



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



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Form 1.1 – General Information

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

RGGI COATS General Account Name
RGGI COATS General Account Number

Offset Project ID Code	Application Date		
Brief Description of Offset Project			
Project City	Project County	Project State	Project Commencement Date

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



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 CO₂ 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 CO₂ 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 style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Project Sponsor Signature</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Printed Name</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Title</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Organization</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Date</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <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 CO₂ 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

<p>Check the box below that applies:</p> <p><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 CO₂ Budget Trading Program.</p> <p><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 CO₂ Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below.</p>	
Name of Program to which GHG Emissions Data Reported	
<p>Check all that apply:</p> <p><input type="checkbox"/> Reporting is currently ongoing</p> <p><input type="checkbox"/> Reporting was conducted in the past</p> <p><input type="checkbox"/> Reporting will be conducted in the future</p> <p><input type="checkbox"/> Reporting is mandatory</p> <p><input type="checkbox"/> Reporting is voluntary</p>	<p>Enter Frequency of Reporting</p> <hr/> <p>Enter Reporting Start Date</p>
Program Contact Information – Address	Program Website
Categories of Emissions Data Reported	
Name of Program to which GHG Emissions Data Reported	
<p>Check all that apply:</p> <p><input type="checkbox"/> Reporting is currently ongoing</p> <p><input type="checkbox"/> Reporting was conducted in the past</p> <p><input type="checkbox"/> Reporting will be conducted in the future</p> <p><input type="checkbox"/> Reporting is mandatory</p> <p><input type="checkbox"/> Reporting is voluntary</p>	<p>Enter Frequency of Reporting</p> <hr/> <p>Enter Reporting Start Date</p>
Program Contact Information – Address	Program Website
Categories of Emissions Data Reported	
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">Procedures and Documentation Required by the M&V Plan Quality Assurance/Quality Control (QA/QC) Program</p>	<p align="center">Documentation Provided (check the boxes to indicate attachment of the referenced documentation)</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"/> Copy of the organizational structure of the landfill gas measurement and monitoring team, including names and contact information; contact information for third-party laboratory</p>
<p>2 Procedures for designated personnel to keep landfill gas sales records (in MMBtu or standard cubic feet), electricity sales records, records of measured heat rate of combustion device if applicable, and records of newly installed equipment and retired equipment.</p>	<p><input type="checkbox"/> List of specific procedures performed by designated personnel <input type="checkbox"/> Sales receipts showing amount of landfill gas (in MMBtu or standard cubic feet) or electricity (in kWh) sold <input type="checkbox"/> Copies of records of measured heat rate of combustion and equipment installation/retirement</p>
<p>3 Procedures for annual comparison of collected methane as measured by monitoring equipment with calculated methane used to generate electricity or calculated methane in landfill gas sold, noting any discrepancies.</p>	<p><input type="checkbox"/> Copy of annual comparison calculation, including data sources and assumptions</p>
<p align="center">Procedures and Documentation Required by the M&V Plan Quality Assurance/Quality Control (QA/QC)</p>	<p align="center">Documentation Provided (check the boxes to indicate attachment of the referenced</p>



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Program	documentation)
4 Calculation procedures for standardizing landfill gas flow that correct for documented site-specific temperature and pressure measurements (only necessary if landfill gas flow meter does not automatically adjust landfill gas measurement to standard units)	<input type="checkbox"/> Records of daily standardization calculations of landfill gas flow (to standard cubic feet) using daily site-specific measurements of temperature and pressure
5 Description of the contents of an annual quality control report describing the procedures taken to QA/QC landfill gas collection and monitoring equipment	<input type="checkbox"/> Annual quality control report that describes landfill gas collection system, updates or equipment changes, procedures taken to QA/QC landfill gas collection and monitoring equipment, findings of quarterly reviews, issues encountered, and remedial actions taken



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

Procedures and Documentation Required by the M&V Plan Quality Assurance/Quality Control (QA/QC) Program	Actions Performed (Check the boxes to indicate attachment of the referenced documentation)
1. Landfill gas flow rate performance tests will be conducted at least monthly to ensure flow readings are being recorded at least every 15 minutes	<input type="checkbox"/> Copy of monthly performance tests <input type="checkbox"/> Copy of data for one sample day per month of flow meter readings recorded in intervals of at least 15 minutes
2. Monthly performance tests will be conducted to show that the accuracy of flow meter readings is within +/- 5 percent of manufacturer specifications	<input type="checkbox"/> Copy of monthly performance tests <input type="checkbox"/> List of specific procedures followed and equipment used to verify flow meter accuracy
3. Monthly performance tests will be conducted of methane concentration instrument showing that manufacturer specifications are met for precision and accuracy	<input type="checkbox"/> Copy of monthly performance tests <input type="checkbox"/> List of specific procedures followed and equipment used to verify methane concentration instrument accuracy and precision
4. Maintenance schedules for landfill gas flow meter and methane concentration instrument are performed in accordance with manufacturer recommendations and specification	<input type="checkbox"/> Copies of maintenance schedules <input type="checkbox"/> Copy of manufacturer recommended maintenance schedule for landfill gas flow meter and methane concentration instrument (permanent and portable equipment)
5. Collected landfill gas flow rates and methane concentration recorded at least daily	<input type="checkbox"/> Copies of at least daily measured landfill gas flow rates and methane concentration
6. Records kept on a monthly basis of the number of hours that the landfill gas collection system was not in operation	<input type="checkbox"/> Records of monthly landfill gas collection system operation status (in hours per-month)
7. Records kept on a monthly basis of the number of hours that the combustion device (e.g., flare, boiler, electricity generation unit) was not in operation	<input type="checkbox"/> Records of monthly combustion device operation status (in hours per-month)



