	Numerals-only	Drop down
Heat	Numerals-only	Drop down
Steam	Numerals-only	Drop down
Cooling	Numerals-only	Drop down

Cost of purchased fuel

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20.2. The total cost of fuel purchased by your company for mobile and stationary combustion.

[Numerals box and drop down box with list of currencies](#)

20.2.1. Please breakdown the costs by individual fuel type.

Table 9 - The cost column will not accept text. Please use whole numbers only.

Mobile combustion fuels	Cost	Currency
Fuel drop-down	Numerals-only	Drop down
Ability to add row	Numerals-only	Drop down
Stationary combustion fuels	Cost	Currency
Fuel drop-down	Numerals-only	Drop down
Ability to add row	Numerals-only	Drop down

This is the drop down list for mobile combustion fuels.

FUEL USE – MOBILE

Gasoline / petrol
 Kerosene
 Jet fuel
 Aviation gasoline
 Diesel
 Distillate fuel oil No 1
 Distillate fuel oil No 2
 Residual fuel oil No 4
 Residual fuel oil No 5
 Residual fuel oil No 6
 LPG
 Bituminous coal
 Butane
 Propane
 Anthracite
 Sub-bituminous coal
 Wood, wood waste
 Natural gas
 Other - please specify

This is the drop down list for mobile combustion fuels.

FUEL USE – STATIONARY

Coal-based fuels

Anthracite coal
 Bituminous coal
 Sub-bituminous coal
 Lignite coal
 Coal coke
 Patent fuel
 BKB
 Other coal-based fuels

Natural gas-based fuels

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Natural gas

Natural gas (dry)

Methane

Ethane

Propane

Butane

Natural gas liquids (LNG)

Petroleum-based fuels

Crude oil

Motor gasoline / petrol

Aviation gasoline

Distillate fuel oil No.1

Distillate fuel oil No.2

Distillate fuel oil No.4

Residual fuel oil No.5

Residual fuel oil No.6

Jet kerosene

Kerosene (other)

Petroleum Coke

LPG

Naphtha

Asphalt / bitumen

Pitch

Waxes

Shale oil (liquid)

Oil shale

Orimulsion

White spirit and SBP

Refinery gas

Other petroleum products

Other Fuels

Peat

Waste plastics

Tar

Waste tyre derived fuels

Waste oils

Other waste-based fuels

Biomass

Wood (dry)

Wood (wet)

Fuelwood (approx. 20% moisture)

Black liquor

Landfill gas

Waste water treatment biogas

Biodiesel

Turpentine

Vegetable oils

Other primary solid biomass fuels

Other liquid biofuels

Other biogas

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Other - please specify

Energy and fuel inputs

The following questions are designed to establish your company's requirements for energy and fuel (inputs). Please note that MWh is our preferred unit for answers as this helps with comparability and analysis. Although it is usually associated with electricity, it can equally be used to represent the energy content of fuels (see CDP 2009 Reporting Guidance for further information on conversions to MWh).

Purchased energy input

20.3 Your company's total consumption of purchased energy in MWh.

Please use whole numbers only [Numerals-only box](#) MWh

Purchased and self produced fuel input

20.4. Your company's total consumption in MWh of fuels for stationary combustion only. This includes purchased fuels, as well as biomass and self-produced fuels where relevant.

Please use whole numbers only [Numerals-only box](#) MWh

20.4.1. Please break down the total consumption of fuels reported in answer to question 20.4 by individual fuel type in MWh.

Table 10 - This table will not accept text. Please use whole numbers only

Stationary combustion fuels	MWh
Fuel drop-down	Numerals-only
Ability to add row	Numerals-only

Energy output

In this question we ask for information about the energy in MWh generated by your company from the fuel that it uses. Comparing the energy contained in the fuel before combustion (question 20.4) with the energy available for use after combustion will give an indication of the efficiency of your combustion processes, taking your industry sector into account.

20.5. What is the total amount of energy generated in MWh from the fuels reported in question 20.4?

Please use whole numbers only [Numerals-only box](#) MWh

20.6. What is the total amount in MWh of renewable energy, excluding biomass, that is self-generated by your company?

Please use whole numbers only [Numerals-only box](#) MWh

Energy exports

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This question is for companies that export energy that is surplus to their requirements. For example, a company may use electricity from a combined heat and power plant but export the heat to another organisation.

20.7. What percentage of the energy reported in response to question 20.5 is exported/sold by your company to the grid or to third parties?

Please use whole numbers only **Numerals-only box** %

20.8. What percentage of the renewable energy reported in response to question 20.6 is exported/sold by your company to the grid or to third parties?

Please use whole numbers only **Numerals-only box** %

Tick box Select this box to add a comment.

Text box appears if selected.

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21. EU Emissions Trading Scheme: (CDP6 Q2(g)(i) – New wording for CDP 2009)

Electric utilities should report allowances and emissions using the table in question EU5.

21.1. Does your company operate or have ownership of facilities covered by the EU Emissions Trading Scheme (EU ETS)?

Tick box No. Please proceed to question 22 on the next webpage

Tick box Yes. Please give details of:

21.2. The allowances allocated for free for each year of Phase II for facilities which you operate or own. (Even if you do not wholly own facilities, please give the full number of allowances).

