BC Carbon Registry: Introduction and Use Webinar

February 18, 2016

Introduction

- **Purpose:**
  - Introduce the BC Carbon Registry and its role under the *Greenhouse Gas Industrial Reporting Control Act.*
  - Provide information to support those that need to use the BC Carbon Registry
- **Primary Audience:** Offset Project Proponents, Validation/Verification Bodies and Regulated Operations (future registry users)

Agenda

Part I – BC Carbon Registry Context

- Introduction
- Role of Registry
- Registry User Types and Key Activities

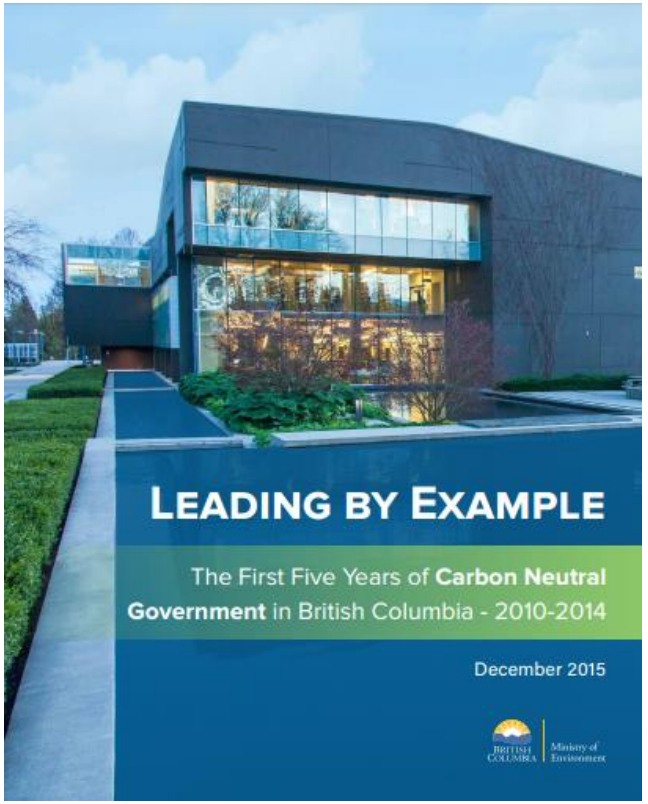
Part II – How to Use the BC Carbon Registry (BCCR)

Role of Registry

- The BC Carbon Registry is established under the *Greenhouse Gas Industrial Reporting and Control Act* and the Greenhouse Gas Emission Control Regulation (Part 1).
- The BC Carbon Registry enables the issuance, transfer and retirement of compliance units which are used to fulfill the compliance obligation of regulated operations under the Act.

Role of Registry

- Emission offsets on the BC Carbon Registry are also used to fulfill and provide transparency to the Province of British Columbia's annual commitment to have a carbon neutral public sector.



Role of Registry

The BC Carbon Registry also makes information about compliance units public such as evidence to support unit issuance.

<u>Public Information</u>

- Account Holders
- Projects
- Issuances/Listings
- Retired Credits (Compliance Units)

Compliance Units

1. Offset Units:
   - Regulated Operations can purchase offset units to meet compliance obligations
2. Earned Credits:
   - Issued to Regulated Operations below their emissions intensity threshold
3. Funded Units:
   - Purchased by Regulated Operations from the Province at a set price of $25/tCO2e

Registry Users

	Compliance Account	Holding Account	Initiate Project Request	Submit Project Acceptance Form & Docs	Initiate Issuance Request	Submit Issuance Request Form & Docs	Validate / Verify Project requests
Regulated Operation	x	x					
Project Proponent		x	x		x		
Validator / Verifier				x		x	x

Registry User - Regulator

- **Director**
  - Authority under the Act for key actions (e.g. sole authority to issue and retire compliance units).
- **Registry Administrator**
  - Responsible for administering the registry in accordance with the Act and regulation
- **Staff**
  - Support the Director and Registry Administrator

Registry User – Regulated Operation

- **Regulated Operation**
  - Operator of a regulated operation meets compliance obligation by ensuring compliance units equivalent to its compliance obligation are in its compliance account on the date the compliance report and verification statement are due.
  - May use any compliance unit type.

Registry User – Project Proponent

- **Offset Project Proponent**
  - A registry account enables key activities to occur:
    - Submission of project plan and validation statements (by validation body),
    - Acceptance of offset project by the Director,
    - Submission of project report and verification statement (via verification body).
    - Issuance of offset units to proponent account by the Director.

Registry User – Val. Body

- **Validation Body**
  - Project proponent selects validation body in the registry; validation body is notified to login to the registry to view the project proponent's project plan.
  - Validation body uploads validation statement, conflict of interest report and project acceptance application form for regulator review.

Registry User –Ver. Body

- **Verification Body**
  - Project proponent selects verification body in the registry; verification body is notified to login to the registry to view the project proponent's project report.
  - Verification body uploads verification statement, conflict of interest report and application for issuance of offset units form for regulator review.

Issuance & Transfer

- Offset units are issued by the Director to the project proponent's account.
- For carbon sequestration or storage projects, an amount specified in the applicable protocol may be issued to a BC government contingency account to address the risk of offset reversal.
- Compliance units may be transferred between account holders in the registry (e.g., units acquired to fulfill a compliance obligation).

Retirement

- Only the Director may retire compliance units within the registry:
  - **Regulated Operation Compliance**
  - **Carbon Neutral Government**
  - **Offset project permanence**

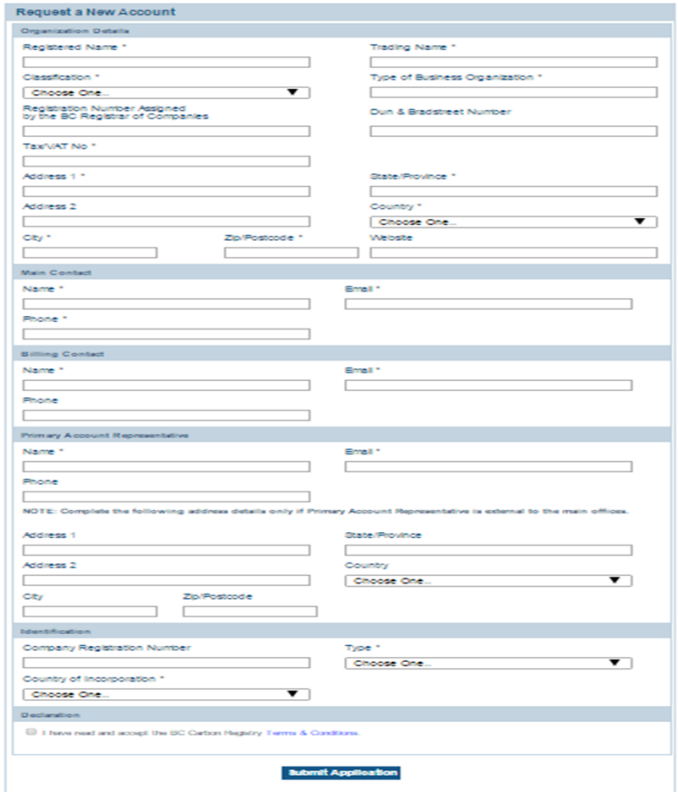
Part II
How to Use the BC Carbon Registry

- Account Set-up
- Project Acceptance
- Issuance
- Transfers
- Dashboard
- Public View
- Support & Guidance

Account Application Process

To set-up an account, proceed to the account registration page and complete the following:

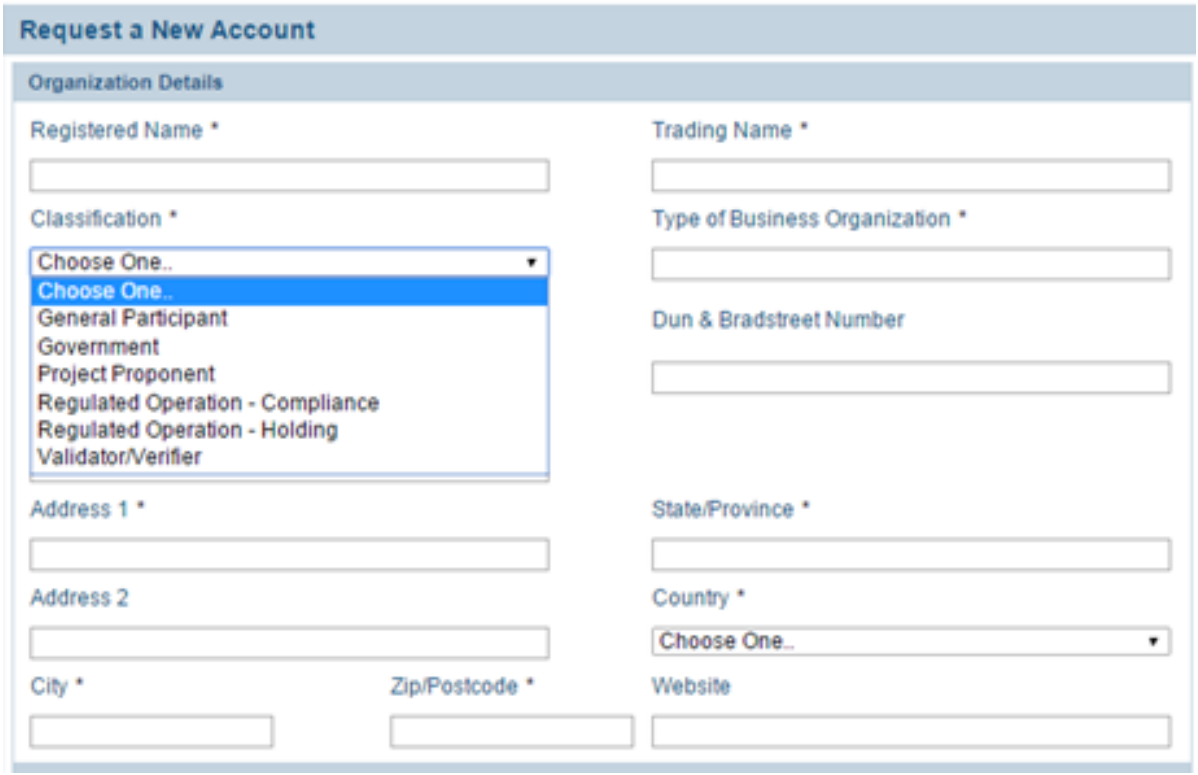
- Fill out the online application form
- Review and accept BC Terms & Conditions
- Click submit for processing



http://www2.gov.bc.ca/gov/content/environment/climate-change/stakeholder-support/emission-offsets-regulation/bc-carbon-registry

Account Application Process

Account Application Process



Note: Regulated Operation will apply for a Compliance Account on the account request form. Once approved, a Holding Account is also created.

Account Types

- **Regulated Operation -** Both a Compliance Account and Holding Account are established for this account type.

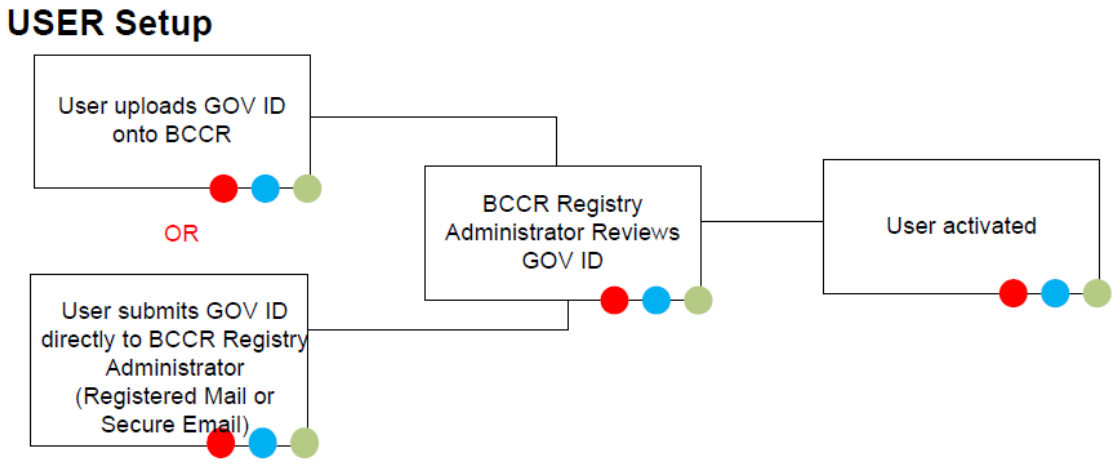
- **Project Proponent** –Only a Holding Account for an offset project proponent.

- **Validator/Verifier** – 'Uploading Account' Only. Uploading permission with respect to a project occurs after being selected by the project proponent in the registry.

User Set-up

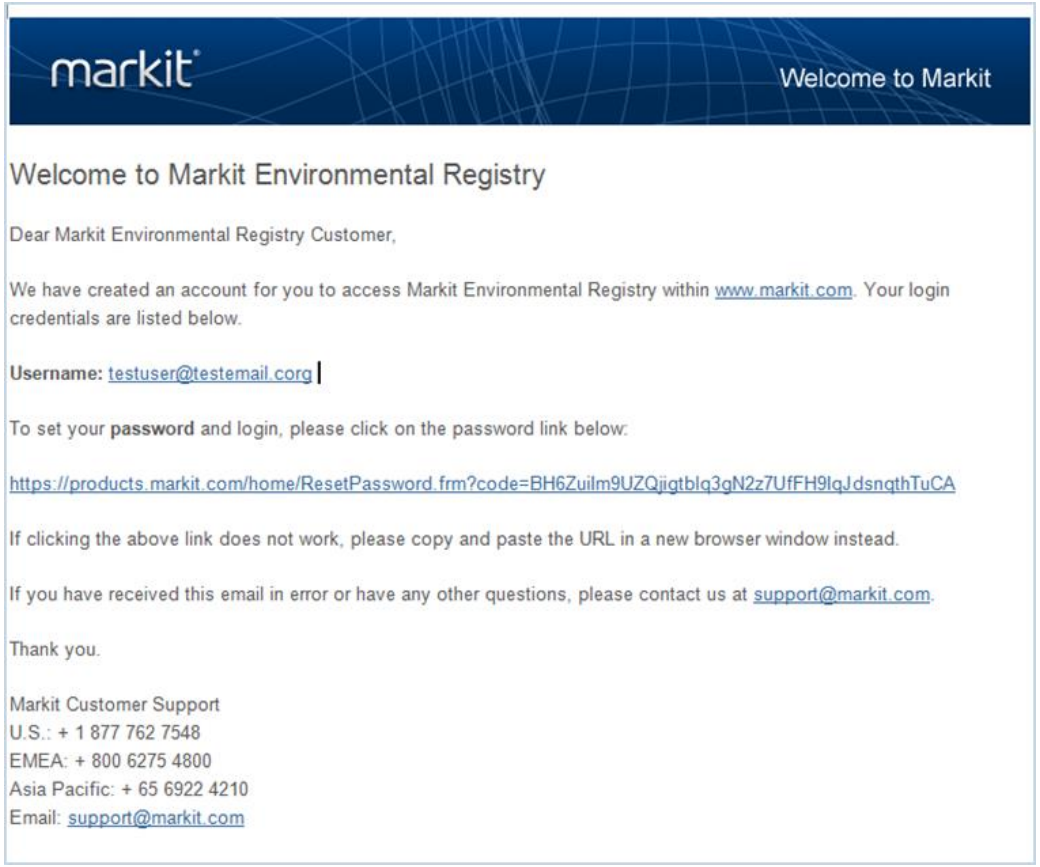
Once an account has been approved by the BCCR Registry Administrator (Ministry of Environment), the pending user will receive two emails:

- "**Welcome**" email with registry login credentials
- "**Pending User Request for Photo ID Document**" email



User Set-up

- Registry login credentials are provided through **markit.com** but once logged in, you will access the BC Carbon Registry.
- Refer to sample "Welcome" email with your login username and instructions to set your password.



markit

Welcome to Markit

Welcome to Markit Environmental Registry

Dear Markit Environmental Registry Customer,

We have created an account for you to access Markit Environmental Registry within www.markit.com. Your login credentials are listed below.

