
CDP Corporate Response Amendment Policy

Amendment policy for corporate climate change, forests, and water security responses



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Policy scope

Please note that this policy applies to corporate climate change, forests, and water security questionnaire responses (including supply chain).

Corporate response amendments are valid from final submission date to the requesting stakeholder.

This policy does not alter the terms and conditions of disclosure.

Amendments should be requested by submitting a completed [CDP Corporate Amendment Request Form](#) to respond@cdp.net.

Amendments made with no charge

Based on a list of selected questions (see below), we will make certain amendments free of charge.

Chargeable amendment requests

Other amendments **may** be made, at our discretion, **for a fee**.

- ▼ Any requests for small edits will be made but **will be subject to a fee**. For example, the substitution of a single word or phrase that has no overall contextual impact or a typing error on the part of the user.
- ▼ Where we judge that an amendment request will alter the overall tone or context of a response, we reserve the right to refuse to make those amendments:
 - if this type of amendment request is made prior to the final extension date for the relevant stakeholder, we will make the amendment and **will charge**.
 - if this type of amendment request is received after the final extension date, we will generally decline to make the amendment as analysis and scoring will be underway.

*Amendments that reflect changes in the company's structure, policy or processes that came into effect **after** the reporting period will not be made at any time. All these should be reflected or restated in the following year's response.*

For pre-2018 responses: With regards to verification/assurance, status selected in questions CC8.6, CC8.7 or CC14.2 should not be amended retrospectively. Verification statements attached to questions CC8.6a, CC8.6b, CC8.7a or CC14.2a may only be amended where a company has mistakenly attached the wrong document.

Fee

- ▼ **£150+VAT** initial fee, including up to three changes
- ▼ **£25+VAT** for every additional edit requested

UK VAT is 20%.

Obligations

CDP will only accept an amendment request from a main user or primary contact from the responding corporation.

CDP will respond to the initial query for an amendment within 5-10 business days, notifying the corporation by email if a fee is applicable, along with payment details. The amendment will **not be made until CDP receives payment**.

CDP will complete the amendment within 5-10 business days from receipt of payment.

Questions amended free of charge

Amendments to the questions listed below will be made free of charge where there is a significant difference. Please note, this **does not** include typing errors in the text and is limited to correcting errors in the data provided. Typing errors and other questions **may** be amended, at our discretion, **for a fee** (see above). In the case of an answer being in a table format, this therefore means that not all columns will be amended free of charge, only those columns containing key data points.

Supply Chain module

Supply chain module questions i.e. questions beginning with SC, SF, or SW will be amended free of charge. Where we judge that an amendment request will alter the overall tone or context of a response, we reserve the right to refuse to make those amendments. Please note, this **does not** include typing errors in the text and is limited to correcting errors in the data provided.

Climate change

Question number	Free amendable elements where there is an error in the data provided, such as a miscalculation.
C0.5	All
C2.1	From (years), To (years)
C2.3a	Potential financial impact, Cost of management
C2.4a	Potential financial impact, Cost of management
C4.1a	% emissions in Scope, % reduction from base year, Base year, Start year, Base year emissions covered by target (metric tons CO ₂ e), Target year, % achieved (emissions)
C4.1b	% emissions in Scope, % reduction from baseline year, Base year, Start year, Normalized baseline year emissions covered by target (metric tons CO ₂ e), Target year, % achieved (emissions)
C4.2	Base year, Start year, Target year, KPI in baseline year, KPI in target year, % achieved in reporting year
C4.3a	All
C4.3b	Estimated annual CO ₂ e savings (metric tons CO ₂ e), Annual monetary savings (unit currency, as specified in C0.4), Investment required (unit currency, as specified in C0.4)
C4.5a	% revenue from low-carbon product(s) in the reporting year
C5.1	Base year start, Base year end, Base year emissions (metric tons CO ₂ e)
C6.1	Gross global Scope 1 emissions (metric tons CO ₂ e)
C6.3	Scope 2, location-based, Scope 2, market-based (if applicable)
C6.4	All

