

## 7 Single Input of Emission Factors or Other Parameters

The EFDB is open to any relevant proposals on emission factors or other related parameters. Acceptance of such proposals will be subject to evaluation by the EFDB Editorial Board using the criteria given in **Appendix A**.

This chapter provides guidance on how to submit proposals to the EFDB by using “Single Input” menu. (Chapter 8 provides guidance on another option to submit proposals, i.e. “Mini-Batch Import”.)

You can get to the Single Input Step 1 page by clicking the **Single Input** link located at the top menu.

In order to implement single input, you need to be logged in as a data provider who has the right to submit new data into the EFDB. If you are not logged in yet, you will be automatically redirected to the **Login** page. If you are going to propose new data for the first time, you must contact the Technical Support Unit ([ipcc-efdb@iges.or.jp](mailto:ipcc-efdb@iges.or.jp)) to obtain the login name and password. This procedure is meant to ensure traceability of all proposals to individuals or institutions and thereby allowing communication between the data provider and the EFDB Editorial Board.

After logging in, you will be automatically redirected back to the **Single Input Step 1** page. The single input procedure consists of 3 steps.

- 1) Step 1 – Specifying the IPCC 1996 Source/Sink Category, IPCC 2006 Source/Sink Category and the Fuel (if relevant) of interest;
- 2) Step 2 – Specifying the gas(es) of interest; and
- 3) Step 3 – Filling out the single input form.

Following is a description of each these steps.

### 7.1 Step 1 – Choosing the IPCC Source/Sink Category

This step requires you to select the **IPCC Source/Sink Category** of both versions - 1996 and 2006, for the new EF candidate (Figure 7-1). Choose the **Initial IPCC Guidelines version** from the dropdown box. Then choose the desired IPCC Source/Sink Category for selected initial guidelines version. IPCC Source/Sink Category becomes selected when clicked. If selected category contains subcategories these will be automatically displayed. The red **o** marks the lowest level of the hierarchy of the IPCC Source/Sink Category. You can navigate to upper levels of the hierarchy clicking the corresponding link located in the header of the IPCC navigation section. Clicking the **root** link will display the top-most level of the hierarchy (IPCC Main Sectors). The IPCC Source/Sink Category of other version corresponding to the selected category of initial version will be automatically selected according to relation defined between them. It is possible to select other IPCC Source/Sink Category than one that is automatically selected, if necessary. The full names of the currently chosen IPCC 1996 Source/Sink Category and IPCC 2006 Source/Sink Category are displayed at the bottom of the page in the **Status** section. The complete list of the IPCC Source/Sink Categories can be found in **Appendix B**.

If you select the IPCC Source/Sink Category 1A (or 1.A for 2006 version), you must specify a **Fuel** of interest as well before proceeding to the next step. The list of Fuel Categories can

be found in Appendix B. After specifying the Fuel of interest **Apply** button must be clicked to confirm the selection and to update the information in the **Status** section.

After choosing the desired IPCC 1996 Source/Sink Category and IPCC 2006 Source/Sink Category (and the Fuel if applicable), you can proceed to step 2 by clicking the **Proceed to Step 2** button.

**Figure 7-1 Single Input – Step 1 – Choosing the IPCC Source/Sink Category**

Initial IPCC Guidelines version: 1996

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**IPCC 1996 Source/Sink Category**

Root -> Energy (1) -> Fuel Combustion Activities (1A) -> Transport (1A3) -> Road Transportation (1A3b)

- ▶ **1A3b1: Cars**
- ▶ 1A3b2: Light Duty Trucks
- ▶ 1A3b3: Heavy Duty Trucks and Buses
- ▶ 1A3b4: Motorcycles
- ▶ 1A3b5: Evaporative Emissions from Vehicles

Fuel 1996: LIQUID -> GASOLINE -> Motor Gasoline

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**IPCC 2006 Source/Sink Category**

Root -> Energy (1) -> Fuel Combustion Activities (1.A) -> Transport (1.A.3) -> Road Transportation (1.A.3.b) -> Cars (1.A.3.b.i)

- ▶ **1.A.3.b.i.1: Passenger cars with 3-way catalysts**
- ▶ 1.A.3.b.i.2: Passenger cars without 3-way catalysts
- ▶ 1.A.3.b.ii.1: Light-duty trucks with 3-way catalysts
- ▶ 1.A.3.b.ii.2: Light-duty trucks without 3-way catalysts

