

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



## Introduction

The offset project report differs from the offset project plan in that it is completed prior to verification and describes how the project performed over the reporting period. It describes how the project was implemented relative to the project plan, quantification protocol, and program requirements. It identifies any changes that occurred such as modifications in calculation procedures, data collection and/or record keeping procedures, emissions factors or other variables, weather anomalies, reversals that occurred, and any other changes that occurred during the reporting period.

The offset project report must identify actual emission reductions by greenhouse gas species expressed in tonnes CO<sub>2</sub>e per vintage year achieved by the project.

The offset project report must include:

- The time period covered by the offset project report (the reporting period);
- Project details and information demonstrating the activities and procedures outlined in the offset project plan and approved quantification protocol were followed. Any deviations or anomalies must be noted;
- Final sample calculations used to calculate the greenhouse gas reductions and/or removals (in tonnes CO<sub>2</sub>e);
- Reduction/removals totals per greenhouse gas species applicable to project;
- The greenhouse gas assertion containing the calculated number of offset credits in tonnes CO<sub>2</sub>e per year achieved; and
- Signature of the offset project developer or designated project signing authority.

All sections included in this template must be completed. **If a section is not relevant to a specific project, justification must be provided.**

## Alberta Emissions Offset Registry

The Alberta Emissions Offset Registry (the registry) is operated as a partnership between C3 and the CSA GHG CleanProjects™ Registry.

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

## Project Serialization

The following documents **must** be submitted to the registry, along with the necessary registration forms, 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 invoice<sup>1</sup> 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 projects submitted for compliance. More information on the audit process is available in Section 7 of the *Technical Guidance for Offset Project Developers*.

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

## Offset Project Report for Enter Project Title

**Project Developer:** Enter Project Developer Company Name

**Date:** Enter Date

**Reporting Period:** Enter Reporting Period covered by this report

### 1) Project Scope and Site Description

Information in this section should be consistent with information included in the offset project plan. Justification must be provided for any changes.

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 <sup>2</sup>
Credit Duration Period:	Enter credit duration period, including the credit start date and the credit end date (must be specific dates). <sup>3</sup>  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.

<sup>2</sup>Offset 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 the 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*.

<sup>3</sup>All 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*.

Reporting Period	State the time period covered by this report
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.
Actual Emissions Reductions/Removals Achieved	<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>
Applicable Quantification Protocol(s):	State the relevant government approved quantification protocol(s) being applied to this project. Include the year and version of the protocol(s) used.
Protocol(s) Justification:	Describe how the selected quantification protocol(s) is/are applicable to the project.
Other Environmental Attributes:	<p>If applicable, list any other environmental attributes/credits/benefits this project is generating / eligible for (e.g., Renewable Energy Certificates (RECs)).</p> <p>List the registry / systems this attributes are registered in.</p> <p>Describe actions taken to mitigate potential double counting.</p>
Legal Land Description of the Project / Other Unique Site Descriptions:	<p>Include the latitude and longitude for each unique location or installation<sup>4</sup></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 and/or removals of provincial greenhouse gas emissions.</p> <p>Aggregated and bundled projects must include a completed</p>

<sup>4</sup> Aggregated projects must complete a subproject tracking form 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](mailto:AEOR@climatechangecentral.com).

	Subproject Tracking Form for all subprojects being included.
Ownership:	<p>Confirm ownership of the project. Note if any ownership changes have occurred during the reporting period.</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>
Reporting and Verification Details:	Provide details on frequency of reporting and verification.
Project Activity:	State how the project activity meets all the eligibility criteria for the Alberta offset system.
Other:	Provide any additional information required to support the offset project.

## 2) Project Contact Information

This information should match what was provided in the Offset Project Plan. Note any changes in project contact information.

Project Developer Contact Information	[Enter project developer company name.]	Enter the names of the other contacts for the project developer.
	[Enter Main Contact Name for the project developer company:] [Enter title of contact:]	[Enter Name and Title of contact:]
	Enter project developer street address.]:	[Enter email address of contact for the project developer.]
	[Enter city.] [Enter Province/State:]	[Enter Name and Title of contact:]
	[Enter postal code.] [Enter country.]	[Enter email address of contact for the project developer.]

	[Enter telephone with area code.]: [Enter fax with area code.] [Enter website address.] [Enter email address of contact for the project developer.]	
Authorized Project Contact	If different from the Project Developer, [Enter Authorized Project Contact company name.] [Enter Contact Name(s) for the authorized project contact company:] [Enter title of contact:] Enter authorized project contact street address.]: [Enter city.] [Enter Province/State:] [Enter postal code.] [Enter country.] [Enter telephone with area code.]: [Enter fax with area code.] [Enter website address.] [Enter email address of contact for the authorized project contact.]	

### 3) Project Description

Provide description of the project operations and location of project.

Describe the project boundary that may extend beyond the physical or geographical boundaries of the project’s infrastructure, or may be a smaller portion of a larger physical site boundary.

For Aggregated Projects:

- Compare the Subprojects listed in the offset project plan. Note any changes that occurred during the reporting period, including rationale for removing the subproject from the aggregated project.

Note, new projects cannot be added to aggregated projects. If the aggregator wishes to add additional subprojects, approval must be received from AESRD and a copy of the approval must be included in the appendices. Subprojects added to an existing aggregated project will have the same credit end date as the original subprojects.

### 4) Project Implementation and Variances



Describe any changes to the project such as modifications in calculation procedures, data collection / record keeping procedures, emissions factors or other variables and any changes to the legal requirements of the project that occurred during the reporting period.

Confirm the frequency of reporting and verification for the project. Note any changes in the frequency of verification that have occurred including justification for these changes.

Describe any updates made to the offset project plan including a discussion of the impacts to annual project emissions. All changes made to the offset project plan must be clearly documented and justified.

## 5) Greenhouse Gas Calculations

Provide the calculations and formula on how the greenhouse gas reductions/removals (in tonnes CO<sub>2</sub>e) were calculated, including clearly identifying all inputs, emission factors, equations and methods.

Identify if any of the flexibility mechanisms applicable to the project such as the use of site-specific emission factors and what sources and sinks were added or removed.

Provide justification where this information is different from the information provided in the offset project plan.

## 6) Greenhouse Gas Assertion

The greenhouse gas assertion is a statement of the number of emission reductions or removals achieved during the reporting period. The assertion must identify emissions reductions per vintage year, include a breakout of reductions / removals by individual greenhouse gas type (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, SF<sub>6</sub>, HFCs, and PFCs) applicable to the project and total emissions reported as tonnes of CO<sub>2</sub>e.

Emissions reductions must be calculated using the global warming potentials referenced in *Specified Gas Emitters Regulation*.

The following table provides an example for reporting greenhouse gas emissions reductions / removals by gas species and vintage year.

	PFC (t CO <sub>2</sub> e)	HFC (t CO <sub>2</sub> e)	SF <sub>6</sub> (t CO <sub>2</sub> e)	CO <sub>2</sub> (t CO <sub>2</sub> e)	CH <sub>4</sub> (t CO <sub>2</sub> e)	N <sub>2</sub> O (t CO <sub>2</sub> e)	CO <sub>2</sub> e (t CO <sub>2</sub> e)	Total (t CO <sub>2</sub> e)
Enter vintage year								
Enter vintage year								
Enter vintage year								

## 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 report 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 report as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Enter name of project as being registered

Enter name of project developer(s)

Signature: \_\_\_\_\_

Date:       Enter date

Name:       Enter Name

Title:       Enter Title