
RSPO

PalmGHG Manual Version 4.0

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FOREWORD

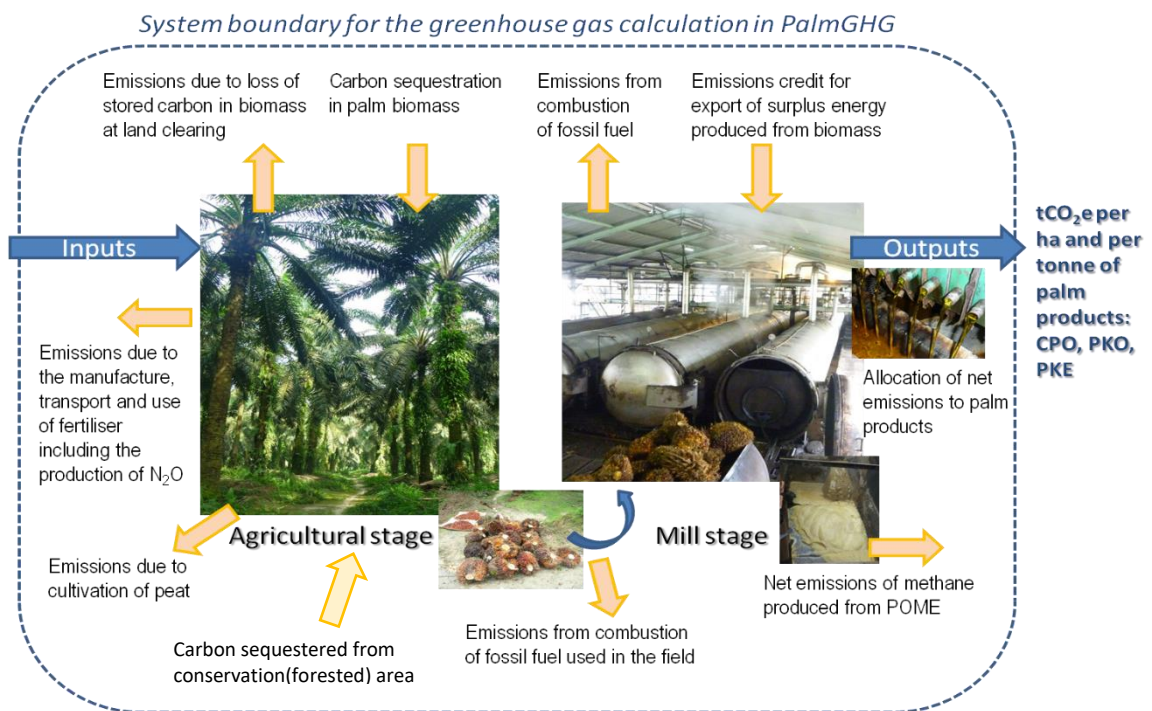
The PalmGHG Calculator was developed by the Greenhouse Gas Working Group 2 (GHG-WG2) of the RSPO, to allow oil palm growers to estimate and monitor their net greenhouse gas emissions. The calculator primarily enables oil palm companies to identify crucial areas in their production chain and thereby guide emission reduction opportunities.

This calculator provides a harmonised model exclusively for RSPO members but not limited to when it comes to calculating GHG.

RSPO would appreciate being informed if there are any challenges or suggestions to improve this calculator by sending them to ghg@rspo.org.

Introduction

The PalmGHG calculator was designed to incorporate data from sources of emission, sequestration and credits. The system boundary below shows the activities carried during palm oil production which are taken into account as part of this calculator.



The PalmGHG Version 4, considered a breakthrough version of its kind is available in both online (web application) and offline (desktop application). Both the calculator shares the same calculation methodology. Only the **online application** shall be used for RSPO certification purposes.

The details to start using this calculator are listed below:

- First-time user
- Types of accounts

First-time User

- i. RSPO Certification purposes:

Members are required to write to RSPO Secretariat (ghg@rspo.org) requesting for one-off login details. Please include details of parent company name, membership number and email id of the person to receive PalmGHG login details.

Upon successful activation, you will be receiving an email with username, password and link to the web application. Take note that **only the web application should be used for RSPO certification purposes.**

- ii. Non-RSPO certification purposes:

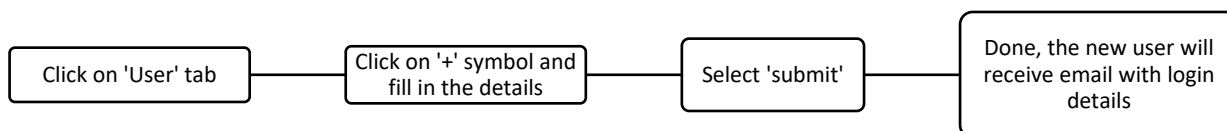
Interested user are welcomed to download the desktop application from RSPO's website.