Fuel 2006: LIQUID -> GASOLINE -> Motor Gasoline

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**Status**

IPCC 1996 Source/Sink Category: Energy (1) -> Fuel Combustion Activities (1A) -> Transport (1A3) -> Road Transportation (1A3b) -> Cars (1A3b1)

IPCC 2006 Source/Sink Category: Energy (1) -> Fuel Combustion Activities (1.A) -> Transport (1.A.3) -> Road Transportation (1.A.3.b) -> Cars (1.A.3.b.i) -> Passenger cars with 3-way catalysts (1.A.3.b.i.1)

Fuel 1996: LIQUID -> GASOLINE -> Motor Gasoline

Fuel 2006: LIQUID -> GASOLINE -> Motor Gasoline

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## 7.2 Step 2 – Choosing Gas

This step requires you to choose only one **Gas** (Figure 7-2). The gases are split into several gas groups. You can choose the gas group using the selection box located at the top of the gas list. The list of gases for chosen gas group will be displayed. “CO<sub>2</sub>, CH<sub>4</sub> & N<sub>2</sub>O” is displayed by default. (The complete list of gases can also be found in **Appendix C** of this manual.) There is a radio button located in the last column of each row of the list. Only one particular gas must be selected by checking the corresponding radio button. After choosing the desired gas, you can proceed to step 3 by clicking the **Proceed to Step 3** button.

Figure 7-2 Single Input – Step 2 – Choosing Gas

CO2, CH4 & N2O		
Gas name	Abbreviation	Select gas
CARBON DIOXIDE	CO2	<input checked="" type="radio"/>
METHANE	CH4	<input type="radio"/>
NITROUS OXIDE	N2O	<input type="radio"/>
Apply		

*Status*

IPCC 1996 Source/Sink Category: Energy (1) -> Fuel Combustion Activities (1A) -> Transport (1A3) -> Road Transportation (1A3b) -> Cars (1A3b1)

IPCC 2006 Source/Sink Category: Energy (1) -> Fuel Combustion Activities (1.A) -> Transport (1.A.3) -> Road Transportation (1.A.3.b) -> Cars (1.A.3.b.i) -> Passenger cars with 3-way catalysts (1.A.3.b.i.1)

Fuel 1996: LIQUID -> GASOLINE -> Motor Gasoline

Fuel 2006: LIQUID -> GASOLINE -> Motor Gasoline

Gas: CARBON DIOXIDE (CO2)

### 7.3 Step 3 – Single Input form

The page contains a set of data fields with drop-down boxes and textboxes. You need to fill these fields with appropriate information. (Figure 7-3, pages 23-26).

**IMPORTANT!** - Data fields are classified into 2 categories.

**<Mandatory fields>** (Bolded in Figure 7-3 and Table 7-1)

These fields must be specified since they are deemed essential in order for EFDB users to examine the applicability of the data record to their national GHG inventories. If you submit your data without appropriately specifying the mandatory fields, you will be prompted to fill those fields by the EFDB or by the Technical Support Unit of the IPCC-NGGIP.

**<Optional fields>**

These fields can stay empty, but it is recommended for you to provide as much information as possible also in these fields in order to facilitate EFDB users' consideration.

**Table 7-1** (pages 29-31) provides guidance in detail on the necessary information in each data field.

Figure 7-3 Single Input form

#### Administrative information

<b>Data Provider:</b>	Kiyoto Tanabe
<b>Data Provider Country:</b>	Japan
Data Provider Contact:	tanabe@iges.or.jp <input checked="" type="checkbox"/> I agree to show my e-mail address to EFDB users.
Date calculated:	<input type="text"/>

*Technical information*

<b>Gas:</b>	CARBON DIOXIDE	
<b>IPCC 1996 Source/Sink Category:</b>	Energy (1) -> Fuel Combustion Activities (1A) -> Transport (1A3) -> Road Transportation (1A3b) -> Cars (1A3b1)	
<b>IPCC 2006 Source/Sink Category:</b>	Energy (1) -> Fuel Combustion Activities (1.A) -> Transport (1.A.3) -> Road Transportation (1.A.3.b) -> Cars (1.A.3.b.i) -> Passenger cars with 3-way catalysts (1.A.3.b.i.1)	
<b>Fuel 1996:</b>	LIQUID -> GASOLINE -> Motor Gasoline	
<b>Fuel 2006:</b>	LIQUID -> GASOLINE -> Motor Gasoline	
<b>*Properties:</b>		
Technologies/Practices:	Information on Technologies used and/or practices performed	
Parameters/Conditions:	Information on Parameters and/or conditions	
Region/Regional Conditions:	Information on region, country, climate, etc.	
Abatement/Control Technologies:	Information on abatement and/or control technologies used	
Others:	Other properties that do not fit in the abovementioned four property fields	
<b>*Description:</b>	Full description of emission factor or other parameter	
<b>*Value:</b>	72.098	g/MJ (g/MJ) <input type="button" value="New"/>
Value in common units:		(Select common unit)

