Verification Report for:

Offset Project and Project Identification Number

Proponent Name and Proponent Project Number:

Click here to enter text.

Prepared by:

Click here to enter text.

Prepared for:

Click here to enter text.

Version:

Choose an item.

Date:

Enter date on title page.

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Instructions for Offset Verification Report Form

* *As of January 1, 2020 the Alberta emission offset system is enabled under the Technolgy Innovation and Emission Reduction (TIER) Regulation.*
* *Starting January 1, 2020, the Alberta Emissions Offset Registry will only accept verification reports completed using version 3.0 of this form. From November 14, 2019 to December 31, 2019, the Alberta Emissions Offset Registry will only accept will only accept verification reports completed using version 2.0 (December 2018) of this form.*
* *Instructions in italics are provided for each heading throughout the report. The document is not restricted but Users must not not alter the format, layout, and the headings.* 
  + *Branding is not accepted (i.e. company logos).*
  + *Additional headings may be inserted should the verifier want to provide additional information that is not covered in the current headings.*
  + *If an instruction or a section does not apply to a specific report, do not leave it blank. Instead, enter N/A for not applicable and, if practical, provide an explanation as to why it is not applicable.*
* *Complete report in Verdana 10pt font (no italics).*
* *Drop down menus labelled “Choose an item” are used in some sections of the form. Please select one of the options from the drop down list.*
* *After the report is complete, right click the table of contents and ‘update field’ and then ‘update page numbers only.*
* *Appendix F is available for additional information, tables, diagrams, etc. and is not mandatory.*

# Summary of Offset Project

|  |  |
| --- | --- |
| Item | Description |
| **Project Title**  *Enter project title (must match the registry listed project title).* |  |
| **Project Description**  *Provide a brief description of the project and baseline conditions.* |  |
| **Project Location**  *Include the unique location of the activity or installation, including latitude and longitude. Include legal land location if applicable and other information identifying the unique location. Project developers may choose to list multiple subproject if project is aggregated.* |  |
| **Project Start Date**  *Enter the project start date.* |  |
| **Offset Start Date**  *Enter the start date for offset credit generation.* |  |
| **Offset Crediting Period**  *Enter the offset crediting period, including the offset start date. Include day, month year.* |  |
| **Offset Reporting Period**  *Enter the offset reporting period being verified.* |  |
| **GHG Assertion (Actual Emission Reductions/Sequestration Achieved)**  *Enter the actual emissions reduction/ sequestration for the offset reporting period. Enter serial numbers if available.* |  |
| **Government Approved Quantification Protocol**  *Indicate the relevant protocol and version applied to project/offset reporting period.* |  |
| **Ownership**  *List the emission offset project developer. If applicable, the Authorized Project Contact.* |  |
| **Project Activity**  *State how the project activity meets the eligibility requirements under the TIER Regulation section 19(1).* |  |
| **Project Contact**  *Enter contact name, company name, mailing address, phone number and email address.* |  |
| **Lead Verifier**  *Verifier name, verifier’s company name, address, phone number, email, etc.* |  |
| **Verification Team Members**  *Include verification team members, roles, training, training dates and qualifications.* |  |
| **Designated Signing Authority**  *Enter the designated signing authority for this verification.* |  |
| **Verification Strategy**  *Outline the verification strategy used for the verification, including rationale for the approach. (Note: if a controls reliance is used, provide justification for how the project is able to support this approach.)* |  |
| **Verification Conclusion** | The verification conclusion is: Choose an item |

# Introduction

*Provide an introduction to the project, the verification, and the background.*

*Provide a summary of the offset project baseline, changes to the baseline since the project start date and a summary of changes to the project since the offset project start date or baseline period.*

## Objective

*Describe the objective of the verification which includes the requirement to provide an opinion for the verification at the required assurance level.*

## Scope

*Define the scope in terms of: geographical, organizational, activities and processes, sources, sinks, categories and greenhouse gases included (considering the completeness of the inventory), GHG assertion, and offset reporting period.*

*Include the serial range (i.e. XXXX-XXXX-XXX-XXX-XXX-XXX to XXXX-XXXX-XXX-XXX-XXX-XXX) if assigned (i.e. in the case of government reverification a serial range will be available, otherwise not applicable).*

## Level of Assurance

The Choose an item was conducted to a reasonable level of assurance.

