

Regional Greenhouse Gas Initiative CO₂ Budget Trading Program



Offset Project Consistency Application Forms

Landfill Methane Capture and Destruction

Version 1.2

Issued by:
Bureau of Energy and Technology Policy
CT Department of Energy & Environmental Protection
<http://www.ct.gov/deep/>

April 2016

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1. Overview

To demonstrate that a landfill methane capture and destruction project qualifies for the award of CO₂ offset allowances, a Project Sponsor must submit to the Connecticut Department of Energy & Environmental Protection (“Department”) in accordance with instructions (see accompanying instruction packet) a fully completed *Offset Project Consistency Application – Landfill Methane Capture and Destruction Version 1.2* (“*Consistency Application*”), including the coversheet and all forms and related attachments. An incomplete *Consistency Application* will not be reviewed to determine consistency. Following these instructions will ensure that the *Consistency Application* contains all necessary information and is submitted properly.

Each Project Sponsor should review the CO₂ Budget Trading Program regulations at [section 22a-174-31a of the Regulations of Connecticut State Agencies](#) (“RCSA”) addressing offset projects and the award of CO₂ offset allowances. All offset application materials and other documents are available at www.ct.gov/deep/cwp/view.asp?a=2684&Q=440696&depNav_GID=1619.

Before the *Consistency Application* can be completed, the Project Sponsor must establish a general account and obtain an offset project ID code through the RGGI CO₂ Allowance Tracking System (RGGI COATS). The Project Sponsor identified in the *Consistency Application* must be the same as the Authorized Account Representative for the RGGI COATS general account identified in the *Consistency Application*. For information about establishing a RGGI COATS general account and offset project ID code, consult the RGGI COATS User’s Guide, available at www.rggi.org/market/tracking.

Key eligibility dates and application submittal requirements for offset projects are as follows:

- For offset projects commenced between December 20, 2005 and December 31, 2008, the *Consistency Application* must be submitted by June 30, 2009.
- For offset projects commenced on or after January 1, 2009, the *Consistency Application* must be submitted within six months after the project is commenced.
- For an offset project located solely in one participating state, the *Consistency Application* must be filed with the appropriate regulatory agency in that state.
- For an offset project located in more than one participating state, the *Consistency Application* must be filed in the participating state where the majority of the CO₂-equivalent emissions reduction or carbon sequestration due to the offset project is expected to occur.

2. Submission Instructions

Please complete this form and supporting documents in accordance with [section 22a-174-31a of the RCSA](#), the RGGI Model Rule (rggi.org/documents) and accompanying instructions to ensure the proper handling of your application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws. There is no fee associated with the submission of this application.

Submit one (1) complete hardcopy original *Consistency Application* as well as an electronic copy in the form of a CD disk to the Department at the location specified below. Submit hardcopies of forms requiring signatures as originally-signed copies and scan such signed forms for electronic submission. Facsimiles of the *Consistency Application* are not acceptable under any circumstances.

ATTN: KERI ENRIGHT-KATO
CO2 BUDGET TRADING PROGRAM
BUREAU OF ENERGY AND TECHNOLOGY POLICY
CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
10 FRANKLIN SQUARE
NEW BRITAIN, CT 06051

If you have any questions about this application, please contact Keri Enright-Kato at keri.enright-kato@ct.gov or at (860) 827-2642.

The *Consistency Application* has three parts, as described below. Each part comprises specified forms and required documentation. The *Consistency Application* has been created as a Microsoft Word document with editable fields. Enter information directly into the fields provided or submit information or documentation as an attachment, as directed. Include headers on all attachments indicating the form to which each is attached, the offset project name, and offset project ID code.

The Project Sponsor should save an electronic copy for his or her file to serve as a reference for any necessary remediation.

3. Consistency Application Forms

The *Consistency Application* includes nine (9) forms divided into three parts, as follows:

Part 1. General Information Forms

- Form 1.1 – Coversheet
- Form 1.2 – General Information
- Form 1.3 – Attestations
- Form 1.4 – Project Sponsor Agreement
- Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

Part 2. Category-Specific Information and Documentation Forms

- Form 2.1 – Project Description
- Form 2.2 – Demonstration of Eligibility
- Form 2.3 – Monitoring and Verification Plan

Part 3. Independent Verification Form

- Form 3.1 – Independent Verifier Certification Statement and Report

Note that although the forms include many embedded instructions, Project Sponsors are advised to consult the accompanying instructions packet for full instructions and documentation requirements.

