



Policy Memorandum

To: **ALL PROJECT DEVELOPERS AND VERIFICATION BODIES**
Date: February 13, 2012
Re: Project Diagram Required at Verification

Background

In recent protocol updates, the Climate Action Reserve has expanded upon the required components of a project's Monitoring Plan. Specifically, both the Landfill Project Protocol V4.0 and Organic Waste Digestion Project Protocol V2.0 include the following requirement:

"The Monitoring Plan shall also contain a detailed diagram of the [specific project system], including the placement of all meters and equipment that affect SSRs within the GHG Assessment Boundary (see Figure 4.1)."

Additionally, this diagram is included in the list of documentation that must be provided to the Reserve in order to register a project (Section 7.1) for both of these protocols. During verification, a PDF version of the project diagram is to be uploaded through the Reserve software. These diagrams are not public documents; they are only viewable by the project developer, the verification body, and the Reserve.

New Policy

These two requirements for the project diagram—that it be included in the project's Monitoring Plan and that it be uploaded during verification—are to be applied to all other versions of all non-sequestration project protocols (see table at the end of this memo). This requirement is intended to support and enhance verification activities, as well as document reviews by the Reserve (verification reports and variances).

In order to provide project developers with a reasonable amount of time to prepare such diagrams for pending projects, this policy shall take effect 60 days after the date of this memorandum. **Thus, for all verification reports that are uploaded after Friday, April 13, 2012, project developers will be required to have uploaded a PDF of the project diagram into the Reserve software during the verification process.** After the first time that a diagram is submitted during verification, it is not required to be uploaded during subsequent verifications unless it has been altered. Project developers are encouraged to begin implementing this practice as soon as possible, but the requirement will not be enforced until after April 13, 2012. Future protocol updates will incorporate these requirements directly into the protocols themselves.

The format and contents of this diagram will be different for different project types. For example, the diagram of a landfill gas project will be similar to the engineering schematic of the landfill gas collection system, with the additional inclusion of metering components that may or may not be on such a schematic. For a livestock project, there are more processes and facilities that will be included, such as barns, collection systems, biodigester, effluent ponds, etc. For an ozone depleting substances destruction project, the diagram will also be different, covering the point(s) of origin, reclamation facility, transportation, mixing/sampling facility, and destruction facility. Example project diagrams are attached and are [available online](#) to assist project developers in

the creation of their own diagrams. Actual project diagrams may contain more or less detail than these examples, as long as they address all relevant SSRs and equipment.

Because it is part of the Monitoring Plan, the accuracy and completeness of the project diagram will be evaluated by the verification body as a component of its evaluation of the Monitoring Plan. Any changes to the project system must be reflected in an updated system diagram.

