

Offset Project
Monitoring and Verification Report
Instructions

Reductions in Emission of SF₆

Version NY-1.0

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1. Overview

To demonstrate the achievement of CO₂-equivalent emissions reductions from an SF₆ offset project that has received a consistency determination from the New York State Department of Environmental Conservation (Department), a Project Sponsor must submit to the Department, in accordance with these instructions, a *Monitoring and Verification Report – Reduction in Emissions of SF₆*, (“*M&V Report*”), consisting of the coversheet and all forms and related attachments.

The Project Sponsor’s inability to fully complete the *M&V Report* forms pertaining to the accredited independent verifier information will not, in and of itself, disqualify such Project Sponsor from receiving an award of CO₂ offset allowances, provided that the *M&V Report* is submitted to the Department by the applicable deadline.

Following these instructions will ensure that the *M&V Report* contains all necessary information and is submitted properly. The Project Sponsor should review the New York CO₂ Budget Trading Program regulations at 6 NYCRR Subpart 242-10 addressing offset projects and the award of CO₂ offset allowances.

2. Submission Instructions

Submit one (1) paper hardcopy original and one (1) electronic copy of the *M&V Report* in the form of a CD to the Department at the location specified below. 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.

New York State Department of Environmental Conservation
Office of Climate Change
625 Broadway
Albany, New York 12233-1030
Attn: John Marschilok

The *M&V Report* includes three parts, as described below. Each part comprises specified forms and required documentation. 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 MV-1.1B – Coversheet
- Form MV-1.2B – General Information
- Form MV-1.3B – Attestations

- Form MV-1.4B – Project Sponsor Statement
- Form MV-1.5B – Disclosure of Greenhouse Gas Emissions Data Reporting

Part 2. Category-Specific Information and Documentation Forms

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

Part 3. Independent Verification Form

- Form MV-3.1B – 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 SF₆ offset projects. Instructions for the Part 1 forms are provided below.

Form MV-1.1B 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 the Regional Greenhouse Gas Initiative (RGGI) CO₂ Allowance Tracking System (RGGI COATS) account name and number, see instructions below for Form MV-1.2B, 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 MV-1.2B 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 RGGI COATS. See the RGGI COATS User’s Guide for more information about creating an offset project record in RGGI COATS, available at <http://www.rggi-coats.org>.

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 CO₂ offset allowances related to the offset project will be transferred.

Form MV-1.3B Attestations

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

Form MV-1.4B Project Sponsor Statement

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

Form MV-1.5B 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 New York CO₂ 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 CO₂-equivalent emissions reductions during the reporting period. Instructions for the Part 2 forms are provided below.

Form MV-2.1B 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 MV-2.1B to indicate that the referenced documentation is provided as an attachment to Form MV-2.1B. Each attachment must include a header that indicates it is an attachment to Form MV-2.1B, 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 MV-2.2B Determination of Emissions Reduction

Enter the requested SF₆ values in Form MV-2.2B. The SF₆ values must be derived from the Entity-wide SF₆ Inventory Tracking System.

Provide the Entity-wide SF₆ Inventory Tracking System for the reporting year in spreadsheet form (or other appropriate database form) as an attachment to Form MV-2.2B. The attachment must include a header that indicates it is an attachment to Form MV-2.2B 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 MV-3.1B 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*.

The Project Sponsor's inability to fully complete the Independent Verification Form will not, in and of itself, disqualify such Project Sponsor from receiving an award of CO₂ offset allowances, provided that the *M&V Report* is submitted to the Department by the applicable deadline.

Provide the independent verifier report as an attachment to Form MV-3.1B. The verifier report must include a header that indicates it is an attachment to Form MV-3.1B 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 6 NYCRR Subpart 242-10.
2. The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO₂-equivalent emissions reductions in accordance with 6 NYCRR Subdivision 242-10.5(b), 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 CO₂-equivalent emissions reductions in accordance with the applicable requirements of 6 NYCRR Subdivision 242-10.5(b) 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