Offset Project Name

Offset Project ID Code

Form 1.1 – Coversheet

Project Sponsor

Project Sponsor Organization

RGGI COATS General Account Name

RGGI COATS General Account Number

Each of the following forms must be submitted. Check the boxes below to indicate that the submitted *Consistency Application* includes each of the required forms:

- Form 1.2 – General Information
- Form 1.3 – Attestations
- Form 1.4 – Project Sponsor Agreement
- Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting
- Form 2.1 – Project Description
- Form 2.2 – Demonstration of Eligibility
- Form 2.3 – Monitoring and Verification Plan
- Form 3.1 – Independent Verifier Certification Statement and Report

Offset Project Name	Offset Project ID Code
<input type="text"/>	<input type="text"/>

Form 1.2 – General Information

Project Sponsor (RGGI COATS Authorized Account Representative)

Telephone Number	Fax Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address

City	State/Province	Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RGGI COATS General Account Name

RGGI COATS General Account Number

Name of Offset Project	Application Date
<input type="text"/>	<input type="text"/>

Summary Description of Offset Project

Project City	Project County	Project State	Project Commencement Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Sponsor Organization

Primary Street Address

City	State/Province	Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Brief Description of Project Sponsor Organization

Telephone Number	Website URL
<input type="text"/>	<input type="text"/>

Independent Verifier (Company/Organization)	States Where Verifier Accredited
<input type="text"/>	<input type="text"/>

Primary Street Address	Website URL
<input type="text"/>	<input type="text"/>

City	State/Province	Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Point of Contact for Project

Contact Telephone Number	Contact Fax Number	Contact Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Street Address

City	State/Province	Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Offset Project Name

Offset Project ID Code

Form 1.3 – Attestations

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

1. The offset project referenced in this *Consistency Application* is not required pursuant to any local, state, or federal law, regulation, or administrative or judicial order.
2. The offset project referenced in this *Consistency Application* has not and will not be awarded credits or allowances under any other greenhouse gas program.
3. Check the boxes that apply:
 - The offset project referenced in this *Consistency Application* **does not** include an electric generation component.
 - The offset project referenced in this *Consistency Application* **does** include an electric generation component. Any and all attribute credits generated by the offset project that may be used for compliance with a renewable portfolio standard (RPS) or other regulatory requirement, with the exception of CO₂ allowances awarded under the CO₂ Budget Trading Program, will be transferred to the Department.
 - An Attribute Credit Transfer Agreement is attached.
4. The offset project referenced in this *Consistency Application* has not and will not receive any funding or other incentives from (any disbursement of CO₂ allowance-derived proceeds pursuant to section 22a-174-31 of the RCSA or from any system benefit funds collected and disbursed pursuant to subsections 16-245(m) and (n) of the Connecticut General Statutes (“CGS”).
5. A *Consistency Application* for the offset project or any portion of the offset project referenced in this *Consistency Application* has not been filed in any other participating state.
6. All offset projects for which the Project Sponsor or project sponsor organization has received CO₂ offset allowances, if any, 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.
7. I am authorized to make this submission on behalf of the project sponsor organization. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this *Consistency Application* 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.

Signature of Project Sponsor

_____/_____/_____
Date (MM/DD/YYYY)

Name of Project Sponsor (printed)

Title

Organization

Notary

Offset Project Name

Offset Project ID Code

Form 1.4 – Project Sponsor Agreement

The undersigned Project Sponsor recognizes and accepts that the application for, and the receipt of, CO₂ offset allowances under the CO₂ Budget Trading Program is predicated on the Project Sponsor following all the requirements of section 22a-174-31a of the RCSA. The undersigned 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 allowance under section 22a-174-31a of the RCSA is contingent on meeting the requirements of section 22a-174-31a of the RCSA. 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 this application. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project. The Project Sponsor submits to the legal jurisdiction of Connecticut.

