Alberta Offset Project Report Form

Alberta Emission Offset Project (ID#)

Appendix B: Alberta Offset Project Report Form

Emission Offset Project Developer:

Click here to enter text.

Prepared by:

Click and enter company name here.

Reporting Period:

Click here to enter text.

Date:

Enter Date of Verified Report

# Alberta Emission Offset System Greenhouse Gas Statement

|  |
| --- |
| Emission Offset Project Developer: |
| *Company Name*  *Company Street Address*  *City, Province, Postal Code* |
| *Contact Name*  *Email address* |
| *Website Address* |
|  |
| **Project Documents:** |
| *Title of Offset Project Report* |
| T*itle and version of Offset Project Plan, date of applicable project plan* |
| *Applicable Protocol, include date/version* |
| **Project Identification:** |
| *Project name as it is listed on the registry with Project Identifier* |
| *Indicate the reporting period covered by the greenhouse gas statement and associated project report* |
| *Provide a brief project description* |
| *Provide the legal address /land location for the project* |

**Emission Reduction or Sequestration Statement:**

|  |  |  |
| --- | --- | --- |
| Vintage | GHG Gas Type | Quantity (tCO2e) |
| *Enter vintage year*  *Enter Reporting Period date range* | *Include breakdown of GHG species as applicable in total* | *Include the total specified gas emission reduction or sequestration resulting from the emission for each applicable specified gas, expressed in tonnes of carbon dioxide equivalent and rounded down to nearest tonne for each year of the reporting period. Data and intermediate values in the calculations shall not be rounded e.g. aggregated subprojects may not be rounded. Significant digits must be at least 4 digits.* |
|  |  |  |
| **Total Quantity for Reporting Period** |  | *Include the total specified gas emission reduction or sequestration resulting from the emission offset project during the reporting period, expressed in tonnes of carbon dioxide equivalent (rounded down to nearest tonne). Data and intermediate values in the calculations shall not be rounded e.g. aggregated subprojects may not be rounded. Significant digits must be at least 4 digits.* |

**Project Developer Authority and Signature:**

I am a duly authorized corporate officer of the emission offset project developer mentioned above and have personally examined and am familiar with the information submitted in this verified greenhouse gas statement, the accompanying Alberta offset project report and plan 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 and 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 cancellation of emission offsets and may be punishable as a criminal offence in accordance with provincial and/or federal statutes.

The emission offset project developer has executed this GHG Statement and Alberta offset project report as of the \_\_\_\_day of\_\_\_\_, 20\_\_\_.

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

Name:Click here to enter text.

Title: Click here to enter text.

Table of Contents

[Alberta Emission Offset System Greenhouse Gas Statement 2](#_Toc125545563)

[1.0 Contact Information 5](#_Toc125545564)

[2.0 Project Scope and Site Description 5](#_Toc125545565)

[2.1 Project Implementation 6](#_Toc125545566)

[2.2 Project Implementation Variances 7](#_Toc125545567)

[2.3 Approved Quantification Protocol 7](#_Toc125545568)

[2.4 Risk Assurance 7](#_Toc125545569)

[3.0 Project Quantification 7](#_Toc125545570)

[3.1 Summary Table Non-Levied Emissions 7](#_Toc125545571)

[3.1 Summary Table Levied/Fuel Charge Emissions and Biogenic CO2 9](#_Toc125545572)

[3.2 Reporting Period Calculations 9](#_Toc125545573)

[3.3 Holdback, Discounts and/or Buffer Pool Calculations 10](#_Toc125545574)

[4.0 References 10](#_Toc125545575)

[Appendix A: Approvals and Supporting Information 11](#_Toc125545576)

List of Tables

[Table 1: Project Contact Information 5](#_Toc125545577)

[Table 2: Project Information 5](#_Toc125545578)

*Emission offset project developers are responsible for presenting all required information in this form including addressing all instructions. Instructions are in italics throughout and can be deleted when report is complete. Do not alter the format or template of this document or ‘brand’ it with company logos. Complete report in Verdana 10pt font (no italics) and enter text. If the instruction does not apply to this specific project do not leave blank: enter N/A for not applicable and if practical, provide an explanation of why it is not applicable.*

*The document is restricted and actions such as ‘insert table’ will not work. PDF’s can be inserted into appendices if needed.*

*After the report is complete, right click the table of contents and ‘update field’ which will update page numbers in Table of Contents.*

Alberta Environment and Protected Areas reviews all offset projects submitted compliance purposes and may request any additional or supporting information as needed at any time.

