



## Simplified Inventory Management Plan Form

Updated August 2020

An Inventory Management Plan (IMP) documents an organization’s greenhouse gas (GHG) emissions inventory process. The IMP is an internal process for an organization to institutionalize the completion of a high-quality inventory. The IMP can be updated periodically to reflect the most up-to-date information.

This simplified IMP form is provided as an accompanying document to [U.S. EPA’s Simplified GHG Emissions Calculator \(SGEC\)](#). The form covers all recommended IMP components. It is presented in a simplified format and some items have been pre-populated with default responses consistent with the use of the SGEC.

Completion instructions for this IMP form are provided at the end of this document. Additional guidance on developing an IMP is included in the [Guide to Greenhouse Gas Management for Small Business & Low Emitters](#).

### Version Information:

Item	Description	
A.	Version Number of IMP:	1.0
B.	Date IMP Completed:	1 Jul 2023

### Organization Information:

Item	Description	
1.	Organization Name:	Karsun Solutions LLC
2.	Address:	12825 Worldgate Drive, Ste 500, Herndon, VA 20170
3.	Inventory Contact Name:	Jeffrey Cohen
4.	Contact Information:	Jeffrey.cohen@karsun-llc.com

### Boundary Conditions:

Item	Description	Selection (Check one)	Boundary Selection Approach
5.	Organizational Boundary: (Select the organizational boundary approach used for GHG inventory.)	X	Equity Approach
			Control Approach (Financial Control)
			Control Approach (Operational Control)

Item	Description	Boundary Selection Process
5A.	Organizational Boundary Selection Process: <i>(Describe how the organizational boundary selection approach was chosen.)</i>	Karsun facilities are completely contained within 1 floor of rented space in out buliding

Item	Description	Organization Facilities
6.	List of Facilities Included Under Selected Organizational Boundary: <i>(List all of the organization-wide facilities included under the selected organizational boundary and include the ownership status (owned or leased) for each facility.)</i>	Karsun’s physical space (boundary) is fully contained within the 5 <sup>th</sup> floor of 12825 Worldgate Dr, Hendon,VA

Item	Description	GHG	Organization Operations
7.	List of Operations or Source Categories for each GHG: <i>(For each GHG, list the operation or source category that contributes to those emissions. For example: Natural gas boilers or stationary combustion would be listed for CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O.)</i>	Carbon Dioxide (CO <sub>2</sub> ):	
		Methane (CH <sub>4</sub> ):	
		Nitrous Oxide (N <sub>2</sub> O):	
		Hydrofluorocarbons (HFCs):	
		Perfluorocarbons (PFCs):	
		Sulfur Hexafluoride (SF <sub>6</sub> ):	
		Nitrogen Trifluoride (NF <sub>3</sub> ):	

Item	Description	Procedure
8.	Emission Source Identification Procedure: <i>(Describe the procedure used to identify each source of GHG emissions for the organization.)</i>	Karsun does not own any resources that produce GHG emissions

Item	Description	Emission Sources
9.	Organization-wide Scope 1 Direct Sources of GHG Emissions: <i>(List the organization Scope 1 direct sources of GHG emissions.)</i>	Karsun has none

Item	Description	Emission Sources
10.	Organization-wide Scope 2 Indirect Sources of GHG Emissions: <i>(List the organization Scope 2 indirect sources of GHG emissions.)</i>	Karsun's utility bills are included in the leasing cost so Karsun has no way of determining individual power consumption

Item	Description	Emission Sources
11.	Organization-wide Scope 3 Indirect Sources of GHG Emissions: <i>(List the organization Scope 3 indirect sources of GHG emissions.)</i>	Karsun is not seeking Scope 3 certification at this time

Item	Description	Emission Sources
12.	Use of RECs to reduce GHG emissions. <i>(State whether the organization will use green power to reduce its Scope 2 indirect electricity emissions.)</i>	Karsun is not responsible for how power is supplied to our building

Item	Description	Emission Sources
13.	Use of Offset Projects to reduce GHG emissions. <i>(State whether the organization will use offsets to help achieve its GHG reduction goal.)</i>	No (see 12)

Emissions Quantification:

Item	Description	Method
14.	Quantification Method: <i>(List the quantification method used to determine the organization GHG inventory. Default methods are provided. If other methods are used, list the methods.)</i>	Karsun used a factor of 22.5 kWh per year per square foot for a commercial building. Karsun controls approximately 22,000 sq feet for a total of 495,000

Item	Description	Method
15.	Emission Factors and Other Constants: <i>(List the source of emission factors and other constants used to develop the organization GHG inventory. Default methods are provided. If other methods are used, list the methods.)</i>	Karsun is strictly office space and does not produce emissions from operations

Data Management:

Item	Description	Method
16.	Activity Data: <i>(List the source of data used to determine the organization-wide GHG emissions for each category.)</i>	Karsun does not directly produce emissions

Item	Description	Method
17.	Data Management: <i>(Describe the general process in place to gather data for the development of the GHG inventory.)</i>	Data collection was limited to determining the square footage of Karsun-occupied space from lease agreements and using a standard factor for determining how much GHG is produced per sq foot of occupied space. Once collected, the source data will be stored on an Executive level Shared Drive, accessible only by the executive team, and copied to the corporate website.