Timing of Upload

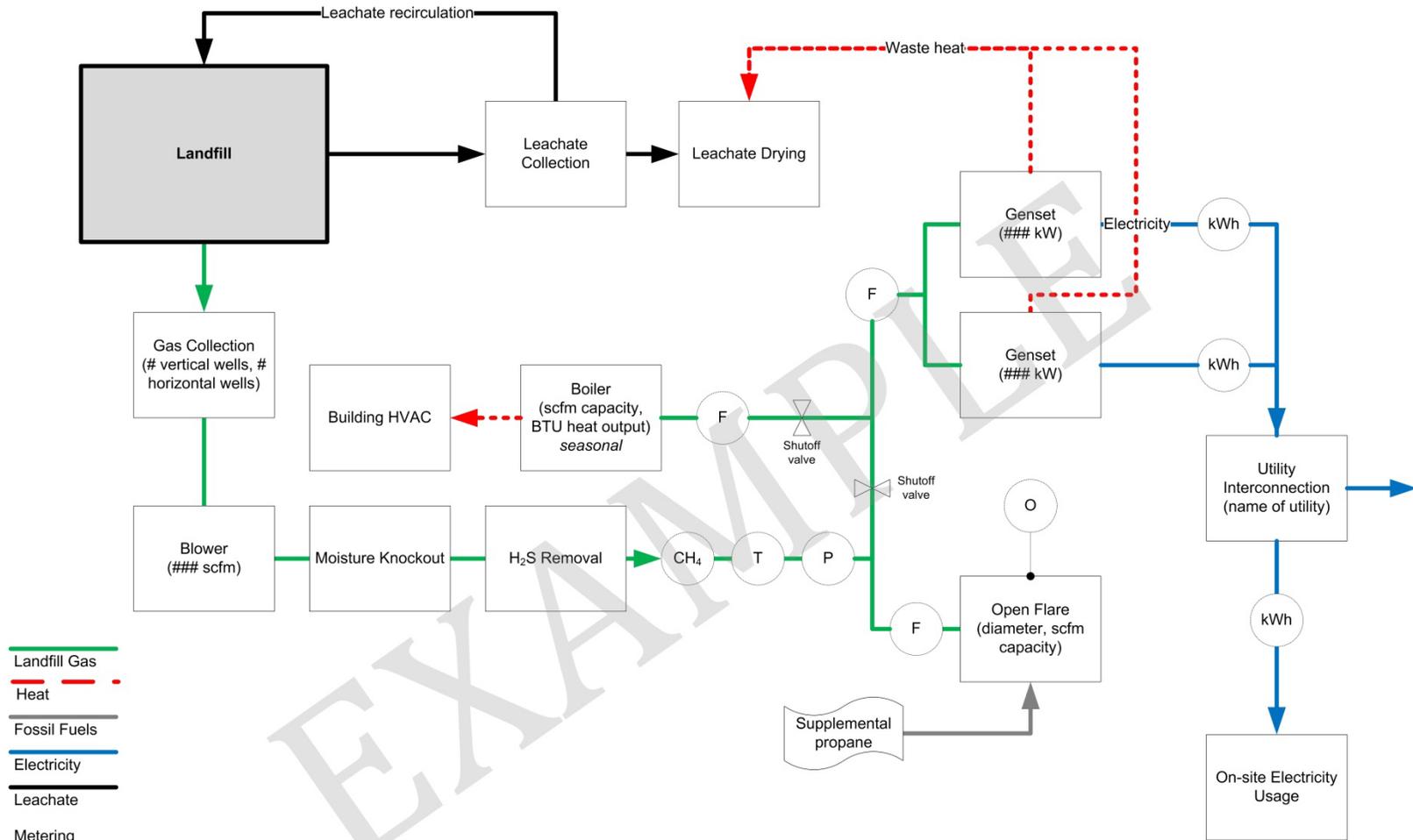
For verification activities that include a site visit, the Monitoring Plan is a document that should be provided to the verification body in advance. The verifier should be familiar with the Monitoring Plan and the project diagram prior to arriving onsite. Project developers and verification bodies should be aware that provision of a Monitoring Plan and project diagram prior to the commencement of site visits will become required through future updates to the Reserve software and Verification Program Manual.

Applicability

Protocols to which this memo applies	Protocols that already include this or a similar requirement	Protocols to which this policy does not apply
Mexico Landfill (all versions)	U.S. Landfill (V4.0)	Forest (all versions)
Mexico Livestock (all versions)	Organic Waste Digestion (V2.0)	Urban Forest (all versions)
Organic Waste Composting (V1.0)	Nitric Acid Production (all versions)	Rice Cultivation (all versions)
Organic Waste Digestion (V1.0)	Coal Mine Methane (V1.0)	
Ozone Depleting Substances (V1.0)		
U.S. Landfill (V1.0 through V3.0)		
U.S. Livestock (all versions)		