Username: testuser@testemail.corg

To set your **password** and login, please click on the password link below:

https://products.markit.com/home/ResetPassword.frm?code=BH6ZuiIm9UZQjigtblq3gN2z7UfFH9lqJdsnqthTuCA

If clicking the above link does not work, please copy and paste the URL in a new browser window instead.

If you have received this email in error or have any other questions, please contact us at support@markit.com.

Thank you.

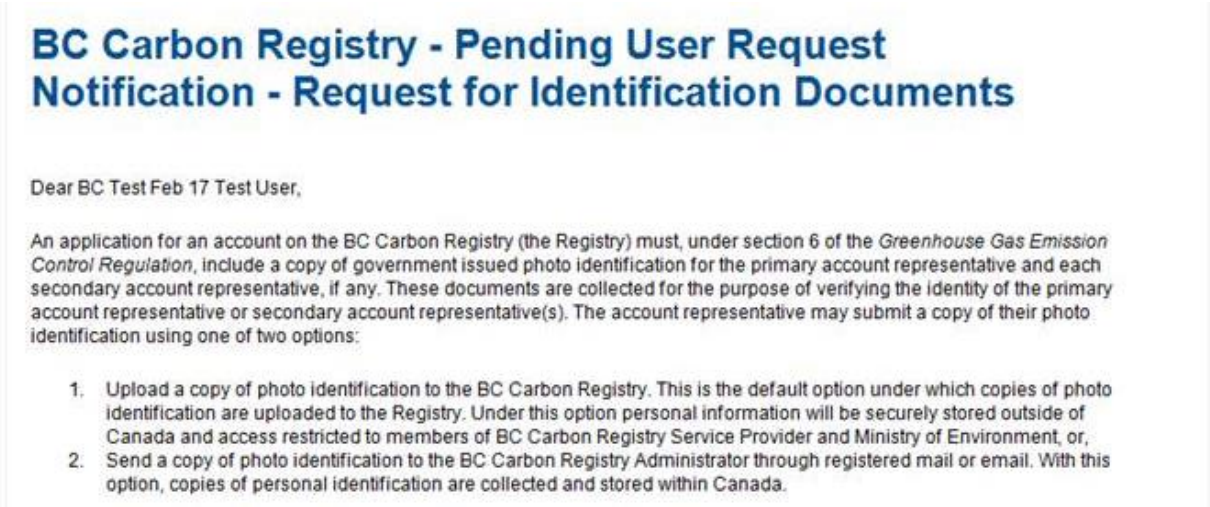
Markit Customer Support
U.S.: + 1 877 762 7548
EMEA: + 800 6275 4800
Asia Pacific: + 65 6922 4210
Email: support@markit.com

User Set-up

Sample email "**Pending User Request for Identification Documents**"

Option 1 (default): Secure upload of Photo ID document to BCCR

Option 2: (self-select): Submit Photo ID document directly to BCCR Registry Administrator (registered mail or secure email).



BC Carbon Registry - Pending User Request Notification - Request for Identification Documents

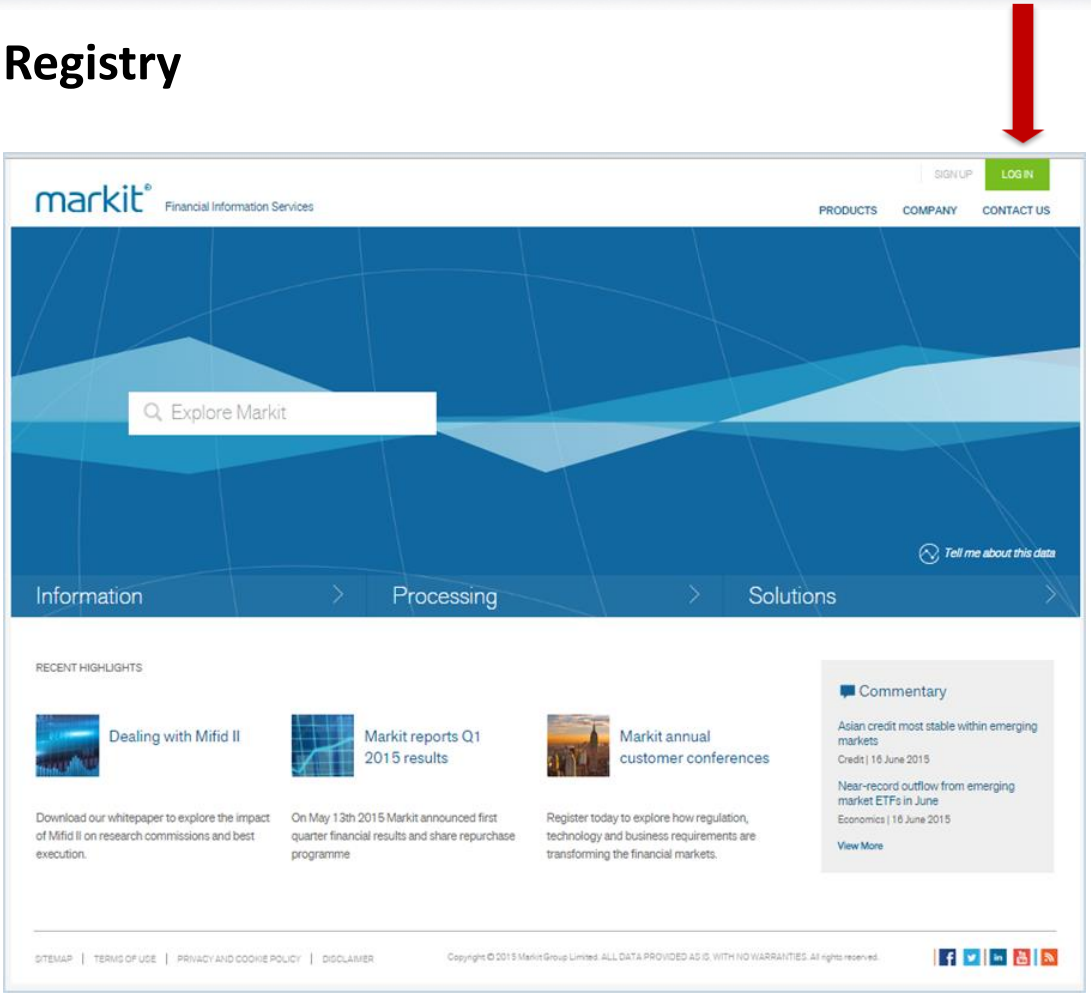
Dear BC Test Feb 17 Test User,

An application for an account on the BC Carbon Registry (the Registry) must, under section 6 of the *Greenhouse Gas Emission Control Regulation*, include a copy of government issued photo identification for the primary account representative and each secondary account representative, if any. These documents are collected for the purpose of verifying the identity of the primary account representative or secondary account representative(s). The account representative may submit a copy of their photo identification using one of two options:

1. Upload a copy of photo identification to the BC Carbon Registry. This is the default option under which copies of photo identification are uploaded to the Registry. Under this option personal information will be securely stored outside of Canada and access restricted to members of BC Carbon Registry Service Provider and Ministry of Environment, or,
2. Send a copy of photo identification to the BC Carbon Registry Administrator through registered mail or email. With this option, copies of personal identification are collected and stored within Canada.

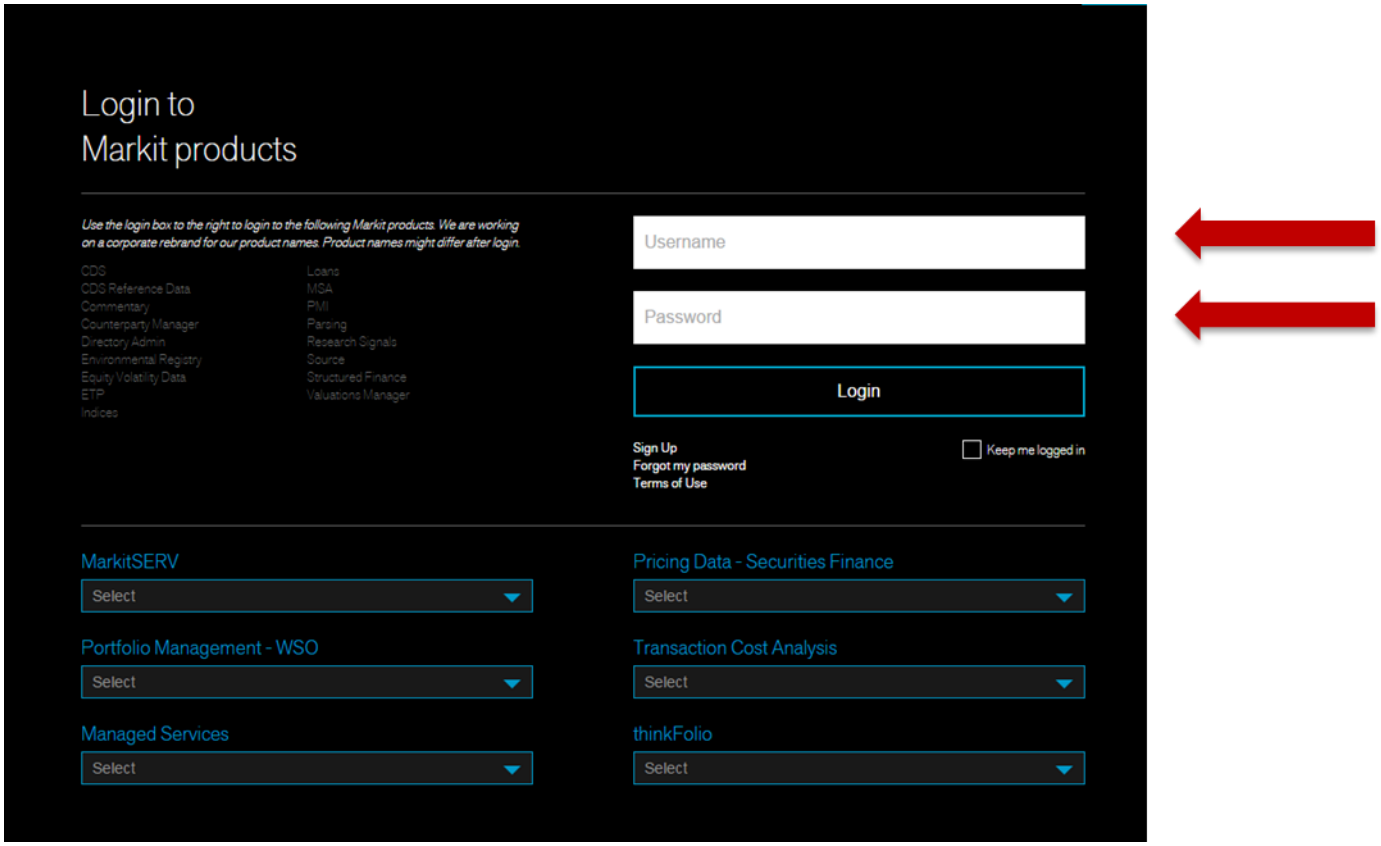
Logging into the BC Carbon Registry

- Navigate to www.markit.com
- Click on the “Login” button



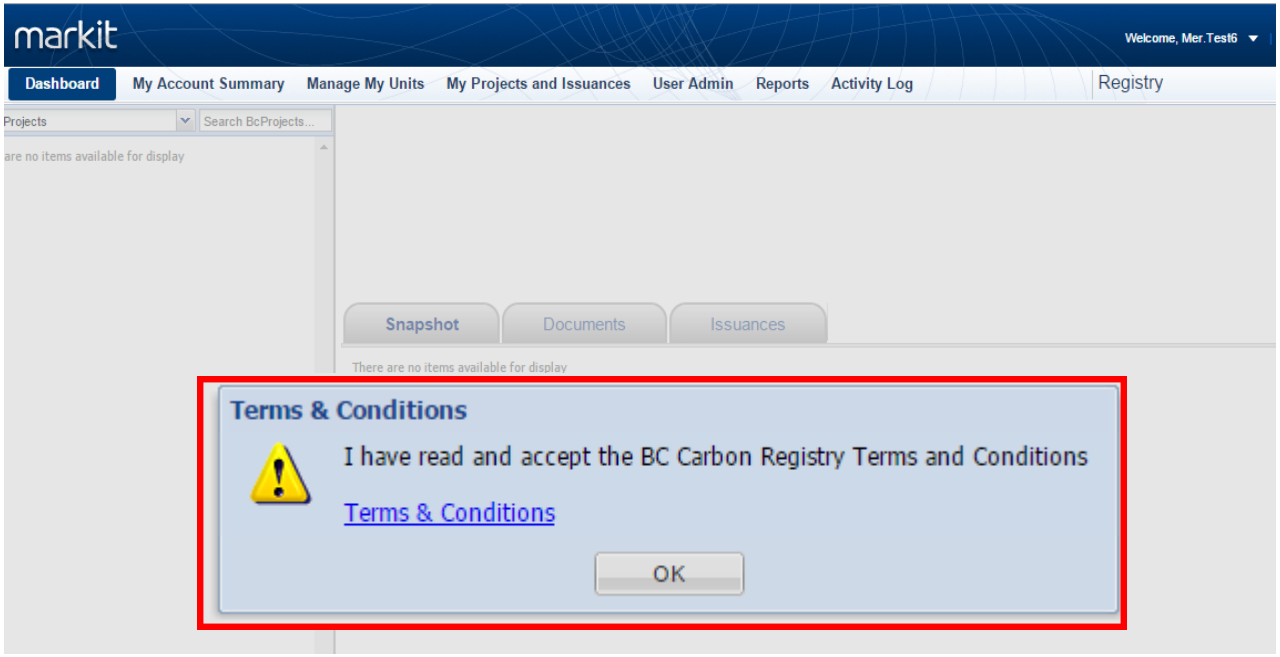
Logging into the BC Carbon Registry

- Enter the username and password provided in your “Welcome” email



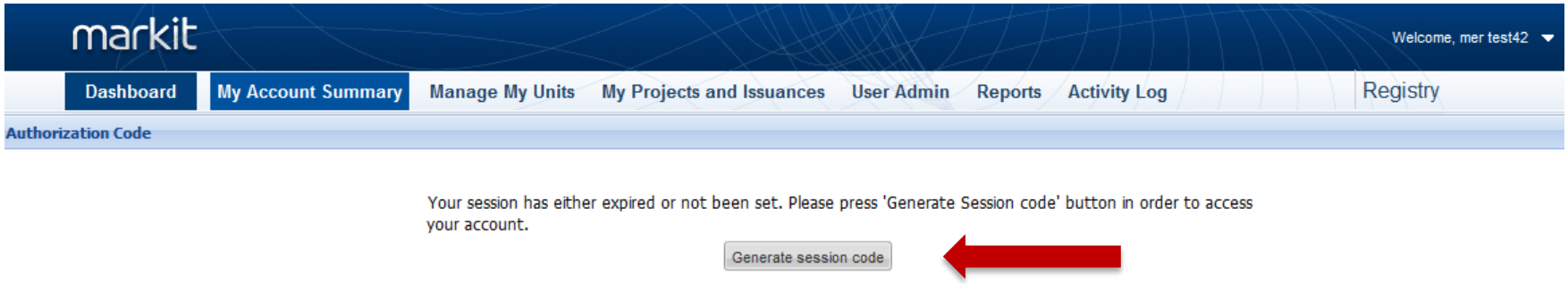
Logging into the BC Carbon Registry

- Logging in for the first time, you will be prompted to review and accept the BC Terms and Conditions (T&Cs).
- Click on the hyperlink to review the T&Cs and then click **OK**