# Contact Information

Table : Project Contact Information

|  |  |
| --- | --- |
| Project Developer Contact Information | Authorized Project Contact (if applicable) |
| *Company Name* | *Company Name* |
| *Main Project Contact Name* | *Main Project Contact Name* |
| *Company Street Address* | *Company Street Address* |
| *City, Province, Postal Code* | *City, Province, Postal Code* |
| *Telephone number with area code* | *Telephone number with area code* |
| *Website Address* | *Website Address* |
| *Email address* | *Email address* |

# Project Scope and Site Description

Table : Project Information

|  |  |
| --- | --- |
| Project title and ID | *Project title and identifier that matches the Registry.* |
| Project purpose and objectives | *Brief overview of the project and how it meets the requirements of the Alberta emission offset system.* |
| Activity start date | *Date when operation of applicable emission reduction activity started.* |
| Offset start date | *Indicate date the project started generating emission offsets (i.e. date project plan was submitted to Registry)* |
| Offset crediting period | *List the established initial offset crediting period.* |
| Extension period | *Specify if the project is in has extension approval. List the extension period. Put N/A if not applicable at this time.* |
| Applicable quantification protocol(s) | *State the relevant approved quantification protocol(s) being applied to the emission offset project. Indicate if project has approval for protocol stacking and include approval letter in Appendix. Include year and version of the protocol being verified to.* |
| Reporting period covered by this project report | *Indicate the exact start date and end date reporting period for this project report with no overlapping reporting periods per Project Standard requirements (not to exceed 2 years for 2023 vintage and forward).* |
| Actual emission reductions/ sequestration | *Provide actual greenhouse emissions reductions or sequestration achieved by the project during the reporting period. Breakdown by vintage year.*  *List total lifetime greenhouse emissions reductions or sequestration achieved by the project to date.* |
| Unique site identifier | Provide the projects legal address information.  *Provide latitude and longitude.*  *Provide legal land description.*  *Aggregated projects must complete a verified aggregated project reporting sheet with location of all subprojects and submit with the report to the Registry. If the project is aggregated, the subprojects listed on the reporting sheet must have been previously listed in the aggregated project planning sheet.*  *List the total subprojects which were verified to make up this GHG Statement.*  *Provide any other relevant location details.* |
| Ownership | Does the Project Proponent maintain undisputed title to all potential offsets that is clear, unique and uncontested? *Explain who has the right to register these emission offsets and how.* |
| Environment attributes or other systems | List any other environmental attributes, funding programs, or other offset systems this project activity has received, or participated in. |
| Other | List any other project-specific information in relation to this Offset Project Report that requires verification (i.e. approved project deviations) |

## Project Implementation

*Describe how the emission offset project was implemented relative to the project plan during the reporting period.*

*Describe how the emission offset project was implemented relative to the applicable quantification protocol during the reporting period.*

*Identify if there were changes to the emission reduction or sequestration project or activity.*

*Include process descriptions, and flow diagrams if applicable.*

## Project Implementation Variances

*Describe any changes to the project as compared to any previous project report.*

*Describe any differences to project operations or credit claim.*

*Describe any modifications to calculation procedures, data collection, record keeping procedures, emissions factors and/or to any other variables during the reporting period.*

*Identify any changes to the emission offset project as a result of regulatory changes.*

If none, state there is no change of project implementation to the Project Plan and Protocol.

## Approved Quantification Protocol

*Indicate the relevant, approved quantification protocol(s) used for the project.*

*Include the title, year and version of the protocol.*

*Explain how the emission offset project met the quantification protocol requirements.*

*Indicate if any flexibility mechanisms are used.*

*Provide justification for using flexibility mechanisms.*

***If any deviation was authorized, include written authorization from Director and explain how the project met each of the terms and conditions of the authorized deviation****.*

## Risk Assurance

*Describe the risks associated with the emission offset project that were not identified in the project plan through implementation in the Reporting Period.*

*Explain how the emission offset project developer mitigated each of these risks.*

*Indicate this section is not applicable if there are no additional risks and provide an explanation.*

*Provide an inventory of any other emission offset project on the legal land description of the emission offset project site.*

***Provide any information on reversals, discount factors, holdback percentages and/or leakage events; confirm there were no reversal events for this GHG Statement Reporting Period.***

# Project Quantification

*If the project has emissions that are subject to any carbon levy or federal fuel charge; complete sections 3.1 and 3.2.*

*If the project does not include any included, monitored and measured levied or fuel charge emissions, clearly document in section 3.1 that the project reporting period has no levied emissions and you may delete section 3.2. Provide a summary of the emission reduction or sequestration formula and quantification in section 3.3.*

