

GREENHOUSE FRIENDLY™ PRODUCT/SERVICE PROVIDER ANNUAL REPORT TEMPLATE



Please note this report must be independently verified prior to submission to the Australian Greenhouse Office (AGO) within **three months** of the conclusion of your agreed reporting period.

For those Product/Service Providers with multiple Greenhouse Friendly™ certified product/services, please submit a separate Annual Report for each product/service.



Australian Government

Department of the Environment and Water Resources
Australian Greenhouse Office

PRODUCT/SERVICE PROVIDER INFORMATION

Product/Service Provider Name:

Name of Product/Service:

Reporting Period (Financial/Calendar Year):

Product/Service Overview (Provide Product/Service Description):

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Please include the following information in your Annual Report:

- Calculation of emissions from Greenhouse Friendly™ certified products sold or services provided.

Please use the following table to provide this information

(a) Total units of Greenhouse Friendly™ certified product sold or levels of service provided during the reporting period	(b) Emissions per unit of Greenhouse Friendly™ product sold or service provided during the reporting period	(a x b) Emissions for the total amount of Greenhouse Friendly™ products sold or services provided during the reporting period (tonnes CO ₂ -e)

- Details of Greenhouse Friendly™ approved abatement purchased.

Please use the following table to provide this information

Name of Greenhouse Friendly™ approved abatement provider and project from which abatement was purchased	Period which Greenhouse Friendly™ abatement purchased was generated	Date Greenhouse Friendly™ abatement was approved by the Australian Greenhouse Office. If the approved abatement has Australian Greenhouse Office allocated serial numbers, please provide.	Date Greenhouse Friendly™ approved abatement was purchased	Quantity of Greenhouse Friendly™ abatement purchased (tonnes CO ₂ -e)	Quantity of Greenhouse Friendly™ abatement used to offset product/service emissions (tonnes CO ₂ -e). If the retired abatement has Australian Greenhouse Office allocated serial numbers, please provide.	Quantity of Greenhouse Friendly™ abatement banked for future use (tonnes CO ₂ -e). If the banked abatement has Australian Greenhouse Office allocated serial numbers, please provide.

- Details of Greenhouse Friendly™ approved abatement on-sold during the reporting period, including the purchasers’ name, quantity purchased and the date of sale.

Please use the following table to provide this information

Quantity of Greenhouse Friendly™ abatement sold (tonnes CO ₂ -e)	Name of purchaser of Greenhouse Friendly™ abatement	Date of sale	Name of abatement provider and specific abatement project on-sold abatement was purchased from and the date abatement was

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			<p>purchased prior to on-selling.</p> <p>If the on-sold abatement has Australian Greenhouse Office allocated serial numbers, please provide.</p>

This question is for purchasers of forest sink abatement only

- Changed details regarding any forest sink abatement purchased during the reporting period or in previous years, such as abatement losses or restoration, which may have occurred.

This information needs to be provided by those product or service providers who have purchased Greenhouse Friendly™ approved abatement generated from forest sink projects.

- Forecast emissions and offset requirements for the next reporting period, such as an increase in estimated product sales or service provision.

You may wish to use a Line Chart to diagrammatically display this (using the y-axis for product/service unit sales and the x-axis to represent time) and demonstrate possible trends

- Changes to the quantity and/or allocation of greenhouse gas life cycle emissions for your product or service.

Please provide all relevant information on any changes that have occurred

SCOPE

Does the statement provided on the scope of your greenhouse gas Life Cycle Assessment (LCA) remain valid?

The statement must indicate any limitations to the scope of the LCA that may affect its validity

Do the geographic and temporal limitations of your LCA remain accurate?

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Has the product or service description (including function and components) been revised to reflect any changes? If so, please provide all relevant information.

Has there been a change to your product or service's measurable parameters and system boundaries, as described in accordance with the guidance provided by ISO standard AS/NZS ISO 14040? If so, please provide all relevant information.

Does your LCA continue to assess all the following nominated greenhouse gases?

- Carbon dioxide
- Nitrous oxide
- Perfluorocarbons
- Methane
- Hydrofluorocarbons
- Sulphur hexafluoride

If any of the above are excluded, is this justified?

Has there been a change to the system boundaries of your LCA? If so, please provide all relevant information and clearly define the revised boundaries.

The system boundaries for your LCA need to incorporate all relevant stages (production, delivery, use and disposal) of the life cycle of your product or service

Have there been changes to your LCA which require the incorporation of additional parameters? If so, please provide all relevant information.

Do all exclusions continue to be justified?

ASPECTS OF ENERGY USE

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Has your LCA been updated to reflect any changes in product or service energy use/emissions? If so, please provide all relevant information.

Section 2 of Annex 1 of the *Greenhouse Friendly™ Guidelines* provides a listing of the type of aspects that need to be considered

EMISSION FACTORS

Which emission factors are being used? Please indicate and justify the emission factors you have used.