Equation:	Equation 2.6 on Page 2.46 of IPCC Good Practice Guidance and Uncertainties Management
IPCC Worksheet (if applicable):	e.g. "Worksheet 1-2, Sheet 5 of 16"
*Source of data:	e.g., science literature, official national inventory report, ...
*Technical Reference:	Full technical reference should be provided here
*Reference language:	English
Abstract in English:	You are highly encouraged to provide the abstract in English of the technical reference in order to enable EFDB users to better understand the nature of data.
*Uncertainties expressed as 95% confidence limit:	Upper: +5% <input type="checkbox"/> Unknown    Lower: -5% <input type="checkbox"/> Unknown
Data quality:	Description of data quality
Distribution shape:	(Select distribution shape)
Data quality reference:	Reference should be indicated if it is different from the technical reference mentioned above.
Other info on data quality:	Other information regarding data quality

### Choosing Type of parameter

There are four types defined:

- Measured
- Modelled
- Compiled
- Other

In case “Other” is chosen, you should provide an explanatory note on the type of parameter in the “Comments from the data provider” field.

Figure 7-4 Type of parameter

Type of parameter:	Measured
Measurement technique/standard:	(Select Parameter Type)
	Measured
	Modeled
	Compiled
	Other

**Usage/Review information**

Type of parameter:	Measured <input type="button" value="Apply"/>
Measurement technique/standard:	e.g., Internationally recognised standard?
Periodicity of measurement:	Periodicity of measurement
External quality control performed:	External quality control performed or not?
Date of measurement:	
Comments from the data provider:	For example, you are highly encouraged to provide here additional description of emission factor development where needed elaborate.
Comments from others:	
Link:	

You should click the **Preview** button after filling out the single input form. Then, the basic sanity check will be performed. If something is wrong, you will be given a hint on what needs to be corrected. If everything is OK, a preview of your data proposal will be shown on the screen with two buttons (**Edit/Submit**) at the bottom.

If necessary, you can return to editing mode by clicking the **Edit** button. If you are satisfied with the preview of your data proposal, please click the **Submit** button. Then, you will be notified that your data proposal has been assigned its particular numerical ID (Emission Factor ID) and submitted to the EFDB Editorial Board for their evaluation (Figure 7-5).

Please write down the Emission Factor ID assigned to the data proposals for future reference.

**IMPORTANT!**

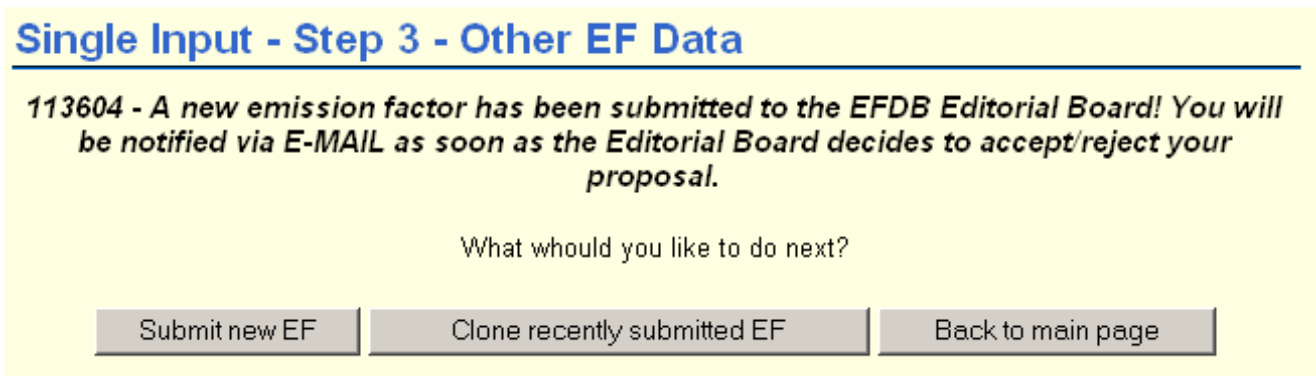
You are encouraged to provide a hard copy of technical reference to the Technical Support Unit of the IPCC-NGGIP when you submit new data to the EFDB.

