

Methodology Title

Version #

[Methodology Submission Date]

Note to Forecast Methodology Developers

The Climate Action Reserve has created this forecast methodology template to provide guidance to methodology developers, thereby making it easier to prepare a methodology for consideration, and to streamline the Reserve’s review process by creating uniformity across forecast methodologies.

This form must be completed after the Forecast Methodology Screening Form has been submitted by the Methodology Developer, and reviewed and approved by the Climate Action Reserve. Please complete empty fields where indicated throughout this template. All sections must be fully completed to facilitate the review process. Sections of this template are pre-populated with text where language is expected to be consistent across all methodologies (Sections 5.0, 6.1),some sections are populated with instructional language and must be filled out by the Methodology Developer (Sections 1, 2, 3.1 – 3.8, 4.1, 5.1 – 5.2, 6.0), and other sections include a mix of form language and instructional language where Methodology Developer input is required (Sections 3.0, 4.0, 6.1, 7.1 – 7.2, 8). Italicized text indicates sections that require input by the Methodology Developer.

Please use the established formatting in this template. For reference, there is a Formatting Guide at the end of this document for specific instructions on formatting if there are sections, appendices, or other information that need to be added.

Please contact the Climate Action Reserve’s Climate Forward team at info@climateforward.org with any questions regarding the Climate Forward program or how to complete this document. Thank you for considering participation in the Climate Forward program and advancing climate ambition.

Instructions

As previously noted, sections of this template are pre-populated with text where language is expected to be consistent across all methodologies while other sections are populated with instructional language, while other sections are populated with instructional language. Please see below for guidance for each section.

Section 1: Instructional language

Section 2: Instructional language

Section 3.0: Pre-populated with text where language is expected to be consistent across all methodologies, as well as instructional language for Eligibility Rules I and IV where text should be inputted as appropriate. Any additional Eligibility Rules should be included as new rows within the table and defined as “Eligibility Rule V,” “Eligibility Rule VI,” etc., as appropriate.

Section 3.1 – 3.8: Instructional language

Section 4.0: Instructional language provided within the body of the table where text should be input as appropriate. Column headers are pre-populated with text where language is expected to be consistent across all methodologies.

Section 4.1: Instructional language

Section 5.0: Pre-populated with text where language is expected to be consistent across all methodologies

Section 5.1 – 5.2: Instructional language

Section 6.0: Instructional language

Section 6.1: Instructional language provided within the body of the table where text should be input as appropriate. Column headers are pre-populated with text where language is expected to be consistent across all methodologies.

Section 7.1 – 7.2: These sections include minimum requirements that must be met across all methodologies. Additionally, the Methodology Developer must add to this list as appropriate.

Section 8.0 – 8.4: These sections include minimum requirements for confirmation that must be met across all methodologies. The Methodology Developer must add additional confirmation activities as required by the methodology.

Section 8.4.1 – 8.4.3: Instructional language provided within the body of the table where text should be input as appropriate. Column headers are pre-populated with text where language is expected to be consistent across all methodologies.

Section 9: The Glossary has been pre-populated with general terms used in the template. The Methodology Developer must add to this list as appropriate.

Section 10: The Methodology Developer must add to this list as appropriate

Section 11: The formatting guide is provided as a reference and will be removed from the final version of any submitted methodology.

Acknowledgements

(alphabetical)

**Climate Action Reserve Staff**

*Insert Name*

**Methodology Developer Staff**

|  |  |
| --- | --- |
| *Insert Name* | *Insert Organization.* |
|  |  |

**Methodology Reviewers**

|  |  |
| --- | --- |
| *Insert Name* | *Insert Organization.* |
|  |  |

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# Abbreviations and Acronyms

|  |  |
| --- | --- |
| CO2 | Carbon dioxide |
| CH4 | Methane |
| GHG | Greenhouse gas |
| t | Metric ton (or tonne) |
| N2O | Nitrous oxide |
| Reserve | Climate Action Reserve |
| SSR*Acronym* | Source, sink, and reservoir*Definition* |

# Introduction

*Provide an introduction to the methodology, including a summary of the GHG reduction activities of the methodology, and how those activities meet the requirements of the Climate Forward program. Describe how the GHG reduction activities are practical, scientifically-sound, transparent, and aligned with forward looking mitigation requirements, such as the California Environmental Quality Act (CEQA).*