Types of accounts

This calculator has been designed with 2 types of accounts which are the Primary (manager) account and Secondary (user) account. This feature is only available in the web application which was designed to ease the administration of data and submission for companies.

Primary (manager) account

- This account allows access to view all mills under a parent company.
- Each parent company are allocated with 2 primary accounts.
- This account has function to add new mill/s.
- This account shall be used to submit PalmGHG reports to auditor.
- This account must be used to generate and download final pdf report.
- This account is used to create access for User Account (further details below). Unlimited User Accounts can be created.
- To create a User Account:



Secondary (user) account

- This is a supporting account used to assist with data entry. Several users accounts can be added for a mill.
- It can only access the designated mill/s assigned from 'Manager Account'.
- This account can't be used to add 'new mill' and 'submit report to auditor'.

MANUAL GUIDE TO DATA ENTRY

- 1) The web application and desktop application share similar data entry steps with minor differences of the page layout. Hence, the same manual will be applicable for both applications.
- 2) Upon successful login to the calculator, firstly user need to ensure all details for the 'Mill'¹ database is complete specifically the RSPO ID. The RSPO ID refers to the mill's palm trace id (ie: RSPO_PO XXX...).

These details can be edited under 'Mill' tab, by clicking on the 'pen' icon available at the right most column. Example of 'Mill Details' page as shown below.

← Mill Details

General Details

Mill/No Mill ⓘ Mill

Name*

RSPO ID ✓

Verified Mill Name

Company*

RSPO Certified Yes No

PalmGHG Calculation Options ⓘ Apply full version Apply November 2005 Cut off for LUC

Location Address

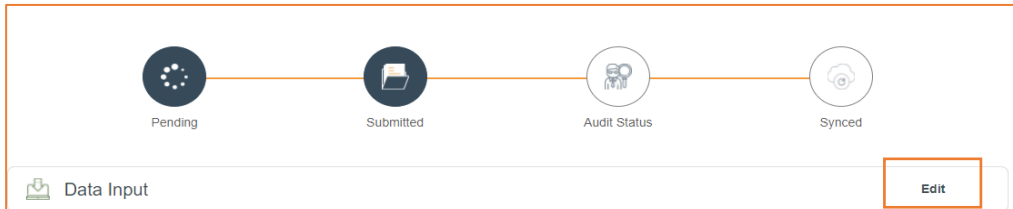
- 3) There are 2 calculation options provided in PalmGHG for calculating land cover emission. The 'Apply Full Version' takes into account land cover emission for 1 crop cycle (25 years) from the current year. The 'Apply November 2005 cut of LUC' takes into account of emission starting from 2005 as the planting year. User must select either one.
- 4) Next, select an assessment year (refers to the year PalmGHG report will be audited) to start keying in data.
- 5) Start by ensuring the default values has been adjusted accordingly. While most of the default values are fixed, the following are the defaults that (may) require user to update:
 - Mill
User need to key in 'Electricity Emission Coefficient' according to the country of operation. The list of coefficients can be referred to by selecting the 'pen' icon.
 - Fertiliser
By default, a list of commonly used fertilisers are given. User can add more to this list using the 'download template' function. Upon completing this template, click on 'upload' and the new custom fertilisers will be reflected in this table. The completed excel template can also be used for other mills.

¹ For the purpose of this manual, the term mill is used throughout which also refers to 'No-Mill' database specifically for independent estates. The 'No-Mill' data entry is only up to estate operation.

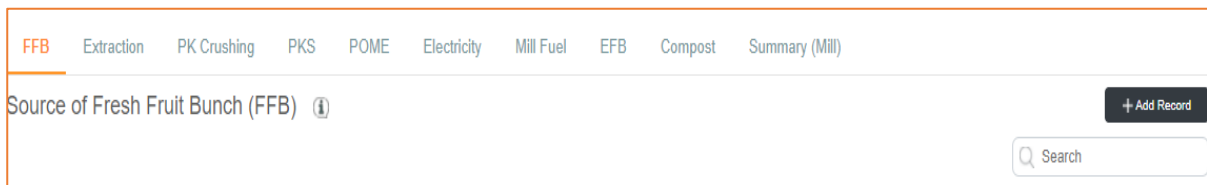
- Land use/land cover

Similar to fertiliser, by default a list of land cover categories are provided in this table. Users can add custom land covers with the source of reference here.

- 6) Upon completing step 1-3, return to the previous page and select on 'edit' as shown below. This will navigate to the next page to start entering data for plantation and mills.



- 7) Data entry for plantation starts with clicking on the '+ Add Record' function to add source of FFB.