Table 11 - This table will not accept text. Please use whole numbers only.

	2008	2009	2010	2011	2012	2013
Free allowances metric tonnes CO ₂	Numerals-only box	Numerals-only box	Numerals-only box	Numerals-only box	Numerals-only box	Numerals-only box

21.3. The total allowances purchased through national auctioning processes for the period 1 January 2008 to 31 December 2008 for facilities that you operate or own. (Even if you do not wholly own facilities, please give the total allowances purchased through auctions by the facilities for this period).

Total allowances purchased through auction **Numbers only box**

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21.4. The total CO₂ emissions for 1 January 2008 to 31 December 2008 for facilities which you operate or own. (Even if you do not wholly own facilities, please give the total emissions for this period.)

Total emissions in metric tonnes [Numbers only box](#)

[Tick box](#) Select this box to add a comment.

[Text box](#) appears if selected.

Webpage 21

22. Emissions Trading: (CDP6 Q2(g)(ii) - New wording for CDP 2009)

Electric utilities should read EU6 before answering these questions.

22.1. Please provide details of any emissions trading schemes, other than the EU ETS, in which your company already participates or is likely to participate within the next two years.

[Tick box](#) We only participate in the EU ETS. Please go to question 22.2.

[Tick box](#) We do not participate or anticipate participating in any trading schemes within the next two years. Please go to question 22.3.

[Tick box](#) We participate or anticipate participating in the following emissions trading schemes:

[Drop down menu](#) This will be populated by an initial list of trading schemes that can be extended by the responding company selecting "Other - please specify". List to be supplied.

22.2. What is your overall strategy for complying with any schemes in which you are required or have elected to participate, including the EU ETS?

[Text box](#)

22.3. Have you purchased any project-based carbon credits?

[Tick box](#) No. Please go to question 22.5.

[Tick box](#) Yes. Please answer the following questions.

Please indicate whether the credits are to meet one or more of the following commitments:

[Tick box](#) Primarily for compliance purposes

[Tick box](#) Primarily for voluntary offsetting of your own emissions

[Tick box](#) Other - please describe.

[Text box](#)

Please also:

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22.4 Provide details including the type of unit, volume and vintage purchased and the standard/scheme against which the credits have been verified, issued and retired (where applicable).

Text box

22.5. Have you been involved in the origination of project-based carbon credits?

Tick box No. Please go to question 22.7.

Tick box Yes. Please answer the following question.

22.6. Please provide details including:

- Your role in the project(s),
- The locations and technologies involved,
- The standard/scheme under which the projects are being/have been developed,
- Whether emissions reductions have been validated or verified,
- The annual volumes of generated/projected carbon credits,
- Retirement method if used for own compliance or offsetting.

Text box

22.7. Are you involved in the trading of allowances under the EU ETS and/or project-based carbon credits as a separate business activity, or in direct support of a business activity such as investment fund management or the provision of offsetting services?

Tick box No. Please go to question 23 on the next webpage.

Tick box Yes. Please answer the following question.

22.8. Please provide details of the role performed.

Text box.

Tick box Select this box to add a comment.

Text box appears if selected.

Webpage 22

Performance

23. Reduction Plans: (CDP6 Q3(a))

23.1. Does your company have a GHG emissions and/or energy reduction plan in place?

Tick box Yes. Please go to question 23.3.

Tick box No. Please answer the following question.

23.2. Please explain why and answer question 23.8 (on the next webpage) if possible.

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It would aid automated analysis of responses if you could select responses from the drop down menu as well as using the text box. However, please just use the text box provided if the drop down menu options are not appropriate.

[Drop down menu](#)

Not defined yet

Not considered necessary

[Text box](#)

Goal setting

23.3. Do you have an emissions and/or energy reduction target(s)?

[Tick box](#) No. Please go to question 23.8 on the next webpage.

[Tick box](#) Yes. Please answer the following questions.

23.4 What is the baseline year for the target(s)?

[Text box](#)

23.5. What is the emissions and/or energy reduction target(s)?

[Text box](#)

23.6. What are the sources or activities to which the target(s) applies?

[Text box](#)

23.7. Over what period/timescale does the target(s) extend?

[Text box](#)

Webpage 23

GHG emissions and energy reduction activities

23.8. What activities are you undertaking or planning to undertake to reduce your emissions/energy use?

[Text box](#)

Goal evaluation

23.9. What benchmarks or key performance indicators do you use to assess progress against the emissions/energy reduction goals you have set?

[Text box](#)

Goal achievement

23.10. What emissions reductions, energy savings and associated cost savings have been achieved to date as a result of the plan and/or the activities described above? Please state the methodology and data sources you have used for calculating these reductions and savings.

[Text box](#)

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23.11. What investment has been required to achieve the emissions reductions and energy savings targets or to carry out the activities listed in response to question 23.8 above and over what period was that investment made?

Table 13 - The "Number" column will not accept text. Please use whole numbers only.