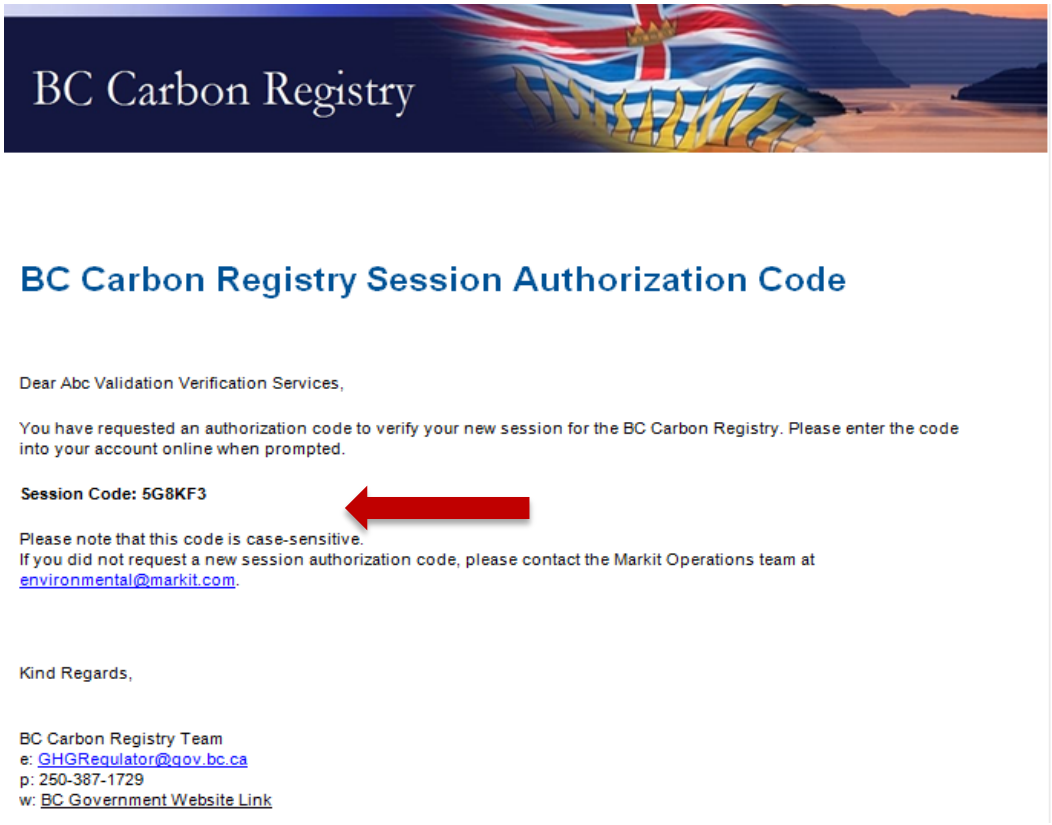
Logging into the BC Carbon Registry

- Once logged in, you will be required to request a session code for security purposes
- Click on “Generate session code” button



Logging into the BC Carbon Registry

- You will receive an email with the session code information



BC Carbon Registry

BC Carbon Registry Session Authorization Code

Dear Abc Validation Verification Services,

You have requested an authorization code to verify your new session for the BC Carbon Registry. Please enter the code into your account online when prompted.

Session Code: 5G8KF3

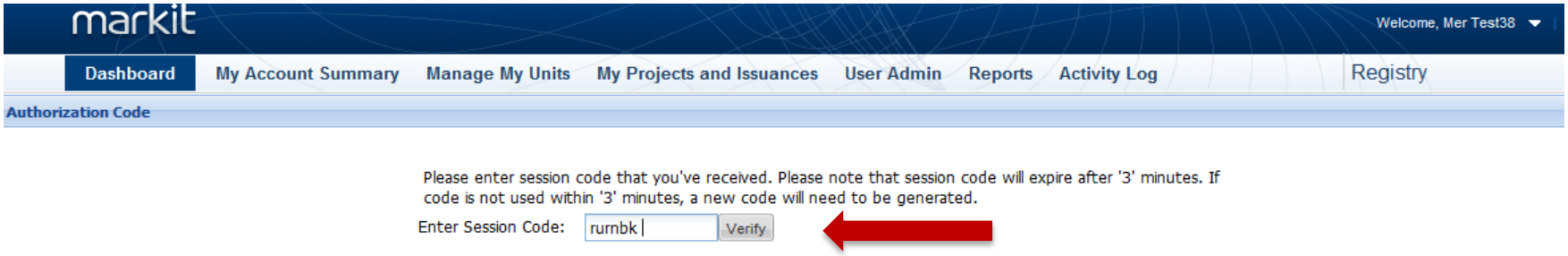
Please note that this code is case-sensitive.
If you did not request a new session authorization code, please contact the Markit Operations team at environmental@markit.com.

Kind Regards,

BC Carbon Registry Team
e: GHGRegulator@gov.bc.ca
p: 250-387-1729
w: BC Government Website Link

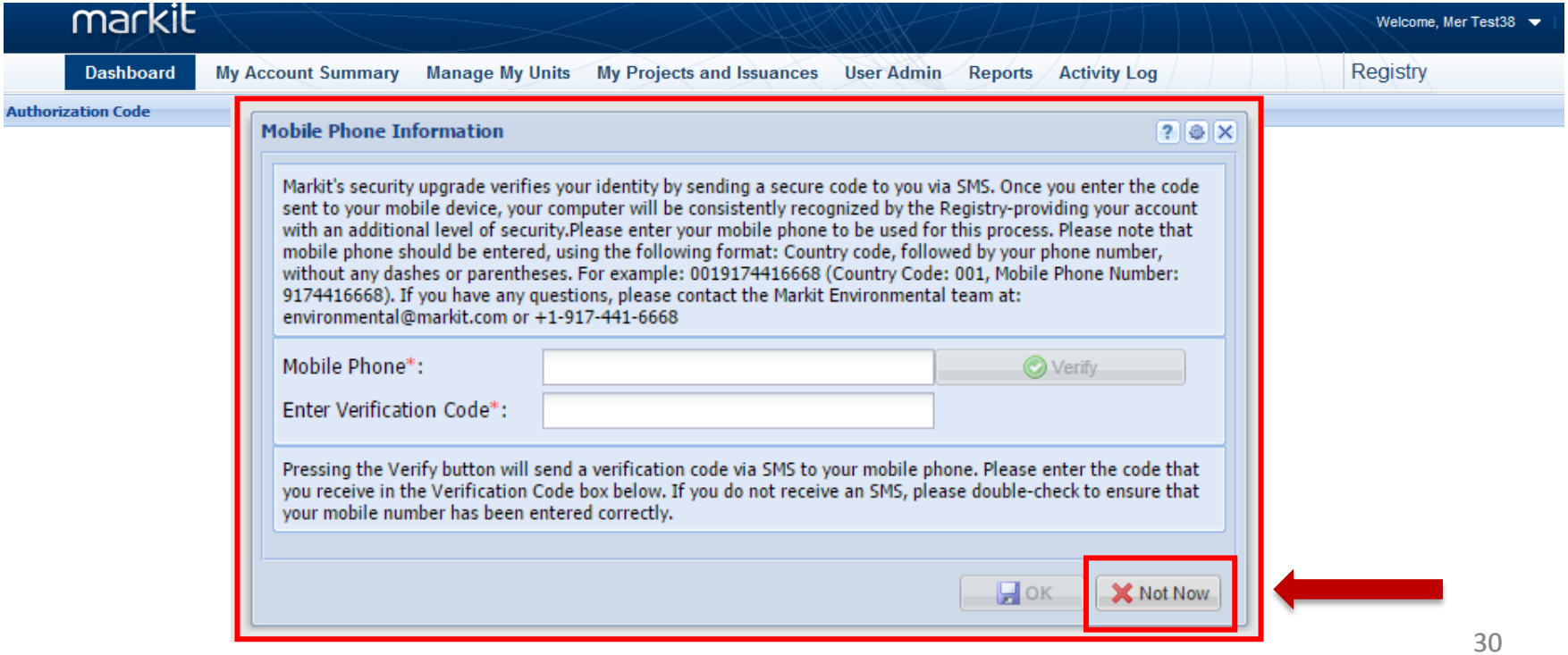
Logging into the BC Carbon Registry

- Enter the session code that was provided in the email



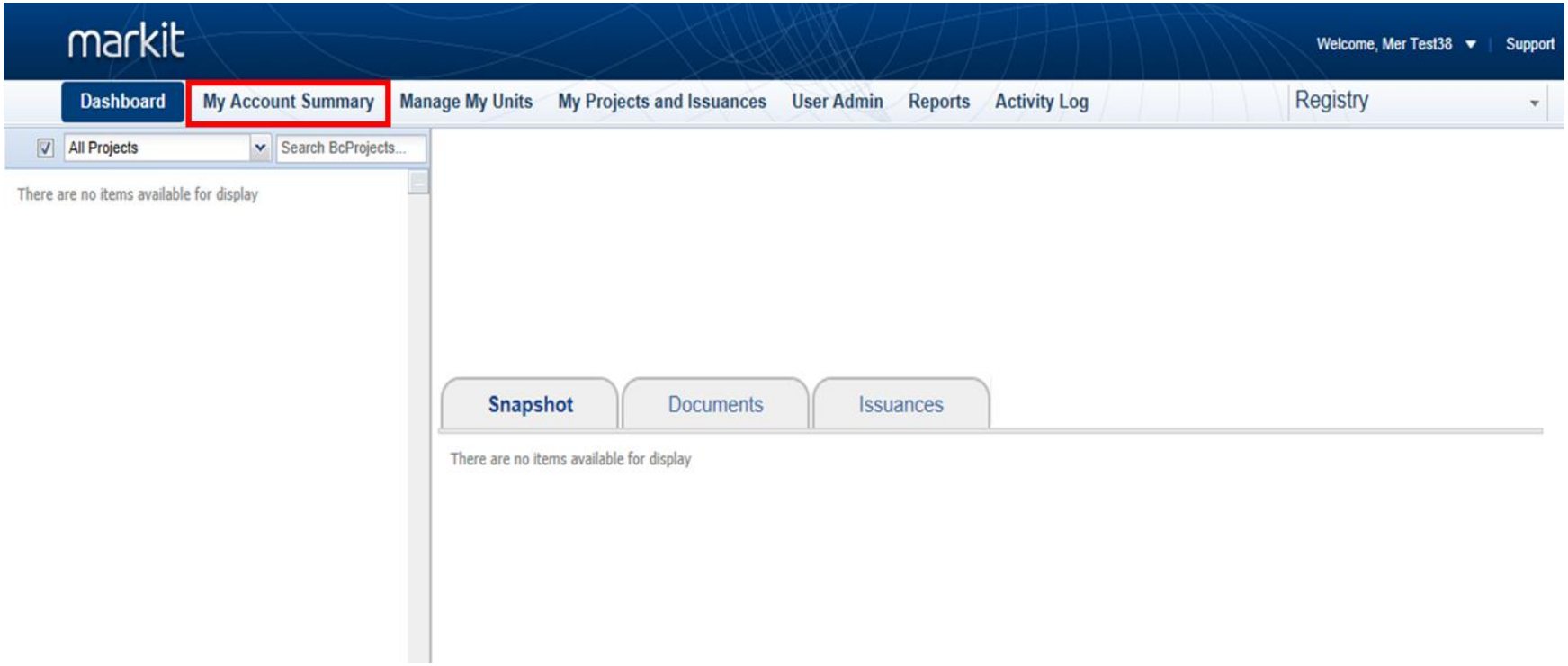
Logging into the BC Carbon Registry

- Registry security also allows you to verify your identity by sending a secure code to your mobile device (default method is via email).
- To continue to receive the code via email in lieu of mobile, click **Not Now**



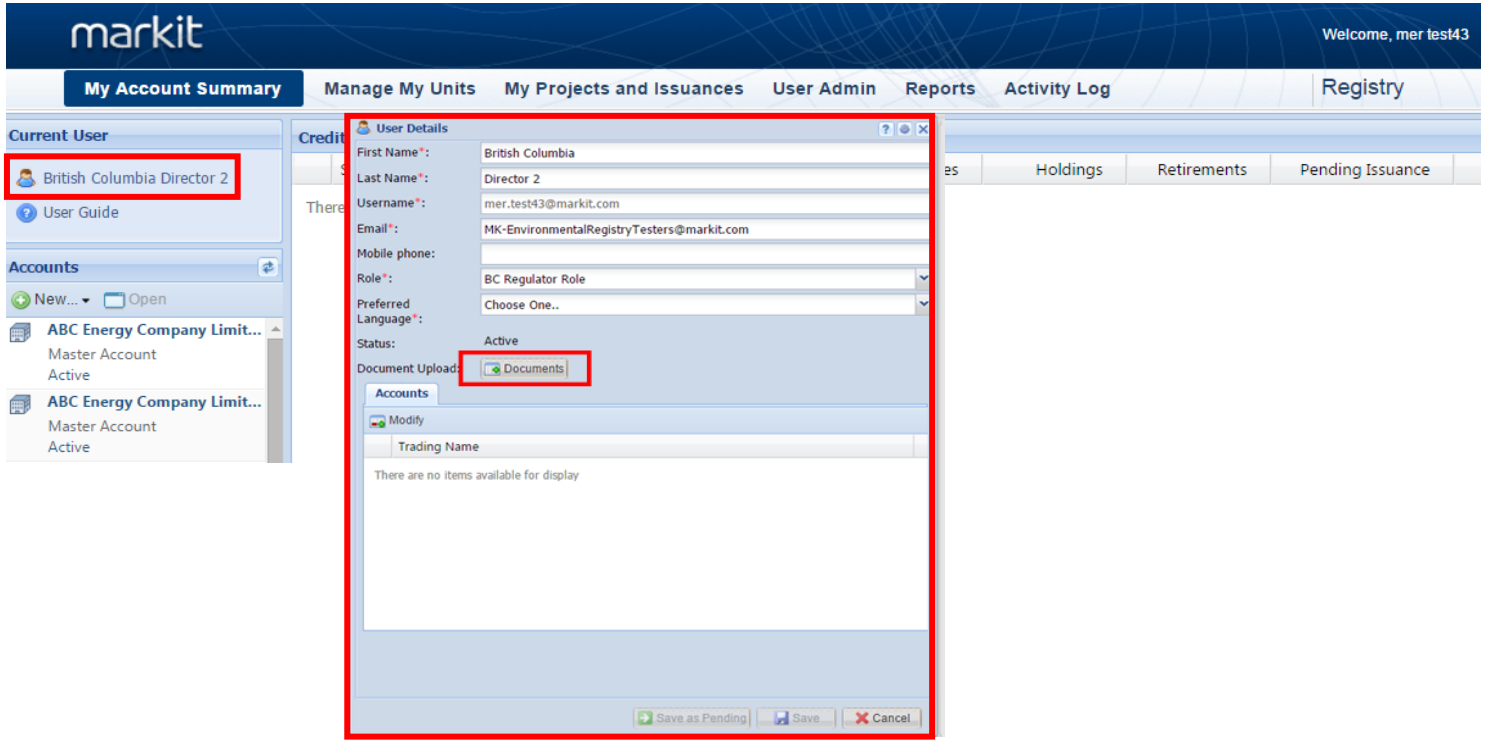
Logging into the BC Carbon Registry

- Once logged in, the registry landing page will be displayed. Navigate to the **My Account Summary** tab.