# The GHG Reduction Project

## Project Definition

*For the purpose of this methodology, describe the definition of the GHG reduction project. Describe the baseline scenario and the project scenario. The Project Proponent must provide a detailed description of both the baseline scenario and project scenario in their Project Implementation Report, for every project. The Project Implementation Report must also include a summary of project information, input data, estimation summaries, and continued implementation measures.*

## The Project Proponent

*The “Project Proponent” is an entity that has an active account on the Reserve, submits a project for listing and registration with the Reserve, and is ultimately responsible for all project reporting and confirmation. In all cases, the Project Proponent must attest to the Reserve that they have exclusive claim to the GHG reductions resulting from the project. Each time a project is confirmed, the Project Proponent must attest that no other entities are reporting or claiming (e.g. for voluntary reporting or regulatory compliance purposes) the GHG reductions caused by the project. The Reserve will not issue credits for GHG reductions that are reported or claimed by entities other than the Project Proponent (e.g. implementation agents, householders receiving project devices, or others not designated as the Project Proponent).*

*The methodology developer must provide the criteria for which an entity can qualify as the project proponent using this methodology.*

# Eligibility Rules

Projects must fully satisfy the following eligibility rules in order to register with the Reserve. The criteria only apply to projects that meet the definition of a GHG reduction project (Section 2.1).

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligibility Rule I:** | Location | → | Provide geographical boundaries for eligible projects |
| **Eligibility Rule II:** | Additionality | → | Meet performance standard |
|  |  | → | Exceed regulatory requirements |
| **Eligibility Rule III:** | Environmental and Social Safeguards and Regulatory Compliance | → | No negative environmental and social impacts & compliance with all applicable laws |
| **Eligibility Rule IV:** | *Provide additional eligibility rules as needed for the forecast methodology* | → | *Provide details on how projects within the forecast methodology meet the relevant eligibility rule* |

## Location

*Provide the geographic boundaries within which projects must be located to be eligible under this methodology.*

## Project Start Date and Crediting Period

*Describe the action(s) that denotes the project start date. Describe the crediting period that the project is eligible for crediting. Provide background information on the appropriateness and conservativeness of the crediting period.*

## Additionality

The Reserve registers only projects that yield surplus GHG reductions that are additional to what would have occurred in the absence of the project.

Projects must satisfy the following tests to be considered additional:

1. The Performance Standard Test
2. The Legal Requirement Test

### The Performance Standard Test

*The forecast methodology must describe how the Performance Standard Test was established (including references to all underlying data sources/studies cited), and how projects may demonstrate that the Performance Standard Test is satisfied.*

### The Legal Requirement Test

*The forecast methodology must describe the relevant laws, regulations, statutes, or other legal requirements related to the project type in the relevant geography. The methodology must also describe how projects may demonstrate that the Legal Requirement Test is satisfied.*

## Environmental and Social Safeguards

*The forecast methodology shall contain a narrative describing an evaluation of any potential adverse environmental, social or economic impacts that may be caused by the project type, and actions that are required to be taken to avoid adverse impacts.*

##  Regulatory Compliance

*The forecast methodology shall include a list of all applicable laws related to initial and ongoing implementation of the project and provide a narrative of measures enacted to comply with each. The forecast methodology must also include a description of the requirement that all projects must submit an attestation of regulatory compliance.*

## Demonstration of Ex Ante Suitability

*The methodology must include guidance for establishing cost estimates for the initial implementation of the mitigation project, and cost estimates for ongoing maintenance, upkeep, and operation to maximize the likelihood that the mitigation project is operational for the lifetime of its crediting period. The methodology must also provide justification showing that the proposed project type, once implemented, is likely to continue, and continue at the levels forecast.*

## Ownership and Double Counting

*The methodology must define what qualifies an entity or organization as the Project Owner. The Project Proponent must attest that the project is not being submitted for emission reductions credit under any other carbon crediting program, world-wide. Evidence of transfer of rights of all emission reductions to the Project Proponent is required and must be confirmed by the Confirmation Body. The Project Proponent must provide a signed Attestation of Title document for each project, attesting to their ownership of all emission reductions generated by the project. This signed attestation, and any necessary supporting evidence, must be provided to the Confirmation Body. In addition to the Attestation of Title, Confirmation Bodies may wish to review relevant contracts, agreements, and/or supporting documentation between project proponents, end users, utilities, and other parties that may have a claim to the mitigation credits generated by the project. Confirmation that there is no double counting shall be substantiated. That the project/program is not part of any other carbon crediting project or program shall be confirmed by reviewing public sources of data made available by carbon crediting programs.*

