Regional Greenhouse Gas Initiative
CO_2 Budget Trading Program

Offset Project Monitoring and Verification Report Instructions

Reductions in Emission of SF_6

Version 1.1

Issued by:
Bureau of Energy and Technology Policy
CT Department of Energy & Environmental Protection
http://www.ct.gov/deep/

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Contents

1. Overview 3

2. Submission Instructions 3

3. M&V Report Forms 4

Part 1. General Information Forms 5
Part 2. Category-Specific Information and Documentation Forms 7
Part 3. Independent Verification Form 8

1. Overview

To demonstrate the achievement of CO_2-equivalent emissions reductions from an SF_6 offset project that has received a consistency determination from the Connecticut Department of Energy & Environmental Protection ("Department"), a Project Sponsor must submit to the Department in accordance with these instructions a fully completed *Offset Project Monitoring and Verification Report – Reduction in Emissions of SF_6 Version 1.1* ("*M&V Report*"), consisting of the coversheet and all forms and related attachments. Following these instructions will ensure that the *M&V Report* contains all necessary information and is submitted properly.

The Project Sponsor should review the CO_2 Budget Trading Program regulations at section 22a-174-31a of the Regulation of Connecticut State Agencies ("RCSA") addressing offset projects and the award of CO_2 offset allowances. All offset project submittal materials and documents are available at www.ct.gov/deep/cwp/view.asp?a=2684&Q=440696&depNav_GID=1619.

2. Submission Instructions

Please complete this form and supporting documents in accordance with section 22a-174-31a of the RCSA (www.ct.gov/deep/lib/deep/air/regulations/mainregs/22a-174-31a.pdf), the RGGI Model Rule (www.rggi.org/documents) and these instructions to ensure the proper handling of your application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws. There is no fee associated with the submission of this application.

Submit one (1) complete paper hardcopy original and one (1) electronic copy of the *M&V Report* in the form of a CD disk. Submit hardcopies of forms requiring signatures as originally-signed copies and scan such signed forms for electronic submission. Facsimiles of the *M&V Report* are not acceptable under any circumstances.

ATTN: STEFANIE WNUCK
CO2 BUDGET TRADING PROGRAM
BUREAU OF ENERGY AND TECHNOLOGY POLICY
CT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
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If you have any questions about this application, please contact Stefanie Wnuck at stefanie.wnuck@ct.gov or at (860) 827-2846.

The *M&V Report* includes three parts, as described below. Each part comprises specified forms and required documentation. The *M&V Report* has been created as a Microsoft Word document with editable fields. Enter information directly in the fields provided or submit information or documentation as an attachment, as instructed. Include headers on all attachments indicating the form to which each is attached, the offset project name, and offset project ID code.

The Project Sponsor should save an electronic copy for his or her file to serve as a reference for any necessary remediation.

3. M&V Report Forms

The *M&V Report* consists of eight (8) forms divided into three parts, as follows:

Part 1. General Information Forms

- Form 1.1 – Coversheet
- Form 1.2 – General Information
- Form 1.3 – Attestations
- Form 1.4 – Project Sponsor Statement
- Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

Part 2. Category-Specific Information and Documentation Forms

- Form 2.1 – Demonstration of Conformance with M&V Plan
- Form 2.2 – Determination of Emissions Reduction

Part 3. Independent Verification Form

- Form 3.1 – Independent Verifier Certification Statement and Report

The following instructions address each of the forms in numerical order. Note that the forms themselves include many embedded instructions.

Part 1. General Information Forms

The five (5) forms in Part 1 of the *M&V Report* address general requirements applicable to SF_6 offset projects. Instructions for the Part 1 forms are provided below.

Form 1.1 Coversheet

Enter the requested information in the editable text fields in the form. Check the boxes to indicate that all forms are being submitted. For information about entering the Project Sponsor, offset project name and offset project ID code, and RGGI COATS account name and number, see instructions below for Form 1.2, General Information.

Submission of all forms, including the Coversheet, is required. If a form is not submitted, the *M&V Report* will not be considered complete for commencement of review by the Department.

Form 1.2 General Information

Enter the requested information in the editable text fields in the form. If a text field is not applicable or is unanswerable, enter "NA." Note the following:

> ***Offset Project ID Code***: Enter the offset project ID code. The offset project ID code is the alphanumeric code generated when the Project Sponsor creates a record of the offset project in the RGGI CO_2 Allowance Tracking System (RGGI COATS). See the RGGI COATS User's Guide for more information about creating an offset project record in RGGI COATS, available at www.rggi.org/market/tracking.
>
> ***Project Information***: Enter project information. The name of the offset project should be the same name entered by the Project Sponsor when creating a project record in RGGI COATS. The project location entered should be the primary location of the project if the project consists of actions at multiple locations. The summary narrative of the project should indicate all locations where project actions occur or will occur.
>
> ***Project Sponsor***: Identify the Project Sponsor and provide his or her contact information. The Project Sponsor is the natural person who is the Authorized Account Representative for the RGGI COATS general account identified in the *Consistency Application*.
>
> ***Project Sponsor Organization***: Provide the full legal name of the organization the Project Sponsor represents, including any alternative names under which the organization also may be doing business (e.g., John Doe Enterprises, Inc., d/b/a JDE). If the Project Sponsor is representing himself or herself as an individual, enter "NA".

