



Policy Memorandum

To: **ALL PROJECT DEVELOPERS AND VERIFICATION BODIES**
Date: **NOVEMBER 29, 2011**
Re: **PROJECT START DATE AND INITIATION OF REPORTING**

In general, the start date for a project corresponds to the start of activity that generates GHG reductions. Specific requirements for determining the start date of a project are contained in each protocol. Project start date is used in determining project eligibility and initiates a project's crediting period.

Although the project start date is defined by each protocol, the date that should begin the project's initial reporting period is not. Previously, a project developer could select any date after the project start date to begin reporting to the Climate Action Reserve. This was referred to as the "reporting start date" in the Reserve software.

Effective immediately, any new¹ or submitted² project must begin its initial reporting period on the project start date. In other words, there will no longer be a distinction between a project's start date and its reporting start date. This change is to ensure that all project emissions within the GHG Assessment Boundary are accounted for from the project start date until the end of its crediting period. This change does not affect the project's crediting period; the crediting period still begins on the project start date.

It is possible that a project developer may not have implemented the appropriate monitoring or QA/QC procedures per the protocol on the project start date. Regardless, the project developer must still begin the initial reporting period on the project start date. The project developer shall claim no emission reductions for any time period that the project cannot meet the data, monitoring or QA/QC requirements of the protocol. The verification body must confirm with reasonable assurance that project emissions were not greater than baseline emissions during the reporting period, including the time period from the project start date until the protocol requirements were met. Verification bodies shall perform a review of project documentation and calculations for such a time period and may use professional judgment when assessing available project documentation.

If the verifier cannot confirm with reasonable assurance that project emissions were less than or equal to baseline emissions for the reporting period, the Reserve will make a determination of action on a case-by-case basis.

¹ A project is "new" if it has not yet been submitted to the Reserve.

² A project is "submitted" when all of the appropriate submittal forms have been submitted through the Reserve software, but the project has not yet been listed.