*Choose type of verification from the dropdown box above.*

*Provide explanation and expectations for the verification at the required level of assurance.*

## Criteria

*Outline the program criteria used and relevant supporting documentation (For example: acts, regulations, protocols, standards, guidance documents, project documentation, etc).*

## Materiality

*Define the materiality of the verification based on the requirements in Part 1 of the Standard for Validation, Verification, and Audit.*

# Methodology

*Statement on how the verification is performed according to Standard requirements.*

*Summary of the assessments/tests/reviews/evaluations that were conducted during the verification.*

## Procedures

*Description of how the verification was conducted including: description of the nature, scale and complexity of the verification activity, confidence and completeness of the responsible party’s GHG information and assertion, assessment of GHG information system and its controls, assessment of GHG data and information, assessment against criteria, and evaluation of the GHG assertion.*

*Describe steps of the verification including planning, assessment, site visit, off-site verification, and report preparation.*

*Describe how the risk based approach was implemented in the sampling plan. Identify categories of risk including inherent risk, and detection risk (organization and verifier).*

*Include the Verification Plan with the Sampling Plan in Appendix A. Paste the risk assessment table in this section.*

## Team

*List verification team members including peer reviewer(s). Identify the qualifications of the lead verifier per Standard requriements.*

*Highlight the qualifications and training of the team members and peer reviewer(s) including dates of training and certifications.*

*Complete the sample Statement of Qualification provided and included in Appendix B.*

## Schedule

*Provide a list or table of verification activities and dates. Indicate when the verification was completed and final report issued.*

# Results

*Add introduction to results section here, if desired.*

## Assessment of Internal Data Management and Controls

*Provide a summary of the information system(s) and its controls for sources of potential errors. Include information on the selection and management of data, process for collecting and consolidating data, data accuracy systems, design and maintenance of the GHG system, the systems and processes that support the GHG information system, and results from previous assessments (as applicable).*

## Assessment of GHG Data and Information

*Provide a summary of the information found during the verification of the GHG data and a summary of the GHG assertion that was assessed.*

*Confirm that the quantification methodologies that were used by the project proponent are the same as those described in the Emission Offset Project Plan. Indicate which quantification methodologies were used by the project proponent. Indicate if there were any deviations from the approved quantification protocol.*

## Assessment against Criteria

*Provide a description of how eligibility criteria is met or not met.*

*Complete Table 1 to indicate if the GHG assertion conforms to the Technology Innovation and Emission Reduction Regulation and the Standard for Greenhouse Gas Emission Offset Project Developers eligibility criteria.*

Table 1: Offset Criteria Assessment

|  |  |
| --- | --- |
| Offset Eligibility Criteria | Assessment |
| The reduction or sequestration must occur in Alberta; | Click here to enter text. |
| The reduction or sequestration  (i) must result from an action taken that is not required by law at the time the action is taken, and  (ii) must not be required by law at the time the reduction or sequestration occurs; | Click here to enter text. |
| The reduction or sequestration must (i) result from an action taken on or after January 1, 2002, and  (ii) occur on or after January 1, 2002; | Click here to enter text. |
| The reduction or sequestration must be real and demonstrable; | Click here to enter text. |
| The reduction or sequestration must be quantifiable and measurable, directly or by accurate estimation using replicable techniques; | Click here to enter text. |
| The specified gas emissions that were reduced or the carbon dioxide that was sequestered must not have had an effect on the determination of a regulated facility’s total regulated emissions under section 13(3) or (4). |  |
| If reverification confirm the project was verified by a third party verifier that meets the requirements in Part 1 for the Standard for Validation, Verification, and Audit. | Click here to enter text. |

