



“Prepare for Certification” Workshop

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Workshop Objectives



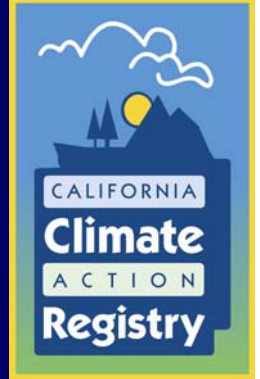
- Understand the process of certification
- Have the tools you need to get started
- “Lessons learned” from experienced members
- Opportunity to meet certifiers
- Know where to get help

Workshop Overview



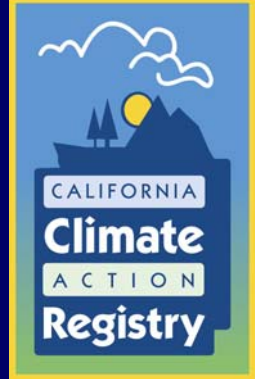
- Purpose and principles of certification
- Steps to certification
 - Roles of members, Registry, Certifier and CEC
 - Hiring a Certifier
- What to expect during certification
- Members: “Lessons Learned”
- Q&A with Certifiers
- Resources

Registry Program Overview



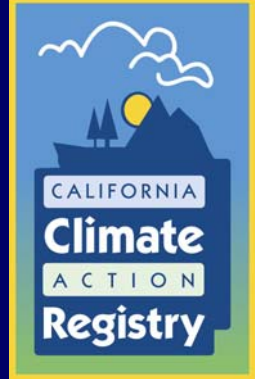
CALCULATE your emissions	January-May
REPORT your emissions in CARROT	By June 30
CERTIFY your emissions	July-October

Certification Overview



- What is Certification?
 - Independent review of reported emissions
- Why is it Important?
 - Ensures reported emissions adhere to the reporting requirements and achieve a minimum quality standard (95% accuracy)
- Who is a Certifier?
 - A company that has been approved by both the CEC and the Registry as qualified to assess a participant's reported emissions

Certification Principles



- *Completeness* – include all significant sources
- *Consistency* – methodologies allow for meaningful comparison over time
- *Comparability* – track emissions using the same methods as other organizations
- *Accuracy* – meets a minimum quality standard
- *Transparency* – calculations laid out in a manner that is clear and repeatable

Key Terms



- Certification Standard
 - Emission Report certified against applicable Registry guidance
- Minimum Quality Standard
 - At least 95% accuracy in certified Emission Reports
- Professional Judgment
 - Registry expects Certifiers to use their professional judgment during certification activities
- Conflict of Interest

Conflict of Interest (COI)



- What is a COI?
 - Situation where a certifier may be unable to provide an objective review of a participant's data
- Evaluation of potential for COI
 - Case-by-case assessment
 - Recent or current financial relationships?
 - Has certifier provided consulting on GHGs?
- COI review promotes integrity of reported emissions

Core Certification Activities



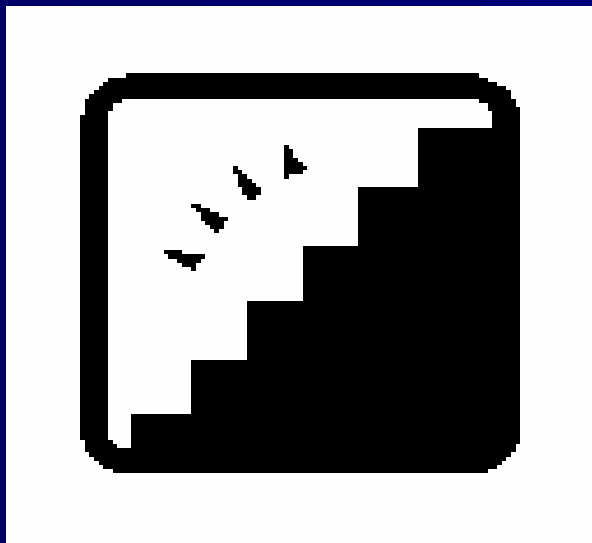
1. Identify emission sources
 2. Review management systems & methodologies
 3. Verify emission estimates
- Certification can be a three-year cycle
 - If you use the same certifier for 3 consecutive years, and
 - If your operations/emissions do not change significantly