## Project Resilience Measures

*Project Resilience Measures are to be implemented by the project to address the risks of project abandonment, underperformance, or failure. The methodology must define what resilience measures all projects using the methodology are required to implement. Methodology developers are required to comprehensively identify all significant risks against the achievement of the expected carbon reductions. In this section, identify the Project Resilience Measures that projects must implement to mitigate these identified risks.*

# The GHG Assessment Boundary

The GHG Assessment Boundary delineates the GHG sources, sinks, and reservoirs (SSRs) that must be assessed by Project Proponents in order to determine the net change in emissions caused by a project.[[1]](#footnote-2)

Use the SSR table below to list the SSRs related to the project type.

Description of all Sources, Sinks, and Reservoirs

| **SSR**  | **Source Description** | **Baseline/ Project** | **GHG** | **Included?** | **Justification/Explanation** |
| --- | --- | --- | --- | --- | --- |
| *#* | *Describe source* | *Baseline or Project (or both)* | *What GHGs are related to this SSR* | *Is it included in calculations (Yes/No)?* | *Why is it included or not?* |
|  | *Is it included in calculations (Yes/No)?* | *Why is it included or not?* |
|  |

## Leakage Accounting

*To the extent that any proposed methodology may introduce leakage of claimed environmental benefits, i.e., directly result in emissions sources increasing outside of the project boundary, proper accounting of any leakage impacts shall be included in the methodology.*

# Quantifying GHG Emission Reductions

GHG reductions are calculated by comparing the baseline to the forecasted mitigation project performance over a certain time period. GHG reductions are achieved when the mitigation project results in lower GHG emissions to the atmosphere over a certain time period compared to what would have happened absent the mitigation project. The general formula for calculating GHG reductions is:

GHG Reductions = Forecasted Baseline Emissions – Forecasted Mitigation Project Emissions

*The forecast methodology shall contain a detailed quantification methodology for both baseline and project emissions in order to calculate the estimated emission reductions or removals associated with all SSRs for the project. The forecast methodology must account for the risk that the emission reductions might not be achieved as forecasted*

Example Equation:

Equation 5.1. Calculating GHG Emission Reductions

|  |
| --- |
| $$ER=\sum\_{y=1}^{i}\sum\_{j}^{}ERy,j$$ |
| *Where,* |  |  | *Units* |
| *ER* | *=* | *Total emission reductions* | *tCO2e* |
| *i* | *=* | *Length of crediting period* | *year* |
| *ERy,j* | *=* | *Emission reductions by project batch j during year y* | *tCO2e* |

## Estimating Performance Decline

*Explicitly describe how the mitigation project’s efficiency is expected to change over the crediting period, and what assumptions are built into the calculations to account for any decreasing performance over time (e.g., declining conversion efficiency of PV panels over time). Performance decline assumptions built into the forecast methodology must be supported by current peer reviewed academic literature or other similar sources.*

## Estimating Abandonment Rates

*Explicitly describe and account for any expected mitigation project abandonment over the crediting period (e.g., rate of abandonment of energy efficient lighting over time). Project abandonment rates built into the forecast methodology must be supported by current peer reviewed academic literature or other similar sources.*

# Project Documentation

The Reserve requires a Project Implementation Report to be established for all monitoring and reporting activities associated with the project. The Project Implementation Report will serve as the basis for the Confirmation Body to confirm that the monitoring and reporting requirements in this methodology have been met. The Project Implementation Report must cover all aspects of monitoring and reporting contained in this methodology and must specify how data for all relevant parameters will be collected and recorded.

At a minimum, the Project Implementation Report shall include the frequency of data acquisition, parameter values, a record keeping plan, and the role of individuals performing each specific monitoring activity. The Project Implementation Report must also include procedures that the Project Proponent has followed to ascertain and demonstrate that the project at all times passes the Legal Requirement Test and the Regulatory Compliance Test.

