**Protocol Concept Form:**

**Adaptation for New Project Activity**

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| **Instructions:** To be completed for the purpose of submitting a request **to adapt an existing Reserve protocol to include a new project activity** for the Reserve’s consideration.  Please review the Reserve’s [criteria for protocol development](https://www.climateactionreserve.org/how/future-protocol-development/criteria/) and [past project concept submissions](https://www.climateactionreserve.org/how/future-protocol-development/past-concept-submissions/) prior to completing the form.  Please complete all fields for the applicable section as thoroughly as possible. All fields must be completed using best available data and estimates based on the proposed protocol design. This is an interactive Word form. All fields in the applicable section must be completed, even if the answer is also provided elsewhere; if a field is not applicable insert N/A in the space provided.  **Process for Review of Concept Submittal:** Reserve staff will review this form for completeness, to assess if this proposal satisfies all of the Reserve’s criteria for offset protocol development, and to determine whether it is appropriate for the Reserve to move forward with protocol development for this submission at this time. Reserve staff may reach out with requests for clarifications, additional information, and/or revisions to the concept form. Reserve staff aim to provide initial requests for clarifications within 10 days of concept submission, but this timeline may vary based on staff resources and protocol complexity. We appreciate your patience during our review process. Once all requests for clarification have been satisfied, Reserve staff will convene internally and make a final decision on whether to: not move forward with the concept proposal at this time; move forward with further exploration of the concept via the development of an issue paper; or initiate the protocol development process for the concept.  Submit completed form to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org). | |
| **Account Holder** (if applicable; Account Holder name as it appears in the Reserve software)**:** |  |
| **Proposed Protocol Concept Name:** |  |
| **Additional parties involved:**  Please list any individuals who may be in contact with the Reserve in relation to this project, along with their affiliation to the project. |  |
| **Form Completed By** (name, organization)**:** |  |
| * 1. **Contact Information** (phone, email)**:** |  |
| * 1. **Date Form Submitted:** |  |
| **Proposed protocol sector:** | **Industrial Gases & Processes**  **Waste Handling and Methane Destruction**  **Natural Climate Solutions (Forestry and Other Non-Agriculture)**  **Natural Climate Solutions (Agriculture)**  **Fuels and Energy**  **Other:** |
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| **Adaptation of a Current Protocol to Include a New Project Activity** | | | | | | | | |
| 1. **Do you want to add a new project activity to an existing Reserve protocol?**   *If no, please utilize the* [*concept submittal form*](https://www.climateactionreserve.org/how/future-protocol-development/) *for an adaptation for a new jurisdiction or a new protocol concept.* | **Yes** | | | | **No** | | | |
| 1. **Will you be able to provide a redlined version of the protocol (i.e., a draft of the protocol that highlights your suggested revisions and additions)?** | **Yes** | | | | **No** | | | |
| **Project Information** | | | | | | | | |
| 1. Which current Reserve protocol will you be adapting? |  | | | | | | | |
| 1. Briefly describe the type of project activity the protocol would address. |  | | | | | | | |
| 1. Is this project activity/technology proprietary, patented, or otherwise protected? | | | |  | | | |
| 1. What is the specific project activity or technology that results in emission reductions? | | | |  | | | |
| 1. What is the primary greenhouse gas that will be reduced and/or sequestered? | | | |  | | | |
| 1. What jurisdiction would this protocol be applicable to? | | | |  | | | |
| 1. Briefly describe why you want to add this new project activity. | | | |  | | | |
| **Project Additionality** | | | | | | | | |
| 1. Was the proposed activity previously assessed during the Reserve’s protocol development process (refer to protocol development documentation on the Reserve’s website)? If yes, please describe how the activity can be considered additional now or why it is appropriate to include the activity at this time. | | | | Yes  **Explain:** | | | No |
| 1. Is the project activity required by any existing local, state/jurisdiction, or federal regulations in the jurisdiction? If yes, please describe. | | | | Yes  **Explain:** | | | No |
| 1. Describe any local, state, jurisdictional, federal, or other mandates or regulations pertinent to the project activity that are not already addressed in the protocol but would be applicable to this activity. |  | | | | | | | |