Certification Cycle

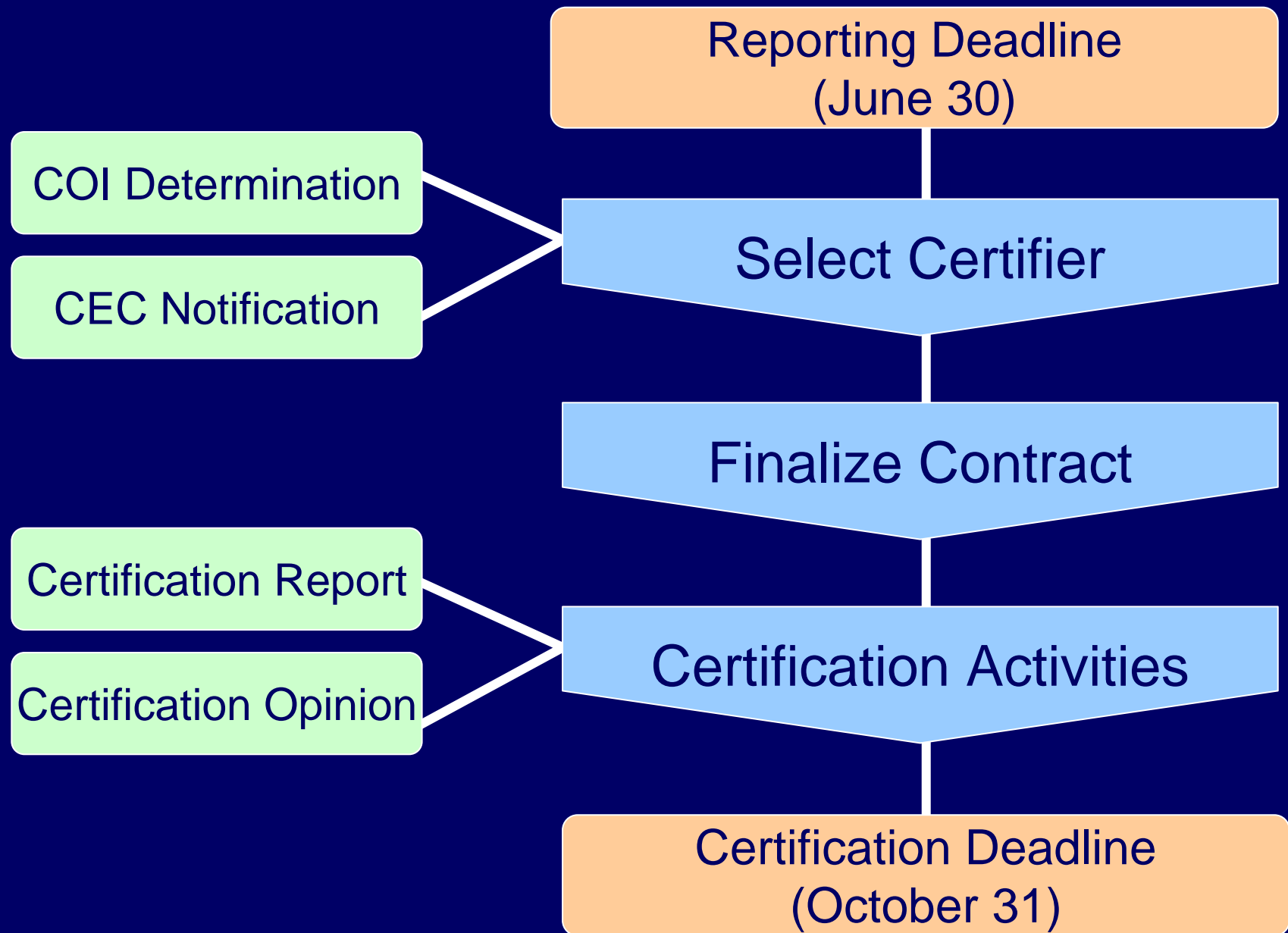


3 year cycle:

- Year 1: (a) Identify Emission Sources,
(b) Review Management Systems
(c) Verify Emission Calculations
 - Year 2: (c) Verify Emission Calculations
 - Year 3: (c) Verify Emission Calculations
 - Year 4: Repeat Year 1 activities (a) (b) (c)
- * Must change certifier after 6 years
- See “Understanding the Certification Cycle”

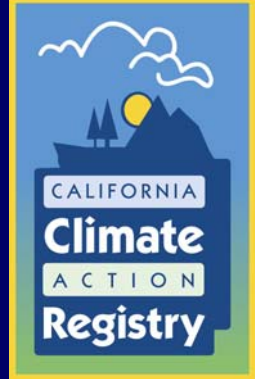


Steps to Certification



➤ See "Overview of Certification Process"

What Does A *Member* Do?



1. Attend Certification Workshop
2. Meet June 30 reporting deadline
3. Select certifier
4. Negotiate contract with certifier
5. Grant certifier access to CARROT
6. Support certification activities

What Does A *Member* Do?



7. Meet with Certifier to discuss Certification Report
 - Revise and re-submit CARROT report, if correcting misstatements
8. Submit signed Certification Opinion to Registry by October 31
9. Become a *Climate Action Leader*



Ongoing:

- Maintain supporting documentation for at least 7 years
- Select new certifier at least every 6 years

What Does A *Certifier* Do?



1. Request COI determination & submit CEC Notification
2. Scope and plan certification activities
3. Conduct core certification activities & site visits
4. Prepare Certification Report & Certification Opinion
5. Submit Certification Opinion in CARROT

What Does the *Registry* Do?



- Approve certifiers (with the State)
- Conduct COI determinations
- Review and accept/reject Certified Annual Emissions Reports
- Maintain Registry records
- Work with the State to ensure members receive appropriate consideration for early actions

What Does the **CEC** Do?



- Approve certifiers (with the Registry)
- On a random basis:
 - Observe certifier during certification activities
 - Evaluate participant's emissions data
 - Evaluate participant's experience in Registry program
- * CDF may play this role for forest entities



Choosing a Certifier

Solicitation Options



- Purchase Order
- Request for Proposal
- Request for Quote
- Telephone interviews

Considerations:

*your size,
complexity of your emissions,
your contractual procedures.*

Developing an RFP



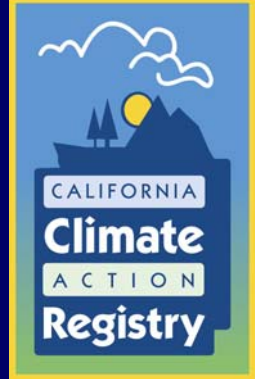
Information to include:

- Contract duration
- Description of your organization
- Geographic boundaries
- Number and location of facilities and operations
- GHGs reported (categories and gases)
- Total Emission Summary Report

Resources:

- GRP Chapter 14
- See sample RFP

Things to Consider



- Previous relationships (COI)
- Expertise in your sector
- Location
- Availability
- Approach to work
- Size
- Cost
- Contracting flexibility
- See sample contract

Cost of Certification



Costs will vary with:

- Size and complexity of operations
 - Quality of data and management systems
 - Organization of data
-
- * Providing detailed methodology/source info in CARROT facilitates certifier review
 - * Highest in Year 1; can decrease 30-60% in years 2 & 3

Certification Timeline



Reporting Deadline	JUNE 30
Select Certifier	JULY (2 weeks)
COI Determination/CEC Notification* *Can occur concurrently	JULY (2 weeks)
Finalize contract	AUGUST (2 weeks)
Certification Activities	SEPTEMBER/OCTOBER (2-6 weeks)
Certification Deadline	OCTOBER 31



What to Expect During Certification

Preparing for Certification Activities



- Sign contract & any NDA with certifier (and CEC, if applicable)
 - See sample NDA
- Prepare supporting documentation
 - Respond to certifier requests for sample of data
- Prepare for interviews, if any
- Schedule site visits, if any
- * Certifier will help develop work schedule

Site Visits



- Site = facility, shared mailing address
- Sampling size specified
 - Add'l visits per certifier's judgment
- Use best judgment in determining sample on large systems
 - Similar unmanned systems may = 1 site

Min. Number of Sites to Visit, based on participant size

Total Sites	Minimum Sample Size
2-10	30%
11-25	20%
26-50	15%
51-100	10%
101-250	5%
251-500	3%
501-1,000	2%
Over 1,000	1-2%

When the Certifier Arrives



- Kick-off meeting
 - Certifier will help set agenda for meeting
 - Who needs to be there?
 - Provide information in advance?
 - Is any Non-Disclosure Agreement signed?

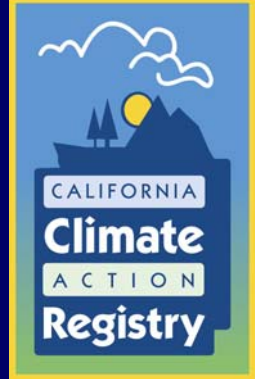
Site visits may also occur on the same day...

Day of a Site Visit



- Maps
- Site access information
- Proper dress
- Interviews scheduled
- Transportation/logistics
- “Walk-about” privileges
 - Review with certifier policies for accompanying visitor

CEC Participation



- May randomly accompany certifiers on site visits to:
 - Provide oversight of certifiers
 - Evaluate reasonableness of reported data
- Will participate in entire process (*kick-off, site visits, closing meeting, etc.*)
 - Request same information as provided to certifier
 - May use a technical contractor
 - Will respect confidentiality
- Will report to Registry on findings

Completing Certification Activities



- Address corrective action requests
 - Revise CARROT report
- Closing meeting
 - In person, or by phone
 - Discuss Certification Report
- Sign Certification Opinion
 - Certifier submits opinion in CARROT
 - Registry conducts review of submitted report
- Emissions Report available to public
- Assess and document ways to improve inventory

Finalizing CARROT Report

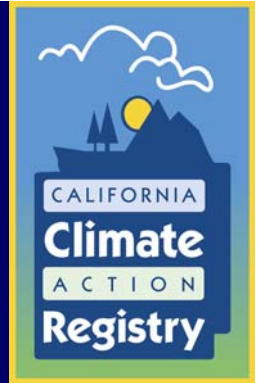


- Can be revised at any point before certification opinion is entered
- Once submitted for certification, data is “read-only” to Member
- If subsequently revised, revisions must be re-certified
- Have PR/communications staff review public report before final submission
- See “Submit your data in CARROT” worksheet

FAQs



- De minimis
 - See de minimis example
- Triangulation / cross-checking
- How much documentation do I need?

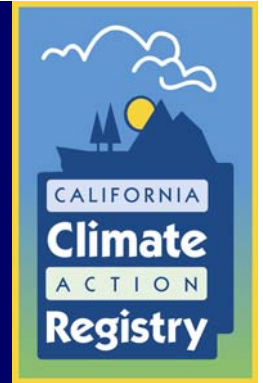


Members: Lessons Learned



Q&A with Certifiers

Becoming a *Climate Action Leader*



- Once certified, you are a *Climate Action Leader*
- Press release
- Logo available for use on:
 - Website
 - Marketing materials
 - Products
 - Environmental, CSR, annual reports, etc.



Registry Resources



- Protocols
 - General Reporting Protocol 2.2
 - General Certification Protocol
 - Power/Utility Protocols
- Boilerplate materials:
 - RFP
 - Contract
 - NDA
- De minimis example

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Thank you!



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