Project Proponents are responsible for ensuring that all monitoring and reporting requirements of this methodology have been met.

## Quantification Parameters

Each project must include the prescribed monitoring parameters necessary to calculate baseline and project emissions. These must be shown in a table as shown below in Table 6.1. The project proponent must provide the Reserve robust evidence demonstrating to the Reserve’s satisfaction that proposed parameter values are reasonable, and conservative. Confirmation bodies will also review all parameter values to ensure their use in the given project is appropriate.

Table 6.1. Project Monitoring Parameters

| **Parameter** | **Description** | **Data Unit** | **Applicable** | **Calculated (c) Measured (m) Reference (r)****Operating Records (o)** | **Comment** |
| --- | --- | --- | --- | --- | --- |
| *Parameter identification (as referred to in equation)* | *Provide description of parameter*  | *Unit of measurement* | *At what scope is this applicable* | *Where does this value come from?* | *Explain this parameter in more detail, if necessary.*  |

# Reporting Parameters

This section provides requirements and guidance on reporting rules and procedures. A priority of the Reserve is to facilitate consistent and transparent information disclosure among Project Proponents. Project Proponents must submit an emission reduction report as part of the Project Implementation Report to the Reserve.

## Project Submittal Documentation

List below the documents required for project listing and confirmation with the Reserve.

* General Project Submission form
* Signed Attestation of Title form
* Signed Attestation of Legal Additionality form
* Signed Attestation of Regulatory Compliance form
* Project Implementation Report
* Confirmation Report
* Confirmation Statement
* *Any additional documents as needed*

Discuss here where the documents will be available and to whom. At a minimum, the above project documentation will be available to the public via the Reserve’s online registry. Further disclosure and other documentation may be made available on a voluntary basis through the Reserve.

## Record Keeping

For purposes of independent confirmation and historical documentation, Project Proponents are required to keep all information outlined in this methodology for a period of seven years after the information is generated. This information will not be publicly available, but may be requested by the Confirmation Body or the Reserve. Records must be kept in both hard copy and digital format, where possible.

Examples of information the Project Proponent must retain includes:

* All data inputs for the calculation of the project emission reductions, including all required sampled data
* Copies of all permits, formal notices of regulatory violations, and any relevant administrative or legal consent orders dating back at least 3 years prior to the implementation of the first project device
* Executed Attestation of Title, Attestation of Regulatory Compliance, and Attestation of Legal Additionality forms
* Results of emission reduction calculations
* Confirmation records and results
* All evidence relating to Continued Implementation
* *Any additional relevant documents*

The Reserve also requires that the following project-related records be retained by the Confirmation Body for a minimum of seven years after completing confirmation activities. It must be noted that some records may be subject to fiscal or other legal requirements that are longer than the Reserve’s mandated period.

Confirmation bodies shall retain electronic copies, as applicable, of:

* The project’s Implementation Report
* The Project proponent’s SSR and/or project activity data as well as evidence cited
* The confirmation plan
* The sampling plan
* The Confirmation Report
* The List of Findings
* The Confirmation Statement

Each Confirmation Body must have an easily accessible record-keeping system, preferably electronic, that provides readily available access to project information. Copies of the original activity and source data records shall be maintained within said record-keeping system. Records must be kept in both hard copy and digital format, where possible. The Reserve may at any time request access to the record-keeping system or any supporting documentation for oversight or auditing purposes.

# Confirmation Guidance

This section provides Confirmation Bodies with guidance on confirming GHG emission reductions associated with the project activity. This confirmation guidance supplements the Reserve’s Climate Forward Program Manual and describes confirmation activities specifically related to the Forecast Methodology.

Confirmation bodies trained to confirm a given methodology type must be familiar with the following documents:

* Climate Action Reserve Climate Forward Program Manual
* Climate Action Reserve Climate Forward Confirmation Program Manual
* Climate Action Reserve Project Methodology

The Reserve’s Climate Forward Program Manual, Climate Forward Confirmation Program Manual, and Climate Forward Program methodologies are designed to be compatible with each other and are posted on the Reserve’s website at <http://www.climateactionreserve.org/climate-forward/>.

Only Confirmation Bodies trained and accredited by the Reserve are eligible to confirm project reports. Information about Confirmation Body accreditation and Reserve project confirmation training can be found on the Reserve website at http://www.climateactionreserve.org/climate-forward/.

