

# User Guide

November 13, 2014



CLIMATE  
ACTION  
RESERVE



**NOTE TO USERS:**

This document was previously titled *Operating Procedures* and is referred to as such in other Climate Action Reserve programmatic documents.

From time to time, the Climate Action Reserve may update this document. Please make sure you are using the latest version, available at [www.climateactionreserve.org](http://www.climateactionreserve.org).

For information, comments or questions please email [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org).

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# 1. Introduction

The purpose of this document is to provide information regarding general use of the Climate Action Reserve (Reserve) program, including rules and guidelines for performing common tasks. This document does not detail the legal responsibilities for project developers registering projects or for Reserve account holders under the Reserve organization. For further information on these issues, please see the Terms of Use at [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents) and the Program Manual at [climateactionreserve.org/how/program/program-manual](http://climateactionreserve.org/how/program/program-manual).

## 1.1. About Us

The Reserve is a North American offsets program that provides high quality standards for quantifying greenhouse gas (GHG) emissions offsets, manages third party verification, and registers credits for GHG emissions reductions or removals. In the Reserve, GHG reductions or removals are recognized as offset credits. One offset credit is equal to one or one metric ton of CO<sub>2</sub>e (carbon dioxide equivalent) reduced or sequestered.

Information on all registered offset projects, including verification reports, is available through a publicly accessible database providing an open and transparent program. Our process and methodologies ensure that all Reserve-issued credits represent real GHG emission reductions or removals, have not been double counted or double sold, and are additional to business as usual, meaning that the projects would not have happened without the incentive provided by a GHG offsets market. This allows the Reserve to provide assurance to the public that registered reductions are real, additional, verifiable, enforceable, and permanent.

All projects require third party verification by an accredited verification body approved by the Reserve. The Reserve registers and tracks the verified GHG emissions reductions or removals that result from project activity. For transparency, each offset credit has a unique serial number with embedded information that identifies the project type, location, developer and vintage (the calendar year in which the reduction actually took place). The unique serial number persists as offsets are transferred between account holders or retired.

Sales or purchases of offset credits take place directly between a buyer and seller outside of the Reserve. After a sale takes place, the parties use the Reserve's system to move offset credits from one account to another.

The Reserve only registers projects following Reserve developed protocols. Current project protocols are available at [climateactionreserve.org/how/protocols](http://climateactionreserve.org/how/protocols). The Reserve also serves as an Offset Project Registry (OPR) under ARB's Compliance Offset Program, helping to facilitate the listing, reporting, and verification of offset projects using ARB's Compliance Offset Protocols. For more information on the Compliance Offset Program, please see Section 15.

## 1.2. Reserve Administrator

The Reserve administrator is responsible for monitoring all project activity and administering certain aspects of user accounts and system data. You may contact the Reserve administrator at:

[reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org)  
213-891-1444 ext. 2

## 2. Reserve Account Registration

### 2.1. Who Is Eligible

Any person or organization may apply for a Reserve account regardless of location or affiliation. The Reserve administrator maintains the right to accept or reject new account applications. Any organization or individual whose account has been disabled due to misuse will not be eligible for a new account.

### 2.2. Types of Accounts

Different user account types include different functionalities to accommodate varying user needs. When you originally request an account, you may select from the following account types:

- **Project Developer.** A project developer is an organization or individual that wishes to develop projects that generate GHG offsets. This user type can transfer and manage offset credits. A project developer must hold legal title and all beneficial ownership rights with respect to all offset credits issued to its projects or transferred to its account from another account holder. With respect to credits that will be retired in a Group Retirement Subaccount, the account holder must be authorized to act on behalf of the party which holds legal title and/or beneficial ownership rights in those offset credits. A project developer cannot be a verification body, as this would constitute a conflict of interest.
- **Verification Body.** Verification bodies are trained and authorized by the Reserve to verify projects and must meet certain accreditation requirements detailed within the Reserve's [Verification Program Manual](#). Verification bodies are not assessed account fees but must still agree to the Terms of Use for the program.
- **Trader/Broker/Retailer.** This type of user may receive, manage and transfer offset credits. The trader/broker/retailer must hold legal title and/or all beneficial ownership rights with respect to the account and the offset credits held in the account. With respect to credits that will be retired in a Group Retirement Subaccount, the account holder must be authorized to act on behalf of the party which holds legal title and/or beneficial ownership rights to those offset credits.
- **Client.** Client accounts have the same functionality as trader/broker/retailer accounts, but are intended for buyers who are primarily purchasing offset credits to hold or retire and offset their emissions. See the discussion of trader/broker/retailer accounts above for more information on the functionality.
- **Aggregator.** This type of account is designated for use by forest project aggregators. It enables the user to manage projects held by participants in the aggregate, including coordinating verification and transacting credits (for more details, see "aggregation participant" below and the "Guidelines for Aggregating Forest Projects" available at <http://www.climateactionreserve.org/how/protocols/adopted/forest/aggregation/>).
- **Aggregation Participant.** This type of account is designated for use by developers of individual forest projects participating in an aggregate. This account type allows for the initial creation of a project, which is linked to the aggregator account for management. Offset credits issued to an aggregation participant's project may only be transferred to the linked aggregator.
- **Reviewer.** Select this type only if asked by the Reserve to serve as a project reviewer. Reviewers have read-only access to project information within the system. There is no annual maintenance fee for reviewers.

## 2.3. Obtaining an Account

To establish a Reserve account, users must do the following:

1. Agree to the Terms of Use (TOU)
  - Download a .pdf of the entire document for review from [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents)
  - Click “Login” from the Reserve home page
  - Click “Register Here” from the Reserve system home page
2. Proceed to choose your account type from <https://thereserve2.apx.com/mymodule/reg/AHAgreement.asp>
  - Click “Agree” to all terms and conditions after review
3. Complete the New Account Application form online.
4. Upon completing the New Account Application form and clicking “Submit for Approval,” the account manager selected by the account holder will receive an email notification to activate the account. This activation must occur before the Reserve administrator is notified of the user’s pending account.
5. The Reserve administrator will review the New Account Application form and request the submittal of supporting documentation. The supporting documentation will undergo an additional internal review process by the Reserve administrator and the General Counsel. After the account has been cleared by the General Counsel, an email notification describing account approval will be sent to the designated account manager email address provided in the New Account Application form.

If materials are incomplete or additional information is required, the Reserve administrator will notify the account manager. Furthermore, document requirements may vary for different users in order to provide due diligence for activities carried out within the Reserve. The account manager may begin using all functions of the system as soon as the account is approved.
6. Accounts will be invoiced for the Account Setup Fee upon account approval. Once the invoice is created, the Reserve sends the account manager an email notification with the invoice and payment details. The invoice is also made available online via the “My Invoices” report within the Reserve for downloading and printing. Invoices must be paid within 30 days. Failure to pay will result in account inactivation. Note: verification bodies will NOT owe the Account Setup Fee or annual Account Maintenance Fee.

## 2.4. Designation of Authority

If contractors, consultants or any other agent representing an account holder needs to obtain information or have access to an account he or she does not hold, the Designation of Authority form must be completed. The form, found at [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents), must be signed by both the account holder and party requesting access to the account holder’s information. Send completed forms to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org).

# 3. Layout of the Reserve

## 3.1. The Dashboard and Display Modules

The Dashboard is the first screen you see after setting up and logging into your account. It provides centralized access to the features you interact with most and is divided into Display



Modules with specific functionalities, including account management, project management, CRT management, and message notification. The Dashboard is customizable, allowing you to add, remove and move the most accessed modules to centralized locations and least accessed modules further down the page.

The Display Modules available in the Dashboard depend on the account type. The possible modules include:

- Public Reports
- Account Management
- Account Information
- My Account Setup
- My Reports
- Verification Body Reports
- Manage Projects
- Message Notification
- Incoming Offset Credit Transfers
- Outgoing Offset Credit Transfers
- View, Transfer and Retire Offset Credits

Take some time to familiarize yourself with the Reserve when you first log in. It's a good idea to click on the various links to see what information is available. At any time while using the Reserve, you can return to the Dashboard by clicking the **Home** link in the upper left hand corner of the page.

The screenshot shows the Reserve Dashboard interface. At the top, there is a navigation bar with links: Home, Welcome, reserveadmin1, Account: Bedrock, Inc., Customize Page, and Change Password. Below this, the dashboard is divided into several sections. On the left, there are three main modules: 'My Account Setup' (with links like Change Profile, EMA Link Setup), 'My Reports' (with links like My Event Log, My Accounts, My Offset Credits, My Invoices, My Recurring Transfers, My Offset Credits Transfer History, The Reserve Account Holder Directory), and 'Public Reports' (with links like Participating Companies, Projects, ARB Compliance Projects, Project Offset Credits Issued, Search Serial Numbers, Accounts Disclosed to Public, Retired Offset Credits, Canceled Offset Credits, ODS Projects' Certificates of Destruction, Buffer Pool Account Balance). The main area is titled 'Manage Projects' and contains a table with the following columns: Project ID, Project Name, Status, Account Holder, Project Type, Project Phase, Next Step, Phase Date, Project Listed Date, Project Registered Date, Last Verification Date, and Ver. The table lists several projects, including CAR840, CAR839, CAR868, CAR869, CAR856, CAR849, CAR841, CAR834, CAR833, and CAR827, each with details on their status, type, phase, and next steps.

| Project ID | Project Name  | Status | Account Holder | Project Type                                       | Project Phase                         | Next Step  | Phase Date | Project Listed Date | Project Registered Date | Last Verification Date | Ver   |
|------------|---|--------|----------------|--|---------------------------------------|--|------------|---------------------|-------------------------|------------------------|-------|
| CAR840     | UAT 9/13/2012 Test A...Saving / Viewing - Project 2 | Listed | Bedrock, Inc.  | Reforestation - ARB Compliance                     | COI Approved                          | Submit Project Data and Forms to Verification Body | 07/18/2014 | 07/10/2014          |                         |                        | De    |
| CAR839     | UAT 9/13/2012 Test A...Saving / Viewing             | Listed | Bedrock, Inc.  | Ozone Depleting Substances - U.S. - ARB Compliance | Project Submittal Accepted            | Select Verification Body                           | 05/23/2013 | 05/23/2013          |                         |                        |       |
| CAR868     | TEST  | New    | Bedrock, Inc.  | Ozone Depleting Substances - U.S.                  | Project Submittal - Submittal Fee Due | Pay Submittal Fee                                  | 05/17/2013 |                     |                         |                        |       |
| CAR869     | Test-End of 10 yr crediting period                  | Listed | Bedrock, Inc.  | Livestock Gas Capture/Combustion                   | Project Submittal Pending             | Submit Project Submittal Form                      | 05/23/2013 | 05/23/2013          |                         |                        | Ve la |
| CAR856     | asdfsdf   | New    | Bedrock, Inc.  | Landfill Gas Capture/Combustion                    | Project Submittal Pending             | Submit Project Submittal Form                      |            |                     |                         |                        |       |
| CAR849     | Testing OPO and APD fields for IFM-Comp #1          | New    | Bedrock, Inc.  | Improved Forest Management - ARB Compliance        | Project Submittal Pending             | Submit Project Submittal Form                      | 09/25/2012 | 09/25/2012          |                         |                        |       |
| CAR841     | UAT 9/13/2012 Test A...Saving / Viewing - Project 3 | New    | Bedrock, Inc.  | Improved Forest Management - ARB Compliance        | Project Submittal Pending             | Submit Project Submittal Form                      |            |                     |                         |                        |       |
| CAR834     | uatv13.0 test 2 - Nitrogen Management               | New    | Bedrock, Inc.  | Nitrogen Management                                | Project Submittal Pending             | Submit Project Submittal Form                      |            |                     |                         |                        |       |
| CAR833     | CMM-D Test 1 mia                                    | New    | Bedrock, Inc.  | Coal Mine Methane - Drainage                       | Project Submittal Pending             | Submit Project Submittal Form                      |            |                     |                         |                        |       |
| CAR827     | Otra Vez - NAP - Tertiary Cata Test for V           | New    | Bedrock, Inc.  | Nitric Acid N2O- Tertiary Catalyst                 | Project Submittal Pending             | Submit Project Submittal Form                      |            |                     |                         |                        |       |

Figure 3-1: The Reserve Dashboard

### 3.2. Customizing the Dashboard

To customize the Dashboard, start by clicking on the **Customize Page** link in the upper right corner of the Dashboard. This brings you to a page where you can add, remove and move the available modules. After making changes, be sure to save them by clicking the "Save" button on the bottom left of the page. The Reserve recommends showing all available modules when you first begin to use the program. Over time, as users become familiar with which Display Modules are accessed most often, they may decide to remove modules used less frequently.

**Display Modules**

| Left Column  | Right Column   |
|--|--|
| <input checked="" type="checkbox"/> Public Reports (L503)      | <input checked="" type="checkbox"/> Recurring Transfers (R528)                 |
| <input checked="" type="checkbox"/> Account Management (L504)  | <input checked="" type="checkbox"/> Forward Certificate Transfers Inbox (R530) |
| <input checked="" type="checkbox"/> Account Information (L505) | <input checked="" type="checkbox"/> Manage Projects (R502)                     |
| <input checked="" type="checkbox"/> My Account Setup (L501)    | <input checked="" type="checkbox"/> Message Notification (R506)                |
| <input checked="" type="checkbox"/> My Reports (L522)          | <input checked="" type="checkbox"/> Incoming CRT Transfers (R509)              |
|  | <input checked="" type="checkbox"/> Outgoing CRT Transfers (R510)              |
|  | <input checked="" type="checkbox"/> View, Transfer, and Retire CRTs (R520)     |

**Module Order**

| Left Column         | Right Column                        |
|---------------------|-------------------------------------|
| My Account Setup    | Manage Projects                     |
| My Reports          | View, Transfer, and Retire CRTs     |
| Public Reports      | Incoming CRT Transfers              |
| Account Information | Outgoing CRT Transfers              |
| Account Management  | Message Notification                |
|                     | Forward Certificate Transfers Inbox |
|                     | Recurring Transfers                 |

Save Cancel

Figure 3-2: Customize Page

## 4. Account Access

### 4.1. The Account Manager

The person who requests an account with the Reserve is designated the account manager and the primary contact for the Reserve. The account manager is responsible for setting up the organization contact and billing information as well as receiving communication from the Reserve administrator. The account manager is also responsible for creating additional logins (See Section 4.4 below) for those in the organization who need to access the Reserve.

### 4.2. Account Information

The *Account Information* screen can be accessed by clicking on the **Change Profile** link in the My Account Setup module. The *Account Information* screen contains all information initially entered when completing a new account application. Once the account has been approved by the Reserve administrator, the account manager can update the contact and address information for the company. Only the Reserve administrator can update the *Organization Name* and the account login information.

#### 4.2.1. Account Information Used in the Reserve

The Reserve ensures that certain information relative to the accounts maintained by its users remains privileged and confidential. The following is the contact information collected by the Reserve and how it is used:

| Contact Information   | Where Used   |
|---|--|
| Organization's main address, phone, fax, email  | Reserve administrator only   |
| Organization's city, state, country, and website  | Displays on the public report <i>Participating Companies</i>   |
| Organization's billing address, billing contact person, phone, fax, and email             | Reserve administrator only   |
| Account manager's name  | Displays on the following public reports: <ul style="list-style-type: none"> <li>• Participating Companies</li> <li>• Projects</li> <li>• Project Offset Credits Issued</li> <li>• Accounts Disclosed to Public</li> <li>• Retired Offset Credits</li> </ul> |
| Account manager's name, job title, city, zip code, country, phone, fax, and email         | Displays on the account holder report <i>The Reserve Account Holder Directory</i> . This report is only accessible to project developer account types.   |
| Each user with a login (non-account manager) name, contact address, phone, fax, and email | Reserve administrator only   |
| Each user with a login (non-account manager) mailing address, phone, fax, and email       | Reserve administrator only   |
| Project site location and state   | Displays on the following public reports: <ul style="list-style-type: none"> <li>• Projects</li> <li>• Projects Offset Credits Issued</li> <li>• Retired Offset Credits</li> </ul>   |
| Project mailing address, contact name, phone, and email address                           | Reserve administrator only   |

**Table 4-1: Contact Information Collected**

#### 4.2.2. Best Practices for Account Protection

- Always use strong passwords. For more information, see "More about Strong Passwords" below.
- Use different passwords for all user accounts.
- Change passwords immediately if they may have been compromised.
- Never tell a password to anyone, including people who claim to be from customer service or security.
- Never write down a password.
- Never communicate a password by telephone, e-mail, or instant messaging.
- Be careful to log off before leaving a computer unattended.
- Use the latest anti-virus protection programs.

- Do not access your account from public locations where others could capture your confidential information.