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<p align="center">Procedures and Documentation Required by the M&V Plan</p>	<p align="center">Actions Performed (Check the boxes to indicate attachment of the referenced documentation)</p>
<p>8. Records kept on a monthly basis of calculation of landfill gas flow rate standardization (in standard cubic feet per day) to correct for site-specific pressure and temperature measurements (only required if landfill gas flow meter does not automatically adjust landfill gas flow to standard units)</p>	<p><input type="checkbox"/> Records of daily landfill gas flow rate calculation into standard cubic feet including site-specific pressure and temperature measurements</p>
<p>9. Records kept on an annual basis of measured heat rate of combustion (in Btu/kWh) in accordance with manufacturer specifications for landfill gas, if applicable to the offset project (required for offset projects with an electric generation component)</p>	<p><input type="checkbox"/> List of manufacturer specifications for combustion device heat rate (in Btu/kWh) Copies of annual records from source tests showing the measured heat rate of combustion device</p>
<p>10. Records kept on a monthly basis on the amount of landfill gas combusted (in standard cubic feet) in the combustion device</p>	<p><input type="checkbox"/> Copies of records of the monthly amount of landfill gas combusted (in standard cubic feet) in the combustion device</p>
<p>11. Records kept of calibration procedures for landfill gas flow monitoring equipment as specified by the manufacturer</p>	<p><input type="checkbox"/> List of calibration activities and receipt of services rendered if performed by outside contractor <input type="checkbox"/> List of manufacturer specifications for landfill gas flow meter calibration</p>
<p>12. Records kept of calibration procedures for both portable and permanent methane concentration measurement equipment as specified by the manufacturer</p>	<p><input type="checkbox"/> List of calibration activities and receipt of services rendered if performed by outside contractor <input type="checkbox"/> Calibration data from field measurements for methane concentration instrument List of manufacturer recommendations for landfill gas concentration measurement equipment</p>
<p>13. Records kept of calibration schedules for landfill gas flow meter and methane concentration instrument (for both permanent and portable equipment) in accordance with manufacturer recommendations and specifications</p>	<p><input type="checkbox"/> Copies of calibration schedule performed for landfill gas flow meter and methane concentration instrument (for both permanent and portable)</p>



Table 3. Records Retention

Procedures and Documentation Required by the M&V Plan	Actions Performed (Check the boxes to indicate attachment of the referenced documentation)
Document recordkeeping protocol that will be used to maintain record keeping throughout the duration of the offset project, including maintenance of an electronic index of all material to be collected, and storage procedures for such material	<input type="checkbox"/> Index of all project documentation materials collected during the reporting period

Table 4. Independent Verification of Landfill Gas Methane Composition

Procedures and Documentation Required by the M&V Plan	Actions Performed (Check the boxes to indicate attachment of the referenced documentation)
1. Document process used to perform annual third-party laboratory analysis of sampled landfill gas using U.S. EPA-approved laboratory testing methods	<input type="checkbox"/> List of EPA-approved test procedure followed <input type="checkbox"/> Copy of third-party analysis report of sampled landfill gas and date of analysis
2. Document protocol used to ensure landfill gas samples taken at the same location as the landfill gas flow meter	<input type="checkbox"/> Signed documentation by sampling technician that methane concentration measurements were taken at location of landfill gas flow meter



Form 2.2 – Determination of Emissions Reduction

Provide documentation of CO₂-equivalent emissions reductions during the reporting period. Attach a spreadsheet documenting the calculations and data sources used to determine CO₂-equivalent emissions reductions, volume of methane collected, and mass of methane per standard cubic foot. The attachment must include a header that indicates it is an attached to

Form 2.2 and includes the offset project name and offset project ID code	
	Enter calculated values:
	Emissions reductions (tons CO ₂ e)
	Volume of methane collected (scf)
	Mass of Methane (1bs/scf)



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Form 3.1 – Independent Verifier General Information

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



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 CO₂-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 CO₂-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 style="text-align: center;">_____</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.