



BRITISH
COLUMBIA



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)



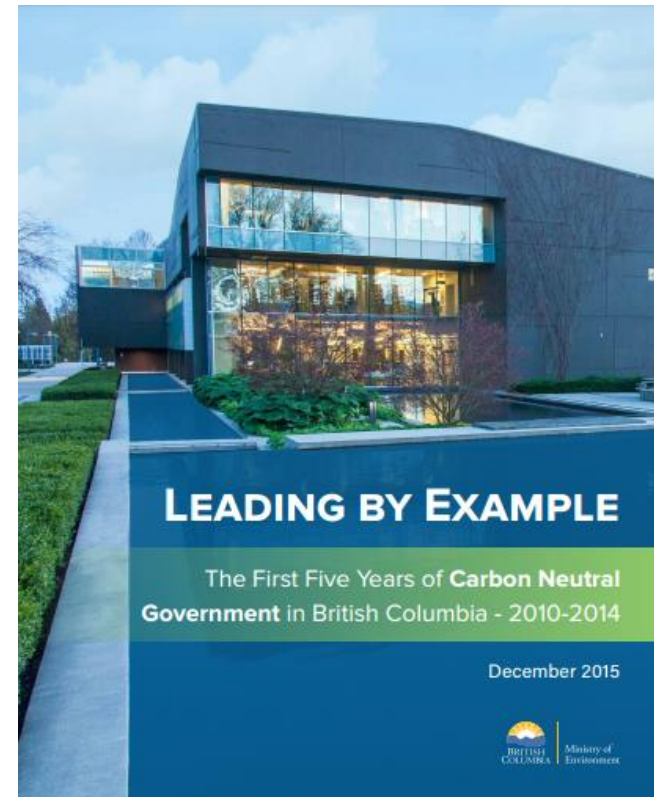
Role of Registry

- 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.

Public Information

- 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 Request	Initiate Issuance Request	Submit Issuance Request	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>

Request a New Account

Organization Details

Registered Name *
[Text Field]

Classification *
[Choose One...]

Registration Number Assigned by the BC Registrar of Companies
[Text Field]

Tax/VAT No *
[Text Field]

Address 1 *
[Text Field]

Address 2
[Text Field]

City *
[Text Field]

Zip/Postcode *
[Text Field]

Trading Name *
[Text Field]

Type of Business Organization *
[Text Field]

Dun & Bradstreet Number
[Text Field]

State/Province *
[Text Field]

Country *
[Choose One...]

Website
[Text Field]

Main Contact

Name *
[Text Field]

Phone *
[Text Field]

Email *
[Text Field]

Billing Contact

Name *
[Text Field]

Phone
[Text Field]

Email *
[Text Field]

Primary Account Representative

Name *
[Text Field]

Phone
[Text Field]

Email *
[Text Field]

NOTE: Complete the following address details only if Primary Account Representative is external to the main office.

Address 1
[Text Field]

Address 2
[Text Field]

City
[Text Field]

Zip/Postcode
[Text Field]

State/Province
[Text Field]

Country
[Choose One...]

Identification

Company Registration Number
[Text Field]

Country of Incorporation *
[Choose One...]

Type *
[Choose One...]

I have read and accept the BC Carbon Registry Terms & Conditions.

Submit Application



Account Application Process





Account Application Process

Request a New Account

Organization Details

Registered Name * <input type="text"/>	Trading Name * <input type="text"/>
Classification * Choose One.. Choose One.. General Participant Government Project Proponent Regulated Operation - Compliance Regulated Operation - Holding Validator/Verifier	Type of Business Organization * <input type="text"/>
Address 1 * <input type="text"/>	Dun & Bradstreet Number <input type="text"/>
Address 2 <input type="text"/>	State/Province * <input type="text"/>
City * <input type="text"/>	Country * Choose One..
Zip/Postcode * <input type="text"/>	Website <input type="text"/>



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.

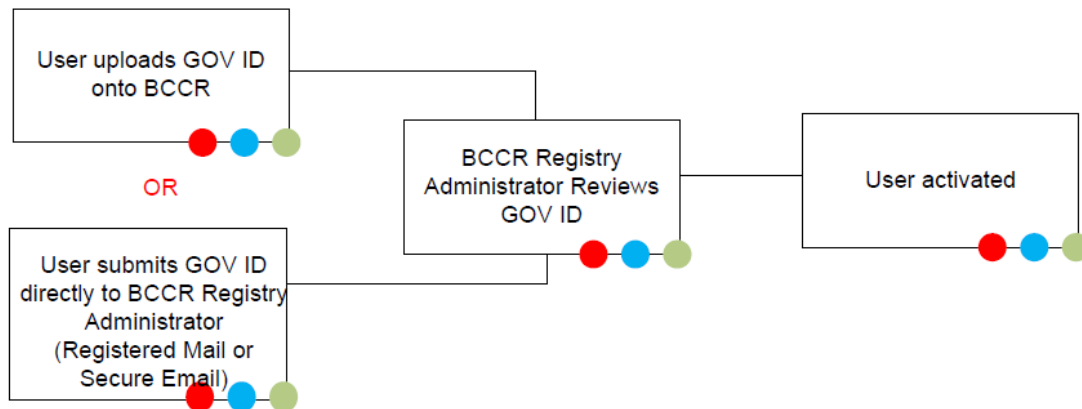


User Set-up

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 Setup





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.