## Evaluation of the GHG Assertion

**The verification assessment is that the GHG Assertion Choose an item.**

*Provide an assessment of the evidence collected during the verification. Determine if the data and information available support the GHG assertion. Provide a conclusion on whether the assertion meets the materiality requirements and the level of assurance agreed upon at the beginning of the verification process.*

## Summary of Findings

*Provide a summary of any material and all immaterial discrepancies expressed in tonnes and as net and absolute error in Table 2. Include whether the discrepancy was an understatement or an overstatement.*

*Include a more detailed description and log of results in Appendix C the “Issues Log”. The “Issues Log” will include both resolved and unresolved issues from the verification. Only unresolved issues should be brought forward to Table 2.*

Table 2: Summary of Findings

*Number the finding with the year and provide a unique # for each finding. Indicate if the finding was resolved or unresolved.*

*Note: A detailed description of all material and immaterial findings should be provided in Table 3 of Appendix C.*

*Provide only a summary statement (1-4 sentences) for each unresolved finding. If the finding is a resolved immaterial or material finding, then record the finding in Appendix C. .*

*Indicate the type of error (qualitative or quantitative).*

*Indicate the Project or Baseline Source/Sink.*

*Indicate if the finding is an understatement or overstatement.*

*Provide both net and absolute error in tonnes of CO2 eq and as a % of the assertion.*

*Provide the total net error and the total absolute error in tonnes of CO2 eq and as a % of the assertion.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Result # | Type | Summary Description of Finding Source Category or Source/Sink | Understatement/Overstatement | Tonnes CO2 eq % net | Tonnes CO2 eq % absolute |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total % Error** | | | |  |  |

## Opportunity for Improvement

*Provide feedback on the data management system and controls, transparency, completeness of the inventory, additions to the quantification methodology document or diagrams, etc. Include positive considerations and observations.*

*Identify opportunities for improvement that may improve the report. Identify ways in which the project could be more easily verified.*

# Closure

## Verification Statement

*Complete and include a signed Verification Statement in Appendix D.*

*Note: To insert a PDF, click Insert and then Object. In the Object dialog box, click Create from File, and then click Browse. Find the PDF you want to insert then click Insert. Click OK.*

*Provide the verification conclusion in the drop down box below:*

**The verification conclusion is: Choose an item**

## Limitation of Liability

*Complete and include a signed Conflict of Interest Checklist in Appendix E.*

*Insert limitation of liability statement and include information in an Appendix F (if applicable).*

## Confirmations

*Document information confirmed, including any discrepancies or inconsistencies, as per the Confirmations section in the Standard for Validation, Verification, and Audit.*

# References

*Author. Year. Title. (no hyperlinks).*

*List N/A if there are no references.*

Appendix A: Final Verification Plan and Sampling Plan

Information to be included in the Verification Plan and Sampling Plan include but not limited to:

*Revisions to the sampling plan*

*Date originally sent to project developer*

*Level of assurance agreed with the project developer*

*Verification scope*

*Verification criteria*

*Amount and type of evidence (qualitative and quantitative) necessary to achieve the agreed level of assurance*

*Methodologies for determining representative samples*

*Sampling Plan and Procedures*

*Risk Assessment: outlines risks of potential errors, omissions or misrepresentations that are identified throughout the verification process including:*

* *Details of site visit*
* *Offset boundaries*
* *Methodologies, emissions factors and conversions used*
* *Comparability with the approved baseline*
* *Conformance to the program criteria*
* *Integrity for the responsible party’s data management system and control (organization chart, GHG management plan, personnel/consultant training, protocols used, control system documentation, software/program documentation/certifications)*
* *Greenhouse gas data and information, including the type of evidence collected, verification testing and crosschecking, inventory of emission sources*
* *Discussion of data management, (measurement, fuel sampling, calibration, consistent use of standard conditions, data storage, procedures to fill missing data; procedures to repair inconsistent data, adjustment of variables and factors)*
* *Other relevant information.*