***NOTE:*** *Data and intermediate values in the calculations shall not be rounded e.g. aggregated subprojects are not allowed to round each reduction/removal claims. Significant digits must be at least 4 digits.*

## Summary Table Non-Levied Emissions

*Complete and provide a summary table showing:*

* *The* ***annual and total baseline emissions*** *expressed by gas type and expressed in tonnes of carbon dioxide equivalent and* ***rounded down*** *to the nearest tonne.*
* *The* ***annual and total project emissions*** *expressed by gas type and expressed in tonnes of carbon dioxide equivalent and* **rounded down** *to the nearest tonne.*
* *The* ***total*** *specified gas emission reduction or sequestration expressed in tonnes of carbon dioxide equivalent and* ***rounded down*** *to the nearest tonne for this reporting period.*
* *The* ***annual and total holdback or buffer pool****, any documented reversals or leakage events expressed in tonnes of carbon dioxide equivalent and* ***rounded up*** *to the nearest tonne for each year of the reporting period. Document any Reversals or Releases within the Reporting Period and how that is being accounted for in section 3.4.\**Any reversal or release will need to be verified and documented.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vintage1 | Gas Type2 | Baseline Emissions | Project Emissions | Total Reduction or Sequestration |
| *Year X* | CO2 |  |  | n/a |
| *Year X* | CH4 |  |  | n/a |
| *Year X* | N2O |  |  | n/a |
| *Year X* | *Other* *(specify)* |  |  | n/a |
| ***Total Year X*** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | ***XX tCO2e*** |
| *Year Y* | CO2 |  |  | n/a |
| *Year Y* | CH4 |  |  | n/a |
| *Year Y* | N2O |  |  | n/a |
| *Year Y* | *Other* |  |  | n/a |
| ***Total Year Y*** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | ***XXtCO2e*** |
| **Total for Reporting Period** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | ***XXtCO2e*** |
| **Holdback or Buffer Pool Contribution (by vintage year)3** |  |  |  | **Xx tC02e** |
| **Total Holdback or Buffer Pool Contribution (project cumulative to date)** |  |  |  | **Xx tC02e** |

1 - If the reporting period spans more than one year, provide summary for each year separately

2 - Indicate N/A if gas type is not applicable for this project

3 – Holdback is net rounded up for conservativeness and will be quantified as applicable in the quantification protocol; minus any reversals, leakage, or discounts. May delete these rows if this does not apply to project activity.

## Summary Table of Levied/Fuel Charge Emissions and Biogenic CO2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vintage1 | Gas Type2 | Baseline Emissions | Project Emissions | Total Reduction or Sequestration |
| *Year X* | CO2 |  |  | n/a |
| *Year X* | CH4 |  |  | n/a |
| *Year X* | N2O |  |  | n/a |
| *Year X* | Other *(specify)* |  |  | n/a |
| *Year X* | Biogenic |  |  | XX tCO2 |
| ***Total Year X*** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | ***XX tCO2e*** |
| *Year Y* | CO2 |  |  | n/a |
| *Year Y* | CH4 |  |  | n/a |
| *Year Y* | N2O |  |  | n/a |
| *Year Y* | Other |  |  | n/a |
| *Year Y* | Biogenic |  |  | XX tCO2 |
| ***Total Year Y*** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | **XX tCO2e** |
| **Total for Reporting Period** | **CO2e** | ***XX tCO2e*** | ***XX tCO2e*** | ***XX tCO2e*** |

1 - If the reporting period spans more than one year, provide summary for each year separately

2 - Indicate N/A if gas type is not applicable for this project

## Reporting Period Calculations

*Provide the base formulae and equations used for the Baseline and Project condition sources and sinks emission reduction or sequestration, expressed in tonnes of carbon dioxide equivalent.*

*Include a table which lists the data supporting the tracking, monitoring and quantification of emissions associated with each source and sink including*

*- the inputs,*

*- any sources and sinks that were added or removed,*

*- emission factors, including any site specific emission factors and*

*- the source of each emission factor.*

## Holdback, Discounts and/or Buffer Pool Calculations

*Provide the base formulae and equations and any rationale required that were used for the Holdback, Discount or Buffer Pool calculation including sources and sinks emission reduction or sequestration, net geological sequestration, or carbon capture, expressed in tonnes of carbon dioxide equivalent for the reporting period (breakdown by vintage year).*

*If this is incorporated in Section 3.3 then summarize the totals here.*

# References

*Include references. Author, Year, Title.*

Appendix A: Approvals and Supporting Information