## Standard of Confirmation

While there is no requirement for ex-post verification of this project under this program, there is a requirement for an accredited Confirmation Body to confirm the project has been implemented as described in the forecast methodology and that the estimated emission reductions or removals have been calculated accurately. The confirmation incorporates both a desktop documentation review and a site visit assessment of the mitigation project.

Beyond criteria for the confirmation of mitigation project implementation, the Confirmation Body also confirms any provisions specified in the forecast methodology that are to be undertaken to ensure the continued implementation of the mitigation project for the duration of its crediting period. The Confirmation Body assesses whether such measures have been appropriately implemented.

## Project Implementation Report

The Project Implementation Report serves as the basis for Confirmation Bodies to confirm that the monitoring and reporting requirements have been met. Confirmation bodies shall confirm that the Monitoring Report covers all aspects of monitoring and reporting contained in this methodology and specifies how data for all relevant parameters were collected and recorded.

List below the items the Confirmation Body must review while assessing the Project Implementation Report.

When assessing the Project Implementation Report, the Confirmation Body shall:

###### Assess the compliance of the Project Implementation Report with the requirements of the methodology and Climate Forward Program Manual;

###### Identify the list of parameters required by the methodology and confirm that the Project Implementation Report accounted for all necessary parameters;

###### Assess the means of implementation of the project data capture, including data management and quality assurance and quality control procedures, and determine whether these are sufficient to ensure the accuracy of forecasted GHG emission reductions to be achieved by the batch/project/program;

###### *Any additional requirements*

Where the Project Proponent has applied a sampling approach to determine data and parameters, the Confirmation Body shall assess the proposed sampling plan in accordance with sampling requirements in Section 4.3.3 of ISO 14064-3.

## Core Confirmation Activities

The Climate Forward Program Manual describes the core confirmation activities that shall be performed by Confirmation Bodies for all project confirmations. Define these activities as they relate to the mitigation project type.

Confirmation is a risk assessment and data sampling effort designed to ensure that the risk of reporting error is assessed and addressed through appropriate sampling, testing, and review. The core confirmation activities are:

1. Reviewing GHG management systems and estimation methodologies
2. Confirming emission reduction estimates
3. Undertaking site visits
4. Confirming evidence of continued implementation
5. Confirming evidence of implementation of required project resilience measures
6. *Additional confirmation activities*

### Reviewing GHG Management Systems and Estimation Methodologies

The Confirmation Body reviews and assesses the appropriateness of the methodologies and management systems that the Project Proponent uses to gather data and calculate baseline and project emissions.

### Confirming Emission Reduction Estimates

The Confirmation Body further investigates areas that have the greatest potential for material misstatements and then confirms whether or not material misstatements have occurred. Include confirmation activities required to confirm emission reduction estimates such as independent recalculation.

### Undertaking Site Visits

In addition to undertaking a desk review, Confirmation Bodies shall conduct one or more site visits to undertake confirmation activities. The specific itinerary for a site visit and the activities to be confirmed will be determined by the Confirmation Body, following an assessment of project risk.

During field site visits, at a minimum the Confirmation Body will:

* *List appropriate activities based on the forecast methodology*

### Confirming Evidence of Continued Implementation

The Project Proponent will also provide evidence that the following activities have been completed by and arrangements are in place with the project implementing agent responsible for ongoing project management:

* *List appropriate activities based on the forecast methodology*

## Confirmation Items

The Confirmation Body needs to address a set of items for each methodology type. This can be displayed in a table that lists the item, references the section in the methodology where requirements are specified, and identify if professional judgment needs to be applied during the confirmation activity.

Confirmation bodies are expected to use their professional judgment to confirm that methodology requirements have been met in instances where the methodology does not provide sufficiently prescriptive guidance. For more information on the Reserve’s confirmation process and professional judgment, please see the Climate Forward Program Manual.

### Project Eligibility and Credit Issuance

To determine that a project is eligible under a given forecast methodology, it must meet a set of criteria that a confirmation body shall confirm during the confirmation process. These requirements determine if a project is eligible to register with the Reserve and/or have credits issued. If any requirement is not met, the project may be determined ineligible.

Use the following table to list the criteria for reasonable assurance with respect to eligibility and credit issuance for a given project.

