

**Soil Enrichment 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 soil enrichment project developers in organizing their project data around important aspects of the Soil Enrichment Protocol (SEP) 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)** |  |
| **Other Entities Involved in the Project** |  |
| **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 soil enrichment 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, to be submitted alongside this Monitoring Plan:
  + Field location (Section 3.1) (coordinates and county)
  + Field Manager
  + Date of addition or removal from project (Section 2.2.3)
  + Information about any special conditions in Section 2.2.2 (like tile drainage)
  + Field start date, including which field triggers project start date (Section 3.2)
  + Field crediting period (Section 3.3)
  + Practice change(s) implemented
  + 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 access to 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 for each field and for the project: Field Manager, Project 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 SEP 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** – *If any field in the project will implement no tillage, reduced-tillage, cover crops or rotational grazing and intensive grazing, explain if the practice is eligible according to the SEP Additionality Tool. If the practice is ineligible in any of the project fields, please explain, on a per field basis, any means proposed to exclude the field from the negative list.* *This may also be provided in the detailed field spreadsheet/database.*

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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 start date for each field, each field passed the Legal Requirement Test (Section 3.4.2). This may be in general terms. For any field-specific considerations, this may also be provided in the detailed field spreadsheet/database.*

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| Location of evidence or documentation: |

1. **Defining the Baseline Scenario**

*For each field, define the historical crop rotation and management practices according to sections 3.4.1.3 to 3.4.1.5 of the protocol. Explain what baseline modelling approach each field will use (matched or blended). This may also be provided in the detailed field spreadsheet/database.*

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| Location of evidence or documentation: |

1. **Concurrent Legally Binding Agreements***Has any field entered any agreement related to ecosystem services or protection of the project area? If so, confirm whether each of any such agreement(s) delineates the GHG benefits in tCO2e (Section SEP 3.4.3.).*

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| Location of evidence or documentation: |

1. **Permanence**

*Describe what mechanism of permanence will be used by each field (Project Implementation Agreement, Buffer Pool Contributions, Tonne-Year Accounting, or an alternative permanence approach with written approval from the Reserve). Specify the chosen permanence commitment and the means to ensure the compliance with the permanence mechanisms. In addition, provide a description of each permanence instrument per field and the mechanisms to monitor for avoidable and unavoidable reversals.*

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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. List any and all instances of legal violations, per field/reporting period. Please reference relevant documents if applicable.*

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| Location of evidence or documentation: |

1. **Project Monitoring**

* **Agricultural Management Data Collection** –*Describe how the parameters in Table 6.1 of the protocol will be collected, at a minimum, as well as any other parameter needed by the model (method employed for data collection such as paper logs, smartphone applications, machine data and frequency of data collection).*

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| Location of evidence or documentation: |

* **Monitoring Ongoing Eligibility and Permanence** – *Provide evidence that will be used to demonstrate that the project area continues to meet the requirements of section 2 over time, including assessment of disturbance of the soil. Some examples of evidence are site visits and remote sensing.*

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| Location of evidence or documentation: |

* **Livestock Grazing** – *Describe the mechanism that will be used to detect and prevent overgrazing on grazed project fields.*

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| Location of evidence or documentation: |

* **Project Emission Sources** – *Describe how the following information will be collected*
  + *Total acres burned and cause(s) of fire(s)*
  + *Animal grazing days by livestock category*
  + *Mass of fertilizer applied (other than manure from grazing), by type*
  + *Nitrogen content of fertilizer applied (provide Nitrogen Management Plan if used)*
  + *Purpose, type, and quantity of fossil fuels used*

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| Location of evidence or documentation: |

* **Soil Sampling and Testing** – *Describe the soil sampling and laboratory analysis methods employed to estimate soil carbon stocks and how the minimum standards required in section 6.5 will be met and/or have been met on a per field basis, per reporting period and for the life of the crediting period.*

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| Location of evidence or documentation: |

1. **Modeling plan**

*Identify the model(s) selected and provide a copy of the model validation report and document results of expert review thereof. For each field, for each reporting period, confirm and describe how the given eligible activities meet the validation requirements.*

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| Location of evidence or documentation: |

1. **Calculation Method**

*Briefly describe the methods and software used to perform emission reduction calculations. Identify which SSRs will rely on modeling, and which will use default emission factors.*

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| Location of evidence or documentation: |

1. **Record Keeping**

*Briefly describe how project data are recorded and maintained. Where are they stored and for how long? Identify relevant personnel and describe their responsibilities. (Section 7.1)*

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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)