#### 4.2.2.1. More about Strong Passwords

A strong password:

- Is at least seven characters long and contains at least one number and one letter (requirement)
- Does not contain your user name, real name, or company name
- Does not contain a complete dictionary word
- Is significantly different from previous passwords. Passwords that increment (Password1, Password2, Password3 ...) are not strong
- Contains characters from each of the following four groups: Uppercase letters (A, B, C...) Lowercase letters (a, b, c ...) Numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9) Symbols found on the keyboard (all keyboard characters not defined as letters or numerals)

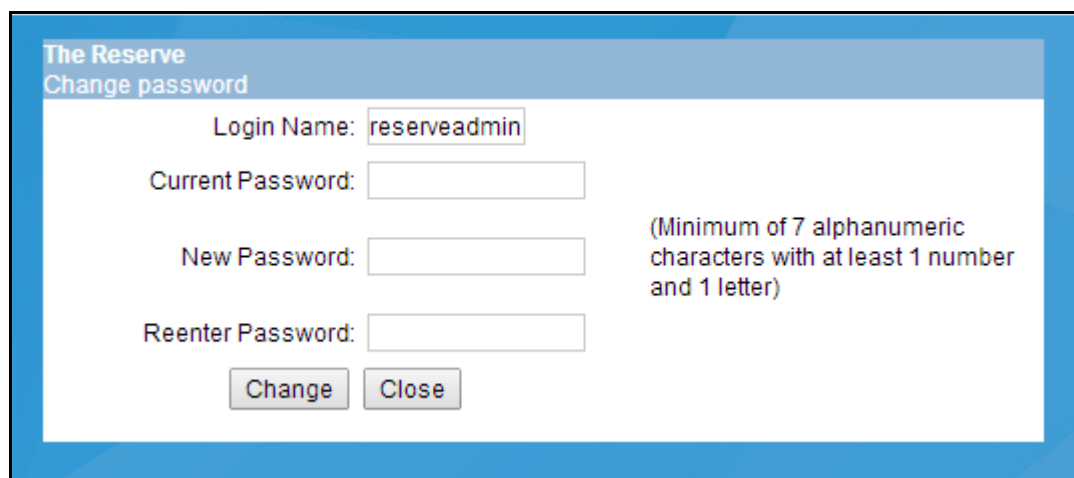
#### 4.2.3. Modifying Account Information

If you are the account manager, you can modify account information by clicking the **Change Profile** link from the My Account Setup module. You can change all your information except for the following:

- Organization Name
- Account Holder Type
- Login Name
- Security Question
- Security Answer

To change your password, please click the **Change Password** link at the upper right hand corner of the dashboard.

1. Ensure that your login name appears in the Login Name field.
2. Enter your current (old) password in the Current Password field.
3. Enter your new password in the New Password field. Your new password must be at least seven characters in length and must contain at least one number and one letter.
4. Confirm your new password by reentering it in the Reenter Password field.
5. Click Change to save your new password. You will return to the login page, where you must sign in with the new password.



**Figure 4-1: Change Password Detail**

### 4.3. Privacy

The Reserve is intended to serve account holders, by allowing the use of functions such as submitting projects and transferring offset credits, and the public, by displaying the listed projects currently in development or registered projects that have been issued offset credits. Account holders do have some options in controlling what information to display to the public; however, for transparency purposes the following information will, by default, be publicly available:

- Organizations participating as account holders in the Reserve
- Account manager's name
- Projects that have been accepted into the Reserve
- Any information disclosed on documents uploaded to the Reserve that have a public privilege type
- Offset credits that have been generated and registered after the final approval of a project
- All retired offset credits
- Serial numbers of offset credits issued (following a search by the user)

Information that is never shared with the public includes:

- Company street addresses
- Company phone, fax, and email addresses
- Internal company information, such as the billing address
- Any individual's contact information

Your contact information will not be shared with external parties and will only be used by the Reserve to notify you of important system occurrences.

### 4.4. Creating Additional Logins

Additional logins can be created with similar privileges to those of the account manager or limited access privileges for those who might only need to view but not edit information.

To add a new login, click the **Review/Edit/Add Logins** link from the Account Management module. After clicking the “Add New Login” button at the top of the next screen, complete the *Login Information* screen, selecting one of the following user privileges:

- Admin, with equal privileges to the account manager’s, or
- Limited Access, with restricted rights to projects and CRT accounts.

The account manager will set up a temporary password for the new login that contains at least seven characters with at least one number and one letter. The account manager must provide the login name and password to the user in order for the user to access the Reserve. The user will be prompted to change the password when first attempting to log in.

#### 4.5. Configuring User Access to Projects and Accounts

The default for the Limited Access login privilege is a restriction on creating or viewing projects or viewing any CRT accounts. The Admin-type account is given the same privileges as the account manager by default.

The account manager may edit the privileges associated with any Limited Access login by clicking **Edit Privileges** from the screen showing the list of logins. The following privileges may be assigned:

- Ability to create a new project
- Ability to view selected projects
- Ability to edit selected projects
- Ability to view the primary CRT account (where CRTs are initially deposited at issuance)
- Ability to view selected CRT accounts

#### 4.6. Account Inactivation

Account holders who use the Reserve for anything other than its intended purposes or who are delinquent with their account fees may have their accounts inactivated by the Reserve administrator. Accounts are not immediately inactivated without notice unless obviously inappropriate or malicious behavior is observed.

Accounts with outstanding fees related to annual account maintenance will be sent an email that warns the account manager of account closure. If the account manager does not respond or issue payment within 15 business days, the Reserve will close the account, cancel the outstanding invoice, and move the phase of the projects under the account to “Completed.”

Account holders may request that their accounts be canceled at any time. However, the annual account subscription fee cannot be refunded and existing offset credits must be transferred to another account or permanently retired.

### 5. Reserve Communication

The Reserve generates automated emails relating to account status, project status, or invoicing to any account administrators associated with the account. Messages are also posted in the *Message Notification* module in the Reserve software. Direct correspondence from the Reserve administrator will go to the account manager or to specified project contacts, as appropriate.

## 5.1. Email Notification

The Reserve administrator will send email notifications whenever activity occurs in an account holder's account. These emails provide notification regarding the next course of action that is required in the account and follows the Reserve's programmatic requirements. These email notifications will also appear in the account in the Message Notification module.

## 5.2. Message Notification

The Message Notification module only displays a total of 5 messages, which must be less than 30 days old.

The Message Notification module receives and displays messages that were sent from the Reserve administrator. The table has the following columns:

- **Message Type:** To whom the message was sent (My Messages, Account Holders, All, or Public).
- **Message:** The Message column displays the first few words of each message. Clicking a link in the Message column opens the *Messages* screen, which allows you to view the entire message.
- **Receive Date:** Date and time the message was received.

| Message Notification - last 30 days |   |                          | Total Messages 23 |
|-------------------------------------|---|--------------------------|-------------------|
| Message Type                        | Message   | Receive Date             |                   |
| My Messages                         | Dear Account Holder,<br>This notice is to inform you that based on the Initial Reporting Period End Date you have submitted for your project: CAR840 - UAT 9/13/2012 Test A...Saving / Viewing -... | 18 Jul 2014 16:36:41 GMT |                   |
| My Messages                         | Dear Account Holder,<br>This notice is to inform you that based on the Initial Reporting Period End Date you have submitted for your project: CAR840 - UAT 9/13/2012 Test A...Saving / Viewing -... | 18 Jul 2014 16:35:23 GMT |                   |
| My Messages                         | Dear Account Holder,<br>This notice is to inform you that based on the Initial Reporting Period End Date you have submitted for your project: CAR840 - UAT 9/13/2012 Test A...Saving / Viewing -... | 18 Jul 2014 16:34:35 GMT |                   |
| My Messages                         | Dear Account Holder,<br>This notice is to inform you that based on the Initial Reporting Period End Date you have submitted for your project: CAR840 - UAT 9/13/2012 Test A...Saving / Viewing -... | 18 Jul 2014 16:31:45 GMT |                   |
| My Messages                         | Dear Account Holder,<br>This notice is to inform you that based on the Initial Reporting Period End Date you have submitted for your project: CAR840 - UAT 9/13/2012 Test A...Saving / Viewing -... | 18 Jul 2014 16:27:02 GMT |                   |
| <a href="#">More...</a>             |   |                          |                   |

**Figure 5-1: Message Notification Module**

By clicking the **More...** link in the module, a screen will open allowing you to view all your messages, including messages that are more than 30 days old. This screen also contains tabs that are used to filter the messages. Clicking on a tab with a specific message type will filter messages so only the messages of the same type will be displayed. Clicking a link in the Message column in the Message Notification module opens the Read Message window, which allows you to view the entire selected message and the date the message was sent. When you have finished reading the message, click **Done** to exit.

### 5.3. Account Holder & Verification Body Emails

The Reserve administrator will send emails to all account holders on the third Thursday of every month. These emails notify account holders of important Reserve updates such as programmatic changes, protocol updates, and upcoming events and webinars. Separate emails that apply only to verification bodies will be sent on the second Thursday of every month.

If you are neither an account holder nor a verification body and you wish to receive these emails, please send an email notifying the Reserve administrator.

## 6. Reports

### 6.1. Standard Report Features

There are two categories of Reserve reports:

- **Public Reports.** Available to the public.
- **Account Holder Reports.** Customized to the needs of the different user types (project developers, traders, verification bodies, etc.)

In addition to displaying data, some account holder reports also provide links to screens where data can be updated. Public reports only display data and documents, and cannot be used to edit project information.

All reports have common features that help you review and analyze information, as well as provide access to the underlying data reflected in the reports. Wherever there is hyperlinked text within a report, you can click on it to access the underlying data - such as projects or invoices.

The standard report features are:



Figure 6-1: Sorting Columns Detail

- **Sorting Report Records by Column.** Allows the report tables to be sorted in ascending or descending order using any column. To sort in ascending (A-Z) order, click the up arrow in the header of the column you wish to sort. To sort in descending (Z-A) order, click the down arrow in the header of the column you wish to sort.



Figure 6-2: Downloading Reports Detail

- **Downloading Reports.** All reports can be downloaded immediately in either: .csv, .txt, or .pdf format. To download a report, simply click on one of the download icons located at the upper right of the screen. Both .csv and .txt formats can be opened with a spreadsheet application. Downloading a report in .csv file format will allow you to open



the report in Microsoft Excel. Downloading a report in .pdf file format will allow you to open the report in a .pdf reader application such as Adobe Reader and Acrobat.



Figure 6-3: Search Reports Detail

- **Searching for Specific Report Records.** For reports that have many records, you can filter or search the report to locate a specific record. Simply click on the magnifying glass icon located at the upper right of the screen. A screen will open allowing you to perform advanced data searches and filtering.



Figure 6-4: Print Reports Detail

- **Printing Reports.** To print a report, press the print icon located at the upper right of the screen. A new window will open displaying the report in print view.



Figure 6-5: Multiple Page Navigation Detail

- **Working with Multiple Page Reports.** If there are more than 50 records in the report, the data will be listed on multiple pages. You will be able to find the page you want using the navigation buttons that appear underneath the last record. From left to right, the navigation buttons are:
  - *First:* Clicking the “first” button takes you to the first page of the current report.
  - *Previous:* Clicking the “prev” button takes you to the previous page of the current report.
  - *Go To:* Clicking the “goto” button allows you to specify a page within the current report and takes you to that page.
  - *Next:* Clicking the “next” button takes you to the next page of the current report.
  - *Last:* Clicking the “last” button takes you to the last page of the current report.

## 6.2. Account Holder Reports

Account holder reports are designed to display information specific to a user’s role. For example, project developers and trader/broker/retailers have the following reporting options:

- **My Event Log.** Records all transactions made by the account holder.
- **My Accounts.** Displays the named or default offset credit accounts and their balances.
- **My Offset Credits.** Displays the offset credits in the primary, active, and retirement accounts.
- **My Invoices.** An online statement of fees issued for Reserve services.

- **My Offset Credit Transfer History.** Shows offset credits transferred to and from account.
- **The Reserve Account Holder Directory.** Displays all active Reserve account holders.

Project verification bodies and reviewers have access to the following reports:

- **My Event Log.** Records all transactions made by the account holder.
- **My Projects.** Provides verification bodies and reviewers access to the projects to which they have been assigned. Verification bodies may review the project data and submit documents. Reviewers may review the project data and documents and add comments.

### 6.3. Public Reports

The public (non-account holders) and all account holders have access to the following reports:

- **Participating Companies.** Lists organizations that have an active Reserve account but does not include address or contact information. This prevents the public from creating mailing or phone lists from the report.
- **Projects.** Displays projects that are listed or registered with the Reserve. Listing and registration dates, project location, and any project notes entered by the account holder are also displayed. Does not display any canceled or rejected projects.
- **Project Offset Credits Issued.** Shows projects for which offset credits have been issued and the original CRT or Registry Offset Credit (ROC) issuance quantity by vintage. Also displays the quantity of credits canceled for ARB compliance purposes. Does not indicate the current status of the project's credit balance.
- **Search Serial Numbers.** Allows searching for an offset credit serial number by batch number or block start or end numbers. The results include whether the credits are active or retired, and include the time and date when the credits were retired.
- **Accounts Disclosed to Public.** Displays the active or retired offset credit balances that account holders have chosen to be shown to the general public.
- **Retired Offset Credits.** Displays the offset credits that have been retired by account holders.
- **Canceled Offset Credits.** Displays the offset credits that have been canceled in the Reserve system by project name and vintage. Cancellation is generally due to conversion of CRTs or ROCs to ARB offset credits.
- **ODS Projects' Certificates of Destruction.** Provides information on ODS project destruction events, including the project name, the name of the destruction facility, and the certificate of destruction (COD) identification number.
- **Buffer Pool Account Balance.** Displays the quantity of forest project offset credits deposited into/removed from the Reserve buffer pool by year.

## 7. Overview of the Project Registration Process

A number of steps that involve project developers, their authorized representatives, verifiers, and the Reserve administrator are required for a voluntary project to be registered and issued CRTs. These steps may be undertaken by anyone with a project developer account or any agent with designation of authority as described in the Terms of Use agreement for the Reserve.

The general project registration steps are as follows:

1. The project developer or its authorized representative submits the project and pays project submittal fee.
2. The Reserve reviews the project, ensures that it meets the eligibility requirements, and publicly lists the project.
3. The project developer selects an approved verification body in the Reserve.
4. The verifier submits a Notification of Verification Activities/Conflict of Interest (NOVA/COI) form.
5. The Reserve reviews the NOVA/COI form and approves the proposed verification activities.
6. The project developer enters project data, uploads attestations, and submits the project for verification.
7. The verifier completes the verification activities and submits the project verification report.
8. The Reserve reviews and approves the data and the verification report.
9. The project developer pays the CRT issuance fee.
10. The project developer transfers or retires CRTs.

Please see Appendix B for a flow diagram of these steps.

## 7.1. Project Statuses: New, Listed, and Registered

Projects in the Reserve move through statuses as they reach certain milestones. The various status identifications that a project may have are:

- **New:** The Project Setup has been completed in the Reserve, but the Project Submittal Form has not been uploaded and submitted to the Reserve administrator. The project is not yet displayed to the public and is not available to anyone except the project developer and the Reserve administrator.
- **Listed:** The Project Submittal Form has been uploaded by the project developer or its authorized representative, the submittal fee has been paid, and the project has been approved by the Reserve administrator. The Project Submittal Form is made available to the public.
- **Registered:** The project has undergone verification and has been submitted to and approved by the Reserve. The Verification Report, Verification Statement, and Attestations are made public.
- **Completed:** The project has reached the end of its crediting period(s) and is no longer being issued offset credits. The project information remains publicly available in the Reserve software indefinitely.

There are deadlines associated with project verification and registration. Please refer to the Reserve Program Manual for more information, available at [climateactionreserve.org/how/program/program-manual](http://climateactionreserve.org/how/program/program-manual).

### 7.1.1. Project Phases

As a project goes through the registration process, it goes through several phases. These phases notify you of any action that is necessary to move your project through registration.

| Status | Phase                                 | Next Step  | Explanation   |
|--------|---------------------------------------|--|---|
| New    | Project Submittal Pending             | Submit Project Submittal Form                    | A new project has been created. The project developer is in the process of completing the project submittal.  |
|        | Project Submitted – Submittal Fee Due | Pay Submittal Fee                                | The project has been officially submitted. The project information has been entered and all submittal forms have been uploaded. The next step is for the project developer to pay the Project Submittal Fee.                              |
| New    | Project Submittal Ready for Review    | Administrator Review Project                     | The Project Submittal Fee has been paid and the Reserve administrator will review the project submittal for listing. At this phase no action is required by the project developer.  |
|        | Resubmit Project                      | Revise Project Submittal                         | The Reserve administrator has reviewed the project submittal and found it insufficient, requiring a resubmittal of the project. The project developer must resubmit the project.  |
|        | Resubmit Project (4th attempt)        | Revise Submittal and Pay Project Resubmittal Fee | The Reserve administrator has found the project submittal insufficient for a third time. The project developer must resubmit the project and pay the Project Resubmittal Fee.   |
| Listed | Project Submittal Accepted            | Select Verification Body                         | The Reserve administrator has reviewed the project submittal and found it sufficient for listing. The project now appears in the <i>Projects</i> public report. The project developer can now select a verification body for the project. |
|        | Verification Body Selected            | Verification Body Submit NOVA/COI                | The project developer has selected a verification body for the project, the verification body must submit a Notification of Verification Activities/Conflict of Interest (NOVA/COI) form.   |

| Status        | Phase                                       | Next Step  | Explanation  |
|---------------|---|--|--|
| <b>Listed</b> | <b>NOVA/COI Ready for Review</b>            | <b>Administrator Review NOVA/COI</b>                   | The submitted NOVA/COI form is undergoing review by Reserve staff. No action is required by the project developer or the verification body.  |
|               | <b>Resubmit NOVA/COI</b>                    | <b>Verification Body Resubmit NOVA/COI</b>             | The Reserve administrator has reviewed the NOVA/COI form and found it insufficient. The verification body must revise and resubmit the NOVA/COI.   |
|               | <b>NOVA/COI Approved</b>                    | <b>Submit Project Data To Verification Body</b>        | The Reserve administrator has reviewed and approved the NOVA/COI. The project developer may submit project emissions/reductions data, upload documents required for verification, and submit the project for verification. |
|               | <b>Ready for Verification</b>               | <b>Verification Body Submit Verification Documents</b> | The project developer has officially submitted the project and cannot edit project information. The verification body must submit the verification documents.  |
|               | <b>Resubmit Project Data</b>                | <b>Revise Project Data</b>                             | The verification body or the Reserve requires the project emissions/reductions data to be revised. The project developer must revise data and resubmit the project for verification.                                       |
|               | <b>Verification Body Opinion Submitted</b>  | <b>Submit Project for Final Approval</b>               | The verification body has officially submitted the verification documents. The next step is for the project developer to review the verification report and submit the project to the Reserve for final review.            |
|               | <b>Project Submitted for Final Approval</b> | <b>Administrator Approve Project</b>                   | The project developer has officially submitted the project to the Reserve for final review. The Reserve administrator will review the project for registration.  |

| Status            | Phase                                       | Next Step                      | Explanation   |
|-------------------|---|--------------------------------|---|
|                   | <b>Resubmit Verification Body Documents</b> | <b>Verifier Revise Opinion</b> | The Reserve administrator has found the verification documents insufficient and requires that the verification body revise and resubmit the documents. Once the verification documents are resubmitted the project developer will have to resubmit the project to the Reserve for final approval.         |
| <b>Registered</b> | <b>Registered</b>                           | <b>Pay Issuance Fee</b>        | The Reserve administrator has found that the verification documents are sufficient and has approved the project. The project appears on the <i>Projects</i> public report as "Registered." The next step is for the project developer to pay the Offset Credit Issuance Fee to obtain their credits.      |
|                   | <b>Registered, Offset Credits Released</b>  | <b>Annual NOVA/COI Renewal</b> | The project developer has paid the Offset Credit Issuance Fee and the credits are issued to the project developer. The offset credits appear on the <i>Offset Credits Issued</i> public report. The next step is for the project developer to select a verification body for the subsequent verification. |

Table 7-1: Project Phases

## 7.2. Submitting a Project in the Reserve

Anyone with a project developer account type may create a new project in the Reserve. However, all projects must meet the standards set forth in the Reserve project protocols, available at [climateactionreserve.org/how/protocols](http://climateactionreserve.org/how/protocols). All project submittal forms must be submitted through the Reserve software and cannot be mailed, emailed, or faxed to the Reserve.