| 1. How would the Reserve’s Performance Standard Test apply or need to be adapted to include this project activity? |  | | | | | | | |
| 1. Are there high-quality datasets available to support the Performance Standard Test for this activity type? If so, what are the sources? If not, please describe the proposed approach and sources of supporting data needed. | | | | **Yes** | | | No |
| 1. How will the new project activity meet the Reserve’s permanence requirements? (E.g., destruction, 100-year Program Implementation Agreement, etc.) |  | | | | | | |
| 1. Are there any non-financial barriers to implementation typically faced by this type of project activity? If so, please describe. | | | | Yes  **Explain:** | | | No |
| **Quantification** | | | | | | | | |
| 1. How would the existing quantification methodologies in protocol need to be modified for this project activity? Will new quantification methods be necessary? If so, would the methods rely on modeling, direct measurement, or both? | Description of Quantification Method Changes Needed:  **Will quantification rely on any of the following? (select all that apply)**  Modeling  Direct Measurement  Other: | | | | | | | |
| 1. Is the protocol’s approach for quantifying leakage (secondary effects) appropriate for the proposed project activity? If not, please explain. | | **Yes** | | No  **Explain:** | | | |
| **Environmental and Social Safeguards** | | | | | | | | |
| 1. Are there negative environmental impacts specific to the project activity that are not currently addressed in the protocol? If so, please describe. | | **Yes**  **Explain:** | | No | | | |
| 1. Please describe any notable positive environmental, social, or economic impacts besides GHG reductions that may result from the adaptation of the protocol to the new jurisdiction(s), and whether they align with any specific [SDGs.](https://sdgs.un.org/goals#goals) |  | | | | | | | |
| 1. Have you engaged with any of the following local stakeholder groups that may be impacted by implementation of this project activity? Select all that apply. | **Government Representative**  **GHG accounting expert**    **GHG project development**  **GHG/Environmental markets**    **Environmental advocacy**  **Academic research**  **Local jurisdiction community member/resident**  **Industry/Commercial Producer**  **Other:** | | | | | | | |
| 1. Please provide a list of potentially critical stakeholders for this project activity, including government bodies, relevant NGOs and academic institutions, and potentially impacted local communities |  | | | | | | | |
| **Market Potential** | | | | | | | | |
| 1. How many sites or facilities in the jurisdiction could initiate this kind of project? |  | | | | | | | |
| 1. What is the typical capital cost associated with the kind of project (in $USD)? |  | | | | | | | |
| 1. What is the potential volume of emission reductions from a single project (tCO2e/year)? |  | | | | | | | |
| 1. Please provide a best estimate of the total market potential volume of emission reductions from projects using this methodology. |  | | | | | | | |
| 1. What is the approximate cost per tCO2e reduced by this type of project (in $USD)? |  | | | | | | | |
| 1. Please list any entities you have engaged with that have expressed interest in a protocol of this type and their experience in greenhouse gas account and the protocol sector (e.g., project developers, offset credit buyers, landowners; list N/A if you have not engaged with any entities) |  | | | | | | | |
| **Experience** | | | | | | | | |
| 1. How is your organization involved in the protocol type/sector? |  | | | | | | | |
| 1. Please describe who would be involved in the protocol adaptation process. Provide attachment to include additional people. | **Name:       Title:       Organization:**  **Name:       Title:       Organization:**  **Name:       Title:       Organization:** | | | | | | | |
| 1. For the individuals identified above, please describe their experience in greenhouse gas account and the protocol sector. |  | | | | | | | |
| 1. For the individuals identified above, please describe their regulatory and policy experience in the realm of the protocol sector. |  | | | | | | | |
| **Timeline** | | | | | | | | |
| 1. What is your desired timeline for protocol adoption?   *Note: Estimated timeline for protocol adaptation is 6 months and requires Board Approval (meetings 4 times per year)* |  | | | | | | | |
| **Other** | | | | | | | | |
| 1. Do you have funding available to support the protocol development process? | | | **Yes** | | | No | | |
| 1. Is there additional information you would like share about this concept? Please provide any supporting documents (e.g., issue papers, research papers, etc.) that further describes the proposed project activity. These may be submitted via PDF or through a link. | | |  | | | | | |

***End of form***