Appendix B: Statement of Qualifications

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| Statement of Qualifications | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  | **Alberta Emission Offset Project** | |  |  |  |  |  |  |
|  | Emission Offset Project Name | |  | Offset Project ID | |  |  |  |
|  |  | |  |  | |  |  |  |
|  | Emission Offset Project Developer | |  | Offset Reporting Period | |  |  |  |
|  |  | |  |  | |  |  |  |
|  |  |  |  | from |  |  | to |  |
|  | **Signature of Designated Signing Authority** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | I, |  | | (Designated Signing Authority), meet or exceed the qualifications and eligibility of a third party assurance provider described in Section 27 of the Technology Innovation and Emissions Reduction Regulation. | | | |  |
|  | Third Party Assurance Provider Company Name | | |  |  |  |  |  |
|  |  | | | | **Per:** |  |  |  |
|  | Signature of Designated Signing Authority | | |  | Date |  |  |  |
|  |  | | | |  |  | |  |
|  | Training Received meeting Verification Standard requirements | | |  |  |  |  |  |
|  |  |  | | | | | |  |
|  | First Name | |  | Last Name |  |  |  |  |
|  |  | |  |  | | | |  |
|  | Professional Designation or Accreditation Org/Number | |  | E-mail Address |  |  | Phone Number |  |
|  |  | |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Lead Verifier** | |  |  |  |  |  |  |
|  |  | Same as designated signing authority. |  |  |  |  |  |  |
|  | First Name | |  | Last Name |  |  |  |  |
|  |  | |  |  | | | |  |
|  | Professional Designation or Accreditation Org/Number | |  | E-mail Address |  |  | Phone Number |  |
|  |  | |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Training Received meeting Verification Standard requirements | | |  |  |  |  |  |
|  |  |  | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Peer Reviewer** | |  |  |  |  |  |  |
|  | First Name | |  | Last Name |  |  |  |  |
|  |  | |  |  | | | |  |
|  |  | |  | E-mail Address |  |  | Phone Number |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Training Received meeting Verification Standard requirements | | |  |  |  |  |  |
|  |  |  | | | | | |  |
|  |  |  |  |  |  |  |  |  |

Appendix C: Findings and Issues

Table 3: Detailed Findings and Issues Log

*Number the issue with the year and provide a unique # for the issue. If the issue is resolved during the verification, indicate that in the resolution column. If the issue is not resolved during the verification, additionally record the finding in Table 2 above.*

*Describe the issues investigated. State the verification criteria that are not met. Provide a description of how they are not met and provide the evidence. Indicate the Project or Baseline Source/Sink.*

*Indicate if the finding is an understatement or overstatement.*

*Summarize information between verifier and client.*

*Provide a conclusion including % discrepancy (if applicable).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item (YR-##) | Description of the Issues Investigated During the Verification | Summary of Information Exchanged | Resolution (Resolved or Unresolved) | Conclusion (including % discrepancy if applicable) |
| YR-## |  |  |  |  |
| XX-01 |  |  |  |  |
| XX-02 |  |  |  |  |
| XX-03 |  |  |  |  |