C6.4a	All
C6.5	Evaluation status , Percentage of emissions calculated using data obtained from suppliers or value chain partners
C6.7a	All
C6.7	All
C6.10	Intensity figure, Metric numerator (Gross global combined Scope 1 and 2 emissions), Metric denominator: Unit total, % change from previous year, Direction of change
C7.1a	Scope 1 emissions (metric tons in CO2e)
C7.2	Scope 1 emissions (metric tons CO2e)
C7.3a	Scope 1 emissions (metric tons CO2e)
C7.3b	Scope 1 emissions (metric tons CO2e), Latitude, Longitude
C7.3c	Scope 1 emissions (metric tons CO2e)
C7.5	Scope 2, location-based (metric tons CO2e), Scope 2, market-based (metric tons CO2e), Purchased and consumed electricity, heat, steam or cooling (MWh), Purchased and consumed low-carbon electricity, heat, steam or cooling accounted in market-based approach (MWh)
C7.6a	Scope 2, location-based (metric tons CO2e), Scope 2, market-based (metric tons CO2e)
C7.6b	Scope 2, location-based (metric tons CO2e), Scope 2, market-based (metric tons CO2e)
C7.6c	Scope 2, location-based (metric tons CO2e), Scope 2, market-based (metric tons CO2e)
C7.9	All
C7.9a	Change in emissions (metric tons CO2e), Direction of change, Emissions value (percentage)
C8.1	All
C8.2a	MWh from renewable sources, MWh from non-renewable sources, Total MWh
C8.2c	Total MWh consumed by the organization, MWh consumed for self-generation of electricity, MWh consumed for self-generation of heat, MWh consumed for self-generation of steam, MWh consumed for self-generation of cooling, MWh consumed self-cogeneration or self-trigeneration
C8.2d	Emission factor, Emission factor source
C8.2e	Total Gross generation (MWh), Generation that is consumed by the organization (MWh), Gross generation from renewable sources (MWh), Generation from renewable sources that is consumed by the organization (MWh)
C8.2f	MWh consumed associated with low-carbon electricity, heat, steam or cooling, Emission factor (in units of metric tons CO2e per MWh)
C9.1	Metric value, % change from previous year, Direction of change
C10.1a	Attach the statement, Page/section reference, Proportion of reported emissions verified (%)
C10.1b	Attach the statement, Page/section reference
C10.2a	Upload function (can change the doc uploaded)
C11.1b	% of Scope 1 emissions covered by the ETS, Period start date, Period end date, Allowances allocated, Allowances purchased, Verified emissions in metric tons CO2e
C11.1c	Period start date, Period end date, % of emissions covered by tax, Total cost of tax paid
C11.2a	Number of credits (metric tons CO2e), Number of credits (metric tons CO2e): Risk adjusted volume
C11.3a	Actual price(s) used (Currency /metric ton)
C12.1a	% of suppliers by number, % total procurement spend (direct and indirect), % Scope 3 emissions as reported in C6.5
C12.1b	Size of engagement, % Scope 3 emissions as reported in C6.5
C12.4	Attach the document

C-OG6.12	Metric tons CO2e from hydrocarbon category per unit specified, % change from previous year, Direction of change
C-OG6.13	Estimated total methane emitted expressed as % of natural gas production or throughput at given division, Estimated total methane emitted expressed as % of total hydrocarbon production or throughput at given division
C-OG7.1b	All
C-OG7.4	All
C-OG7.7	All
C-OG9.2a	All
C-OG9.2c	All
C-OG9.2d	All
C-OG9.2e	All
C-OG9.3a	All
C-OG9.3b	All
C-OG9.3d	All
C-OG9.3e	All
C-OG9.6	Investment figure, Low-carbon investment percentage
C-OG9.7	All
C-OG9.8a	All
C-OG9.8b	Injected CO2 (metric tons CO2), Percentage of injected CO2 intended for long-term (>100 year) storage, Year in which injection began, Cumulative CO2 injected and stored (metric tons CO2)
C-EU7.1b	All
C-EU8.2e	All
C-EU8.4a	All
C-EU9.5a	All
C-EU9.5b	All
C-CO7.1b	All
C-CO9.2a	All
C-CO9.2b	All
C-CO9.3a	All
C-CO9.3b	All
C-AC4.4a/C-FB4.4a/C-PF4.4a	Estimated CO2e savings (metric tons CO2e)
C-AC6.6a/C-FB6.6a/C-PF6.6a	Emissions (metric tons CO2e)
C-AC6.8a/C-FB6.8a/C-PF6.8a	Emissions (metric tons CO2e)
C-AC6.9a/C-FB6.9a/C-PF6.9a	Emissions (metric tons CO2e), Change from last reporting year
C-AC7.4b/C-FB7.4b/C-PF7.4b	Emissions (metric tons CO2e)
C-TO7.8	Emissions intensity figure, Metric numerator (Scope 3 emissions: use of sold products) in Metric tons CO2e, Metric denominator, Metric denominator: Unit total
C-TO8.4	Metric figure, Metric numerator: Unit total, Metric denominator: Unit total, % change from previous year
C-TO9.3/C-TS9.3	Metric figure
C-TO9.6/C-TS9.6	Investment figure, Low-carbon investment percentage
C-TS6.15	Intensity figure, Metric numerator: emissions in metric tons CO2e, Metric denominator: unit total, % change from previous year
C-TS8.2h	Average emission factor: unit value
C-TS8.4	Metric figure, Metric numerator: Unit total, Metric denominator: Unit total, % change from previous year