Item	Description	Method
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18.	<p>Data Collection Process – Quality Assurance:  <i>(Describe the general process in place to assure the quality of the data gathered for the development of the GHG inventory.)</i></p>	Occupied square footage was determined by the lease agreement.
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Item	Description	Method
19.	<p>Data Collection System Security:  <i>(Describe the general process in place to assure the security of the data gathered for the development of the GHG inventory.)</i></p>	The data is stored on a share drive accessible only by corporate executives.

Item	Description	Method
20.	<p>Integrated Tools:  <i>(Describe how the GHG inventory procedures are integrated into existing organization tools or procedures.)</i></p>	

Item	Description	Method
21.	<p>Frequency:  <i>(Describe the frequency for data to be reported to the organization designated point of contact for the development of the GHG inventory.)</i></p>	GHG inventory will be updated annually or as required.

Base Year:

Item	Description	Method
22.	Adjustment – Structural Changes: <i>(List the structural changes that will lead to an adjustment of the organization base year emissions. Default adjustments are provided. If other methods are also used, include the methods.)</i>	Karsun does not anticipate any structural changes to include mergers, acquisitions, divestitures, or outsourcing  <i>Base year emissions will be adjusted only under the following conditions:</i> <ul style="list-style-type: none"> <li>• <i>The acquisition of operations or facilities which existed prior to the organization base year.</i></li> <li>• <i>The divestiture of operations or facilities.</i></li> <li>• <i>If applicable, normalization factor for goal-tracking will also be adjusted.</i></li> </ul>

Item	Description	Method
23.	Adjustment – Methodology Changes: <i>(List the methodology changes that will lead to an adjustment of the organization base year emissions. Default adjustments are provided. If other methods are also used, include the methods.)</i>	Karsun does not anticipate any requirement to change our methodology. We recently consolidated into our current office space and do not foresee a requirement to move. Adjustments would be necessary if Karsun acquired a company or a company acquires Karsun.  <i>Base year emissions will be adjusted only under the following conditions:</i> <ul style="list-style-type: none"> <li>• <i>Significant change (greater than 0.5% difference in total base year emissions) in emission factors, constants, or methodologies.</i></li> <li>• <i>Errors are discovered in previously submitted data that significantly change (greater than 0.5% difference in total base year emissions) the base year emissions.</i></li> </ul>

Management Tools:

Item	Description	Method
24.	Roles and Responsibilities: <i>(List roles and responsibilities of organization personnel involved with GHG inventory development.)</i>	

Item	Description	Method
25.	Training: <i>(List any training of organization personnel specific to the development of the organization-wide GHG inventory.)</i>	

Item	Description	Method
26.	Document Retention and Control Policy: <i>(List the organization retention and control policy for any documents related to the development of the GHG inventory.)</i>	

Auditing and Verification:

Item	Description	Method
27.	Internal Auditing: <i>(Internal procedures used to verify accuracy of GHG inventory.)</i>	

Item	Description	Method
28.	External Validation and/or Verification: <i>(External procedures (i.e., 3<sup>rd</sup> party verifiers) used to verify accuracy of GHG inventory.)</i>	

Item	Description	Method
29.	Management Review: <i>(Management review process used to verify accuracy of GHG inventory.)</i>	The Director of Proposal Operations is responsible for collecting the data and updating it no less than annually. Corporate review and oversight is provided by the Senior Director for Growth and approved by the President of Karsun LLC.

Item	Description	Method
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30.	Corrective Action: <i>(Description of how corrective actions from reviews are implemented.)</i>	Karsun's Quality Control team oversees the data collection process and secure storage of the data. They perform annual audits and work with corporate leadership to correct any defects noted to include a corrective action plan.
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## ***Simplified Inventory Management Plan Instructions***

The following are specific instructions for completing the Simplified IMP. More detailed information on these inventory principles is available in the [Simplified GHG Emissions Calculator \(SGEC\)](#) and the [Guide to Greenhouse Gas Management for Small Business & Low Emitters](#).

### **IMP Form Instructions:**

#### Version Information:

- Item A. Enter an organization designated version number for the IMP. The IMP should be updated periodically to reflect the most up-to-date data, contacts, and methods.
- Item B. Enter the date of the latest version of the IMP.

#### Organization Information:

- Item 1. Enter the name of the organization.
- Item 2. Enter the headquarters address of the organization in Item 1.
- Item 3. Enter the name of an organization point of contact that will be responsible for maintaining the GHG inventory.
- Item 4. Enter contact information (phone number and email address) of the point of contact in Item 3.

