

Extract from Carbon Reduction Commitment Energy Efficiency Scheme Guide

## 2.4. Registering for full participation

**This section explains how to register as a full participant in CRC. It also provides details of the circumstances in which you may be exempt. Please refer to the guidance document 'Registering as a CRC Participant' available from the Environment Agency website ([www.environment-agency.gov.uk/crc](http://www.environment-agency.gov.uk/crc)) for further information on registering for the scheme.**

As described in section 2.1, if your organisation's total half hourly electricity supplies were at least 6,000 MWh during the qualification year, then you qualify as a participant in CRC. You must register for CRC using the online [registry](#) during the registration period. For the introductory phase, this is from 1 April 2010 until 30 September 2010.

Your energy supplier should be able to tell you if you have any HHM settled on the half hourly market and your electricity supplied through these meters. This can be done retrospectively to work out your energy supplies during the 2008 qualification year.

When you register you will have to provide information including:

- information on your organisation and its Significant Group Undertakings
- identification information for the person(s) responsible for your organisation's participation in CRC
- a list of all your organisation's HHM settled on the half hourly market, and
- total half hourly electricity used. You may estimate this quantity.

When you register for CRC, the administrator will create an online account for you. You will then use this account to report your emissions and to surrender allowances. Once you have completed your registration, if you have done so within the first three months of the registration window, you can identify which (if any) SGUs will be disaggregated to participate separately in CRC. The SGUs can then register within the rest of the registration window.

### *Registration fees*

There is a registration fee of £950 for all participants. There is also a subsequent annual subsistence fee of £1,290 for administration of this account. These fees are paid to recover costs for administering CRC. A single

set of charges applies throughout the UK. See [Annex 6](#) for a full breakdown of fees and charges in CRC.

### 3.6 Compiling an evidence pack

You must put all records that support information provided to the administrator in an evidence pack. This should include records and evidence for all data that you used in your footprint report. You then add to this evidence pack information about your energy supply and emissions each compliance year. If your organisation is selected for an audit, you will need to disclose your evidence pack to the administrator.

The evidence pack should contain:

- **structural records** that define the scope of your organisation, the type(s) of sites within your organisation (important for non-metered supplies such as street lighting), and the types of energy you use.

**data records** showing your energy supplies – such as copies of monthly invoices or statements from suppliers for each energy source, e.g. electricity, gas, and fuel oil. Where HHM or AMR electricity meters are not available, utility company meter readings should be the principal source of data. If ‘own meter readings’ are used instead of utilities, verifiable records of such readings should be included

- **special event records** covering any unusual events e.g. meter breakdown, change of energy supplier, change in company structure

- **data for Early Action and Growth metrics**

(see sections 4.5 – 4.8 on reporting emissions and revenue recycling), and

- **records to support exemptions and energy credits** (see section 3 and Annexes 2 and 3).

Participants must keep these records for a set period of time and ensure that the evidence pack is kept up to date, adding relevant records each year.

- Evidence from 2010/11 must be kept for the duration for the scheme, as this provides the emissions data on which each participant’s proportion of the revenue recycling is based

- Records from other years must be kept for five years after the end of the phase to which they relate.

A director within a CRC participant organisation will be required to take responsibility for the evidence pack. If your organisation fails to keep a complete evidence pack that can be viewed at the administrator's request, you will be fined £40 for each tonne of CO<sub>2</sub> in your CRC emissions in the most recent compliance year.

The scheme administrator will issue guidance on the compilation of evidence packs in due course.

### **4.7.2 How the league table will be published**

The league table will be published after the end of each annual reporting year on the public pages of the CRC registry. Alongside the table, there will also be information about four other issues that indicate organisational commitment to carbon reduction. Organisations are asked to provide information about these issues through four simple tick-boxes when they are submitting their annual report:

1. Does your organisation disclose long-term carbon emission reduction targets, which cover the majority of your CRC emissions, in its annual reporting?
2. Does your organisation disclose performance against these emissions targets in its annual reporting?
3. Does your organisation name a Director with responsibility for overseeing carbon performance in its annual reporting?
4. Does your organisation actively engage with its employees to establish means of reducing energy usage?

It is not mandatory to provide this information and your answers to these questions do not affect your league table score. However the answers, or absence of these, will be made public.