Logging into the BC Carbon Registry – Photo Identification (default option)

- Click on username and the User Details window will be displayed
- Click on **Documents** button to upload a govt. issued Photo ID
- Once approved, the user will able to start using the registry.



Logging into the BC Carbon Registry – Photo Identification (another option)

Note: If you do not wish to upload your govt. issued Photo ID into the BCCR (default method), you may email the BCCR Registry Administrator (Ministry of Environment) at GHGRegulator@gov.bc.ca indicating that you are applying for a user login and password to the BCCR.

Two ways to provide a copy of Photo ID:

A) <u>Email (password protected document):</u>

GHGregulator@gov.bc.ca; password for document provided to Registry Administrator at 250-387-1359.

<u>B) Registered Mail:</u>

BC Carbon Registry Administrator - CONFIDENTIAL

2nd Floor, 395 Waterfront Crescent

Victoria, BC V8T 5K7

Project Acceptance Workflow (Offset Project)

During this stage, the Project Proponent uploads the following document:

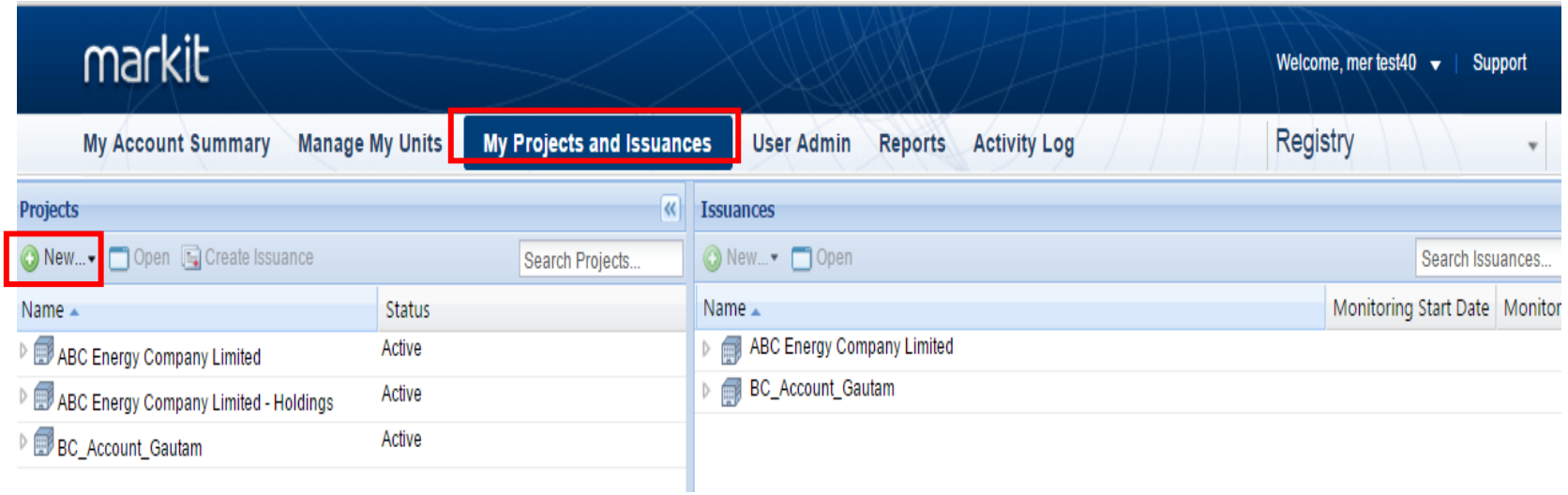
- **Project Plan**

During this stage, the Validator/Verifier uploads the following documents:

- **Validation Statement**
- **Conflict of Interest Report - Validation**
- **Application for Project Acceptance Form**

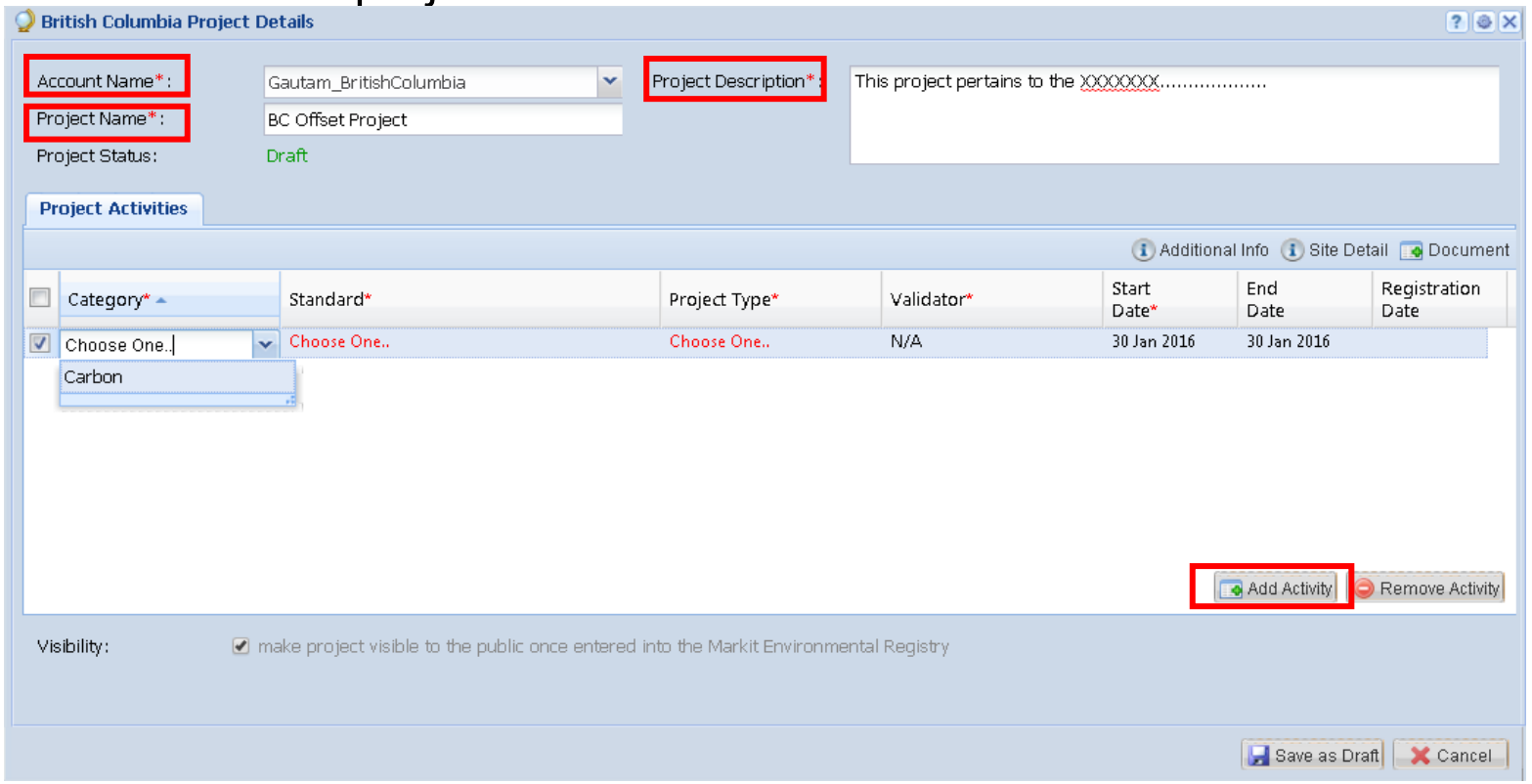
Project Acceptance Workflow - Offset Project

- **My Projects and Issuances** tab is used by Project Proponents to initiate offset project acceptance (registration) and issuance
- To initiate a new project, select the **New** button and a pop-up box will display to enter your project details



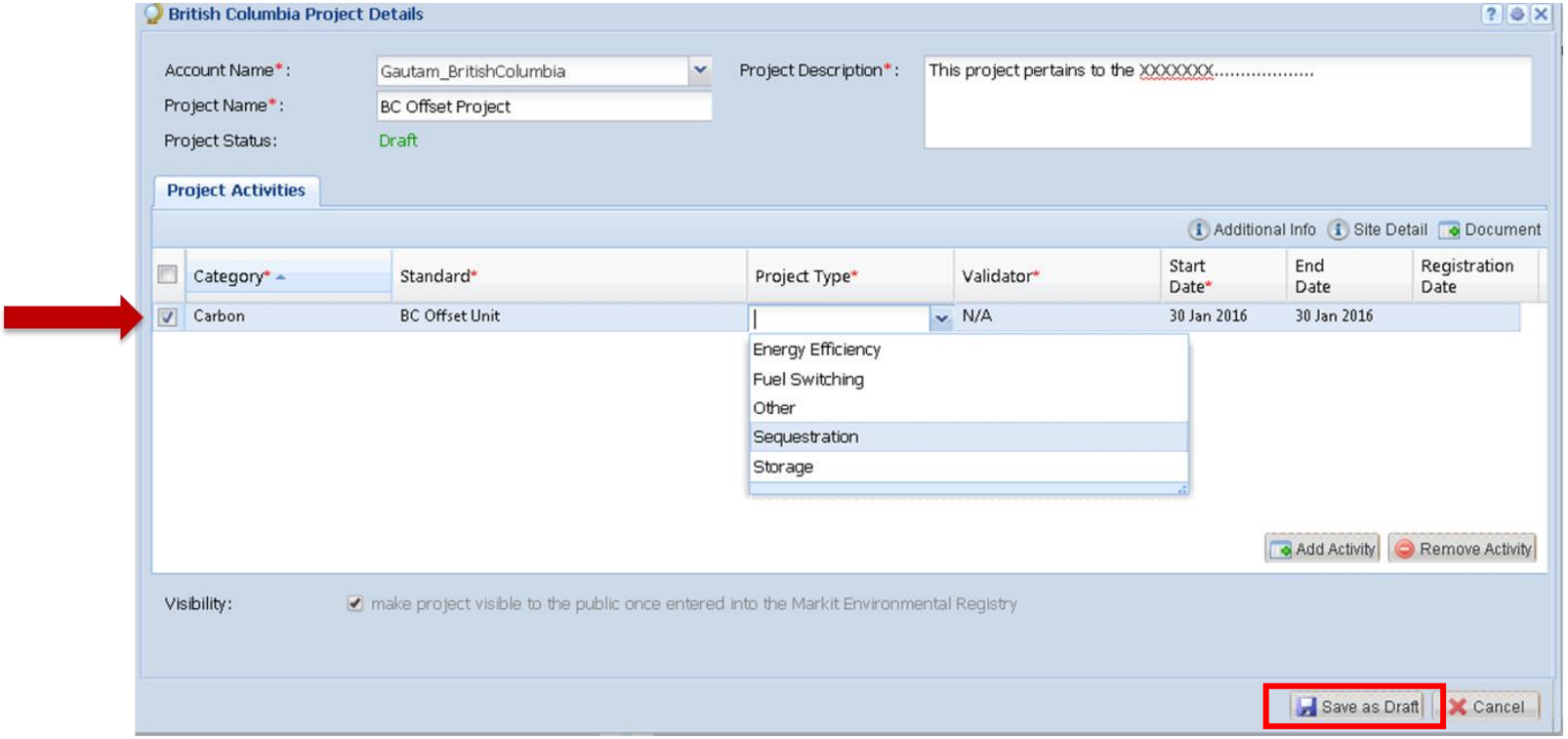
Project Acceptance – Offset Project

- Populate all fields marked with an asterisk and select the **Add Activity** button to enter project details.