Appendix D: Statement of Verification

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Statement of Verification | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Alberta Emission Offset Project** | | |  |  |  |  |  |  |  |
|  | Emission Offset Project Title |  |  |  | Quantification Protocol (Date/Version) | | |  | Project ID # |  |
|  |  | | |  |  | | |  |  |  |
|  | Emission Offset Project Developer | | |  | Offset Reporting Period Start | |  |  | Serial Range (if applicable) |  |
|  |  | | |  |  | | |  |  |  |
|  | Authorized Project Contact (if applicable) | | |  | Offset Reporting Period End | |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |
|  | **Statement of Verification** | | |  |  |  |  |  |  |  |
|  | Total GHG Assertion |  |  |  |  |  |  |  |  |  |
|  | Value |  |  |  |  |  |  |  | Units |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Total Baseline Emissions |  |  | | | | |  | tonnes CO2eq |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Total Project Emissions |  |  | | | | |  | tonnes CO2eq |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Other (I.e. levied) |  |  | | | | |  | tonnes CO2eq |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Net Reduction |  |  | | | | |  | tCO2e |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Statement of Assertion |  |  | | | | | | |  |
|  | Responsibilities of Project Developer and Third Party Assurance Provider | | | | |  |  |  |  |  |
|  |  | | | | | | | | |  |
|  | Conclusion |  |  |  |  |  |  |  |  |  |
|  | *(Statement should be sufficiently detailed and refer to the correctness of the GHG assertion)* | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Signature of Designated Signing Authority** | | | |  |  |  |  |  |  |
|  | Verification Company Name |  |  |  |  |  |  |  |  |  |
|  |  | | | | | Per: | |  |  |  |
|  | Signature of Designated Signing Authority | | | |  | Date: | |  |  |  |
|  |  | | | | |  |  |  | |  |
|  | First Name |  | Last | Name |  |  |  |  |  |  |
|  |  |  |  | | | | | | |  |
|  | Professional Designation/Accreditation Org & Number |  |  |  | E-mail Address | |  |  | Phone Number |  |
|  |  | | |  |  | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Appendix E: Conflict of Interest Checklist

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Conflict of Interest Checklist** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  | **Alberta Emission Offset Project** | | |  |  |  |  |  |
|  | Emission Offset Project Title | |  | Quantification Protocol (Date/Version) | |  |  |  |
|  |  | |  |  | | |  |  |
|  | Project Developer | |  | Offset Reporting Period Start |  |  | Offset Reporting Period End |  |
|  |  | |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Checklist** | |  |  |  |  |  |  |
|  | **Respond either "True" or "False" to each of the following statements:** | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **1.** | The relationship between my firm and this reporting company poses unacceptable threat to or compromises the impartiality of my firm. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **2.** | The finances and sources of income of my firm compromise the impartiality of my firm. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **3.** | The personnel my firm has scheduled to participate in the verification may have an actual or potential conflict of interest. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **4.** | My firm participated in some manner in the development or completion of the associated offset submission for this reporting company. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **5.** | My firm provided greenhouse gas consultancy services to this reporting company. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **6.** | My firm will use personnel that have, are, or will be engaged or previously employed by the reporting company. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **7.** | My firm will outsource the Statement of Verification for the associated offset submission. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **8.** | My firm offers products or services that pose an unacceptable risk to impartiality. | | | | | |  | | --- | | Choose an item. | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Important:** If you have checked "True" to any of the above, you may not fulfill the "independence" requirement for third party verifiers. Please contact Alberta Environment and Parks for further instruction. If the potential conflict of interest is a sufficient threat to impartiality (perceived or actual), or cannot be effectively managed, the Verification Report will not be acceptable to Alberta Environment and Parks. | | | | | | |  |
|  | **Signature of Designated Signing Authority** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | I , |  | | (Designated Signing Authority), have personally examined and am familiar | | | |  |
|  | with the information contained in this Conflict-of Interest Checklist, and can demonstrate freedom from any conflict of interest related to the reporting company for which the verification was performed. I hereby warrant that the information submitted in this Conflict-of Interest Checklist is true, accurate and complete to the best of my knowledge, and that all matters affecting the validity of this Conflict-of-Interest Checklist have been fully disclosed. Impartiality shall be monitored over the duration of the verification and any identified actual or potential conflict-of-interest situations will be communicated to AEP directly. | | | | | | |  |
|  | Verifcation Company Name | |  |  |  |  |  |  |
|  |  | | | |  |  | **Per:** |  |
|  | Signature of Designated Signing Authority | | |  |  |  | Date: |  |
|  |  | | | |  |  | |  |
|  | First Name | |  | Last Name |  |  |  |  |
|  |  | |  |  | | | |  |
|  | Professional Designation/ Accreditation Org & Number | |  | E-mail Address |  |  | Phone Number |  |
|  |  | |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |

Appendix F: Supplemental Diagrams/Tables/Figure