The screenshot shows an email from Markit. The header has the Markit logo on the left and 'Welcome to Markit' on the right. The main body of the email reads: '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.org |', 'To set your password and login, please click on the password link below:', 'https://products.markit.com/home/ResetPassword_frm?code=BH6Zuilm9UZQjigtblq3gN2z7UffH9lqJdsnqthTuCA', '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

The screenshot shows the Markit website homepage. At the top right, there are links for 'SIGN UP' and 'LOG IN'. A red arrow points to the 'LOG IN' button. Below the navigation bar is a search bar with the text 'Explore Markit'. The main content area features a blue background with a white search bar and a 'Tell me about this data' button. Below this is a section for 'RECENT HIGHLIGHTS' with three articles: 'Dealing with Mifid II', 'Markit reports Q1 2015 results', and 'Markit annual customer conferences'. On the right side, there is a 'Commentary' section with two articles: 'Asian credit most stable within emerging markets' and 'Near-record outflow from emerging market ETFs in June'. The footer contains links for 'SITEMAP', 'TERMS OF USE', 'PRIVACY AND COOKIE POLICY', and 'DISCLAIMER', along with the copyright notice 'Copyright © 2015 Markit Group Limited. ALL DATA PROVIDED AS IS, WITH NO WARRANTIES. All rights reserved.' and social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram.



Logging into the BC Carbon Registry

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

Login to
Markit products

Use the login box to the right to login to the following Markit products. We are working on a corporate rebrand for our product names. Product names might differ after login.

ODS	Loans
ODS Reference Data	M&A
Commentary	PMI
Counterparty Manager	Pricing
Directory Admin	Research Signals
Environmental Registry	Source
Equity Volatility Data	Structured Finance
ETP	Valuations Manager
Indices	

Username

Password

Login

Keep me logged in

[Sign Up](#)
[Forgot my password](#)
[Terms of Use](#)

MarkitSERV
Select

Portfolio Management - WSO
Select

Managed Services
Select

Pricing Data - Securities Finance
Select

Transaction Cost Analysis
Select

thinkFolio
Select





Logging into the BC Carbon Registry

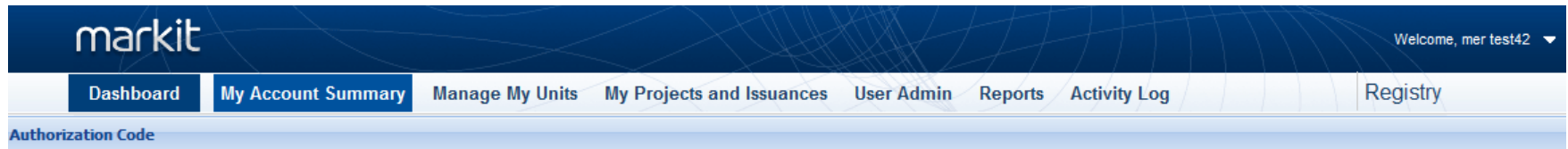
- Logging in for the first time, you will be prompted to review and accept the BC Terms and Conditions (T&Cs).
- Click on the hyperlink to review the T&Cs and then click **OK**

The screenshot shows the 'markit' dashboard interface. The top navigation bar includes 'Dashboard', 'My Account Summary', 'Manage My Units', 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. A user greeting 'Welcome, Mer.Test6' is visible in the top right. Below the navigation bar, there is a search bar for 'Projects' and a message 'are no items available for display'. A modal dialog box titled 'Terms & Conditions' is overlaid on the dashboard. The dialog contains a yellow warning icon, the text 'I have read and accept the BC Carbon Registry Terms and Conditions', a blue hyperlink for 'Terms & Conditions', and an 'OK' button. The dialog box is highlighted with a red border.



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



Your session has either expired or not been set. Please press 'Generate Session code' button in order to access your account.

Generate session code





Logging into the BC Carbon Registry

- You will receive an email with the session code information



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: GHGRregulator@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

markit Welcome, Mer Test38

Dashboard My Account Summary Manage My Units My Projects and Issuances User Admin Reports Activity Log Registry

Authorization Code

Please enter session code that you've received. Please note that session code will expire after '3' minutes. If code is not used within '3' minutes, a new code will need to be generated.

Enter Session Code:





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**

markit Welcome, Mer Test38

Dashboard My Account Summary Manage My Units My Projects and Issuances User Admin Reports Activity Log Registry

Authorization Code

Mobile Phone Information

Markit's security upgrade verifies your identity by sending a secure code to you via SMS. Once you enter the code sent to your mobile device, your computer will be consistently recognized by the Registry-providing your account with an additional level of security. Please enter your mobile phone to be used for this process. Please note that mobile phone should be entered, using the following format: Country code, followed by your phone number, without any dashes or parentheses. For example: 0019174416668 (Country Code: 001, Mobile Phone Number: 9174416668). If you have any questions, please contact the Markit Environmental team at: environmental@markit.com or +1-917-441-6668

Mobile Phone*:

Enter Verification Code*:

Pressing the Verify button will send a verification code via SMS to your mobile phone. Please enter the code that you receive in the Verification Code box below. If you do not receive an SMS, please double-check to ensure that your mobile number has been entered correctly.