To submit a project in the Reserve, complete the following steps:

1. **Complete the project submittal forms.** A list of required documents by project type can be accessed here: [climateactionreserve.org/how/projects/register/submit-a-project](http://climateactionreserve.org/how/projects/register/submit-a-project). All of the project submittal forms can be downloaded here: [climateactionreserve.org/how/projects/register/project-submittal-forms](http://climateactionreserve.org/how/projects/register/project-submittal-forms)

2. **Log into the Reserve.** Select the **Submit New Project** link from the Manage Projects module; this will take you to the *Project Setup* screen to enter basic information about the project, including the name, project type, location, and contact information.

| Manage Projects                    |                   |        |                   |                                   |                                       |                          |            |
|------------------------------------|-------------------|--------|-------------------|-----------------------------------|---------------------------------------|--------------------------|------------|
| Project ID                         | Project Name      | Status | Account Holder    | Project Type                      | Project Phase                         | Next Step                | Phase Date |
| CAR753                             | North River Farms | New    | 1804 Partners LLC | Reforestation                     | Resubmit Project                      | Revise Project Submittal | 05/21/2010 |
| CAR861                             | ODS_Trial         | New    | 1804 Partners LLC | Ozone Depleting Substances - U.S. | Project Submitted – Submittal Fee Due | Pay Submittal Fee        | 02/07/2013 |
| <a href="#">Submit New Project</a> |                   |        |                   |                                   |                                       |                          |            |

Figure 7-1: Manage Projects Module

This screen also contains tabs to navigate between the *Project Setup*, *Project Documents*, and *Project Emissions/Reductions* screens.

All fields on the *Project Setup* screen denoted with an asterisk must be completed. The information entered should be consistent with the information on the project submittal forms. Once all fields have been completed, you must select **Save** to save the information entered and proceed to the *Project Documents* screen to upload the project submittal forms.

|   |   |                          |
|---|---|--------------------------|
| Home   Welcome, reserveadmin1   Account: 1804 Partners LLC                  |   | Change Password   Logout |
| <div>Project Setup   Project Documents   Project Emissions/Reductions</div> |   |                          |
| Project Name: North River Farms   |   |                          |
| PROJECT SETUP (Project Developer)   |   |                          |
| Project ID:   | 753   |                          |
| Project Type: *   | Reforestation   |                          |
| Early Action Offset Quantification Methodology:                             |   |                          |
| Offset Project Operator:  |   |                          |
| Authorized Project Designee:  |   |                          |
|   | (If there is no APD, please enter 'None')   |                          |
| Project Name: *   | North River Farms   |                          |
| Project Description: *  | Reforestation project at North River Farms, North Carolina  |                          |
|   | (You may enter up to 1000 characters. 942 characters left.)   |                          |
| Project is Being Transferred From Another Registry: *                       | <input type="radio"/> Yes <input checked="" type="radio"/> No<br>(Project cannot be registered on another registry or similar system) |                          |
| Crediting Period:   | Select Crediting Period   |                          |
| Credit Type: *  | CRT   |                          |
| ARB Eligible:   | Yes   |                          |
| Project Commencement Date: *  | 03/01/2006 (Date project became operational; format: MM/DD/YYYY)  |                          |
| Project Reporting Start Date: *   | 09/01/2007 (First date for which reductions will be reported on the Reserve; format: MM/DD/YYYY)                                      |                          |
| Initial Reporting Period End Date: *  |   |                          |

Figure 7-2: Project Setup Screen Detail

If you are not ready to upload the forms, you can click **Home** in the upper left of the screen to exit to the dashboard or **Logout** to exit the software completely. Your project information will remain saved.

| Manage Projects |                   |        |                   |                                   |                                       |                          |            |                     |                         |                        |                   |
|-----------------|-------------------|--------|-------------------|-----------------------------------|---------------------------------------|--------------------------|------------|---------------------|-------------------------|------------------------|-------------------|
| Project ID      | Project Name      | Status | Account Holder    | Project Type                      | Project Phase                         | Next Step                | Phase Date | Project Listed Date | Project Registered Date | Last Verification Date | Verification Body |
| CAR753          | North River Farms | New    | 1804 Partners LLC | Reforestation                     | Resubmit Project                      | Revise Project Submittal | 05/21/2010 |                     |                         |                        |                   |
| CAR861          | ODS_Trial         | New    | 1804 Partners LLC | Ozone Depleting Substances - U.S. | Project Submitted – Submittal Fee Due | Pay Submittal Fee        | 02/07/2013 |                     |                         |                        |                   |

Submit New Project

Figure 7-3: Manage Project Module Detail

- Uploading documents and forms.** Uploading any document into the software follows the same procedure. You are required first to select the appropriate vintage that the document relates to; vintage is the year that the reductions or removals took place. For project submittals, just choose the current year. Documents relating to future verifications will be uploaded under their corresponding vintage. You also will be required to select the document type (e.g., Project Submittal Form) and then click **Browse** to select the file on your computer (the file must be in .pdf or .jpg format). After you have chosen a file, click **Upload**. Once you have correctly uploaded a document, it will appear below with the Vintage, file name as Documents, the Document Type, the Document category, the Upload Date, and Uploaded by fields populated. The Reserve will manage the privilege type.

| Project Documents  |  |                        |                   |                      |                   |                  |        |
|--|--|------------------------|-------------------|----------------------|-------------------|------------------|--------|
| Project ID:  | CAR908                                     |                        |                   |                      |                   |                  |        |
| Project Name:  | New Project                                |                        |                   |                      |                   |                  |        |
| Document Upload  |  |                        |                   |                      |                   |                  |        |
| Vintage:   | Select Vintage ▼                           |                        |                   |                      |                   |                  |        |
| Document Type:   | -----Required For Project Submittal----- ▼ |                        |                   |                      |                   |                  |        |
| Upload File:   | Choose File                                |                        |                   | No file chosen       |                   | Upload           |        |
| Note: Documents are made public by the Administrator. Please delete all draft documents before project submission. |  |                        |                   |                      |                   |                  |        |
| Vintage  | Documents                                  | Document Type          | Document Category | Upload Date          | Uploaded by       | Private / Public | Action |
| 2013   | Project Submittal.pdf                      | Project Submittal Form | Project Submittal | 18 Jul 2014 05:23 PM | 1804 Partners LLC | Private          | Edit   |
| Submit Project   |  |                        |                   |                      |                   |                  |        |

Figure 7-4: Project Documents Screen Detail

- Submit project for review.** Once the documents have been uploaded you must click **Submit Project** to submit your project for review. You will be invoiced for the Project Submittal Fee.

If you are not ready to upload the forms, you can click **Home** in the upper left of the screen to exit to the dashboard or **Logout** to exit the software completely and your project information and project documents will remain saved. When your project is ready



for review, you must successfully submit your project for review by clicking **Submit Project**.

5. **Pay Project Submittal Fee.** The Reserve does not review any submittal documentation for a project until after the Project Submittal Fee is paid. For information on fees, invoicing, and payments, please refer to Section 15. After you submit payment, the Reserve administrator will review your project within 10 business days and approve it or request further information. Listing indicates that the project qualifies under the Reserve's project protocols based on the information you provided, but does not guarantee that the project can be verified or that it will be issued offset credits.

You may make three attempts to submit a project after paying the initial Project Submittal Fee. If the project requires a fourth attempt to be listed (due to substantial issues with the project submittal), you will be invoiced for an additional Project Submittal Fee before the Reserve administrator reviews the project.

When your project submittal is approved, the project will display on the projects public report as "Listed."

### 7.3. Request for Variances from Protocol Requirements

In some instances, project developers may wish to submit a project to the Reserve that deviates from the applicable project protocol in some regard. The Reserve has a process to allow for the submittal and consideration of variance requests. For further information on variances, see Section 3.1.4 of the Program Manual.

To submit a variance request, the project developer must complete and submit a Request for Project Variance form and pay a \$1,000 fee. The variance request must be submitted online through the Reserve system. No variance request will be considered until the project in question has been formally submitted to the Reserve. Each variance request is only applicable to a single project and variance determinations are not precedent-setting. A project developer seeking a similar variance on multiple projects must still submit a variance request for each project.

Upon receipt of the appropriate documentation and payment of the invoice, the Reserve will convene a committee of three or more staff members (two of which must be manager level or higher) to review the variance and make a determination. The determination will provide explicit written acceptance to the project developer if the variance is approved. Decisions to deny a variance request will give an explanation as to why it was denied. There is no process to appeal the denial of a variance; the decision to accept or deny a variance request lies solely with the Reserve. If the Reserve accepts a variance request, a letter describing the granted variance will be sent to the project developer. This determination will contain guidance to the verification body on the conditions of the variance and will be made publicly available.

The Request for Variance form can be downloaded at [climateactionreserve.org/how/projects/register/project-submittal-forms](http://climateactionreserve.org/how/projects/register/project-submittal-forms).

### 7.4. Transferring an Existing Project from another Registry

You may transfer a project from another offset registry, but you must submit a Project Transfer Form (available at [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents)). The project must be removed from the other registry before your project becomes registered on the Reserve.

## 7.5. Making Changes to Project Submittal Forms

After you have submitted your project, you are restricted from personally changing project information. You are only allowed to change the project contact information.

If you discover an error after your project has been submitted, please contact the Reserve administrator, who can help you upload another Project Submittal Form or change Project Setup information. If you need to replace any type of document uploaded to the Reserve, click *Edit* next to the document name and click the “Remove” button before sending a new file. The new document will be “Private” and not available to the public. You must notify the Reserve administrator of the revisions to the document and the Reserve administrator will review the changes and then make the document public.

If significant project information (i.e. information that affects project eligibility criteria) has changed after the project has been listed, the project must be de-listed and resubmitted for review.

## 7.6. Project Documents Displayed to the Public

Documentation that is uploaded to the Reserve can have a private or public privilege. Project documents that are private are not viewable by the public. All listed and registered projects will have the following documentation made public after the Reserve approves the documentation:

- Project Submittal Form
- Attestation of Title
- Attestation of Regulatory Compliance
- Attestation of Voluntary Implementation
- Verification Report
- Verification Statement
- Positive Variance Determinations
- Project Emissions Reductions page in the Reserve’s online system

Depending on the project type, you may also have publicly available maps, diagrams and start date documentation. The following documentation never made public:

- Verification List of Findings
- Monitoring Plans/Reports
- Requests for Project Variances
- Negative Variance Determinations
- NOVA/COI Forms

A list of all Reserve program documents and their privileges is available at:

<http://www.climateactionreserve.org/how/program/documents/>.

## 8. Selecting a Verification Body

The first step to begin project verification is to select a verification body to conduct verification services on your project. Information on connecting with a verification body is available at:

[climateactionreserve.org/how/verification/connect-with-a-verification-body](http://climateactionreserve.org/how/verification/connect-with-a-verification-body).

After your project is listed and you have chosen your verifier, you must select the verification body for your project in the Reserve system. To do so, complete the following steps:

From the *Project Setup* screen, select a verification body under the Project Verification section. Only those verification bodies approved to verify your project type are listed.

| Project Verification                       |   |
|--|---|
| Project Verification Body:                 | Select One                                |
| Verification Bodies:                       | Select One                                |
| NOVA/COI Submitted on:                     | Daily Bugle                               |
| Last Verification/Monitoring Submitted on: | DNV                                       |
| Next Verification/Monitoring Due:          | E.H. Pechan & Associates, Inc.            |
|  | EV/VB                                     |
|  | First Environment, Inc.                   |
|  | NSF International Strategic Registrations |
|  | Platinum Verification Services Corp       |
|  | Ruby Canyon Engineering                   |
|  | Ryerson, Master and Associates            |
|  | SCS Engineers                             |
|  | SGS Environmental Services, Inc.          |
|  | TUV SUD America, Inc.                     |
|  | VB Test Acct                              |
|  | Verificadoras de la Tierra                |
| Project Status                             |   |
| Project Phase:                             |   |
| Project Phase Reason:                      |   |
| Project Next Step:                         |   |

**Figure 8-1: Selecting a Verification Body**

Selecting a verification body allows that verification body access to your project through its Manage Projects display module.

## 8.1. Assessing Conflict of Interest

The selected verification body will be prompted by the software to submit the Notification of Verification Activities/Conflict of Interest (NOVA/COI) form available at [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents).

This form is designed to capture the verification body's past working relationships with the project developer, technical consultant(s), and third parties with a material interest. The information provided on the form allows the Reserve to determine whether the verification body can provide appropriately objective verification services for the project in question.

The verification body completes the NOVA/COI form offline and then submits it by uploading it to the project documents page and clicking the "Submit NOVA/COI" button. To review the document upload process, please see Section 7.2, step 3.

The Reserve reviews the submitted form, requests any necessary clarifications, and makes a determination. After the form is approved, the project developer and verification body are notified by email that verification activities can begin. If the verification body has never provided verification services for the project, a NOVA/COI Determination Letter giving approval is uploaded by Reserve staff to the project documents page.

For more detailed information about conflict of interest, please refer to the Reserve's Verification Program Manual at [climateactionreserve.org/how/program/program-manual](http://climateactionreserve.org/how/program/program-manual).

## 9. Entering Project Data (Emissions/Reductions) and Submitting for Verification

### 9.1. Entering Project Data

Once the NOVA/COI has been approved, the project developer will then be prompted to enter project data. The project developer may enter in project data at any time prior to this point, but they **MUST** enter data and submit the project for verification before verification can be completed. To enter data for a project, complete the following steps:

1. Select **Submit Project Data to Verification Body** from the Next Step column in the Manage Projects module for the project. This takes you to the *Project Emissions/Reductions* screen for the project.

Figure 9-1: Project Emissions/Reductions Screen

2. Select **Enter Emissions/Reductions**. This will take you to the project data screen for your particular project type.

Project data screens vary by project type. All project data screens require the following information to be entered:

- Protocol Version
- Vintage
- Reporting Start and End Date
- CO<sub>2</sub>e Emission Reductions

For early action and voluntary projects, emissions data must be entered for each vintage in the reporting period. For example, if your reporting period is 1/15/08-4/1/10, you would enter emissions for 2008, 2009, and 2010 and apportion the net emissions between each of these years based on the metered or modeled data.

For compliance projects, emissions data must be entered once for each reporting period. The vintage associated with each entry is the year of the reporting period's end date.

Project Name: New Project

**Enter Project Data**

|  |   |
|--|---|
| Project ID - Name:                         | CAR908 - New Project                      |
| Project Type:                              | Landfill Gas Capture/Combustion           |
| Protocol Version: *                        | <span>Select One</span>                   |
| Vintage: *                                 | <span>Select One</span>                   |
| Reporting Period Start: *                  | <input type="text"/> (format: MM/DD/YYYY) |
| Reporting Period End: *                    | <input type="text"/> (format: MM/DD/YYYY) |
| CO2e Emission Reductions: *                | <input type="text"/> (Metric Tons)        |
| Quantity of Offset Credits to be Issued: * | <input type="text"/> (Metric Tons)        |

\* Required Field

Save Cancel

Figure 9-2: Example of a Landfill Project Type Project Data Screen

- Once the data has been entered, select **Save**. This will save your data and take you back to the *Project Emissions/Reductions* screen. Please note that at this point your project has NOT been submitted for verification and the verification body cannot view your data. The data is simply saved and can still be revised if necessary.

Project Name: New Project

Submit Project for Verification Enter Emissions/Reductions

**View and Enter Project Data**

| Action                      | Partial Issuance | Status                         | Vintage | Quantity of Offset Credits | Partially Issued Quantity | Reporting Period Begin | Reporting Period End | Offset Credit Serial Numbers | Issue Offset Credits                 |
|-----------------------------|------------------|--------------------------------|---------|----------------------------|---------------------------|------------------------|----------------------|------------------------------|--------------------------------------|
| <a href="#">View/Update</a> |                  | Not Submitted for Verification | 2013    | 1,000                      | 1,000                     | 1/1/2013               | 12/31/2013           |                              | <a href="#">Issue Offset Credits</a> |

1 - 1 : 1

Previous Next First Last

Figure 9-3: Example of Project Emissions/Reductions Screen

### 9.1.1. Additional Project Verification Documents

In addition to entering the project data, voluntary and early action project developers must submit an Attestation of Title, Attestation of Regulatory Compliance, and an Attestation of Voluntary Implementation prior to submitting the data to their verifier. For more information on these documents, please see the Reserve Program Manual. Developers of compliance projects must submit the appropriate Offset Project Data Report (OPDR) prior to submitting the data to their verifier. OPDRs are posted on ARB's website here:

[arb.ca.gov/cc/capandtrade/offsets/forms/forms](http://arb.ca.gov/cc/capandtrade/offsets/forms/forms).

