


Option 2 Project Preliminary Review Form - City of Richmond

Project Proponent Information	
Name of Local Government Project Proponent(s)	City of Richmond
Project Designate appointed to sign off on Project Plan	Name Andrew Nazareth Title General Manager, Finance and Corporate Services Phone 604-276-4095 Email anazareth@richmond.ca
Project Contact	Name Mr. Levi Higgs, B.Sc., EMIT Title Energy Manager, Sustainability Unit Phone Direct: (604) 244-1239 Email lhiggs@richmond.ca
Project Information	
Project title	City of Richmond Organic Waste Diversion (Waste Drop-off Service)
Project description and objectives	The City of Richmond is aiming to become carbon neutral for the 2013 reporting year, as committed to in the BC Climate Action Charter. As a part of the City of Richmond's action plan to achieve this goal, the City will be using the Carbon Reduction Project as an "Option 2 Emission Reduction Project".
Project measurement	See attached Project Measurement form for a description of the formulas, methodologies and assumptions used for this project, and the total anticipated Greenhouse Gas (GHG) reductions
Third party validation of formulas and methodologies	Provide a Project Contact name if different from above Name Judy Tai, P. Eng. Title Lead Verifier Phone (604) 430-0671 Email jtai@keystoneenvironmental.ca
Beyond Business as Usual	1) Proposed project start date 2007 2) Is the project required to meet a legislative or regulatory requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3) Indicate how the Project meets one of the following tests (see Appendix 1): <input checked="" type="checkbox"/> <i>Common Practice Test: A project can only be considered additional if it employs technologies or practices that are not already in common use.</i> This project uses practices that are outside of traditionally provided services for solid waste management, as municipalities are not required to segregate, collect separately and compost organics from residential sources.
Project co-benefits (Optional)	This project brings social awareness to organic waste diversion as it highlights the importance of diverting organics and showcases the value that the City of Richmond places on waste reduction to landfills, by providing this service free of charge.
Project Transparency: Accountability and Reporting	
Scope	This project is outside the City of Richmond's corporate emissions boundary, as it exists outside of the traditional services provided for solid waste management. The organic waste collected is diverted to disposal sites outside the corporate boundary for the City of Richmond.
Counted Once	The emission reductions for this project have been counted only once, and have not been previously committed, sold, or included in any alternate offset scheme.
Ownership	The City of Richmond alone is responsible for its municipal residential organics diversion program, and clearly defined data on the tonnage of organics collected and disposed of was made available during the project development phase. The City of Richmond has clear ownership of the emission reduction credits and has exclusive rights to the credits listed in this form.
Verification	Third party verification is required for all Option 2 Projects.

Reports	GHG reductions from Option 2 projects will be subject to public reporting requirements. After January 1, 2012, the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) will be revised to include information on total annual corporate emissions , the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2) , and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.
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Preliminary Review Template: Authorization and Sign Off

Project Designate
The information provided in this Preliminary Review Template is to the best of my knowledge correct and complete.

 for

Designate Signature
Andrew Nazareth – General Manager, Finance and Corporate Services
Title
July 29, 2014
Date