<Mailing Address>

Technical Support Unit of the IPCC National Greenhouse Gas Inventories Programme  
 C/o Institute for Global Environmental Strategies (IGES)  
 2108-11 Kamiyamaguchi, Hayama,  
 Miura, Kanagawa  
 240-0115 Japan

<E-mail> [ipcc-efdb@iges.or.jp](mailto:ipcc-efdb@iges.or.jp)

Figure 7-5 Successful submission of a new data proposal



Clicking the **Submit new EF** button will start the new input procedure from scratch. All necessary information including IPCC Source/Sink Category, Fuel (if applicable) and Gas needs to be specified for the new record.

Clicking the **Clone recently submitted EF** button copies the recently submitted EF data into the new single input form. There is no need to type in the same data repeatedly, thus time is saved. In this case, data provider will only change the information where necessary.

The **Clone** button is also available within the **Emission Factor Detail** and is visible only in case user is logged in as a Data Provider.

Clicking the **Back to main page** button redirects the user to the Main page.

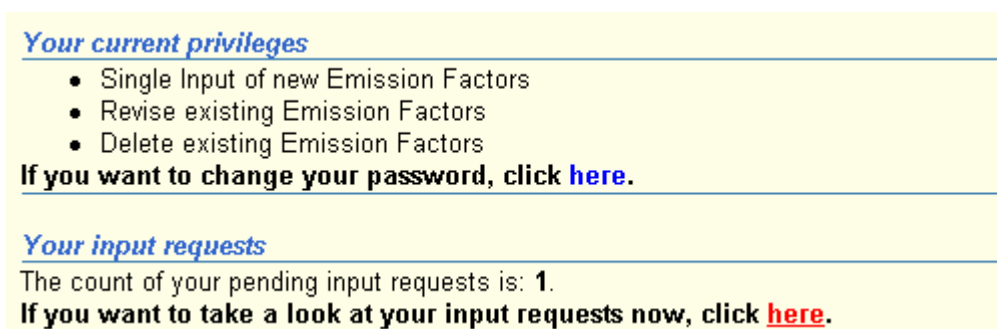
## 7.4 Process after submission of the data proposal

Your data proposal will go through an initial check by the Technical Support Unit at first. Subsequently, the EFDB Editorial Board will start the evaluation of your data proposal according to the criteria shown in Appendix A. Usually it will take the EFDB Editorial Board 8 weeks after commencement of the evaluation to decide to accept or reject your data proposal.

During the evaluation, a member of the EFDB Editorial Board or the Technical Support Unit may contact you via e-mail in order to ask for more information or to recommend revisions/additions to be made.

Should you wish to check the status of your data proposal during the evaluation, please log in as a data provider with your password, and look into the “**Your input requests**” section on the Main Page. (Figure 7-6)

Figure 7-6 “Your input requests” section on the Main Page



You will be informed via e-mail of the draft decision on whether to accept or to reject your data proposal, as soon as the EFDB Editorial Board has arrived at an agreement about it. At this stage, you will be given an opportunity to comment back on the draft decision for further consideration by the EFDB Editorial Board.

Finally, you will be notified via e-mail of the final decision by the EFDB Editorial Board.



