

***Alberta Offset System
Offset Project Plan
(Version 3, February 2013)***

Introduction

This document provides a general guidance on minimum content requirements for an offset project plan being submitted to the Alberta Emissions Offset Registry (the registry). Project developers are required to have familiarity with ISO 14064-2 principles outlined below and must be familiar with the Alberta offset system. Additional information on Alberta offset system requirements is available in the *Technical Guidance for Offset Project Developers* available on Alberta Environment and Sustainable Resource Development's (AESRD) website at <http://environment.alberta.ca/02275.html>. Project developers and verifiers are responsible to ensure they are using the most recent versions of documents as released by AESRD.

The offset project plan is a reference document compiled prior to project initiation. It describes how the project meets all Alberta offset system criteria and all the conditions identified in the approved quantification protocol(s). It include a description of the project, the project baseline, quantification methodologies and formulas that will be used, applicable project monitoring, types of records available to support project quantification, and any other relevant project information.

This document is compiled once at the start of the project and is updated if the project is granted a 5-year credit extension. If project operations change significantly such that the original project plan is no longer relevant, this must be noted in the offset project report, and a revised offset project plan must be compiled and submitted to the registry.

The offset project plan must be submitted to the registry in the same calendar year in which the project starts generating offset credits.

ISO 14064-2 Principles

Relevance Requires relevant greenhouse gas sources and sinks, data and supporting information, project records, and calculation methodologies used to support the baseline and project condition be discussed in context of the Alberta offset system program requirements and project implementation.

Completeness Requires the project developer to include **all** relevant greenhouse gas emissions and reductions/removals as indicated in the approved quantification protocol.

Consistency Enables a meaningful comparison of greenhouse gas-related information. Project developers must use calculation methodologies consistent with the approved protocol requirements that are accurate and appropriate for the project. Consistent methodology must be used to calculate the project baseline and annual emission reductions to ensure offset credits represent real emission reductions. Changes in methodology may require a restatement of the project baseline.

Accuracy Project developers must reduce bias and uncertainties as much as practical and must use the most appropriate quantification methodologies available as discussed in the approved protocol. See Section 4.7 of the *Technical Guidance for Offset Project Developers* for more information.

Transparency Requires that sufficient and appropriate information be disclosed to allow intended user (buyers and AESRD) to make decisions on the project with reasonable confidence.

Conservativeness Use conservative assumptions, values and procedures to ensure that greenhouse gas emission reductions or removal enhancements are not over-estimated. See Section 4.7 of the *Technical Guidance for Offset Project Developers* for more information.

Alberta Offset System Eligibility Criteria

In order to be eligible in the Alberta offset system, the project must:

- Occur in Alberta;
- Result from actions not otherwise required by law and be beyond business as usual and sector common practices;
- Result from actions taken on or after January 1, 2002;
- Occur on or after January 1, 2002;
- Be real, demonstrable, quantifiable, and verifiable;
- Have clearly established ownership; and
- Be counted once for compliance purposes.

In addition to the requirements stated above, Alberta also requires that offset projects be:

- Implemented according to a Government of Alberta-approved quantification protocol;
- Third party verified by a qualified person(s) meeting the requirements for a third party auditor under section 18 of the *Specified Gas Emitters Regulation*; and,
- Registered on the Alberta Emissions Offset Registry (the registry).

These are minimum criteria. Meeting these criteria does not guarantee that an offset will be eligible for use as a compliance option under the *Specified Gas Emitters Regulation*. Offset credits submitted for compliance may be subject to an additional government audit.

General Requirements

The project developer is responsible for ensuring all project documentation meets program requirements as outlined in the *Specified Gas Emitters Regulation*, the Technical Guidance for Offset Project Developers, and the approved quantification protocol. Requirements for the Offset Project Plan are discussed in detail in Section 4.10.1 in the *Technical Guidance for Offset Project Developers*.

This template is provided to assist project developers in completing the offset project plan, which is submitted to the registry as part of the required project documentation. Project developers can modify or adjust the format to meet their needs. Please note, however, that **all sections identified in this template must be completed. Where a project developer feels a section is not relevant to their project, they must provide justification for the exclusion.**

Alberta Emissions Offset Registry

The registry is operated as a partnership between C3 and the CSA GHG CleanProjects™ Registry. The GHG CleanProjects™ Registry is an independent, third-party registry of greenhouse gas emission reductions and removals projects.

Registration requirements and processes for registering a project on the registry portal at <http://carbonoffsetsolutions.climatechangecentral.com/offset-registry>.