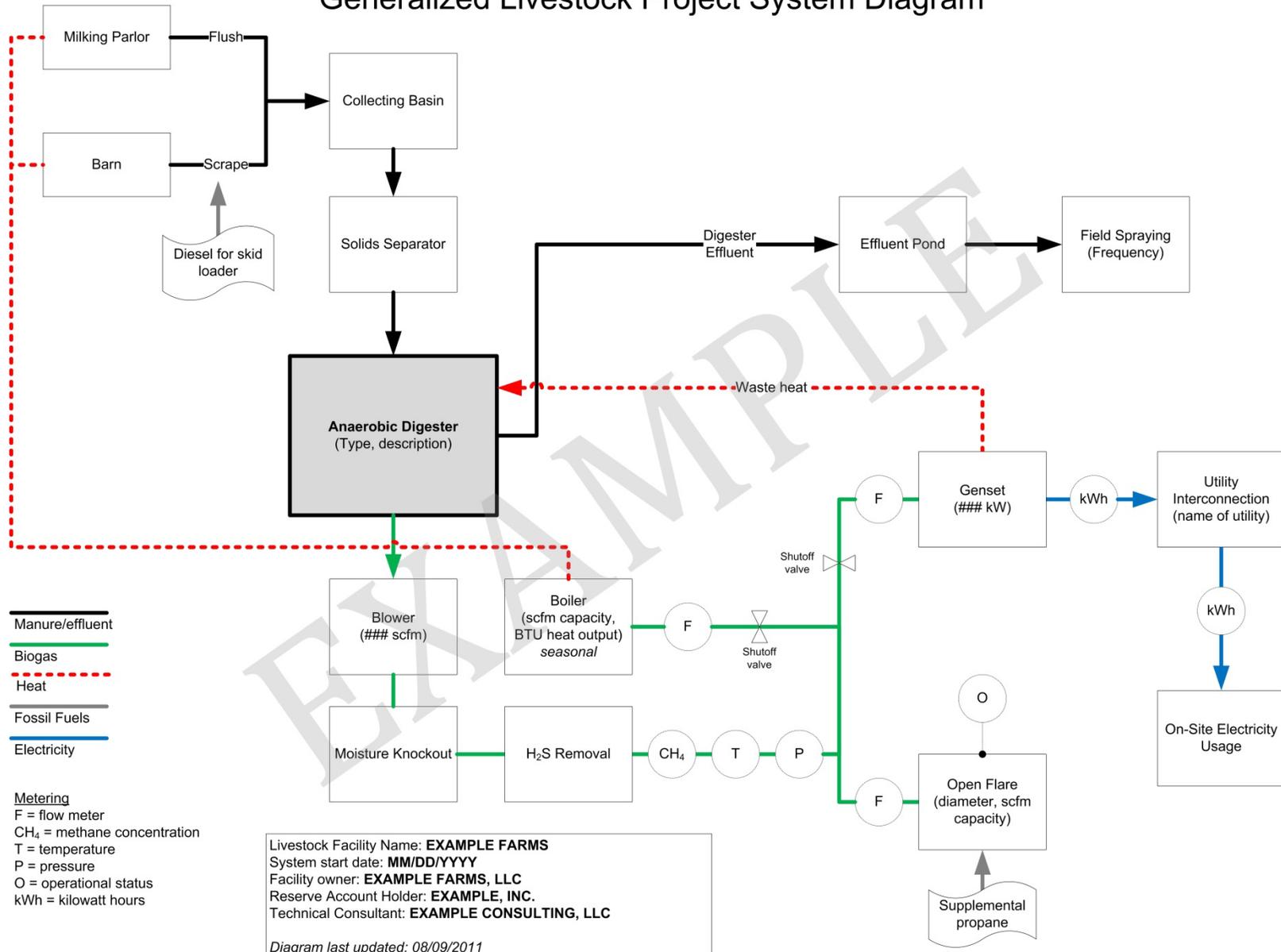
For questions or concerns regarding this policy, please contact the Reserve at policy@climateactionreserve.org or (213) 891-1444 x3.