Table 7-1 Instructions on necessary information in each data field

Data Field	Note
<b>Administrative information</b>	
<b>Data Provider</b>	<b>MANDATORY FIELDS</b>
<b>Data Provider Country</b>	<ul style="list-style-type: none"> <li>➤ These fields will be automatically filled with the information registered by data providers themselves.</li> </ul>
Data Provider Contact	<ul style="list-style-type: none"> <li>➤ The data provider is encouraged to show his/her e-mail address. If he/she wishes, however, he/she can conceal his/her e-mail address from EFDB users by removing the tick in the checkbox. In this case, <a href="mailto:ipcc-efdb@iges.or.jp">ipcc-efdb@iges.or.jp</a> will be shown in this field so as to enable EFDB users to contact him/her (the data source) via Technical Support Unit of the IPCC-NGGIP.</li> </ul>
Date calculated	<ul style="list-style-type: none"> <li>➤ This field can be left blank if the information is not available.</li> </ul>
<b>Technical information</b>	
<b>Properties</b>	<p><b>MANDATORY FIELD (At least one of five sub-fields should be filled.)</b>  <b>See Annex to the User Manual: Guidance on the “Properties” field.</b></p> <ul style="list-style-type: none"> <li>➤ “Properties” define what EFDB users might see as important information after the categorisation stage in searching or inputting data.</li> <li>➤ This field consists of 5 sub-fields as shown below. Necessary information should be fully described in appropriate sub-fields. <ul style="list-style-type: none"> <li>• Technologies/Practices</li> <li>• Abatement/Control Technologies</li> <li>• Parameters/Conditions</li> <li>• Region/Regional Conditions</li> <li>• Others</li> </ul> </li> <li>➤ Information to be included as properties varies from one source category to another. <b>Detailed guidance is provided in the Annex.</b></li> </ul>
<b>Description</b>	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ This field should provide enough description to tell the user basically what the value presented is, without being too wordy or generic.</li> <li>➤ Data providers should follow, to the extent possible, the terminology used in the IPCC Methodology Reports.</li> </ul>
<b>Value</b>	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ Values should be precisely indicated.</li> <li>➤ If the proposal is a range of value rather than a single value, it should be indicated as “10 – 20” for example.</li> <li>➤ A range of value should be distinguished from uncertainty ranges. (Uncertainty ranges should be indicated in Upper and Lower Confidence Limit fields.)</li> <li>➤ The appropriate unit should be chosen from the drop-down list. If there is not any appropriate unit in the list, “New” button should be clicked to type the new unit in the field.</li> </ul>
Value in common unit	<ul style="list-style-type: none"> <li>➤ If the value is presented with such a unit that is not used in the <i>IPCC Guidelines</i> (e.g., barrel or gallon for petroleum) in the “Value” field above, you are encouraged to convert it into a value in unit commonly</li> </ul>

	used in the <i>IPCC Guidelines</i> (e.g., tC/TJ for Carbon Emission Factors for Fuels) and indicate it in this field.
Equation	<ul style="list-style-type: none"> <li>➤ If the proposed data fit an equation presented in the <i>IPCC Guidelines</i> or <i>GPG reports</i>, the following information should be clearly indicated for users' convenience. <ul style="list-style-type: none"> <li>1) Equation number (if applicable)</li> <li>2) Page number</li> <li>3) <i>2006 Guidelines, 1996 Guidelines, GPG2000 or GPG-LULUCF</i></li> </ul> </li> <li>➤ For example, "Equation 4.15 on Page 4.30 of the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories"</li> <li>➤ If no IPCC equation fits, it is desirable to refer to technical reference or source of data where equation is found and can be used.</li> </ul>
IPCC Worksheet No.	<ul style="list-style-type: none"> <li>➤ If the proposed data fit a worksheet of the <i>IPCC Guidelines</i>, correct worksheet numbers should be indicated for users' convenience. (For example, "Worksheet 4-1, Sheet 1 of 2")</li> <li>➤ If the data are not applicable to any IPCC worksheets, then this field should be "Not applicable".</li> </ul>
Source of data	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ Reference should be made precisely.</li> <li>➤ E.g, scientific literature, official national inventory reports, etc.</li> </ul>
Technical Reference	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ Technical reference should be quoted fully and precisely.</li> </ul>
Reference Language	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ It should be indicated in which language the technical reference is available.</li> </ul>
Abstract in English	<ul style="list-style-type: none"> <li>➤ Data providers are encouraged to provide the abstract in English of the technical reference in order to enable EFDB users to better understand the nature of the data.</li> </ul>
Uncertainties expressed as 95% confidence limit <sup>6</sup>	<p><b>MANDATORY FIELD</b></p> <ul style="list-style-type: none"> <li>➤ If no information on the upper/lower values is available, "Unknown" should be ticked.</li> <li>➤ Do not confuse with a range of value which should be indicated in "Value" field.</li> </ul>
Data quality	<ul style="list-style-type: none"> <li>➤ If data quality ratings have been made by the data provider according to his/her own standard, the information can be quoted here. The explanation of the standard used should be also provided.</li> <li>➤ No new quality rating scheme will be developed specifically for the EFDB.</li> </ul>
Distribution shape	<ul style="list-style-type: none"> <li>➤ If applicable, appropriate information should be chosen from the drop-down list. If no desired value exists in the list "Other" should be chosen.</li> </ul>
Data quality reference	<ul style="list-style-type: none"> <li>➤ Reference should be indicated if it is different from the technical reference presented above.</li> </ul>
Other	<ul style="list-style-type: none"> <li>➤ Other information relevant to the data quality, if any.</li> </ul>

