

CFP Communication Program

Procedures for verification of  
emission factor data

Established on June 25, 2012

Document ID: C-05-01

Japan Environmental Management Association for Industry

This document prescribes the procedures for verification of GHG (greenhouse gases) emission factor data (hereinafter called "emission factor data") under the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI (Japan Environmental Management Association for Industry).

## **Chapter 1. Verification of basic secondary data**

### 1. Verification policy

In principle, the verifier of emission factor data (hereinafter called the "verifier") shall confirm the self-check result made by a data supplier for its conformance to the "Requirements for basic secondary data" and for the conformance of evidence of data, in verification process of applicable data. If the verifier has difficulty in judging, firstly it shall be clarified what is an issue, then the validity of the judgment shall be discussed in the review panel on emission factor (hereinafter called "the panel").

In the verification process, a different verifier from the verifier who has been firstly conducted the verification shall conduct additional checks in principle.

### 2. Data covered by verification

The data covered by verification shall be the data that has been judged as necessary for inclusion of basic secondary data, as a result of discussion by the panel. If a data among the data to be verified is duplicated to a data which has already been included in the basic secondary data, an actually measured data which is provided by an industrial association shall be adopted in principle.

### 3. Documents used for verification

In principle, a verifier conducts verification using the following documents. If the evidence is insufficient, the verifier can request the data supplier via secretariat for providing additional materials.

(1) Documents prepared by the secretariat

- Requirements for basic secondary data
- Reporting format for verification results

(2) Documents prepared by the data supplier (following materials are hereinafter collectively called "registration format for basic secondary data"):

- Registration sheet of basic secondary data
- Checklist of basic secondary data (report on self-check results)
- Information disclosure sheet of basic secondary data
- Reports on the creation method of data covered by verification (evidence)

#### 4. Items to be verified

Data covered by verification shall be verified for the following items.

(1) Conformance to the requirements for basic secondary data

Items described in the "checklist" shall be confirmed for the following requirement:

- All mandatory items shall be "conformance," and their bases (quotes from the evidence) shall be appropriate.

(2) Validity of the description on the information disclosure sheet

The contents described in the information disclosure sheet created by the data supplier shall be checked.

(3) Existence of issues to be discussed by the panel

If there is an issue that needs to be discussed by the panel, including the followings, the description of such issue and its basis shall be described in the report on verification results.

- When the evidence is judged as inappropriate, or when the evidence is unable to be judged whether it is appropriate or not
- When numerical values of the data covered by verification are judged as inappropriate comparing to another data covered by verification, or when such numerical value is unable to be judged whether it is appropriate or not
- When there is an issue that needs to be discussed

#### 5. Procedures of verification

##### 5.1 Preparation for verification

According to the verification assignment (including a verifier for additional check) determined by discussion by the panel, the secretariat delegate a verifier to conduct verification. The verifier receives a set of documents specified in "3. Documents used for verification" from the secretariat.

##### 5.2 Conducting of verification

Documents shall be verified based on the "checklist" and corresponding "evidence" created by the data supplier. If necessary, additional materials shall be collected and checked, or a face-to-face verification with the data supplier shall be conducted.

Verification shall be conducted as below.

##### 5.2.1 Document verification

The "evidence" corresponding to the items listed in the "checklist" shall be checked.

(1) Verification of checklist items

For each item in the checklist, the validity of contents quoted from the "evidence" provided as a corresponding basis shall be checked.

(2) Validation check of the descriptions in information disclosure sheet

The validity of the following items described in the information disclosure sheet shall be checked:

- Name
- Unit
- Value of emission factor data of CO<sub>2</sub> equivalent emissions (display of digit number, etc.)
- Information sources
- Scope

#### 5.2.2 Additional explanation

If necessary, the verifier can request the data supplier for additional explanation about the "evidence" and for provision of additional materials. The additional explanation and submission of materials shall be made through the secretariat, in principle.

#### 5.2.3 Face-to-face verification

If verification is not sufficient only by document verification, verification can be conducted in the presence of the data supplier. The face-to-face verification shall be conducted via the secretariat, in principle.

#### 5.2.4 Correction of document

If a verifier judges that it requires minor correction about the registration format for basic secondary data which was created by the data supplier, the verifier requests the data supplier to correct it. Request for correction shall be made in writing via the secretariat, in principle.