Logging into the BC Carbon Registry

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

markit

Welcome, Mer Test38 | Support

Dashboard **My Account Summary** Manage My Units My Projects and Issuances User Admin Reports Activity Log Registry

All Projects Search BcProjects...

There are no items available for display

Snapshot Documents Issuances

There are no items available for display



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 be able to start using the registry.

The screenshot displays the Markit web application interface. The top navigation bar includes 'Welcome, mer test43' and several menu items: 'My Account Summary', 'Manage My Units', 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. The 'Current User' section on the left shows a profile for 'British Columbia Director 2' with a 'User Guide' link. Below this, the 'Accounts' section lists 'ABC Energy Company Limit...' with 'Master Account' and 'Active' status. The main content area shows the 'User Details' window for the selected user. The 'Document Uploads' section is highlighted with a red box, showing a 'Documents' button. The 'Accounts' section below it shows a 'Trading Name' field and a message 'There are no items available for display'. At the bottom of the window are 'Save as Pending', 'Save', and 'Cancel' buttons.



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) Email (password protected document):

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

B) Registered Mail:

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

The screenshot shows the Markit web application interface. The top navigation bar includes the Markit logo, user information (Welcome, mer test40), and a Support link. Below this is a secondary navigation bar with tabs: My Account Summary, Manage My Units, My Projects and Issuances (highlighted with a red box), User Admin, Reports, Activity Log, and Registry. The main content area is split into two panels: Projects and Issuances. The Projects panel has a 'New...' button (highlighted with a red box), an 'Open' button, and a 'Create Issuance' button. Below these are search and table controls. The Issuances panel has a 'New...' button, an 'Open' button, and search controls. Below these are search and table controls.

Name	Status
ABC Energy Company Limited	Active
ABC Energy Company Limited - Holdings	Active
BC_Account_Gautam	Active

Name	Monitoring Start Date	Monitor
ABC Energy Company Limited		
BC_Account_Gautam		



Project Acceptance – Offset Project

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

British Columbia Project Details

Account Name*: Gautam_BritishColumbia

Project Name*: BC Offset Project

Project Status: Draft

Project Description*: This project pertains to the XXXXXXXX.....

Project Activities

Additional Info Site Detail Document

Category*	Standard*	Project Type*	Validator*	Start Date*	End Date	Registration Date
<input checked="" type="checkbox"/> Choose One..	Choose One..	Choose One..	N/A	30 Jan 2016	30 Jan 2016	
Carbon						

Visibility: make project visible to the public once entered into the Markit Environmental Registry



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**.

British Columbia Project Details

Account Name*: Gautam_BritishColumbia
Project Name*: BC Offset Project
Project Status: Draft

Project Description*: This project pertains to the XXXXXXXX.....

Project Activities

<input type="checkbox"/>	Category*	Standard*	Project Type*	Validator*	Start Date*	End Date	Registration Date
<input checked="" type="checkbox"/>	Carbon	BC Offset Unit		N/A	30 Jan 2016	30 Jan 2016	

Additional Info | Site Detail | Document

Energy Efficiency
Fuel Switching
Other
Sequestration
Storage

Add Activity Remove Activity

Visibility: make project visible to the public once entered into the Markit Environmental Registry

Save as Draft Cancel



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**.

The screenshot shows the 'British Columbia Project Details' form. The 'Project Activities' section is active, showing a table with one row: 'Carbon' (checked) and 'BC Offset Unit'. A 'Site Detail' dialog box is open, containing the following fields:

Country*	Canada
State / Province*	British Columbiar
Zip / Postal Code*	V8T 5K7
Latitude* (Ex: 20.125):	48
Longitude* (Ex: -20.125):	-124
Address 1:	8
Address 2:	8
City:	8

The 'Site Detail' button in the background form is highlighted with a red box. The 'Save' button in the dialog box is also highlighted with a red box.



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.

The screenshot displays the 'British Columbia Project Details' web application. The main form includes fields for 'Account Name*' (GautamRegression), 'Project Name*' (BC Offset Project Test), and 'Project Status' (Draft). A 'Project Description*' field contains the text 'This test project pertains to the xxxxxx.....'. Below these fields is a 'Project Activities' section with a 'Category*' dropdown (Carbon selected) and a 'Visibility:' checkbox (checked). A 'Document' button is visible in the top right corner of the main form.

A pop-up window titled 'Document' is open, showing a table of existing documents. The table has columns for 'Document', 'Document Tag', 'Public Docume...', 'Status', 'Comments', and 'Timest...'. The table contains four rows, each with a 'Choose a file' icon in the 'Document' column and a radio button in the 'Status' column.

Document	Document Tag	Public Docume...	Status	Comments	Timest...
	Application for Project Acceptance Form	No	<input type="radio"/>		
	Conflict of Interest Report - Validation	Yes	<input type="radio"/>		
	Project Plan	Yes	<input type="radio"/>		
	Validation Statement	No	<input type="radio"/>		

At the bottom of the pop-up window, there are buttons for 'Add Document', 'Remove Documents', 'Save', and 'Cancel'. The 'Add Document' button is highlighted with a red box.



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.