C-CE4.9	All
C-CE6.11	All
C-CE8.2a	Total MWh
C-CE8.2c	Total MWh fuel consumed for cement production activities, MWh fuel consumed at the kiln, MWh fuel consumed for the generation of heat that is not used in the kiln, MWh fuel consumed for the self-generation of electricity, MWh fuel consumed for self-cogeneration or self-trigeneration
C-CE8.2e	All
C-CE9.3a	All
C-CE9.3b	All
C-CE9.3c	All
C-CE9.6	Investment figure, Low-carbon investment percentage
C-CH7.8	Percentage of Scope 3, Category 1 tCO ₂ e from purchased feedstock
C-CH7.8a	Sales, metric tons
C-CH8.2a	Total MWh
C-CH8.2e	All
C-CH8.3	Total consumption, Inherent carbon dioxide emission factor of feedstock, metric tons CO ₂ per consumption unit, Heating value of feedstock, MWh per consumption unit
C-CH8.3a	All
C-CH9.3a	Production (metric tons), Capacity (metric tons), Direct emissions intensity (metric tons CO ₂ e per metric ton of product), Electricity intensity (MWh per metric ton of product), Steam intensity (MWh per metric ton of product), Steam/heat recovered (MWh per metric ton of product)
C-CH9.6	Investment figure, Low-carbon investment percentage
C-MM8.2a	Total MWh
C-MM8.2e	All
C-MM9.3a	Capacity, metric tons, Production, metric tons, Production, copper-equivalent units (metric tons), Scope 1 emissions, Scope 2 emissions
C-MM9.3b	Capacity (metric tons), Production (metric tons), Annual production in copper-equivalent units (thousand tons), Scope 1 emissions (metric tons CO ₂ e), Scope 2 emissions (metric tons CO ₂ e)
C-MM9.6	Investment figure, Low-carbon investment percentage
C-ST4.9	% of total plant capacity
C-ST6.14	Emissions intensity figure, metric tons tCO ₂ e per metric ton of crude steel production, Energy intensity figure, GJ (LHV) per metric ton of crude steel production
C-ST8.2a	Total MWh
C-ST8.2e	All
C-ST8.3	Total consumption, Inherent carbon dioxide emission factor of feedstock, metric tons of CO ₂ per consumption unit, Heating value of feedstock, MWh per consumption unit
C-ST9.3a	All
C-ST9.3b	Production (metric tons), Capacity (metric tons)

Water Security

Question	Amendable elements where there is an error in the data provided, such as a miscalculation.
W0.2	All
W-FB1.1a	% of revenue dependent on these agricultural commodities
W1.2b	Volume (megaliters/year)
W-OG1.2c	Volume (megaliters/year)
W1.2d	% withdrawn from stressed areas

W-FB1.2f	% of total agricultural commodity produced in water stressed areas
W-FB1.2g	% of total agricultural commodity sourced in water stressed areas
W1.2h	Volume (megaliters/year)
W1.2i	Volume (megaliters/year)
W-CH1.3a	Water intensity value, Denominator: Unit of production
W-EU1.3a	Water intensity value, Denominator: Unit of production
W-FB1.3a	Water intensity value, Denominator: Unit of production
W-FB1.3b	Water intensity value, Denominator: Unit of production
W-OG1.3a	Water intensity value, Denominator: Unit of production
W1.4a	% of suppliers by number, % of total procurement spend
W1.4b	% of suppliers by number, % of total procurement spend
W2.2a	Total number of fines Total value of fines % of total facilities/operations associated
W2.2b	Financial value of penalty
W5.1	Latitude, Longitude, Total water withdrawals (megaliters/year) at this facility, Total water discharges (megalitres/year_ at this facility, Total water consumption (megaliters/year) at this facility
W5.1a	Fresh surface water, including rainwater, water from wetlands, rivers and lakes, Brackish surface water/seawater, Groundwater (renewable), Groundwater (non-renewable), Produced water, Third party sources
W5.1b	Fresh surface water, Brackish surface water/seawater, Groundwater, Third party sources
W7.2	Water-related CAPEX (+/- % change), Anticipated forward trend for CAPEX (+/- % change), Water-related OPEX (+/- % change), Anticipated forward trend for Opex (+/- % change)
W8.1a	Quantitative metric, Baseline year, Start year, Target year, % achieved
W8.1b	Baseline year, Start year, End year

Forests

Question	Amendable elements where there is an error in the data provided, such as a miscalculation.
F0.2	All
F1.1	% of procurement spend
F1.2	% of revenue dependent on commodity
F6.2a	Start year, Start figure, Target year, % achieved
F6.4	Third-party certification Scheme, Volume of production/consumption certified, Metric
F6.5	Type(s) of monitoring system, % of suppliers in compliance with standards
F-PF6.10a	Start year, Target year, Project area to date (Hectares), Project area in the target year (Hectares), Latitude, Longitude