



Carbon Farming Initiative

What records do I need to keep for a landfill gas capture project?

You must keep records of your environmental plantings project to support your application for Australian carbon credit units. When keeping records, consider: Are you collecting your data efficiently? Will you be able to maintain your data in the event of an emergency? Are you collating data in a way that will assist an auditor's review of your project?

Records required by the landfill gas capture methodology determination

General

- copies of all relevant landfill licences, including their conditions
- copies of landfill environment management plans where these relate to the landfill gas extraction system requirements
- copies of all relevant regulations or associated documents, used in estimating the proportion of methane generated from the landfill that is required to be captured and destroyed to meet regulatory requirements
- all maintenance records relevant to the landfill gas extraction system, monitoring equipment and combustion devices (for each device)
- logs of operations of the landfill gas extraction system including notation of all shut-downs, start-ups, process adjustments
- corrective measures taken if instruments do not meet performance specifications
- independent audit records and results, and

If relevant

- National Association of Testing Authorities certificates from stack testing laboratory(s) as evidence of measured methane destruction efficiency (for each device), and

- the date of a report under section 19 or section 22G of the *National Greenhouse and Energy Reporting (NGER) Act 2007* and the factors and parameters used in that report, as prescribed in the *National Greenhouse Energy Reporting (Measurement) Determination* or *National Greenhouse and Energy Reporting Regulations*. Go to www.cleanenergyregulator.gov.au > [National Greenhouse and Energy Reporting](#) > [Legislation and regulations](#).

Combustion device information

- information about the model, serial number and calibration procedures for each combustion device
- all data produced in relation to the monitoring of each combustion device, including flare temperatures for each device
- all data relevant to the calibration of each combustion device
- all results from combustion device destruction efficiency testing, for each device, if relevant

Monitoring device information

- information about the model, serial number and calibration procedures for the landfill gas flow meter
- information about the model, serial number and calibration procedures for the landfill gas analyser
- for each flow meter, all landfill gas flow meter calibration data
- for each gas analyser, all landfill gas analyser calibration data
- gas quality data, including particulate content and humidity

Data required on direct and indirect measurement

- all values and calculations used in the equations set out in Part 3 of the methodology determination
- electronic recording of values of logged primary parameters (as set out in sections 3.14 and 3.15 of the methodology determination) for each measurement interval, for each meter. This includes:
 - landfill gas flow data for each measurement (for each flow meter)
 - methane content of landfill gas (% by volume) for each measurement noting the date, time and location of measurement, notes of non-compliance to performance specifications and remedial actions taken to correct instrument
 - temperature data from temperature measurement device (for each device) or record of flare operation if UV detection system is used
- monthly and annual CO₂-e tonnage calculations

- evidence of fuel use (including invoices and receipts)
- evidence of grid-delivered electricity use (including invoices and receipts)
- evidence of the amount of electricity sent out from the internal combustion engine generator (if using equation 2(a) of the landfill gas methodology determination)

Legacy waste proportion data

- all data inputs for the calculation of the quantity of methane generated from legacy waste and the quantity of methane generated from post legacy waste in accordance with Part 5.2 of the *National Greenhouse and Energy Reporting (Measurement) Determination*, including the weight of landfill in relation to each waste mix type.
Go to www.cleanenergyregulator.gov.au > [National Greenhouse and Energy Reporting > Legislation and regulations](#).

Other records required

- correspondence between the proponent and the Clean Energy Regulator in relation to your eligible offsets project
- information about your legal right to carry out a project
- information in relation to any decision made by the proponent in relation to the proponent's obligations under the Act or these Regulations, including the reasons for the decision
- information about any variations to the project
- information about regulatory approvals required and/or obtained in relation to the project
- offset reports and Carbon Farming Initiative audit reports (if any)
- information about any event that is reasonably likely to significantly increase or decrease abatement

If the proponent is not an individual, information about the following:

- the proponent's organisational structure, and any changes it undergoes
- the individuals with decision-making authority within the organisation, and any change of those individuals

You will need to ensure that the project has secure storage for all data and records, and a means of retaining records for at least seven years from the date the related offsets report was provided to the Clean Energy Regulator.

Further information

If you have any further questions about the Carbon Farming Initiative, please contact us.

Email: cfiadministrator@cleanenergyregulator.gov.au

Phone: 1300 553 542

Website: www.cleanenergyregulator.gov.au