Eligibility Confirmation Items

| **Methodology Section** | **Eligibility Qualification Item** | **Apply****Professional Judgment?** |
| --- | --- | --- |
| *Refer to appropriate section* | *Provide description of criteria*  | *Yes/No* |

### Quantification

Confirmation Bodies shall include quantifications within the confirmation process that include recalculations and risk assessment. These quantification items inform any determination as to whether there are material and/or immaterial misstatements in the project’s GHG emission reduction calculations. If there are material misstatements, the calculations must be revised before FMUs are issued.

Use the following table to list the items that Confirmation Bodies shall include in their risk assessment and recalculation of the project’s GHG emission reductions.

 Quantification Confirmation Items

| **Methodology Section** | **Quantification Item** | **Apply****Professional Judgment?** |
| --- | --- | --- |
| *Refer to appropriate section* | *Provide description of criteria*  | *Yes/No* |

###### Include a list of the parameters utilized in estimating claimed emissions reductions that the Confirmation Body will confirm the validity of:

* *Provide list here*

###### In assessing the appropriateness of parameter values, the Confirmation Body shall*:*

###### Confirm approval was given by the Reserve for use of such values

###### Determine whether all *ex-ante* data sources and assumptions are appropriate and calculations are correct as applicable under the methodology and results in an accurate and conservative estimate of the forecasted emission reductions;

###### Determine whether all *ex-post* data sources and assumptions are appropriate and calculations are correct. Whether these data, with respect to specific parameters defined, are replicable to a reasonable and logical extent;

###### *Additional relevant activities*

### Risk Assessment

Create a table such as the one below that provides items Confirmation Bodies will review to guide and prioritize their assessment of data used in determining eligibility and quantifying GHG emission reductions.

Risk Assessment Confirmation Items

| **Methodology Section** | **Item that Informs Risk Assessment** | **Apply****Professional Judgment?** |
| --- | --- | --- |
| *Refer to appropriate section* | *Describe confirmation criteria that informs risk assessment* | *Yes/ No* |

### Completing Confirmation

The Climate Forward Program Manual provides detailed information and instructions for Confirmation Bodies to finalize the confirmation process. It describes completing a Confirmation Report, preparing a Confirmation Statement, submitting the necessary documents to the Reserve, and notifying the Reserve of the project’s confirmed status.

# Glossary of Terms

(Alphabetical)

|  |  |
| --- | --- |
| Accredited Confirmation Body | A confirmation firm approved by the Climate Action Reserve to provide confirmation services for Project Proponents. |
| Additionality | Project activities that are above and beyond “business as usual” operation, exceed the baseline characterization, and are not mandated by regulation. |
| Anthropogenic emissions | GHG emissions resultant from human activity that are considered to be an unnatural component of the Carbon Cycle (i.e. fossil fuel destruction, de-forestation, etc.). |
| Batch | The implementation of the same activity at multiple sites over a finite period of time. |
| Biogenic CO2 emissions | CO2 emissions resulting from the destruction and/or aerobic decomposition of organic matter. Biogenic emissions are considered to be a natural part of the Carbon Cycle, as opposed to anthropogenic emissions. |
| Carbon dioxide(CO2) | The most common of the six primary greenhouse gases, consisting of a single carbon atom and two oxygen atoms. |
| CO2 equivalent(CO2e) | The quantity of a given GHG multiplied by its total global warming potential. This is the standard unit for comparing the degree of warming which can be caused by different GHGs. |
| Confirmation | The process used to ensure that a given participant’s GHG emissions or emission reductions have met the minimum quality standard and complied with the Reserve’s procedures and protocols for calculating and reporting GHG emissions and emission reductions. |
| Direct emissions | GHG emissions from sources that are owned or controlled by the reporting entity. |
| Emission factor(EF) | A unique value for determining an amount of a GHG emitted for a given quantity of activity data (e.g. metric tons of carbon dioxide emitted per barrel of fossil fuel burned). |
| Fossil fuel | A fuel, such as coal, oil, and natural gas, produced by the decomposition of ancient (fossilized) plants and animals. |
| Greenhouse gas(GHG) | Carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), sulfur hexafluoride (SF6), hydrofluorocarbons (HFCs), or perfluorocarbons (PFCs). |
| GHG reservoir | A physical unit or component of the biosphere, geosphere, or hydrosphere with the capability to store or accumulate a GHG that has been removed from the atmosphere by a GHG sink or a GHG captured from a GHG source. |
| GHG sink | A physical unit or process that removes GHG from the atmosphere. |
| GHG source | A physical unit or process that releases GHG into the atmosphere. |
| Global Warming Potential(GWP) | The ratio of radiative forcing (degree of warming to the atmosphere) that would result from the emission of one unit of a given GHG compared to one unit of CO2. |
| Indirect emissions | Reductions in GHG emissions that occur at a location other than where the reduction activity is implemented, and/or at sources not owned or controlled by project participants. |
| Metric ton(t, tonne) | A common international measurement for the quantity of GHG emissions, equivalent to about 2204.6 pounds or 1.1 short tons. |
| Project baseline | A “business as usual” GHG emission assessment against which GHG emission reductions from a specific GHG reduction activity are measured. |
| Project Proponent | An entity that undertakes a GHG project, as identified in Section 2.2 of this methodology. |
| Project Resilience Measures | Activities tailored to the specific project that are undertaken to ensure the continuing implementation of the project for the duration of the crediting period. |
|  |  |