Signature of Project Sponsor

_____/_____/_____
Date (MM/DD/YYYY)

Name of Project Sponsor (printed)

Title

Organization

Notary

Offset Project Name

Offset Project ID Code

Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

Check the box below that applies:

- No greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* have been or will be reported to a voluntary or mandatory program other than the CO₂ Budget Trading Program.
- Greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* 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.

Name of Program to which GHG Emissions Data Reported

Check all that apply:

- Reporting is currently ongoing
- Reporting was conducted in the past
- Reporting will be conducted in the future
- Reporting is mandatory
- Reporting is voluntary

Enter Frequency of Reporting

Enter Reporting Start Date

Program Contact Information – Address

Program Website

Categories of Emissions Data Reported

Name of Program to which GHG Emissions Data Reported

Check all that apply:

- Reporting is currently ongoing
- Reporting was conducted in the past
- Reporting will be conducted in the future
- Reporting is mandatory
- Reporting is voluntary

Enter Frequency of Reporting

Enter Reporting Start Date

Program Contact Information – Address

Program Website

Categories of Emissions Data Reported

Add extra pages as needed.

Offset Project Name

Offset Project ID Code

Form 2.1 – Project Description

Attach a detailed narrative of the actions to be taken as part of the offset project. The attached narrative must include a header that indicates it is an attachment to Form 2.1 and identifies the offset project name and offset project ID code.

Check the boxes below to indicate that the detailed narrative of the offset project includes the following required information:

- 1. Type of project
- 2. Project owner and operator information
- 3. Landfill location and specifications
- 4. Landfill owner and operator information
- 5. Equipment specifications and technical schematic

Offset Project Name

Offset Project ID Code

Form 2.2 – Demonstration of Eligibility

Attach documentation that the offset project meets eligibility requirements. Attached documentation must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code.

Check the box below to indicate that the following required documentation is attached:

- Documentation that the landfill methane offset project will occur at a landfill not subject to federal New Source Performance Standards (NSPS) for municipal solid waste landfills, 40 CFR Part 60 Subpart Cc and Subpart WWW. Documentation must include the initial design capacity report submitted to the U.S. EPA pursuant to 40 CFR 60, Subpart WWW 60.752(a) or 40 CFR 60, Subpart Cc 60.33c(d), and in accordance with 40 CFR 60, Subpart WWW 60.757(a)(2).

Offset Project Name

Offset Project ID Code

Form 2.3 – Monitoring and Verification Plan

Attach the Monitoring and Verification Plan (M&V Plan). The M&V Plan 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.

Check the boxes below to indicate that the attached M&V Plan includes the following required information:

- 1. Procedures for quantifying annual CO₂-equivalent emissions reductions
- 2. Procedures for quantifying annual volume of methane collected
- 3. Procedures for quantifying mass of methane per cubic feet of methane
- 4. Documentation of the quality assurance/quality control (QA/QC) program for measuring equipment
- 5. Documentation of the protocol for maintenance, operation, and calibration of measuring and monitoring equipment
- 6. Documentation of the protocol for records retention
- 7. Documentation of the process for independent verification of landfill gas methane composition

Offset Project Name

Offset Project ID Code

Form 3.1 – Independent Verifier Certification Statement and Report

An accredited independent verifier must sign and date Form 3.1. Attach the accredited independent verifier report. The attached verifier report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code

Name of Accredited Independent Verifier

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

- (a) The adequacy and validity of information supplied by the Project Sponsor to demonstrate that the offset project meets the applicable eligibility requirements of subsections 22a-174-31a(c) and (d) of the RCSA, including the required documentation that must be provided in the *Consistency Application*.
- (b) The adequacy of the Monitoring and Verification Plan in accordance with the applicable requirements of subsection 22a-174-31a(d) of the RCSA, including the required documentation that must be provided in the *Consistency Application*.

A verification report is attached that documents the verifier’s review of the items listed above and includes evaluation conclusions and findings.

Signature of Verifier Representative

_____/_____/_____
Date (MM/DD/YYYY)

Name of Verifier Representative (printed)

Title

Notary