<sup>6</sup> Confidence limits give the range within which the underlying value of an uncertain quantity is thought to lie for a specified probability. This range is called the confidence interval. **The IPCC Guidelines suggest the use of a 95% confidence interval which is the interval that has a 95% probability of containing the unknown true value. (Chapter 6 "Quantifying Uncertainties in Practice", GPG2000)**

information on data quality	<ul style="list-style-type: none"> <li>➤ For example, clarification of the following points could be given. <ul style="list-style-type: none"> <li>• Are the measurement techniques including raw data validated and/or verified?</li> <li>• Are the modelling techniques including supporting data validated and/or verified?</li> <li>• Is the extrapolation from the model assumptions or measurement conditions to annual emission factors sufficiently treated?</li> </ul> </li> </ul>
<b>Usage/Review information</b>	
Type of parameter	<p><b>MANDATORY FIELD</b></p> <p>Currently, there are four types defined:</p> <ul style="list-style-type: none"> <li>• Measured</li> <li>• Modelled</li> <li>• Compiled</li> <li>• Other</li> </ul> <ul style="list-style-type: none"> <li>➤ Data providers can enter only one of these four types in this field. Combination of these types or other information cannot be entered.</li> <li>➤ In case “Other” is chosen, the data provider should provide an explanatory note on the type of parameter in the “Comments from the data provider” field.</li> </ul>
Measurement technique/standard	<p><b>These fields will appear only when the data provider choose “Measured” as “Type of parameter”.</b></p> <ul style="list-style-type: none"> <li>➤ Data providers are highly encouraged to provide appropriate information (e.g., description about representativeness of sampling) unless it is not available at all.</li> <li>➤ In particular, clarification of the following points should be given in the field “Measurement technique/standard”. <ul style="list-style-type: none"> <li>• Are measurement techniques/standards used comparable with national or internationally recognised standards?</li> </ul> </li> <li>➤ In particular, clarification of the following points should be given in the field “Periodicity of measurement”. <ul style="list-style-type: none"> <li>• Have measurements been made on multiple systems or sites and over sufficient time and range of conditions to capture the variability of emissions and to provide a stable annual average?</li> </ul> </li> </ul>
Periodicity of measurement	
External quality control performed	
Date of measurement	
Comments from Data Provider	<ul style="list-style-type: none"> <li>➤ Any other information relevant to the proposed data can be provided in this field.</li> <li>➤ For example, data providers are encouraged to provide additional description of emission factor development where needed to elaborate.</li> <li>➤ Data providers can also provide information on further improvement need to be done and describe what measures could be taken to improve its accuracy and applicability.</li> <li>➤ In the case that data providers have not directly consulted the original author, it should be mentioned in this field.</li> </ul>
Comments from Others	<ul style="list-style-type: none"> <li>➤ Data providers should leave this field blank.</li> </ul>
Link	<ul style="list-style-type: none"> <li>➤ Data providers can specify external URL link of web site where more information about Emission Factor or other parameter can be found.</li> </ul>

## 8 Mini-batch Import

The data provider can access the Mini-Batch Import page by clicking the **Mini-Batch Import** link located at the top menu.

In order to implement mini-batch import, you need to be logged in as a data provider who has the right to submit new data into the EFDB. If you are not logged in yet, you will be automatically redirected to the **Login** page. If you are going to propose new data for the first time, you must contact the Technical Support Unit ([ipcc-efdb@iges.or.jp](mailto:ipcc-efdb@iges.or.jp)) to obtain the login name and password. This procedure is meant to ensure traceability of all proposals to individuals or institutions and thereby allowing communication between the data provider and the EFDB Editorial Board.

Mini-Batch Import enables you to import at once up to 20 new proposals on emission factors or other parameters by using the **Mini-Batch Import Excel Template**. The import procedure strictly accepts only XML files with **.xml** extension that were generated using this Excel template. Template is available for download in the *Downloads* section of the EFDB WEB application. This template is available for authenticated users only. Therefore, in order to see and download the template, you need to be logged in the EFDB using valid login name and password.

The necessary instructions are included in the Excel template. You are requested to read it carefully before proceeding to generation of .xml files that define new data proposals. You must use the form presented in the Figure 8-1 to post generated .xml files. You need to type in the full path to their .xml file into the textbox or to use **Browse...** button to browse for it.

