



## COVERSHEET

Each of the following forms must be completed. Check the boxes below to indicate that the submitted *Monitoring & Verification Report* includes each of the required forms:

### **PART 1. Preliminary Information Forms**

- Form 1.1 – General Information
- Form 1.2 – Project Sponsor Attestations
- Form 1.3 – Project Sponsor Agreement
- Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting

### **PART 2. Category-Specific Information and Documentation Forms**

- Form 2.1 – Demonstration of Conformance with M&V Plan
- Form 2.2 – Determination of Emissions Reduction

### **PART 3. Independent Verification Forms**

- Form 3.1 – General Information
- Form 3.2 – Independent Verifier Certification Statement and Report



**DNREC – Division of Air Quality Form  
 CO<sub>2</sub> Budget Trading Program  
 M & V Report Form – Reduction in Emissions of SF<sub>6</sub>**

M & V Form DAQ –  
 Offsets Reduction in  
 Emissions of SF<sub>6</sub>  
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**Form 1.1 – General Information**

<b>Project Sponsor (RGGI COATS Authorized Account Representative)</b>			
<b>Telephone Number</b>	<b>Fax Number</b>	<b>Email Address</b>	
<b>Street Address</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>

<b>RGGI COATS General Account Name</b>
<b>RGGI COATS General Account Number</b>

<b>Offset Project ID Code</b>	<b>Application Date</b>		
<b>Brief Description of Offset Project</b>			
<b>Project City</b>	<b>Project County</b>	<b>Project State</b>	<b>Project Commencement Date</b>

<b>Project Sponsor Organization</b>			
<b>Primary Street Address</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>Brief Description of Project Sponsor Organization</b>			
<b>Telephone Number</b>	<b>Website URL</b>		



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**Form 1.2 – Project Sponsor Attestations**

The undersigned Project Sponsor certifies the truth of the following statements:

1. All offset projects for which the Project Sponsor or project sponsor organization has received CO<sub>2</sub> offset allowances, under the Project Sponsor's or project sponsor organization's ownership or control (or under the ownership or control of any entity which controls, is controlled by, or has common control with the Project Sponsor or project sponsor organization) are in compliance with all applicable requirements of the CO<sub>2</sub> Budget Trading Program in all participating states.
2. I certify under penalty of law that I have personally examined, and I am familiar with, the statements and information submitted in this *M&V Report* and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

<hr/> <p style="text-align: center;">Project Sponsor Signature</p> <hr/> <p style="text-align: center;">Printed Name</p> <hr/> <p style="text-align: center;">Title</p> <hr/> <p style="text-align: center;">Organization</p> <hr/> <p style="text-align: center;">Date</p>	<hr/> <p style="text-align: center;">Notary</p>
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**Form 1.3 – Project Sponsor Agreement**

The undersigned Project Sponsor hereby confirms and attests that the offset project upon which this Monitoring and Verification Report is based is in full compliance with all of the requirements of 7 DE Reg. 1147. The Project Sponsor holds the legal rights to the offset project, or has been granted the right to act on behalf of a party that holds the legal rights to the offset project. The Project Sponsor understands that eligibility for the award of CO<sub>2</sub> offset allowances under 7 DE Reg. 1147 is contingent on meeting the requirements of 7 DE Reg. 1147. The Project Sponsor authorizes the Department or its agent to audit this offset project for purposes of verifying that the offset project, including the Monitoring and Verification Plan, has been implemented as described in the *Consistency Application* that was the subject of a consistency determination by the Department. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project and to make available to the Department or its agent any and all documentation relating to the offset project at the Department's request. The Project Sponsor submits to the legal jurisdiction of Delaware.

\_\_\_\_\_  
Project Sponsor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary



**Form 1.4 – Disclosure of Greenhouse Gas Emissions Data Reporting**

Check the box below that applies: <input type="checkbox"/> No greenhouse gas emissions data related to the offset project referenced in this <i>Consistency Application</i> have been or will be reported to a voluntary or mandatory program other than the CO <sub>2</sub> Budget Trading Program. <input type="checkbox"/> Greenhouse gas emissions data related to the offset project referenced in this <i>Consistency Application</i> have been or will be reported to a voluntary or mandatory program other than the CO <sub>2</sub> Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below.	
<b>Name of Program to which GHG Emissions Data Reported</b>	
Check all that apply: <input type="checkbox"/> Reporting is currently ongoing <input type="checkbox"/> Reporting was conducted in the past <input type="checkbox"/> Reporting will be conducted in the future <input type="checkbox"/> Reporting is mandatory <input type="checkbox"/> Reporting is voluntary	
	<b>Enter Frequency of Reporting</b>
	<b>Enter Reporting Start Date</b>
<b>Program Contact Information – Address</b>	<b>Program Website</b>
<b>Categories of Emissions Data Reported</b>	
<b>Name of Program to which GHG Emissions Data Reported</b>	
Check all that apply: <input type="checkbox"/> Reporting is currently ongoing <input type="checkbox"/> Reporting was conducted in the past <input type="checkbox"/> Reporting will be conducted in the future <input type="checkbox"/> Reporting is mandatory <input type="checkbox"/> Reporting is voluntary	
	<b>Enter Frequency of Reporting</b>
	<b>Enter Reporting Start Date</b>
<b>Program Contact Information – Address</b>	<b>Program Website</b>
<b>Categories of Emissions Data Reported</b>	
Add extra pages as needed.	