Generalized Landfill Project System Diagram

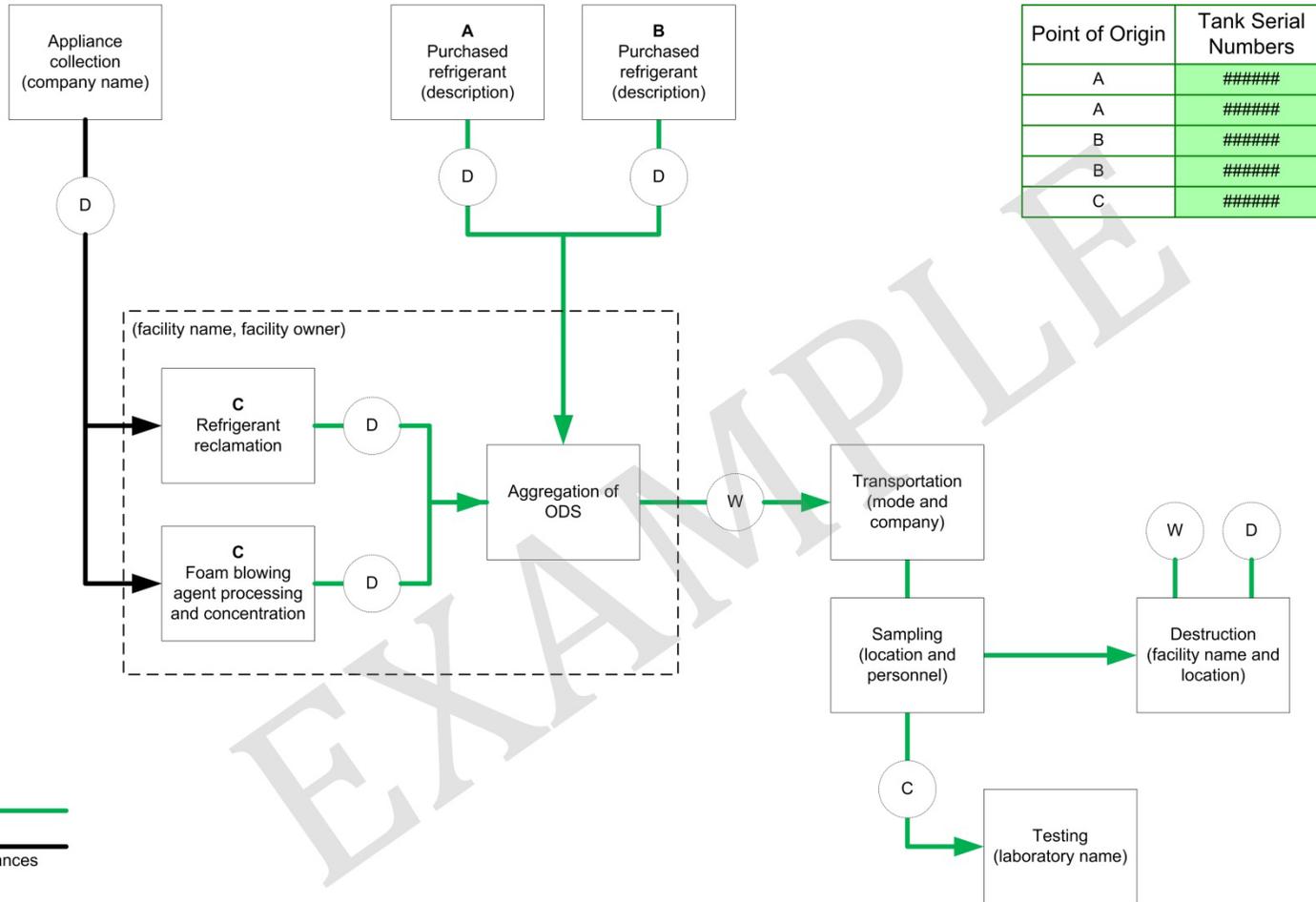


Landfill Name: **EXAMPLE LANDFILL**
 System start date: **MM/DD/YYYY**
 Landfill owner: **EXAMPLE, INC.**
 Reserve Account Holder: **EXAMPLE, INC.**
 Technical Consultant: **EXAMPLE CONSULTING, LLC**
 Diagram last updated: 08/09/2011

Generalized Livestock Project System Diagram



Generalized ODS Project System Diagram



— ODS
— Appliances

Monitoring
 W = Weight measurement
 C = ODS composition
 D = Documentation

ODS Project Name: **EXAMPLE PROJECT**
 Project reporting period: **MM/DD/YYYY to MM/DD/YYYY**
 ODS owner: **EXAMPLE REFRIGERANTS**
 Location(s) of origin: **U.S. STATES**
 Technical Consultant: **EXAMPLE CONSULTING, LLC**
 Diagram last updated: 08/31/2011