Below is the list of requirements that mini-batch import files must meet:

- 1) The file must have .xml extension.
- 2) The file MIME type must be text/xml
- 3) The file size cannot exceed 100 kilobytes.
- 4) The file cannot be a 0 size.
- 5) The file must be XML version 1.0 compliant
- 6) The file must meet the specific format required by mini-batch import procedure – only files created using the latest mini-batch Excel template are accepted. **Modification of files outside the Excel template in any way (e.g. using the text editor) can lead to violation of defined format resulting in failure of the import process!**

You need to click **Send File** button when ready. The new data proposals will be submitted to the EFDB Editorial Board after successful import.

Please write down Emission Factor IDs automatically assigned to the data proposals for future reference. (See Figure 8-1, “Import progress” section.)

**IMPORTANT!**

If import procedure fails and you are sure that your .xml file has not been modified outside the Excel template, look for the error message shown in the **Import progress** section of the Mini-batch Import page. This failure may be a result of a significant change in the nomenclature data in the master EFDB database which requires the Excel template to be updated to a newer version to reflect this change.

- 1) First make sure that there is no newer version of Excel template available for download than one you used to generate .xml file that produced an error.
- 2) If there is a newer version available, download it, use it to define new EF candidates and to generate your .xml file and then repeat the mini-batch import procedure.
- 3) If you used the latest version and your import failed in any way, then **contact the Technical Support Unit (ipcc-efdb@iges.or.jp) immediately** describing the reason of the import failure.

Figure 8-1 Mini-Batch Import

**Mini-Batch Import**

Mini-Batch Import can be used to import at once up to 20 new EF candidates that were created off-line using the **Mini-Batch Import Excel Template**. The import procedure strictly accepts only files with .xml extension that were generated using this Excel template. Template is available for download [here](#).

Read carefully the instructions included in the Excel template before proceeding to define new EF candidates. Use form below to post your own generated MBI files. Type in the full path to your MBI file into the textbox or use **Browse...** button to browse for it. Click **Send File** button when ready. Your new EF candidates will be automatically posted to the Editorial Board after successful import. Write down EF IDs assigned to your candidates for future reference.

**Mini-Batch Import File (MBI)**

File:

File name: efdb\_mini\_batch\_1.2.xml  
 Type: text/xml  
 Size: 1272 bytes  
 Version: 2.0

Import progress

- 1 - Import of EF: **SUCCESS** (New ID: 113924)

## 9 Revision or Deletion of Data Records

The data providers can propose revision or deletion of data records that were originally submitted by themselves<sup>7</sup>.

Section 9.1 below explains how to propose revision or deletion of a data record which has been accepted by the EFDB Editorial Board and is publicly available through the “Find – EF” menu.

Section 9.2 below explains how to modify a data proposal which is awaiting evaluation by the EFDB Editorial Board.

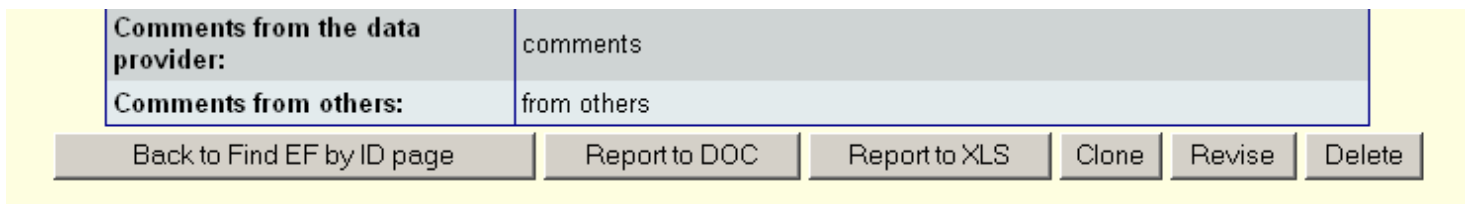
### 9.1 Revision or deletion of a data record already publicised

You may come to wish to revise a data record which was provided by you and is already publicised in the EFDB. For example, you may wish to update it as a result of your latest research activities. You may even come to wish to delete it since it is getting obsolete as time goes by.

In these cases, you can propose revision or deletion of the data record as follows.