Emission reduction, energy saving target, or activity	Investment		Timescale
	Number	Currency	
Text Cells in this table only expand downwards so that table is printable.	Numerals-only	Drop-down	Text box
Add row facility	Numerals-only	Drop-down	Text box

Tick box Select this box to add a comment.
Text box appears if selected.

Goal planning and investment

23.12. What investment will be required to achieve the future targets set out in your reduction plan or to carry out the activities listed in response to question 23.8 above and over what period do you expect payback of that investment?

Table 14 - The "Number" column will not accept text. Please use whole numbers only.

Plan or action	Investment		Payback
	Number	Currency	
Text Cells in this table only expand downwards so that table is printable	Numerals-only	Drop-down	Text
Add row facility	Numerals-only	Drop-down	Text

Tick box Select this box to add a comment.
Text box appears if selected.

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Electric utilities should read the table in question EU3 for giving details of forecasted emissions.

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23.13. Please estimate your company's future Scope 1 and Scope 2 emissions for the next five years for each of the main territories or regions in which you operate or provide a qualitative explanation for expected changes that could impact future GHG emissions.

If possible, please use table 15 below to structure your answer to the question or alternatively use the text box below.

[Text box](#)

Table 15 - The "Number" columns will not accept text. Please use whole numbers only.

If giving a global figure instead of separate figures for regions or territories, please write "global" in the row labelled "Enter name of territory or region".

Scope 1 emissions are in the following units [Text box](#)

Scope 2 emissions are in the following units [Text box](#)

	Reporting year ending in...									
	2009		2010		2011		2012		2013	
Month in which reporting year ends	Drop down		Drop down		Drop down		Drop down		Drop down	
Emission forecasts	Scope 1	Scope 2	Scope 1	Scope 2	Scope 1	Scope 2	Scope 1	Scope 2	Scope 1	Scope 2
Enter name of territory or region ▶ country drop down										
Add row facility										

23.14. Please estimate your company's future energy use for the next five years for each of the main territories or regions in which you operate or provide a qualitative explanation for expected changes that could impact future GHG emissions.

If possible, please use table 16 below to structure your answer to the question or alternatively use the text box below.

[Text box](#)

Table 16 - Please use whole numbers only.

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If giving a global figure instead of separate figures for regions or territories, please write "global" in the row labelled "Enter name of territory/region".

	Reporting year ending in...									
	2009		2010		2011		2012		2013	
Month in which reporting year ends	Drop down		Drop down		Drop down		Drop down		Drop down	
Energy use estimates	Number	Units	Number	Units	Number	Units	Number	Units	Number	Units
Enter name of territory or region ▶ country drop down										
Add row facility										

23.15. Please explain the methodology used for your estimations and any assumptions made.

[Text box](#)

24. Planning: (CDP6 Q3(c))

24.1. How do you factor the cost of future emissions into capital expenditures and what impact have those estimated costs had on your investment decisions?

[Text box](#)

Webpage 25

Governance

25. Responsibility: (CDP6 Q4(a))

25.1. Does a Board Committee or other executive body have overall responsibility for climate change?

[Tick box](#) Yes. Please answer question 25.3.

[Tick box](#) No. Please answer the following question.

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25.2 Please state how overall responsibility for climate change is managed and indicate the highest level within your company with responsibility for climate change.

[Text box](#)

25.3. Which Board Committee or executive body has overall responsibility for climate change?

[Text box](#)

25.4. What is the mechanism by which the Board or other executive body reviews the company's progress and status regarding climate change?

[Text box](#)

26. Individual Performance: (CDP6 Q4(b))

26.1. Do you provide incentives for individual management of climate change issues including attainment of GHG targets?

[Tick box](#) No. Please go to question 27.1.

[Tick box](#) Yes. Please go to the following question.

26.2. Are those incentives linked to monetary rewards?

[Text box](#)

26.3. Who is entitled to benefit from those incentives?

[Text box](#)

27. Communications: (CDP6 Q4(c))

27.1. Do you publish information about the risks and opportunities presented to your company by climate change, details of your emissions and plans to reduce emissions?

[Text box](#)

Please indicate which of the following apply and provide details and/or a link to the documents or a copy of the relevant excerpt:

27.2. The company's Annual Report or other mainstream filings.

[Tick box](#) No

[Tick box](#) Yes

Please provide details.

[Text box](#)

Attach file here [Attachment facility](#)

27.3. Voluntary communications (other than to CDP) such as Corporate Social Responsibility reporting.

[Tick box](#) No

[Tick box](#) Yes

Please provide details.

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[Text box](#)

Attach file here [Attachment facility](#)

28. Public Policy: (CDP6 Q4(d))

28.1. Do you engage with policymakers on possible responses to climate change including taxation, regulation and carbon trading?

[Tick box](#) No.

[Tick box](#) Yes. Please provide details.

[Text box](#)

Companies will be asked to confirm the following when they submit their response.

I confirm that my response to the CDP 2009 questionnaire is complete and is submitted to CDP in accordance with the terms of participation stated in the further information section of the questionnaire.