The verifier shall check whether the corrected contents are appropriate.

#### 5.3 Report on verification results

The verifier shall prepare the "report on verification results" and submit it to the secretariat. If correction was made for the registration format for basic secondary data, the corrected version shall be submitted to the secretariat.

#### 5.4 Additional check of the verification results

The secretariat forwards the documents submitted by the verifier to another verifier responsible for additional check. In the additional check, only the documents shall be checked.

Additional check shall be conducted as follows.

(1) The following checks are mandatory:

- Checking whether there is no omission in the report on verification results.
- Checking there is no discrepancy (inconsistency) between the conclusions in the report on verification results, the judgment result for each item, and the accompanying comment.

(2) In addition, as an expert judge, the following items shall be checked in principle:

- From the checklist items confirmed by the verifier, the verifier who conduct additional checks shall select several items (two or three items) which have possible significant influence on the quantification of emission factor data, and then shall trace the item's contents verified by the verifier by conducting sampling checks, to examine whether there is any discrepancy (inconsistency) in the judgments made by the verifier.

When the verifier who conducts additional checks judges that there is no problem in the contents of the report, the verifier shall sign the report, and shall submit it to the secretariat. If any problem was found in the report, the verifier shall consult the problem with the verifier who firstly conducted verification and with the secretariat, to find a solution.

### 5.5 Report to the panel

The verifier shall attend the panel meeting, explain about the verification results and issues to be discussed, and answer any questions. The verifier can ask a data supplier to attend the meeting, and obtain supplementary explanation or answers from the data supplier. If it is judged that re-verification or correction is required, such re-verification or correction shall be conducted according to the instructions of the chairperson of the panel.

### 6. Update and correction of database

If there is a need to update or correct described contents of the released basic secondary data (e.g., GHG emissions) as a result of an application or indication by the business, it shall be corrected based on the following procedures, according to the contents to be corrected.

#### (1) When adding new emission factor data

- The database shall be updated according to the updating schedule for the fiscal year in which the application was made. When updating it, the contents in the updated database shall be approved by the panel.
- After the updated database is released, the secretariat shall report it to the committee members of the panel.

#### (2) When making a minor correction

- If a minor correction of words or addition of a supplement is required to basic secondary data, detailed information, or a process data, in respect to name, GHG emissions, unit, and range of emission factor data, the secretariat shall correct and release it as appropriate, and shall notify the result to the chairperson of the panel and the verifier who conducted the verification.

#### (3) Correction of GHG emissions and unit of emission factor data

- When GHG emissions or unit of emission factor data is corrected, re-verification shall be conducted in principle. However, it can be corrected without re-verification judged by the chairperson of the panel if in the following cases: when the correction have no relation to the

mandatory items of verification criteria (i.e. a minor correction that will not change in the evidence proving conformance to the mandatory items); when it is slight change in GHG emissions; or when the correction part is clear and its correction method is identified.

- Correction shall be conducted in accordance with the following procedures:

The secretariat shall first consult with the chairperson of the panel whether conducting of re-verification is required or not. If it is decided to conduct re-verification, the re-verification schedule and the person in charge of the re-verification and of additional check shall be decided. After conducting the re-verification, the result shall be examined by the panel, and if it is approved, it will be checked by the panel. In this case, the checks by the panel may be conducted in writing.

- When releasing the data, the secretariat shall decide the releasing method, considering the way to avoid confusions among businesses and consumers.

If a correction was made in either of the cases listed above, the details and the reason of the correction shall be released on the CFP website, and the version of the corrected basic secondary data shall be managed by updating its version number (e.g., "annual update: ver. 3.0 => ver. 4.0," "correction of data: ver. 3.0 => ver. 3.01").

## 7. Others

### (1) Confidentiality of verifier name

The following items shall not be released in principle: the verifier name, the organization where the verifier belongs to, and the raw data which was verified.

### (2) Contract with the verifier

The verifier shall make a contract with JEMAI for an agreement which sets forth confidentiality. Payment of rewards and travel fees to the verifier shall be prescribed in separately developed rules on rewards and other fees.

### (3) Responding to a problem occurred

In the event it occurs a problem in verification process, including the case where a verifier is unable to complete the delegated verification within the time frame set by the secretariat, the verifier shall promptly contact the secretariat to consult with the measures to be taken.