|  |  |
| --- | --- |
| *Insert Term* | *Insert Definition* |

# References

International Organization for Standardization, ISO 14064-2:2006 Greenhouse gases — Part 2: Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements (2006).

World Resource Institute and World Business Counsel for Sustainable Development, Greenhouse Gas Protocol for Project Accounting (November 2005).

*Additional References as needed*

# Formatting Guide

# Boxes

* Box font: Arial 10

# Bullets

Please use the following format for bullets:

* Bullet level 1
	+ Bullet level 2
		- Bullet level 3
1. Sequential element
2. Sequential element
3. Sequential element

**Citations and References**

* Use American Psychological Association (APA) style for citations and references.

# Figures

* Caption font (figures): Bold Arial 10
	+ Paragraph spacing before 3, after 3
	+ Only text “Figure 2.1” must be bold, rest of caption is just Arial 10, not bold

# Fonts

* Body font: Arial 11
* Caption font (tables and figures): Bold Arial 10
	+ Paragraph spacing before 3, after 3
	+ Only text “Table 2.1” must be bold, rest of title is just Arial 10, not bold
* Footnote font: Arial 9

# Footnotes

* Footnote font: Arial 9

# Headers

* First Header: Bold Arial 16
	+ Paragraph spacing before 12, after 3
* Second Header: Bold Arial 14
	+ Paragraph spacing before 12, after 3
* Third Header: Bold Arial 12
	+ Paragraph spacing before 12, after 3
* Fourth Header: Bold Arial 11
	+ Paragraph spacing before 12, after 3
* Minor header between paragraphs (not a new numbered section): Bold Italic Arial 11
	+ Paragraph spacing before 0, after 6

# Spacing

* Do not include double spaces after a period or any punctuation. Please use single spaces only.
* Remove any Paragraph “Multiple Spacing” or “1.5 Lines” line spacing, use Single Line Spacing only
* Paragraph spacing for body text must be before 0, after 0. Defaults in Word are “before 0, after 8” – please change these

# Stylistic Guidelines

Please be sure to avoid the following errors:

* “business as usual” must always be in quotes
* “CO2e” not “CO2-e”
* i.e., and e.g., must have commas after them
* Version numbers are part of the titles, so capitalize “Version”
	+ e.g., “Landfill Forecast Methodology Version 4.0” or “LFM V4.0”
* When referring to a section in a forecast methodology, it must be capitalized. E.g., “Section 2.1”
* Forecast methodology section titles must always be capitalized. E.g., “Project Definition”

# Tables

* Table cell font: Arial 10
	+ Table header: Bold Arial 10, White
	+ Table header shading: “Black, Text 1, Lighter 35%”
* Caption font (tables): Bold Arial 10
	+ Paragraph spacing before 3, after 3
	+ Only text “Table 2.1” must be bold, rest of caption is just Arial 10, not bold

# Website References

* Website links must be changed from font color blue (default) to font color “automatic” or “black”
1. The definition and assessment of SSRs is consistent with ISO 14064-2 guidance. [↑](#footnote-ref-2)