Option 2 Project Plan Form – City of Richmond

Project Proponent Information	
Name of Local Government Project Proponent(s)	City of Richmond
Project Designate appointed to sign off on Project Plan	Name Andrew Nazareth Title General Manager, Finance and Corporate Services Phone 604-276-4095 Email anazareth@richmond.ca
Project Contact	Name Mr. Levi Higgs, B.Sc., EMIT Title Energy Manager, Sustainability Unit Phone Direct: (604) 244-1239 Email lhiggs@richmond.ca
Project Information	
Project title	City of Richmond Organic Waste Diversion (Waste Drop-off Service) <input checked="" type="checkbox"/> Copy of Preliminary Review Template attached (<i>optional</i>)
Project description and objectives	The City of Richmond is aiming to become carbon neutral for the 2013 reporting year, as committed to in the BC Climate Action Charter. As a part of the City of Richmond's action plan to achieve this goal, the City will be using this Carbon Reduction Project as an "Option 2 Emission Reduction Project".
Project measurement	Describe the approach to measuring the GHG reductions from the project. The following documentation must be attached: <input checked="" type="checkbox"/> detailed formulas <input checked="" type="checkbox"/> methodologies and assumptions <input checked="" type="checkbox"/> anticipated GHG reductions from the project
Third party validation of formulas and methodologies	Name Judy Tai, P. Eng. Title Lead Verifier Phone (604) 430-0671 Email jtai@keystoneenvironmental.ca
Beyond Business as Usual	1) Proposed project start date 2007 2) Is the project required to meet a legislative or regulatory requirement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3) Indicate how the Project meets one of the following tests (see Appendix 1): This project uses practices that are outside of traditionally provided services for solid waste management, as municipalities are not required to segregate, collect separately and compost organics from residential sources.
Project co-benefits (Optional)	This project brings social awareness to organic waste diversion as it highlights the importance of diverting organics and showcases the value that the City of Richmond places on waste reduction to landfills, by providing this service free of charge.
Project Transparency: Accountability and Reporting	
Scope	This project is outside the City of Richmond's corporate emissions boundary, as it exists outside of the traditional services provided for solid waste management. The organic waste collected is diverted to disposal sites outside the corporate boundary for the City of Richmond.
Counted Once	The emission reductions for this project have been counted only once, and have not been previously committed, sold, or included in any alternate offset scheme.

Ownership	The City of Richmond alone is responsible for its municipal residential organics diversion program, and clearly defined data on the tonnage of organics collected and disposed of was made available during the project development phase. The City of Richmond has clear ownership of the emission reduction credits and has exclusive rights to the credits listed in this form.
Verification	Third party verification of all Option 2 projects is required
Reports	GHG reductions from Option 2 projects will be subject to public reporting requirements. After January 1, 2012, the public reporting requirements under the Climate Action Revenue Incentive Program (CARIP) will be revised to include information on total annual corporate emissions , the reductions being claimed from GHG projects undertaken under the Carbon Neutral Framework (Option 1 and 2), and purchased offsets (Option 3) in order demonstrate carbon neutrality for any given year, as per the Project Eligibility Requirements outlined in Appendix 1 of the <i>Becoming Carbon Neutral</i> guidebook.

Project Plan Template: Authorization and Sign Off

Project Designate

The information provided in this Project Plan Template is to the best of my knowledge correct and complete.



Designate Signature


Andrew Nazareth - General Manager, Finance and Corporate Services

Title

July 29, 2014

Date

Option 2 Third Party Verification Form – City of Richmond

Project Proponent Information	
Name of Local Government Project Proponent(s)	City of Richmond
Name of Third Party Verification Organization	Keystone Environmental Ltd.
Project Contact	Name Judy Tai, P. Eng. Title Lead Verifier, Environmental Engineer Phone (604) 430-0671 Email jtai@keystoneenvironmental.ca
Project Information	
Project title	City of Richmond Organic Waste Diversion (Waste Drop-off Service) <input checked="" type="checkbox"/> Copy of Project Plan attached
Timing and Amount of reductions being claimed	Please indicate the <u>amount</u> of GHG reductions, expressed in tonnes, being claimed from the project and the <u>timeframe</u> during which the emission reductions being claimed occurred. Number of tonnes 4506.65 tonnes CO ₂ e Timeframe from 2007 to 2013
Certification that the required work occurred	<input checked="" type="checkbox"/> I declare that the project work required to achieve the GHG reductions from this project, as estimated by the validated Option 2 project formulas/methodologies, actually occurred during the year in which they are being claimed, as per the <i>Becoming Carbon Neutral</i> guidebook
Self Verification Template: Authorization and Sign off	
<p>Third Party Verifier</p> <p><i>The information provided in this Project Plan Template is to the best of my knowledge correct and complete.</i></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>Designate Signature Judy Tai, P.Eng.</p> <p>Title</p> <p>July 24, 2014 Date</p> </div> <div style="background-color: #e0e0e0; width: 200px; height: 40px; margin-left: 20px;"></div> </div>	