## Chapter 2. Check of available secondary data

### 8. Check policy

In principle, the secretariat shall confirm the self-check result made by a data supplier for its conformance to the "Requirements for available secondary data" as well as the conformance of evidence of data, in checking process of applicable data.

In the checking process, a different checker from the checker who has been firstly conducted the checks shall conduct additional checks in principle.

### 9. Data covered by check

The emission factor data covered by check shall be the data where a business that wish to register its available secondary data requested conducting a check, and the data where the secretariat judged as its high necessity for the CFP Program.

### 10. Documents used for check

In principle, the secretariat shall conduct checks by using the following documents. If the evidence is insufficient, the secretariat can request the data supplier for additional materials.

- (1) Documents prepared by the secretariat
  - Requirements for available secondary data
  - Reporting format for checked results
  
- (2) Documents prepared by the data supplier (following materials are hereinafter collectively called "registration format for available secondary data"):
  - Registration sheet of available secondary data
  - Checklist of available secondary data (report on self-check results)
  - Information disclosure sheet of available secondary data
  - Reports on the creation method of data covered by the check (evidence)

### 11. Items to be checked

Data covered by the check shall be confirmed for the following items.

- (1) Conformance to the requirements for available secondary data
 

Items described in the "checklist" shall be confirmed for the following requirement:

  - All mandatory items shall be "conformance," and their bases (quotes from the evidence) shall be appropriate.
  
- (2) Validity of the description on the information disclosure sheet
 

The contents described in the information disclosure sheet created by the data supplier shall be checked.

## (3) Existence of issues to be discussed by the panel

If there is an issue that needs to be discussed by the panel, including the followings, the description of such issue and its basis shall be described in the report on checked results.

- When the evidence is judged as inappropriate, or when the evidence is unable to be judged whether it is appropriate or not
- When numerical values of the data covered by verification are judged as inappropriate comparing to another data covered by verification, or when such numerical value is unable to be judged whether it is appropriate or not
- When there is an issue that needs to be discussed

## 12. Procedures for check

## 12.1 Preparation for check

According to the check assignment (including a checker for additional check) determined through discussion of the panel, the secretariat delegate the checker to conduct applicable checks. The checker receives a set of documents specified in "10. Documents used for check" from the secretariat.

## 12.2 Conducting of check

Documents shall be checked based on the "checklist" and corresponding "evidence" created by the data supplier. If necessary, additional materials shall be collected and checked, or a face-to-face checking with the data supplier shall be conducted. Checks shall be conducted according to the following instructions.

## 12.2.1 Document check

The "evidence" corresponding to the items listed in the "checklist" shall be checked.

## (1) Checking of items in the checklist

For each item in the "checklist," the validity of contents quoted from the "evidence" as corresponding basis shall be checked.

## (2) Validation check of the displaying method of information disclosure sheet

The validity shall be checked on the following items described in the information disclosure sheet:

- Name
- Unit
- Values of emission factor data of CO<sub>2</sub> equivalent emissions (display of digit number, etc.)
- Information sources
- Scope



### 12.2.2 Additional explanation

The checker can request the data supplier for additional explanation about the "evidence" and for provision of additional materials, as appropriate.

### 12.2.3 Correction of document

When there is an error in the descriptions in the registration format for data which is created by the data supplier, the checker shall request the data supplier to make a collection in writing. The secretariat shall check that the corrected content is appropriate.

### 12.3 Report on checked results

The secretariat shall prepare and maintain the "report on checked results."

## 13. Update and correction of database

If there is a need to update or correct described contents of the released available secondary data (e.g., GHG emissions) as a result of an application or indication by the business, it shall be corrected in accordance with the following procedures according to the contents to be corrected.

### (1) When adding new emission factor data

The secretariat shall update the database whenever necessary.

### (2) When making a correction

- If a correction of words or addition of a supplement is required to available secondary data, detailed information, or a process data, in respect to name, GHG emissions, unit, and range of emission factor data, the secretariat shall correct and release it as appropriate.
- If a correction was made, the details and the reason of the correction shall be released on the CFP website, and the version of the corrected available secondary data shall be managed by updating its version number (e.g., "annual update: ver. 3.0 => ver. 4.0," "correction of data: ver. 3.0 => ver. 3.01").

## 14. Other

### (1) Confidentiality

The raw data that was checked shall not be released in principle.