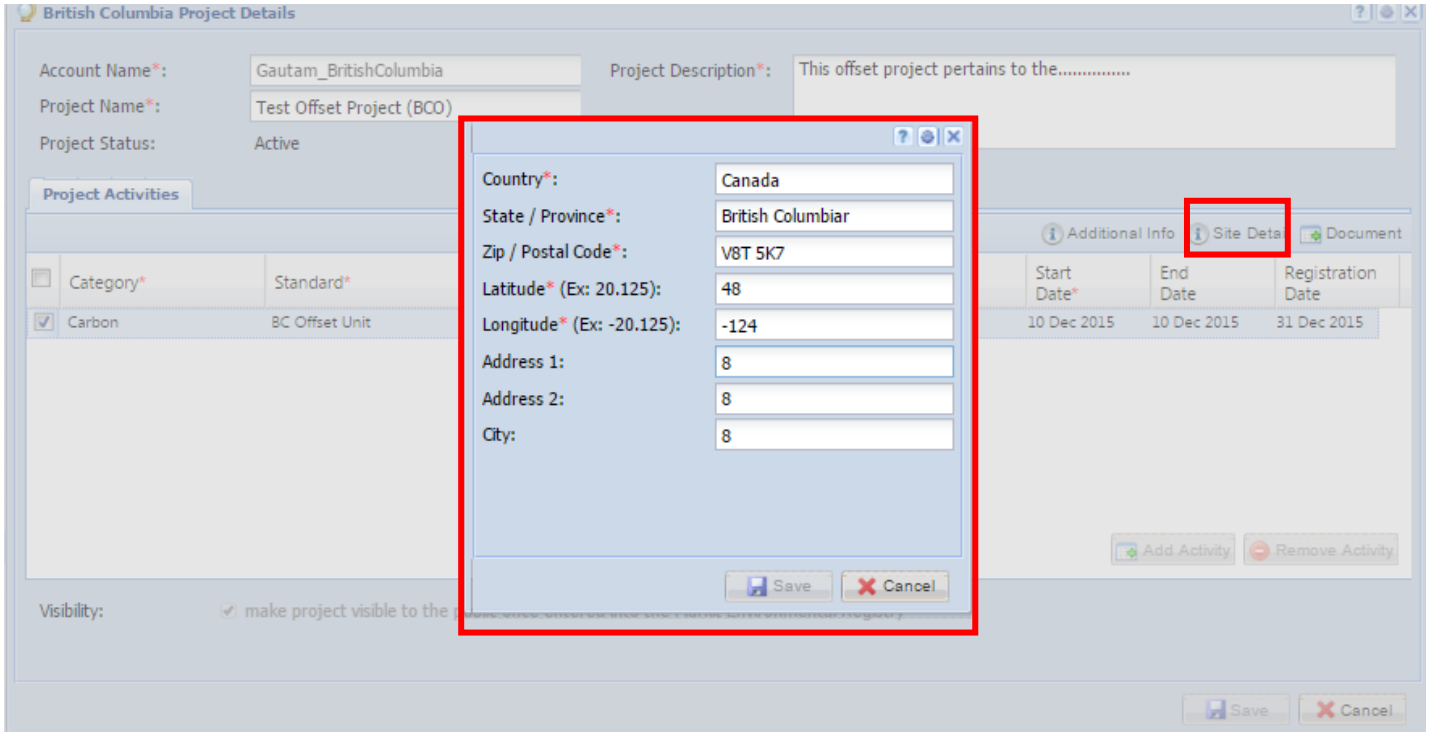
Project Acceptance – Offset Project

The Project Activity will create a new row to enter project details such as Category, Standard (BC Offset Unit), Project Type and Validator. Select values from each drop-down list. Then click on **Save as Draft**.



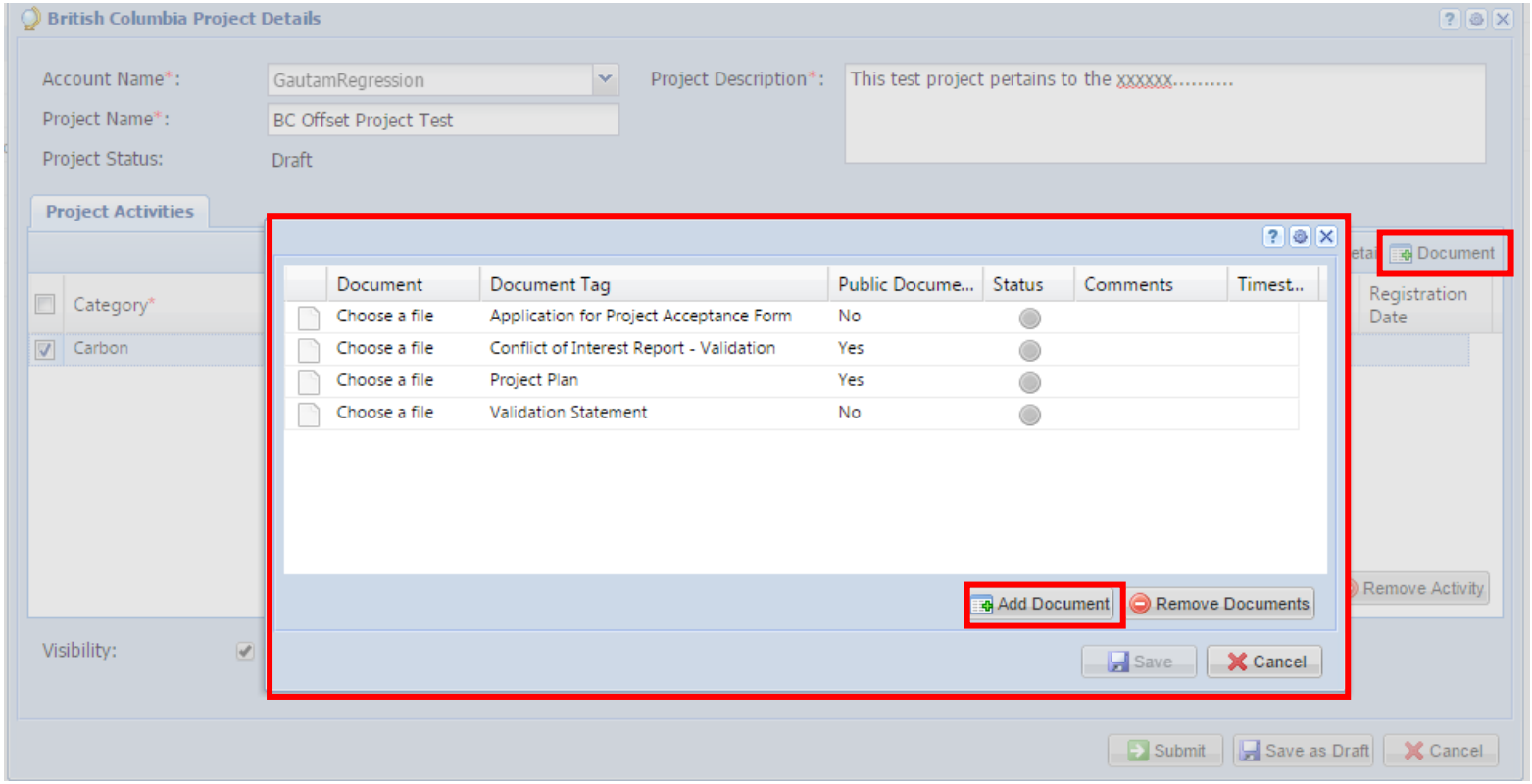
Project Acceptance – Offset Project

Select the project activity that has just been entered and then click on the **Site Detail** button to enter location details of the project. Then click **Save**.



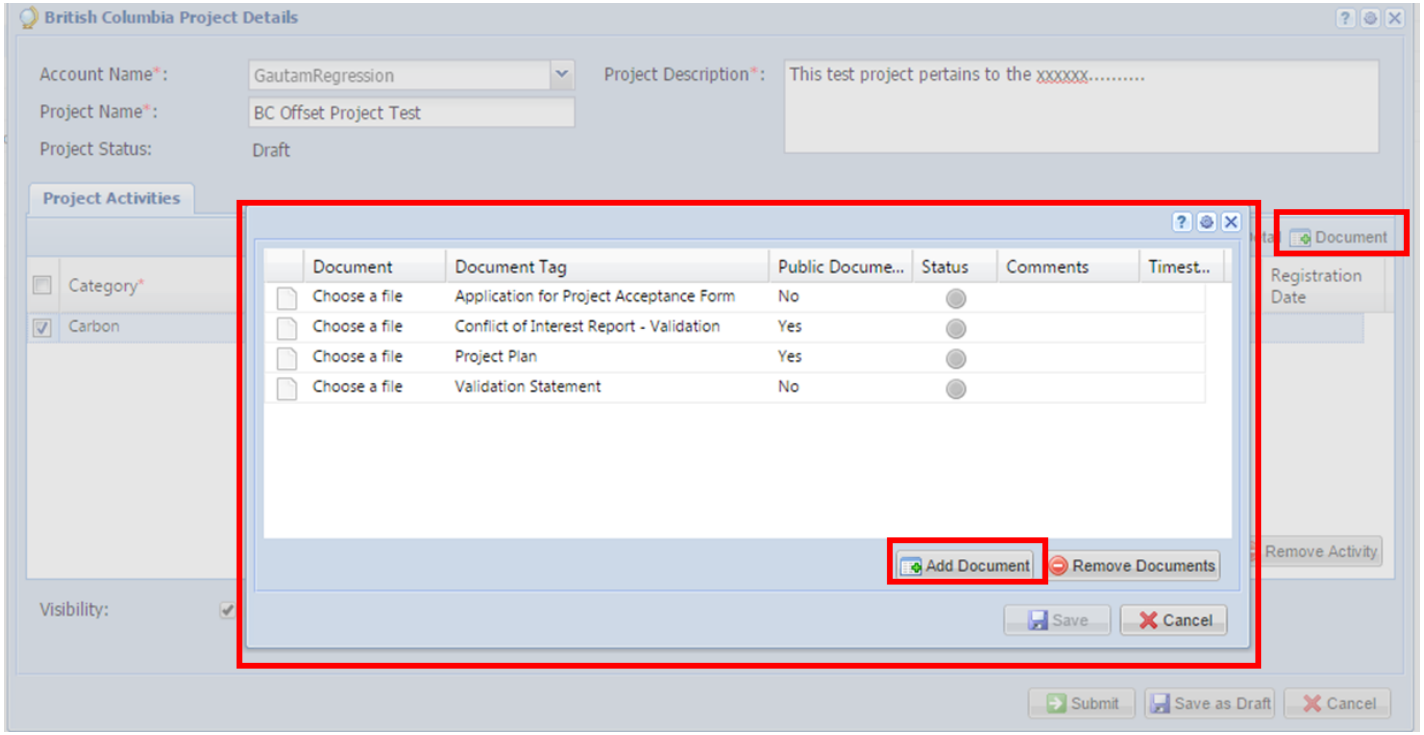
Project Acceptance – Offset Project

After populating project details, click on the **Document** button and a pop-up box will display in order to upload project documents.



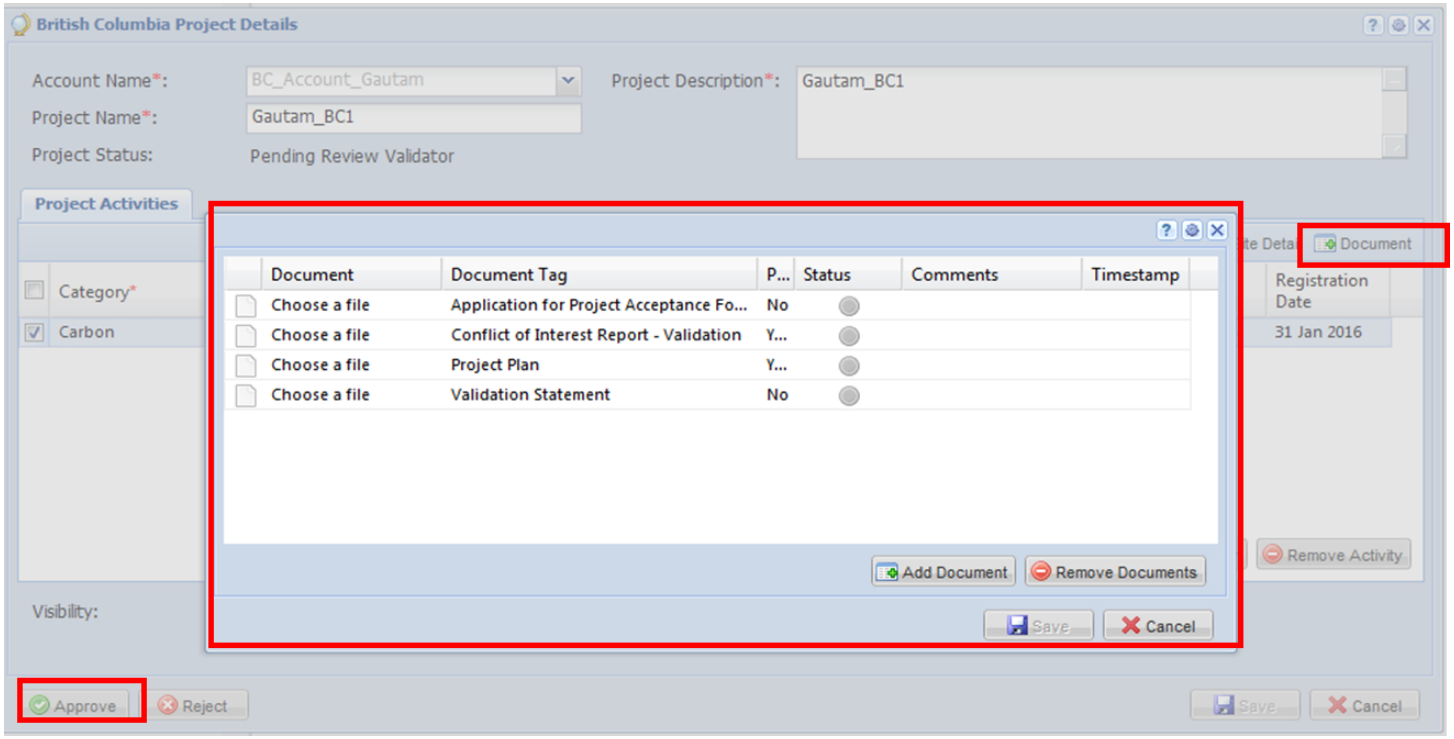
Project Acceptance – Offset Project

The project proponent uploads the **Project Plan** and clicks submit. Workflow will trigger email notification to the selected Validation/Verification body to log in the BCCR and upload documents.



Project Acceptance – Offset Project

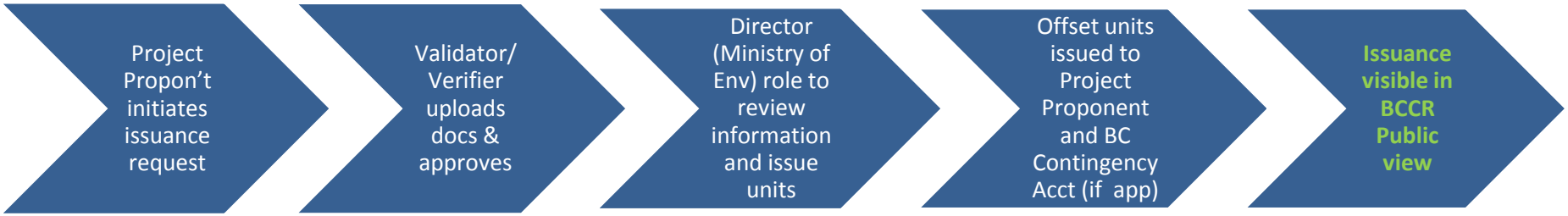
The Validation Body uploads the **Validation Statement, Conflict of Interest Report – Validation, and Application for Project Acceptance Form** and then clicks the Approve button.



Project Acceptance – Offset Project

- The next stage in the workflow is for the Director to conduct the final review of the project details and documents.
- Once accepted by the Director, the project becomes visible in the "Projects" tab of the BCCR Public View.