The screenshot shows the 'British Columbia Project Details' web application. The main form includes fields for 'Account Name*' (GautamRegression), 'Project Name*' (BC Offset Project Test), and 'Project Status' (Draft). A 'Project Description*' field contains the text 'This test project pertains to the xxxxxx.....'. Below the main form is a 'Project Activities' section with a 'Category*' dropdown set to 'Carbon'. A modal window is open, displaying a table of documents. The table has columns for 'Document', 'Document Tag', 'Public Docume...', 'Status', 'Comments', and 'Timest...'. The table contains four rows, each with a 'Choose a file' button and a radio button in the 'Status' column. The 'Add Document' button at the bottom of the modal is highlighted with a red box. To the right of the modal, a 'Document' button is also highlighted with a red box. At the bottom of the main application window, 'Submit', 'Save as Draft', and 'Cancel' buttons are visible.

Document	Document Tag	Public Docume...	Status	Comments	Timest...
<input type="button" value="Choose a file"/>	Application for Project Acceptance Form	No	<input type="radio"/>		
<input type="button" value="Choose a file"/>	Conflict of Interest Report - Validation	Yes	<input type="radio"/>		
<input type="button" value="Choose a file"/>	Project Plan	Yes	<input type="radio"/>		
<input type="button" value="Choose a file"/>	Validation Statement	No	<input type="radio"/>		



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.

British Columbia Project Details

Account Name*: BC_Account_Gautam Project Description*: Gautam_BC1

Project Name*: Gautam_BC1

Project Status: Pending Review Validator

Project Activities

- Category*
- Carbon

Visibility:

Document	Document Tag	P...	Status	Comments	Timestamp
<input type="checkbox"/> Choose a file	Application for Project Acceptance Fo...	No	●		
<input type="checkbox"/> Choose a file	Conflict of Interest Report - Validation	Y...	●		
<input type="checkbox"/> Choose a file	Project Plan	Y...	●		
<input type="checkbox"/> Choose a file	Validation Statement	No	●		

Buttons: Add Document, Remove Documents, Remove Activity, Save, Cancel, Approve, Reject



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.



Registry - Public View

Clear Search: BC Registry All Units

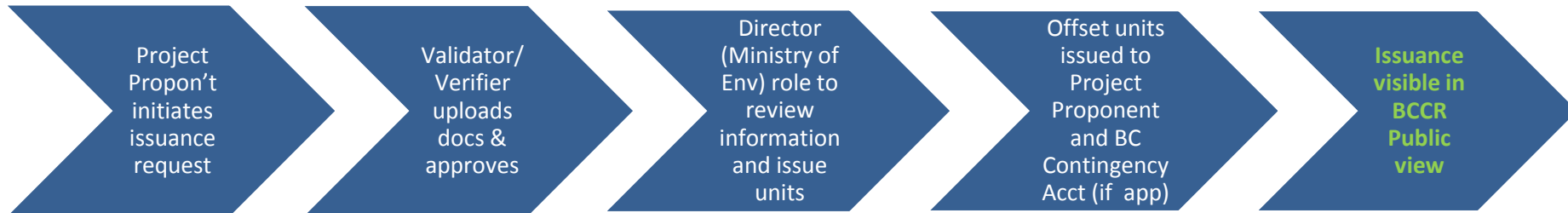
[Account Holders](#) **[Projects](#)** [Issuances / Listings](#) [Retired Credits](#)

Name	Project Type	Status	Validator	Proponent	Details
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Page 1/1



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.

The screenshot shows the Markit web application interface. The top navigation bar includes 'Project Dashboard', 'My Account Summary', 'Manage My Units', 'My Projects and Issuances' (highlighted with a red box), 'User Admin', 'Reports', 'Activity Log', and 'Registry'. Below the navigation bar, there are two main sections: 'Projects' and 'Issuances'. The 'Projects' section has a 'New...' button (highlighted with a red box) and a search bar. The 'Issuances' section has a 'New...' button (highlighted with a red box) and a search bar. A dropdown menu is open from the 'New...' button in the 'Issuances' section, showing 'New Issuance' and a list of projects: '#BC_Test_Soham', '#Priya_3', 'BC_Account_Gautam', 'ABC_Gautam', 'Gautam_BC1', 'Gautam_BC_Holdings', and 'Gautam_BC_Test'. The 'Projects' table has columns for 'Name' and 'Status', with all projects listed as 'Active'.

Name	Status
#BC_Test_Soham	Active
#Priya_3	Active
BC_Account_Gautam	Active
Gautam_BC_Compliance	Active
Gautam_BC_Holdings	Active
Gautam_BC_Test	Active



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.

British Columbia Issuance Details

Account Name*: BC_Account_Gautam Project Name*: ABC_Gautam
Issuance Requested Date: 01 Feb 2016 Status: New
Issuance Date:

Monitoring Period
Start Date: 01 Feb 2016 End Date: 29 Feb 2016 Add Monitoring Period

01/02/2016-29/02/2016

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class*	Measurement*	Issuar
<input type="checkbox"/> Choose One..	01 Jan 2016	31 Dec 2016		N/A	Choose One..	Choose One..	

