

**Category:** Application, Form and Manner  
**Policy:** Offset Project Report Submission,  
Offset Issuance Application

## **Greenhouse Gas Emission Control Regulation**

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**NAME OF POLICY:** Project Report Submission and Offset Issuance Application, under the Greenhouse Gas Emission Control Regulation (the Regulation)

**APPLICATION:** Applies to all offset project proponents and verification bodies under the authority of the Regulation and the *Greenhouse Gas Industrial Reporting and Control Act* (GGIRCA).

Project proponents should refer to the Regulation and the guidance documents provided on the Climate Action Secretariat website to ensure requirements are met.

**IMPLEMENTATION:** Ministry of Environment and Climate Change Strategy, Climate Action Secretariat

**REFERENCES:** Greenhouse Gas Emission Control Regulation, sections 20 (1) (a) and (2), and 23 (1)

**RELATIONSHIP TO PREVIOUS POLICY:** The form and manner is established under the Regulation.



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Tim Lesiuk, Executive Director  
Climate Action Secretariat  
Ministry of Environment and Climate Change Strategy

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January 19, 2018  
Date

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<b>APPROVED AMENDMENTS:</b>			
#	Effective Date	Briefing Note / Approval	Summary of Changes
1	March 16, 2016	Director Decision Note	Clarify assertion in the Application form to provide consistency with Project Report and Verification Statement
2	March 29, 2016	Director Decision Note	Enable Director to vary project report and offset issue application submission procedures.
3	December 14, 2016	Approval of templates	Updated templates: <ul style="list-style-type: none"> <li>- Project Report V. 2.0</li> <li>- Verification Statement V. 2.0</li> <li>- Conflict of Interest Report V. 2.0</li> <li>- Application for Issuance of Offset Units V. 2.1</li> </ul>
4	January 19, 2018	Approval of revised templates	Updated templates: <ul style="list-style-type: none"> <li>- Conflict of Interest Report added as Appendix B to Verification Statement (V. 3.0)</li> <li>- Application for Issuance of Offset Units Form no longer required (requirements addressed through remaining templates).</li> <li>- Project Report (V. 2.1.)</li> </ul>

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### 2. Purpose

This document describes the form by which an offset project proponent (defined by GGIRCA) must prepare a project report and the manner by which a verification body must submit an application to the Director in order to be issued offset units.

This document addresses ‘project reporting’, ‘verification’ and ‘issuance’ components of the emission offset project process:

1. Project Planning
2. Validation
3. Acceptance
- 4. Project Implementation & Reporting**
- 5. Verification**
- 6. Issuance**
7. Monitoring (if required)

This document is not intended to provide comprehensive guidance or procedures; it is solely intended to clarify specific process requirements, the form and manner of which are prescribed by the Director.

### 3. Authority

#### Greenhouse Gas Emission Control Regulation (the Regulation):

Section 20 [Project reports] subsection (1) (a) of the Regulation prescribes that a project proponent who wishes to have offset units issued under section 8 (1) [offset units] of GGIRCA must prepare a project report in a form approved by the director. Subsection (2) prescribes that a verified project report must be submitted in a manner approved by the director.

Section 23 [Issuance of offset units], subsection (1) of the Regulation prescribes that an application to the director for the issuance of offset units must be submitted by the verification body that prepared the verification statement for the project report (as per section 21 of the Regulation) in a manner acceptable to the director, and must also include the following:

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- a) The project report prepared under section 20 of the Regulation;
- b) The verification statement prepared under section 21; and
- c) The conflict of interest report prepared under section 22.

### 4. Form and Manner

#### Offset Project Report and Submission:

To meet the requirements of the GGIRCA and the Regulation, the proponent must prepare the project report in accordance with the approved **Project Report Template (see appendix)**. The completed project report is then submitted to a verification body.

#### Offset Issuance Application:

Once the verification body has verified the project report in accordance with section 21 of the Regulation, the same verification body must submit an application to the Director for the issuance of offset units through the electronic interface associated with the [BC Carbon Registry](#), unless the Director has approved an alternative approach for the project. The application must adhere to section 23 (1) of the Regulation and include the approved documents in Table 1 to be considered by the Director.

Document Required	Form/Template	Version	Version Date
Project Report	Project Report Template	2.1	December 15, 2017
Verification Statement	Verification Statement Template	3.0	December 15, 2017
Conflict of Interest Report	Appendix B of the Verification Statement Template (V. 3.0.)	N/A	N/A

The Director will credit offset units to the holding account of the project proponent unless the Director has reason to believe that the project report or verification statement is inconsistent with the GGIRCA, the Regulation or the applicable protocol.

Documents submitted in the application for issuance of offset units will be posted publicly with the verified project report, once the Director has issued the relevant offset units.

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### **5. APPENDIX**

- **Project Report Template** (document V. 2.1)
- **Verification Statement Template** (document V. 3.0)