Issuance Workflow – Offset Project



During this stage, the Project Proponent uploads the following document

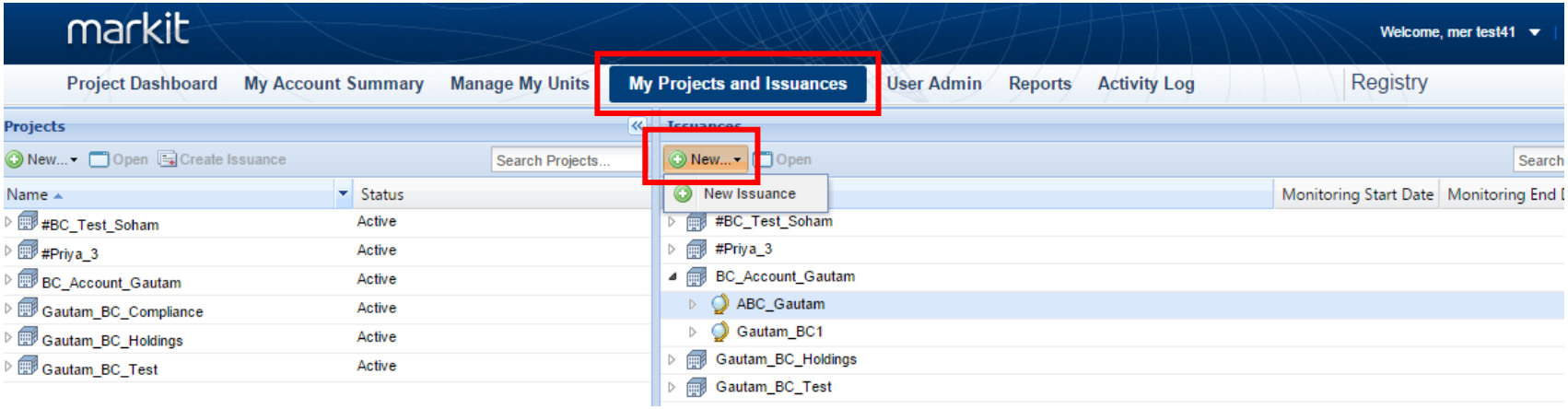
- **Project Report**

During this stage, the Verification Body uploads the following documents:

- **Verification Statement**
- **Conflict of Interest Report - Verification**
- **Application for Issuance of Offset Units Form**

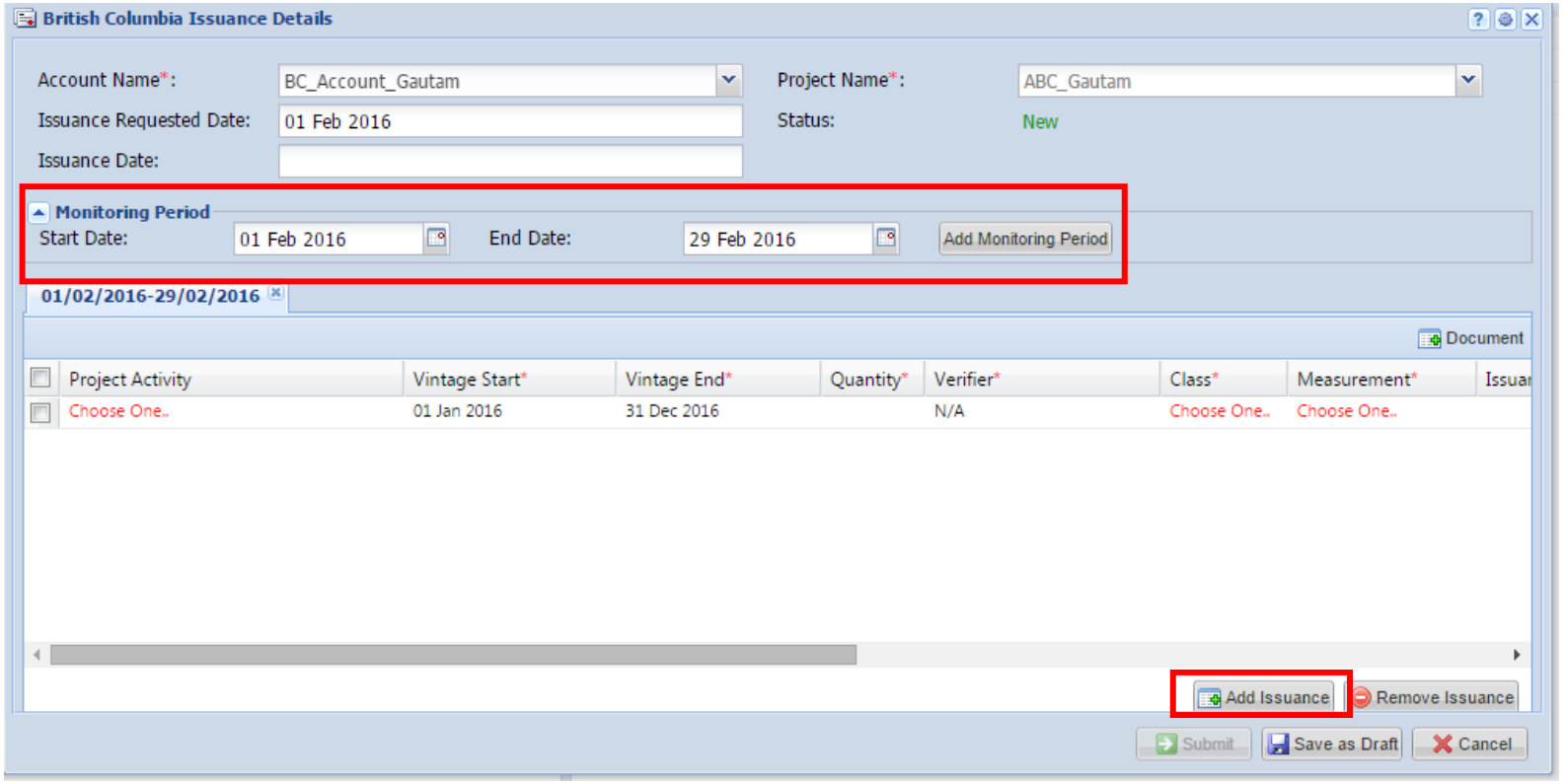
Issuance– Offset Project

- From **My Projects and Issuances**, a Project Proponent can request issuance from an offset project.
- Select **New** button and a pop-up box will appear.



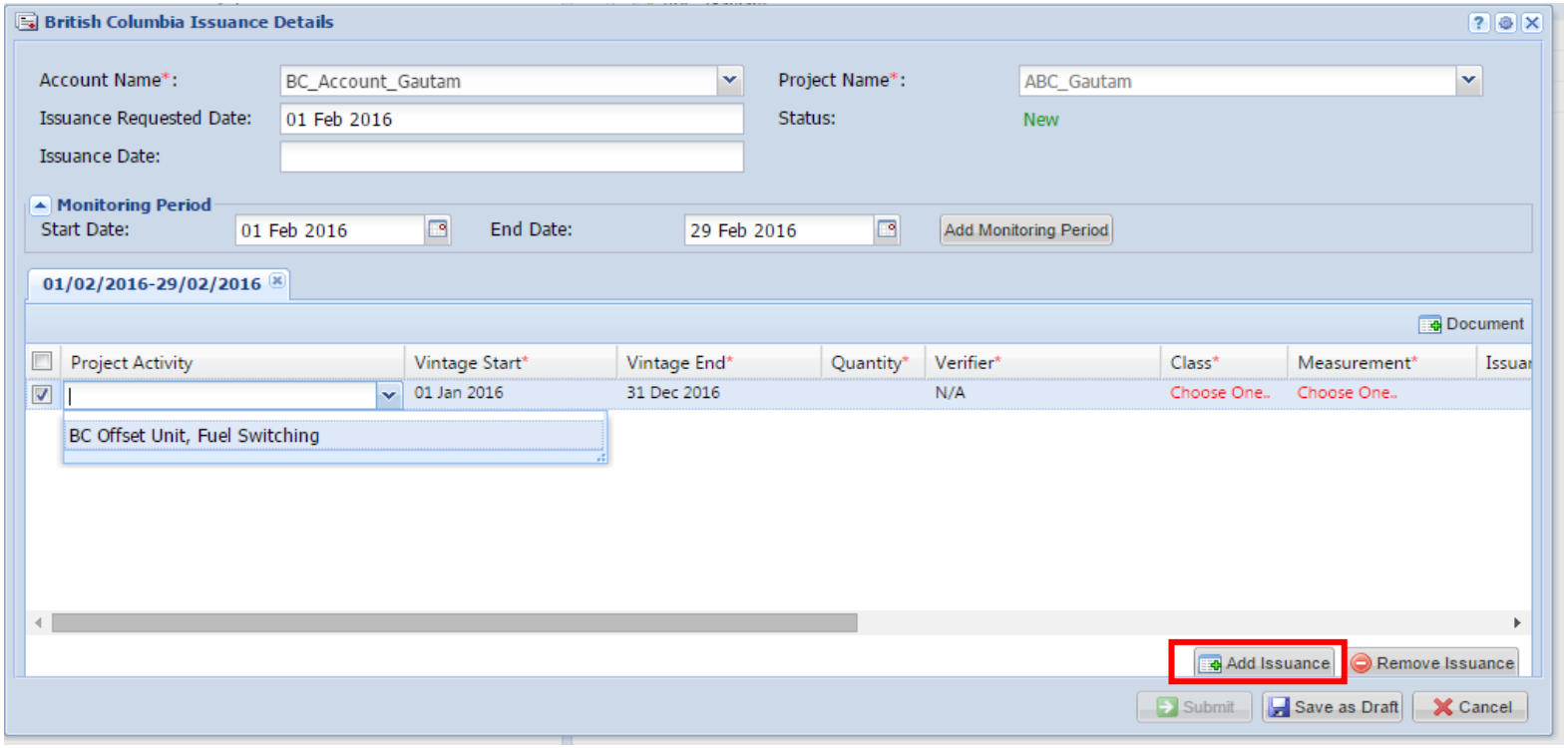
Issuance– Offset Project

- Within the issuance details window, add **Monitoring Period** (Project Report Period) and then click on **Add Issuance** to proceed with issuance request.



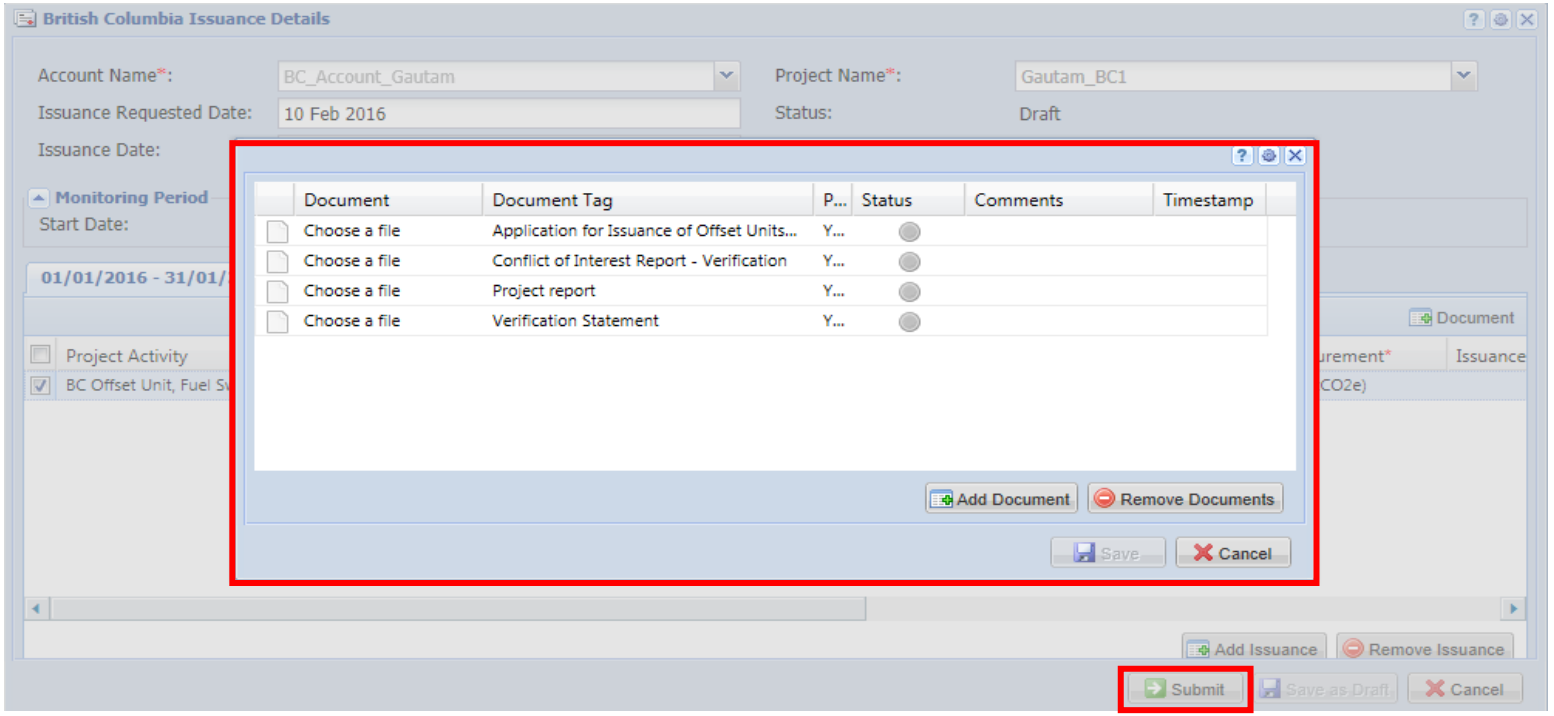
Issuance– Offset Project

- Populate all fields noted with an asterisk. Add **Monitoring Period** (Project Report Period) and then click on **Add Issuance** to proceed.



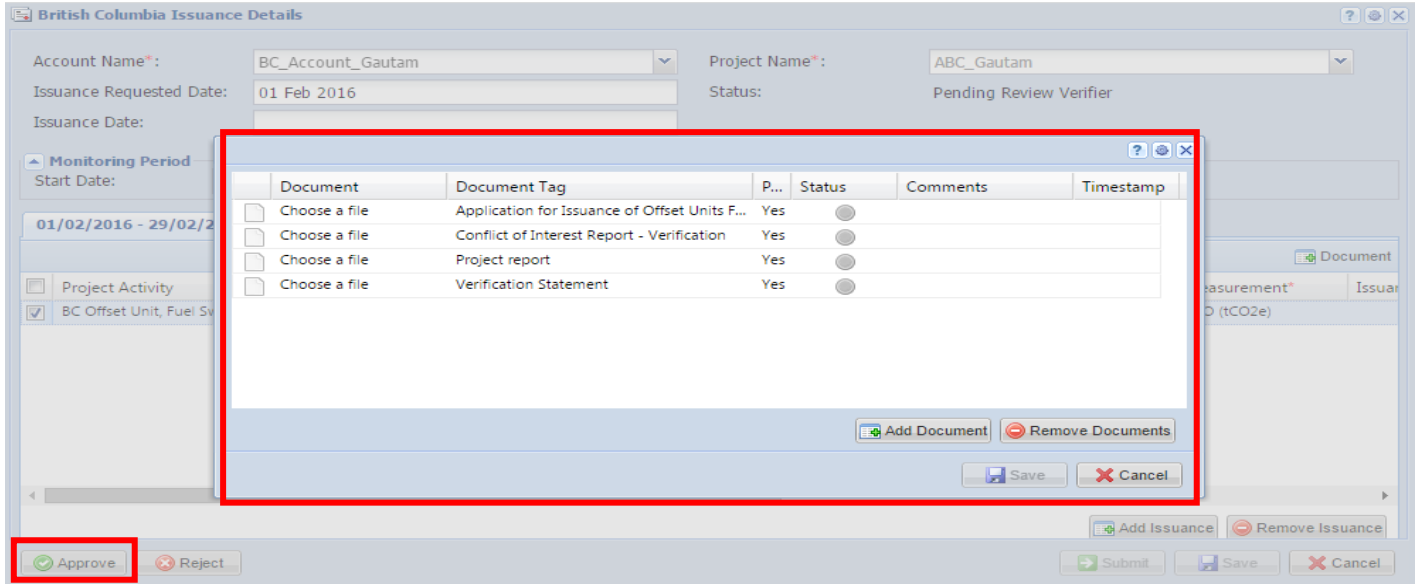
Issuance– Offset Project

- Click on **Save as Draft.** The project proponent then clicks on the **Document** button in order to upload the Project Report. Then click on **Submit** for the next stage of the workflow



Issuance– Offset Project

- The next stage of the workflow is for the Verification Body to review and upload the **Verification Statement, Conflict of Interest Report – Verification,** and **Application for Issuance of Offset Units Form.**
- Once documents are uploaded, the issuance request is routed to the Director for final review and approval.

