Data Management
1. Assign responsibility for data collection
2. Define what type of data needs to be collected
3. Define where data needs to be collected
4. Define how often data needs to be collected
5. Develop data management framework
6. Keep record of data, sources and quality in central location

ECAM Assessment
7. Define period for ECAM assessment
8. Use collected data as input for initial and/or detailed GHG assessment (Tier A / Tier B)
9. If collected data does not correspond to the defined assessment period, convert the data
10. Save ECAM assessment

GHG Monitoring
11. Record results of ECAM summaries in monitoring table at a minimum
12. Monitor total GHG emissions and energy consumption
13. Report on status of GHG and energy by using GHG monitoring table and ECAM assessment file
14. Repeat procedure

<table>
<thead>
<tr>
<th>General Info</th>
<th>Energy Assessment</th>
<th>GHG Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water</td>
<td>Wastewater</td>
</tr>
<tr>
<td></td>
<td>End of Assessment Period</td>
<td>[dd/mm/yyyy]</td>
</tr>
</tbody>
</table>

Note:
The monitoring framework can be expanded with additional data that is relevant to monitor for your utility e.g. costs savings.

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