### 9.1.2. Adjustments to Data

If you have not submitted the emissions for verification, you may edit the data you entered by clicking **View/Update** link from the *Project Emissions/Reductions* screen. You will know if the

data has not been submitted for verification if the Status column reads “Not Submitted for Verification.”

After you have submitted emissions data for verification, you may view but not edit the data. Only after a Verification Body has reviewed and noted incorrect data will a project developer be able to correct and resubmit data.

## 9.2. Submitting a Project for Verification

After you have entered each vintage’s emissions data and uploaded the appropriate verification documents, you may then submit the project data and documents to the verifier.

To do this, click **Submit Project for Verification** on any of the project’s three tabs (i.e. the *Project Setup Page*, the *Project Documents Page* or the *Project Emissions/Reduction Page*).

## 10. Project Verification

The Verification Statement and Verification Report confirm the quantity of offset credits attributable to the project for a specific period. After verification is complete, the verification body uploads the completed and signed Verification Statement form (downloaded from [climateactionreserve.org/how-it-works/verification/verification-documents](http://climateactionreserve.org/how-it-works/verification/verification-documents)) and the Verification Report.

**Exception for Early Action Forest Projects:** Due to the fact that project developers must record a Project Implementation Agreement (PIA) or a PIA amendment every reporting period, verification bodies may submit *unsigned* draft versions of the Verification Statement and Verification Report. The statement and report will be finalized after the Reserve’s review of the verification documentation and the recordation of the PIA or PIA amendment.

The verification body should review the emissions data that was entered for the projects and any relevant documents. For more details regarding verification procedures, please see the protocol and the Verification Program Manual. Once the project (and the uploaded data and forms) have been verified to meet the protocol’s specifications, the verifier can click the “Submit Project Verification” button.

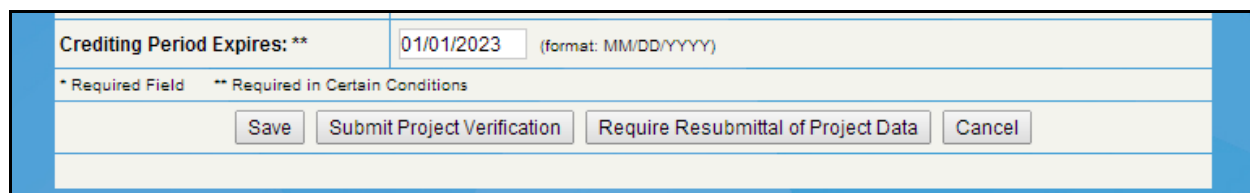


Figure 10-1 Submit Project Verification or Require Resubmittal of Project Data

When the project verification has been submitted, the project developer will receive an email confirmation. The project developer should then carefully review the Verification Report and Verification Statement. The project developer then submits the project to the Reserve for final approval and registration by clicking **Submit Project for Final Approval** on any of the project’s tabs.

### 10.1.1. Require Resubmittal of Data

If the verifier cannot confirm the emissions data that has been entered, they can require resubmittal of data. To require resubmittal of data, the verifier must go to the *Project Setup* tab

and select **Require Resubmittal of Data**. This will open the emissions data fields for the project developer, at which point they can then revise their data and resubmit it for verification.

## 10.2. Annual Verification Activities

After the initial verification is completed and the project is registered, the verification body must submit another NOVA/COI prior to verifying any further offset credits for the project. This is due at least 10 business days before the next verification begins. If the NOVA/COI is not submitted, the verifier will not be able to access the project data for the next reporting period, and the Verification Statement and Verification Report cannot be submitted.

## 10.3. Invalidation Verification

The process for submitting verification documentation associated with a regulatory invalidation verification is the same as the process for all other verification types, with the exception of being submitted to the Reserve via email rather than through the software. The process is summarized step by step as follows:

- Verification Body submits the Notification of Offset Verification Services (NOVS) and Evaluation of COI forms to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org)
- Reserve reviews NOVS and COI forms. Once the NOVS and COI forms have been approved, Verification Body performs verification services as required.
- Verification Body submits the Verification Report and Offset Verification Statement (OVS) to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org).
- Reserve reviews Verification Report and OVS. Once approved, timeframe for invalidation of appropriate reporting periods is reduced per Section 95985(b)(1)(A) of the Cap-and-Trade Regulation.

# 11. Verification Reporting Deadlines

## 11.1. Initial Reporting Deadline

All non-forest projects must complete verification within 12 months of the end date of the initial reporting period. Projects that fail to complete verification within 12 months of the initial reporting period must re-submit under the latest version of the applicable protocol. Account holders will be notified when their project is approaching the deadline to submit a verification report at 6, 3, and 1 month intervals prior to the deadline.

Forest and urban forest project developers have 30 months from the date a project is submitted to complete an initial verification. If the project developer does not meet the 30-month verification deadline, the project must be re-submitted under the most current version of its associated protocol.

## 11.2. Annual Reporting Deadline

All projects are required to report to the Reserve on an annual basis. Failure to maintain contiguous reporting periods will result in the project being cancelled, except as noted below. Account holders will be notified when their project is approaching the deadline to submit a verification report at 6, 3, and 1 month intervals prior to the deadline. The deadline is tied to the end of date of the last reporting period that has received credits.



Projects that fail to complete verification in the time periods specified above will have 60 days to resubmit under the latest version of the protocol. If the project is not re-submitted to the Reserve within 60 days, then the project will be cancelled from the registry. The same project may be re-submitted at a later date, but it will be assigned a new Project ID and must meet all the requirements of the applicable protocol, including start date requirements.

## 12. Offset Credit Issuance

### 12.1. Reserve Approval of Projects

After a project developer has submitted a project for final approval, the Reserve reviews the Verification Statement and Verification Report and either approves the project for registration or requires a resubmittal of project data or verifier documentation.

If the project requires adjustments to the emissions data, the project must be verified again. If the verification documents must be resubmitted, the verification body must make changes and resubmit to the project developer to review the revisions and resubmit the project for final approval. When the project is approved, its status changes to “Registered” on public reports.

### 12.2. Offset Credit Issuance

After the project has received final approval from the Reserve and is registered, the offset credits are issued into a holding account denoted as the “Pending” account in the Reserve software.



| View, Transfer, and Retire Offset Credits |                              |
|---|------------------------------|
| Account Balances                          |                              |
| Offset Credits                            | View/Transfer Offset Credits |
| Pending                                   | 69,502                       |
| Primary Account                           | 644,820                      |
| Active Accounts                           | 0                            |
| Retirement Accounts                       | 0                            |
| Exported                                  | 0                            |
| Total Offset Credits                      | 714,322                      |
| Open Accounts                             |                              |

**Figure 12-1: Credits Issued into “Pending” Account**

In order to be issued the credits, please log in to the Reserve system and click on the credits in the “Pending” account in the Account Balances module. This will load a new page where you can specify the number of credits you would like to be released by clicking on the checkbox next to the Project, typing in the number of credits you would like to be issued in the “Transfer Quantity” column, then clicking on the “Release” button on the top left of the screen.



The screenshot shows the 'Pending Offset Credits' section of the Climate Action Reserve web interface. At the top, there are tabs for 'Pending', 'Primary Account', 'Active Accounts', 'Retirement Accounts', and 'Exported'. Below the tabs, there is a 'Total Quantity' field and a 'Release' button, both of which are circled in red. The main table lists pending offset credits with columns for Project ID, Project Name, Project Type, Protocol Version, Vintage, Offset Credit Serial Numbers, Quantity of Offset Credits, Date Issued, Transfer Quantity, and Status. The first row, for Project ID CAR897, is circled in red. The 'Transfer Quantity' field for this row contains the value 49,500, which is also circled in red. The table shows three rows of data, with the first row being 'Pending', the second 'Invoiced', and the third 'Pending'.

| Project ID | Project Name              | Project Type                     | Protocol Version  | Vintage | Offset Credit Serial Numbers              | Quantity of Offset Credits | Date Issued | Transfer Quantity | Status   |
|------------|---------------------------|----------------------------------|---|---------|---|----------------------------|-------------|-------------------|----------|
| CAR897     | 2131                      | Livestock Gas Capture/Combustion | Version 3.0   | 2013    | CAR-1-US-897-5-599-ID-2013-483-1 to 49500 | 49,500                     | 12/04/2013  | 49500             | Pending  |
| CAR906     | Landfill Test             | Landfill Gas Capture/Combustion  | Version 3.0   | 2012    | CAR-1-US-906-4-599-CO-2012-487-1 to 20000 | 20,000                     | 06/04/2014  | 20000             | Invoiced |
| CAR871     | Livestock-Compliance-TEST | Livestock - ARB Compliance       | ARB Compliance Offset Protocol Livestock Projects, October 20, 2011 | 2013    | CAR-ROC-US-871-105-599-CA-2013-484-1 to 2 | 2                          | 12/04/2013  | 2                 | Pending  |

**Figure 12-2: Releasing Offset Credits**

Clicking the “Release” button generates the issuance fee invoice and sends it to the account manager via email. After the invoice has been paid, the offset credits are released into the project developer’s or its authorized representative’s “Active” Account. As described in the Terms of Use, credit issuance invoices must be paid within six months of invoice generation. Once the fee has been paid, offset credits in a Project Developer Account can do the following:

- Transfer credits to another project developer account,
- Transfer credits to a trader/broker/retailer account, or
- Immediately retire the credits.

### 12.3. Offset Credit Serial Numbers

All offsets created within the Reserve are assigned a unique serial number to eliminate double counting of offsets, as well as provide a pedigree for each offset created. The unique serial numbers associated with the offsets persist as the offsets are transferred between account holders or retired.

Offsets are issued to projects in "batches," with each batch representing a quantity of offsets awarded to a single project for a specific reporting period. The format of the Reserve serial numbers encodes project and registry information. The following table identifies the serial number format that is used by the Reserve.

| Identifier                  | Description  | Range of Values   |
|-----------------------------|--|---|
| <b>Originating Registry</b> | Alphanumeric used to identify the registry originally issuing project credits. If transfer agreements between additional registries are created in the future, they would use other codes. | CAR = Climate Action Reserve                                    |
| <b>Unit type</b>            | Identifier of the type of offset credit issued   | 1 = Climate Reserve Tonne (CRT)<br>ROC = Registry Offset Credit |
| <b>Project Country</b>      | Two-letter ISO country codes   | US = United States<br>MX = Mexico                               |
| <b>Project ID</b>           | Number assigned by the Reserve to identify the project; unique to the originating registry   | e.g. CAR100   |
| <b>Project Type</b>         | Number identifying the project   | 1 = Forest Conservation-Based                                   |

| Identifier                        | Description  | Range of Values   |
|-----------------------------------|--|---|
|                                   | category   | Management<br>2 = Forest Conservation<br>3 = Reforestation<br>4 = Landfill Gas Capture/Combustion<br>5 = Livestock Gas Capture/Combustion<br>6 = Improved Forest Management<br>7 = Avoided Conversion<br>22 = Urban Forestry – Municipality<br>23 = Urban Forestry – Educational Campus<br>24 = Urban Forestry – Utility<br>27 = Organic Waste Digestion<br>28 = Coal Mine Methane – VAM<br>29 = Coal Mine Methane – Drainage<br>30 = Nitric Acid N <sub>2</sub> O- Secondary Catalyst<br>31 = Nitric Acid N <sub>2</sub> O- Tertiary Catalyst<br>32 = Ozone Depleting Substances – U.S<br>33 = Ozone Depleting Substances – Article 5 Imports<br>34 = Rice Cultivation<br>36 = Nitrogen Management<br>102 = Reforestation – ARB Compliance<br>105 = Livestock – ARB Compliance<br>122 = Municipality – ARB Compliance<br>123 = Educational Campus – ARB Compliance<br>124 = Utility – ARB Compliance<br>125 = Improved Forest Management – ARB Compliance<br>126 = Avoided Conversion – ARB Compliance<br>132 = Ozone Depleting Substances – U.S. – ARB Compliance |
| <b>Project Developer ID</b>       | Number assigned by the Reserve for the project developer; unique to the originating registry | e.g. “100”  |
| <b>Project State Abbreviation</b> | Two-letter state abbreviation  | e.g. CA   |
| <b>Vintage</b>                    | Year the emission reduction/removal occurred   | Format = YYYY   |
| <b>Batch Number</b>               | Number assigned to each batch of offsets created; unique to the originating reserve          | 1 – 99,999  |
| <b>Unit Serial Block Start</b>    | Numbers assigned by the Reserve  | 1 - 999,999,999   |
| <b>Unit Serial Block End</b>      | Numbers assigned by the Reserve  | 1 - 999,999,999   |

Table 12-1: Serial Number Guide

Example: The following serial number identifies a batch of 29,250 CRTs issued by the Reserve to project developer #120 for a forest conservation-based management project #293 for reductions in 2006 → **CAR-1-US-293-1-120-CA-2006-102-1 to 29251**

## 12.4. Reserve Offset Credit Accounts

When offset credits are issued to a project, they are automatically deposited into the Primary Account. This account cannot be renamed or deleted. Consider this the incoming account for all new credits before they are transferred or retired.

The three default offset credit accounts when you first access the Reserve as a project developer or trader/broker/retailer are the following:

- **Primary Account.** All newly issued offset credits are deposited into the Primary Account until otherwise organized by the user.
- **Default Active Account.** The Default Account where active and not retired offset credits are stored. Can be renamed.
- **Default Retirement Account.** The Default Account where retired offset credits are stored. Can be renamed. See section 14 for more information on offset credit retirement.

CRTs or ROCs held in the Reserve can be organized into different subaccounts based on their characteristics. For example, an account holder may wish to keep all offset credits retired in the year 2008 in a retirement subaccount called “Retired 2008.”

### 12.4.1. Organizing the Default Active and Retirement Accounts

The Primary Account cannot be renamed; however, you can edit the name of the Default Active Account and Default Retired Account by clicking the account name from the View, Transfer, and Retire Offset Credits module.

| View, Transfer, and Retire Offset Credits |                    |                              |                     |                 |
|---|--------------------|------------------------------|---------------------|-----------------|
| Account Balances                          |                    |                              |                     |                 |
| Offset Credits                            |                    | View/Transfer Offset Credits |                     |                 |
| Pending                                   |                    |                              |                     | 69,502          |
| Primary Account                           |                    |                              |                     | 644,820         |
| Active Accounts                           |                    |                              |                     | 0               |
| Retirement Accounts                       |                    |                              |                     | 0               |
| Exported                                  |                    |                              |                     | 0               |
| Total Offset Credits                      |                    |                              |                     | 714,322         |
| Open Accounts                             |                    |                              |                     |                 |
| Account ID                                | Account Name       | Account Name/Alias2          | Account Type        | Total Account 3 |
| 1273                                      | Default            |                              | Active Accounts     | 0               |
| 1274                                      | Default            |                              | Retirement Accounts | 0               |
| 1280                                      | Retirement Account |                              | Retirement Accounts | 0               |
| Create New Account   View/Edit Accounts   |                    |                              |                     |                 |

**Figure 12-2: View, Transfer, and Retire Offset Credits Module**

From the View, Transfer and Retire Offset Credits module, click on an account to gain access to the functionality:

- **Change the name.** Rename the account to help you organize credits by project type, year, client, etc.

- **Change the alias.** The alias is similar to a subtitle and is displayed on public project reports. Use this to provide more information as needed.
- **Display the offset credit balance to the public.** Indicate to show the current credit balance for an account on the Accounts Disclosed to the Public report.
- **Close an account.** Removes account from the list of Open Accounts from the View, Transfer, and Retire Offset Credits module.
- **Indicate why the account was closed.** Note the reasons why an account was closed.

### 12.4.2. Creating New Offset Credit Subaccounts

You may create multiple active and retirement accounts by clicking the **Create New Account** link located at the bottom of the View, Transfer, and Retire Offset Credit module. From the Create New Account page, you may select the type of account to create, name the account, and choose to display the offset credit balance to the public, just like when editing an account.

**Note:** Aside from the Default Retirement Account, you cannot change the name of any retirement accounts once created.

Figure 12-3: Create New/Edit Account Screen

### 12.4.3. Displaying Accounts to the Public

When configuring your accounts, if you indicated that an active or retirement account was to be displayed to the public, the account name, alias, and offset credit balance will display on the Accounts Disclosed to the Public report. You may choose to do this to communicate the offset credit status of an account with a client or because you want this information to be transparent to the public. Neither individual transactions nor the original owners of the offset credits are displayed.

Note that for all retired offset credits, the retirement reason and the retirement details are displayed to the public by default, but you may additionally publish the balance of retirement

offset credit accounts to the public. You might do this to give context to your retired credits by putting them in accounts by sector (e.g. Retired Forest Credits 2007).

## 12.5. Beneficial Ownership of Offset Credits

Section 9 of the Reserve's Terms of Use specifies under what circumstances an account holder may hold offset credits in one or more of their subaccounts. In most instances, an account holder may only hold offset credits over which it has sole legal title and beneficial ownership rights. Beneficial ownership is enjoyed by anyone who has the benefits of ownership of an offset credit, and yet does not nominally own the asset itself (i.e. it is not held in their own account). See Section 14.2 for information regarding the retirement of offset credits on behalf of third parties.

