

Inventory Policies for Taipei Medical University's Greenhouse Gas Emission Sources

Approved by the President at the General Affairs Conference on January 08, 2010

Amended at the General Affairs Conference on November 30, 2012

Article 1 Purpose

The “Inventory Policies for Taipei Medical University’s Greenhouse Gas Emission Sources” are developed based on the “Taipei Medical University Energy Management Measures” (hereinafter referred to as “the policies”) to ensure and confirm the accuracy of data vis-à-vis the greenhouse gas inventory system and to store these data for follow-up inspection, tracking and confirmation by the Competent Authority.

Article 2 Scope

All matters related to the inventory of greenhouse gas emission sources and data quality inspection of the school

Article 3 Definitions

1. Authority: Department or unit responsible for controlling the emission source
2. Activity data: This refers to the annual consumption data of raw (fuel) materials that are nearest to the actual emission source of greenhouse gases. The details are provided and explained as follows:
 - (1) Annual consumption: This refers to the annual consumption of raw (fuel) materials (i.e., electricity, refrigerant, gasoline and other raw (fuel) materials), resulting in greenhouse gas emission sources.
 - (2) Unit: The data units of the annual consumption of raw (fuel) materials include KWH, liters, cubic meters, metric tons, etc., but the unit specified here must be consistent with the emission coefficient unit to avoid errors when calculated.
 - (3) Data source: This refers to the measurement of activity data which is the accuracy of the data, i.e., self-estimation, measurement or accounting statements.
 - (4) Data source form: A form that shows the calculation of the annual consumption of raw (fuel) materials, such as natural gas payment form, electricity payment form, invoices, operational records or purchase requisitions, etc. If each department or unit has multiple data sources, these data sources shall be filled out separately for cross-comparison of activity data to ensure activity quality.
 - (5) Data storage unit: The storage department or unit that keeps the calculation of the annual consumption of raw (fuel) materials

Article 4 Competent Authority

1. Activity data collection, form production, document and data control procedures establishment/revision: Inventory team
2. Activity data review: Review team
3. Activity data record filing: Inventory team
4. The inventory of greenhouse gas emission sources is handled by the General Affairs' Construction and Maintenance Section.

Article 5 .Work Content

1. Data collection/input processing
 - (1) Each unit collects relevant data on the emission sources of each business scope.

- (2) Forms are made and shall be revised at any time by the inventory team to control and check quality.
 - (3) The data is entered with the form requirements, and the form is completed using the calculation format.
2. Activity data source summary calculation
 - (1) Each unit fills in the form with the collected data and confirms that all information include the source of the reference data.
 - (2) Citing/documenting/filing
 - (3) Data calculation considerations
 - A. Accuracy of emission parameters and conversion factors
 - B. Data processing steps
 - C. Check if the relevant data has changed consistently over the years.
 - (4) Form Production by Competent Authority: Inventory Team
 - (5) The quality requirements of the form content: the form design must reflect the quality of the actual execution of activities and the process must be traceable.
 - (6) Identification of forms: The standardized forms must be dated.
 - (7) Form changes: After the form is created, Taipei Medical University shall be authorized to propose changes to its Records Management Practices depending on actual needs.
 3. Emission source data review: If there are any changes in different emission source data during verification, we must report them to the convener.
 4. Data information and manuscript management: Data reference information is kept by each competent authority.

Article 6

Reference documents/forms

1. Taipei Medical University Greenhouse Gas Emissions Inventory Procedures
2. Taipei Medical University Records Management Practices
3. Taipei Medical University Energy Management Measures
4. Table 1: Taipei Medical University electricity consumption statistical table
5. Table 2: Taipei Medical University refrigerant consumption statistical table
6. Table 3: Taipei Medical University gasoline consumption statistical table
7. Table 4: Taipei Medical University diesel fuel consumption statistical table
8. Table 5: Taipei Medical University gas cylinder meter consumption table
9. Table 6: Taipei Medical University natural gas consumption statistical table

Article 7

The rules will be implemented after approval at the General Affairs Conference. The same procedures apply when they are revised.