Project Registration and Serialization

The following documents **must** be submitted to the registry, along with the necessary registration forms and schedules. All documentation submitted to the registry is subject to a processing time of up to 10 business days. Additional time may be required if issues are identified during the completeness review including incomplete document submissions and/or inconsistencies in project documentation. **Partial or incomplete submissions will delay registry processing.**

Note, requests are processed in the order in which they are received. Additional processing time may be required if the registry experiences higher than normal usage.

Project Creation

- Signed offset project plan
- Validation report (if applicable)
- Applicable registry forms

Serialization

- Signed greenhouse gas assertion
- Signed offset project report
- If applicable, sub-project tracking form
- Verification report including:
 - a signed statement of verification,
 - a signed statement of qualifications, and
 - a signed conflict of interest
- Signed Statutory Declaration
- Applicable registry forms

Registry forms are available from the registry at <http://www.carbonoffsetsolutions.ca/aeor/index.php?p=help>. The registry also provides electronic copies once a project is listed on the registry.

Once all documentation has been processed by the registry, an invoice¹ for the transactions will be issued and notification confirming project registration and/or the requests for serialization/credit transactions/credit retirement will be issued.

AESRD reviews all offset projects submitted to AESRD for compliance purposes and may request additional information if needed.

AESRD audits a portion of offset credits submitted for compliance. More information on the audit process is available in Section 7 of the *Technical Guidance for Offset Project Developers*.

¹ Payment is due on receipt of the invoice. Late payments may result in projects being temporarily suspended until payment has been received.

Offset Project Plan for Enter project title

Project Developer: Enter Project Developer Company Name

Date: Entre Date

1) Project Scope and Site Description

Project Title:	Enter Project Title (Must match what is posted on the registry)
Project Purpose and Objective(s):	Provide a brief overview of the project, including how it meets the requirements of the Alberta offset system. Clearly identify which activities are included / excluded for the purposes of quantifying of greenhouse gas reductions.
Project Start Date:	Enter the project start date. This must include any pilot or testing phases associated with the project. Note, projects must have a start date on or after January 1, 2002 to be eligible in the Alberta offset system. The pilot or testing phase may occur prior to January 1, 2002 and must have sufficient supporting records to justify this.
Credit Start Date:	Enter the start date for offset credit generation ²
Credit Duration Period:	Enter credit duration period, including the credit start date and the credit end date (must be specific dates). ³ If the project has been granted a 5-year extension, provide dates for the extension period. A copy of the AESRD approval letter must be included in the appendices.
Expected Lifetime of the Project:	State the expected lifetime of the project, including expected lifetime of any technology installations. Note, the project life is different from the credit duration period.

²Offset projects are eligible to generate credits for 8-years with a possible 5-year extension from project creation (registration) on the registry. Project creation, including posting eth offset project plan, must occur in the same calendar year in which the project developer wishes to start claiming offset credits. More information is available in Section 3.2.5 of the *Technical Guidance for Offset Project Developers*.

³All projects in the Alberta offset system excepting conservation cropping projects and afforestation projects are subject to an 8-year with possible 5-year extension. For more information, see Section 3.2.6 of the *Technical Guidance for Offset Project Developers*.

<p>Estimated Emission Reductions/Removals:</p>	<p>Provide an estimate of total project and annual emission reductions / removals expected from this project.</p> <p>Project extensions must include total reductions achieved during the initial 8-year crediting period.</p>
<p>Applicable Quantification Protocol(s):</p>	<p>State the relevant government approved quantification protocol(s) being applied to this project. Include the year and version of the protocol(s) used⁴.</p>
<p>Protocol(s) Justification:</p>	<p>Describe how the selected quantification protocol(s) is / are applicable to the project.</p>
<p>Other Environmental Attributes:</p>	<p>List any other environmental attributes/credits/benefits this project is generating / eligible for (such as Renewable Energy Certificates (RECs)).</p> <p>Identify any opportunities for potential double counting and mitigation strategies implemented to prevent double counting.</p> <p>Note, emissions reductions can only be counted once. The project developer is responsible for demonstrating that no double counting has occurred.</p>
<p>Legal Land Description of the Project and/or Other Unique Site Descriptions:</p>	<p>Include the latitude and longitude for each unique location or installation⁵</p> <p>Legal Land Location:</p> <p>Latitude:</p> <p>Longitude :</p> <p>Provide additional details to assist in identifying the unique location. Note, projects must be located in Alberta and result in reductions / removals of provincial greenhouse gas emissions.</p> <p>Aggregated and bundled projects must include a completed Subproject Tracking Form for all subprojects being included.</p>

⁴ Project developers must retain copies of the protocol used as part of the project working files.