The Reserve may, at its sole discretion, waive these rules for regulated entities, pursuant to Section 9, subsection C of the Reserve Terms of Use.

## 13. Transferring Offset Credits

There are two types of offset credit transfers:

- Transfer to another of the owner's own active or retirement accounts (see Section 12)
- Transfer to another account holder

For information on transitioning credits to ARB Offset Credits, please see Section 15.

### 13.1. Transferring to an Active or Retirement Account

To transfer offset credits from an active account to another active account or retirement account held by you, simply click on the offset credit quantity in the View/Transfer offset credit column within the View, Transfer, and Retire Offset Credits module. When you click on this quantity, you will be taken to the Account Detail page listing all offset credits held in the account.

| Pending  |  |  | Primary Account  |  | Active Accounts |   | Retirement Accounts  |  | Exported   |   |  |
|--|--|--|--|--|-----------------|---|--|--|--|---|--|
| Offset Credits in Primary Account  |  |  |  |  |                 |   |  |  |  |      |  |
| Action  | Project ID  | Project Name  | Project Type  | Protocol Version  |                 | Vintage  | Offset Credit Serial Numbers  |  | Quantity of Offset Credits  | Date Issued    |  |
| Transfer   | CAR873   | 134324   | Ozone Depleting Substances - U.S. - ARB Compliance   | Compliance Offset Protocol ARB Ozone Depleting Substances Projects, October 20, 2011                 |                 | 2011  | CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000  |  | 79,000   | 06/26/2013  |  |
| Transfer   | CAR873   | 134324   | Ozone Depleting Substances - U.S. - ARB Compliance   | Compliance Offset Protocol ARB Ozone Depleting Substances Projects, October 20, 2011                 |                 | 2011  | CAR-ROC-US-873-132-599-AS-2011-466-10003 to 10502  |  | 500  | 06/26/2013  |  |
| Transfer   | CAR875   | 694  | Ozone Depleting Substances - U.S.  | Version 1.0  |                 | 2013  | CAR-1-US-875-32-599-ID-2013-459-5001 to 10000  |  | 5,000  | 06/24/2013  |  |
| Transfer   | CAR872   | adf  | Avoided Conversion - ARB Compliance  | ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011                                |                 | 2013  | CAR-ROC-US-872-126-599-HI-2013-478-1 to 10500  |  | 10,500   | 12/02/2013  |  |
| Transfer   | CAR872   | adf  | Avoided Conversion - ARB Compliance  | ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011                                |                 | 2012  | CAR-ROC-US-872-126-599-HI-2012-479-5001 to 10000   |  | 5,000  | 12/02/2013  |  |
| Transfer   | CAR879   | Educational Campus-ARB Compliance  | Educational Campus - ARB Compliance  | ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011                               |                 | 2012  | CAR-ROC-US-879-123-599-AL-2012-467-232 to 9980   |  | 9,749  | 06/26/2013  |  |
| Transfer   | CAR871   | Livestock-Compliance-TEST  | Livestock - ARB Compliance   | ARB Compliance Offset Protocol Livestock Projects, October 20, 2011                                  |                 | 2011  | CAR-ROC-US-871-105-599-CA-2011-455-1 to 990  |  | 990  | 05/30/2013  |  |
| Transfer   | CAR878   | Municipality-ARB Compliance  | Municipality - ARB Compliance  | ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011                               |                 | 2011  | CAR-ROC-US-878-122-599-ID-2011-462-1 to 570  |  | 570  | 06/26/2013  |  |
| Transfer   | CAR877   | Reforestation-ARB Compliance   | Reforestation - ARB Compliance   | ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011                                |                 | 2014  | CAR-ROC-US-877-102-599-GU-2014-486-1 to 531431   |  | 531,431  | 05/12/2014  |  |
| Transfer   | CAR881   | Reforestation-Voluntary  | Reforestation  | Version 3.3  |                 | 2011  | CAR-1-US-881-2-599-ID-2011-464-1 to 500  |  | 500  | 06/26/2013  |  |
| Transfer   | CAR881   | Reforestation-Voluntary  | Reforestation  | Version 3.3  |                 | 2011  | CAR-1-US-881-2-599-ID-2011-464-501 to 1100   |  | 600  | 06/26/2013  |  |
| Transfer   | CAR880   | Utility-ARB Compliance   | Utility - ARB Compliance   | ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011                               |                 | 2011  | CAR-ROC-US-880-124-599-GU-2011-463-1 to 980  |  | 980  | 06/26/2013  |  |

**Figure 13-1: Offset Credit Account Detail**

From the Account Detail page, you can choose a batch of credits you want to transfer by clicking on the "Transfer" button. This will take you to the Transfer Offset Credits page. From the Transfer Offset Credits page, specify the quantity you wish to transfer and the name of the

retirement or active subaccount you wish to transfer them to. For information regarding transfers to retirement accounts, see Section 14.

| Transfer Offset Credits   |   |
|---|---|
| Origination Program:  | Climate Action Reserve                            |
| Offset Credit Serial Numbers:   | CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000 |
| Quantity:   | 79000   |
| Project Name:   | 134324  |
| Vintage:  | 2011  |
| Transfer 79000 Offset Credits to:   |   |
| <input type="radio"/> Another Account Holder                                | Select an Account Holder                          |
| <input type="radio"/> Active Account  | Select an Active Account                          |
| <input type="radio"/> Back to Primary Account                               |   |
| <input type="radio"/> Retirement Account                                    | Select a Retirement Account                       |
| Retirement Reason:  | Select a reason                                   |
| Retirement Reason Details:  |   |
| Email Notification<br>(list address, separate with ";")                     |   |
| <input type="radio"/> Export Account  | Select a Registry                                 |
| Project ID:   |   |
| Vintage:  |   |
| <input type="radio"/> Buffer Pool   |   |
| Referenced Project:   | Select a Project                                  |
| Email Notification<br>(list address, separate with ";")                     |   |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |   |

Figure 13-2: Transfer Offset Credits Page

## 13.2. Transferring Offset Credits to another Account Holder

To transfer to another Reserve account holder, you follow the same process presented in Section 13.1 for transferring credits to one of your offset credit subaccounts. However, instead of choosing to transfer them to one of your active or retirement subaccounts, you simply choose to transfer to another account holder. Choose the appropriate account holder from the drop-down menu. This menu lists all the account holders who are capable of receiving offset credit transfers.

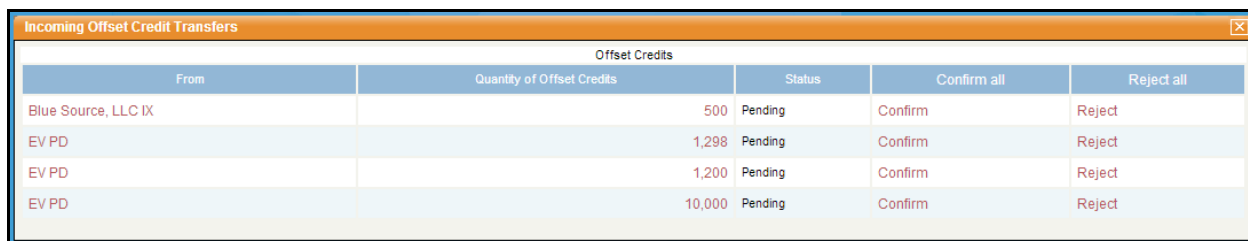
After you have initiated this transfer, the offset credits are immediately deducted from the account from which they were transferred. The Outgoing Offset Credit Transfers module on the home page shows the pending transfer. The transfer will be finalized when confirmed by the recipient and you will be invoiced for the transfer fee.

| Outgoing Offset Credit Transfers |                            |         |              |
|----------------------------------|----------------------------|---------|--------------|
| To                               | Offset Credits             |         |              |
|                                  | Quantity of Offset Credits | Status  | Withdraw all |
| CE2 Carbon Capital LLC           | 2                          | Pending | Withdraw     |
| 1804 Partners LLC                | 1,298                      | Pending | Withdraw     |
| 1804 Partners LLC                | 1,200                      | Pending | Withdraw     |
| 1804 Partners LLC                | 10,000                     | Pending | Withdraw     |
| Aggregatees Inc.                 | 231                        | Pending | Withdraw     |

Figure 13-3: Outgoing Offset Credit Transfers Module

### 13.3. Receiving Offset Credits from an Account Holder

If credits have been transferred to you, they appear in your Incoming Offset Credit Transfers module. Confirm the transfer by clicking the **Confirm** link and then select the account into which you want the credits deposited. Recipients of offset credits are not charged a transfer fee.



| Incoming Offset Credit Transfers |                            |         |             |            |
|----------------------------------|----------------------------|---------|-------------|------------|
| Offset Credits                   |                            |         |             |            |
| From                             | Quantity of Offset Credits | Status  | Confirm all | Reject all |
| Blue Source, LLC IX              | 500                        | Pending | Confirm     | Reject     |
| EV PD                            | 1,298                      | Pending | Confirm     | Reject     |
| EV PD                            | 1,200                      | Pending | Confirm     | Reject     |
| EV PD                            | 10,000                     | Pending | Confirm     | Reject     |

Figure 13-4: Incoming Offset Credit Transfers Module

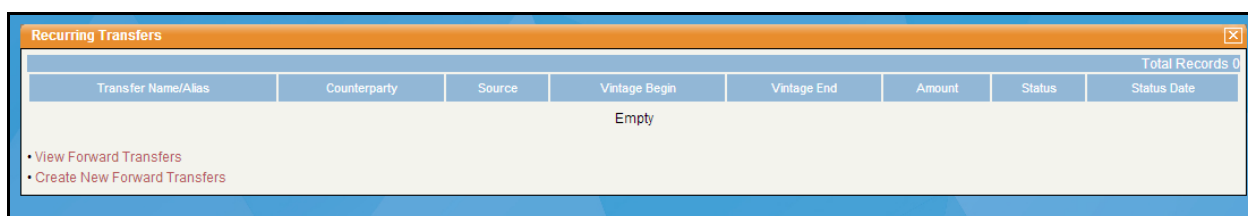
### 13.4. Canceling a Transfer

If you are the designated recipient of offset credits and wish to cancel the transfer, click the **Reject** link next to the offset credit record in your Incoming Offset Credit Transfers module. The credits are then returned to the transferor's primary account.

If you are the transferor of offset credits and you wish to cancel a transfer, click the **Withdraw** link in the Outgoing Offset Credit Transfers module. If the transfer has already been completed, you cannot cancel it unless the recipient agrees to transfer the credits back to your account.

### 13.5. Forward and Recurring Offset Credit Transfers

Project developers may arrange forward transfers prior to when credits are issued to a project. These forward transfers may be designated to occur on a one-time or recurring basis. This feature was developed in response to account holders who wanted more certainty that parties would follow through on their obligations to transfer offset credits. As such, forward transfers that have been arranged can only be rescinded when both parties are in agreement to cancel the arrangement. Forward transfers are arranged through the Recurring Transfer Module.

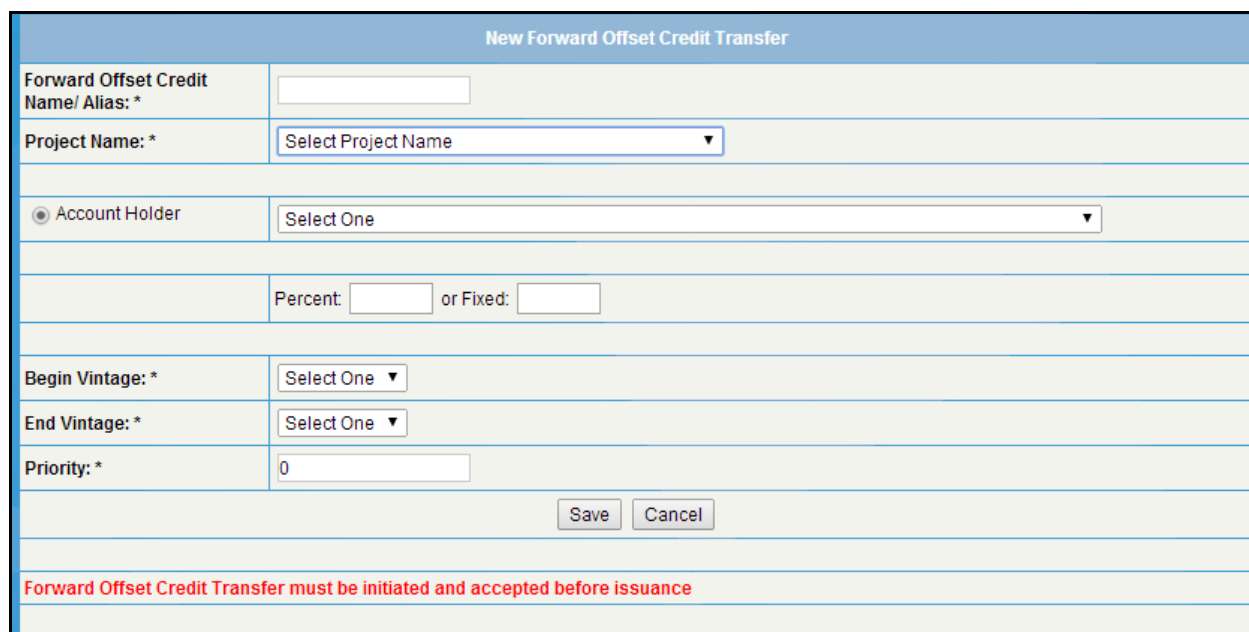


| Recurring Transfers |              |        |               |             |        |        | Total Records 0 |
|---------------------|--------------|--------|---------------|-------------|--------|--------|-----------------|
| Transfer Name/Alias | Counterparty | Source | Vintage Begin | Vintage End | Amount | Status | Status Date     |
| Empty               |              |        |               |             |        |        |                 |

[View Forward Transfers](#)  
[Create New Forward Transfers](#)

Figure 13-5: Recurring Transfers Module

In arranging a forward transfer, you may choose to indicate either a percentage or quantity of un-issued offset credits to transfer for a particular vintage of a project. If the offset credits are to be transferred over multiple years, then you may designate a range of vintages to include. The priority label indicates the order in which the offset credits are distributed in the event that more are designated for transfer than eventually issued.



**New Forward Offset Credit Transfer**

Forward Offset Credit Name/ Alias: \*

Project Name: \*

☒ Account Holder

Percent:  or Fixed:

Begin Vintage: \*

End Vintage: \*

Priority: \*

**Forward Offset Credit Transfer must be initiated and accepted before issuance**

Figure 13-6: New Forward Transfer Setup Page

The receiving party of forward transfers has the option to accept or reject a proposed forward transfer in a similar manner as a standard transfer.



| Forward Transfers Inbox |              |               |             |                |            |            |                   |
|-------------------------|--------------|---------------|-------------|----------------|------------|------------|-------------------|
|                         |              |               |             |                |            |            | Total Records - 1 |
| Transfer Name/Alias     | Counterparty | Vintage Begin | Vintage End | Current Status | Accept All | Reject All | Initiation Date   |
| Contract1               | EV PD        | 2013          | 2016        | Pending        | Accept All | Reject All | 07/18/2014        |

Figure 13-7: Forward Transfer Inbox

However, once a forward transfer has been proposed and accepted, a cancellation of the agreement must be accepted by both parties. This is managed through the “My Recurring Transfers” administrator report. Select My Recurring Transfers to monitor or cancel forward or recurring transfers. Then select the Request Withdrawal link to initiate a cancellation. The other party will be notified, and they can confirm in their account.



Figure 13-8: My Recurring Transfers



| Transfer Name/Alias | Counterparty | Vintage Begin Date | Vintage End Date | Project ID | Project Name                      | Amount | Priority | Deposit Sub-Account - ID | Status  |
|---------------------|--------------|--------------------|------------------|------------|-----------------------------------|--------|----------|--------------------------|---------|
| Contract1           | EV PD        | 2013               | 2016             | CAR879     | Educational Campus-ARB Compliance | 100%   | 100      | Primary Account          | Pending |

**Figure 13-9: My Recurring Transfers Report Detail**

## 13.6. Transferring a Project to Another Account Holder

Existing projects can be transferred in the Reserve between Project Developer account holders. In order to initiate a transfer, navigate to the Project Documents tab. From there, select the current year as the Vintage, select Account Holder Project Transfer as the document type, and select the name of the Project Developer to whom you wish to transfer the project. Upload the completed Account Holder Project Transfer document (found here: [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents)).

Once this form has been uploaded, an invoice for the transfer fee of \$500 will automatically be generated and sent to the intended recipient of the project. When this invoice is paid, the project transfer will be completed.

## 14. Retiring Offset Credits

Many individuals and businesses want to offset their GHG emissions for specific activities. To do so, offset credits may be acquired and applied against some emissions. In doing this, the credits are retired so that they cannot be used to offset any other emissions. The Reserve retires these offset credits by permanently placing them in a locked retirement account, thereby precluding any further transaction.

When offset credits are retired, the retirement is permanent. They cannot be returned to active status and may never be transferred again. To prove that offset credits are retired, you may view them on the *Retired Offset Credits* public report. If you need to show just your own retired credits and not all account holders', use the Search feature in the report to filter just your own records or access the *Search Serial Numbers* public report (see Section 6).

### 14.1. Transferring Offset Credits for Retirement

Offset credits may be retired in the same way that they are transferred, using the *Transfer Offset Credits* screen. When you retire offset credits, you may select the following options:

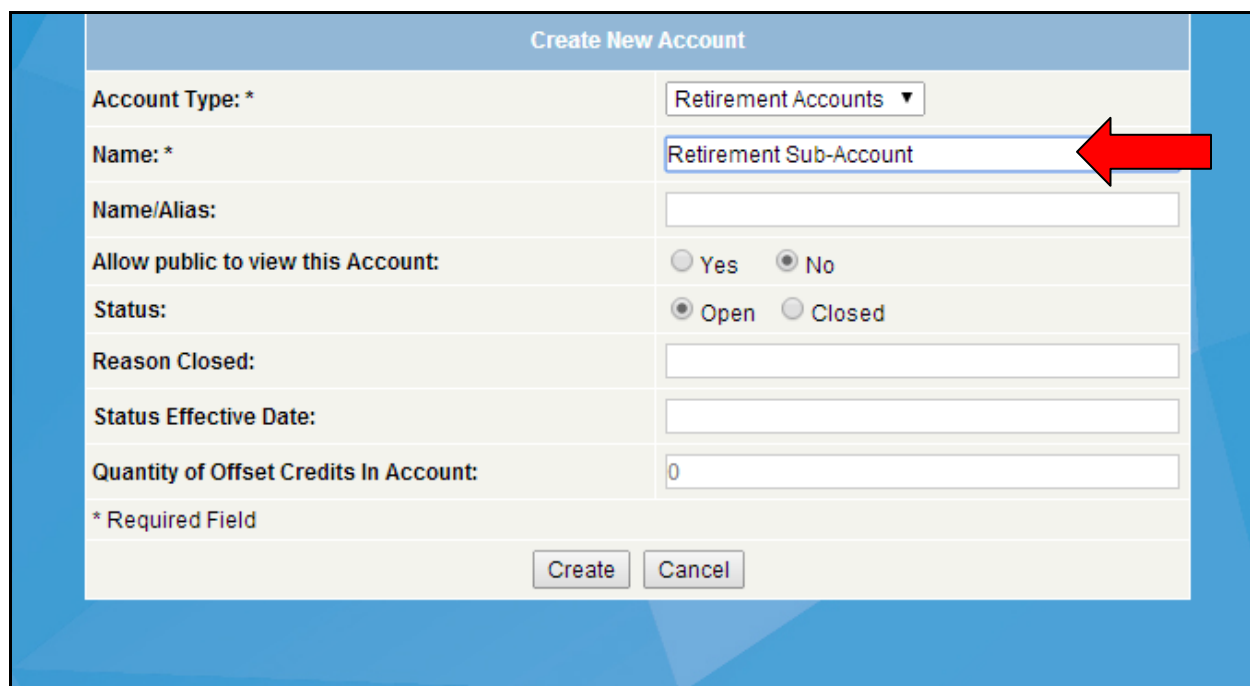
- Quantity to retire
- Retirement account in which to deposit offset credits
- Reason for retirement
- Notes about the retirement reason
- A list of email recipients to be notified about the retired offset credits

You may use these features to retire credits on someone's behalf and send notification regarding the retirement. For example, you may select the retirement reason "Environmental Benefit" and enter "Work Commute January 2010" as the retirement reason. Note that the Retirement Reason Details appear on the *Retired Offset Credits* public report, so your retirement reason should be something that is meaningful to others.

## 14.2. Retirements on Behalf of Third Parties

Section 9 of the Terms of Use spells out exceptions to the beneficial ownership rules (Section 12.5), specifically with regard to Offset Credits Retirement. No more than 99,999 credits may be retired in an account on behalf of another entity within a single year without providing public information on who the offset credit retirement is for and why the credits were retired.

Additionally, if the number of CRTs retired on behalf of another organization is over 99, the account holder retiring the offset credits must provide to the Reserve the name of the organization for which they are retired, the contact information for a representative of said organization, and the reason for retirement. This is accomplished by creating a Retirement sub-account in the name of the third party organization and making retirements within that sub-account as shown below.



The screenshot shows a web form titled "Create New Account". The form has several fields and options:

- Account Type: \***: A dropdown menu with "Retirement Accounts" selected.
- Name: \***: A text input field containing "Retirement Sub-Account". A red arrow points to this field.
- Name/Alias:**: An empty text input field.
- Allow public to view this Account:**: Radio buttons for "Yes" and "No", with "No" selected.
- Status:**: Radio buttons for "Open" and "Closed", with "Open" selected.
- Reason Closed:**: An empty text input field.
- Status Effective Date:**: An empty text input field.
- Quantity of Offset Credits In Account:**: A text input field containing "0".
- \* Required Field**: A note at the bottom left of the form.
- Create** and **Cancel** buttons at the bottom right.

Figure 14-1: Retirement Sub-Account Detail

## 15. Compliance Offset Program

### 15.1. The Reserve's Role as an OPR

As an OPR under the ARB Compliance Offset Program, the Reserve is responsible for facilitating the listing, reporting, and verification of compliance offset projects. In this capacity, the Reserve also issues Early Action Offset Credits (EAOCs) and ROCs that are eligible for transfer to ARB Offset Credits (ARBOCs). While the process for submitting, verifying, and registering a compliance offset project is similar to the process for other projects under the Reserve's program, there are several important distinctions that should be noted. Please review the following sections for more details, as well as [the Reserve's online resources](#) and [ARB's official website](#).

## 15.2. Submittal and Listing

The process for submitting a compliance offset project for listing is similar to the process described previously in Section 7.2. However, these projects should utilize the listing forms provided by ARB, which can be found here: [climateactionreserve.org/how/california-compliance-projects/arb-forms](http://climateactionreserve.org/how/california-compliance-projects/arb-forms).

In addition to the Offset Project Listing Form, listing a compliance offset project also requires registration with ARB in order to establish a Compliance Instrument Tracking System Service (CITSS) account. Information regarding CITSS registration is available on ARB's website: [arb.ca.gov/cc/capandtrade/markettrackingsystem/markettrackingsystem](http://arb.ca.gov/cc/capandtrade/markettrackingsystem/markettrackingsystem).

Anyone with a project developer account type may create a new compliance offset project in the Reserve as an Offset Project Operator (OPO). However, all projects must meet the standards set forth in the Compliance Offset Protocols, available at: [arb.ca.gov/cc/capandtrade/offsets/offsets.htm#protocols](http://arb.ca.gov/cc/capandtrade/offsets/offsets.htm#protocols).

OPOs may also choose to submit a Designation of Authorized Project Designee form at the listing stage, which authorizes another entity to act on its behalf in moving the project forward. This form can also be found on the ARB Forms page: [climateactionreserve.org/how/california-compliance-projects/arb-forms](http://climateactionreserve.org/how/california-compliance-projects/arb-forms).

To submit your compliance project in the Reserve, complete the steps found in Section 7.2 of this document.

## 15.3. NOVS and COI Processing

Compliance projects preparing to undergo verification must select a verification body that has been approved and accredited by ARB. For more information on selecting a verification body, please see ARB's website: [arb.ca.gov/cc/capandtrade/offsets/verification/verification](http://arb.ca.gov/cc/capandtrade/offsets/verification/verification).

These projects will also need to submit ARB's Evaluation of COI/NOVS forms, found here: [climateactionreserve.org/how/california-compliance-projects/arb-forms](http://climateactionreserve.org/how/california-compliance-projects/arb-forms). These forms should be submitted to the Reserve by following the process described in Section 8.1. Please note that the NOVS will also need to be submitted to ARB electronically at [ghgoffsetverification@arb.ca.gov](mailto:ghgoffsetverification@arb.ca.gov).

For more detailed information regarding Conflict of Interest evaluations as they relate to the Compliance Offset Program, please see: [climateactionreserve.org/how/california-compliance-projects/compliance-offset-projects](http://climateactionreserve.org/how/california-compliance-projects/compliance-offset-projects).

## 15.4. Verification and Registration

The OPO or Authorized Project Designee (APD) for a compliance offset project is required to submit an Offset Project Data Report (OPDR) within four months of the end of each reporting period. In order to register a project after it has been verified, a completed OVS form must be submitted by the Verification Body for each OPDR that has been verified. OVSs and OPDRs can be found here: [climateactionreserve.org/how/california-compliance-projects/arb-forms](http://climateactionreserve.org/how/california-compliance-projects/arb-forms).

Along with the Verification Report, a Positive OVS will confirm the quantity of ROCs attributable to the project for the reporting period. As with the verification and registration of voluntary

projects, the Reserve will review this information once it has been submitted by the Verification Body, either approving the project or requiring resubmittal.

For more information on submitting verification documents, please refer to Section 10.

## 15.5. Early Action Projects

### 15.5.1. Transitioning Early Action Projects to Compliance Projects

The Reserve is an approved Early Action Offset Program that can issue credits for certain ARB-approved protocols which may qualify as EAOs. Through the early action procedures, these credits may be eligible to transition to ARBOCs for use as compliance instruments. Early action project developers are required to list their project with ARB when they are ready to begin the process of transitioning to the compliance program; they must also undergo a second verification when they transition in order to confirm their qualifications under the compliance program. This step involves a desktop verification conducted by an ARB accredited verifier to reaffirm the number of EAOs initially issued to the project. For a detailed description of the steps involved in transitioning EAOs to ARBOCs, please see section 15.6 below.

### 15.5.2. Releasing Information on Credit Holdings

Verification bodies conducting desktop review for early action projects must have a COI assessment done prior to verification services commencing. COI is assessed against parties that hold (at the time of submission of the COI assessment to ARB) greater than 30 percent of the EAOs issued under each applicable data report year(s) being verified.

In order to obtain the information on parties holding 30 percent or more of the credits, the verification body will submit the "Request for Early Action Offset Credit Holder Information Form" (found at [climateactionreserve.org/how/program/documents](http://climateactionreserve.org/how/program/documents)) to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org). Once the form is submitted, the Reserve administrator will notify the parties that hold 30 percent or more of the credits under inquiry. When five business days elapse, the Reserve administrator will send the verification body an official document listing the contact information of the parties that hold 30 percent or more of the credits for a given reporting period.

## 15.6. Transitioning ARB-Eligible Credits to ARBOCs

In order for the Reserve to cancel out EAOs and ROCs for the purposes of transitioning credits to ARBOCs, the holder of the credit must conduct an offset credit transfer in the Reserve's registry. This process should be initiated once you have submitted the *Request for Issuance of ARB Offset Credits for an Early Action Project* or *Request for Issuance of ARB Offset Credits* forms to ARB. These forms can be found on ARB's website: [arb.ca.gov/cc/capandtrade/offsets/forms/forms](http://arb.ca.gov/cc/capandtrade/offsets/forms/forms).

To conduct a transfer in the registry, you must complete the following steps:

1. The entity that submitted the *Request for Issuance of ARB Offset Credits for an Early Action Project* or *Request for Issuance of ARB Offset Credits* form to ARB should submit the form to the Reserve. CITSS ID numbers may be redacted from the forms.

In order to find your "EAOP Account Number" in Part IV of the form, follow these steps:

- a. Ensure that the “Account Information” module is visible in the Reserve by clicking the “Customize Page” link located in the top right.
- b. After clicking “Customize Page,” make sure that the box next to “Account Information” in the Display Modules page is checked.

**Display Modules**

| Left Column  | Right Column   |
|--|--|
| <input checked="" type="checkbox"/> Public Reports (L503)                | <input checked="" type="checkbox"/> Recurring Transfers (R528)                 |
| <input checked="" type="checkbox"/> <del>Account Management (L504)</del> | <input checked="" type="checkbox"/> Forward Certificate Transfers Inbox (R530) |
| <input checked="" type="checkbox"/> <b>Account Information (L505)</b>    | <input checked="" type="checkbox"/> Manage Projects (R502)                     |
| <input checked="" type="checkbox"/> My Account Setup (L501)              | <input checked="" type="checkbox"/> Message Notification (R506)                |
| <input checked="" type="checkbox"/> My Reports (L522)                    | <input checked="" type="checkbox"/> Incoming CRT Transfers (R509)              |
|  | <input checked="" type="checkbox"/> Outgoing CRT Transfers (R510)              |
|  | <input checked="" type="checkbox"/> View, Transfer, and Retire CRTs (R520)     |

**Module Order**

| Left Column         | Right Column                        |
|---------------------|-------------------------------------|
| My Account Setup    | Manage Projects                     |
| My Reports          | View, Transfer, and Retire CRTs     |
| Public Reports      | Incoming CRT Transfers              |
| Account Information | Outgoing CRT Transfers              |
| Account Management  | Message Notification                |
|                     | Forward Certificate Transfers Inbox |
|                     | Recurring Transfers                 |

Save Cancel

**Figure 15-1: Display Account Information**

- c. Go back to the *Home* screen. Your Account ID will display in the first line of the Account Information module, which is located somewhere along the left side of your *Home* screen.

| Account Information    |               |
|------------------------|---------------|
| Account ID             | 599           |
| Company Name           | EV PD         |
| Company Address1       | 601 W 4th St  |
| Company Address2       |               |
| Company City           | Los Angeles   |
| Company State/Province | California    |
| Company Zip/Postal     | 90071         |
| Company Country        | UNITED STATES |
| Company Telephone      | 2138911444    |
| Company Fax            |               |
| Company Email          |               |
| Company Website        |               |
| Status                 | Approved      |

Figure 15-2: Account ID Detail

- Go to your Primary or Active account and select the project that generated the credits you wish to cancel.

| Pending                           |            | Primary Account |  | Active Accounts  |         | Retirement Accounts                               |  | Exported                   |             |  |  |  |  |
|-----------------------------------|------------|-----------------|--|--|---------|---|--|----------------------------|-------------|--|--|--|--|
| Offset Credits in Primary Account |            |                 |  |  |         |   |  |                            |             |  |  |  |  |
| Action                            | Project ID | Project Name    | Project Type                                       | Protocol Version   | Vintage | Offset Credit Serial Numbers                      |  | Quantity of Offset Credits | Date Issued |  |  |  |  |
| Transfer                          | CAR873     | 134324          | Ozone Depleting Substances - U.S. - ARB Compliance | Compliance Offset Protocol ARB Ozone Depleting Substances Projects, October 20, 2011 | 2011    | CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000 |  | 79,000                     | 06/26/2013  |  |  |  |  |
| Transfer                          | CAR873     | 134324          | Ozone Depleting Substances - U.S. - ARB Compliance | Compliance Offset Protocol ARB Ozone Depleting Substances Projects, October 20, 2011 | 2011    | CAR-ROC-US-873-132-599-AS-2011-466-10003 to 10502 |  | 500                        | 06/26/2013  |  |  |  |  |

Figure 15-3: Offset Credit Account Detail

- Select "Export Account" and enter the quantity of CRTs you wish to transfer, the Project ID, and the vintage. The quantity of CRTs should match the "Number of Credits" in Part IV of the forms.

| Transfer Offset Credits   |   |
|---|---|
| Origination Program:  | Climate Action Reserve                            |
| Offset Credit Serial Numbers:   | CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000 |
| Quantity:   | 79000   |
| Project Name:   | 134324  |
| Vintage:  | 2011  |
| Transfer: 79000   | Offset Credits to:                                |
| <input type="radio"/> Another Account Holder                                | Select an Account Holder ▼                        |
| <input type="radio"/> Active Account  | Select an Active Account ▼                        |
| <input type="radio"/> Back to Primary Account                               |   |
| <input type="radio"/> Retirement Account                                    | Select a Retirement Account ▼                     |
| Retirement Reason:  | Select a reason ▼                                 |
| Retirement Reason Details:  |   |
| Email Notification<br>(list address, separate with ",")                     |   |
| <input checked="" type="radio"/> Export Account                             | ARB ▼   |
| Project ID:   | CAR873  |
| Vintage:  | 2011  |
| <input type="radio"/> Buffer Pool   |   |
| Referenced Project:   | Select a Project ▼                                |
| Email Notification<br>(list address, separate with ",")                     |   |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |   |

Figure 15-4: Transfer Offset Credits Page

- Click "Submit." Once the transfer is submitted, the Reserve will receive notification that the transfer has been initiated. Until the transfer is confirmed by the Reserve, the credits will show in the "Outgoing Offset Credit Transfers" module. To ensure that the "Outgoing Offset Credit Transfers" module is visible in the Reserve, click the **Customize Page** link located in the top right. After clicking "Customize Page," make sure that the box next to "Outgoing Offset Credit Transfers" in the Display Modules page is checked.
- Once ARB notifies the Reserve of their determination to issue ARBOCs, the Reserve will immediately confirm the transfer and the CRTs or ROCs will be canceled from the registry. The Reserve will notify ARB that the CRTs or ROCs have been canceled. This process will only occur on the second and fourth Wednesdays of the month.
- Canceled CRTs and ROCs will appear in the account holder's "Exported" offset credit account and publically show as "Canceled for ARB Compliance":



| Offset Credit Details Report  |  |
|---|--|
| <b>Offset Credit Information</b>  |  |
| Vintage: <b>2010</b><br>Origination Program: <b>Climate Action Reserve</b><br>Offset Credit Serial Numbers: <b>CAR-1-US-793-26-571-MS-2010-394-1 to 50000</b><br>Quantity of Offset Credits: <b>50000</b><br>Date Issued: <b>08/23/2011</b><br>ARB Eligible: <b>Yes</b><br>Status of Offset Credits: <b>Canceled for ARB Compliance</b><br>Status Effective Date: <b>27 Mar 2013 20:21:30 GMT</b> |  |
| <b>Originating Project Details</b>  |  |
| Project Type: <b>Avoided Conversion</b><br>Protocol Version: <b>Version 3.2</b><br>Project Name: <b>Forest Test 01.26.2011</b><br>Project State: <b>MS</b><br>Project Country: <b>US</b><br>Additional Certification(s): <b>NA</b><br>Project Verification Body: <b>Platinum Verification Services Corp</b><br>Project Documentation: <a href="#">View</a>  |  |
| <input type="button" value="Back"/>   |  |

Figure 15-5: Offset Credit Details Report

## 16. Invoicing and Payments

### 16.1. My Invoices Report

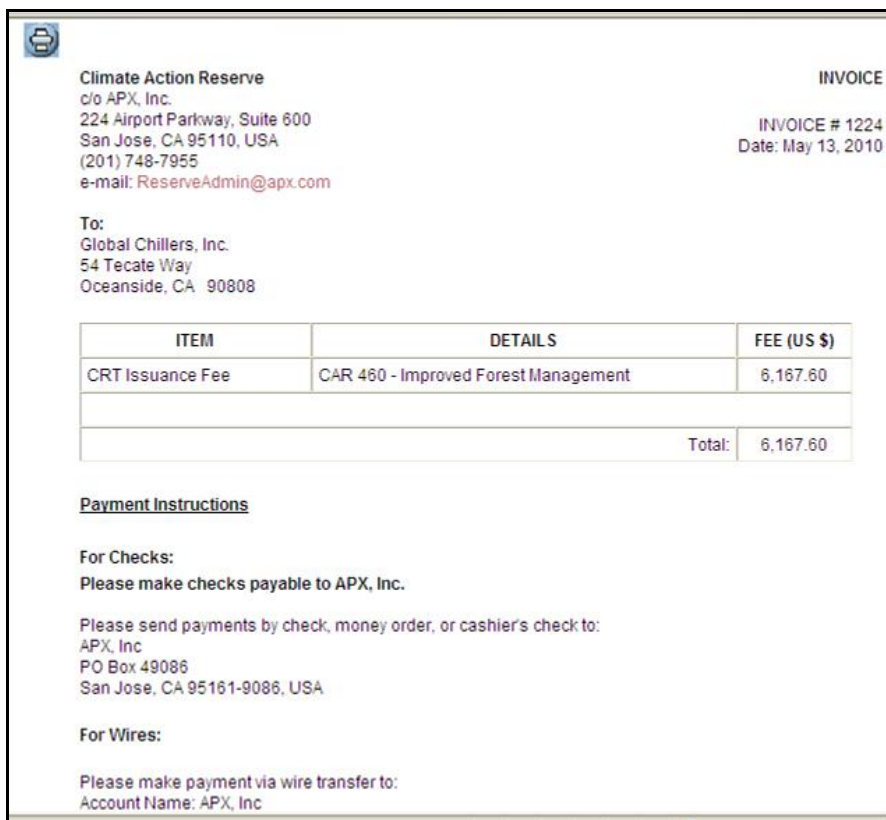
Account holders who are billed may view a list of their invoices by accessing the My Invoices report from the My Reports module on the home page. The report shows the amounts due and the invoice status. You may also click on an invoice number to view and print the invoice. The Reserve's fee structure may be found in Appendix D.

