**Contact Form and Supplemental Information Documentation Template**

This document provides a template to use to record personal communications, including telephone conversations or meetings, and a supplemental information template to provide additional documentation or explanation of QA/QC activities. This document is part of EPA’s National GHG Inventory Toolkit, a supplementary resource to EPA’s [*Developing a National GHG Inventory System Template Workbook*](http://www.epa.gov/climatechange/EPAactivities/internationalpartnerships/capacity-building.html). This Toolkit can be used by key members of a national inventory team to successfully design and develop a sustainable inventory system. Modify the template below to document personal communications for your country-specific circumstances, and provide any additional documentation or explanation of QA/QC activities.

A4. CONTACT REPORT

*This form is to be used to record personal communications, including telephone conversations or meetings. It can also be used, as necessary, as a cover sheet for facsimile or e-mail communications.*

*To reference this form use CR-source abbreviation-date (month/day/year)-initials, for example*

CR-coal-7/6/01-KRJ*. The abbreviations to be used can be found in Table A-1.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Originator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT BY : Telephone Contact Name:

Title and Organization:

Phone number: Fax number: Address:

e-mail address:

Meeting

Other (specify)

Purpose and/or Subject of contact:

Attendees or participants in meeting/telephone conversation (name, affiliation):

Summary of meeting:

Recommended Follow-up Actions:

A5. SUPPLEMENTAL REPORT

*This form is to be used as needed to provide additional documentation or explanation of QA/QC activities, and to supplement other checklists and forms that are completed. Among other uses, it can record information gathered from sources other than a personal communication (e.g., internet sites or published sources), describe in detail the results of an investigation, or be a cover page for other supporting documentation (such as a source category specific QA/QC plan).*

*To reference this form use SR-source abbreviation-date (month/day/year)-initials, for example*

SR-coal-7/6/01-KRJ*. The abbreviations to be used can be found in Table A-1.*

|  |  |  |
| --- | --- | --- |
| Date: | | Source Category: |
| Subject: | | |
| If part of another report, provide the report name and purpose of supplemental report: Example: Tier 2 secondary data checks for Nitric acid production; detailed checks on emission factors Example: Tier 1 checks for fossil fuel combustion; hand calculations to confirm specific computations. | | |
| If not part of another report, provide purpose:  Example: Additional documentation of changes in assumptions made and the rationale for changes. | | |
| Sheet # of | Name, affiliation: | |

Discussion: