

**Nitrogen Management Monitoring Plan / Report**

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| **THIS SECTION MAY BE DELETED WHEN USING THIS TEMPLATE**The Monitoring Plan is created at the beginning of a project and is required for the first reporting period. A Monitoring Report is then needed for each subsequent reporting period. This document should summarize the key aspects of the project in relation to the protocol, such as eligibility criteria and monitoring requirements, referencing other documents or evidence, where applicable. The Monitoring Plan is meant to take a forward-looking approach to monitoring and reporting over the life of the project but may be updated if a significant change takes place. Annual Monitoring Reports will be submitted to document updates that take place during a given reporting period. Note: Monitoring Plans and Monitoring Reports are made public on the Reserve’s registry but can be redacted as needed. Please note that when called to provide supporting evidence it will likely be most efficient to summarize such information, and where possible link to such evidence, in the given plan / report, rather than including such substantive information in full. If providing supporting evidence for a Monitoring Report, it’s more likely such evidence will be needed, and updated, per reporting period, on a per field basis. *Disclaimer:* *The purpose of this template is to assist nitrogen management project developers in organizing their project data around important aspects of the Nitrogen Management Protocol (NMP) and to help facilitate verification. This document is a project tool only and should not be considered formal guidance. Completing all fields in this document does not guarantee that the project will be successfully verified. This document does not take the place of the relevant protocol and the information contained herein is not designed to be all-inclusive or exhaustive. Project developers should always reference the relevant protocol to meet all requirements under the Climate Action Reserve (Reserve) program.* |

**General Project Information**

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| **Project Owner** |       |
| **Technical Consultant (if applicable)** |       |
| **Project or cooperative developer** |       |
| **Cooperative ID** |       |
| **Reserve Project ID** |       |
| **Project Name** |       |
| **Name of Individual Completing Plan** |       |
| **Protocol Version** |       |
| **Last Updated** | Click here to enter a date. |

**Project Information**

1. **Project Description**

*Describe how the project land meets the definition of a nitrogen management project, per the Reserve protocol (Section 2.2).*

1. **Project Area**
* **Field(s) information –** For each field in the project provide the following information in a separate database or spreadsheet and a shapefile, alongside this Monitoring Plan.
	+ Field location (Table 2.2) (coordinates and county)
	+ Field Manager
	+ Date of addition or removal from project (Section 2.2.3)
	+ Field eligible area (Section 2.2.3)
	+ Field start date (Section 3.2)
	+ Field crediting period (Section 3.3)
	+ Field crop(s) (Section 2.2.2)
	+ Cultivation year for each crop (Section 2.3)
	+ Percent Nitrogen Fertilizer Reduction (Section 2.2.1.1)
	+ Optional eligible practice implemented (Nitrification inhibitor or slow-release fertilizer, Section 2.2.1.2)
	+ Other implemented practices (e.g. tillage, organic N applied)
	+ Field verification status

Note: The field list WILL be made public. You may provide a detailed version for Reserve/verifier use, as well as a redacted version (removing sensitive information) to be made public.

*Provide evidence for each type of information in the form of a database or spreadsheet, documentation, GIS shapefiles, Reserve forms, etc.*

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| Location of evidence or documentation[[1]](#footnote-2):       |

1. **Ownership of Reductions**

*Describe the different parties involved in for each field and for the project: Field Manager, Project/Cooperative Developer, and Project Owner. Please note that information regarding land ownership is not required under the protocol, but where available should be provided, if available, including any available information to demonstrate ownership and owners’ granting of permission to use their land for the NMP project (i.e., land title information, contracts etc.). Provide information for each field in the project.*

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| Location of evidence or documentation:       |

1. **Additionality**
* **Performance Standard Test** –
	+ *Provide the Nitrogen Management Eligibility Lookup Tool containing all the fields in the project.*
	+ *If organic fertilizer is applied in the field, provide evidence that the total N rate applied to the field is less than the total N rate applied over the baseline look-back period (Section 3.5.1.1).*
	+ *Demonstrate continuous reporting for all fields, even those who will rotate an ineligible crop.*
	+ *List any fields that are in the two cultivation grace year period to meet the NUE performance benchmark (Section 3.5.1.1.1).*

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| Location of evidence or documentation:       |

* **Legal Requirement Test** – *Describe how the Project Owner will ascertain and demonstrate that, at the time of the project start date, each field passed the Legal Requirement Test (Section 3.5.2). This may be in general terms. For any field-specific considerations, this may also be provided in the detailed field spreadsheet/database.*
	+ *If the field is subject to California’s Central Valley Regional Water Quality Board’s Reissued Waste Discharge Requirements General Order for Existing Milk Cow Dairies, demonstrate that reduction in N rates are beyond the legal mandate (applicable only to farms applying manure)*

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| Location of evidence or documentation:       |

1. **Ecosystem Services Payment Stacking***Has any field entered any agreement related to ecosystem services or protection of the project area? If so, describe how the GHG emission reduction credits are additional to the complementary agreements (Section 3.5.3.).*

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| Location of evidence or documentation:       |

1. **Regulatory Compliance**

*Describe personnel and processes used to ensure that the project is in material compliance with all applicable regulations. Include a list of all laws, mandates, or regulations which could potentially be relevant to each field and project activities. Please reference relevant documents if applicable.*

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| Location of evidence or documentation:       |

1. **Defining the Baseline Scenario**

*For each field,*

* *Define the baseline lookback period (Section 5.1.2.)*
* *Define the approach used for determining baseline N rates and the corresponding evidence (Section 5.1.2.1)*
* *Define the baseline average synthetic N rate (Section 5.1.2.)*
* *Define the baseline average organic N rate (Section 5.1.2.)*
* *Define the baseline crop yield (section 5.1.3.2)*

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|  Location of evidence or documentation:       |

1. **Project Synthetic N Rates and Percentage Synthetic N Rate Reduction**

*For each field,*

* *Provide the calculations and evidence for determining Project Synthetic Fertilizer N Rate*
* *If needed, provide calculations and evidence to account for any increase in Synthetic N rate during years when CRTs were not claimed (Section 5.1.3.1)*
* *Provide calculations and evidence for project emissions from increases in Organic N Rate (Section 5.1.4)*
* *Provide calculations and evidence for project Secondary Effects (Section 5.2)*

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|  Location of evidence or documentation:       |

1. **Calculation Method**

*Briefly describe the methods and any software used to perform emission reduction calculations and provide the project NMQuant Tool.*

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| Location of evidence or documentation:       |

1. **Project Monitoring**
* **Field and Project Data Monitoring Requirements**
	+ *Describe how the parameters in Table 6.1 of the protocol will be collected and stored.*
	+ *Describe how the parameters in Table 6.2 will be collected and stored.*
	+ *Describe the type of supplemental field data that will be collected, and the collection and storage process for the data.*

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| Location of evidence or documentation:       |

1. **QA/QC**

*Describe provisions adopted to ensure that data acquisition and record keeping are**carried out consistently and with precision. (How it is ensured that the project is performing according to the protocol).*

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| Location of evidence or documentation:       |

1. **Original Logs**

*Please reference the location and storage procedure for original copies of any other routine operational logs that are maintained and carried out by staff, if not included above.*

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| Location of evidence or documentation:       |

1. **Monitoring Individuals**

*List individuals performing each monitoring activity and roles, responsibilities, and capacity of monitoring team and management.*

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| Location of evidence or documentation:       |

1. **Qualifications/Description of Training**

*Provide evidence that any staff performing monitoring and reporting activities was trained and/or is qualified to carry out these tasks.*

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| Location of evidence or documentation:       |

1. **Other**

*Provide any additional information you wish to track in the Monitoring Plan, if not covered above.*

1. For electronic files, you may include a hyperlink to all relevant files pertaining to each section (e.g. C:\My Folders\CAR###\Project Area). Alternatively, you may want to simply describe where the relevant files are kept, such that another individual could locate them. [↑](#footnote-ref-2)