Add Issuance Remove Issuance

Submit Save as Draft Cancel



Issuance– Offset Project

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

The screenshot shows the 'British Columbia Issuance Details' web application. The interface includes the following elements:

- Account Name*:** BC_Account_Gautam
- Project Name*:** ABC_Gautam
- Issuance Requested Date:** 01 Feb 2016
- Status:** New
- Issuance Date:** (empty field)
- Monitoring Period:** Start Date: 01 Feb 2016, End Date: 29 Feb 2016, with an 'Add Monitoring Period' button.
- Summary:** 01/02/2016-29/02/2016
- Table:** A table with columns: Project Activity, Vintage Start*, Vintage End*, Quantity*, Verifier*, Class*, Measurement*, and Issuance. The first row is selected and shows: BC Offset Unit, Fuel Switching, 01 Jan 2016, 31 Dec 2016, N/A, Choose One., and Choose One..
- Buttons:** 'Add Issuance' (highlighted with a red box), 'Remove Issuance', 'Submit', 'Save as Draft', and 'Cancel'.



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

British Columbia Issuance Details

Account Name*: BC_Account_Gautam Project Name*: Gautam_BC1

Issuance Requested Date: 10 Feb 2016 Status: Draft

Issuance Date:

Monitoring Period
Start Date:
01/01/2016 - 31/01/

Project Activity
 BC Offset Unit, Fuel S

Document	Document Tag	P...	Status	Comments	Timestamp
<input type="checkbox"/> Choose a file	Application for Issuance of Offset Units...	Y...	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Conflict of Interest Report - Verification	Y...	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Project report	Y...	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Verification Statement	Y...	<input type="radio"/>		



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.

The screenshot shows the 'British Columbia Issuance Details' web application. The interface includes fields for 'Account Name*' (BC_Account_Gautam), 'Project Name*' (ABC_Gautam), 'Issuance Requested Date' (01 Feb 2016), and 'Status' (Pending Review Verifier). A 'Monitoring Period' section shows a start date of 01/02/2016. A table lists documents for upload, with columns for Document, Document Tag, P..., Status, Comments, and Timestamp. The table contains four rows, each with a 'Choose a file' button and a document tag. Below the table are buttons for 'Add Document', 'Remove Documents', 'Save', and 'Cancel'. At the bottom of the application, there are buttons for 'Approve', 'Reject', 'Add Issuance', 'Remove Issuance', 'Submit', 'Save', and 'Cancel'. The 'Approve' button is highlighted with a red box.

Document	Document Tag	P...	Status	Comments	Timestamp
<input type="checkbox"/> Choose a file	Application for Issuance of Offset Units F...	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Conflict of Interest Report - Verification	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Project report	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Verification Statement	Yes	<input type="radio"/>		



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.

BC Carbon Registry

Registry - Public View

Clear Search: BC Registry All Units

Account Holders Projects **Issuances / Listings** Retired Credits

Vintage	Project	Account	Project Type	Verifier	Units	Measurement	Details
---------	---------	---------	--------------	----------	-------	-------------	---------

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The BC Carbon Registry is established under the *Greenhouse Gas Industrial Reporting and Control Act*.
The BC Carbon Registry enables the issuance, transfer and retirement of compliance units used to fulfill the compliance obligation of regulated operations under the Act, and supports the Province of British Columbia's annual commitment to have a carbon neutral public sector.

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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

The screenshot shows the 'markit' web application interface. The navigation bar includes 'Dashboard', 'My Account Summary', 'Manage My Units' (highlighted with a red box), 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. The 'Find Units By' sidebar on the left has a search box and a 'Show All Units' button. The main content area displays a table of units with the following columns: Project, Account, Vintage, Country, Hol..., Measurement, Public Visibil..., and Status. A single unit is listed with the following details:

Project	Account	Vintage	Country	Hol...	Measurement	Public Visibil...	Status
1 BC Earned Credit - N/A	#Priya_3	2016	American S...	190	BCE (tCO2e)	Yes	New



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.

markit Welcome, mer fest41

Dashboard My Account Summary **Manage My Units** My Projects and Issuances User Admin Reports Activity Log Registry

Find Units By **Transfer** RFI Retire Assign Cancel Convert Discard Export New Search by serial no.

More Options.. >>

Project	Account	Standard	Project Type	Unit Measurement	Unit Class	Status
	BC Account_Gautam	BC Earned Credit - Fuel Switching BCE-BCE-AS-100000000090453-01012016-31122016-123343-124342-MER-0-P	#Priya_3	BC Earned Credit - N/A	Additional Certification: Climate, Community and Biodiversity	Retired
	Gautam_BC11	BC Earned Credit - Fuel Switching BCE-BCE-AS-100000000090453-01012016-31122016-124383-142342-MER-0-P				Active



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**.