Note: To resolve any billing issues, please contact the APX, Inc. Billing Department at 1-201-748-7955, 8AM – 5PM EST.

| Invoices for EV PD |                            |                              |             |              |                  |                       |               |                       |       |
|--------------------|----------------------------|------------------------------|-------------|--------------|------------------|-----------------------|---------------|-----------------------|-------|
| Invoice Id         | Fee Type                   | Project Name                 | Fees (US\$) | Invoice Date | Payment Due Date | Payment Received Date | Days Past Due | Invoice Status        | Notes |
| 2670               | Project Submittal Fee      | mmc                          | 500.00      | 6/17/2014    | 7/17/2014        | 06/17/2014            |               | Full Payment Received |       |
| 2669               | Offset Credit Issuance Fee | Landfill Test                | 4,400.00    | 6/4/2014     | 7/4/2014         |                       | 14            | Pending Payment       |       |
| 2667               | Project Submittal Fee      | Landfill Test                | 500.00      | 6/4/2014     | 7/4/2014         | 06/04/2014            |               | Full Payment Received |       |
| 2665               | Offset Credit Issuance Fee | Reforestation-ARB Compliance | 116,108.52  | 5/12/2014    | 6/11/2014        | 05/12/2014            |               | Full Payment Received |       |
| 2664               | Project Submittal Fee      | Reforestation-ARB Compliance | 700.00      | 5/12/2014    | 6/11/2014        | 05/12/2014            |               | Full Payment Received |       |
| 2663               | Project Submittal Fee      | Inkdf                        | 700.00      | 5/12/2014    | 6/11/2014        |                       | 37            | Past Due              |       |
| 2662               | Project Submittal Fee      | 34123413                     | 500.00      | 4/14/2014    | 5/14/2014        |                       | 65            | Past Due              |       |

Figure 16-1: My Invoices Report





The image shows a sample invoice from Climate Action Reserve. It includes the organization's contact information, the recipient's details, a table of charges, and payment instructions. The invoice number is 1224 and the date is May 13, 2010.

**Climate Action Reserve**  
c/o APX, Inc.  
224 Airport Parkway, Suite 600  
San Jose, CA 95110, USA  
(201) 748-7955  
e-mail: [ReserveAdmin@apx.com](mailto:ReserveAdmin@apx.com)

**INVOICE**  
INVOICE # 1224  
Date: May 13, 2010

To:  
Global Chillers, Inc.  
54 Tecate Way  
Oceanside, CA 90808

| ITEM             | DETAILS                              | FEE (US \$) |
|------------------|--------------------------------------|-------------|
| CRT Issuance Fee | CAR 460 - Improved Forest Management | 6,167.60    |
|                  |                                      |             |
| Total:           |                                      | 6,167.60    |

**Payment Instructions**

**For Checks:**  
Please make checks payable to APX, Inc.

Please send payments by check, money order, or cashier's check to:  
APX, Inc.  
PO Box 49086  
San Jose, CA 95161-9086, USA

**For Wires:**  
Please make payment via wire transfer to:  
Account Name: APX, Inc

Figure 16-2: Sample Invoice

## 16.2. Submitting Payment

Payments may be submitted by bank wire, check, or money order by mail.

Checks, money orders, or cashier's checks should be made payable to **APX, Inc.**

Please include the invoice number(s) on all payments. Failure to do so may result in delayed payment processing.

## 16.3. Payment Due Dates

All invoices are due within 30 days of invoice generation.

### 16.3.1. Past Due Invoices

When account invoices become past due, the account manager will be contacted via email. Past due invoices start to accrue interest the day they become past due. Late invoices accrue interest (at the per annum rate of interest equal to the prime lending rate published in The Wall Street Journal on such day, plus two percent (2%)). Late payment Invoice will be issued when interest reaches \$50.00 in a calendar year or on December 31st, whichever date is sooner.

If an invoice becomes 30 days past due, the account manager will be notified by email that their account will be closed. All past due invoices must be paid to regain access to their account. Interest on late fees still accrues when the account is closed.

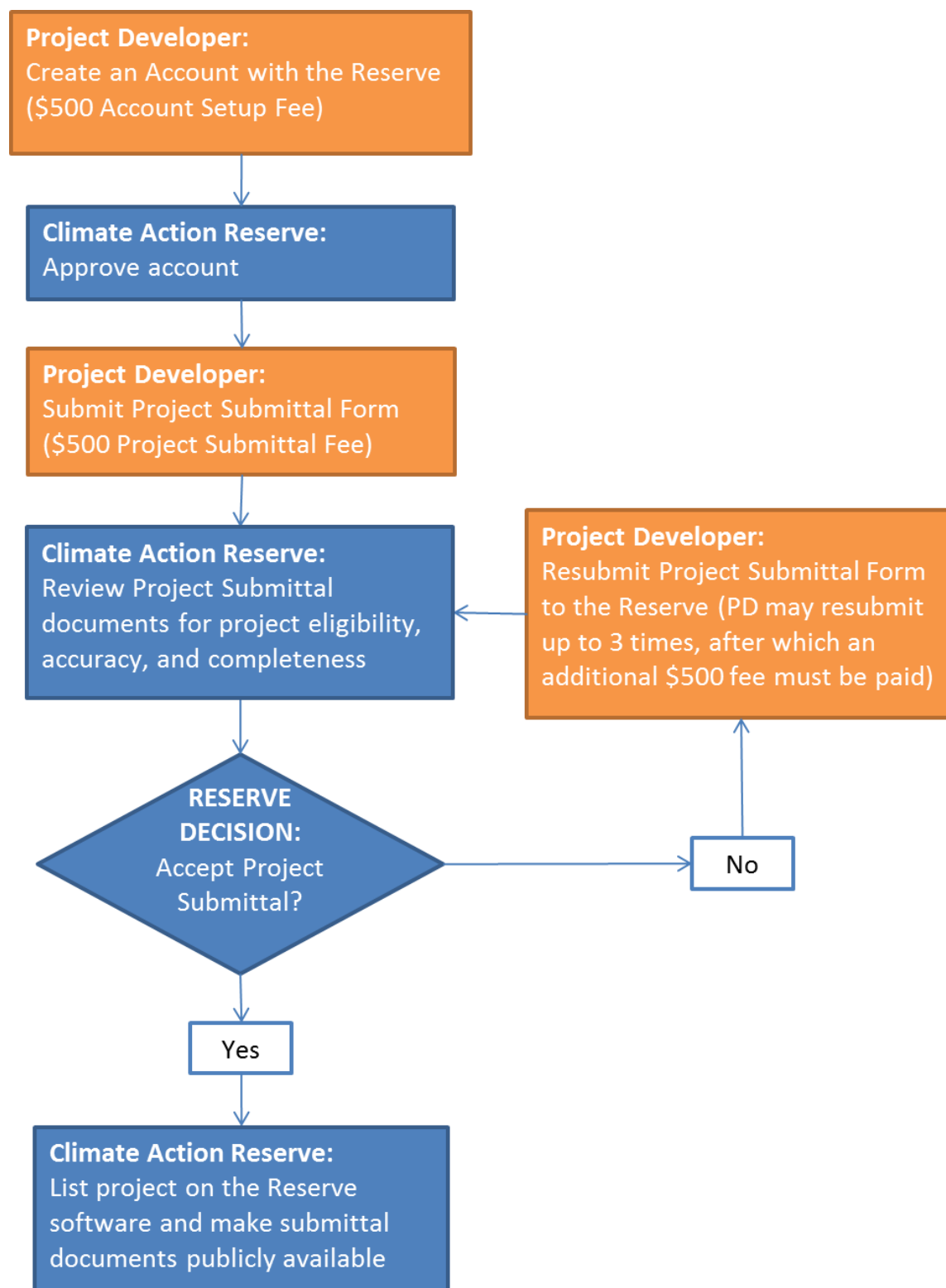
## Appendix A: Glossary of Common Terms

|                             |   |
|-----------------------------|---|
| Account (Offset Credit)     | A storage area for groups of offset credits. Can be customized by the user to organize credits in a meaningful way.   |
| Account (User)              | Access privileges to the Reserve based on a unique organization name, login and password. Each organization has a single account per annual subscription, but may have multiple logins.   |
| Account Holder              | Refers to the organization associated with a Reserve account and, more specifically, the person who requested an account with the Reserve.  |
| Account Manager             | The person who requested the account with the Reserve and to whom communication is sent by the Reserve administrator. The account manager can create logins for other employees or colleagues, but is considered the single point of contact at the organization. |
| Active Account              | Open account that contains credits that can be transferred or retired; not for retired offset credits.  |
| Climate Reserve Tonne (CRT) | Pronounced “carrot,” the type of offset credit resulting from voluntary Reserve project activity. One CRT is equal to one metric ton of CO <sub>2</sub> e reduced/sequestered.  |
| Listed Project              | A project for which the Project Submittal Form has been approved and the Project Submittal Fee has been paid.   |
| Login                       | Used to refer to a unique (to an organization) login ID and password identified with an account that is not the account manager’s.  |
| Offset Credit               | The measure of the offsetting activity resulting from project activity. One offset credit is equal to one metric ton of CO <sub>2</sub> e reduced/sequestered. In the Reserve program, offset credits are designated as either CRTs or ROCs.                      |
| Primary Account             | The main account into which new offset credits are deposited when they are issued for a project.  |
| Project                     | Planned activities within sectors for which Reserve protocols exist that may result in GHG reductions.  |
| Project Submittal Form      | A form uploaded to the Reserve describing in general the nature of the project. Used to determine whether a project is initially eligible according to the Reserve project protocols.   |
| Project Transfer Form       | A form used when projects are being transferred from another registry.  |

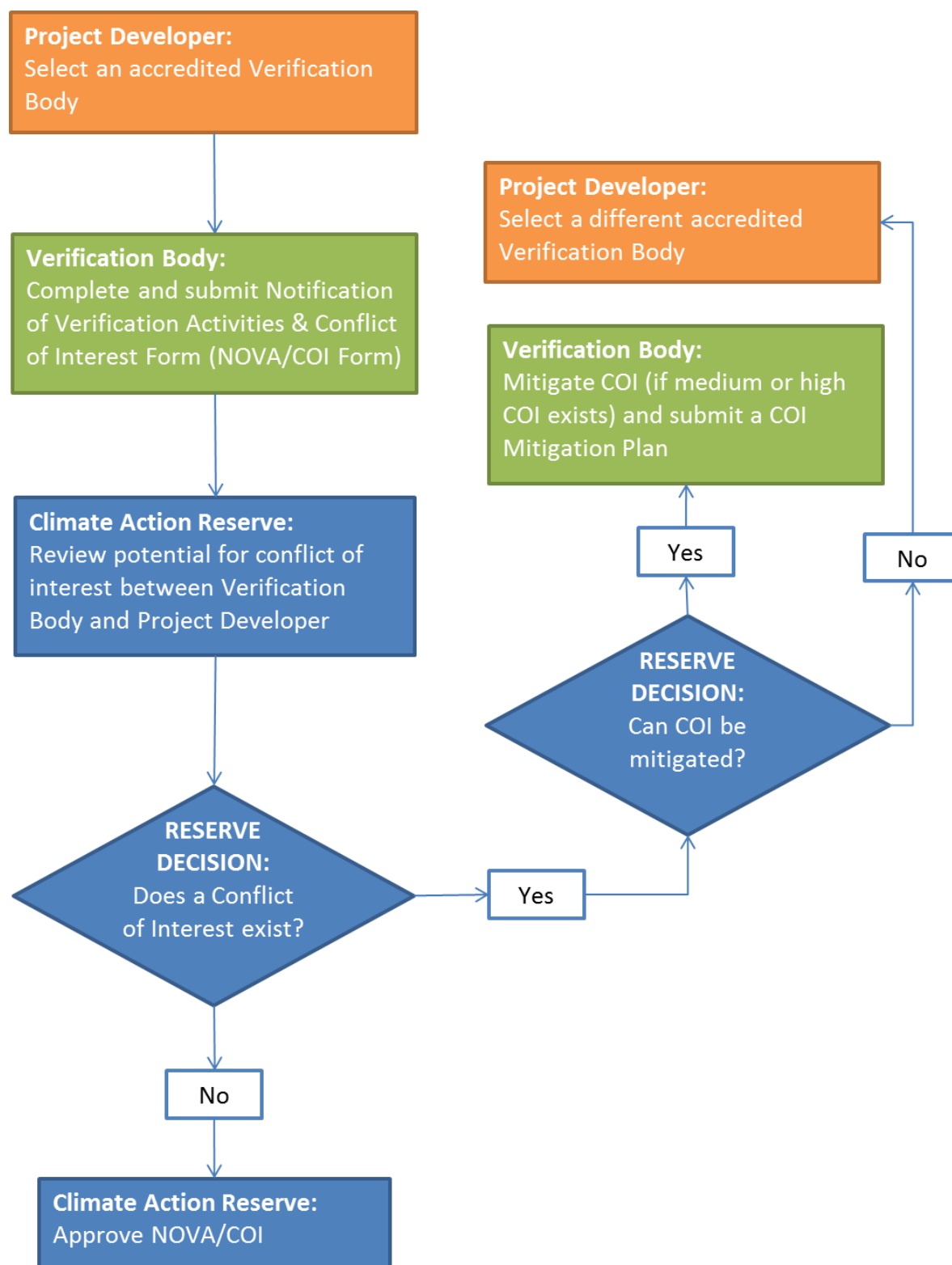
|                              |   |
|------------------------------|---|
| Registered Project           | Project that has received final approval from the Reserve; eligible to be issued offset credits.  |
| Registry Offset Credit (ROC) | Pronounced “rock,” the type of offset credit resulting from ARB compliance offset project activity. One ROC is equal to one metric ton of CO <sub>2</sub> e reduced/sequestered.                                |
| Retirement Subaccount, Group | The subaccount for the retirement of CRTs that are held by an account holder on an omnibus basis on behalf of one or more third parties that hold legal title and/or beneficial ownership rights in those CRTs. |
| Retirement Account           | Account where offset credits can be stored after being retired.   |
| Verified Project             | A project that has been successfully verified by a third-party verification body.   |