**Form 2.1 – Demonstration of Conformance with M&V Plan**

Using the checklist provided in the right hand column of the tables below, attach documentation that demonstrates that the required elements of the submitted M&V Plan described in the left hand column of the tables were performed. Indicate that the required documentation is provided as an attachment to Form 2.1 by checking the appropriate boxes. Each attachment must include a header that indicates it is an attachment to Form 2.1, identifies the number of the appropriate table and the reference number in the left-hand column of the table, and includes the offset project name and offset project ID code.

Check the boxes below to indicate that the following required documentation is provided as an attachment to Form 2.1:

**Table 1. Quality Assurance/Quality Control (QA/QC) Program for Measuring Equipment**

<p align="center"><b>Procedures and Documentation            Required by the M&amp;V Plan            Quality Assurance/Quality Control (QA/QC)            Program</b></p>	<p align="center"><b>Documentation Provided            (check the boxes to indicate            attachment of the referenced            documentation)</b></p>
<p>1 Procedures for recording names and contact information for: personnel responsible for recording measurements and data entry, QA/QC managers, and third party analytical laboratory</p>	<p><input type="checkbox"/> A list of all records retained</p>
<p>2 Procedures for the maintenance of cylinder-specific logs, including maintenance of a master sheet identifying all cylinders using unique identifiers, and a standardized cylinder log form</p>	<p><input type="checkbox"/> Copy of master sheet identifying all cylinders</p> <p><input type="checkbox"/> Copy of one representative completed standardized cylinder log form for each substation or other designated location</p>
<p>3 Procedures for confirming meters and scales for the filling and weighing of cylinders are consistently calibrated to manufacturer specifications</p>	<p><input type="checkbox"/> Demonstration that meters and scales are consistently calibrated to manufacturer recommendations (e.g., dated receipts of calibration activities, etc.)</p>
<p>4 An entity-wide training plan for the inventory management team in the use of the Entity-wide SF<sub>6</sub> Inventory Tracking System as a data source, the use of the SF<sub>6</sub> mass-balance method, and recordkeeping and retention practices</p>	<p><input type="checkbox"/> Copies of training records (e.g., presentations or training materials and signed attendance lists) for training in the use of the Entity-wide SF<sub>6</sub> Inventory Tracking System as a data source, the use of the SF<sub>6</sub> mass balance method, and recordkeeping and record retention practices</p>



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<p align="center"><b>Procedures and Documentation            Required by the M&amp;V Plan            Quality Assurance/Quality Control (QA/QC)            Program</b></p>	<p align="center"><b>Documentation Provided            (check the boxes to indicate            attachment of the referenced            documentation)</b></p>
<p>5 Procedures for audits of all aspects of inventory management, including all inventory tracking systems, data entry, and maintenance of cylinder logs</p>	<p><input type="checkbox"/> Copies of training records (e.g., presentations or training materials and signed attendance records) for training in auditing procedures</p>
<p>6 A template for a report on the findings of audits including identification of needs for corrective actions that should be taken</p>	<p><input type="checkbox"/> Copies of the reported findings of audits performed, including the date of audits and any corrective actions that were taken</p>



**Table 2. Maintenance, Operation, and Calibration of Measuring and Monitoring Equipment (continued)**

<b>Procedures and Documentation            Required by the M&amp;V Plan            Quality Assurance/Quality Control (QA/QC)            Program</b>	<b>Actions Performed (Check the boxes to            indicate attachment of the referenced            documentation)</b>
1. QA/QC procedures for: (i) entity-wide inventory of SF <sub>6</sub> gas procurements and disbursements; (ii) entity-wide inventory of all SF <sub>6</sub> -containing operating equipment; (iii) all cylinder logs; and (iv) emissions calculations	<input type="checkbox"/> A copy of the annual quality assurance and quality control report that describes all procedures taken to QA/QC the following in accordance with the M&V Plan: (i) entity-wide SF <sub>6</sub> gas procurements and disbursements; (ii) entity-wide inventory of all SF <sub>6</sub> -containing operating equipment; (iii) all cylinder logs; and (iv) review of emissions calculations
2. An entity-wide training plan for QA/QC officers	<input type="checkbox"/> Copies of training records (e.g., presentations or training materials and signed attendance records) for training in QA/QC procedures



**Form 2.2 – Determination of Emissions Reduction**

Provide the Entity-wide SF<sub>6</sub> Inventory Tracking System for the baseline year as an attachment. The attachment must include a header that indicates it is an attachment to Form 2.3 and includes the offset project name and offset project ID code. Using data from the Entity-wide SF<sub>6</sub> Inventory Tracking System, enter the requested information below.

