



PRESSING FORWARD

**GHG Emissions
Inventories
Remote-Success
Guide for Local
Governments**

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Local
Governments
for Sustainability

USA

Pressing Forward: Greenhouse Gas Inventories

Version 1.0 8/07/2020



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How to use this pack:

- This collection of recorded trainings, how-to guides, and templates are intended to support a local government staff person advance a greenhouse-gas inventory, even when working remotely, in a sequenced, self-paced format.
- If you require technical assistance, contact your ICLEI technical advisor or reach out at: iclei-usa@iclei.org

Topic	Tasks	Resources
Scoping: Send Data Requests (Templates) <ul style="list-style-type: none"> • Electric Utility • Natural Gas Utility (if separate) • VMT (Transportation) • Solid Waste • Water • Wastewater 	<ol style="list-style-type: none"> 1. Ensure Access to ClearPath and ICLEI Community (Register here for ClearPath and here for the ICLEI Community) 2. Identify contacts for data requests. Consider consulting internal contacts first to inquire about existing communication channels. 3. Review ICLEI Community for additional training. Click “Get Training” then “ICLEI Members” 	Register for ICLEI Community platform (if you do not currently have access). Click “Join” in GHG Inventories & Protocols. ICLEI Master Data Workbook (Community) ICLEI Master Data Workbook (Local Gov)
Climate 101: (Optional but informative) <ul style="list-style-type: none"> • Climate 101 [Video] 	<ol style="list-style-type: none"> 1. Download the <i>U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions</i> (USCP) or the Local Government Operations P 2. Review Climate 101 to help scope and convey inventory opportunity to partners 	U.S. Community Protocol GHG Inventories FAQs
Data Collection [Videos] <ul style="list-style-type: none"> • Energy, waste, Water, Wastewater • Transportation - On/Off Road • Airport & Waterborne 	<ol style="list-style-type: none"> 1. Create a Master Data Workbook for your community 2. Review Webinar Videos 3. Review ICLEI Community for additional training. Click “Get Training” then “ICLEI Members” 	EPA Waste Characterization Reports Transportation Emission Factors Defaults National Transit Database

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<p>Data Entry</p> <ul style="list-style-type: none">● Overview of Data Entry [Video]● Interactive trainings: part 1, part 2, part 3, part 4.	<ol style="list-style-type: none">1. Set up Inventory in ClearPath with appropriate parameters/scoping2. Enter data into ClearPath3. Develop Data Reports from ClearPath	<p>ClearPath login</p>
<p>Reporting [Videos]</p> <ul style="list-style-type: none">● Overview of Global Covenant of Mayors● Common Reporting Framework Reporting	<ol style="list-style-type: none">1. Consider making a commitment to the Global Covenant of Mayors for Climate & Energy (GCoM) to demonstrate your communities climate action activities, including your GHG Inventory2. Input Community GHG Inventory into a Narrative Report using this template. For Local Gov Operations inventories, use this template.	<p>GCoM CDP-ICLEI Unified Reporting Platform</p>