#### Boundary Conditions:

- Item 5. Indicate which approach is used to define the organizational boundary.
- Item 5A. Detail how the control approach is defined. For example, indicate how the organization defines operational control. Include a description of how any leases are addressed, if applicable.
- Item 6. List all organization facilities and their respective locations in this item. Indicate which facilities are included in the GHG inventory. For facilities not included in the GHG inventory, indicate a reason why they are not included. For facilities that the organization only has partial ownership or control, include the percent ownership or percent control. Indicate any geographic boundaries for the inventory.
- Item 7. For each of the seven major GHGs (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub>, and NF<sub>3</sub>), list the operation or source category that contributes to those emissions.
- Item 8. Provide a short description of the procedure or method used to identify direct (stationary combustion, mobile sources, refrigeration/AC usage, etc.) and indirect emission sources (electricity purchases, steam purchases, etc.). This description should document what steps were used (e.g., meetings with facilities personnel, site visits for all buildings, records search for all sources of electrical usage) to identify all sources and verify that all sources for the GHG emissions inventory are identified.
- Item 9. List all Scope 1 direct sources of GHG emissions (e.g., boilers, vehicles) included in the GHG inventory. This list could be grouped by facility. It may be helpful to include detailed information such as fuel type

or size of sources. This list should be consistent with any facility permits or other inventories. Only sources of the seven major GHG emissions need to be included.

- Item 10. List all Scope 2 indirect sources of GHG emissions included in the GHG inventory. The list should include all energy imports or exports that are reflected in the inventory (e.g., steam, electricity, hot water).
- Item 11. List all Scope 3 indirect sources of GHG emissions included in the GHG inventory (e.g., business travel, employee commuting).
- Item 12. List whether or not the organization will purchase Renewable Energy Certificates (RECs) to reduce its Scope 2 indirect emissions.
- Item 13. List whether or not the organization will purchase offsets from projects to reduce its Scope 1, 2 or 3 emissions.
- Item 14. Document the emission quantification methodologies used for each emission source category. If multiple methods were used for an emission source category, list all applicable methods. Default methods are provided in the IMP, which are consistent with the Simplified GHG Emissions Calculation Tool.
- Item 15. Document all emission factors and other constants used to determine the organization GHG inventory. All reference factors and constants (i.e., Global Warming Potentials and conversion factors) for each emission category should be listed. For example, list each organization source category of GHG emissions (e.g., indirect electricity purchases) and the emission factors and other constants used for each source category. The primary source of emission factors and constants is provided in the IMP, which are consistent with the Simplified GHG Emissions Calculation Tool.

#### Data Management:

- Item 16. Provide a description of the source of data documents or processes required to complete quantification methodology (e.g., monthly fuel purchase records, fuel meter, internal tracking and aggregation documents) for each item of activity data. Where multiple data sources are used, specify which facility or source uses the respective data source. For example, in the case of indirect electricity purchases, the listing might be “Monthly Organization-wide Electricity Purchase Records” and “Weekly Meter Readings- Bldg. X”.
- Item 17. Provide a description of the process for collecting and processing activity or monitoring data from its original source to the final emission data entered into the inventory. This description should include roles and responsibilities of organization personnel involved.
- Item 18. Provide a description of the major sources of uncertainty and quality assurance measures for the data process flow. This includes information on how measurement system accuracy is assessed. For example, provide information on what organization personnel are responsible for data monitoring and how often is the data verified against organization benchmarks (i.e., historic data or operational parameters).
- Item 19. Provide a description of how data collection system security is maintained.
- Item 20. Provide a description of how GHG reporting and processing is integrated with other organization reporting tools.
- Item 21. Provide a description of the frequency for reporting facility data to the corporate level.

- Item 22. Provide a description of the approach for adjusting base year emissions for mergers, acquisitions, divestitures, and outsourcing. This includes defining the process for determining when changes are necessary.
- Item 23. Provide a description of the approach for adjusting base year emissions for changes in calculation methodologies, emission factors, or error correction. This includes defining the process for determining when changes are necessary.
- Item 24. Provide a description of overall roles and responsibilities for corporate GHG inventory development and maintenance, include discussion of management role(s).
- Item 25. Provide a description of inventory development training received by inventory development team members.
- Item 26. Provide a description of how version control is maintained for GHG inventory management guidelines and a description of the organization's document retention policy.

Auditing and Verification:

- Item 27. Provide a description of the internal audit process used to verify the accuracy of the GHG inventory. Indicate the timing of any audits and who conducts the audits.
- Item 28. Provide a description of any external review procedures of the GHG inventory and associated methods (including the IMP). Indicate the timing of any external reviews and who conducts the reviews. If no external reviews are conducted, indicate "None Conducted".
- Item 29. Provide a description of the senior management review process for the GHG inventory and associated methods (including the IMP).
- Item 30. Provide a description of the process for implementing and documenting corrective actions for all internal and external reviews.