Transfer Details

Transfer Details:
Date Listed: 12 Feb 2016
Comment:

Destination Account:
100000000060977
My Accounts **Registry Accounts** Inter-Registry
100000000060977
 Account Found

Transfer Units

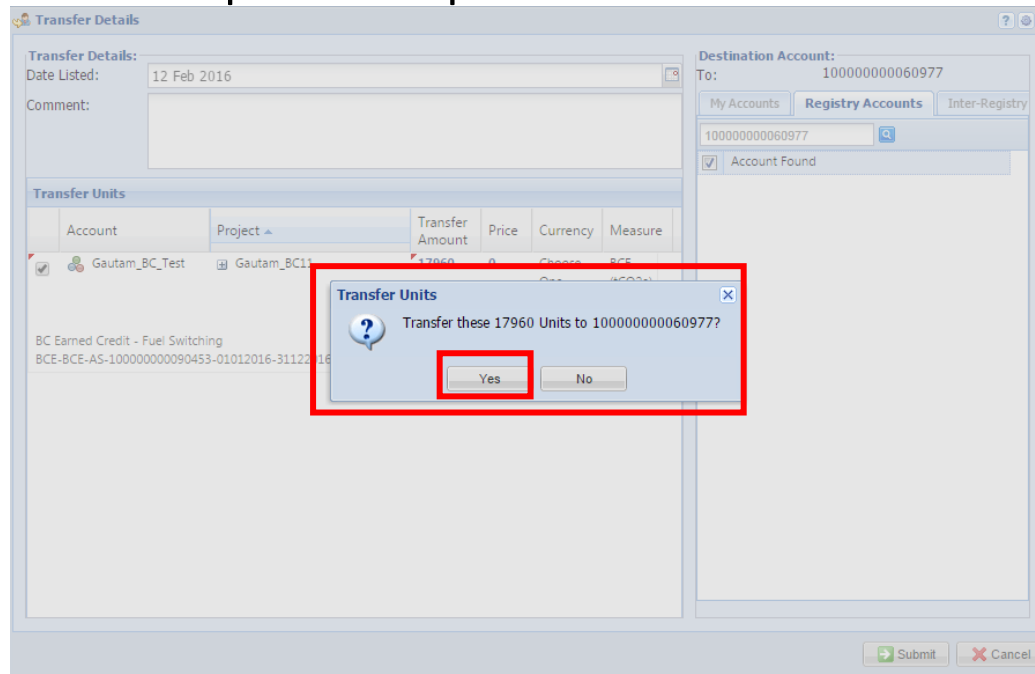
Account	Project	Transfer Amount	Price	Currency	Measure
<input checked="" type="checkbox"/> Gautam_BC_Test	Gautam_BC11	17960	0	Choose One...	BCE (tCO2e) (Compl... Unit)

BC Earned Credit - Fuel Switching
BCE-BCE-AS-100000000090453-01012016-31122016-124383-142342-MER-0-P



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.

The screenshot shows the 'Manage My Units' interface. The 'Manage My Units' tab is highlighted in the top navigation bar. Below the navigation bar, there is a toolbar with various actions like Transfer, RFI, Retire, Assign, Cancel, Convert, Discard, Export, and New. A search bar is also present. The main area displays a table of units with columns for Project, Account, Vintage, Country, Hol..., Measurement, Public Visibil..., and Status. The 'Status' column for the second row is highlighted with a red box, showing 'Pending Transfer (Customer)'.

Project	Account	Vintage	Country	Hol...	Measurement	Public Visibil...	Status
BC Funded Unit - Fuel Switching BCF-BCF-AD-100000000091546-01012016-31122016-311701-311800-MER-0-P							
Gautam_BC24 BC Funded Unit - Other BCF-BCF-DZ-100000000090746-01012016-31122016-104121-104200-MER-0-P	Gautam_BC_Holdings	2016	Algeria	80	BCF (tCO2e)	Yes	Pending Transfer (Customer)



Transfers

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

Transfer Details:
Date Listed: 01 Feb 2016
Comment:

Transfer Units

Account	Project	Transfer Amount	Price	Currency	Measure
<input checked="" type="checkbox"/> Gautam_BC_Holdings	Gautam_BC24	80	0	Choose One...	BCF (tCO2e) (Compla... Unit)

BC Funded Unit - Other
BCF-BCF-DZ-100000000090746-01012016-31122016-104121-104200-MER-0-P

Destination Account:
To: Gautam_TTHH
My Accounts Registry Accounts Inter-Registry
Find Account (by code or id)...



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**

The screenshot shows the Markit web application interface. The top navigation bar includes 'Project Dashboard', 'My Account Summary', 'Manage My Units' (highlighted with a red box), 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. Below the navigation bar, there is a 'Find Units By' section with a 'More Options...' dropdown and a 'Show All Units' button. A 'Transfer' dropdown menu is open, showing 'Transfer' and 'Transfer To Compliance Account' (both highlighted with red boxes). The main content area displays a table of units with columns for Account, Vintage, Country, Hol..., Measurement, Public Visibil..., and Status. The table contains several rows of unit data, including 'Gautam_50', 'Gautam_51', and 'Gautam_BC_Final12'.

Account	Vintage	Country	Hol...	Measurement	Public Visibil...	Status
ABC Energy Company Limit...	2015	American S...	200	BCO (tCO2e)	Yes	Locked
BC Offset Unit - Fuel Switching BCO-BCO-AS-100000000089747-01012015-31122015-174101-174300-MER-0-P						
Gautam_50 ABC Energy Company Limit...	2015	American S...	19,800	BCO (tCO2e)	Yes	Active
BC Offset Unit - Fuel Switching BCO-BCO-AS-100000000089747-01012015-31122015-174301-194100-MER-0-P						
Gautam_51 ABC Energy Company Limit...	2015	Angola	10,000	BCO (tCO2e)	Yes	Active
BC Offset Unit - Energy Efficiency BCO-BCO-AO-100000000089748-01012015-31122015-194101-204100-MER-1-P Additional Certification: Social Carbon						
Gautam_BC_Final12 Gautam_BC_Holdings	2016	American S...	1,000	BCE (tCO2e)	Yes	Active
BC Earned Credit - Energy Efficiency BCE-BCE-AS-100000000091344-01012016-31122016-303343-304342-MER-0-P						



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.