- 1) Click the **Login** link in the top menu to authenticate yourself as a data provider.
- 2) Go to the **Find EF** menu and retrieve the data record which you wish to revise or delete. Option 3 – “Find EF using unique ID” is useful to quickly retrieve it. (See page 19.)
- 3) You will see the “**Revise**” button and the “**Delete**” button at the bottom of the Emission Factor Detail page (Figure 9-1) if the data record you retrieved is the one you provided earlier<sup>8</sup>. Click either “**Revise**” or “**Delete**” depending on the action you wish to take.
- 4) Follow the guidance given by the EFDB.

Figure 9-1 Revise button and Delete button



Thus, you can propose revision or deletion of a data record which was provided by you and is already publicised in the EFDB. Your proposal will be submitted to the EFDB Editorial Board for evaluation. In case the EFDB Editorial Board accepts your proposal, revision or deletion will be implemented and announced on the Main Page

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<sup>7</sup> Data records in the EFDB can be revised or deleted ONLY by the data provider who originally submitted them. No one can revise or delete data records that were submitted by the other data providers.

<sup>8</sup> These two buttons will not appear in the case that you retrieve a data record which was provided by the other data provider.

## 9.2 Modification of a data proposal which is awaiting evaluation by the EFDB Editorial Board

You may sometimes feel it necessary to modify your data proposal during the evaluation by the EFDB Editorial Board before it has come to a decision to accept or reject it. For example, you may notice that you failed to include some information in your data proposal, shortly after you submitted it to the EFDB Editorial Board.

In this case, you can modify the data proposal as follows.

- 1) Click the **Login** link in the top menu to authenticate yourself as a data provider. Then, you will find the “**Your input requests**” section on the Main Page. (Figure 9-2)

Figure 9-2 “ Your input requests” section on the Main Page

***Your current privileges***

- Single Input of new Emission Factors
- Revise existing Emission Factors
- Delete existing Emission Factors

**If you want to change your password, click [here](#).**

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***Your input requests***

The count of your pending input requests is: **1**.

**If you want to take a look at your input requests now, click [here](#).**

- 2) Click the link to take a look at your input requests, then you will see the “**My Input Requests**” Page appears on the screen. (Figure 9-3)

Figure 9-3 “ My Input Requests” Page

### My Input Requests

*Displayed records: 1 - 2 / 2.*

⏪ ⏴ ⏵ ⏩ Back

EF ID	Date of Request	Accepted	Refused	Modified	Last modification	Action
113604	2004-12-08 13:12:39	0	0	0	N/A	EF Detail
113605	2004-12-08 14:25:16	0	0	0	N/A	EF Detail

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- 3) Click the “**EF Detail**” button in the row of the data proposal you wish to modify. Then you will be shown its **Emission Factor Detail**. After confirming that it is exactly the data proposal you are going to make modifications, click the “**Revise**” button at the bottom of the table. (Figure 9-4)

Figure 9-4 “ Revise” button at the bottom of the table

Type of parameter:	Modelled
Comments from the data provider:	SCR removes NO <sub>x</sub> but increases N <sub>2</sub> O from 9.05 to 9.2 kg/t HNO <sub>3</sub> .
Comments from others:	

- 4) Then, you can proceed to the next page which contains a set of data fields that are quite similar to the **Single Input form** (see Figure 7-3, pages 23-26). Make necessary modifications in this form.
- 5) You will find the section “**Message for EFDB Editorial Board members**” at the bottom of the same page. Please leave a brief message in the box, for example, what part of your proposal has been modified and why those modifications have been made, for facilitation of the evaluation by the EFDB Editorial Board. (Figure 9-5)

Figure 9-5 Message for EFDB Editorial Board members

Message for EFDB Editorial Board members

**You are modifying the pending EF candidate which is still under consideration by the EFDB Editorial Board!** The message you type in the textarea below will be conveyed to the EFDB Editorial Board. For example, you are recommended to indicate the list of modifications you have made to this data proposal in order to prevent EFDB Editorial Board members from getting confused.

1) I added information on "Region/Regional Condition".  
 2) I also provided the upper confidence limit and the lower confidence limit in accordance with the EFDB User Manual, based on the outcomes of recent studies.

Thus, you can modify your data proposal even during the evaluation by the EFDB Editorial Board before it has come to a decision. Whenever you have done so, you are highly recommended to notify it to the Technical Support Unit of the IPCC-NGGIP via e-mail ([ipcc-efdb@iges.or.jp](mailto:ipcc-efdb@iges.or.jp)).

The modifications to your data proposal will be taken into account in the evaluation by the EFDB Editorial Board.