

**▼ B***ANNEX IX***Minimum data and information to be retained in accordance with Article 66(1)**

Operators and aircraft operators shall retain at least the following:

**1. Common elements for installations and aircraft operators**

- (1) The monitoring plan approved by the competent authority;
- (2) ►**M3** Documents justifying the selection of the monitoring methodology and the documents justifying temporal or non-temporal changes of monitoring methodologies and, where applicable, tiers approved by the competent authority; ◀
- (3) All relevant updates of monitoring plans notified to the competent authority in accordance with Article 15, and the competent authority's replies;
- (4) All written procedures referred to in the monitoring plan, including the sampling plan where relevant, the procedures for data flow activities and the procedures for control activities;
- (5) A list of all versions used of the monitoring plan and all related procedures;
- (6) Documentation of the responsibilities in connection to the monitoring and reporting;
- (7) The risk assessment performed by the operator or aircraft operator, where applicable;
- (8) The improvement reports in accordance with Article 69;
- (9) The verified annual emission report;
- (10) The verification report;
- (11) Any other information that is identified as required for the verification of the annual emissions report.

**2. Specific elements for stationary source installations**

- (1) The greenhouse gas emissions permit, and any updates thereof;
- (2) Any uncertainty assessments, where applicable;
- (3) For calculation-based methodologies applied in installations:
  - (a) the activity data used for any calculation of the emissions for each source stream, categorised according to process and fuel or material type;
  - (b) a list of all default values used as calculation factors, where applicable;

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- (c) the full set of sampling and analysis results for the determination of calculation factors;
  - (d) documentation about all ineffective procedures corrected and correction action taken in accordance with Article 63;
  - (e) any results of calibration and maintenance of measuring instruments;
- (4) For measurement-based methodologies in installations, the following additional elements:
- (a) documentation justifying the selection of a measurement-based methodology;
  - (b) the data used for the uncertainty analysis of emissions from each emission source, categorised according to process;
  - (c) the data used for the corroborating calculations and results of the calculations;
  - (d) a detailed technical description of the continuous measurement system including the documentation of the approval from the competent authority;
  - (e) raw and aggregated data from the continuous measurement system, including documentation of changes over time, the log-book on tests, down-times, calibrations, servicing and maintenance;
  - (f) documentation of any changes to the continuous measurement system;
  - (g) any results of the calibration and maintenance of measuring instruments;
  - (h) where applicable, the mass or energy balance model used for the purpose of determining surrogate data in accordance with Article 45(4) and underlying assumptions;
- (5) Where a fall-back methodology as referred to in Article 22 is applied, all data necessary for determining the emissions for the emission sources and source streams for which that methodology is applied, as well as proxy data for activity data, calculation factors and other parameters which would be reported under a tier methodology;
- (6) For primary aluminium production, the following additional elements:
- (a) documentation of results from measurement campaigns for the determination of the installation specific emission factors for CF<sub>4</sub> and C<sub>2</sub>F<sub>6</sub>;
  - (b) documentation of the results of the determination of the collection efficiency for fugitive emissions;
  - (c) all relevant data on primary aluminium production, anode effect frequency and duration or overvoltage data;
- (7) For CO<sub>2</sub> capture, transport and geological storage activities, where applicable, the following additional elements:
- (a) documentation of the amount of CO<sub>2</sub> injected into the storage complex by installations carrying out geological storage of CO<sub>2</sub>;

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- (b) representatively aggregated pressure and temperature data from a transport network;
- (c) a copy of the storage permit, including the approved monitoring plan, pursuant to Article 9 of Directive 2009/31/EC;
- (d) the reports submitted in accordance with Article 14 of Directive 2009/31/EC;
- (e) reports on the results of the inspections carried out in accordance with Article 15 of Directive 2009/31/EC;
- (f) documentation on corrective measures taken in accordance with Article 16 of Directive 2009/31/EC.

**3. Specific elements for aviation activities**

- (1) A list of aircraft owned, leased-in and leased-out, and necessary evidence for the completeness of that list; for each aircraft the date when it is added to or removed from the aircraft operator's fleet;
- (2) A list of flights covered in each reporting period, and necessary evidence for the completeness of that list;
- (3) Relevant data used for determining the fuel consumption and emissions;
- (4) Data used for determining the payload and distance relevant for the years for which tonne-kilometre data are reported;

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- (5) Documentation on the methodology for data gaps where applicable, the number of flights where data gaps occurred, the data used for closing the data gaps, where they occurred, and, where the number of flights with data gaps exceeded 5 % of flights that were reported, reasons for the data gaps as well as documentation of remedial actions taken.