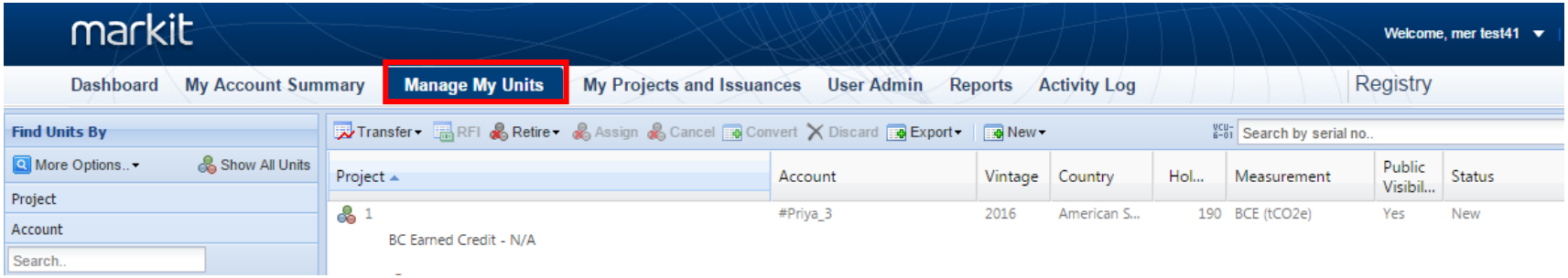


Issuance– Offset Project

- The Director conducts the final review of the issuance request.
- Once the issuance request is approved by the Director, the issuance becomes visible in the “Issuances/Listings” tab of the BCCR Public View.

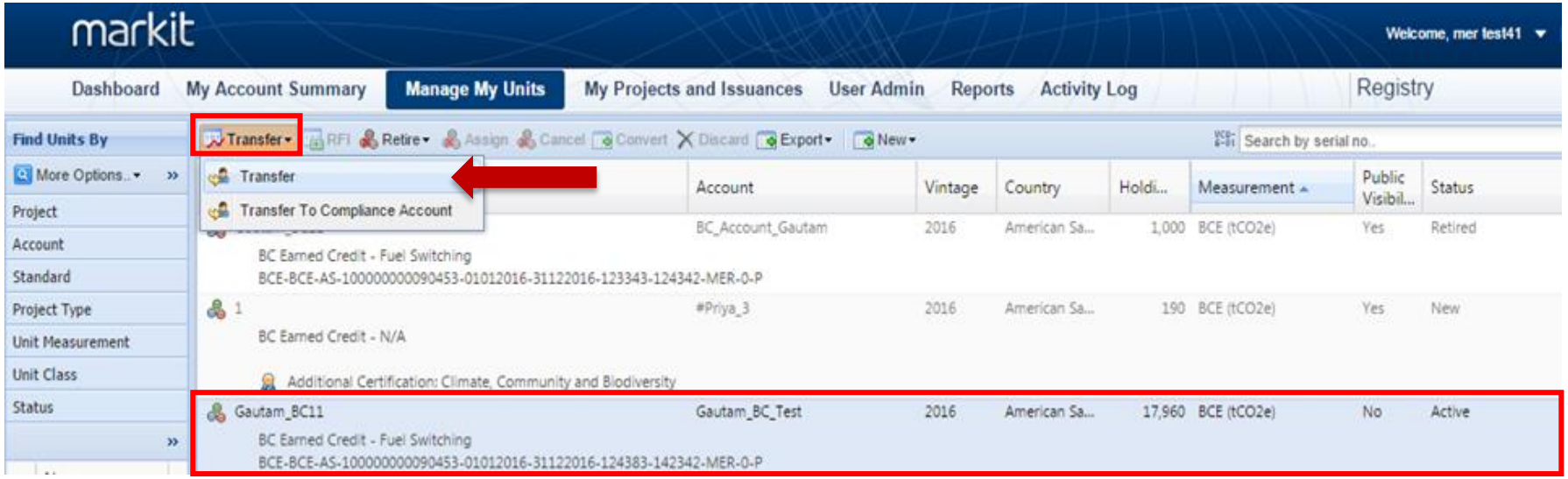
Transfers

- Units may be transferred between accounts on the BCCR.
- You must obtain the account number of the recipient account.
- The transfer is initiated by the sending account and accepted by the recipient account representative in order for the transfer to occur.
- To transfer units, navigate to the **Manage by Units** menu item



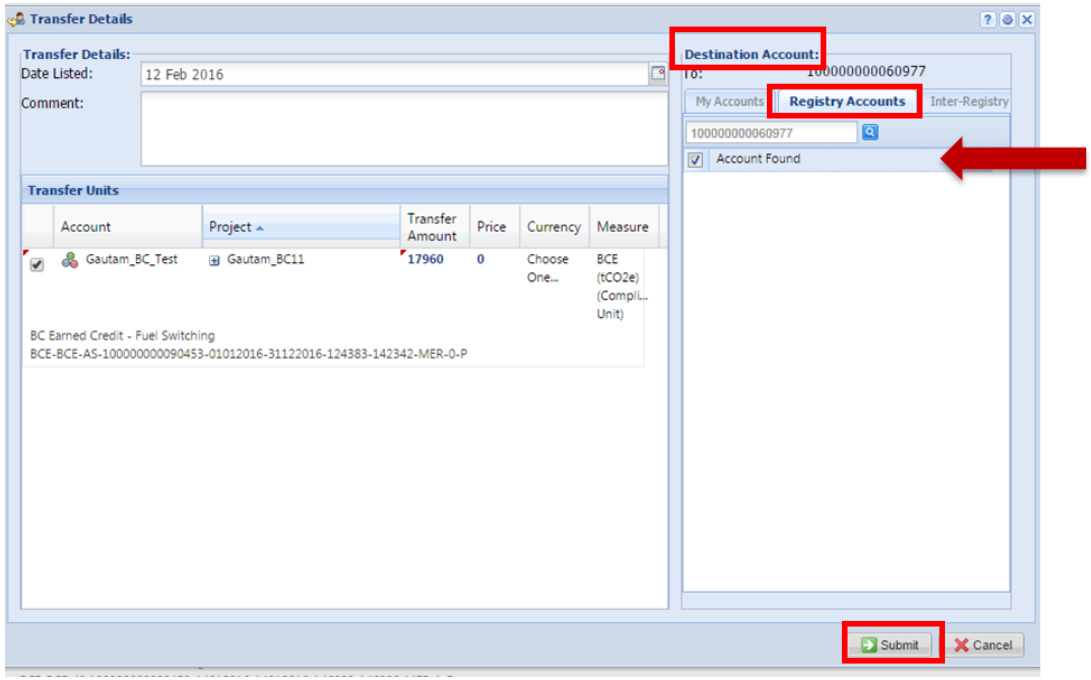
Transfers

- Select the block of units by highlighting the row.
- Click on the **Transfer** button on the sub-menu bar and select **Transfer** from the drop-down list.



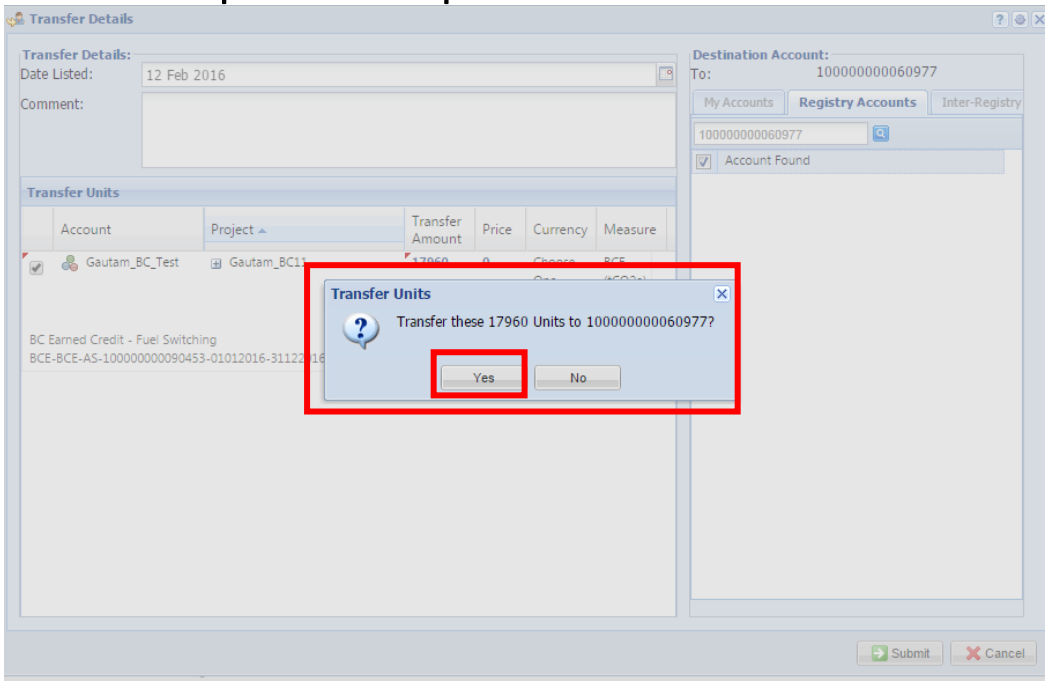
Transfers

- A **Transfer Details** pop-up box will display. In the **Destination Account** section, select the **Registry Accounts** tab. Input the account number and click on the search icon. Check the box once the account has been displayed and then click **Submit**.



Transfers

- A pop-up box will display requesting that you confirm the transaction. Click **Yes** in order to carryout the transfer.
- The units will then be flagged as "**Pending Transfer Customer**" in your account until the recipient accepts the units into their account.

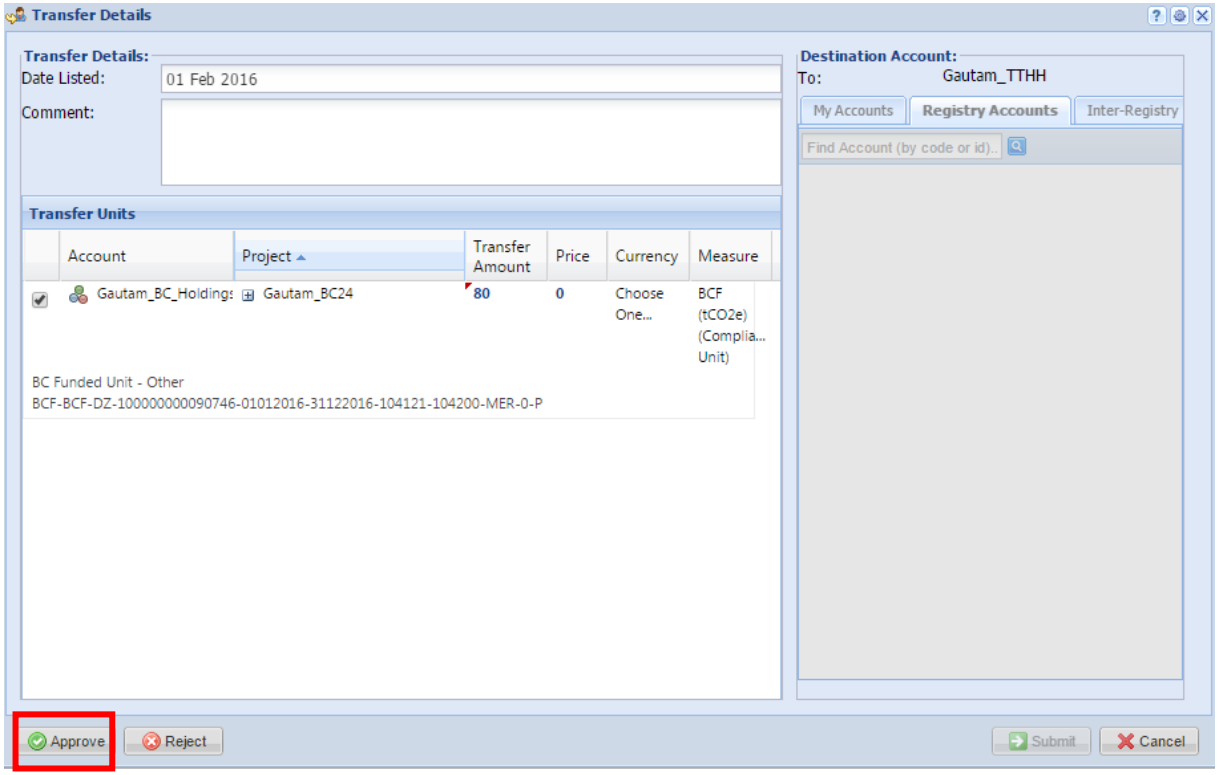


Transfers

- To accept units into your account, navigate to **Manage My Units.**
- In the Status column, click on the **Pending Transfer (Customer)**; a pop-up box will appear.