The screenshot shows a 'Transfer Details' window with the following fields:

- Date Listed: 01 Feb 2016
- Comment: (empty)

Below the fields is a table titled 'My compliance transfer':

Account	Project	Transfer Amount	Price	Currency	Measure
<input checked="" type="checkbox"/> ABC Energy Company Limited -	Gautam_50	500	0	Choose One...	BCO (tCO ₂ e) (Compliance Unit)

Below the table, the following text is visible:

BC Offset Unit - Fuel Switching
BCO-BCO-AS-10000000089747-01012015-31122015-174301-194100-MER-0-P

A 'Transfer Units' dialog box is overlaid on the window, asking: 'Transfer these 500 Units to Compliance Account?' with 'Yes' and 'No' buttons.

At the bottom right of the window are 'Submit' and 'Cancel' buttons.



Transfers to Compliance Account (Regulated Operation Only)

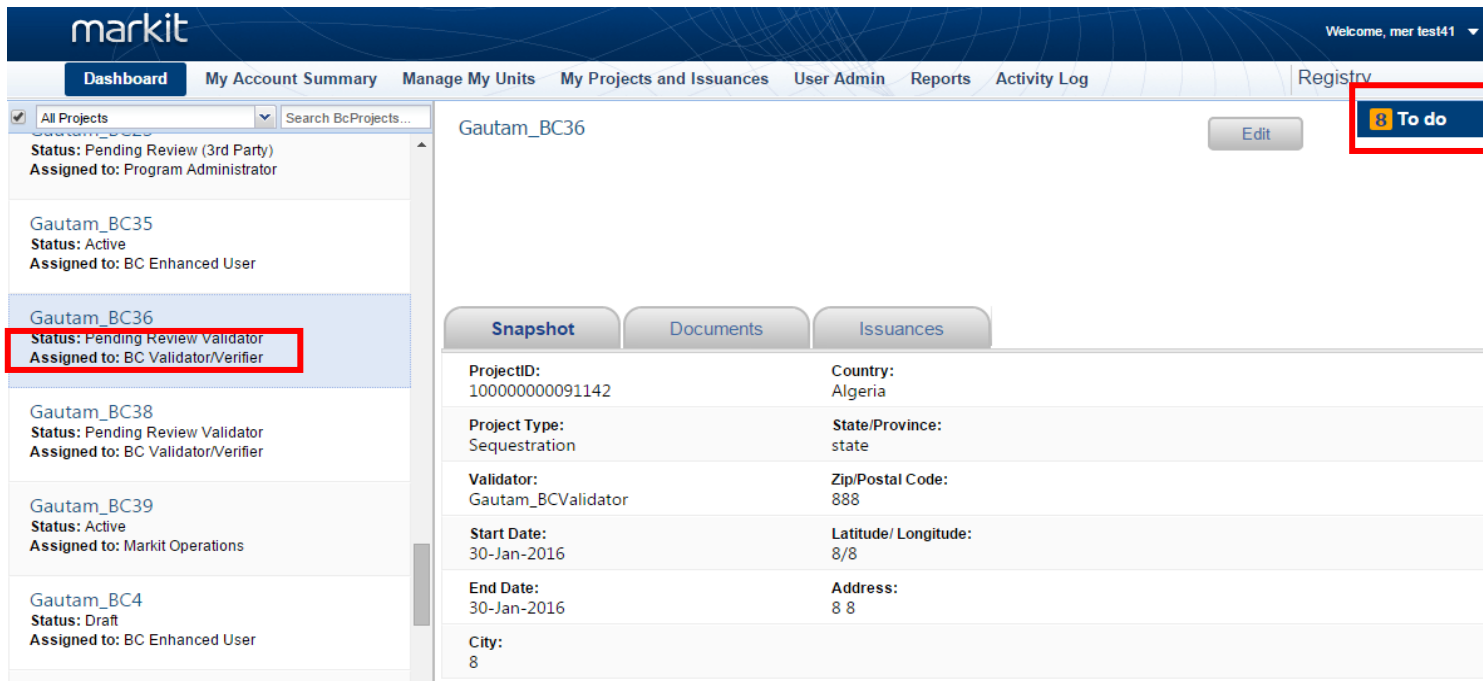
- Once units have been transferred into the Compliance Account, the status of the units becomes “locked” – the Regulated Operation is not able to transfer the units out of the Compliance Account.
- Only the Director may transfer/retire compliance units from a Compliance Account.

The screenshot shows the 'markit' web application interface. The top navigation bar includes 'Dashboard', 'My Account Summary', 'Manage My Units', 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. The 'Manage My Units' section is active, displaying a table of units. The table has columns for Project, Account, Vintage, Country, Holdi..., Measurement, Public Visibil..., and Status. The 'Status' column is highlighted with a red box, and all units listed have a status of 'Locked'. The 'Find Units By' sidebar on the left shows a search for 'ABC Energy Company Limited - Compliance' with a red box around the selected entry.