- 8) Upon completing the 'FFB Supplier Information Form', select the 'pen icon' to start keying in plantation data. To amend any information in the 'FFB Supplier Information Form', click on the name of the plantation to prompt this form. The following are the data requirement under estate/plantation:

- FFB
- 3rd party supplier (this tab is only active when the FFB is supplied by 3rd party)
- Planting data
- Fertiliser
- Field fuel
- Peat
- Crop sequestration
- Conservation

- 9) Once the estate/plantation data has been completed, a summary will be generated. User can head back to the previous page to add more FFB suppliers if there are more. Otherwise, the next data entry will be for mill's operation which requires the following information:

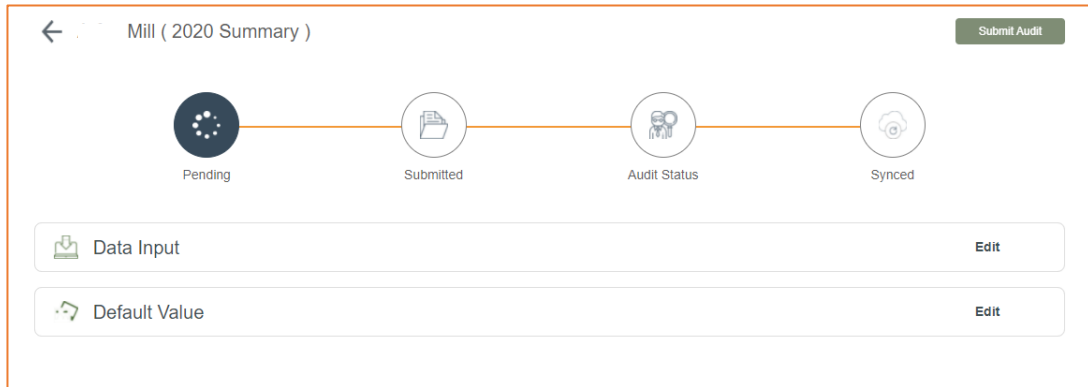
- Extraction
- PK Crushing
- PKS
- POME
- Electricity
- Mill fuel
- EFB
- Compost

- 10) These data are reported on an annual reporting basis which required 12 months data. A step-by-step video tutorial on the data entry is available on RSPO's YouTube channel.

- 11) Once all data has been filled in, user will be able to generate an emission summary of the mill. This summary can be downloaded as a pdf report.

SUBMISSION TO AUDITOR

- 1) To submit report to auditor, click on the 'Submit Audit' function and fill in the auditor's details. Take note to not add company's details as this will block company's access in future.



- 2) Once the report has been submitted, the respective auditor will receive an email containing link to access this particular report along with the unique username and password.
- 3) User will be receiving an email to notify approval/rejection of the report upon audit verification.
- 4) RSPO Secretariat will also be notified on the status of these report, therefore a separate email communication on this is not required.

PASSWORD RESET

- 1) To reset password, head to 'Home page' and click on your account (username) on the right top of screen.
- 2) From the dropdown menu, select 'Profile'.
- 3) In Profile, select 'Reset Password' and proceed with the changes.
- 4) An email with new password will be sent.

LANGUAGE OPTION

- 1) Go to 'Home page' and click on your account (username) on the right top of screen.
- 2) There will be 5 language options to choose from. Select the preferred language and click on 'save changes'.

FREQUENTLY ASKED QUESTION (FAQ)

1) I can't install the desktop application. What to do?

Get in touch with your system administrator/IT unit and check if you have any access restrictions.

2) What do I do when the desktop application crashes?

Reopen the application again and continue using. In case of any loss of data, a backup file in the following path can be found in your computer:

C:\Program Files (x86)\RSPO\RSPO Calculator\RSPOVersion4Backup.accdb Rename RSPOVersion4Backup file to RSPOVersion4 and overwrite the file.

Alternatively, if it occurs repeatedly if NET version 4.5 software is installed in laptop. Follow the link below and update your system. <https://www.microsoft.com/en-my/download/details.aspx?id=30653>

3) I can't generate final mill summary?

Upon clicking on final mill summary, the page will prompt on details of tab that are left blank. Once all data has been entered, try generating the final summary again.

4) I can't send report to auditor although all data is completed?

Ensure the mill's RSPO ID has been keyed in. While keying in this ID, the calculator will prompt an error message, please ignore this and proceed to navigate to 'Mill' page. The RSPO ID will be reflected accordingly.

5) The auditor can't access the report my company has sent. His password is indicating as 'null'

This happened when reports of the same mill was sent few times to the same auditor. To resolve this issue, auditor must use the password that was generated when the very first submission for the particular year was sent.

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

www.rspo.org



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