

Sample Product Standard GHG Inventory Reporting Template

This sample reporting form illustrates the reporting requirements of the *Product Standard*. Companies may use any format they choose, provided that it contains all of the reporting requirements. This sample reporting template contains required information only. Companies should also report optional information where relevant.

General information and scope	
Contact information	<i>[Company name and contact person]</i>
Studied product name	<i>[Product (good or service), brand name if applicable]</i>
Studied product description	<i>[Brief product description including whether it is a final or intermediate product]</i>
Unit of analysis	
Reference flow	
Type of inventory	<i>[cradle-to-grave inventory <u>OR</u> cradle-to-gate inventory]</i>
Additional GHGs included in the inventory	<i>[list any additional GHGs included beyond CO₂, CH₄, N₂O, SF₆, HFCs, PFCs]</i>
Sector guidance or product rules	<i>[Include reference to sector guidance or product rules used when applicable¹]</i>
Inventory date and version	<i>[Year inventory was finalized]</i>
	<i>[1 if first inventory, 2,3 etc. for future versions]</i>

General information and scope (continued)

Link to previous inventory reports and description of any methodological changes	<i>[When applicable for subsequent inventories]</i>
Disclaimer	<i>[State the limitations of various potential uses of the report including product comparison]</i>

Boundary setting

Life cycle stage definition ²	<i>[Brief description of the boundary of each life cycle stage, including the start and end point and the time period of each stage when applicable³. Non-attributable processes included in the boundary can be reported here or in the process map]</i>
Material acquisition and preprocessing	
Production	
Distribution and storage	
Use	
End-of-life	

Boundary setting (continued)

Process map	<i>[Including all attributable processes; non-attributable processes included in the inventory are optional]</i>
Non-attributable processes included in the inventory	<i>[Disclose]</i>
Excluded attributable process, service, material, or energy flows	<i>[Disclose and justify]</i>
Justification for a cradle-to-gate boundary	<i>[For cradle-to-gate inventories only]</i>
Time period	<i>[Total inventory time period]</i>
Land use change impacts method(s) (when applicable)	<i>[Disclose which methods were used to calculate land use change impacts. Justify the exclusion of land use change impacts if applicable]</i>

Allocation

Methods used to avoid or perform allocation	<i>[For co-product allocation and recycling, disclose and justify]</i>
Displaced emissions and removals using the closed loop approximation method	<i>[Only applicable if the closed loop approximation method is used]</i>

Data Collection and Quality

A descriptive statement on the data sources, data quality, and any efforts taken to improve data quality	<i>[For significant processes]</i>
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Source of uncertainty	Qualitative description
Scenario uncertainty	
Use profile	<i>[Describe the use profile of the product. If more than one use profile was applicable, disclose which method was used and justify the choice.]</i>
End-of-life profile	<i>[Describe the end-of-life profile of the product. If more than one end-of-life profile was applicable, disclose which method was used and justify the choice.]</i>
Allocation method(s) (co-product and recycling)	<i>[Describe which allocation method was used (if not already disclosed with the allocation reporting requirements). If more than one allocation method was applicable, disclose which method was used and justify the choice.]</i>
Parameter uncertainty	
Global Warming Potential factors	<i>[List the source and date of Global Warming Potential (GWP) factors used]</i>
Model uncertainty	
Model sources not included in scenario or parameter uncertainty	<i>[Describe the models, identify their published source, and identify areas where they may deviate from real world conditions]</i>

Inventory results: kg ⁴ CO ₂ e /unit of analysis					
Total inventory results	Biogenic (when applicable ⁵)		Non-Biogenic (when applicable)		Land-use change impacts (when applicable ⁶)
	Removals	Emissions	Removals	Emissions	

Inventory results (continued): percent of total inventory results per life cycle stage

Stage definition ⁷	Value (percent of total CO ₂ e)
Material acquisition and preprocessing	
Production	
Distribution and storage	
Use	
End-of-Life	

Inventory results (continued): carbon storage

Embedded product carbon not released at the end of life	<i>[When applicable]</i>
Embedded product carbon leaving the gate of a cradle-to-gate inventory	<i>[When applicable]</i>
Amount of process emissions stored as a result of emission storage	<i>[When applicable]</i>

Inventory results (continued): cradle-to-gate and gate-to-gate

Definition	Results (kg CO ₂ e /unit of analysis)
Cradle-to-gate	<i>[Unless the inventory is cradle-to-gate]</i>
Gate-to-gate	<i>[Value, or justification as to why the data is confidential]</i>

Assurance

Assurance type	<i>[Third party or first party]</i>
Level of assurance achieved or critical review findings	<i>[Limited or Reasonable]</i>
Summary of the assurance process	<i>[If first party, explain how any potential conflict of interest was avoided]</i>
Relevant competencies of the assurance providers	<i>[Name, affiliation, and qualifications]</i>
Explanation of how any potential conflicts of interest were avoided	<i>[First party assurance only]</i>

Setting reduction targets and tracking inventory changes (when applicable)

Base inventory and current inventory results	
Reduction target, if established	
Changes made to the base inventory, or if no change was made, the threshold used to determine that recalculation was not needed	
Appropriate context identifying and describing significant change/s that trigger base inventory recalculation	
The change in inventory results	<i>[Percentage change in emissions from the base year kg CO₂e/unit of analysis]</i>
Explanation of steps taken to reduce emissions	

¹ Companies are not required to use sector guidance or product rules, but if guidance was used then it is referenced here.

² Stage definition should be the general stages defined in the standard or disaggregated or specific stages defined by the company. Guidance on life cycle stage definitions is given in Chapter 7.

³ If carbon storage is assumed in the end-of-life stage, this should be included in the stage description along with the time period.

⁴ Inventory results may be reported grams, kilograms, milligrams, etc.

⁵ Biogenic and non-biogenic inventory results do not need to be reported separately if the studied product does not remove or emit biogenic carbon.

⁶ Land use impacts do not need to be reported if no land use impacts are attributable to the studied product

⁷ Emissions from stages may be aggregated due to confidentiality issues, if this is clearly noted in the inventory results.