

reported that it had planted the trees and reported information consistent with the guidance provided in the forestry sector supporting document. It also reported that it expected the forest to capture carbon at a rate consistent with the stipulated factors provided by the guidelines' supporting document for forestry. Each year thereafter BFCI confirmed in its report that the project appeared to continue to perform as expected.

After eight years of relying on the default stipulated factors, BFCI became engaged in a dialogue with a local environmental group. One consequence of the discussions was that BFCI agreed to measure the standing carbon on its project site in the tenth year to determine whether the project had met the expectations established for the first decade by the stipulated factors. The field measurements, including statistical sampling of both soils and biomass, revealed that the project had actually exceeded expectations by 20 percent. This was attributed to the fact that the original soils were particularly rich in phosphorous and nitrogen.

BFCI amended its previous reports to reflect this new information based on field measurements. The amended reports increased the reported carbon dioxide flows to the forestland by 20 percent in each of the first ten years. BFCI also amended the projected annual carbon capture rates for the second decade to reflect the higher-than-expected performance. BFCI thus transformed its project from a standard project to a reporter-defined project.

GG-6 What Are the Minimum Reporting Requirements?

DOE has not established a minimum size for a reporting entity or for the reported emissions, emissions reduction, or sequestered carbon. For some purposes of reporting, such as the exchange of information on pilot projects, a minimum size requirement would limit participation. Similarly, you are not required to complete a full and comprehensive report as defined earlier. However, you must report a minimum set of information.

Whatever the scope of your report, you are required to certify the accuracy of the data you have provided. You must also meet minimum information requirements:

- If you are reporting greenhouse gas emissions, you must clearly identify the

facilities that are covered by your report and, for each greenhouse gas covered by your report, clearly identify the gas, the amount of the emissions (expressed in metric tons of that gas per year), and the year of the emissions.

- If you are reporting emissions reductions or carbon sequestration projects, you must be able to describe your project and provide sufficient physical data to allow users of the database to form a clear understanding of the nature and scope of your project, including the cause of the change in emissions or carbon sequestration. You must also identify the location of the project, the reference case for the project, and the effects of the project.

- Whether you are reporting on a standard project or a reporter-designed project, you must be able to identify the sources of your data, the level of change of emissions or carbon sequestration per year, and the year in which the change took place.

- If you are submitting a reporter-designed project report involving direct monitoring and measuring or engineering estimations, you must also identify the techniques used to gather the data and make the estimates.

GG-7 Can My Data Be Kept Confidential?

The provisions of section 1605(b)(3) stipulate that "Trade secret and commercial information that is privileged or confidential shall be protected as provided under Section 552(b)(4) of Title 5, United States Code." In general, information submitted to the Federal government must be made available to the public. This section prohibits release of certain trade secret and commercial or financial information.

You will enhance both the credibility and usefulness of information you report by making it available for public release. More accurate data will increase the value of emissions reductions estimates in terms of public recognition, and widely available information will help diffuse knowledge about cost-effective emissions reductions opportunities. Thus, you should try to avoid labeling reported information as confidential wherever possible.

While a reporter may believe that some of the data voluntarily submitted under this program is entitled to protection under the exclusion, this protection is neither automatic nor complete. You should be aware that, under DOE regulations (10 CFR

1004.11), DOE will evaluate each claim of confidentiality and determine whether or not to disclose the data to the public. Also, data may be released to another Federal agency under certain circumstances regardless of any claim of confidentiality.

GG-8 What Certification Is Required?

If you report under this program, you will be required to certify through your signature the accuracy of all the information reported. Therefore, the person who signs the report must be authorized to act as a representative of the reporting entity for these purposes. No independent certification is required, and the Federal government does not plan to certify your reports. However, you may wish to indicate if your data have been verified by a third party.

GG-9 What Should I Do Next?

These general guidelines present an overall picture of the reporting process for the voluntary reporting program. You will find more detailed guidance in the sectoral supporting documents for electricity supply, residential and commercial buildings, industry, transportation, forestry, and agriculture. You may have reportable projects in several sectors; you may report them separately or capture and report the total effects on an entity-wide report. If you need the supporting documents, contact United States Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

Reporting forms are available at the following address: United States Department of Energy, Energy Information Administration, 1000 Independence Avenue, SW., Washington, DC 20585.

DOE encourages you to report your achievements in reducing greenhouse gas emissions and sequestering carbon under this program. Global climate change is increasingly being recognized as a threat that individuals and organizations can take action against. If you are among those taking action, reporting your projects may lead to recognition for you, motivation for others, and synergistic learning for the global community.

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