Project	Account	Vintage	Country	Holdi...	Measurement	Public Visibil...	Status
Gautam_50 BC Offset Unit - Fuel Switching BCO-BCO-AS-100000000089747-01012015-31122015-174101-174300-MER-0-P	ABC Energy Company Limited - ...	2015	American Sam...	200	BCO (tCO2e)	Yes	Locked
Gautam_50 BC Offset Unit - Fuel Switching BCO-BCO-AS-100000000089747-01012015-31122015-174301-174800-MER-0-P	ABC Energy Company Limited - ...	2015	American Sam...	500	BCO (tCO2e)	Yes	Locked
Test Proponent project BC Offset Unit - Energy Efficiency BCO-BCO-CA-100000000089846-01012015-31082015-244601-245100-MER-0-P	ABC Energy Company Limited - ...	2015	Canada	500	BCO (tCO2e)	No	Locked

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*).



The screenshot shows the 'markit' dashboard interface. The top navigation bar includes 'Dashboard', 'My Account Summary', 'Manage My Units', 'My Projects and Issuances', 'User Admin', 'Reports', 'Activity Log', and 'Registry'. A search bar is present with the text 'Search BcProjects...'. The main content area displays details for project 'Gautam_BC36'. On the left, a list of projects is shown, with 'Gautam_BC36' selected and its status 'Pending Review Validator' and assigned user 'BC Validator/Verifier' highlighted in a red box. On the right, the project details are shown, including a 'To do' button with a notification icon, also highlighted in a red box. Below the project name, there are tabs for 'Snapshot', 'Documents', and 'Issuances'. The 'Snapshot' tab is active, showing a table of project metadata.

Snapshot	
ProjectID: 100000000091142	Country: Algeria
Project Type: Sequestration	State/Province: state
Validator: Gautam_BCValidator	Zip/Postal Code: 888
Start Date: 30-Jan-2016	Latitude/ Longitude: 8/8
End Date: 30-Jan-2016	Address: 8 8
City: 8	



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.

The screenshot displays the 'markit' web application interface. The top navigation bar includes links for Dashboard, My Account Summary, Manage My Units, My Projects and Issuances, User Admin, Reports (highlighted with a red box), and Activity Log. Below this, a secondary navigation bar contains tabs for Projects (highlighted with a red box), Issuances, Current Holdings, Retirements, Incoming Transfers, and Outgoing Transfers. The main content area shows a search filter with 'Start' set to '01-01-2016' and an 'Export' dropdown menu. The dropdown menu is open, showing three options: 'Export to Excel', 'Export to PDF', and 'Export to CSV'. Below the menu, a table header is visible with columns for Account Name, Project Name, Project Start Da..., Country, Achieved On, and Public Visib...



BC Public View

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

BC Carbon Registry

Registry - Public View

Clear Search: BC Registry All Units

Account Holders **Projects** Issuances / Listings Retired Credits

Name	Project Type	Status	Validator	Proponent	Details
JH Test BC Proj Dec 7	Energy Efficiency	Active	Gautam_BCValidator	Joanne Test_Dec 7 - Holdings	View
test holding project	Energy Efficiency	Active	Gautam_BCValidator	Joanne Test_Dec 7 - Holdings	View
Test Offset Project (BCO)	Other	Active	Gautam_BCValidator	Gautam_BritishColumbia	View
Test Proj BCE by BC Enhanced User	Energy Efficiency	Active	Not Applicable	BC_Regulator Govt Acct	View
Test Proj BCF by BC Enhanced User	Sequestration	Active	Not Applicable	BC_Regulator Govt Acct	View
Test_regulated_project	Other	Active	Gautam_BCValidator	Test_Regulated_account	View
Test_Sunny_1	Fuel Switching	Active	Gautam_BCValidator	BC_Test_12	View

Note: Test data is displayed above for illustrative purposes.



BC Public View

Additional project details are available along with supporting documents.

Registry - Project Details

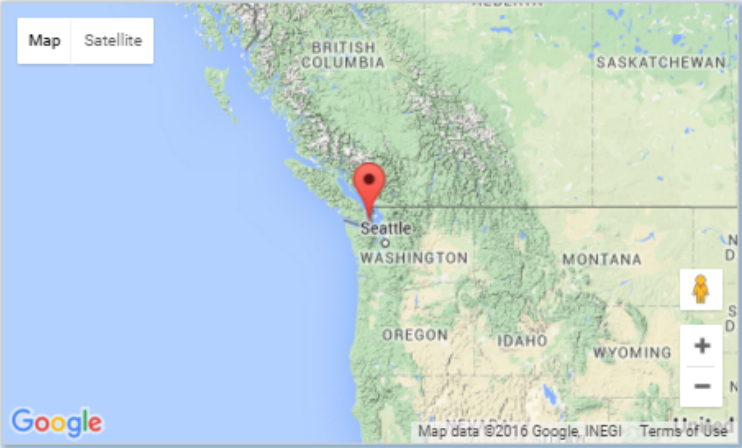
Test Offset Project_BCO(ID: 100000000093264)

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

British Columbia, Canada

[Details](#)



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