

Certification Workshop

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Workshop Objectives



- Understand the process of certification
- Have the tools you need to get started
- “Lessons Learned”
- 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 from certification
- Members: “Lessons Learned”
- Certifier’s Perspective
- Resources

Overview of Registry Program



CALCULATE your emissions

January-April

REPORT your emissions
using CARROT

May-August

CERTIFY your
emissions report

September-December

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 established to 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 (CARROT)

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 best professional judgment when executing 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
- To prevent this, require evaluation of potential for COI by Registry
 - Recent or current financial relationships between certifiers and participants?
 - Has certifier provided consulting on GHGs?
- COI review promotes integrity of reported emissions

Core Certification Activities



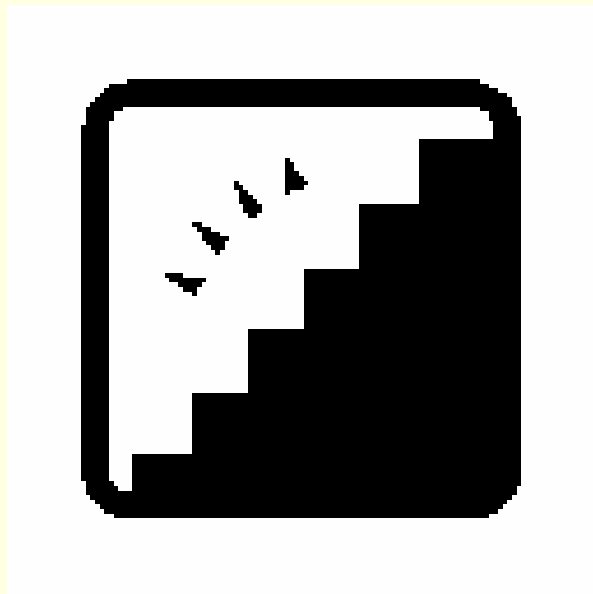
- Identify Emission Sources
- Review Management Systems/Methodologies
- Verify Emission Estimates
- Certification can be a three-year cycle
 - If you use the same certifier for 3 consecutive years, and
 - If your operations/emissions do not change significantly

Certification Cycle

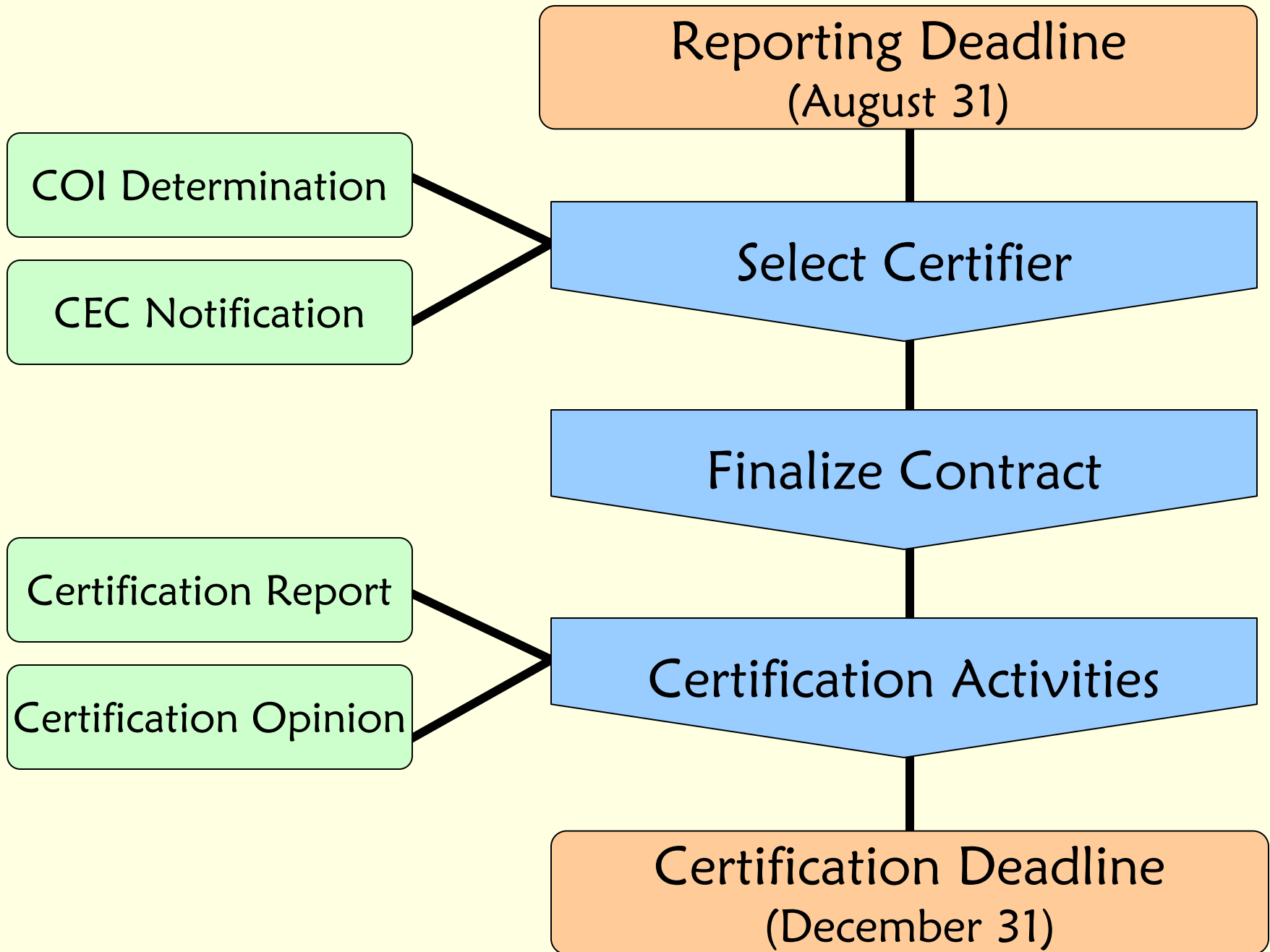


3 year cycle:

- 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)
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- Must change certifier after 6 years



Steps to Certification



What Does A *Member* Do?



1. Attend Certification Training (*optional*)
2. Submit Annual Emissions Report for Certification using CARROT by **AUG. 31**
3. Select Certifier
4. Negotiate contract with certifier
5. Grant certifier access to CARROT for reporting year(s)

What Does A *Member* Do?



6. Support certification activities
7. Meet with Certifier to discuss Certification Report
 - Revise CARROT report, if correcting misstatements
8. Submit signed Certification Opinion to Registry by December 31st
9. Become a *Climate Action Leader*TM



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
 - Provide 2-week notice to CEC of upcoming activities
3. Conduct core certification activities:
 - Identify Emission Sources
 - Review Management Systems/Methodologies
 - Verify Emission Estimates
4. Prepare Certification Report/Certification Opinion
 - Complete internal review of report & 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 participants 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
- Boilerplate RFP

Things to consider when choosing a certifier



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

Cost of Certification



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

Timeline of Certification Process



Reporting Deadline	August 31st
Select Certifier	September (2 weeks)
COI Determination/ Notification of certification activities*	September (2 weeks) *Can occur concurrently
Finalize contract	October (2 weeks)
Certification Activities	November/December (2-6 weeks)
Certification Deadline	December 31st

What to Expect During Certification

Preparing for certification activities

- Sign contract & any NDA with certifier (and CEC, if applicable)
- 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
 - Need for additional visits per certifier's judgment
- Use best judgment in determining sample on large systems
 - For instance, similar unmanned systems may = 1 site (e.g., transmission substations)

Table 3-2. Minimum 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% ²⁶

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 certifiers policies for accompanying visitors...

CEC Participation



- May randomly accompany certifiers on site visits to:
 - Provide oversight of certifiers
 - Evaluate reasonableness of participant's reported data
- If your certification is selected, will participate in entire process (*kick-off, site visits, closing, etc.*)
 - Request same information as provided to certifier
 - May use a technical contractor with appropriate expertise
 - Will respect confidentiality (NDA)
- Report to Registry on findings of certification

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
 - www.climateregistry.org
- Assess and document ways to improve inventory going forward

Finalizing Emission Reports



- Can be revised at any point
- Once submitted for certification, data is frozen
 - If subsequently revised, revisions must be re-certified
- Have PR/communications staff review report before made public

FAQs



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

General Reporting Protocol, Version 2.1



- All members reporting under GRP 2.1 (June 2006)
- Double check accuracy/reporting of:
 - Emission factors (electricity and mobile sources)
 - Organizational boundaries
 - T&D losses
 - Electricity use in leased space

Member Perspective: Lessons Learned

Certifier's Perspective

Becoming a *Climate Action Leader*TM



- Members who have successfully certified their emissions inventory earn the status of *Climate Action Leader*.
- Press release
- Logo available for use on:
 - Website
 - Marketing materials
 - Products
 - Environmental, CSR, annual reports, etc.
 - Other ideas?



Registry Resources



■ Protocols

- General Reporting Protocol 2.1
- General Certification Protocol
- Power/Utility Protocols
- Forestry Protocols

■ Boilerplate materials:

- RFP
- Contract for Certification Services
- NDA

■ Certification Checklist

■ De minimis example

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