⁵ Aggregated projects must complete a subproject tracking template with detailed location information as part of the registration package for the project. This information is kept confidential and is not posted on the registry and may only be disclosed to AESRD upon request. Templates can be requested by emailing AEOR@climatechangecentral.com.

<p>Ownership:</p>	<p>Provide details on ownership of the project.</p> <p>If partnership agreements apply, explain how these agreements relate to offset credit ownership.</p> <p>For aggregated projects, state whether an agent or direct purchase contract model has been used, and any relevant details.</p> <p>For bundled projects, identify ownership by sub-project, and specific role and function of the aggregating company.</p> <p>Note, ownership and right of claim to offset credits must be resolved before the credits are submitted to the registry for serialization.</p>
<p>Reporting and Verification Details:</p>	<p>Provide details on frequency of reporting and verification. For example, will the project be going to annual or biannual verification, what other metrics (e.g., minimum tonnes CO₂e reduced) are needed to trigger a verification, etc.</p> <p>Include details on any validation or assessment processes that have been completed on this project.</p>
<p>Project Activity:</p>	<p>State how the project activity meets all the eligibility criteria for the Alberta offset system.</p>
<p>Project Registration:</p>	<p>List any other systems or greenhouse gas programs this project is either registered in, or attempted register in.</p> <p>If emissions reductions achieved by the project are being allocated to several different projects in different systems (e.g., a portion are being transacted as RECs and a portion as offsets), clearly state calculations used to ensure no double counting results.</p>
<p>Other:</p>	<p>Provide any additional information required to support the offset project.</p>

2) Contact Information

<p>Project Developer Contact Information</p>	<p>[Enter project developer company name.]</p> <p>[Enter Main Contact Name for the project developer company:] [Enter title of contact:]</p> <p>Enter project developer street address.]:</p> <p>[Enter city.] [Enter Province/State:]</p> <p>[Enter postal code.] [Enter country.]</p> <p>[Enter telephone with area code.]:</p> <p>[Enter fax with area code.]</p> <p>[Enter website address.]</p> <p>[Enter email address of contact for the project developer.]</p>	<p>Enter the names of the other contacts for the project developer.</p> <p>[Enter Name and Title of contact:]</p> <p>[Enter email address of contact for the project developer.]</p> <p>[Enter Name and Title of contact:]</p> <p>[Enter email address of contact for the project developer.]</p>
<p>Authorized Project Contact⁶</p> <p>(This is a contact that has been given the authority to act on behalf of the project developer.)</p>	<p>[Enter Authorized Project Contact company name.]</p> <p>[Enter Contact Name(s) for the authorized project contact company:] [Enter title of contact:]</p> <p>Enter authorized project contact street address.]:</p> <p>[Enter city.] [Enter Province/State:]</p> <p>[Enter postal code.] [Enter country.]</p> <p>[Enter telephone with area code.]:</p> <p>[Enter fax with area code.]</p> <p>[Enter website address.]</p> <p>[Enter email address of contact for the authorized project contact.]</p>	

⁶ The authorized project contact is the contact person for the project. AESRD and the Alberta Emissions Offset Registry will contact this person for any project specific questions, including government audit.

3) Other Project Information

Description of how the project will achieve greenhouse gas emission reductions/removals

Describe how the project will result in greenhouse gas emission reductions and/or removals. Note, greenhouse gas reductions / removals requires a comparison of greenhouse gas emissions under the project condition to the greenhouse gas emissions under the baseline condition. The project and baseline must be functionally equivalent. See Section 4.6 of the *Technical Guidance for Offset Project Developers* for more information.

Describe the project boundary, including, if applicable, its relation to the larger site / facility / operations.

Conditions prior to project initiation

Provide details such as on the baseline operating conditions for the project including the project boundary, operating conditions, if applicable, installation date and expected lifetime, and other relevant information.

Project Eligibility

The project developer must explain how the project meets the requirements of the quantification protocol(s) applicable to the project.

Any flexibility mechanisms used or pre-approved methodology changes must be noted. Justification must be provided for elements in the protocol that are not applicable to the project.

Include copies of any approvals for deviation issued by AESRD in the appendices.

Project technologies, products, services and the expected level of activity

Provide an explanation of the project specific technologies, products, and services and the justification for any variances and differences.