Baseline Year		Baseline Year Emissions Rate
<i>Enter the following data for the baseline year (all SF<sub>6</sub> values in lbs):</i>		
Viby	<input type="text"/>	SF <sub>6</sub> inventory in cylinders, gas carts, and other storage containers (not SF <sub>6</sub> -containing operating equipment) at the beginning of the reporting year
Viey	<input type="text"/>	SF <sub>6</sub> inventory in cylinders, gas carts, and other storage containers (not SF <sub>6</sub> -containing operating equipment) at the end of the reporting year
	<input type="text"/>	Change in SF <sub>6</sub> Inventory in cylinders, gas carts, and other storage containers (not SF <sub>6</sub> -containing operating equipment)(Viby -Vie y)
PAps	<input type="text"/>	SF <sub>6</sub> purchased from suppliers or distributors in cylinders
PAe	<input type="text"/>	SF <sub>6</sub> provided by equipment manufacturers with or inside SF <sub>6</sub> -containing operating equipment
PArr	<input type="text"/>	SF <sub>6</sub> returned to the reporting entity after off-site recycling
	<input type="text"/>	Total Purchases/Acquisitions (PApsd +PAe +PArr)
SDop	<input type="text"/>	Sales of SF <sub>6</sub> to other parties, including gas left in SF <sub>6</sub> -containing operating equipment that is sold
SDrs	<input type="text"/>	Returns of SF <sub>6</sub> to supplier (producer or distributor)
SDdf	<input type="text"/>	SF <sub>6</sub> sent to destruction facilities
SDsor	<input type="text"/>	SF <sub>6</sub> sent off-site for recycling
	<input type="text"/>	Total Sales/Disbursements (SDop +SDrs +SDdf +SDsor )
CNPne	<input type="text"/>	Total SF <sub>6</sub> nameplate capacity of new SF <sub>6</sub> -containing operating equipment at proper full charge
CNPrse	<input type="text"/>	Total SF <sub>6</sub> nameplate capacity of retired SF <sub>6</sub> -containing operating equipment at proper full charge
	<input type="text"/>	Total Change in SF <sub>6</sub> Nameplate Capacity (CNPne - CNPrse)
	<input type="text"/>	Total SF <sub>6</sub> Emissions (lbs) [(Viby – Viey) + (PApsd + PAe + PArr) –(SDop + SDrs + SDdf + SDsor) – (CNPne – CNPrse) ]
	<input type="text"/>	Total SF <sub>6</sub> Emissions (Tons CO <sub>2</sub> e) [(Total SF <sub>6</sub> Emissions (lbs) x GWP of SF <sub>6</sub> (22,200))/2000]



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**Form 3.1 – Independent Verifier General Information**

<b>Independent Verifier</b>		<b>States Where Verifier Accredited</b>	
<b>Primary Street Address</b>		<b>Website URL</b>	
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>Point of Contact for Project</b>			
<b>Contact Telephone Number</b>	<b>Contact Fax Number</b>	<b>Contact Email Address</b>	
<b>Contact Street Address</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>



**Form 3.2 – Independent Verifier Certification Statement and Report**

I certify that the accredited independent verifier identified reviewed the *Consistency Application*, including all Forms and attachments, in its entirety, including a review of the following:

- 1 The verifier has reviewed the entire *M&V Report* and evaluated the contents of the report in relation to the applicable requirements of 7 DE Reg. 1147 and the required information that must be provided in the *M&V Report*.
- 2 The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO<sub>2</sub>-equivalent sequestration in accordance with 7 DE Reg. 1147 and the required documentation that must be provided in the *M&V Report*.
- 3 The verifier has evaluated the adequacy and consistency of methods used by the Project Sponsor to quantify, monitor, and verify CO<sub>2</sub>-equivalent sequestration in accordance with the applicable requirements of 7 DE Reg. 1147 and the Monitoring and Verification Plan submitted as part of the *Consistency Application*.

<p>_____</p> <p style="text-align: center;">Verifier Representative Signature</p> <p>_____</p> <p style="text-align: center;">Printed Name</p> <p>_____</p> <p style="text-align: center;">Title</p> <p>_____</p> <p style="text-align: center;">Organization</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>_____</p> <p style="text-align: center;">Notary</p>
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A verification report is attached that documents the verifier’s review of the entire *M&V Report* in relation to the applicable requirements of 7 DE Reg. 1147 and includes evaluation, conclusions, and findings.