Note that if emission factors are not sourced from the current version of the *AGO Factors and Methods Workbook*, then justification for this must be provided. The emission factors used in your LCA should be based on the hierarchy outlined in Annex 1 of the *Greenhouse Friendly™ Guidelines*

INVENTORY ANALYSIS

Have the data collection and calculation procedures used to quantify the greenhouse gas emissions associated with your product or service been updated to reflect changes in the LCA? Please provide all relevant information.

Do all assumptions made about the utilisation of fuels and electricity remain valid?

EMISSIONS ATTRIBUTABLE TO EACH STAGE OF THE LIFE CYCLE

Has all energy consumption data been converted into quantities of carbon dioxide equivalent (CO₂-e) emissions for each life cycle stage of the product or service? Please provide all relevant information.

Does the sum of these values estimate the total attributable emissions for the greenhouse gas life cycle of the product or service?

Has the uncertainty associated with calculation of the emissions associated with your product/service been stated and expressed in the form $x\pm y\%$?

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- Changes to the Emissions Monitoring Plan for your product/service that have occurred during the reporting period.

Please provide all relevant information on any changes that have occurred.

DOES YOUR EMISSIONS MONITORING PLAN CONTINUE TO ADDRESS AND/OR SATISFY THE FOLLOWING REQUIREMENTS?

Identification of all the production or supply parameters that need to be monitored to determine the actual greenhouse gas emissions attributable to your product or service?

Identification of personnel who have the responsibility for monitoring the relevant production and supply parameters?

Confirmation that monitoring personnel meet the specified minimum qualifications, training and experience?

Identification of personnel who have the responsibility for taking action to ensure that the associated emissions are recorded in a timely manner?

Confirmation that the greenhouse gas emissions attributable to your product or service, and any changes in these, are being recorded in a timely manner?

Confirmation that a production process reporting system is operational and producing reports?

Quality control practices that have been applied to ensure data quality is maintained?

Methods and procedures are being applied for measuring and monitoring data (either by using national, international or other scientifically valid test methods)?

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Any accredited laboratories that have been used?

Sampling practices that have been applied?

Methods that have been applied for estimating and controlling uncertainty and statistical error?

Processes are in place to establish and maintain relevant monitoring records?

Procedures are in place for calibration and maintenance of equipment used for emissions monitoring in accordance with the equipment manufacturer's instructions, including procedures for maintenance of relevant records?

Processes are in place to control the manufacture of your product or the delivery of your service?

Procedures are in place to identify and implement corrective actions?

Control processes are in place to ensure that materials, components and processes used in actual manufacture or supply remain the same as those used in your greenhouse gas LCA?

Control processes are in place to ensure that emission factors are assessed periodically and updated in your LCA?

Note that, if possible, the emission factors used in your LCA should be based on the hierarchy outlined in Annex 1 of the *Greenhouse Friendly™ Guidelines*

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Control processes are in place to ensure that patterns for use of your product or service (level of consumption, service level, etc) are assessed in line with your Emissions Monitoring Plan and updated in the greenhouse gas LCA?

- Summary of how you have used the Greenhouse Friendly™ Certification Logo during the reporting period.

- Additional promotion of the Greenhouse Friendly™ initiative which you may have undertaken during the reporting period.

This question is only for product/service providers who have entered into a Consumer Logo Licence Agreement

- Details of the Ongoing Purchasing Arrangement that you have established and maintained with a Consumer(s) as required by the Consumer Logo Licence Agreement.

Please attach the Consumer(s) Annual Report at the end of this report and insert any comments here regarding a Consumer(s) activity that the Australian Greenhouse Office should be notified of, as per the Consumer Logo Licence Agreement

- Please attach records to demonstrate that you have acquired sufficient Greenhouse Friendly™ approved abatement to offset 100% of the emissions associated with your product sold or service provided during the reporting period;
- Please attach evidence that abatement purchased has been approved by the Australian Greenhouse Office. You may need to request a copy of the *Notice of Approved Abatement* from your abatement provider to demonstrate this; and
- Please list cited documents which the Verifier will be checking (such as the Life Cycle Assessment, Emissions Monitoring Plan, Ongoing Purchasing Arrangement, etc).

Please attach at the end of this report

Upon completion of this Annual Report, please inform the Administrator that you are ready to have the Report independently verified by a Greenhouse Friendly™ accredited member of the Greenhouse Challenge Plus Panel of Independent Verifiers.

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included in public reports without permission, unless required by law. You will be given the opportunity to comment on any public report before it is released.

PRODUCT/SERVICE PROVIDER DECLARATION:

To the best of my knowledge, and having implemented the quality controls and standards required under Greenhouse Friendly™ and made all appropriate inquiries, the information provided in this Annual Report is true and correct.

Signature (signed by a company representative with the appropriate authorisation):

Name in Full:

Position Title:

Date: