CLIMATE ACTION RESERVE

User Guide

May 2022

NOTE TO USERS:

From time to time, the Climate Action Reserve may update this document. Please make sure you are using the latest version, available at www.climateactionreserve.org.

For information, comments, or questions, please email reserve@climateactionreserve.org.

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Climate Action Reserve
User Guide

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1 Introduction

The purpose of this document is to provide information regarding general use of the Climate Action Reserve (Reserve) registry system, including rules and guidelines for performing common tasks. The following sections will outline the processes for the Climate Action Reserve Voluntary Program as well as the California Compliance Offset program. See Section 15 of this document for a more complete overview of the compliance program. This document does not detail the legal responsibilities for project developers or Offset Project Operators (OPO) registering projects or for Reserve account holders under the Reserve program. For further information on these issues, please see the Terms of Use at climateactionreserve.org/how/program/documents and the Reserve Offset Program Manual at climateactionreserve.org/how/program/program-manual.

1.1 About Us

The Climate Action Reserve is a pioneer in carbon accounting and the most experienced, trusted and efficient offset registry to serve the carbon markets. With deep roots in California and a reach across North America, the Reserve encourages actions to reduce greenhouse gas emissions and works to ensure environmental benefit, integrity and transparency in market-based solutions to address global climate change. It does this by establishing regulatory-quality standards for the development, quantification, and verification of GHG emission reduction projects in North America; issuing carbon offset credits known as Climate Reserve Tonnes (CRTs) generated from such projects; and tracking the transaction of credits over time in a transparent, publicly-accessible system. Adherence to the Reserve's high standards ensures that emission reductions associated with projects are real, permanent, and additional, thereby instilling confidence in the environmental benefit, credibility, and efficiency of the U.S. carbon market.

The Reserve also serves as an Offset Project Registry (OPR) under the California Air Resources Board (ARB) Compliance Offset Program, helping to facilitate the listing, reporting, and verification of offset projects using ARB's Compliance Offset Protocols. For more information on the Compliance Offset Program, please see Section 15.

At the heart of the Reserve is a publicly accessible web-based system (often referred to as the Reserve) where owners and developers of carbon offset projects are required to provide project information demonstrating GHG emission reductions. Information on all registered offset projects, including verification documentation, is available through this registry. For transparency, each offset credit issued by the Reserve has a unique serial number with embedded information that identifies the project type, location, developer and vintage (the calendar year in which the reduction took place). The unique serial number persists as offsets are transferred between account holders or retired. Sales or purchases of offset credits take place directly between a buyer and seller outside of the Reserve. After a sale takes place, the parties use the Reserve's system to move offset credits from one account to another.

1.2 Reserve Administrator

The Reserve Administrator is responsible for monitoring all project activity and administering certain aspects of user accounts and system data. You may contact the Reserve Administrator at:

reserve@climateactionreserve.org
213-891-1444 ext. 2

2 Reserve Account Registration

2.1 Who Is Eligible

Any person or organization may apply for a Reserve account regardless of location or affiliation. The Reserve Administrator maintains the right to accept or reject new account applications. Any organization or individual whose account has been disabled due to misuse will not be eligible for a new account.

2.2 Types of Accounts

Different user account types include different functionalities to accommodate varying user needs. When you originally request an account, you may select from the following account types:

- **Project Developer.** A project developer is an organization or individual that wishes to develop projects that generate GHG offsets. This user type can transfer and manage offset credits. A project developer must hold legal title and all beneficial ownership rights with respect to all offset credits issued to its accounts or transferred to its account from another account holder.
- **Verification Body.** Verification bodies are trained and authorized by the Reserve or ARB to verify projects and must meet certain accreditation requirements detailed within the Reserve's Verification Program Manual or California Cap-and-Trade regulation. Verification bodies are not assessed account fees but must still agree to the Terms of Use for the program.
- **Project Owner (Limited).** A project owner is an organization or individual that may own projects but does not develop or manage projects. This user type cannot create, develop, or register projects, but can manage offset credits within their accounts. Project owners hold legal title and all beneficial ownership rights to offset credits in their account but have limited access to their project.
- **Trader/Broker/Retailer.** This type of user may receive, manage and transfer offset credits, but does not develop or register projects.
- **Client.** Client accounts have the same functionality as trader/broker/retailer accounts, but are intended for buyers who are primarily purchasing offset credits to hold or retire and offset their emissions.

2.3 Obtaining an Account

To establish a Reserve account, users must do the following:

1. Agree to the Terms of Use (TOU)
    - Download a .pdf of the entire document for review from climateactionreserve.org/how/program/documents
    - Under the Login section on the Reserve system home page, click "Register Here"
2. Proceed to choose your account type from https://thereserve2.apx.com/mymodule/reg/AHAgreement.asp
    - Click "Agree" to all terms and conditions after review
3. Complete the New Account Application form online.
4. Upon completing the New Account Application form and clicking "Submit for Approval," the account manager entered by the applicant will receive an email notification to

activate the account. This activation must occur before the Reserve Administrator is notified of the user's pending account.

5. The Reserve Administrator will review the New Account Application form and request the submittal of supporting documentation. The supporting documentation will undergo an internal review process. After the account has been approved internally, an email notification describing account approval will be sent to the account manager email address provided in the New Account Application form. If materials are incomplete or additional information is required, the Reserve Administrator will notify the account manager. Furthermore, document requirements may vary for different users in order to provide due diligence for activities carried out within the Reserve. The account manager may begin using all functions of the system as soon as the account is approved.
6. Accounts will be invoiced for the Account Setup Fee upon account approval. Once the invoice is created, the Reserve sends the account manager an email notification with invoice and payment details. The invoice is made available online via the "My Invoices" report within the Reserve for downloading and printing. Invoices must be paid within 30 days. Failure to pay will result in account inactivation.

2.4 Designation of Authority

If contractors, consultants or any other agent representing an account holder needs to obtain information or have access to an account he or she does not hold, the Designation of Authority form must be completed. The form, found at climateactionreserve.org/how/program/documents, must be signed by both the account holder and party requesting access to the account holder's information. Send completed forms to reserve@climateactionreserve.org.

3 Layout of the Reserve

3.1 The Dashboard and Display Modules

The Dashboard is the first screen you see after setting up and logging into your account. It provides centralized access to the features you interact with most and is divided into Display Modules with specific functionalities, including account management, project management, offset credit management, and message notification. The Dashboard is customizable, allowing you to add, remove and move the most accessed modules to centralized locations and least accessed modules further down the page.

The Display Modules available in the Dashboard depend on the account type. The possible modules include:

- Public Reports
- Account Management
- Account Information
- My Account Setup
- My Reports
- Verification Body Reports
- Manage Projects
- Message Notification
- Incoming Offset Credit Transfers
- Outgoing Offset Credit Transfers
- View, Transfer and Retire Offset Credits

Take some time to familiarize yourself with the Reserve when you first log in by clicking on the various links to see what information is available. At any time while using the Reserve, you can return to the Dashboard by clicking the *Home* link in the upper left hand corner of the page.

Figure 3.1. The Reserve Dashboard

3.2 Customizing the Dashboard

To customize the Dashboard, start by clicking on the *Customize Page* link in the upper right corner of the Dashboard. This brings you to a page where you can add, remove and move the

available modules. After making changes, be sure to save them by clicking the *Save* button on the bottom left of the page. The Reserve recommends showing all available modules when you first begin to use the program. Over time, as users become familiar with which Display Modules are accessed most often, they may decide to remove modules used less frequently.

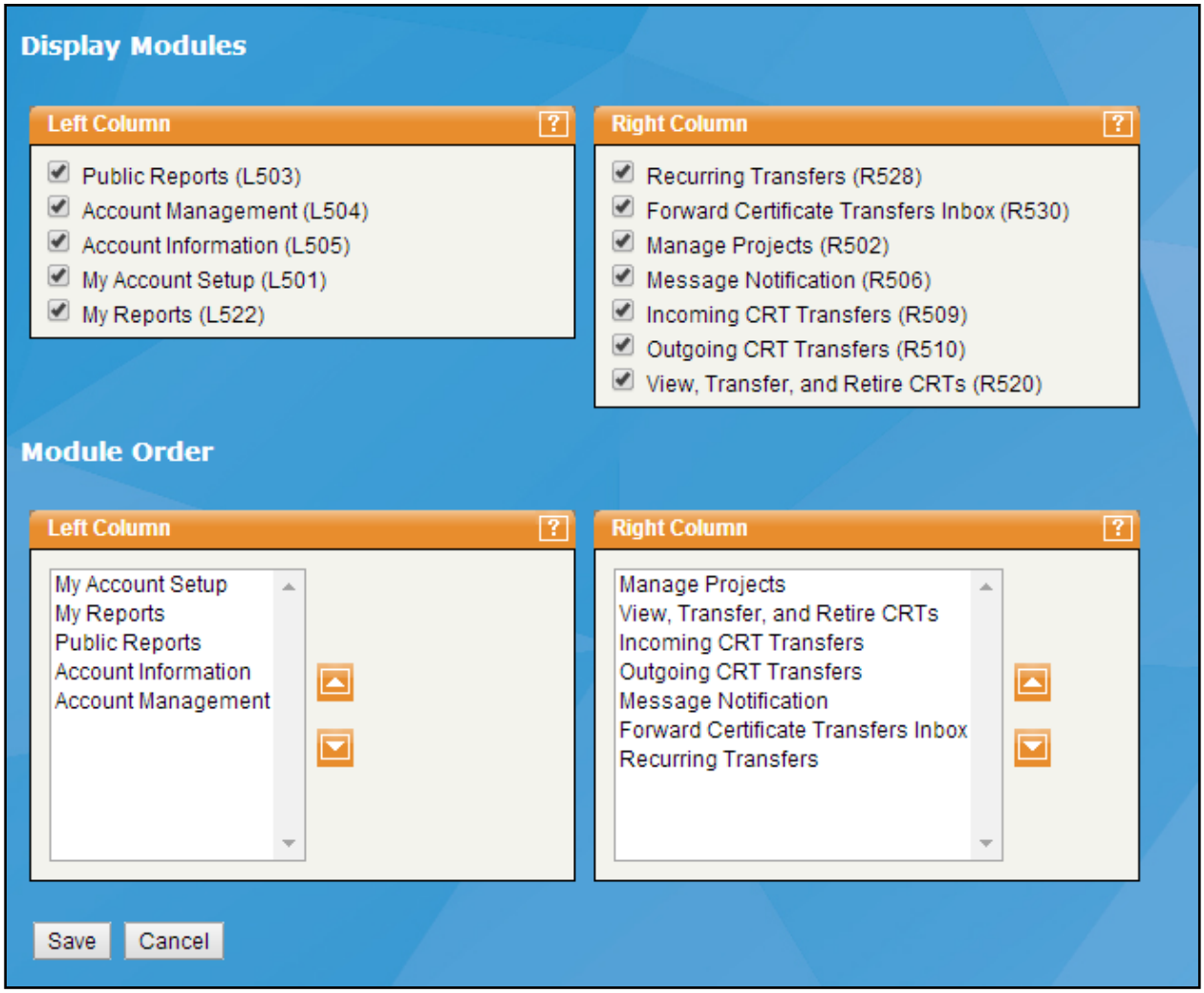


Figure 3.2. Customize Page

4 Account Access

4.1 The Account Manager

The person who requests an account with the Reserve is designated the account manager and the primary contact for the Reserve. The account manager is responsible for setting up the organization contact and billing information as well as receiving communication from the Reserve Administrator. The account manager is also responsible for creating additional logins for those in the organization who need to access the Reserve (see Section 4.6 below).

4.2 Account Information

The *Account Information* screen can be accessed by clicking on the *Change Profile* link in the My Account Setup module. The *Account Information* screen contains all information initially entered when completing a new account application. Once the account has been approved by the Reserve Administrator, the account manager can update the contact and address information for the company. Only the Reserve Administrator can update the organization name and the account login name.

4.2.1 Account Information Used in the Reserve

The Reserve ensures that certain information relative to the accounts maintained by its users remains privileged and confidential. The following is the contact information collected by the Reserve and how it is used:

Table 4.1. Contact Information Collected

Contact Information	Where Used
Organization's address, phone, email	Reserve Administrator only
Organization's city, state, country, and website	Displays on the public report *Participating Companies*
Organization's billing address, billing contact person, phone, and email	Reserve Administrator only
Account manager's name, address, phone and email	Reserve Administrator only
Account manager's name	Displays on the following public reports: • Projects • ARB Compliance Projects • Project Offset Credits Issued • Accounts Disclosed to Public • Retired Offset Credits
Company name, account holder type, company city/state, country, and website.	Displays on the account holder report *Participating Companies*. This report is publicly accessible.
Each user with a login (non-account manager) name, address, phone, and email	Reserve Administrator only
Project contact name, phone and email	Reserve Administrator only
Project site location and state	Displays on the following public reports: • Projects • Projects Offset Credits Issued • Retired Offset Credits

Contact Information	Where Used
Project mailing address, contact name, phone, and email	Reserve Administrator only

4.3 Best Practices for Account Protection

- Use different passwords for all user accounts
- Change passwords immediately if they may have been compromised
- Never tell a password to anyone, including people who claim to be from customer service or security
- Never write down a password
- Never communicate a password by telephone, e-mail, or instant messaging
- Be careful to log off before leaving a computer unattended
- Use the latest anti-virus protection programs
- Do not access your account from public locations where others could capture your confidential information
- Always use strong passwords

A strong password:

- Is at least seven characters long and contains at least one number and one letter (requirement)
- Does not contain your username, real name, or company name
- Does not contain a complete dictionary word
- Is significantly different from previous passwords. Passwords that increment (Password1, Password2, Password3 ...) are not strong
- Contains characters from each of the following four groups: Uppercase letters (A, B, C...), Lowercase letters (a, b, c ...), Numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9), Symbols found on the keyboard (all keyboard characters not defined as letters or numerals)

4.4 Modifying Account Information

If you are the account manager, you can modify account information by clicking the *Change Profile* link from the My Account Setup module. You can change all your information except for the following:

- Organization Name
- Account Holder Type
- Login Name
- Security Question
- Security Answer

To change your password, please click the *Change Password* link at the upper right-hand corner of the dashboard.

1. Ensure that your login name appears in the Login Name field.
2. Enter your current (old) password in the Current Password field.
3. Enter your new password in the New Password field. Your new password must be at least seven characters in length and must contain at least one number and one letter.
4. Confirm your new password by reentering it in the Reenter Password field.

5. Click Change to save your new password. You will return to the login page, where you must sign in with the new password.

Figure 4.1. Change Password Detail

4.5 Privacy

The Reserve is intended to serve account holders by allowing the use of functions such as submitting projects and transferring offset credits, and to serve the public by displaying the listed projects currently in development or registered projects that have been issued offset credits. Account holders do have some options in controlling what information to display to the public; however, for transparency purposes the following information will, by default, be publicly available:

- Organizations participating as account holders in the Reserve
- Account manager's name
- Projects that have been listed on the Reserve
- Any information disclosed on documents uploaded to the Reserve that have a public privilege type
- Offset credits that have been generated and registered after the final approval of a project
- All retired offset credits
- Serial numbers of offset credits issued (following a search by the user)

Information that is never shared with the public includes:

- Company street addresses
- Company phone and email address
- Internal company information, such as the billing address
- Any individual's contact information

Your contact information will not be shared with external parties and will only be used by the Reserve to notify you of important system occurrences.

4.6 Creating Additional Logins

Additional logins can be created with similar privileges to those of the account manager or limited access privileges for those who might only need to view but not edit information.

To add a new login, click the *Review/Edit/Add Logins* link from the Account Management module. After clicking the "Add New Login" button at the top of the next screen, complete the *Login Information* screen, selecting one of the following user privileges:

- Admin, with equal privileges to the account manager's
- Limited Access, with restricted rights to projects and offset credit accounts

The account manager will set up a temporary password for the new login that contains at least seven characters with at least one number and one letter. The account manager must provide the login name and password to the user in order for the user to access the Reserve. The user will be prompted to change the password when first attempting to log in.

4.7 Configuring User Access to Projects and Accounts

The default for the Limited Access login privilege is a restriction on creating or viewing projects or viewing any offset credit accounts. The Admin-type account is given the same privileges as the account manager by default.

The account manager may edit the privileges associated with any Limited Access login by clicking *Edit Privileges* from the screen showing the list of logins. The following privileges may be assigned:

- Ability to create a new project
- Ability to view selected projects
- Ability to edit selected projects
- Ability to view the primary offset credit account (where offset credits are initially deposited at issuance)
- Ability to view selected offset credit accounts

4.8 Account Inactivation and Cancellation

Account holders who use the Reserve for anything other than its intended purposes or who are delinquent with their account fees may have their accounts inactivated and/or cancelled by the Reserve Administrator. Accounts are not immediately inactivated without notice unless inappropriate or malicious behavior is observed.

Accounts with outstanding fees will be sent an email that warns the account manager of account inactivation if the invoice due is not paid. If the account manager does not respond or issue payment within 30 days after notification, the Reserve will inactivate the account, and move the phase of the active projects in the account to "Inactivated by Administrator". You will not have access to the offset credits or the projects in your account until all past due invoices and associated late fees are paid. After outstanding fees are paid, the account will be re-opened and assessed a re-activation fee. If an invoice is outstanding for 6 months, the account will be closed and all active projects in the account will be moved to "Completed".

Account holders may request that their accounts be closed at any time. However, the annual account maintenance fee cannot be refunded or pro-rated. The account manager listed on the

account is the only individual that can request account closure. All outstanding fees must be paid in full before an account can be closed.

5 Reserve Communication

The Reserve generates automated emails relating to account status, project status, or invoicing to account administrators and project contacts associated with the account. Messages are also posted in the *Message Notification* module in the Reserve software. Direct correspondence from the Reserve Administrator will go to the account manager or to specified project contacts, as appropriate.

5.1 Email Notification

The Reserve Administrator will send email notifications whenever activity occurs in an account holder's account. These emails provide notification regarding the next course of action that is required in the account and follows the Reserve's programmatic requirements. These email notifications will also appear in the account in the Message Notification module.

5.2 Message Notification

The Message Notification module only displays a total of 5 messages, which must be less than 30 days old.

The Message Notification module receives and displays messages that were sent from the Reserve Administrator. The table has the following columns:

- **Message Type:** To whom the message was sent (My Messages, Account Holders, All, or Public)
- **Message:** The Message column displays the first few words of each message. Clicking a link in the Message column opens the *Messages* screen, which allows you to view the entire message
- **Receive Date:** Date and time the message was received

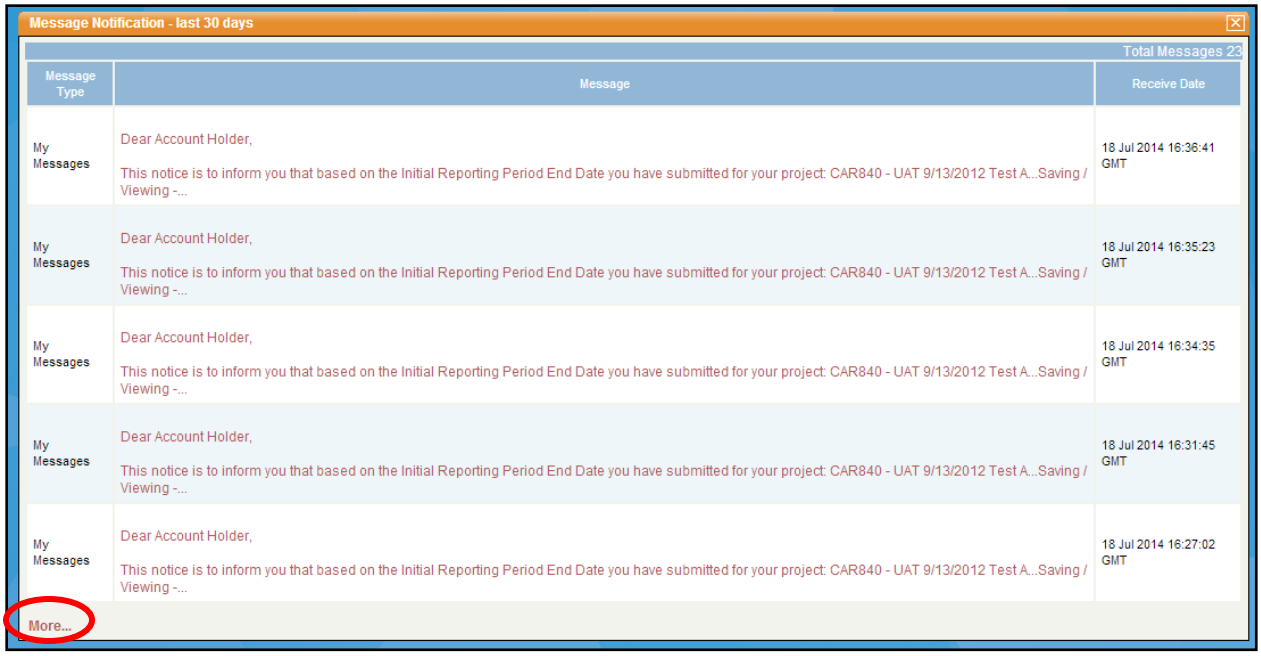


Figure 5.1. Message Notification Module

By clicking the *More...* link in the module, a screen will open allowing you to view all your messages, including messages that are more than 30 days old. This screen also contains tabs that are used to filter the messages. Clicking on a tab with a specific message type will filter messages so only the messages of the same type will be displayed. Clicking a link in the Message column in the Message Notification module opens the Read Message window, which allows you to view the entire selected message and the date the message was sent. When you have finished reading the message, click *Done* to exit.

6 Reports

6.1 Standard Report Features

There are two categories of Reserve reports:

- **Public Reports.** Available to the public
- **My Reports.** Customized to the needs of the different user types (project developers, trader/broker/retailers, verification bodies, etc.)

In addition to displaying data, some account holder reports also provide links to screens where data can be updated. Public reports only display data and documents, and cannot be used to edit project information.

All reports have common features that help you review and analyze information, as well as provide access to the underlying data reflected in the reports. Wherever there is hyperlinked text within a report, you can click on it to access the underlying data - such as projects or invoices.

The standard report features are:

Figure 6.1. Sorting Columns Detail

- **Sorting Report Records by Column.** Allows the report tables to be sorted in ascending or descending order using any column. To sort in ascending (A-Z) order, click the up arrow in the header of the column you wish to sort. To sort in descending (Z-A) order, click the down arrow in the header of the column you wish to sort.

Figure 6.2. Downloading Reports Detail

- **Downloading Reports.** All reports can be downloaded immediately in .csv, .txt, or .pdf format. To download a report, simply click on one of the download icons located at the upper right of the screen. Both .csv and .txt formats can be opened with a spreadsheet application. Downloading a report in .csv file format will allow you to open the report in Microsoft Excel. Downloading a report in .pdf file format will allow you to open the report in a .pdf reader application such as Adobe Reader and Acrobat.

Figure 6.3. Search Reports Detail

- **Searching for Specific Report Records**. For reports that have many records, you can filter or search the report to locate a specific record. Simply click on the magnifying glass icon located at the upper right of the screen. A screen will open allowing you to perform advanced data searches and filtering.

Figure 6.4. Print Reports Detail

- **Printing Reports.** To print a report, press the print icon located at the upper right of the screen. A new window will open displaying the report in print view.

Figure 6.5. Multiple Page Navigation Detail

- **Working with Multiple Page Reports.** If there are more than 50 records in the report, the data will be listed on multiple pages. You will be able to find the page you want using the navigation buttons that appear underneath the last record. From left to right, the navigation buttons are:

    - *First:* Clicking the *first* button takes you to the first page of the current report.
    - *Previous:* Clicking the *prev* button takes you to the previous page of the current report.
    - *Go To:* Clicking the *goto* button allows you to specify a page within the current report and takes you to that page.
    - *Next:* Clicking the *next* button takes you to the next page of the current report.
    - *Last:* Clicking the *last* button takes you to the last page of the current report.

6.2 My Reports

My reports are designed to display information specific to a user's role. For example, project developers and trader/broker/retailers have the following reporting options:

- **My Event Log.** Records all transactions made by the account holder.
- **My Accounts.** Displays the named or default offset credit accounts and their balances.
- **My Linked Account Holders.** Displays any accounts linked to the user's account.
- **My Offset Credits.** Displays the offset credits in the primary, active, and retirement accounts.
- **My Invoices.** An online statement of fees issued for Reserve services.
- **My Recurring Transfers.** Displays the details of active recurring transfers.
- **My Offset Credit Transfer History.** Shows offset credits transferred to and from account.

Project verification bodies and reviewers have access to the following reports:

- **My Event Log.** Records all transactions made by the account holder.

- **My Projects.** Provides verification bodies and reviewers access to the projects to which they have been assigned. Verification bodies may review the project data and submit documents. Reviewers may review the project data and documents and add comments.

6.3 Public Reports

The public (non-account holders) and all account holders have access to the following reports:

- **Participating Companies.** Lists organizations that have an active Reserve account but does not include address or contact information. This prevents the public from creating mailing or phone lists from the report.
- **Projects.** Displays projects that are listed or registered with the Reserve. Listing and registration dates, project location, and any project notes entered by the account holder are also displayed. Does not display any cancelled or rejected projects.
- **ARB Compliance Projects.** Displays ARB compliance projects that are listed or registered with the Reserve. Listing and registration dates, project location, and any project notes entered by the account holder are also displayed. Does not display any cancelled or rejected projects.
- **Project Offset Credits Issued.** Shows projects for which offset credits have been issued and the original CRT or Registry Offset Credit (ROC) issuance quantity by vintage. Also displays the quantity of credits cancelled for ARB compliance purposes. Does not indicate the current status of the project's credit balance.
- **Search Serial Numbers.** Allows searching for an offset credit serial number by batch number or block start or end numbers. The results include whether the credits are active or retired, and include the time and date when the credits were retired.
- **Accounts Disclosed to Public.** Displays the active or retired offset credit balances that account holders have chosen to be shown to the general public.
- **Retired Offset Credits.** Displays the offset credits that have been retired by account holders.
- **Canceled Offset Credits.** Displays the offset credits that have been cancelled in the Reserve system by project name and vintage. Cancelation is generally due to conversion of Early Action Offset Credits or ROCs to ARB offset credits.
- **ODS Projects' Certificates of Destruction.** Provides information on ODS project destruction events, including the project name, the name of the destruction facility, and the certificate of destruction (COD) identification number.
- **Buffer Pool Account Balance.** Displays the quantity of forest project offset credits deposited into/removed from the Reserve buffer pool by year.
- **Credit Status.** Displays the status of all credits issued by the Reserve. The statuses include Active, Retired, Cancelled, and Exported.

7 Overview of the Project Registration Process

A number of steps that involve project developers, their authorized representatives, verifiers, and the Reserve Administrator are required for a voluntary project to be registered and issued CRTs. These steps may be undertaken by anyone with a project developer account or any agent with designation of authority as described in the Terms of Use agreement for the Reserve.

The general project registration steps are as follows:

1. The project developer or its authorized representative submits the project and pays project submittal fee.
2. The Reserve reviews the project, ensures that it meets the eligibility requirements, and publicly lists the project.
3. The project developer selects an approved verification body in the Reserve.
4. The verifier submits a Notification of Verification Activities/Conflict of Interest (NOVA/COI) form.
5. The Reserve reviews the NOVA/COI form and approves the proposed verification activities.
6. The project developer enters project data, uploads attestations, and submits the project for verification.
7. The verifier completes the verification activities and submits the project verification report.
8. The Reserve reviews and approves the data and the verification report.
9. The project developer pays the offset credit issuance fee.
10. The project developer transfers or retires offset credits.

Please see Appendix B for a flow diagram of these steps.

7.1 Project Status: New, Listed, and Registered

A project in the Reserve is assigned a different status as it reaches certain milestones. The various status identifications that a project may have are:

- **New:** The Project Setup has been completed in the Reserve, but the Project Submittal Form has not been uploaded and submitted to the Reserve Administrator. The project is not yet displayed to the public and is not available to anyone except the project developer and the Reserve Administrator.
- **Listed:** The Project Submittal Form has been uploaded by the project developer or its authorized representative and the project has been approved by the Reserve Administrator. The Project Submittal Form is made available to the public.
- **Registered:** The project has undergone verification and has been submitted to and approved by the Reserve. The Verification Report, Verification Statement, and Attestations are made public.
- **Completed:** The project has either reached the end of its crediting period(s) and is no longer being issued offset credits or has stopped reporting at the request of the account holder or due to administrative issues. The project information remains publicly available in the Reserve software indefinitely. The specific reason for completion is not disclosed to the public.
- **Cancelled by Developer:** The project was cancelled by the project developer for circumstantial issues. The reasons for cancellation are not disclosed to the public.

- **Rejected by Administrator:** The project failed to meet protocol specific eligibility requirements or is not eligible under the Reserve program. The reasons for rejection are not disclosed to the public.

There are deadlines associated with project verification and registration. Please refer to the Reserve Offset Program Manual for more information.

7.2 Project Phases

As a project goes through the registration process, it also goes through several phases. These phases notify you of any action that is necessary to move your project through registration.

Table 7.1. Voluntary Project Phases

Status	Phase	Next Step	Explanation
New	**Project Submittal Pending**	**Submit Project Submittal Form**	A new project has been created. The project developer is in the process of completing the project submittal.
	Project Submitted – Submittal Fee Due	**Pay Submittal Fee**	The project has been officially submitted.The project information has been entered and all submittal forms have been uploaded. The next step is for the project developer to pay the Project Submittal Fee.
New	**Project Submittal Ready for Review**	**Administrator Review Project**	Reserve staff will review the project submittal for listing. At this phase no action is required by the project developer.
	Resubmit Project	**Revise Project Submittal**	Reserve staff has reviewed the project submittal and found it insufficient, requiring a resubmittal of the project. The project developer must resubmit the project.
	Resubmit Project (4th attempt)	**Revise Submittal and Pay Project Resubmittal Fee**	Reserve staff has found the project submittal insufficient for a third time. The project developer must resubmit the project and pay the Project Resubmittal Fee.
Listed	**Project Submittal Accepted**	**Select Verification Body**	Reserve staff has reviewed the project submittal and found it sufficient for listing. The project now appears in the *Projects* public report. The project developer can now select a verification body for the project.

Status	Phase	Next Step	Explanation
	Verification Deferral Request Ready for Review	**Administrator Review Verification Deferral Request**	The project developer has submitted the deferral documentation and the Reserve will approve after an internal review. See Section 10.3 for a complete discussion of the deferral process.
	Verification Deferred	**Select Verification Body or Defer Verification**	The project developer has the option to continue with a deferred verification by uploading the applicable documentation or proceeding to verification for the purpose of registering offset credits.
	Verification Body Selected	**Verification Body Submit NOVA/COI**	The project developer has selected a verification body for the project, the verification body must submit a Notification of Verification Activities/Conflict of Interest (NOVA/COI) form.
Listed	**NOVA/COI Ready for Review**	**Administrator Review NOVA/COI**	The submitted NOVA/COI form is undergoing review by Reserve staff. No action is required by the project developer or the verification body.
	Resubmit NOVA/COI	**Verification Body Resubmit NOVA/COI**	Reserve staff has reviewed the NOVA/COI form and found it insufficient. The verification body must revise and resubmit the NOVA/COI.
	NOVA/COI Approved	**Submit Project Data To Verification Body**	Reserve staff has reviewed and approved the NOVA/COI. The project developer may submit project emissions/reductions data, upload documents required for verification, and submit the project for verification.
	Ready for Verification	**Verification Body Submit Verification Documents**	The project developer has officially submitted the project and cannot edit project information. The verification body must submit the verification documents.
	Resubmit Project Data	**Revise Project Data**	The verification body or the Reserve requires the project emissions/reductions data to be revised. The project

Status	Phase	Next Step	Explanation
			developer must revise data and resubmit the project for verification.
	Verification Body Opinion Submitted	**Submit Project for Final Approval**	The verification body has officially submitted the verification documents. The next step is for the project developer to review the verification report and submit the project to the Reserve for final review.
	Project Submitted for Final Approval	**Administrator Approve Project**	The project developer has officially submitted the project to the Reserve for final review. Reserve staff will review the project for registration.
	Resubmit Verification Body Documents	**Verifier Revise Opinion**	Reserve staff has found the verification documents insufficient and requires that the verification body revise and resubmit the documents. Once the verification documents are resubmitted the project developer will have to resubmit the project to the Reserve for final approval.
Registered	**Registered**	**Pay Issuance Fee**	Reserve staff has found that the verification documents are sufficient and has approved the project. The project appears on the *Projects* public report as "Registered" and the credits are placed in the account holder's pending account. The next step is for the project developer to pay the Offset Credit Issuance Fee to obtain their credits.
	Registered, Offset Credits Released	**Select Verification Body or Defer Verification**	The project developer has paid the Offset Credit Issuance Fee and the credits are issued to the project developer. The offset credits appear on the *Offset Credts Issued* public report. The next step is for the project developer to select a verification body for the subsequent verification or upload the applicable

Status	Phase	Next Step	Explanation
			documents to proceeded with a deferred verification.

Table 7.2. Compliance Project Phases

Status	Phase	Next Step	Explanation
New	**Project Submittal Pending**	**Submit Project Submittal Form**	A new project has been created. The Offset Project Operator/Authorized Project Designee (OPO/APD) is in the process of completing the Application for Listing.
	Project Submitted – Submittal Fee Due	**Pay Submittal Fee**	The project has been officially submitted.The project information has been entered and all listing forms and required attachements have been uploaded. The next step is for the OPO/APD to pay the Project Listing Fee.
New	**Project Submittal Ready for Review**	**Administrator Review Project**	Reserve staff will review the project listing. At this phase no action is required by the OPO/APD.
	Resubmit Project	**Revise Project Submittal**	Reserve staff has reviewed the project listing and found it insufficient, requiring a resubmittal of the project. The OPO/APD must resubmit the project.
	Resubmit Project (4th attempt)	**Revise Submittal and Pay Project Resubmittal Fee**	Reserve staff has found the project submittal insufficient for a third OPO/APD developer must resubmit the project and pay the Project Resubmittal Fee.
Listed	**Project Submittal Accepted**	**Select Verification Body**	Reserve staff has reviewed the project listing and found it sufficient. The project now appears in the *Projects* public report. The OPO/APD can now select a verification body for the project.
	OPDR Submittal Ready for Review	**Administrator Review OPDR**	The OPO/APD is required to upload the OPDR within 4 months of the end date of the reporting period or prior to the site visit date, whichever comes first.
Listed	**OPDR Approved**	**Select Verification Body**	The Reserve has reviewed the OPDR for accuracy and

Status	Phase	Next Step	Explanation
			the OPO/APD can contract out for verification services
	OPDR Submittal and Defferal Ready for Review	**Administrator Review OPDR and Defferal Request**	After the initial verification, the OPO/APD can choose to defer verification. The OPDR must be submitted by the applicable reporting deadlines during a deferred verification. See Section 10.3 for more detailed information on deferred verification. The Reserve will review the OPDR and defferal request and approve when the information submitted is deemed complete.
	OPDR Approved – Verification Deferred	**Submit Data and Forms to Offset Project Registry**	The verification is deferred for the maximum length of time allowed for the protocol type.
	Verification Body Selected	**Verification Body Submit COI and NOVS**	The OPO/APD selected a ARB approved verification body. The verificaiton body must submit the Notice of Verification Services and Evaluation of Conflict of Interest forms.
	COI Ready for Review	**Administrator Review COI**	The Reserve reviews the NOVS/ECOI forms.
	Resubmit COI	**Verification Body Resubmit COI**	The NOVS/ECOI forms must be resubmitted.
	COI Approved	**Submit Project Data and Forms to Offset Project Registry**	The NOVS and ECOI forms were approved. The OPO/APD must enter in project emissions/reductions data to proceed with verification.
Listed	**Ready for Verification**	**Verification Body Submit Verification Documents**	The verification body must upload an offset verification report, offset verification statement, sampling plan, verification plan, and issues log.
Listed	**Resubmit Project Data**	**Revise Project Data**	The verification body has requested changes to the OPO/APD's emissions/reductions data.
	Verification Body Opinion Submitted	**Submit Project for Final Approval**	The verification body has uploaded the appropriate verification documentation.

Status	Phase	Next Step	Explanation
	Project Submitted for Final Approval	**Administrator Approve Project**	The Reserve conducts a review of the verification documentation.
	Resubmit Verification Body Documents	**Verification Body Revise Opinion**	The Reserve has requested revisions to the verification documentation. The verification body is required to make the corrections and submit the project to the OPO/APD for final review.
Registered	**Registered**	**Pay Issuance Fee**	The project is registered and credits are placed in the pending account.
	Registered, Offset Credits Released	**Submit Data and Forms to Offset Project Registry**	The OPO/APD has payed the issuance fee. The credits are now in the active account and available for transfer.

7.3 Submitting a Project in the Reserve

Anyone with a project developer account type may create a new project in the Reserve. However, all projects must meet the standards set forth in the Reserve protocols, available at climateactionreserve.org/how/protocols. All project submittal forms must be submitted through the Reserve software and cannot be mailed, emailed, or faxed to the Reserve. To submit a cooperative or aggregate, please see Section 7.4.

To submit a project in the Reserve, complete the following steps:

1. **Complete the project submittal forms.** A list of required documents by project type can be accessed here: http://www.climateactionreserve.org/how/projects/register/. All of the project submittal forms can be downloaded here: http://www.climateactionreserve.org/how/program/documents/

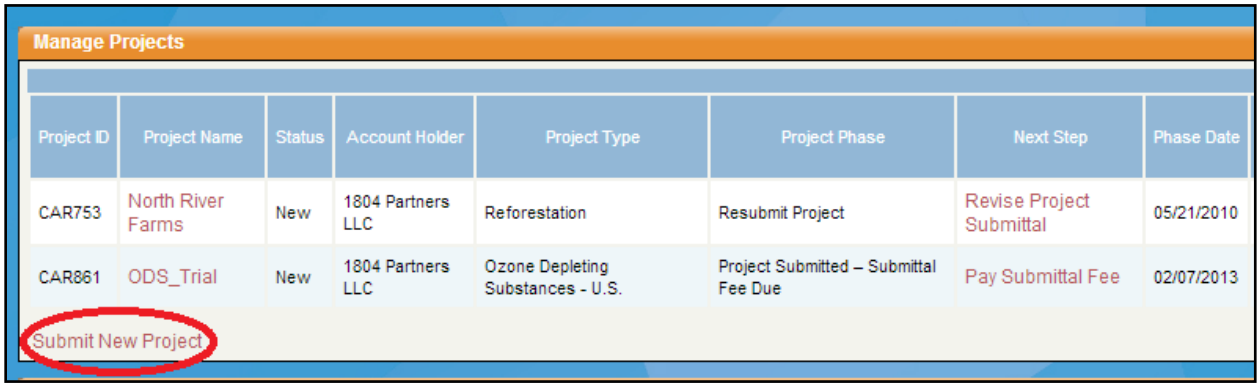


Figure 7.1. Manage Projects Module

2. **Log into the Reserve.** Select the *Submit New Project* link from the Manage Projects module; this will take you to the *Project Setup* screen to enter basic information about the project, including the name, project type, location, and contact information.

This screen also contains tabs to navigate between the *Project Setup, Project Documents,* and *Project Emissions/Reductions* screens.

All fields on the *Project Setup* screen denoted with an asterisk must be completed. The information entered should be consistent with the information on the project submittal forms. Once all fields have been completed, you must select *Save* to save the information entered and proceed to the *Project Documents* screen to upload the project submittal forms.

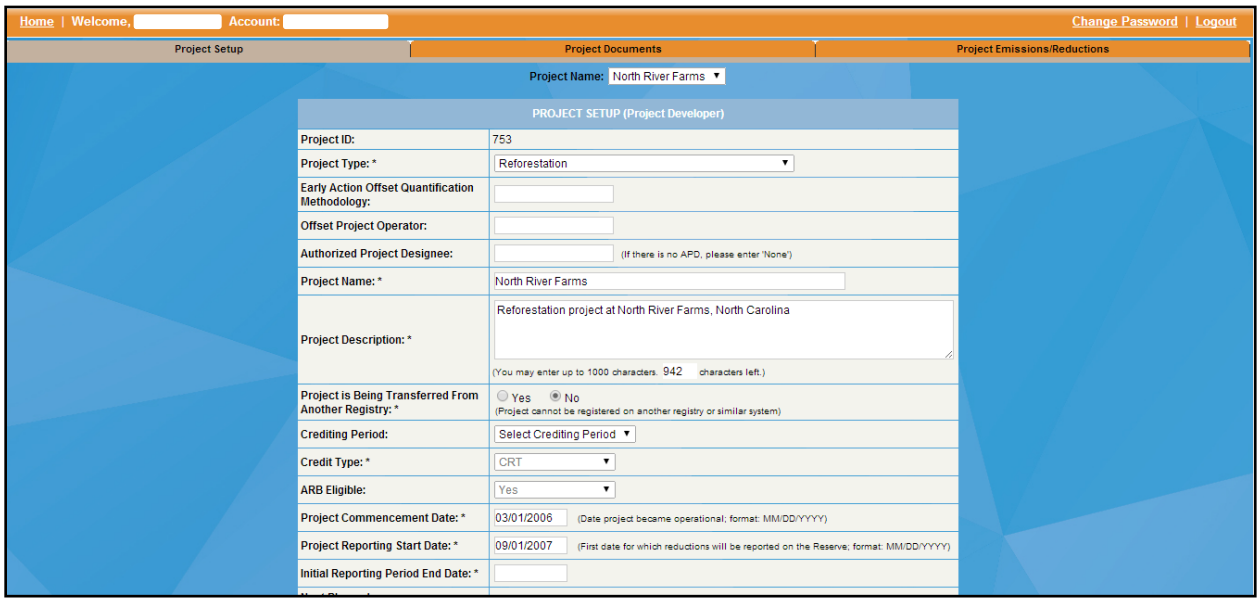


Figure 7.2. Project Setup Screen Detail

If you are not ready to upload the forms, you can click *Home* in the upper left of the screen to exit to the dashboard or *Logout* to exit the software completely. Your project information will remain saved.

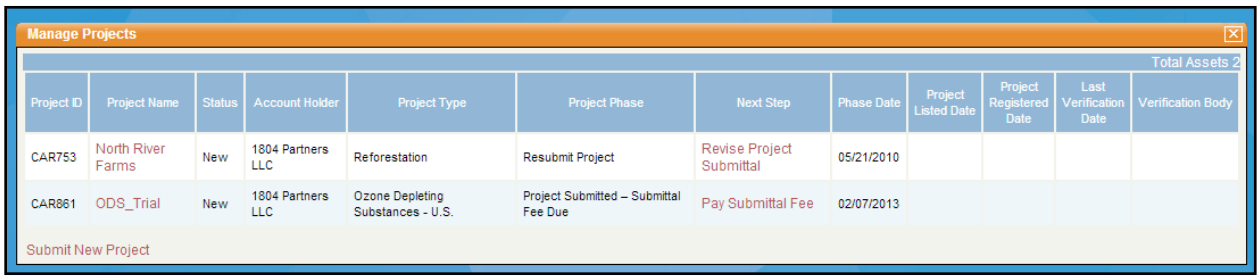


Figure 7.3. Manage Projects Module Detail

3. **Uploading documents and forms.** Uploading any document into the software follows the same procedure. You are required first to select the appropriate vintage that the document relates to; vintage is the year that the reductions or removals took place. For project submittals, just choose the current year. Documents relating to future verifications will be uploaded under their corresponding vintage. You also will be required to select the document type (e.g., Project Submittal Form) and then click

Browse to select the file on your computer (the file must be in .docx, .pdf, or .jpg format). After you have chosen a file, click *Upload*. Once you have correctly uploaded a document, it will appear below with the Vintage, file name as Documents, the Document Type, the Document category, the Upload Date, and Uploaded by fields populated. The Reserve will manage the privilege type.

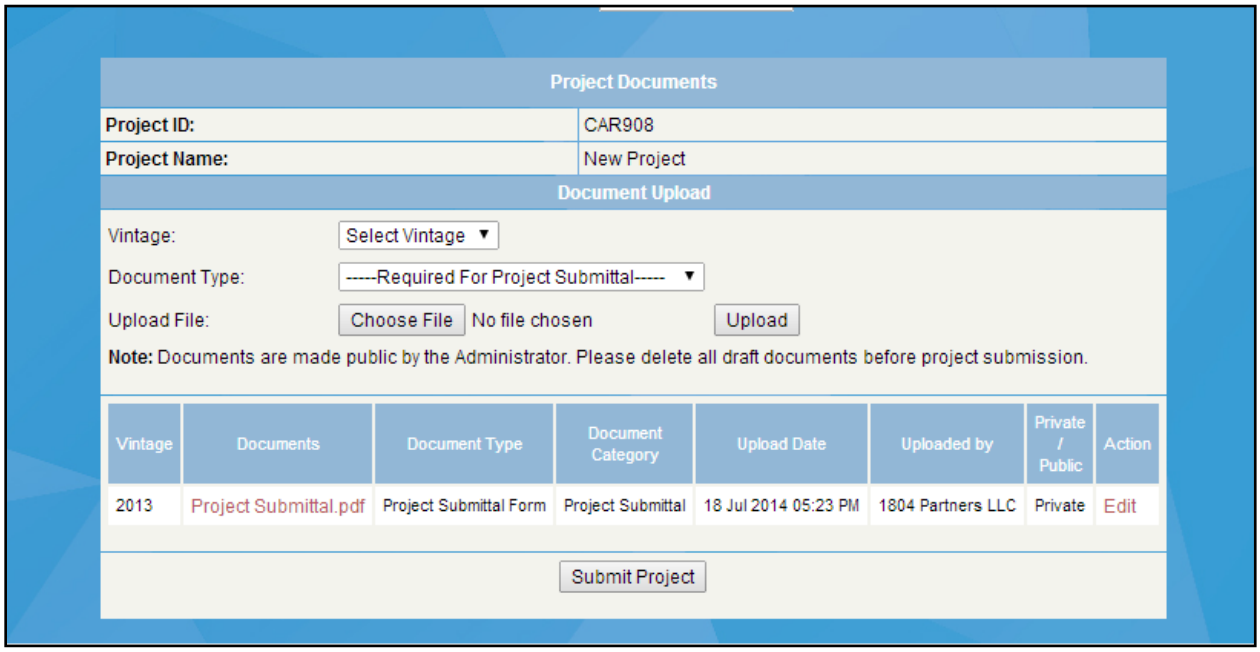


Figure 7.4. Project Documents Screen Detail

4. **Submit project for review.** Once the documents have been uploaded you must click *Submit Project* to submit your project for review. You will be invoiced for the Project Submittal Fee.

   If you are not ready to upload the forms, you can click *Home* in the upper left of the screen to exit to the dashboard or *Logout* to exit the software completely and your project information and project documents will remain saved. When your project is ready for review, you must successfully submit your project for review by clicking *Submit Project.*

5. **Pay Project Submittal Fee.** Once a project has been submitted, an invoice is automatically generated and the account holder has 30 days to complete payment. For information on fees, invoicing, and payments, please refer to Section 16. After you submit a project, the Reserve will review your project within 10 business days and approve it or request further information. Listing indicates that the project qualifies under the Reserve's protocols based on the information you provided, but it does not guarantee that the project can be verified or that it will be issued offset credits.

You may make three attempts to submit a project after initial project submission. If the project requires a fourth attempt to be listed (due to substantial issues with the project submittal), you will be invoiced for an additional Project Submittal Fee before the Reserve approves the project.

When your project submittal is approved, the project will display on the projects public report as "Listed".

7.4 Submitting a Cooperative or Aggregate

Anyone with a project developer account type may create a new cooperative or aggregate in the Reserve. However, all projects must meet the standards set forth in the Reserve protocols, available at climateactionreserve.org/how/protocols. All project submittal forms must be submitted through the Reserve software and cannot be mailed, emailed, or faxed to the Reserve.

To submit a project in the Reserve, complete the following steps:

1. **Complete a cooperative or aggregate submittal form.** All of the project submittal forms can be downloaded here: http://www.climateactionreserve.org/how/program/documents/

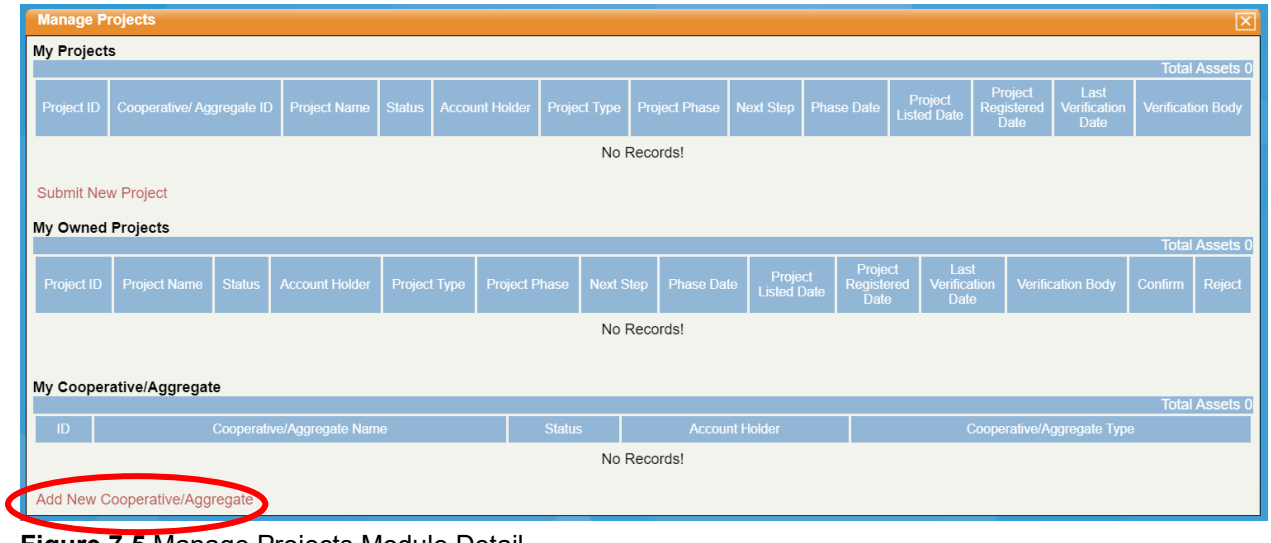


Figure 7.5 Manage Projects Module Detail

2. **Log into the Reserve.** Select the *Add New Cooperative/Aggregate* link from the Manage Projects module; this will take you to the *Cooperative/Aggregate* screen to enter basic information about the project, including the name, cooperative/aggregate type, location, and contact information.

   This screen also contains tabs to navigate between the *Project Setup, Project Documents, Project Emissions/Reductions,* and *Cooperative Aggregate Linked Projects* screens.

   All fields on the *Cooperative/Aggregate Setup* screen denoted with an asterisk must be completed. The information entered should be consistent with the information on the cooperative or aggregate submittal form. Once all fields have been completed, you must select *Save* to save the information entered and proceed to the *Project Documents* screen to upload the cooperative or aggregate submittal form.

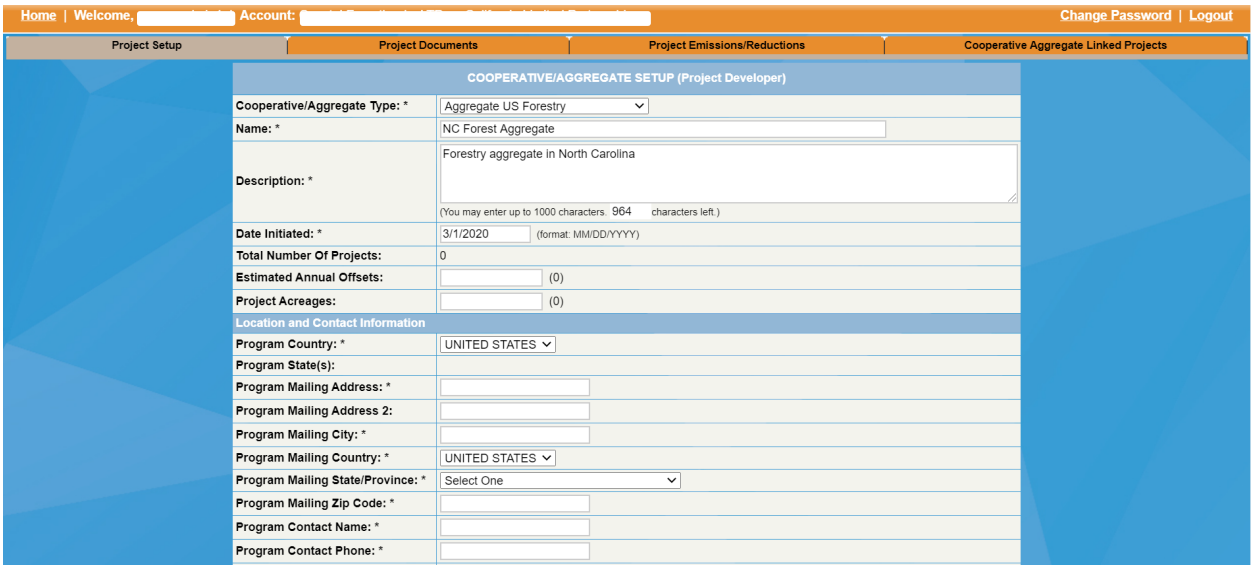


Figure 7.6. Cooperative/Aggregate Setup Page Detail

If you are not ready to upload the forms, you can click *Home* in the upper left of the screen to exit to the dashboard or *Logout* to exit the software completely. Your cooperative or aggregate information will remain saved.

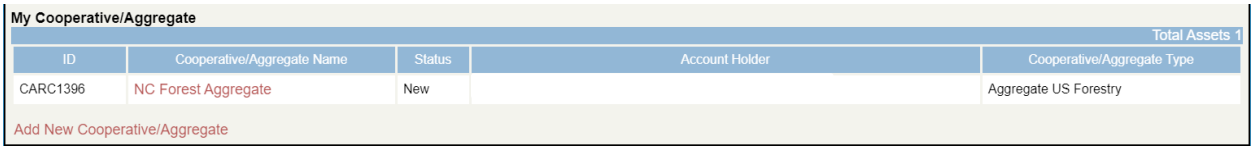


Figure 7.7. My Cooperative/Aggregate Detail

3. **Uploading the submittal form.** Once the cooperative or aggregate submittal form is complete, you will upload it to the *Project Documents* screen. Select the vintage (the current year), the Document Type (Project Submittal), and select the appropriate form from your computer (the file must be in .docx or .pdf format). Once you have correctly uploaded a document, it will appear below with the Vintage, file name as Documents, the Document Type, the Document Category, the Upload Date, and Uploaded by fields populated. The Reserve will manage the privilege type.

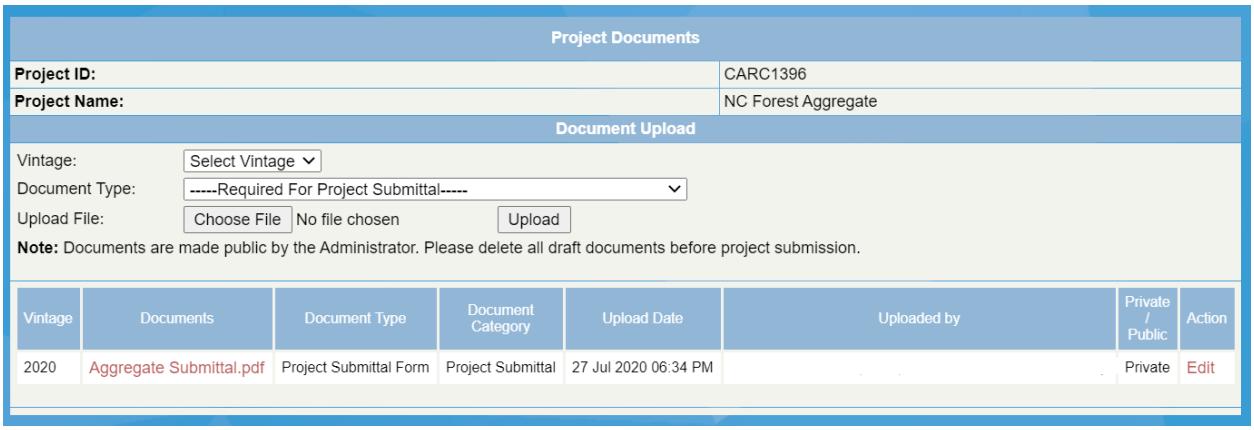


Figure 7.8. Project Documents Screen Detail

4. Once the cooperative or aggregate has been saved, you will create projects following the steps outlined in Section 7.3. Be sure to select the cooperative/aggregate that has already been created in the dropdown on the *Project Setup* screen. This will link that new project to the cooperative or aggregate.

   Each linked project will need to have its own project documents uploaded before submitting the group, including a project submittal form and a physical boundary map.

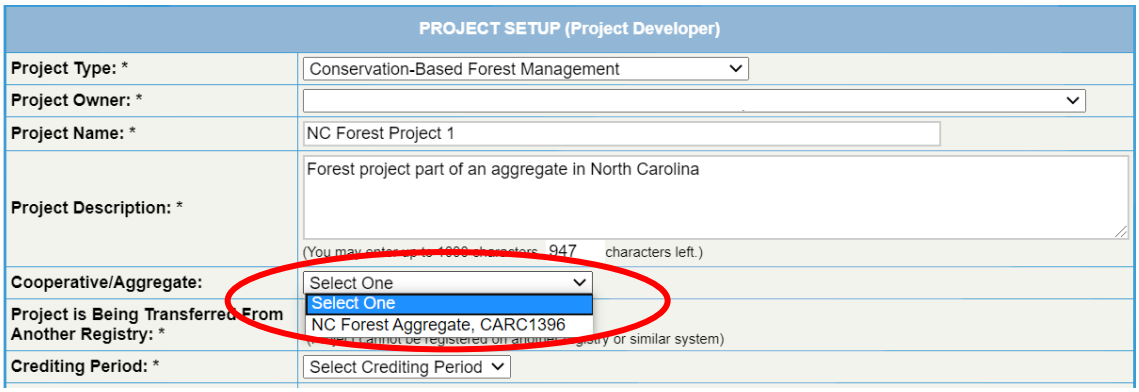


Figure 7.9. Project Setup Screen Detail

5. When all projects are linked and ready for submittal, select the cooperative or aggregate from the homepage. Select the *Cooperative Aggregate Linked Projects* screen, then select *Submit Group* to submit your cooperative or aggregate for review. You will be invoiced for the Project Submittal Fee.

When your project submittals are approved, the projects will display on the projects public report as “Listed”.

After project submittal approval, the projects in the cooperative or aggregate will move through project phases independently. For the rest of the projects’ phases, please follow the steps outlined in this guide for each individual project within the cooperative or aggregate.

7.5 Transferring an Existing Project from another Registry

You may transfer a project from another offset registry, but you must submit a Registry Project Transfer Attestation Form (available at climateactionreserve.org/how/program/documents).The project must be removed from the other registry before your project becomes registered on the Reserve.

7.6 Making Changes to Project Submittal Forms

After you have submitted your project, you are restricted from personally changing project information. You are only allowed to change the project contact information.

If you discover an error after your project has been submitted, please contact the Reserve Administrator, who can help you upload another Project Submittal Form or change Project Setup information. If you need to replace any type of document uploaded to the Reserve, click *Edit* next to the document name and click the *Remove* button before sending a new file. The new document will be “Private” and not available to the public. You must notify the Reserve

Administrator of the revisions to the document and the Reserve Administrator will review the changes and then make the document public.

If significant project information (i.e., information that affects project eligibility criteria) has changed after the project has been listed, the project must be de-listed and resubmitted for review.

7.7 Project Documents Displayed to the Public

Documentation that is uploaded to the Reserve can have a private or public privilege. Project documents that are private are not viewable by the public. All listed and registered projects will have the following documentation made public after the Reserve approves the documentation:

- Voluntary Projects:
  - Project Submittal Form
  - Attestation of Title
  - Attestation of Regulatory Compliance
  - Attestation of Voluntary Implementation
  - Verification Report
  - Verification Statement
  - Positive Variance Determinations
  - Positive Extension Determinations
  - Positive Extraordinary Circumstances Determinations
  - Account Holder Project Transfer Form
  - Project Emissions Reductions page in the Reserve's online system
  - Approved SDG Reporting Tool

- ARB Compliance Projects:
  - Application for Listing
  - Offset Verification Statement
  - Offset Project Data Report
  - Account Holder Project Transfer Form
  - Project Emissions Reductions page in the Reserve's online system

Depending on the project type, you may also have publicly available maps, diagrams and start date documentation. The following documentation is never made public:

- Verification List of Findings
- Monitoring Plans/Reports
- Requests for Project Variances
- Requests for Project Extensions
- Negative Variance Determinations
- Negative Extension Determinations
- Negative Extraordinary Circumstances Determinations
- NOVA/COI Forms
- Offset Verification Report (ARB Compliance Projects Only)

A list of all Reserve program documents and their privileges is available at: http://www.climateactionreserve.org/how/program/documents/.

7.8 SDG Alignment and Co-benefits Reporting

At any point during a project's life cycle, a project developer may choose to report to the Reserve any co-benefits that the project has supported. For a list of the UN's Sustainable Development Goals, please see their site: https://www.un.org/sustainabledevelopment/sustainable-development-goals/.

On the *Project Setup* screen, you may choose as many SDGs as you feel the project supports, then select *Save* at the bottom of the screen. Though the selections will be saved, they will not be publicly viewable until an SDG Reporting Tool has been uploaded and approved by the Reserve. You may find the SDG Reporting Tool available at: http://www.climateactionreserve.org/how/program/documents/

Once the tool has been uploaded, the Reserve will be notified and will review the tool. Once all clarifications have been closed, the tool will be approved and made public, and the reported SDGs will be locked for editing and made publicly viewable.

8 Selecting a Verification Body

The first step to begin project verification is to select a verification body to conduct verification services on your project. Information on connecting with a verification body is available at: climateactionreserve.org/how/verification/connect-with-a-verification-body.

After your project is listed and you have chosen your verifier, you must select the verification body for your project in the Reserve system. To do so, complete the following steps:

From the *Project Setup* screen, select a verification body under the Project Verification section. Only those verification bodies approved to verify your project type are listed.

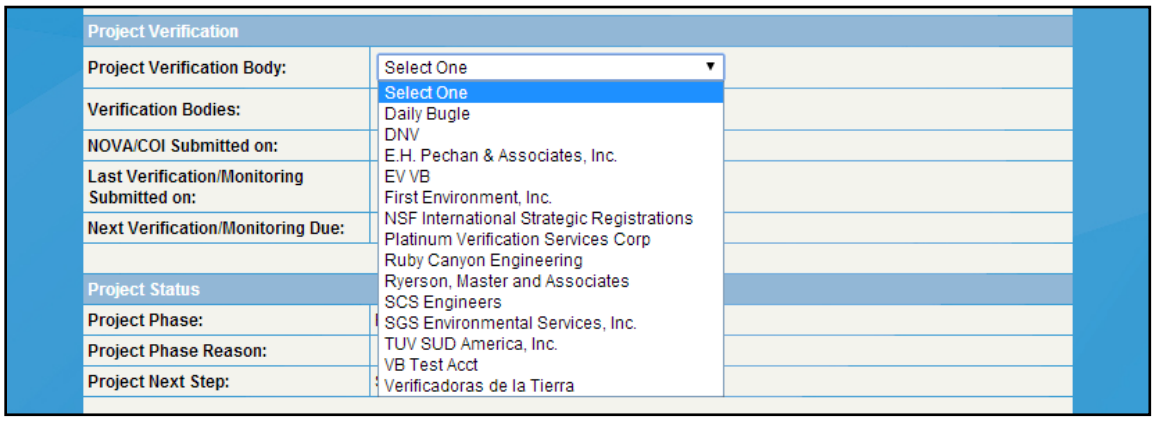


Figure 8.1. Selecting a Verification Body

Selecting a verification body allows that verification body access to your project through its Manage Projects display module.

8.1 Assessing Conflict of Interest

The selected verification body will be prompted by the software to submit the Notification of Verification Activities/Conflict of Interest (NOVA/COI) form available at climateactionreserve.org/how/program/documents.

This form is designed to capture the verification body's past working relationships with the project developer, technical consultant(s), and third parties with a material interest. The information provided on the form allows the Reserve to determine whether the verification body can provide appropriately objective verification services for the project in question.

The verification body completes the NOVA/COI form offline and then submits it by uploading it to the project documents page and clicking the *Submit NOVA/COI* button. To review the document upload process, please see Section 7.3, step 3.

The Reserve reviews the submitted form, requests any necessary clarifications, and makes a determination. After the form is approved, the project developer and verification body are notified by email that verification activities can begin.

For more detailed information about conflict of interest, please refer to the Reserve's Verification Program Manual.

9 Submitting for Verification

9.1 Entering Project Data

Once the NOVA/COI has been approved, the project developer will then be prompted to enter project data. The project developer may enter in project data at any time prior to this point, but they MUST enter data and submit the project for verification before verification can be completed. To enter data for a project, complete the following steps:

1. Select *Submit Project Data to Verification Body* from the Next Step column in the Manage Projects module for the project. This takes you to the *Project Emissions/Reductions* screen for the project.

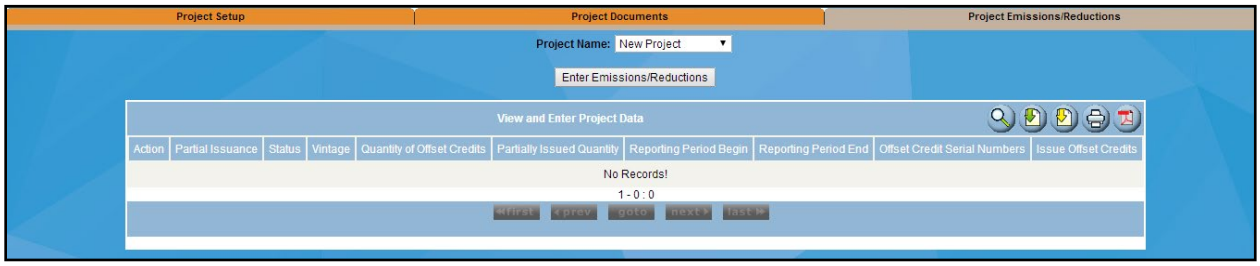


Figure 9.1. Project Emissions/Reductions Screen

2. Select *Enter Emissions/Reductions*. This will take you to the project data screen for your particular project type.

   Project data screens vary by project type. All project data screens require the following information to be entered:

   - Protocol Version
   - Vintage
   - Reporting Start and End Date
   - CO_2e Emission Reductions

   For voluntary projects, emissions data must be entered for each vintage in the reporting period. For example, if your reporting period is 4/15/16-4/14/17, you would enter emissions for 2016 and 2017 and apportion the net emissions between each of these years based on the metered or modeled data or as specified in the relevant protocol.

   For ARB compliance projects, emissions data must be entered once for each reporting period. The vintage associated with each entry is the year of the reporting period's end date.

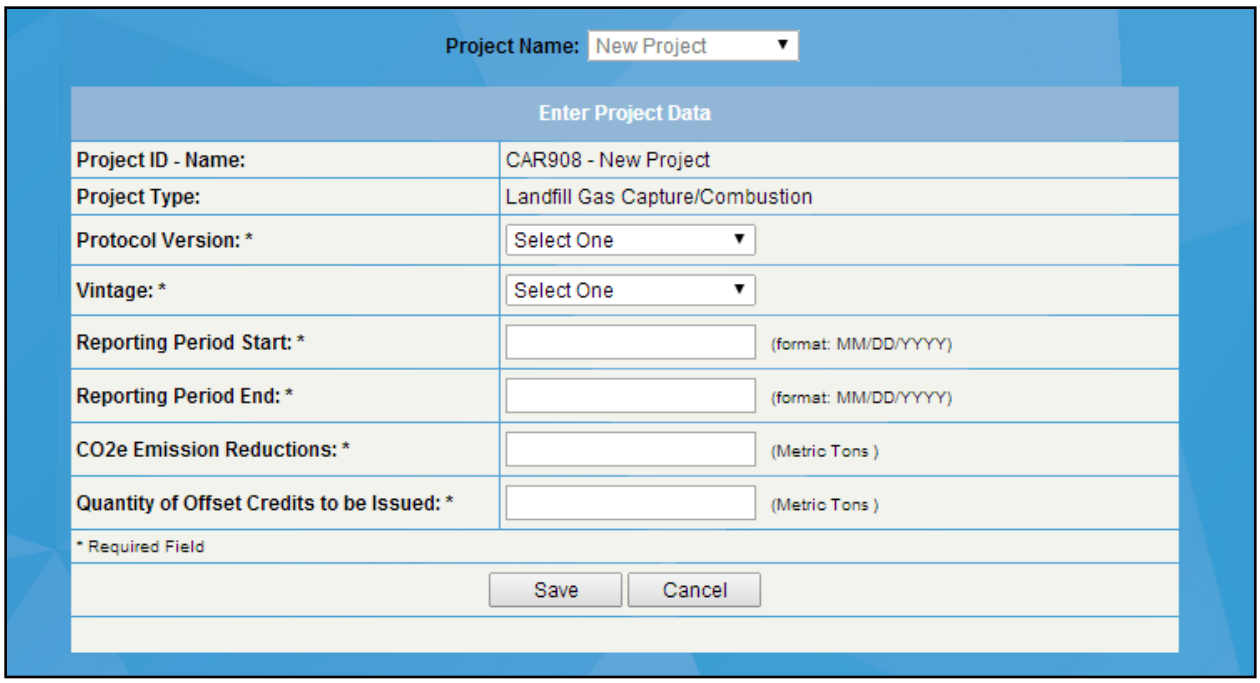


Figure 9.2. Example of a Landfill Project Type Project Data Screen

3. Once the data has been entered, select *Save*. This will save your data and take you back to the *Project Emissions/Reductions* screen. Please note that at this point your project has NOT been submitted for verification and the verification body cannot view your data. The data is simply saved and can still be revised if necessary.

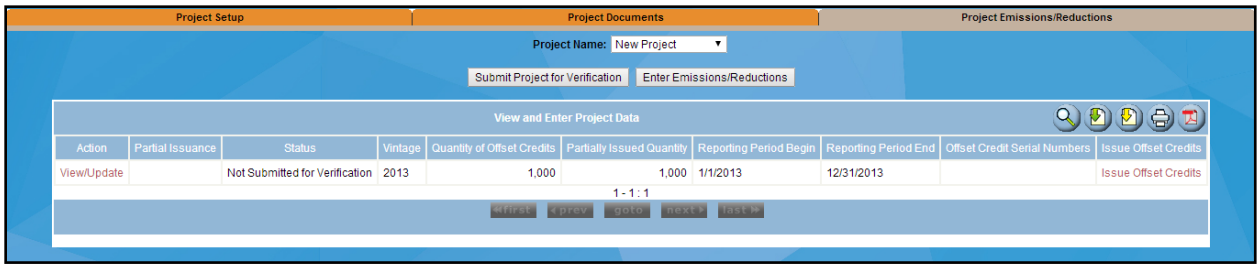


Figure 9.3. Example of Project Emissions/Reductions Screen

9.2 Additional Project Verification Documents

In addition to entering the project data, voluntary project developers must submit an Attestation of Title, Attestation of Regulatory Compliance, and an Attestation of Voluntary Implementation prior to submitting the data to their verifier. For more information on these documents, please see the Reserve Offset Program Manual. Developers of ARB compliance projects must submit the appropriate Offset Project Data Report (OPDR) prior to submitting the data to their verifier. OPDRs are posted on ARB's website here: arb.ca.gov/cc/capandtrade/offsets/forms/forms.

9.2.1 Adjustments to Data

If you have not submitted the emissions for verification, you may edit the data you entered by clicking *View/Update* link from the *Project Emissions/Reductions* screen. You will know if the data has not been submitted for verification if the Status column reads "Not Submitted for Verification."

After you have submitted emissions data for verification, you may view but not edit the data. Only after a Verification Body has reviewed and noted incorrect data will a project developer be able to correct and resubmit data.

9.3 Submitting a Project for Verification

After you have entered each vintage's emissions data and uploaded the appropriate verification documents, you may then submit the project data and documents to the verifier.

To do this, click *Submit Project for Verification* on any of the project's three tabs (i.e., the *Project Setup Page,* the *Project Documents Page or* the *Project Emissions/Reduction Page)*.

10 Project Verification

The Verification Statement and Verification Report confirm the quantity of offset credits attributable to the project for a specific period. After verification is complete, the verification body uploads the completed and signed Verification Statement form (downloaded from climateactionreserve.org/how-it-works/verification/verification-documents) and the Verification Report.

Exception for Voluntary Forest Projects: Due to the fact that project developers must record a Project Implementation Agreement (PIA) or a PIA amendment every reporting period, verification bodies may submit *unsigned* draft versions of the Verification Statement and Verification Report. The statement and report will be finalized after the Reserve's review of the verification documentation and the recordation of the PIA or PIA amendment.

The verification body should review the emissions data that was entered for the projects and any relevant documents. For more details regarding verification procedures, please see the protocol and the Verification Program Manual. Once the project (and the uploaded data and forms) have been verified to meet the protocol's specifications, the verifier can click the *Submit Project Verification* button.

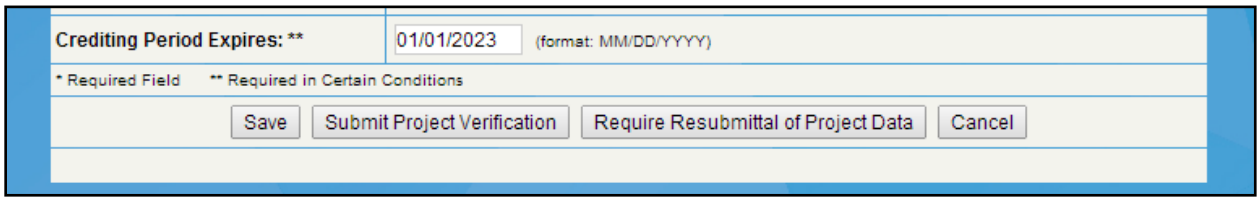


Figure 10.1. Submit Project Verification or Require Resubmittal of Project Data

When the project verification has been submitted, the project developer will receive an email confirmation. The project developer should then carefully review the Verification Report and Verification Statement. The project developer then submits the project to the Reserve for final approval and registration by clicking *Submit Project for Final Approval* on any of the project's tabs.

10.1 Require Resubmittal of Data

If the verifier cannot confirm the emissions data that has been entered, they can require resubmittal of data. To require resubmittal of data, the verifier must go to the *Project Setup* tab and select *Require Resubmittal of Data*. This will open the emissions data fields for the project developer, at which point they can then revise their data and resubmit it for verification.

10.2 Annual Verification Activities

After the initial verification is completed and the project is registered, the verification body must submit another NOVA/COI prior to verifying any further offset credits for the project. This is due at least 10 business days before the next verification begins. If the NOVA/COI is not submitted, the verifier will not be able to access the project data for the next reporting period, and the Verification Statement and Verification Report cannot be submitted.

10.3 Deferred Verification: ARB Compliance Projects

Compliance projects have the option to defer verification of reporting periods when verification is not required by regulation and the relevant protocol. The steps for deferring verification are outlined in the sections below. An initial verification of GHG emission reductions and GHG removal enhancements for all sequestration and non-sequestration offset projects must be performed for the initial reporting period.

10.3.1 Deferred Verification for ARB Compliance Sequestration Projects

After the initial reporting period has been verified, verification must be conducted at least once every six years and may encompass up to six reporting periods for Improved Forest Management and Avoided Conversion project types. Reforestation and Urban Forest projects may defer the second verification for a period of time up to twelve years, but verification of OPDRs must be performed once every six years thereafter. OPDRs must be submitted by the applicable deadline (within 4 months of the end of each reporting period) even if the OPO/APD opts to defer verification. See section 95977 of the Regulation for more information.

10.3.2 Deferred Verification for ARB Compliance Non-Sequestration Projects

Non-sequestration project types may defer verification for up to one year after the initial reporting period if the OPDR for that subsequent reporting period demonstrates that the reporting period generated fewer than 25,000 metric tons of GHG reductions. OPDRs must still be submitted by the applicable deadline (within 4 months of the end of each reporting period) even if the OPO/APD opts to defer verification. See section 95977 of the Regulation for more information.

To defer verification for an ARB Compliance offset project, the OPO/APD must execute the following steps:

1. Complete verification for the initial reporting period.
2. On the Project Documents screen, upload the OPDR for the subsequent reporting period and select *Submit OPDR – Defer Verification*. The OPO/APD will receive a confirmation email that the verification has been initiated for deferral.
3. The Reserve will review the OPDR submitted during the deferred verification for completeness and accuracy.
4. After a positive review, the Reserve will approve the documents required for deferred verification and the project phase will move to *OPDR Approved - Verification Deferred*.

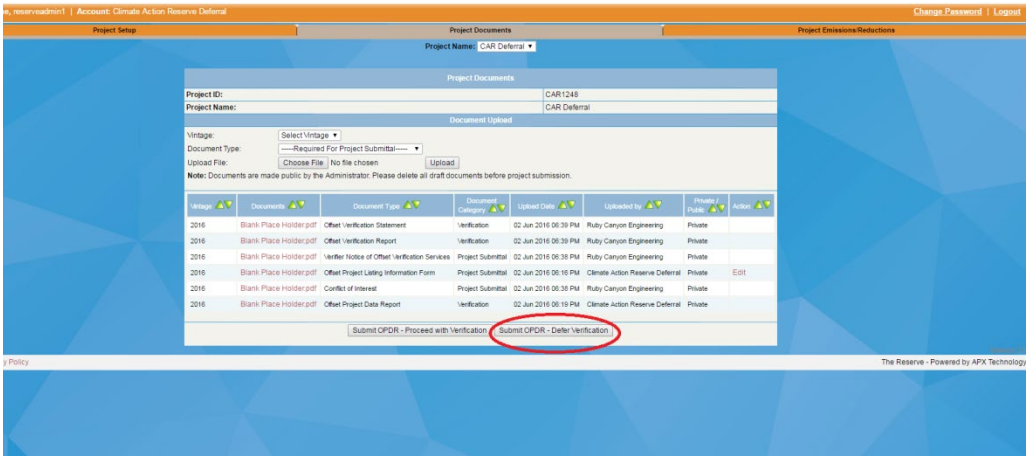


Figure 10.2. Submit OPDR and Defer Verification

5. When the maximum length of time to defer verification is reached by the project (as specified by the project type) or the project wishes to conduct verification for the purpose of registering ROCs, the OPO/APD must select *Submit OPDR – Proceed with Verification* on the *Project Documents* screen.

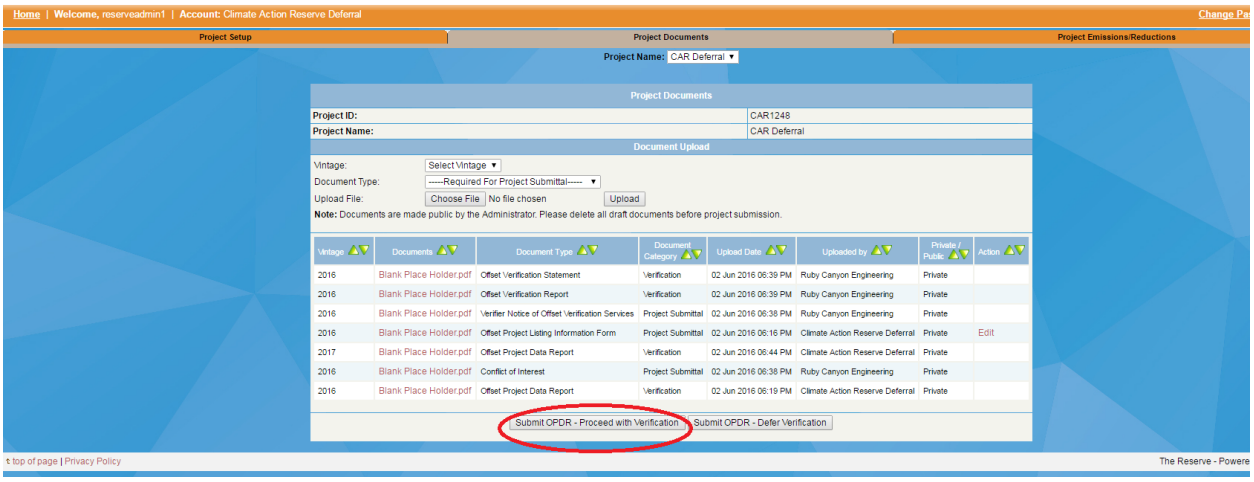


Figure 10.3. Submit OPDR – Proceed with Verification

6. After the OPDR is reviewed and approved by the OPR, the OPO/APD can select a verification body and proceed with verification following the steps outlined in Section 8 of this document.

10.4 Deferred Verification: Voluntary Projects

Voluntary projects have the option to defer verification of reporting periods when verification is not required by the relevant protocol. The steps for deferring verification are outlined below. An initial verification of GHG emission reductions and GHG removal enhancements for all sequestration and non-sequestration offset projects must be performed for the initial reporting period.

Projects including Improved Forest Management, Forest – Avoided Conversion, Grassland, and Urban Forest may defer verification up to five times under the voluntary program. The only

exception to this rule is for Reforestation projects, which may defer a second site visit verification beyond six years, at the project developer's discretion. Livestock projects can defer verification for a maximum of 24 months. In all instances a monitoring report must be submitted by the applicable deadline (within one year of the end date of the reporting period). If a project wishes to seek CRTs for a reporting period within the deferral time period, the project must conduct verification activities pursuant to the requirements outlined in section 3.4.5 of the Reserve Offset Program Manual for full verification activities.

To defer verification after registering the initial reporting period, execute the following steps:

1. On the *Project Documents* screen, upload the *Annual Monitoring Report* for the deferred verification by the appropriate deadline. For example, if the deferred verification is covering the 1/1/2016-12/31/2016 reporting period, the monitoring report will need to be uploaded by 12/31/2017 to meet the applicable deadline. After uploaded the deferral documentation, select *Defer Verification* at the bottom of the *Project Documents* screen. The project developer will receive a confirmation email that the project has been initiated for deferral.

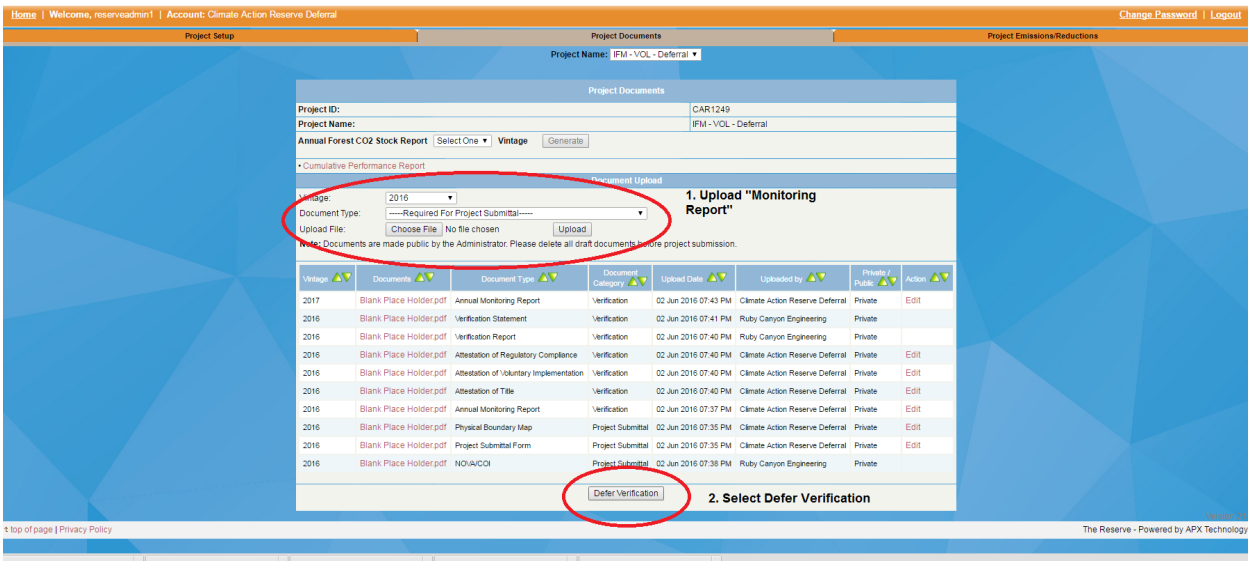


Figure 10.4. Deferring Verification

2. Select *Defer Verification* on the *Project Documents* page. At this point the project phase will appear as *Verification Deferral Request Ready for Review*. The Reserve will review the deferral documentation for accuracy and upon completion of the review, the project will move to the *Verification Deferred* phase. The project developer will receive an email notification when the deferral is approved.

3. After the project has deferred verification for the maximum length of time or the project developer wishes to seek CRTs for the deferred reporting periods, select a verification body on the *Project Setup* screen and select *Save* at the bottom of the screen. The project phase will shift to *Verification Body Submit NOVA/COI*. The selected verification body is now required to upload the *Conflict of Interest* documentation. The project developer will receive an email notification when the COI is approved by the Reserve. After the COI is approved by the Reserve, the project may now proceed with verification following the steps outlined in Section 8 of this document.

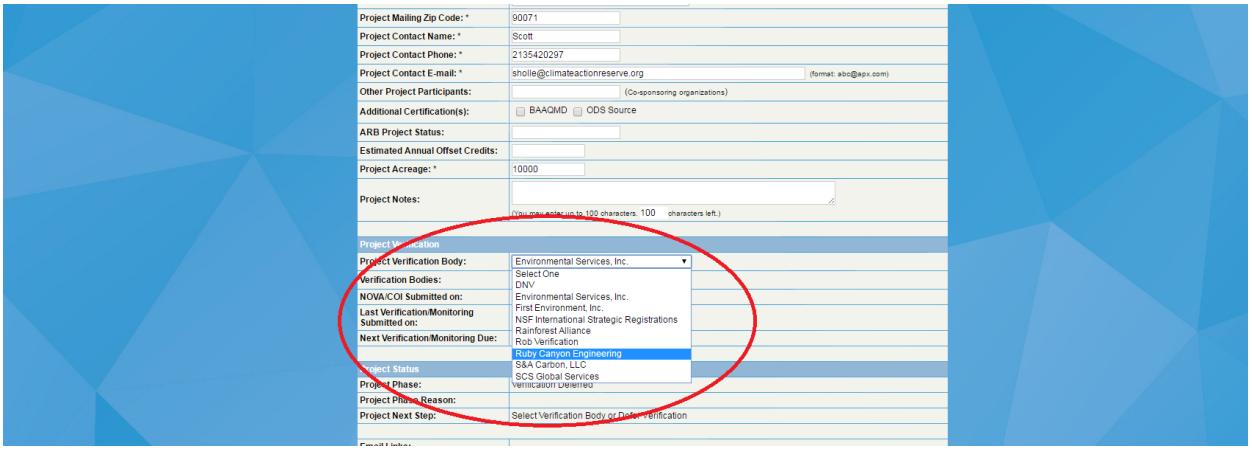


Figure 10.5. Selecting a Verification Body on the Project Setup Page

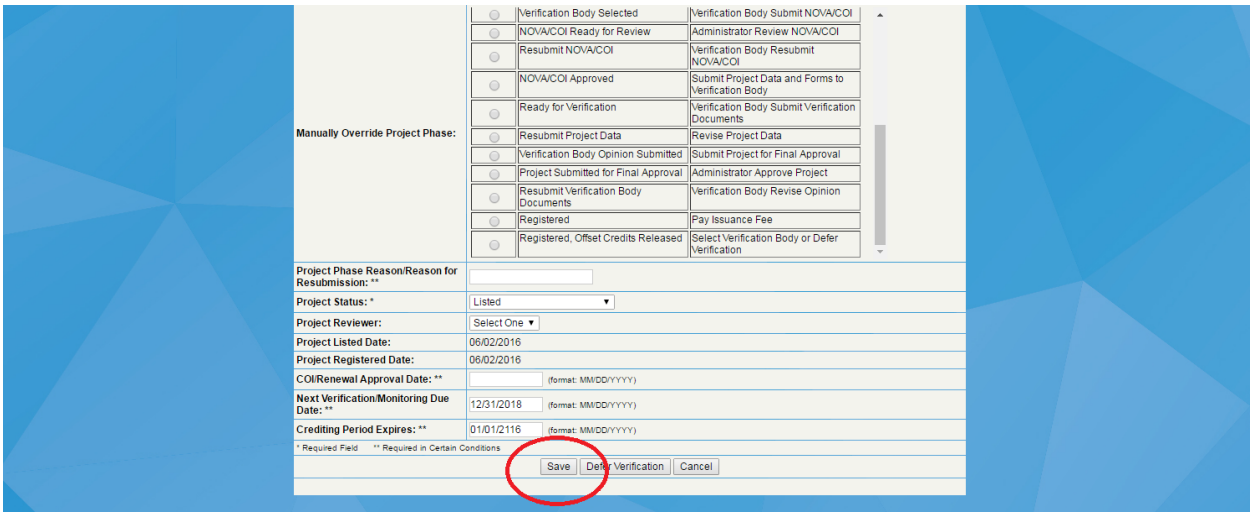


Figure 10.6. Saving Changes on the Project Setup Page

11 Offset Credit Issuance

11.1 Reserve Approval of Projects

After a project developer has submitted a project for final approval, the Reserve reviews the verification documentation and either approves the project for registration or requires a resubmittal of project data or verification documentation.

If the project requires adjustments to the emissions data, the project must be verified again. If the verification documents must be resubmitted, the verification body must make changes and resubmit to the project developer to review the revisions and resubmit the project for final approval. When the project is required to resubmit project data it will be moved to the *Resubmit Project Data* phase. During this phase the project will need to execute the following steps:

1. Select *View/Update*.

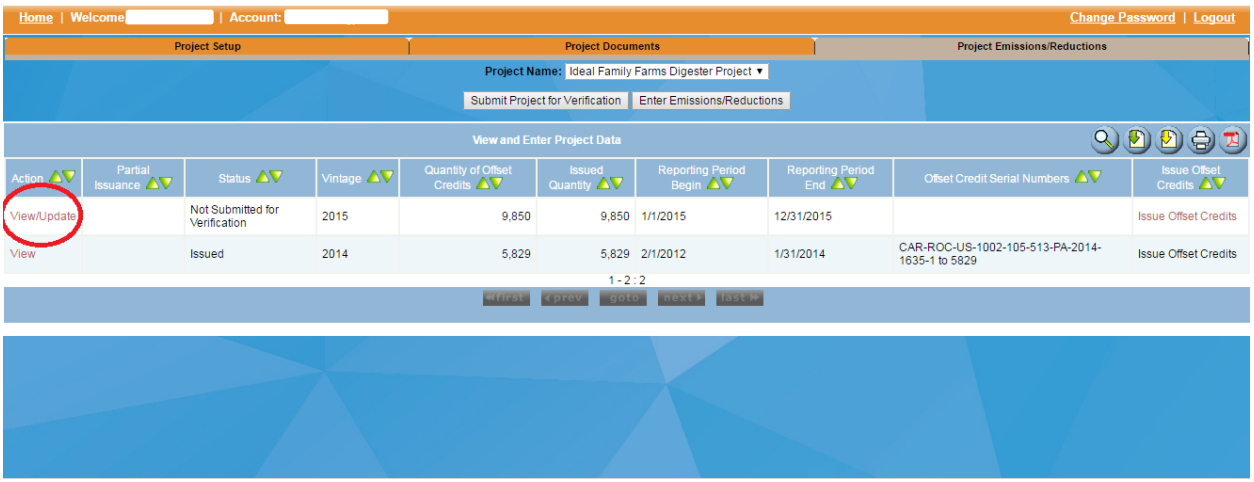


Figure 11.1. Making Changes to Emissions/Reductions Data

2. Make the requested changes to the emissions/reductions data and *save*.

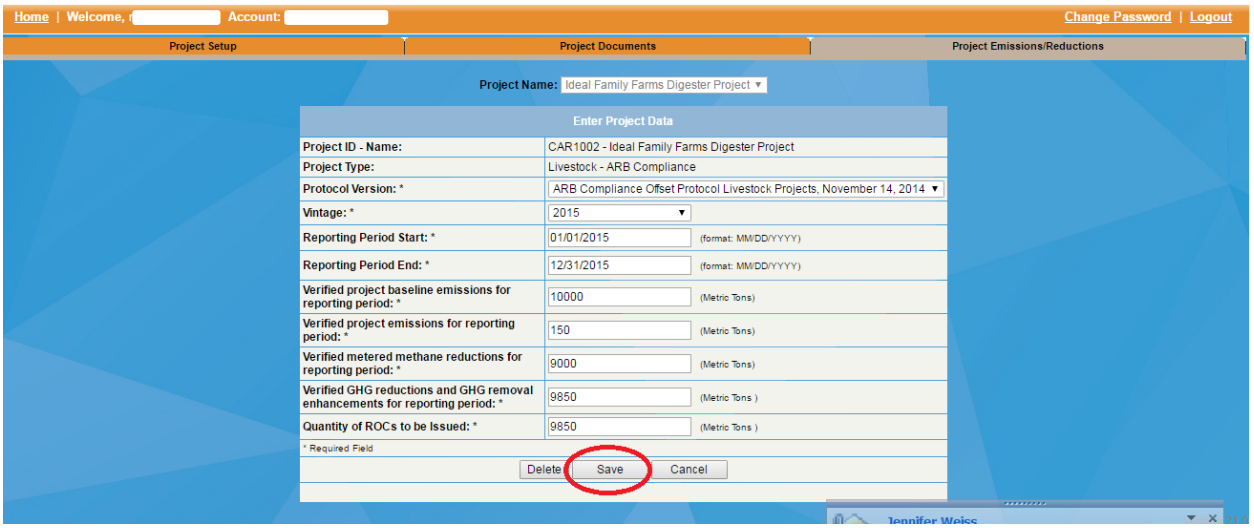


Figure 11.2. Saving Emissions/Reductions Data

3. Select *Submit Project for Verification*.

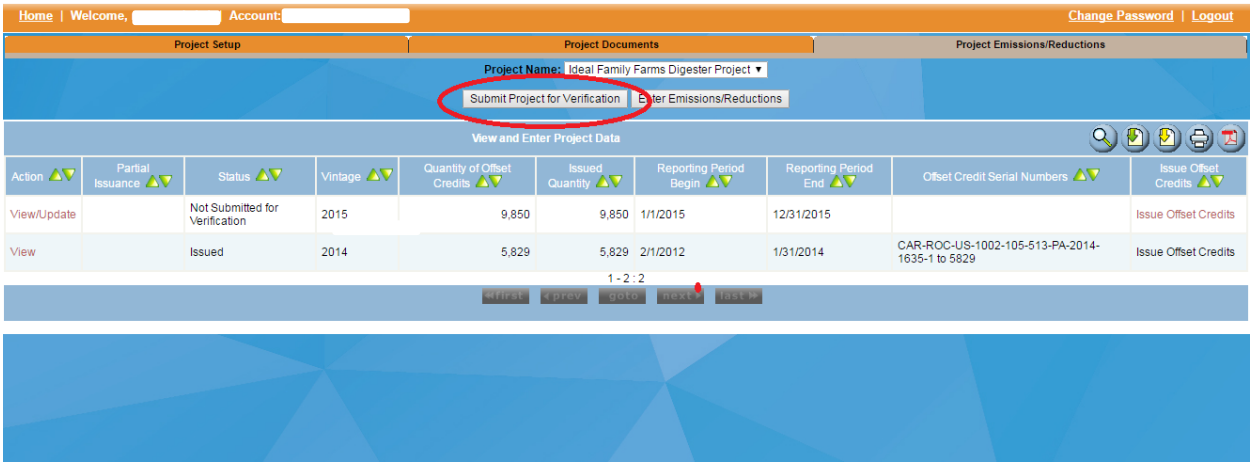


Figure 11.3. Submitting a Project for Verification

After the project is submitted for verification, the verification body will do the following:

1. Review the changes to the emissions/reductions and upload any revised verification documentation. After the review and new documents are uploaded, select *Submit Project Verification.*

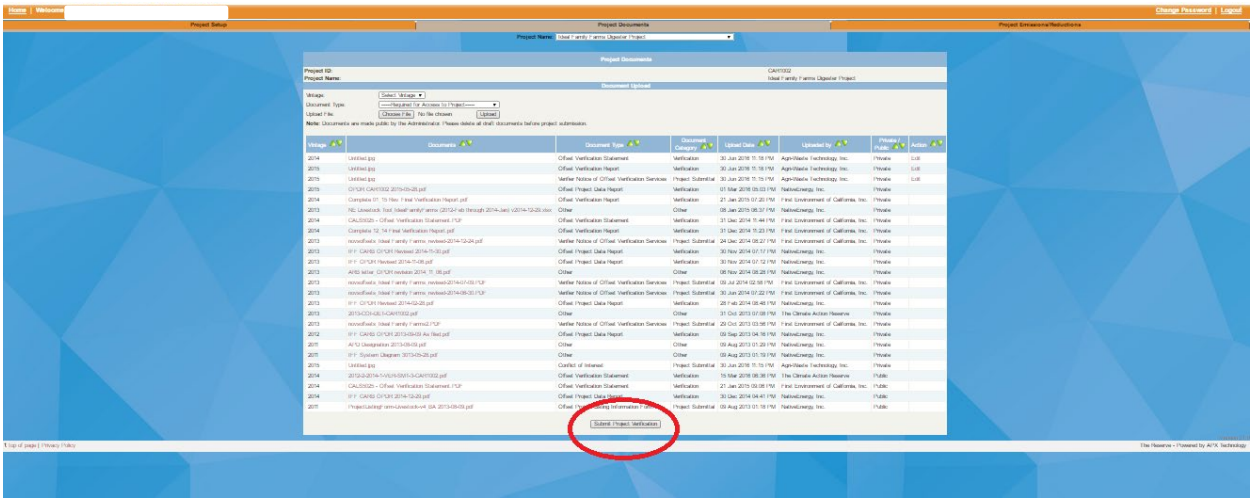


Figure 11.4. Submitting a Project for Verification

2. After the verification body submits the project for verification, the project developer will need to select *Submit for Final Approval* in the project documents page.

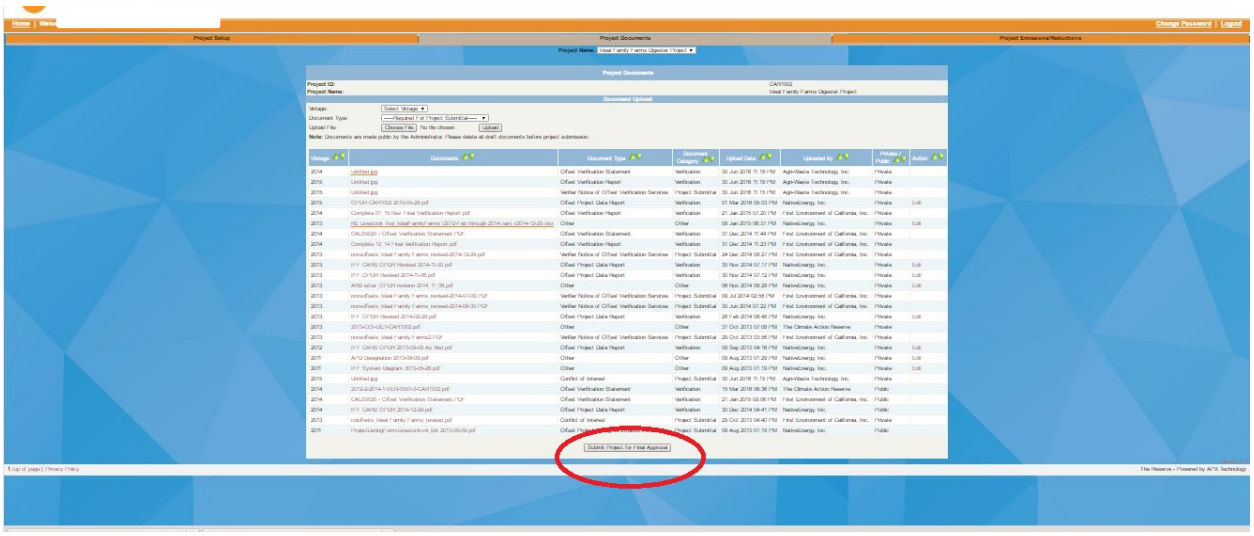


Figure 11.5. Submitting a Project for Final Approval

When the project developer submits a project for final approval, this will denote the beginning of the Reserve's review. The Reserve will register the project or request clarifications to the submitted documentation within 10 business days.

When the project is approved, its status changes to "Registered" on public reports.

11.2 Offset Credit Issuance

After the project has received final approval from the Reserve and is registered, the offset credits are issued into a holding account denoted as the *Pending* account in the Reserve software.

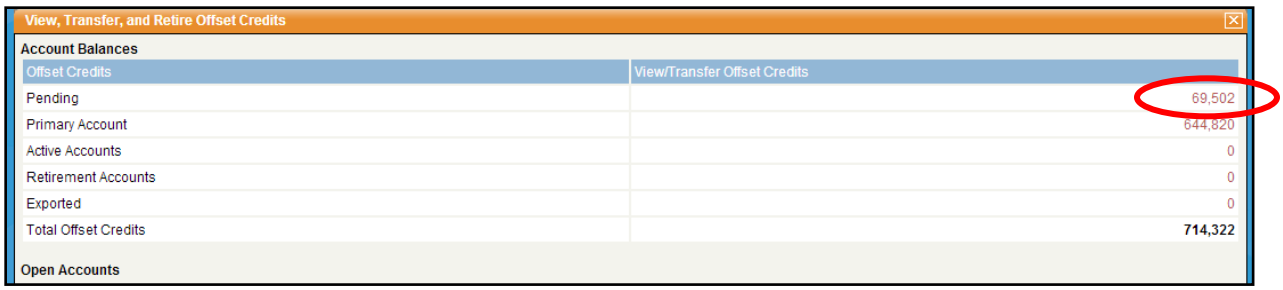


Figure 11.6. Credits Issued into "Pending" Account

In order to be issued the credits, log in to the Reserve system and click on the credits in the *Pending* account in the Account Balances module. This will load a new page where you can specify the number of credits you would like to be released by clicking on the checkbox next to the project, typing in the number of credits you would like to be issued in the *Transfer Quantity* column, then clicking on the *Release* button on the top left of the screen.

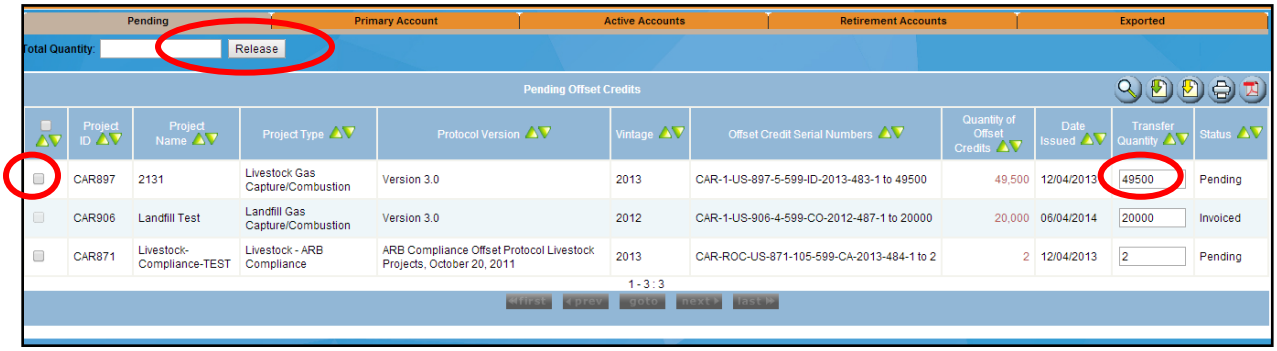


Figure 11.7. Releasing Offset Credits

Clicking the *Release* button generates the issuance fee invoice and sends a notification to the account manager via email. After the invoice has been paid, the offset credits are released into the project developer's *Primary Account*. As described in the Terms of Use, credits must be requested for release within five months of project registration. If the project developer does not request the credits to be released within five months of registration, the issuance fees will be invoiced automatically, and the project developer will have an additional 30 days to pay the fee. Once the issuance fee invoice has been paid, offset credits in a project developer account can be:

- Transferred to another project developer account,
- Transferred to a trader/broker/retailer account,
- Transferred to an ARB compliance program for conversion, or
- Retired

11.3 Offset Credit Serial Numbers

All offset credits created within the Reserve are assigned a unique serial number to eliminate double counting of offsets and provide a pedigree for each offset created. The unique serial numbers associated with the offsets persist as the offsets are transferred between account holders or retired.

Offsets are issued to projects in "batches," with each batch representing a quantity of offsets awarded to a single project for a specific reporting period. The format of the Reserve serial numbers encodes project and registry information. The following table identifies the serial number format that is used by the Reserve.

Table 11.1. Serial Number Guide

Identifier	Description	Range of Values
Originating Registry	Alphanumeric used to identify the registry originally issuing project credits. If transfer agreements between additional registries are created in the future, they would use other codes.	CAR = Climate Action Reserve
Unit type	Identifier of the type of offset credit issued	1 = Climate Reserve Tonne (CRT) ROC = Registry Offset Credit
Project Country	Two-letter ISO country codes	US = United States MX = Mexico
Project ID	Number assigned by the Reserve to identify the project; unique to the originating registry	e.g., CAR100 becomes “100”
Project Type	Number identifying the project category	1 = Conservation-Based Forest Management 2 = Reforestation 3 = Forest Conservation 4 = Landfill Gas Capture/Combustion 5 = Livestock Gas Capture/Combustion 25 = Improved Forest Management 26 = Avoided Conversion 27 = Organic Waste Digestion 28 = Coal Mine Methane – VAM 29 = Coal Mine Methane – Drainage 30 = Nitric Acid N2O- Secondary Catalyst 31 = Nitric Acid N2O- Tertiary Catalyst 32 = Ozone Depleting Substances – U.S 33 = Ozone Depleting Substances – Article 5 Imports 34 = Organic Waste Composting 35 = Rice Cultivation - Methane Avoidance 36 = Nitrogen Management 37 = Avoided Grassland Conversion 38 = Ozone Depleting Substances – MX 39 = Boiler Efficiency – MX 40 = Urban Forest Management 41 = Urban Tree Planting 42 = Forestry - MX 43 = Landfill - MX 44 = Livestock - MX 45 = Canada Grassland 46 = Adipic Acid 47 = Soil Enrichment 102 = Reforestation – ARB Compliance 105 = Livestock – ARB Compliance

Identifier	Description	Range of Values
		125 = Improved Forest Management – ARB Compliance 126 = Avoided Conversion – ARB Compliance 129 = Mine Methane Capture – ARB Compliance 132 = Ozone Depleting Substances – U.S. – ARB Compliance 135 = Rice Cultivation – ARB Compliance 140 = Urban Forest ARB Compliance
Project Developer ID	Number assigned by the Reserve for the project developer; unique to the originating registry	e.g., "100"
Project State Abbreviation	Two-letter state abbreviation	e.g., CA
Vintage	Year the emission reduction/removal occurred	Format = YYYY
Batch Number	Number assigned to each batch of offsets created; unique to the originating reserve	1 – 99,999
Unit Serial Block Start	Numbers assigned by the Reserve	1 - 999,999,999
Unit Serial Block End	Numbers assigned by the Reserve	1 - 999,999,999

Example: The following serial number identifies a batch of 29,250 CRTs issued by the Reserve to project developer #120 for a forest conservation-based management project CAR293 for reductions in 2006 → **CAR-1-US-293-1-120-CA-2006-102-1 to 29251**

12 Reserve Offset Credit Accounts

When offset credits are issued to a project, they are automatically deposited into the Primary Account. This account cannot be renamed or deleted. Consider this the incoming account for all new credits before they are transferred or retired.

The three default offset credit accounts when you first access the Reserve as a project developer or trader/broker/retailer are the following:

- **Primary Account.** All newly issued offset credits are deposited into the Primary Account until otherwise organized by the user
- **Active Account.** The account where active and not retired offset credits are stored. Can be renamed
- **Retirement Account.** The account where retired offset credits are stored. Can be renamed. See Section 14 for more information on offset credit retirement

Offset credits held in the Reserve can be organized into different subaccounts based on their characteristics. For example, an account holder may wish to keep all offset credits retired in the year 2008 in a retirement subaccount called *Retired 2008*.

12.1 Organizing the Default Active and Retirement Accounts

The Primary Account cannot be renamed; however, you can edit the name of the Active Account and Retired Account by clicking the account name from the View, Transfer, and Retire Offset Credits module.

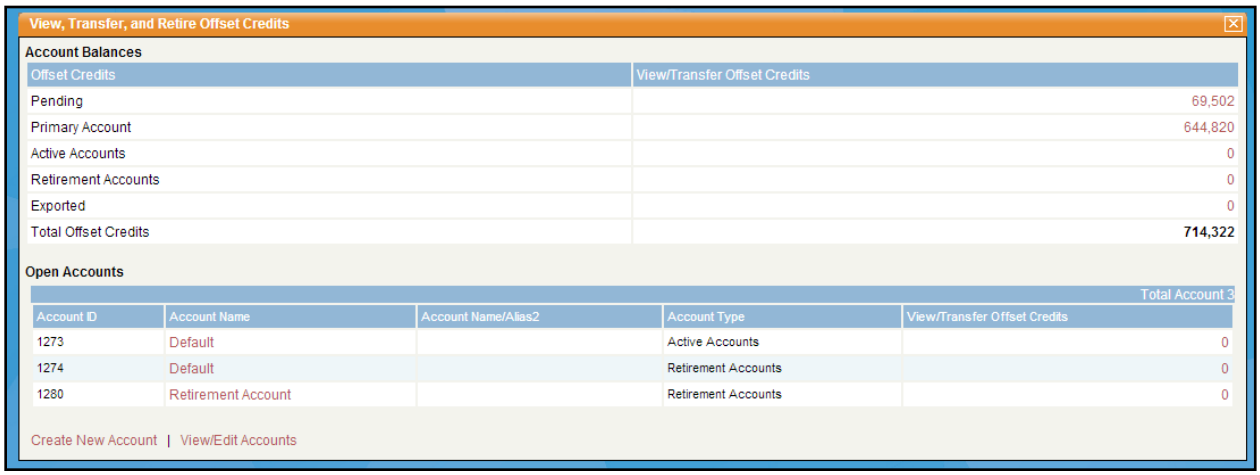


Figure 12.1. View, Transfer, and Retire Offset Credits Module

From the View, Transfer and Retire Offset Credits module, click on an account to gain access to the functionality:

- **Change the name.** Rename the account to help you organize credits by project type, year, client, etc.
- **Change the alias.** The alias is similar to a subtitle and is displayed on public project reports. Use this to provide more information as needed.

- **Display the offset credit balance to the public.** Indicate to show the current credit balance for an account on the Accounts Disclosed to the Public report.
- **Close an account.** Removes account from the list of Open Accounts from the View, Transfer, and Retire Offset Credits module.
- **Indicate why the account was closed.** Note the reasons why an account was closed.

12.2 Creating New Offset Credit Subaccounts

You may create multiple active and retirement accounts by clicking the *Create New Account* link located at the bottom of the View, Transfer, and Retire Offset Credit module. From the Create New Account page, you may select the type of account to create, name the account, and choose to display the offset credit balance to the public, just like when editing an account.

Note: Aside from the Retirement Account, you cannot change the name of any retirement accounts once created.

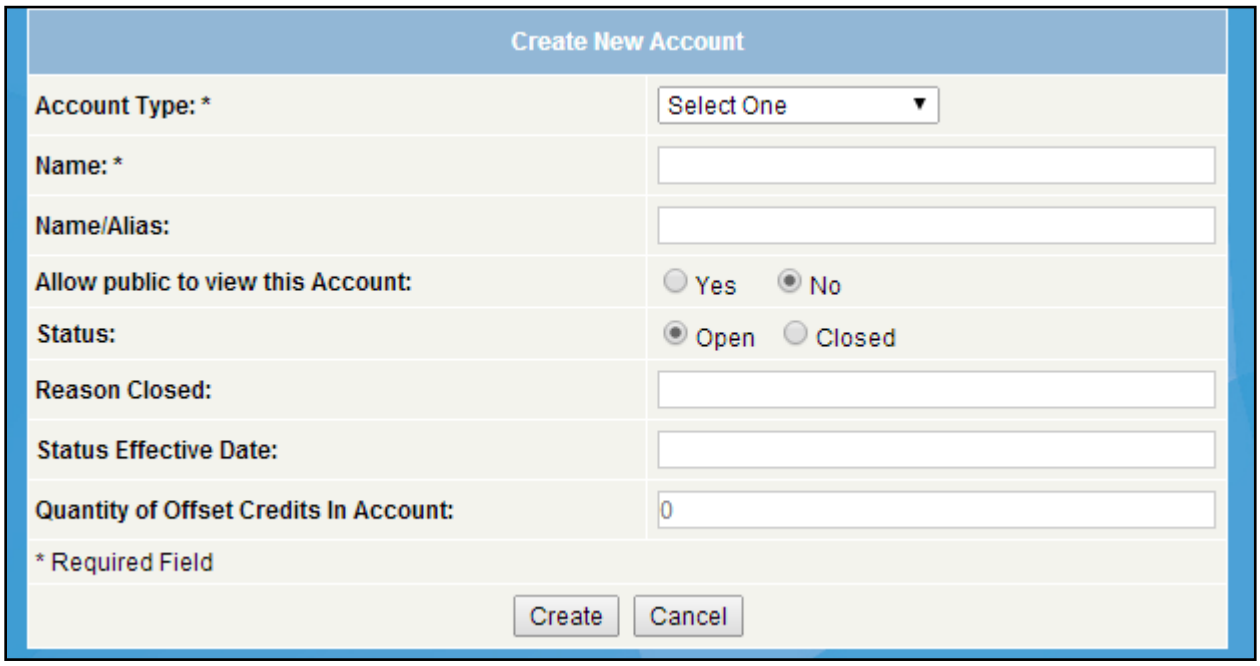


Figure 12.2. Create New/Edit Account Screen

12.3 Displaying Accounts to the Public

When configuring your accounts, if you indicated that an active or retirement account was to be displayed to the public, the account name, alias, and offset credit balance will display on the Accounts Disclosed to the Public report. You may choose to do this to communicate the offset credit status of an account with a client or because you want this information to be transparent to the public. Neither individual transactions nor the original owners of the offset credits are displayed.

Note that you may publish the balance of retirement offset credit accounts to the public. You might do this to give context to your retired credits by putting them in accounts by sector (e.g., Retired Forest Credits 2007).

12.4 Beneficial Ownership of Offset Credits

Section 9 of the Reserve's Terms of Use specifies under what circumstances an account holder may hold offset credits in one or more of their subaccounts. In most instances, an account holder may only hold offset credits over which it has sole legal title and beneficial ownership rights. Beneficial ownership is enjoyed by anyone who has the benefits of ownership of an offset credit, and yet does not nominally own the asset itself (i.e., it is not held in their own account). See Section 14.2 for information regarding the retirement of offset credits on behalf of third parties.

The Reserve may, at its sole discretion, waive these rules for regulated entities, pursuant to section 9, subsection C of the Reserve Terms of Use.

13 Transferring Offset Credits

There are two types of offset credit transfers:

- Transfer to another of the credit holder's own active or retirement accounts (see Section 12)
- Transfer to another account holder

For information on transitioning credits to ARB Offset Credits, please see Section 15.

13.1 Transferring to an Active or Retirement Account

To transfer offset credits from an active account to another active account or retirement account held by you, simply click on the offset credit quantity in the View/Transfer offset credit column within the View, Transfer, and Retire Offset Credits module. When you click on this quantity, you will be taken to the Account Detail page listing all offset credits held in the account.

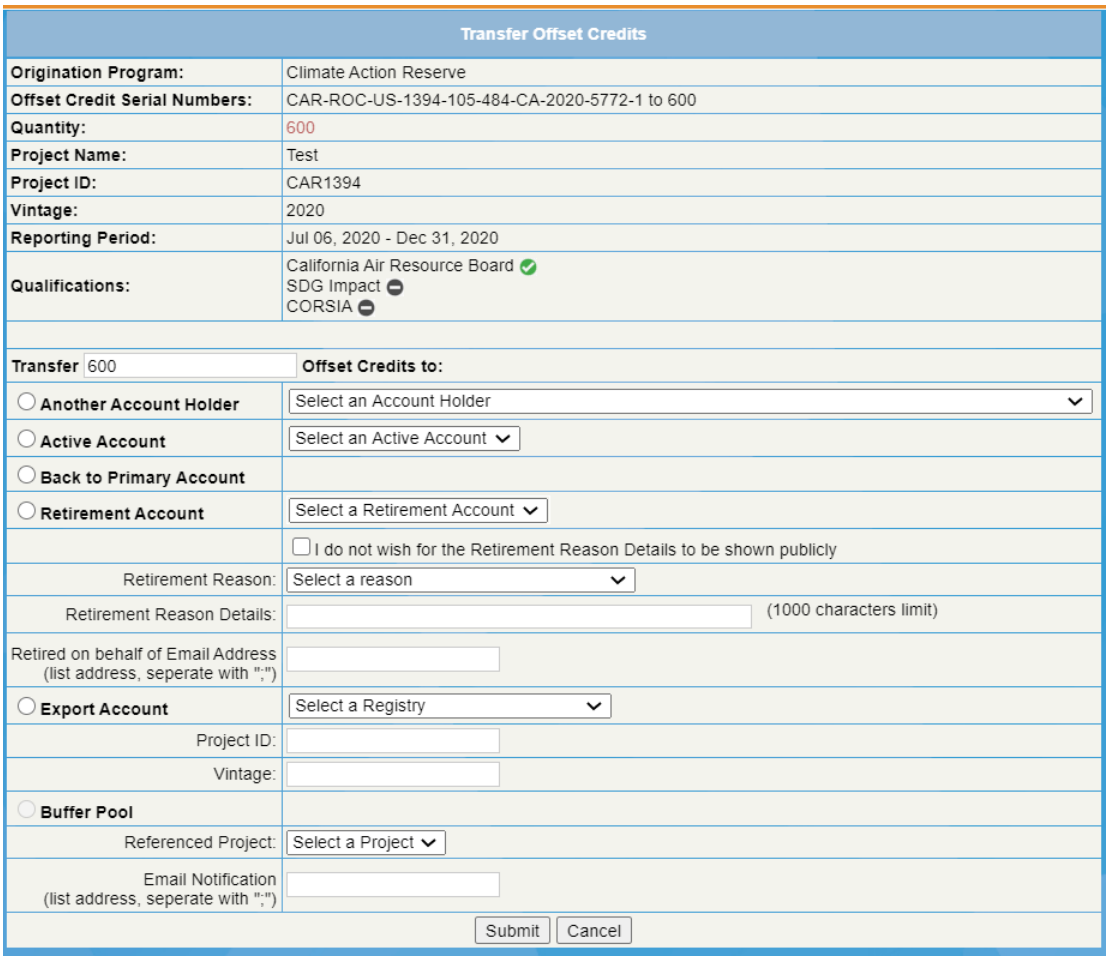
Pending | Primary Account | Active Accounts | Retirement Accounts | Exported

Offset Credits in Primary Account

Action	Project ID	Project Name	Project Type	Protocol Version	Vintage	Offset Credit Serial Numbers	Quantity of Offset Credits	Date Issued
Transfer	CAR873	134324	Ozone Depleting Substances - U.S. - ARB Compliance	Compliance Offset Protocol ARB Ozone Depeleting Substances Projects, October 20, 2011	2011	CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000	79,000	06/26/2013
Transfer	CAR873	134324	Ozone Depleting Substances - U.S. - ARB Compliance	Compliance Offset Protocol ARB Ozone Depeleting Substances Projects, October 20, 2011	2011	CAR-ROC-US-873-132-599-AS-2011-466-10003 to 10502	500	06/26/2013
Transfer	CAR875	694	Ozone Depleting Substances - U.S.	Version 1.0	2013	CAR-1-US-875-32-599-ID-2013-459-5001 to 10000	5,000	06/24/2013
Transfer	CAR872	adf	Avoided Conversion - ARB Compliance	ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011	2013	CAR-ROC-US-872-126-599-HI-2013-478-1 to 10500	10,500	12/02/2013
Transfer	CAR872	adf	Avoided Conversion - ARB Compliance	ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011	2012	CAR-ROC-US-872-126-599-HI-2012-479-5001 to 10000	5,000	12/02/2013
Transfer	CAR879	Educational Campus-ARB Compliance	Educational Campus - ARB Compliance	ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011	2012	CAR-ROC-US-879-123-599-AL-2012-467-232 to 9980	9,749	06/26/2013
Transfer	CAR871	Livestock-Compliance-TEST	Livestock - ARB Compliance	ARB Compliance Offset Protocol Livestock Projects, October 20, 2011	2011	CAR-ROC-US-871-105-599-CA-2011-455-1 to 990	990	05/30/2013
Transfer	CAR878	Municipality-ARB Compliance	Municipality - ARB Compliance	ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011	2011	CAR-ROC-US-878-122-599-ID-2011-462-1 to 570	570	06/26/2013
Transfer	CAR877	Reforestation-ARB Compliance	Reforestation - ARB Compliance	ARB Compliance Offset Protocol U.S. Forest Projects, October 20, 2011	2014	CAR-ROC-US-877-102-599-GU-2014-486-1 to 531431	531,431	05/12/2014
Transfer	CAR881	Reforestation-Voluntary	Reforestation	Version 3.3	2011	CAR-1-US-881-2-599-ID-2011-464-1 to 500	500	06/26/2013
Transfer	CAR881	Reforestation-Voluntary	Reforestation	Version 3.3	2011	CAR-1-US-881-2-599-ID-2011-464-501 to 1100	600	06/26/2013
Transfer	CAR880	Utility-ARB Compliance	Utility - ARB Compliance	ARB Compliance Offset Protocol Urban Forest Projects, October 20, 2011	2011	CAR-ROC-US-880-124-599-GU-2011-463-1 to 980	980	06/26/2013

Figure 13.1. Offset Credit Account Detail

From the Account Detail page, you can choose a batch of credits you want to transfer by clicking on the *Transfer* button. This will take you to the Transfer Offset Credits page. From the Transfer Offset Credits page, specify the quantity you wish to transfer and the name of the retirement or active subaccount you wish to transfer them to. For information regarding transfers to retirement accounts, see Section 14.



Transfer Offset Credits	
Origination Program:	Climate Action Reserve
Offset Credit Serial Numbers:	CAR-ROC-US-1394-105-484-CA-2020-5772-1 to 600
Quantity:	600
Project Name:	Test
Project ID:	CAR1394
Vintage:	2020
Reporting Period:	Jul 06, 2020 - Dec 31, 2020
Qualifications:	California Air Resource Board SDG Impact CORSIA
Transfer 600	**Offset Credits to:**
Another Account Holder	Select an Account Holder
Active Account	Select an Active Account
Back to Primary Account	
Retirement Account	Select a Retirement Account
	I do not wish for the Retirement Reason Details to be shown publicly
Retirement Reason:	Select a reason
Retirement Reason Details:	(1000 characters limit)
Retired on behalf of Email Address (list address, seperate with ";")	
Export Account	Select a Registry
Project ID:	
Vintage:	
Buffer Pool	
Referenced Project:	Select a Project
Email Notification (list address, seperate with ";")	
Submit Cancel	

Figure 13.2. Transfer Offset Credits Page

13.2 Transferring Offset Credits to Another Account Holder

To transfer to another Reserve account holder, you follow the same process presented in Section 13.1 for transferring credits to one of your offset credit subaccounts. However, instead of choosing to transfer them to one of your active or retirement subaccounts, you simply choose to transfer to another account holder. Choose the appropriate account holder from the drop-down menu. This menu lists all the account holders who are capable of receiving offset credit transfers.

After you have initiated this transfer, the offset credits are immediately deducted from the account from which they were transferred. The Outgoing Offset Credit Transfers module on the home page shows the pending transfer. The transfer will be finalized when confirmed by the recipient and you will be invoiced for the transfer fee.

Outgoing Offset Credit Transfers

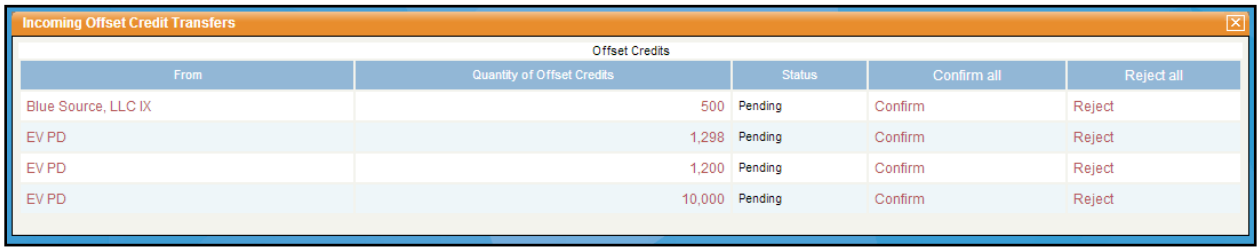
Offset Credits

To	Quantity of Offset Credits	Status	Withdraw all
CE2 Carbon Capital LLC	2	Pending	Withdraw
1804 Partners LLC	1,298	Pending	Withdraw
1804 Partners LLC	1,200	Pending	Withdraw
1804 Partners LLC	10,000	Pending	Withdraw
Aggregatees Inc.	231	Pending	Withdraw

Figure 13.3. Outgoing Offset Credit Transfers Module

13.3 Receiving Offset Credits from an Account Holder

If credits have been transferred to you, they appear in your Incoming Offset Credit Transfers module. Confirm the transfer by clicking the *Confirm* link and then select the account into which you want the credits deposited. Recipients of offset credits are not charged a transfer fee.



Incoming Offset Credit Transfers

Offset Credits

From	Quantity of Offset Credits	Status	Confirm all	Reject all
Blue Source, LLC IX	500	Pending	Confirm	Reject
EV PD	1,298	Pending	Confirm	Reject
EV PD	1,200	Pending	Confirm	Reject
EV PD	10,000	Pending	Confirm	Reject

Figure 13.4. Incoming Offset Credit Transfers Module

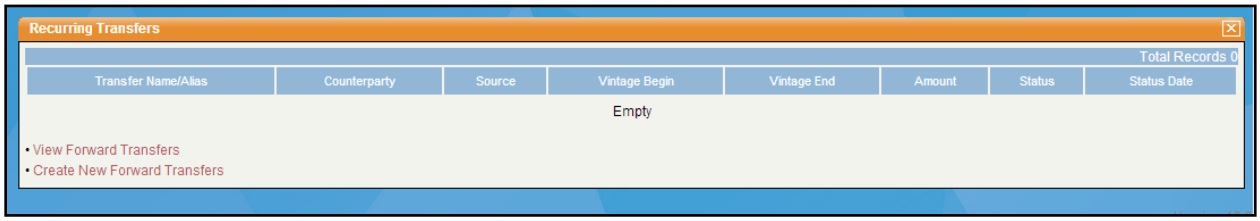
13.4 Canceling a Transfer

If you are the designated recipient of offset credits and wish to cancel the transfer, click the *Reject* link next to the offset credit record in your Incoming Offset Credit Transfers module. The credits are then returned to the transferor's primary account.

If you are the transferor of offset credits and you wish to cancel a transfer, click the *Withdraw* link in the Outgoing Offset Credit Transfers module. If the transfer has already been completed, you cannot cancel it unless the recipient agrees to transfer the credits back to your account.

13.5 Forward and Recurring Offset Credit Transfers

Project developers may arrange forward transfers prior to when credits are issued to a project. These forward transfers may be designated to occur on a one-time or recurring basis. This feature was developed in response to account holders who wanted more certainty that parties would follow through on their obligations to transfer offset credits. As such, forward transfers that have been arranged can only be rescinded when both parties are in agreement to cancel the arrangement. Forward transfers are arranged through the Recurring Transfer Module.



Recurring Transfers

Total Records 0

Transfer Name/Alias	Counterparty	Source	Vintage Begin	Vintage End	Amount	Status	Status Date
			Empty				

- View Forward Transfers
- Create New Forward Transfers

Figure 13.5. Recurring Transfers Module

In arranging a forward transfer, you may choose to indicate either a percentage or quantity of un-issued offset credits to transfer for a particular vintage of a project. If the offset credits are to be transferred over multiple years, then you may designate a range of vintages to include. The priority label indicates the order in which the offset credits are distributed in the event that more are designated for transfer than eventually issued.

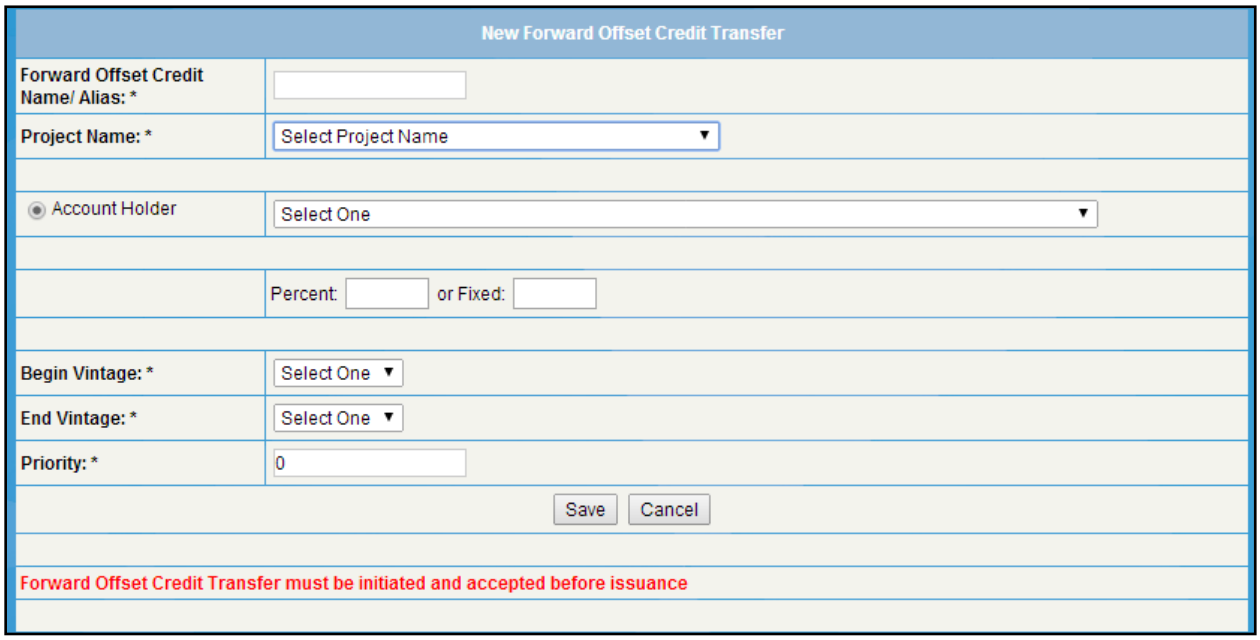


Figure 13.6. New Forward Transfer Setup Page

The receiving party of forward transfers has the option to accept or reject a proposed forward transfer in a similar manner as a standard transfer.

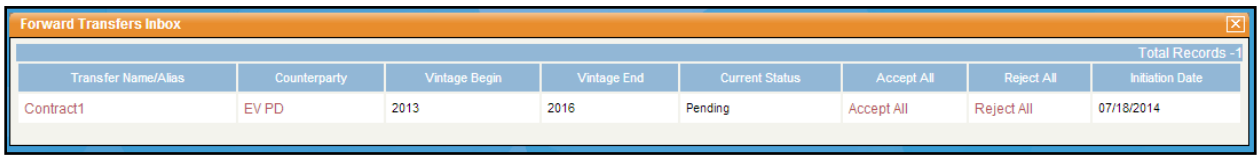


Figure 13.7. Forward Transfer Inbox

However, once a forward transfer has been proposed and accepted, a cancelation of the agreement must be accepted by both parties. This is managed through the *My Recurring Transfers* administrator report. Select My Recurring Transfers to monitor or cancel forward or recurring transfers. Then select the Request Withdrawal link to initiate a cancelation. The other party will be notified, and they can confirm in their account.

Figure 13.8. My Recurring Transfers

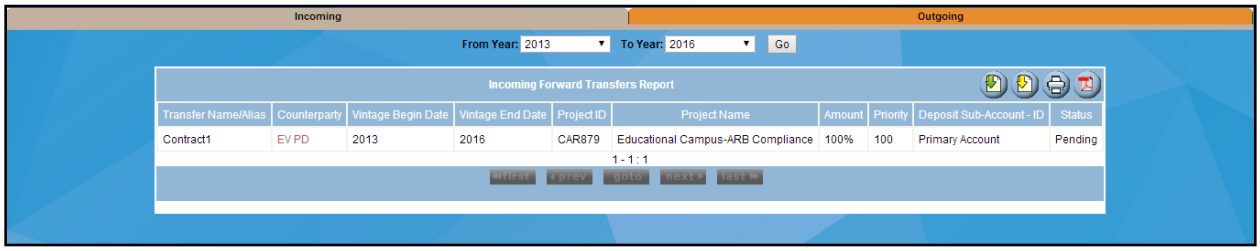


Figure 13.9. My Recurring Transfers Report Detail

13.6 Transferring a Project to another Account Holder

Existing projects can be transferred in the Reserve between project developer account holders. In order to initiate a transfer, navigate to the Project Documents tab. From there, select the current year as the Vintage, select Account Holder Project Transfer as the document type, and select the name of the project developer to whom you wish to transfer the project. Upload the completed Account Holder Project Transfer document (found here: climateactionreserve.org/how/program/documents).

Once this form has been uploaded, an invoice for the transfer fee of $500 will automatically be generated and sent to the intended recipient of the project. When this invoice is paid, the project transfer will be completed.

14 Retiring Offset Credits

Many individuals and businesses want to offset their GHG emissions for specific activities. To do so, offset credits may be acquired and applied against some emissions. In doing this, the credits are retired so that they cannot be used to offset any other emissions. The Reserve retires these offset credits by permanently placing them in a locked retirement account, thereby precluding any further transaction.

When offset credits are retired, the retirement is permanent. They cannot be returned to active status and may never be transferred again. To prove that offset credits are retired, you may view them on the *Retired Offset Credits* public report. If you need to show just your own retired credits and not all account holders', use the Search feature in the report to filter just your own records or access the *Search Serial Numbers* public report (see Section 6).

14.1 Transferring Offset Credits for Retirement

Offset credits may be retired in the same way that they are transferred, using the *Transfer Offset Credits* screen. When you retire offset credits, you may select the following options:

- Quantity to retire
- Retirement account in which to deposit offset credits
- Reason for retirement
- Notes about the retirement reason
- A list of email recipients to be notified about the retired offset credits

You may use these features to retire credits on behalf of an organization or a person and send notification regarding the retirement. For example, you may select the retirement reason *Environmental Benefit* and enter *Work Commute January 2010* as the retirement reason. The Retirement Reason Details may appear on the *Retired Offset Credits* public report, so your retirement reason should be something that is meaningful to others.

Note that for retirements up to and including 99,999 credits, you may select "I do not wish for the Retirement Reason Details to be shown publicly," which will hide the Retirement Reason details from public view in the *Retired Offset Credits* public report. For retirements over and including 100,000 credits, Retirement Reason Details are required to be public.

14.2 Retirements on Behalf of Third Parties

Section 9 of the Terms of Use spells out exceptions to the beneficial ownership rules (Section 12.4), specifically with regard to Offset Credits Retirement. No more than 99,999 credits may be retired in an account on behalf of another entity within a single year without providing public information on who the offset credit retirement is for and why the credits were retired. Additionally, if the number of CRTs retired on behalf of another organization is over 99, the account holder retiring the offset credits must provide to the Reserve the name of the organization for which they are retired, the contact information for a representative of said organization, and the reason for retirement. This is accomplished by creating a Retirement sub-account in the name of the third-party organization and making retirements within that sub-account as shown below.

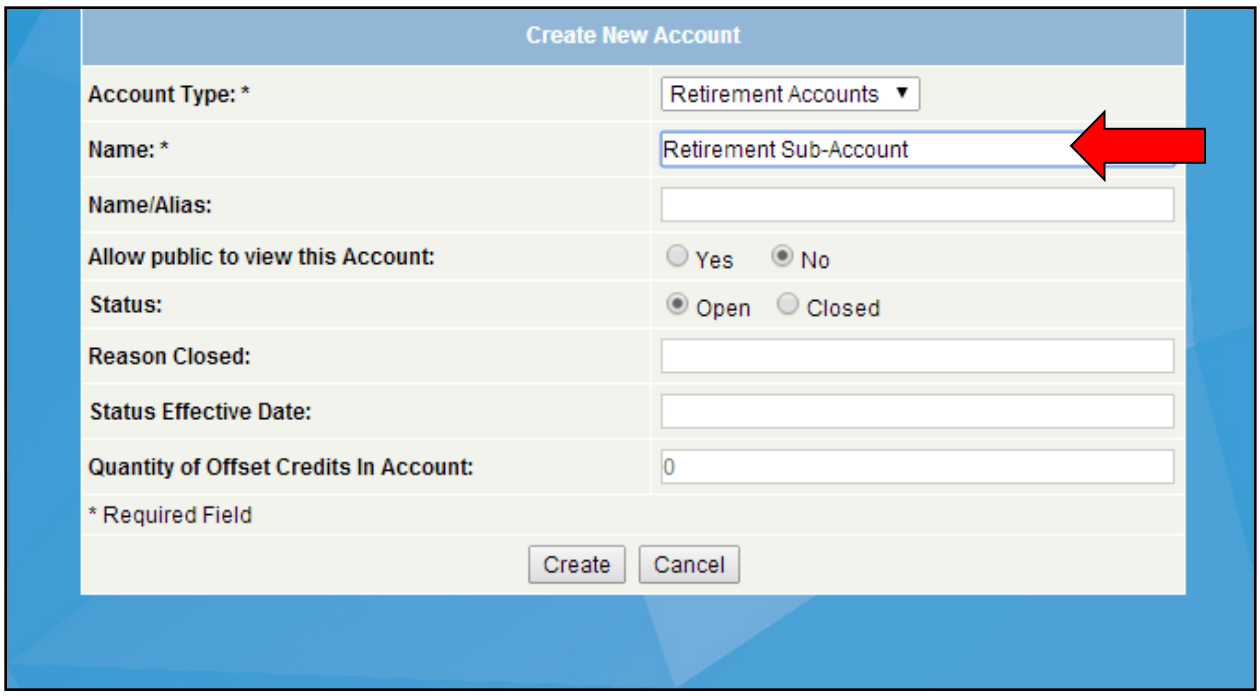


Figure 14.1. Retirement Sub-Account Detail

14.3 Retirements for CORSIA

Account Holders may retire CORSIA (Carbon Offsetting and Reduction Scheme for International Aviation) eligible credits within the Reserve. For more information on the Reserve's role with CORSIA, please see the Reserve Offset Program Manual.

If credits are eligible to be retired for CORSIA, the option to do so will automatically appear in the Transfer Offset Credits module under the Retirement Reason dropdown.

15 California Air Resources Board Compliance Offset Program

15.1 The Reserve's Role as an OPR

As an OPR under the ARB Compliance Offset Program, the Reserve is responsible for facilitating the listing, reporting, and verification of compliance offset projects. In this capacity, the Reserve also issues ROCs that are eligible for transfer to ARB Offset Credits (ARBOCs). While the process for submitting, verifying, and registering an ARB compliance offset project is similar to the process for other projects under the Reserve's program, there are several important distinctions that should be noted. Please review the following sections for more details, as well as the Reserve's online resources and ARB's Compliance Offset Program website.

15.2 Submittal and Listing

The process for submitting an ARB compliance offset project for listing is similar to the process described previously in Section 7.3. However, these projects should utilize the listing forms provided by ARB, which can be found here: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms.

In addition to the Offset Project Listing Form, listing an ARB compliance offset project also requires registration with ARB in order to establish a Compliance Instrument Tracking System Service (CITSS) account. Information regarding CITSS registration is available on ARB's website: arb.ca.gov/cc/capandtrade/markettrackingsystem/markettrackingsystem.

Anyone with a project developer account type may create a new ARB compliance offset project in the Reserve as an Offset Project Operator (OPO). However, all projects must meet the standards set forth in the Compliance Offset Protocols, available at: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/compliance-offset-protocols.

OPOs may also choose to submit a Designation of Authorized Project Designee (APD) form at the listing stage, which authorizes another entity to act on its behalf in moving the project forward. This form can be found on the ARB Forms page: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms.

To submit your ARB compliance project in the Reserve, complete the steps found in Section 7.3 of this document.

15.3 NOVS and COI Processing

ARB Compliance projects preparing to undergo verification must select a verification body that has been approved and accredited by ARB. For more information on selecting a verification body, please see ARB's website: arb.ca.gov/cc/capandtrade/offsets/verification/verification.

These projects will also need to submit ARB's Evaluation of COI/NOVS forms, found here: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-formsThese forms should be submitted to the Reserve by following the process described in Section 8.1. Please note that the NOVS will also need to be submitted to ARB electronically at ghgoffsetverification@arb.ca.gov.

For more detailed information regarding Conflict of Interest evaluations as they relate to the Compliance Offset Program, please see: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms.

15.4 Verification and Registration

The OPO or Authorized Project Designee (APD) for an ARB compliance offset project is required to submit an Offset Project Data Report (OPDR) within four months of the end of each reporting period. In order to register a project after it has been verified, a completed OVS form must be submitted by the Verification Body for each OPDR that has been verified. OVSs and OPDRs can be found here: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms.

Along with the Verification Report, a Positive OVS will confirm the quantity of ROCs attributable to the project for the reporting period. As with the verification and registration of voluntary projects, the Reserve will review this information once it has been submitted by the Verification Body, either approving the project or requiring resubmittal.

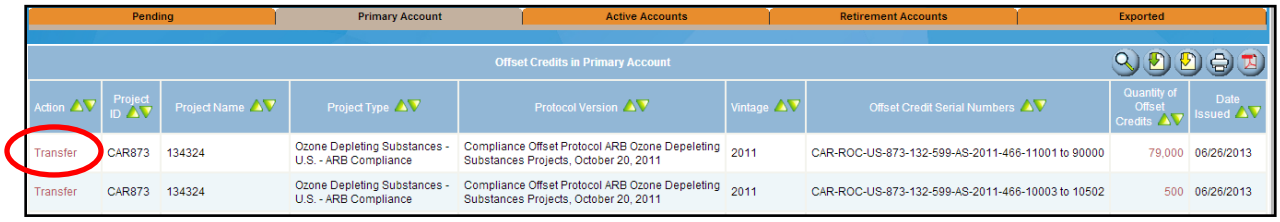
For more information on submitting verification documents, please refer to Section 9.

15.5 Transitioning ARB-Eligible Credits to ARBOCs

In order for the Reserve to cancel out ROCs for the purposes of transitioning credits to ARBOCs, the holder of the credit must conduct an offset credit transfer in the Reserve's registry. This process should be initiated once you have submitted the *Request for Issuance of ARB Offset Credits* form to ARB. These forms can be found on ARB's website: https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms
To conduct a transfer in the registry, you must complete the following steps:

1. The entity that submitted the *Request for Issuance of ARB Offset Credits* form to ARB should submit the form to the Reserve. CITSS ID numbers may be redacted from the forms.

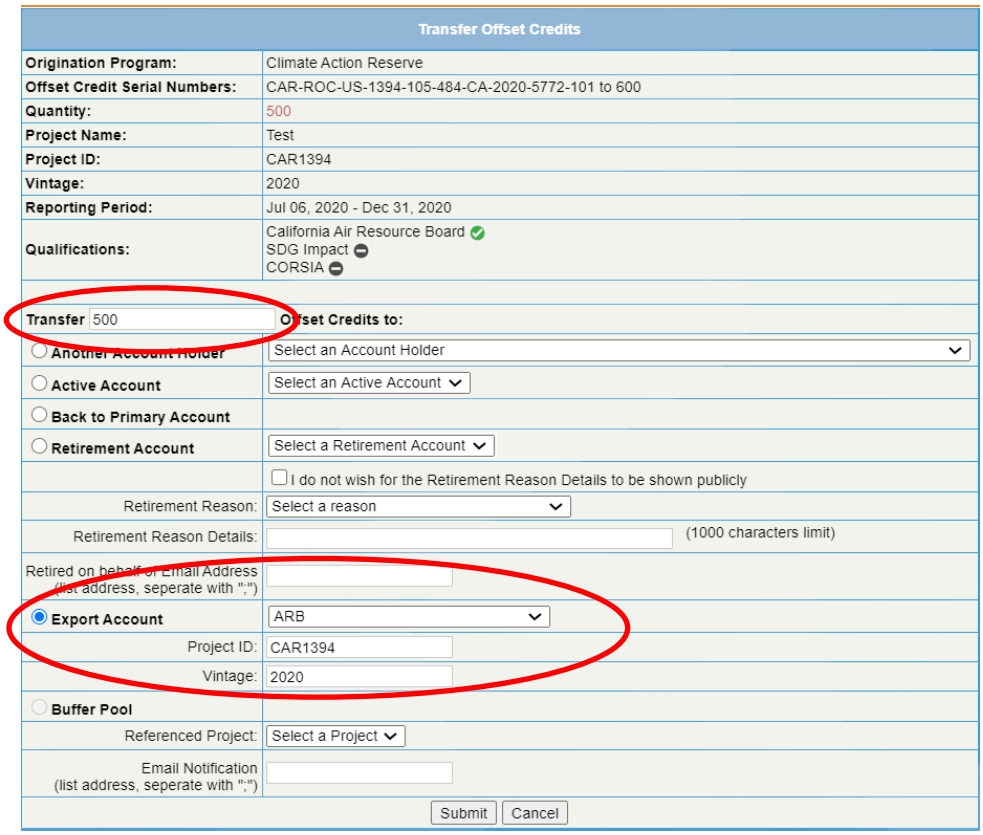
2. Go to your Primary or Active account and select the project that generated the credits you wish to cancel.



Action	Project ID	Project Name	Project Type	Protocol Version	Vintage	Offset Credit Serial Numbers	Quantity of Offset Credits	Date Issued
Transfer	CAR873	134324	Ozone Depleting Substances - U.S. - ARB Compliance	Compliance Offset Protocol ARB Ozone Depeleting Substances Projects, October 20, 2011	2011	CAR-ROC-US-873-132-599-AS-2011-466-11001 to 90000	79,000	06/26/2013
Transfer	CAR873	134324	Ozone Depleting Substances - U.S. - ARB Compliance	Compliance Offset Protocol ARB Ozone Depeleting Substances Projects, October 20, 2011	2011	CAR-ROC-US-873-132-599-AS-2011-466-10003 to 10502	500	06/26/2013

Figure 15.1. Offset Credit Account Detail

3. Select *Export Account* and enter the quantity of ROCs you wish to transfer, the Project ID, and the vintage. The quantity of ROCs should match the *Number of Credits* in Part IV of the forms.



Transfer Offset Credits	
Origination Program:	Climate Action Reserve
Offset Credit Serial Numbers:	CAR-ROC-US-1394-105-484-CA-2020-5772-101 to 600
Quantity:	500
Project Name:	Test
Project ID:	CAR1394
Vintage:	2020
Reporting Period:	Jul 06, 2020 - Dec 31, 2020
Qualifications:	California Air Resource Board SDG Impact CORSIA
Transfer 500	**Offset Credits to:**
Another Account Holder	Select an Account Holder
Active Account	Select an Active Account
Back to Primary Account	
Retirement Account	Select a Retirement Account
	I do not wish for the Retirement Reason Details to be shown publicly
Retirement Reason:	Select a reason
Retirement Reason Details:	(1000 characters limit)
Retired on behalf of Email Address (list address, seperate with ";")	
Export Account	ARB
Project ID:	CAR1394
Vintage:	2020
Buffer Pool	
Referenced Project:	Select a Project
Email Notification (list address, seperate with ";")	
Submit	Cancel

Figure 15.2. Transfer Offset Credits Page

4. Click *Submit*. Once the transfer is submitted, the Reserve will receive notification that the transfer has been initiated. Until the transfer is confirmed by the Reserve, the credits will show in the *Outgoing Offset Credit Transfers* module. To ensure that the *Outgoing Offset Credit Transfers* module is visible in the Reserve, click the *Customize Page* link located in the top right. After clicking *Customize Page*, make sure that the box next to *Outgoing Offset Credit Transfers* in the Display Modules page is checked.

5. Once ARB notifies the Reserve of their determination to issue ARBOCs, the Reserve will immediately confirm the transfer and the ROCs will be cancelled from the registry. The Reserve will notify ARB that the ROCs have been cancelled. This process only occurs on the second and fourth Wednesdays of the month.

6. Cancelled ROCs will appear in the account holder's *Exported* offset credit account and publicly show as *Canceled for ARB Compliance*:

Offset Credit Details Report

Offset Credit Information

Vintage: **2019**
Origination Program: **Climate Action Reserve**
Offset Credit Serial Numbers: **CAR-ROC-US-1465-125-1145-CA-2019-6267-1 to 100**
Quantity of Offset Credits: **100**
Date Issued: **12/15/2020**
ARB Eligible: **Yes**
CORSIA Eligible: **No**
Status of Offset Credits: **Canceled for ARB Compliance**
Status Effective Date: **26 Jan 2021 23:57:35 GMT**

Originating Project Details

Project Type: **Improved Forest Management - ARB Compliance**
Protocol Version: **ARB Compliance Offset Protocol U.S. Forest Projects, June 25, 2015**
Project Name: **Test IFM-ARB**
Project State: **CA**
Project Country: **US**
Additional Certification(s): **NA**
SDG Impact: **NA**

Project Verification Body: **Ruby Canyon Environmental, Inc.**
Project Documentation: None Attached

Back

Figure 15.3 Offset Credit Details Report

15.6 ARB Compliance Offset Program Invalidation Verification

OPOs/APDs have the option of shortening the timeframe for invalidation of ARBOCs by conducting a 2nd regulatory verification. The process for submitting verification documentation associated with a regulatory invalidation verification is the same as the process for all other verification types, with the exception of being submitted to the Reserve via email rather than through the software. The process is summarized step by step as follows:

- Verification Body submits the Notification of Offset Verification Services (NOVS) and Evaluation of COI forms to reserve@climateactionreserve.org
- Reserve reviews NOVS and COI forms. Once the NOVS and COI forms have been approved, Verification Body performs verification services as required.
- Verification Body submits the Verification Report and Offset Verification Statement (OVS) to reserve@climateactionreserve.org.
- Reserve reviews Verification Report and OVS. Once approved, timeframe for invalidation of appropriate reporting periods is reduced per section 95985(b)(1)(A) of the Cap-and-Trade Regulation.

16 Invoicing and Payments

16.1 My Invoices Report

Account holders may view a list of their invoices by accessing the My Invoices report from the My Reports module on the home page. The report shows the amounts due and the invoice status. You may also click on an invoice number to view and print the invoice. The Reserve's fee structure can be found in Appendix D. Please note that invoices are issued on the hour, so may not be immediately available in the registry.

To resolve any billing issues, please contact the Reserve Administrator.

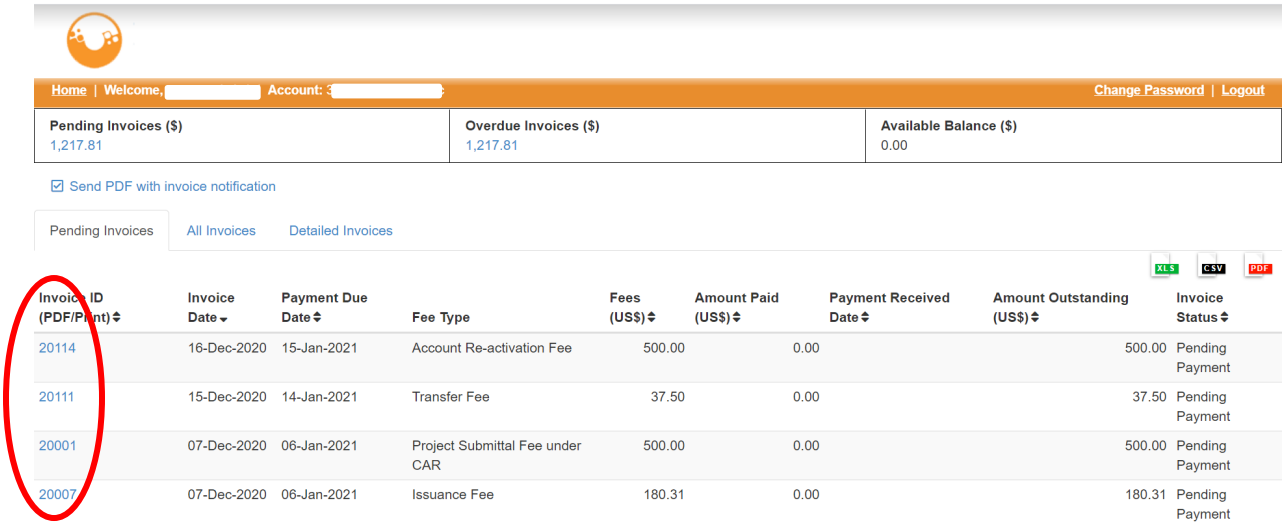


Figure 16.1 My Invoices Report

CLIMATE
ACTION
RESERVE

Climate Action Reserve
c/o APX, Inc.
P.O. Box 8440
Pasadena, CA 91109-8440
USA
Phone: 213-891-1444

INVOICE

INVOICE # 20090
Date: Dec 14 2020
Payment Due Date: Jan 13 2021
Account ID: 1145
Term: Net 30

To:
Test PD
Test
818 W. 7th Street
Suite 710
Los Angeles, CA 90017
United States of America

Fee Type	Description	Quantity	Rate (US$)	Amount (US$)
Issuance Fee	1498 ; Test SEP ; CAR-1-US-1498-47-1145-CA-2019-6257-1 to 990	990	0.190	188.100
Issuance Fee	1498 ; Test SEP ; CAR-1-US-1498-47-1145-CA-2018-6259-1 to 990	990	0.190	188.100
			Total (US$)	**376.20**

Invoice Payment Instructions:

1) Please be sure to add any wire fees to your amount paid. The invoice amount does not include any wiring fees levied by the bank.
2) Please include invoice number(s) with wire transfer.
3) Please reference the invoice number, account name/ID and CAR as notes on the check payment.
4) Choose your method of payment by wire transfer or check. All fees must be paid in US Dollars.

Please send payments by check to:
Please make check payments payable to APX, Inc.and send payments by check to:
APX, Inc
P.O.Box 8440
Pasadena, CA 91109-8440
USA

Please remit by ACH/Wire payment to:
Account Name/Beneficiary Name: Account Name/Beneficiary Name: APX, Inc
Bank Name: Bank Name: Comerica Bank
Please make payments via wire transfer to:
Suite 100
San Jose, CA 95110
USA
Account # Account#: 1894553518
ABA # ABA #: 121137522
SWIFT Code: Swift Code: MNBDUS33

The Reserve will inactivate all accounts with fees that are more than 30 days past due, until such time that said fees are paid.

Figure 16.2 Sample Invoice

16.2 Submitting Payment

Payments may be submitted by bank wire, check, or money order by mail. Checks, money orders, or cashier's checks should be made payable to **APX, Inc**.

Please include the invoice number(s) on all payments. Failure to do so may result in delayed payment processing.

16.3 Payment Due Dates

All invoices are due within 30 days of invoice generation.

16.4 Past Due Invoices

When account invoices become past due, the account manager will be contacted via email. If an invoice reaches 30 days past due, the account manager will be notified by email. If an invoice reaches 60 days past due, the account manager will be notified by phone and email and the account will be inactivated. If an invoice reaches 6 months past due, the account will be closed and all projects within the account moved to completed. All past due invoices must be paid to regain access to an account. Interest on past due invoices still accrues when the account is inactivated or closed.

16.5 Holding a Balance

Account holders may choose to hold a balance in their account so that they may apply the balance to future invoices. If an account holder wishes to do so, please send payment by wire/ACH or check to APX, Inc., and send a notification to reserve@climateactionreserve.org with information on the incoming payment, including the account to which it should apply.

If an account holder wishes to apply their balance to a pending invoice, in the My Invoices Report, click “Apply balance to invoices” under the Available Balance tab, select the invoices to which the balance will apply, then click “OK.”

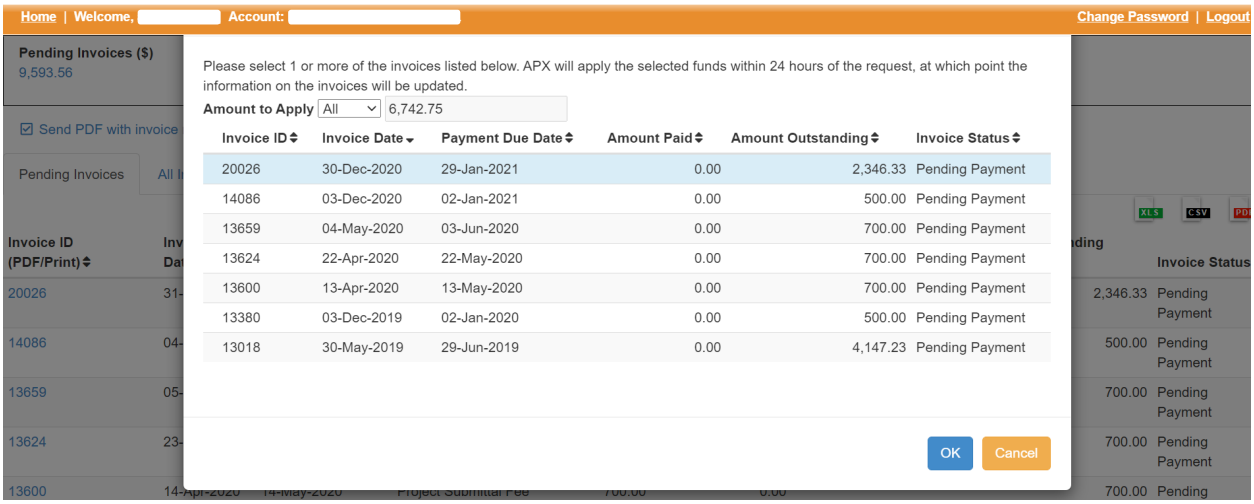


Figure 16.3 Apply Balance to Invoices Screen

Once the request is submitted, APX will apply payment to the invoices within 24 hours.

Appendix A: Glossary of Common Terms

Account (Offset Credit)	A storage area for groups of offset credits. Can be customized by the user to organize credits in a meaningful way.
Account (User)	Access privileges to the Reserve based on a unique organization name, login and password. Each organization has a single account per annual subscription, but may have multiple logins.
Account Holder	Refers to the organization associated with a Reserve account and, more specifically, the person who requested an account with the Reserve.
Account Holder Project Transfer Form	A form used when projects are being transferred from another registry.
Account Manager	The person who requested the account with the Reserve and to whom communication is sent by the Reserve Administrator. The account manager can create logins for other employees or colleagues, but is considered the single point of contact at the organization.
Active Account	An open account that contains credits that can be transferred or retired; not for retired offset credits.
Aggregate/Cooperative	A bundle of either multiple projects in one group or multiple activities in a single project for the purposes of project development and verification.
Climate Reserve Tonne (CRT)	The type of offset credit resulting from voluntary Reserve project activity. One CRT is equal to one metric ton of CO_2e reduced/sequestered.
Listed Project	A project for which the Project Submittal Form has been approved.
Login	Used to refer to a unique login ID and password identified with an account that is not the account manager's.
Offset Credit	The measure of the offsetting activity resulting from project activity. One offset credit is equal to one metric ton of CO_2e reduced/sequestered. In the Reserve program, offset credits are designated as either CRTs or ROCs.
Primary Account	The main account into which new offset credits are deposited when they are issued for a project.
Project	Planned activities within sectors for which Reserve protocols exist that may result in GHG reductions.
Project Submittal Form	A form uploaded to the Reserve describing in general the nature of the project. Used to determine whether a project is initially eligible according to the Reserve protocols.
Registered Project	A project that has received final approval from the Reserve; eligible to be issued offset credits.

Registry Offset Credit (ROC)	Pronounced "rock," the type of offset credit resulting from ARB compliance offset project activity. One ROC is equal to one metric ton of CO_2e reduced/sequestered.
Retirement Subaccount (Group)	The subaccount for the retirement of CRTs that are held by an account holder on an omnibus basis on behalf of one or more third parties that hold legal title and/or beneficial ownership rights in those CRTs. Referred to in the Reserve's Terms of Use as a "Group Retirement Subaccount."
Retirement Account	An account where offset credits can be stored after being retired.
Verified Project	A project that has been successfully verified by a third-party verification body.

Appendix B: Voluntary Project Registration Process Overview

Figure B.1. Voluntary Project Submittal

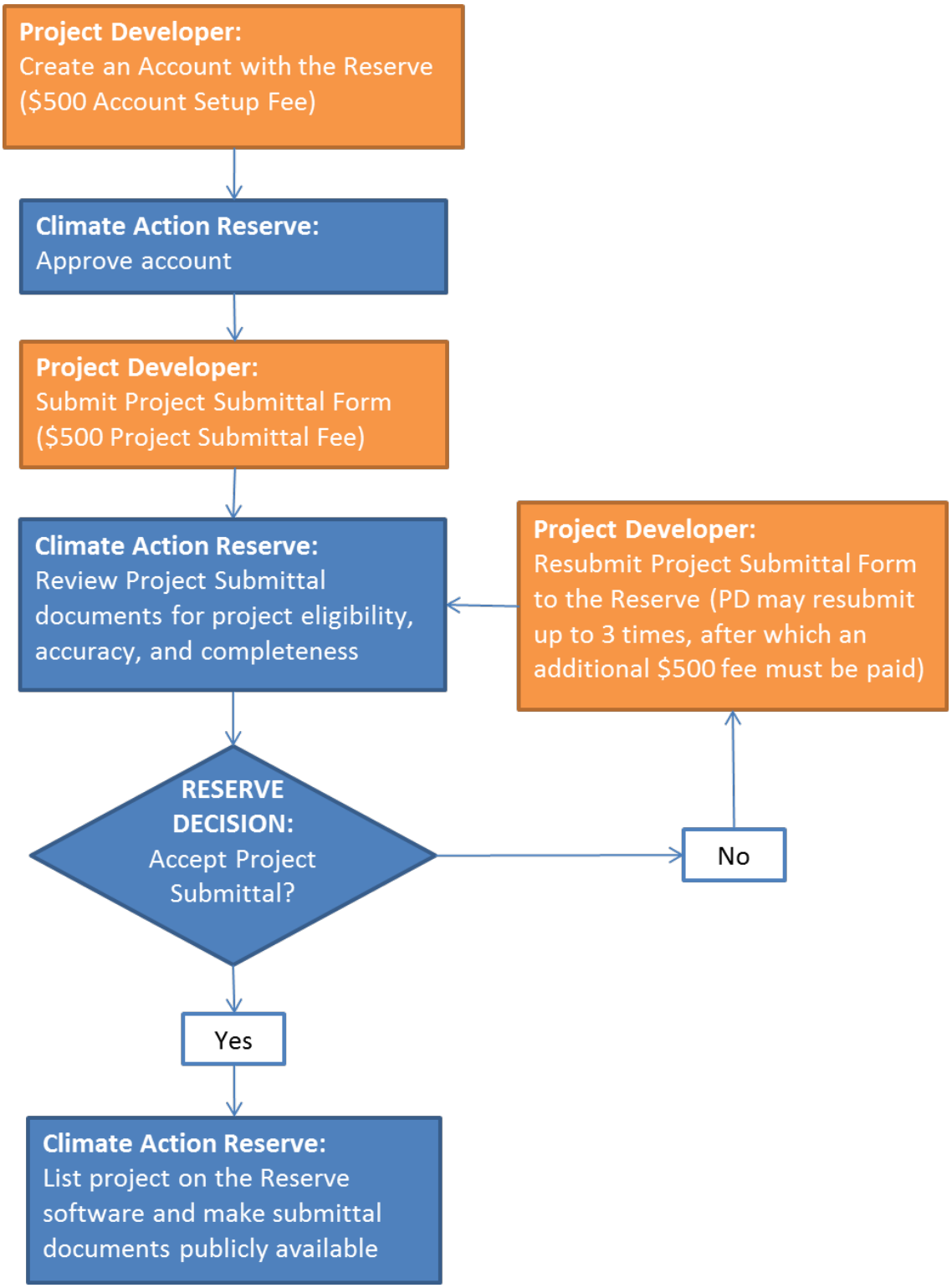


Figure B.2. Select an Accredited Verification Body

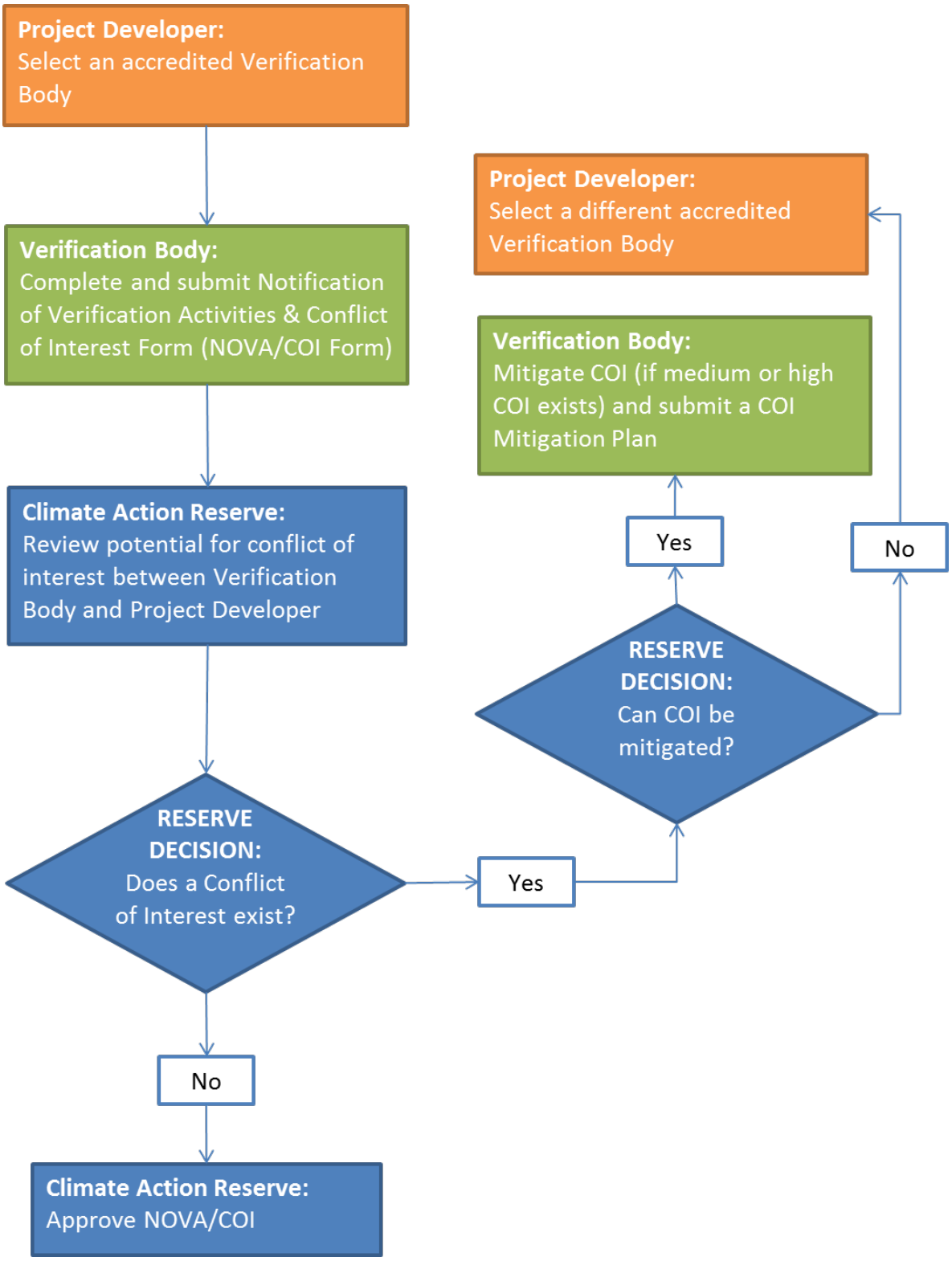
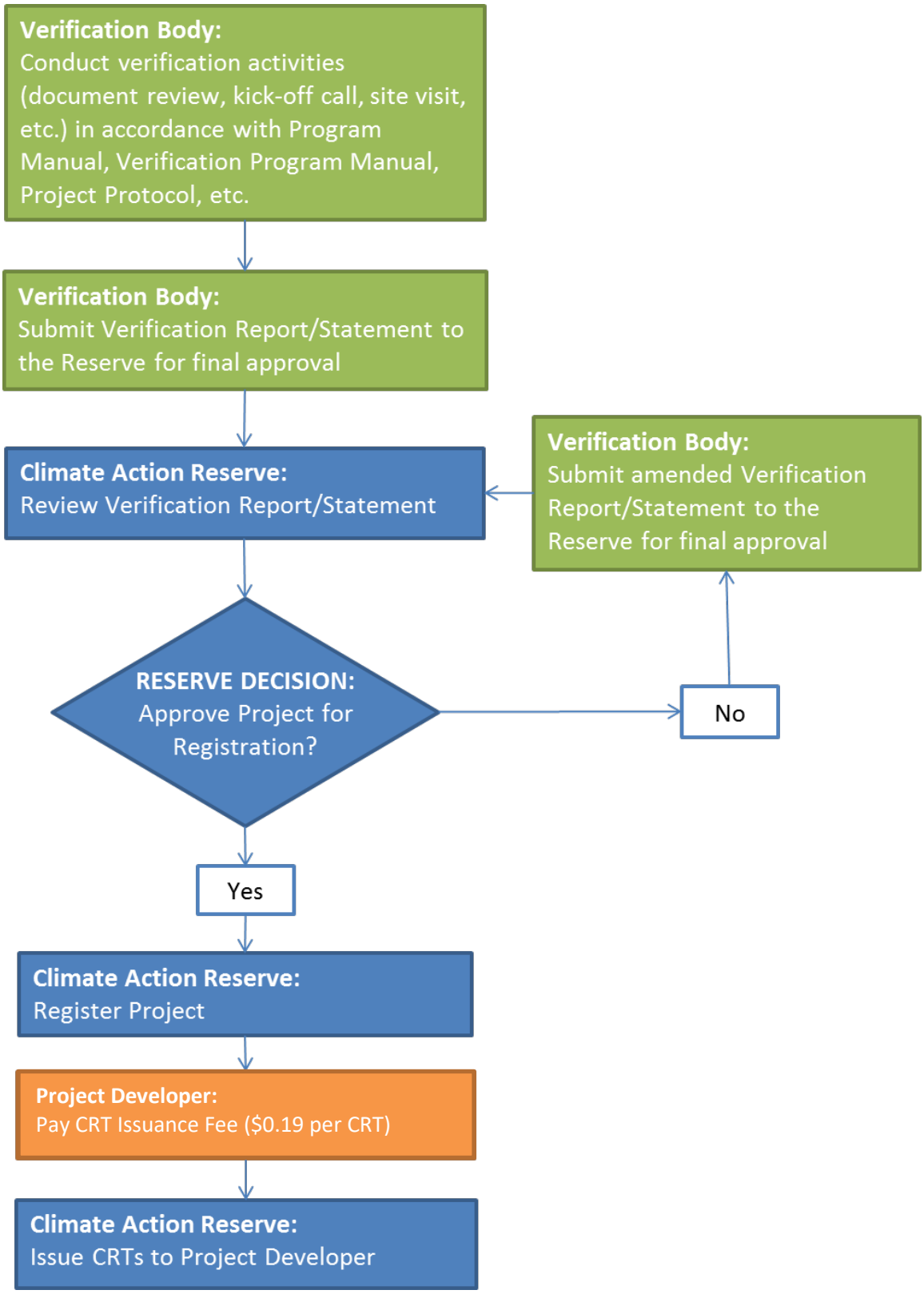


Figure B.3. Voluntary Project Registration



Appendix C: ARB Compliance Project Registration Process Overview

Figure C.1. ARB Compliance Project Listing

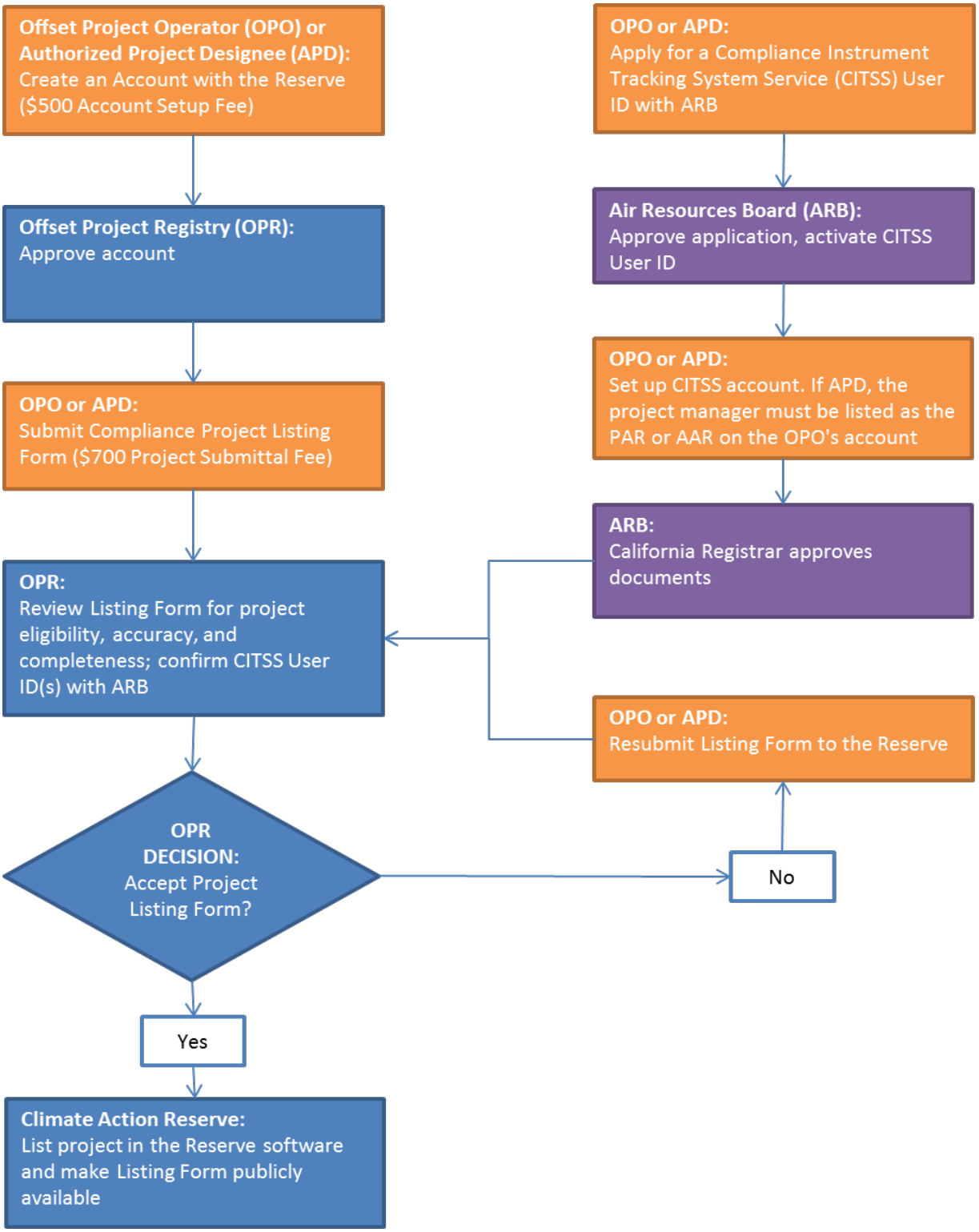


Figure C.2. Select an ARB-accredited Verification Body

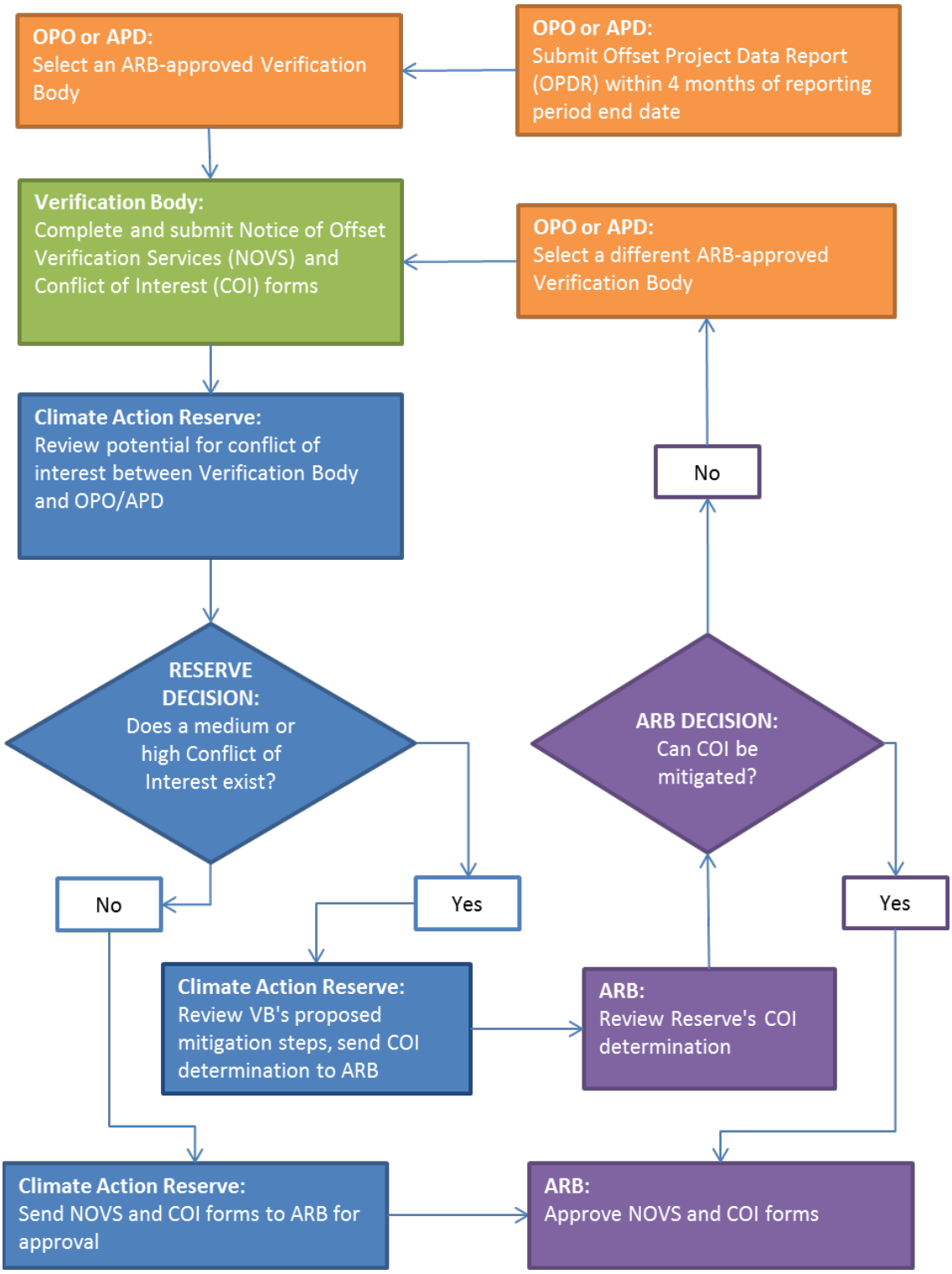
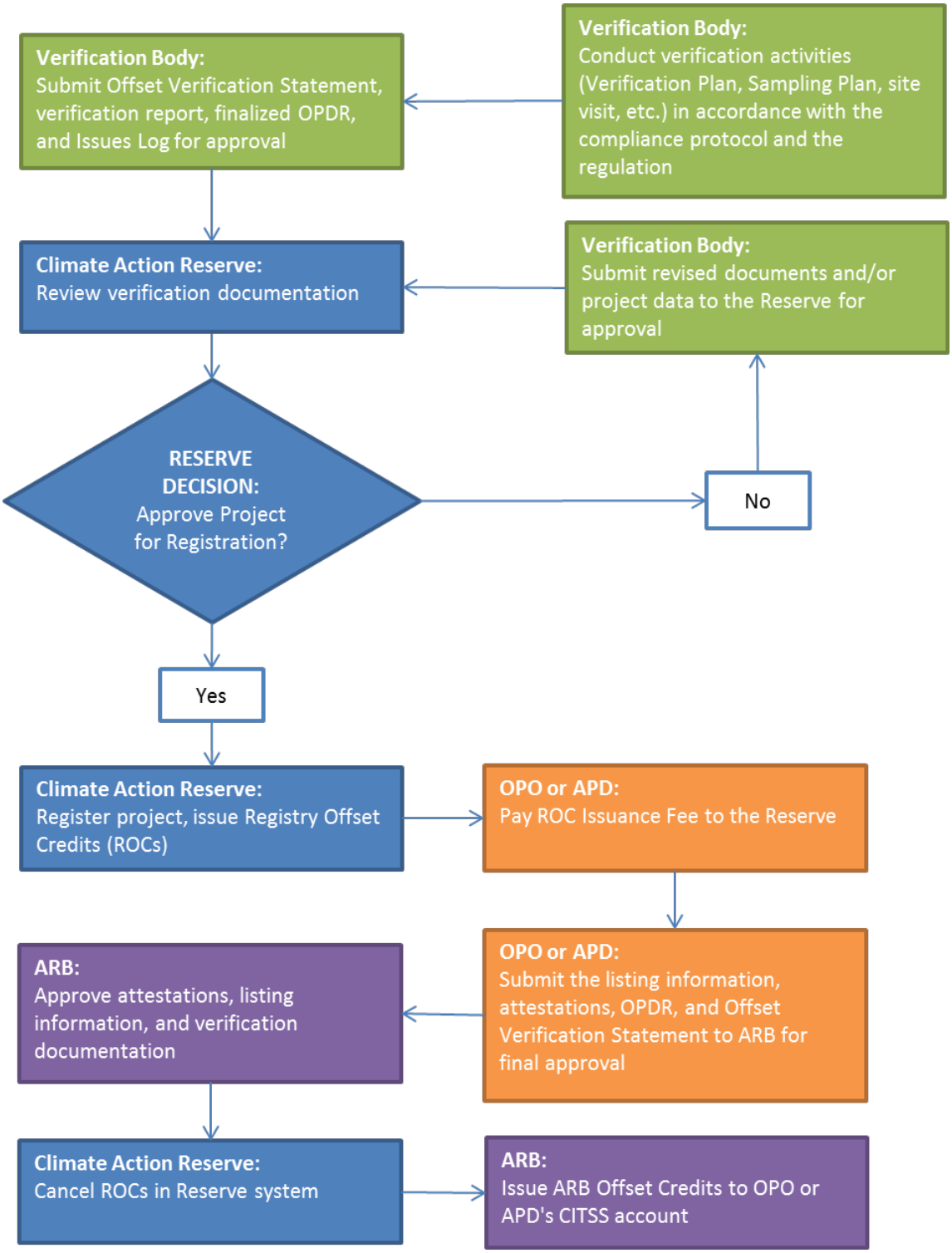


Figure C.3. ARB Compliance Project Registration



Appendix D: Fee Structure

Fees are subject to change with 30 days' notice to account holders.

Account Setup Fee..... **$500**
Fee charged upon approval of a new account with the Reserve.

Account Re-activation Fee **$500**
Fee charged upon re-activation of a closed account.

Account Maintenance Fee (annual) **$500**
An annually recurring fee charged to maintain account holder privileges.

Project Submittal Fee under an ARB Compliance Offset Protocol (per project)..... **$700**
Fee charged upon submission of a project under an Air Resources Board Compliance Offset Protocol.

Project Submittal Fee under a Reserve Protocol (per project) **$500**
Fee charged upon submission of a project under a Reserve Protocol.

Offset Credit Issuance Fee (per offset credit issued)..... **$0.19**
After a project has received final approval from the Reserve and is issued offset credits.

Account Transfer Fee (per offset credit transferred between account holders or offset credit transitioned into ARB Offset Credits, paid by transferor)..... **$0.03**
Fee charged for the transfer of offset credits between account holders and for offset credits that are cancelled from the registry in order to be transitioned into ARB Offset Credits.

Project Variance Fee.....**$1,350**
Fee charged to request a variance on monitoring or calculation methods of a specific project.

Account Holder Project Transfer Fee **$500**
(per project transferred between account holders, paid by transferee)
For account holders who wish to transfer ownership of a project to a different account holder.

Retirement (per offset credit retired) ..... **no charge**
The Reserve does not charge a fee for the retirement of offset credits.

Aggregate/Cooperative Project Fees

Aggregator Accounts

Project Developer Account Setup Fee..... **$500**
Initial fee charged upon approval of a new Project Developer account with the Reserve.

Account Maintenance Fee (annual) **$500**
An annually recurring fee charged to maintain account holder privileges.

Aggregation Participant Accounts

Project Owner (Limited) Account Setup Fee..... **$200**
Initial fee charged upon application for a new account with the Reserve.

Account Maintenance Fee (annual) **$200**
An annually recurring fee charged to maintain account holder privileges.

Offset Credit Issuance Fee (per offset credit issued)..... **$0.19**
After a project has received final approval from the Reserve and is issued offset credits.

Account Transfer Fee to the linked Project Developer..... **no charge**
Free when transferring to the linked Project Developer.

Account Transfer Fee to other Account Holders (per offset credit transferred between account holders, paid by transferor) **$0.03**
Fee charged for the transfer of offset credits to another account holder that is not the linked Project Developer.