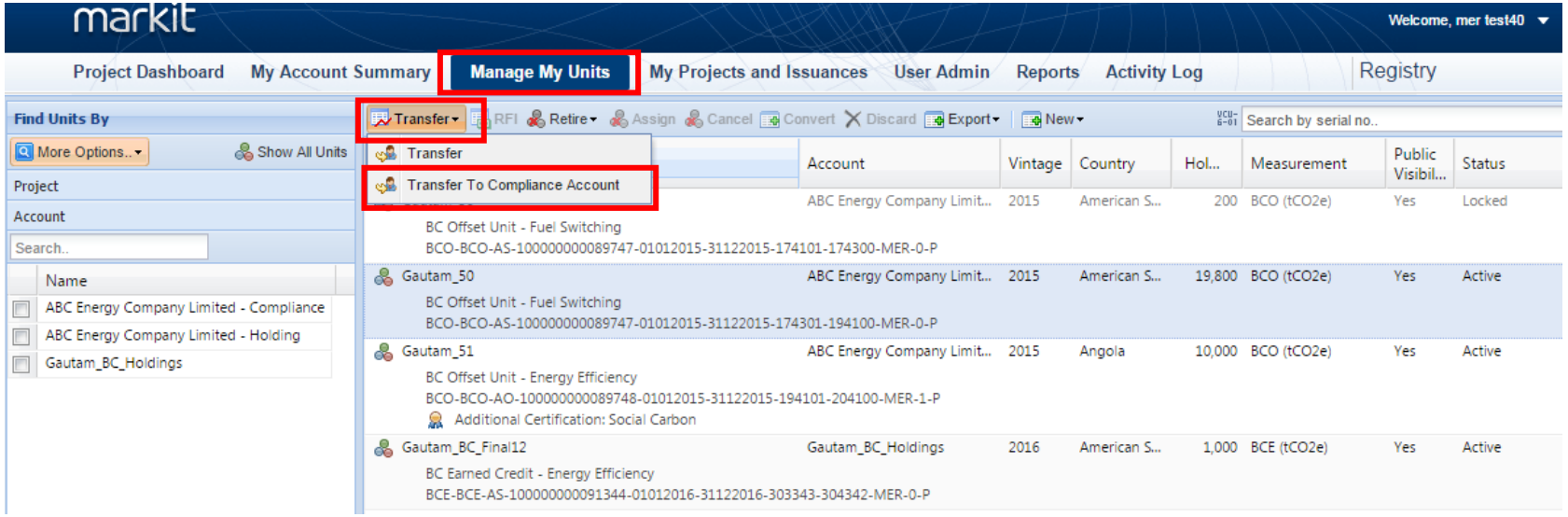
Transfers

- Review and confirm the incoming transfer and then click on the **Approve** button. The units will then become active in your account.



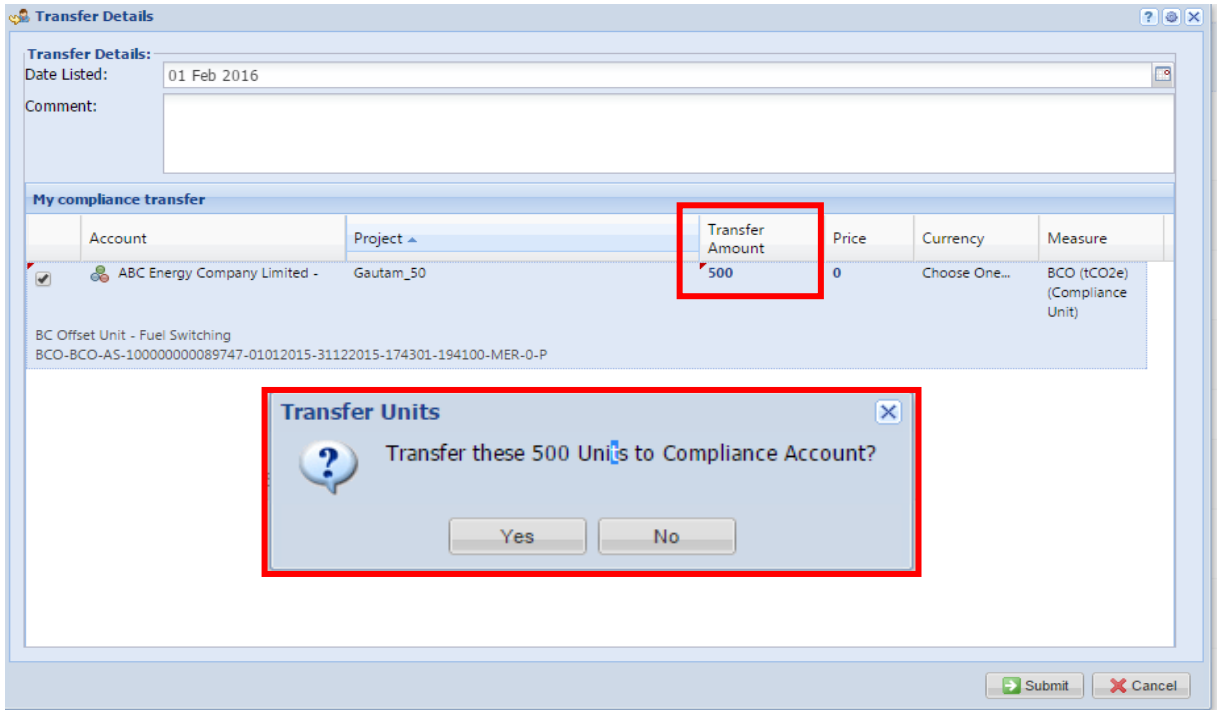
Transfers to Compliance Account (Regulated Operation Only)

- A Regulated Operation entity has the ability to transfer units from their Compliance Account to their Holding Account to meet their compliance obligation. From the **Manage My Units** tab, click on **Transfer**" menu item and on "**Transfer to Compliance Account**"



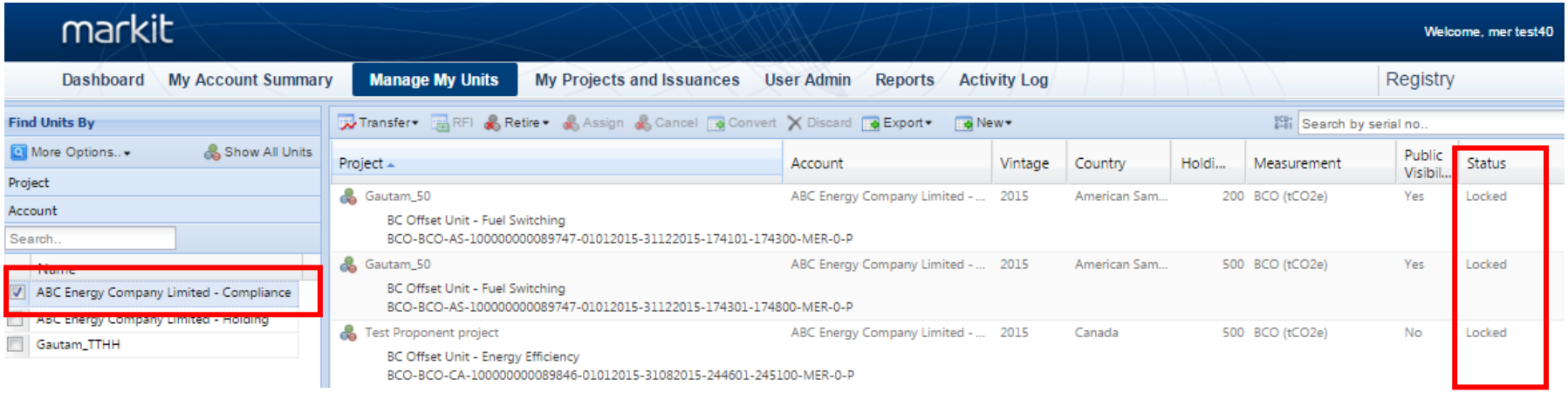
Transfers to Compliance Account (Regulated Operation Only)

- A pop-up box will appear. Input the number of units to be transferred to the compliance account and click on **Submit** button. Confirm the number of units and then click on the **Yes** button**.**



Transfers to Compliance Account (Regulated Operation Only)

- Once units have been transferred into the Compliance Account, the status of the units becomes “locked” – the Regulated Operation is not able to transfer the units out of the Compliance Account.
- Only the Director may transfer/retire compliance units from a Compliance Account.

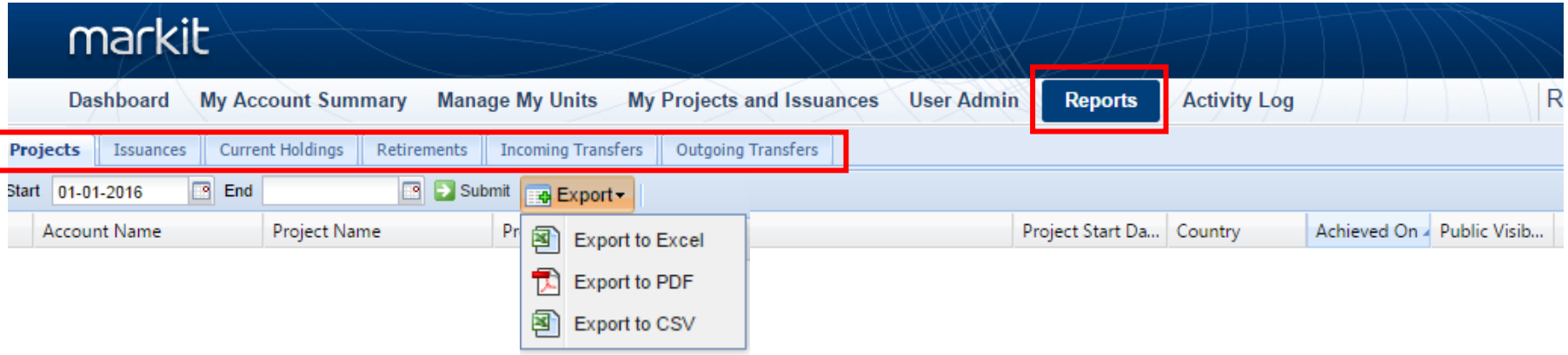


Dashboard

- The BCCR has a **Dashboard** which provides concise information on the status of projects & issuances as well as “To Do’s” (*next action items*).

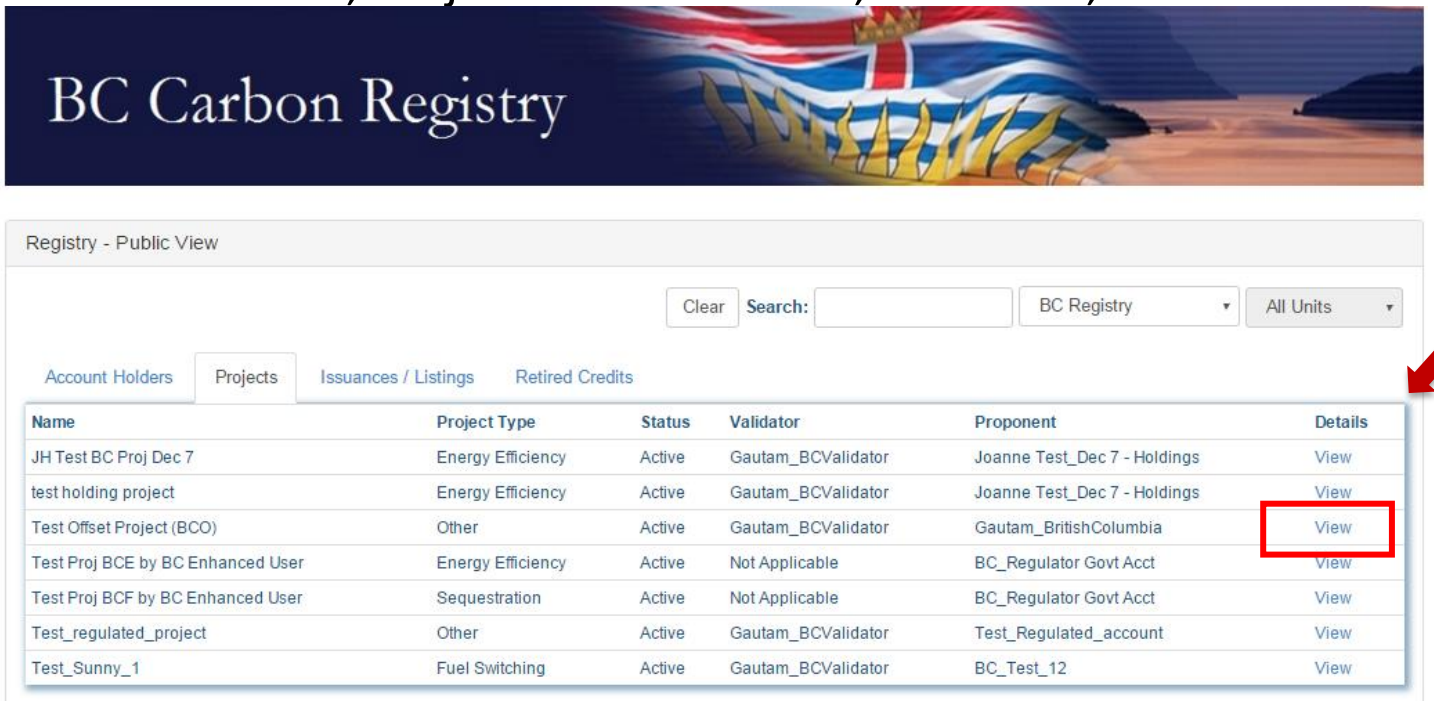
Reports

- The BCCR offers reports a suite of reports on your projects, issuances, holdings, transfers, all of which can be exported to Excel, PDF or CSV.



BC Public View

- The BCCR has a Public View web page which captures the following: Account Holders, Projects & Documents, Issuances, Retired Credits.



Note: Test data is displayed above for illustrative purposes.

BC Public View

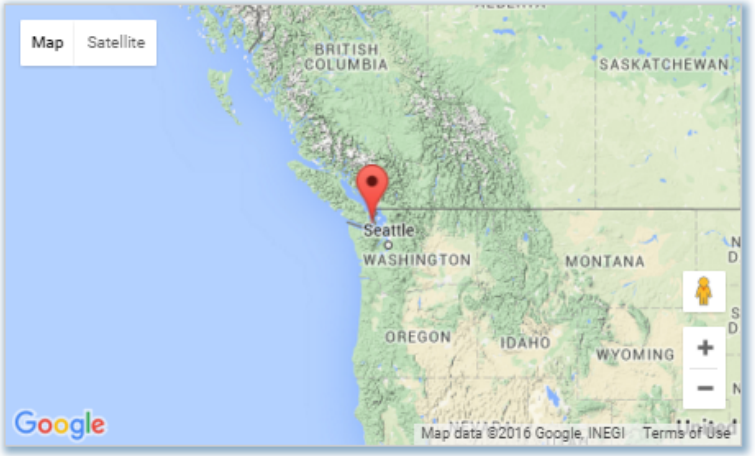
Additional project details are available along with supporting documents.

Registry - Project Details

Test Offset Project_BCO(ID: 100000000093264)

Account Holder
Gautam_BritishColumbia
Description
This offset project pertains to the sequestration.....
Documents

- (BCO) Application for Project Acceptance Form
- (BCO) Conflict of Interest Report - Validation
- (BCO) Project Plan
- (BCO) Validation Statement



Category	Standard	Project Type	
Carbon	BC Offset Unit	Sequestration	Details
British Columbia,Canada			

Support & Guidance

The BCCR has a User Guide located within the application for reference purposes. For additional help, please see contacts below.

For questions about the use and function of the BCCR, contact the BCCR Service Provider "Markit":

- Email: environmental@markit.com
- Call Support: +1 917-441-6668
- After hours Support: +1 877-762-7548

For questions about using the BCCR to meet requirements of the *Greenhouse Gas Industrial Reporting and Control Act* and Regulations:

- Email: GHGRegulator@gov.bc.ca
- Call: 250-387-1359