Identification of risks

Identify and provide details on what risk factors are unique to the project that are not outlined in the protocol and how they will be dealt with in the project.

Discuss any risks and adverse impacts associated with this project and mitigating actions being taken.

Discuss all related regulatory requirements that affect the project.

Describe any risk management/mitigation plans being implemented for the project.

If there are no risks, it is necessary to state that there are no risks and why.

5) Identification of the Baseline and Project Conditions

Baseline Condition

Describe project baseline conditions and how it meets the baseline condition requirements stated in the approved protocol. If the protocol allows for several baseline scenarios, provide justification for the scenario selected for the project.

Project Condition

Describe the project condition, including an assessment of functional equivalence (consistency) with the baseline condition.

Note, the baseline and project condition must be functionally equivalent. See Section 4.3 and 4.4 of the *Technical Guidance for Offset Project Developers* for more information.

4) Inventory of sources and sinks

Projects must quantify all **included** sources and sinks consistent with the approved quantification protocol.

Include details such as process diagrams identifying controlled, related and affected sources / sinks for the baseline and project scenarios, assumptions, meters and control points, and other relevant project information.

If flexibility mechanisms are being included, or if any changes are made such as the exclusion of a source or sink that is not relevant to the specific project, this information must be identified and sufficient justification must be provided.

6) Quantification Plan

The **quantification plan** describes the methodology being used to quantifying greenhouse gas emissions associated with the specific project and baseline condition. The Quantification Plan includes:

- A description of the included sources and sinks to be quantified;
- A full list of parameters required for quantification indicating which parameters will be measured and which will be estimated;
- A description of the measurement and estimation procedures for each parameter;
- Supporting information to justify the measurement and/or estimation procedures (i.e., references for emissions factors, measurement equipment specifications);
- An understanding and identification of records and project information available to support greenhouse gas emissions quantification;
- Sample calculations, conservativeness analysis and other information needed to support greenhouse gas emissions quantification. This must include justification

for any assumptions being made. Proper referencing and footnoting is required; and

- Quantification for any flexibility mechanisms being used.

Note, AESRD has not set a negligible emissions threshold for offset projects. Project emissions must be assessed according to the approved quantification protocol.

The quantification must include each relevant greenhouse gas species applicable to the project.

7) Monitoring Plan

The **monitoring plan** explains how the measured parameters required for calculating the emission reduction or removals for the project will be monitored and input into the data management system. It includes specifications for monitoring equipment to be used, locations of sampling points, frequency of sampling events, data collection methodology, and other details needed to ensure the project is implemented according to the requirements stated in the approved quantification protocol.

Include a data flow chart. Note, verifiers will need to test the data management system.

Below is an example monitoring plan.

Source/ sink identifier and name	B3 – Natural Gas Usage
Data parameter	Volume of capture gas vented
Estimation, modeling, measurement or calculation approaches	Monitored
Data unit	m ³
Sources/Origin	Direct metering of gas vented. Converted to STP condition
Monitoring frequency	Continuous
Description and justification of monitoring method	This is the most accurate method of measuring this parameter assuming that staff are correctly trained and equipment is correctly maintained
Uncertainty	
Provide the details for any deviations from protocol(s) including the justification and rationale.	

8) Data Management System and Records

Describe data management process, internal QA/QC checks, etc. applicable to the project.

Describe records available to support baseline and project quantification. If any variances are made relative to the approved quantification protocol, describe these including justification and calculations. If approval from AESRD is required, include a copy in the appendices.

Describe the data management system, including source documents, controls, and security applicable to the offset project used to ensure the integrity, completeness, accuracy, and validity of the data..

Provide a simplified data flow chart that identifies manual and automated data transfers, source data, key controls, etc. applicable to the project.

Describe source data and project records, including records storage, back-up, and retention plans must be described.

Project Developer Signature

I am a duly authorized corporate officer of the project developer mentioned above and have personally examined and am familiar with the information submitted in this offset project plan including the accompanying greenhouse gas assertion on which it is based. Based upon reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, I hereby warrant that the submitted information is true, accurate and complete to the best of my knowledge and belief, and that all matters affecting the validity of the emission reduction claim or the protocol(s) upon which it is based have been fully disclosed. I understand that any false statement made in the submitted information may result in de-registration of credits and may be punishable as a criminal offence in accordance with provincial or federal statutes.

The project developer has executed this offset project plan as of the _____ day of _____, 20_____.

Project Title: Enter name of project

Signature: _____

Date: Enter date
Name: Enter Name
Title: Enter title