

Step by Step Instructions for Using Fact Sheets

Step 1: Does this fact sheet apply?

Carefully read the measure's description and applicability to ensure that you are using the correct fact sheet.

Step 2: Is the measure "grouped"?

Check Tables 6-1 to 6-9 to see if the measure is "grouped" with other measures. If it is, then all measures in the group must be implemented together.

Step 3: Review defaults

Review the default assumptions in the fact sheet.

Step 4: Data inputs

Determine the type of data and data sources necessary. Refer to Appendix B and other suggested documents.

Step 5: Calculate baseline emissions

Calculate baseline emissions using formulas provided in the fact sheet.

Step 6: Percent reductions

If applicable, calculate the percent reduction for the specific action in the measure.

Step 7: Quantify reductions

Quantify emission reductions for a particular mitigation measure using the provided formula.

Step 8: Grouped measures

If you are using a mitigation measure that is grouped with another measure, refer to Tables 6-1 to 6-9 and complete the calculations for all measures that are grouped together for a particular mitigation strategy.

Step 9: Multiple measures

See Chapter 6 for how to combine reductions from multiple measures.

IMPORTANT: Clearly document information such as data sources, data used, and calculations.