RGGI COATS General Account Name and Number: Enter the RGGI COATS general account name and number. The RGGI COATS general account identified in the *Consistency Application* is the RGGI COATS account into which any awarded CO_2 offset allowances related to the offset project will be transferred.

Form 1.3 Attestations

Sign and date the form. Submit the originally signed form as part of the paper hardcopy *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

Form 1.4 Project Sponsor Statement

Sign and date the form. Submit the originally signed form as part of the paper hardcopy *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

Form 1.5 Disclosure of Greenhouse Gas Emissions Data Reporting

Check the appropriate box in the form to indicate whether greenhouse gas emissions data related to the offset project have been or will be reported to any voluntary or mandatory programs, other than the CO_2 Budget Trading Program. For each program for which data have been or will be reported, provide the program name, the program type (voluntary or mandatory), program contact information (website or street address), the categories of data reported, the frequency of reporting, when the reporting began or will begin, and reporting status (prior, current, future). The Project Sponsor must disclose future reporting related to current commitments made to voluntary programs as well as future reporting mandated by current statutes, regulations, or judicial or administrative orders.

Part 2. Category-Specific Information and Documentation Forms

The two (2) forms in Part 2 of the *M&V Report* address documentation of conformance with the Monitoring and Verification Plan (M&V Plan) and determination of CO_2-equivalent emissions reductions during the reporting period. Instructions for the Part 2 forms are provided below.

Form 2.1 Demonstration of Conformance with M&V Plan

Provide documentation that procedures and protocols specified in the M&V Plan were performed and records specified in the M&V Plan were generated and retained. Check the boxes in the tables in Form 2.1 to indicate that the referenced documentation is provided as an attachment to Form 2.1. Each attachment must include a header that indicates it is an attachment to Form 2.1, identifies the appropriate table number and the reference number in the left-hand column of the table, and includes the offset project name and offset project ID code.

Form 2.2 Determination of Emissions Reduction

Enter the requested SF_6 values in Form 2.2. The SF_6 values must be derived from the Entity-wide SF_6 Inventory Tracking System.

Provide the Entity-wide SF_6 Inventory Tracking System for the reporting year in spreadsheet form (or other appropriate database form) as an attachment to Form 2.2. The attachment must include a header that indicates it is an attachment to Form 2.2 and identifies the offset project name and offset project ID code. For submission of the electronic version of the *M&V Report*, provide the spreadsheet as a distinct electronic file.

Part 3. Independent Verification Form

The form in Part 3 of the *M&V Report* addresses requirements and documentation related to the independent verifier certification statement and report. Instructions for the form in Part 3 are provided below.

Form 3.1 Independent Verifier Certification Statement and Report

An accredited verifier must sign and date the form. Submit the originally signed form as part of the paper hardcopy *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

Provide the independent verifier report as an attachment to Form 3.1. The verifier report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code.

The verifier report must document the following:

1. The verifier has reviewed the entire *M&V Report* and evaluated the contents of the report in relation to the applicable requirements of section 22a-174-31a of the RCSA.

2. The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO_2-equivalent emissions reductions in accordance with subsection 22a-174-31a(e) of the RCSA, and the documentation required in the *M&V Report*.

3. The verifier has evaluated the adequacy and consistency of methods used by the Project Sponsor to quantify, monitor, and verify CO_2-equivalent emissions reductions in accordance with the applicable requirements of subsection 22a-174-31a(e) of the RCSA and the Monitoring and Verification Plan submitted as part of the *Consistency Application*.

The verifier report must include the following contents, in the order listed below:

- Cover page with report title and date
- Table of contents
- List of acronyms and abbreviations
- Executive summary
- Description of objective of report
- Identification of the client, including name, address, and other contact information
- Identification of the offset project
- Description of evaluation criteria (applicable regulatory provisions and documentation required in the *M&V Report*)

- Description of the review and evaluation process, including any site visits and interviews
- Identification of individuals performing the verification work, including the verification team leader and key personnel, and contact information for the team leader
- Description of the materials provided to the verifier by the Project Sponsor
- Evaluation conclusions and findings, including level of assurance provided