## Appendix B: Voluntary Project Registration Process Overview

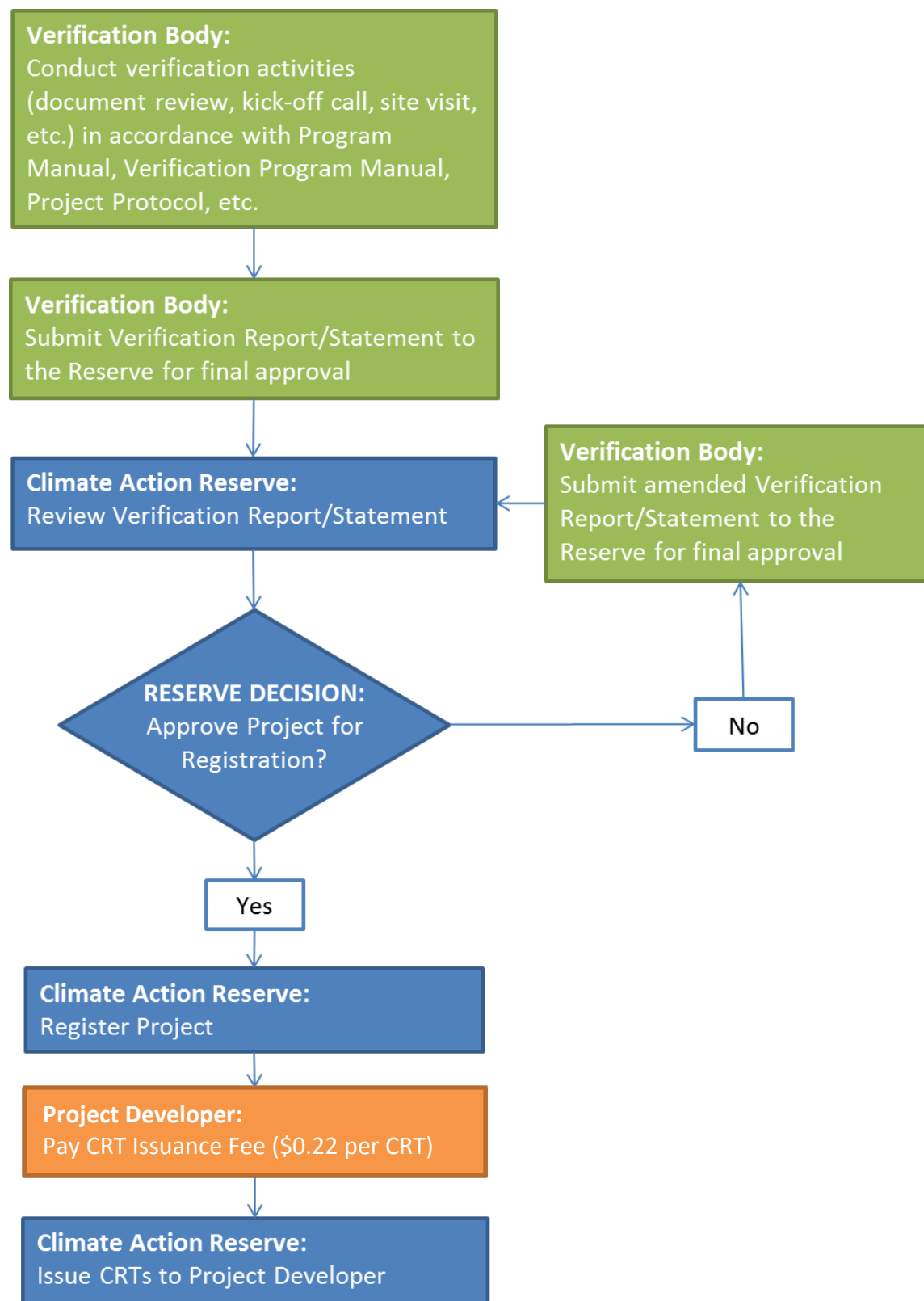
### B.1. Project Submittal



## B.2. Select a Verification Body

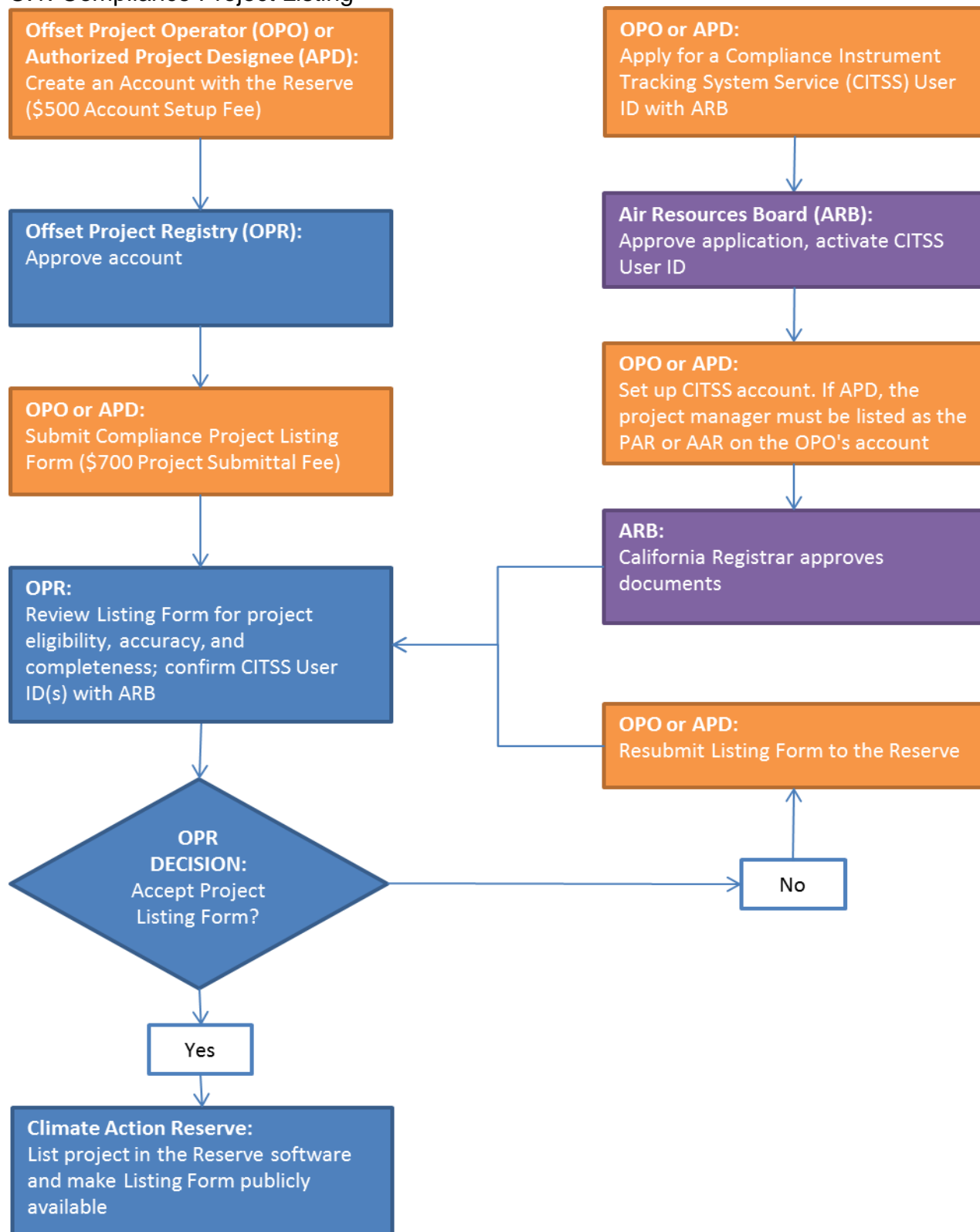


## B.3. Project Registration

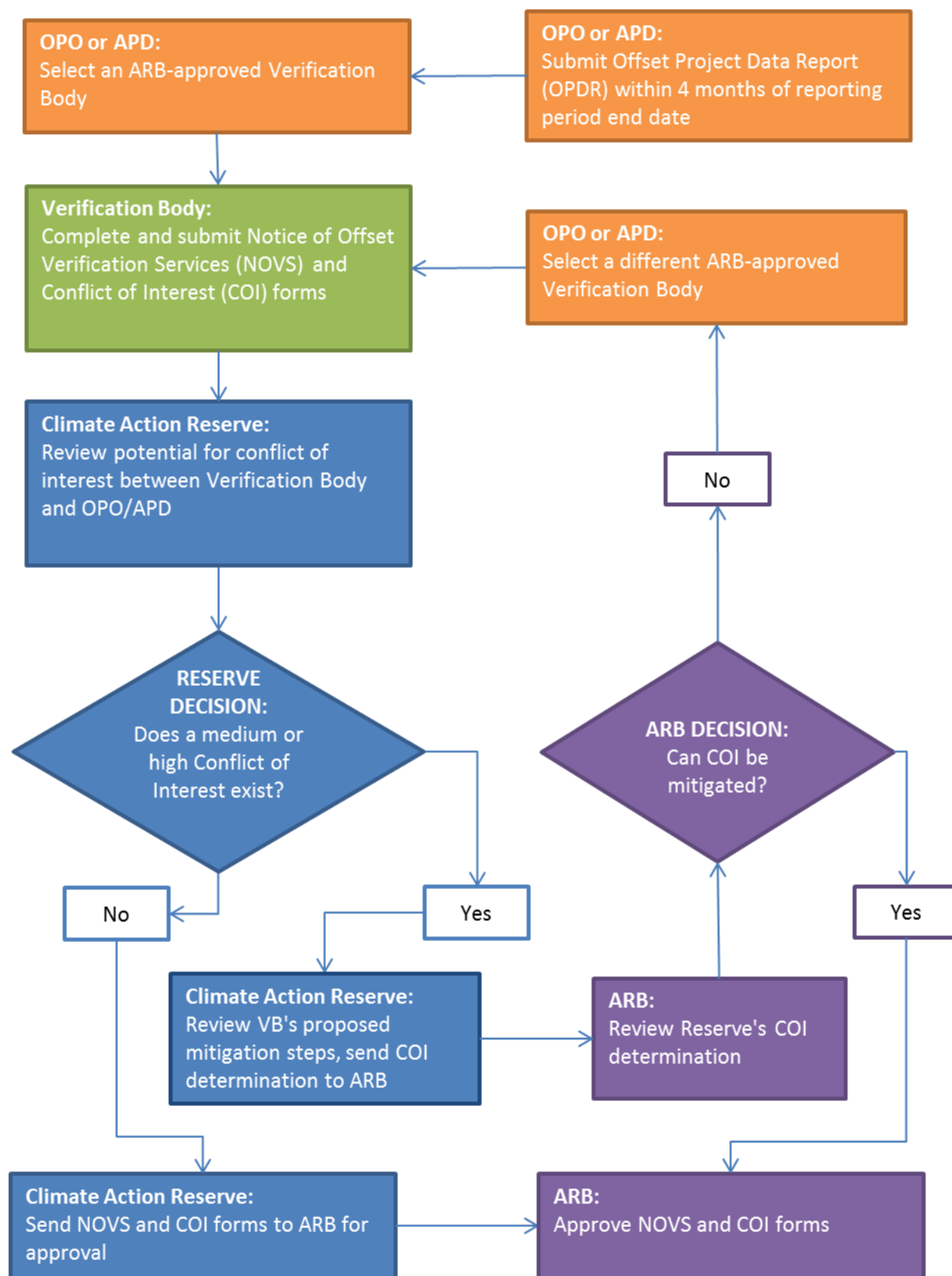


## Appendix C: Compliance Project Registration Process Overview

### C.1. Compliance Project Listing

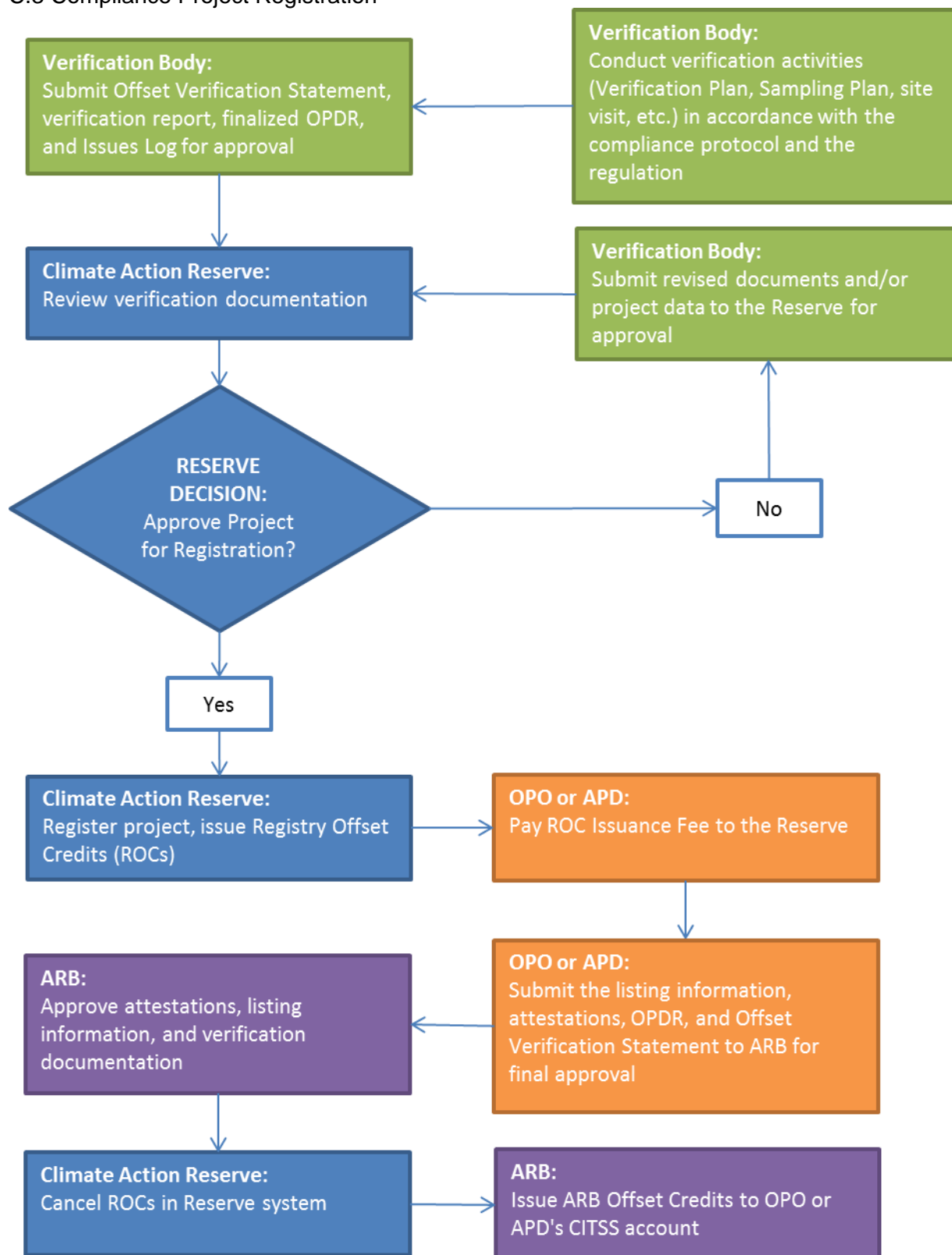


## C.2 Select a Regulatory Verification Body





## C.3 Compliance Project Registration



## Appendix D: Fee Structure

Please refer to <http://www.climateactionreserve.org/how/program/program-fees/> for the most current fee structure.

|  |                  |
|--|------------------|
| <b>Account Setup Fee .....</b>   | <b>\$500</b>     |
| Fee charged upon application for a new account with the Reserve. or upon re-activation of a closed account.  |                  |
| <b>Account Re-activation Fee .....</b>   | <b>\$500</b>     |
| Fee charged upon re-activation of a closed account.  |                  |
| <b>Account Maintenance Fee (annual) .....</b>  | <b>\$500</b>     |
| An annually recurring fee charged to maintain Account Holder privileges.   |                  |
| <b>Project Submittal Fee under an ARB Compliance Offset Protocol (per project).....</b>  | <b>\$700</b>     |
| Fee charged upon submission of a project under an Air Resources Board Compliance Offset Protocol.  |                  |
| <b>Project Submittal Fee under a Reserve Project Protocol (per project) .....</b>  | <b>\$500</b>     |
| Fee charged upon submission of a project under a Reserve Project Protocol.   |                  |
| <b>Offset Credit Issuance Fee (per offset credit issued) .....</b>   | <b>\$0.22</b>    |
| After a project has received final approval from the Reserve and is issued offset credits.   |                  |
| <b>Account Transfer Fee (per offset credit transferred between account holders or offset credit transitioned into ARB Offset Credits, paid by transferor).....</b>   | <b>\$0.03</b>    |
| Fee charged for the transfer of offset credits between Account Holders and for offset credits that are canceled from the registry in order to be transitioned into ARB Offset Credits.   |                  |
| <b>Project Variance Fee .....</b>  | <b>\$1,350</b>   |
| Fee charged to request a variance on monitoring or calculation methods of a specific project.  |                  |
| <b>Account Holder Project Transfer Fee.....</b>  | <b>\$500</b>     |
| <b>(per project transferred between account holders, paid by transferee)</b>   |                  |
| For Account Holders who wish to transfer ownership of a project to a different Account Holder.   |                  |
| <b>Late Payment Fee .....</b>  | <b>Variable</b>  |
| Fee charged for late payments. Late invoices accrue interest (at the per annum rate of interest equal to the prime lending rate published in The Wall Street Journal on such day, plus two percent (2%)). Late payment Invoice will be issued when interest reaches \$50.00 in a calendar year or on December 31 <sup>st</sup> , whichever date is sooner. |                  |
| <b>Retirement (per offset credit retired).....</b>   | <b>no charge</b> |
| The Reserve does not charge a fee for the retirement of offset credits.  |                  |

### ***Reserve Forest Project Aggregation Fees***

#### **Aggregator Account**

**Account Setup Fee .....** **\$500**

**Account Maintenance Fee (annual)**

Tiered approach (depending on the number of linked Participant accounts):

|   |                                |
|---|--------------------------------|
| 1 - 50 linked Aggregation Participants..... | \$200/ aggregation participant |
| 51+ linked Aggregation Participants.....    | \$100/ additional participant  |

(Example: for 52 linked accounts, the annual fee will be  $50 \times \$200 + 2 \times \$100 = \$10,200$ )

### **Aggregation Participant Accounts**

**Account Setup Fee .....** \$500

Initial fee charged upon application for a new account with the Reserve.

**Account Maintenance Fee (annual) .....** no charge

Annual maintenance fee is charged to aggregator accounts only (see above).

**Offset Credit Issuance Fee (per offset credit issued) .....** \$0.22

After a project has received final approval from the Reserve and is issued offset credits.

**Account Transfer Fee .....** no charge

Free when transferring to the linked Aggregator. Participant cannot transfer CRTs to other accounts but can receive CRTs and retire CRTs.

*Fees last updated on 12/01/2014*