



Climate Change, GHG Registries (formerly VCR Inc.)

**CANADIAN GHG REDUCTIONS REGISTRY®:**  
**REGISTERED EMISSION REDUCTION/  
REMOVAL (RER)  
PROJECT DOCUMENT GUIDELINE**

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## Summary

This document is designed to guide the preparation of a Project Document required for registration of an emission reduction/removal project in the [Canadian GHG Reductions Registry](#)<sup>®</sup> maintained by GHG Registries.

## Registering projects and associated emission reductions

Registering projects and associated emission reductions in the [Canadian GHG Reductions Registry](#)<sup>®</sup> is a four-step process:

1. Gathering Data and Project Document Preparation – \$200
2. Public Review of the Project – maximum \$1000
3. Serializing Verified Registered Emission Reductions (RERs) – \$0.05/tonne as received
4. Updating RER Information –fee included in serialization

### **Step 1 – Gathering Data and Project Document Preparation [done once]**

Before emission reductions can be registered, the project that creates the emission reductions (or removals) must be documented. Two documents need to be sent to us in order to register your project:

1. An [Emission Reduction Project Application Form](#) and
2. An [RER Project Document](#) which is a written description of the project and the method whereby emission reductions/removals will be quantified. This guide is provided to assist in the preparation of the [RER Project Document](#).

### **Step 2 - Public Review of the Project [maximum \$1000]**

The completed Project Document is posted for a 30-day [public review](#) period.

During this time, the project document(s) can be downloaded from the web site and the public is able to make comments via an online e-mail form. The project proponents will be notified of any comments received for their consideration. This may result in an agreement by the proponents to revise the Project Document before final posting in our Registry. For details on the Registration Protocol for Emission Reductions Projects and the associated annual RERs please go to the [Project Review Protocol Page](#). The GHG Registries fee to facilitate the public review of these documents is based on a per hour rate to a maximum of \$1,000 (plus GST). We do not guarantee that this process will result in the registration of a project.

Having successfully completed this process, the Project will then be assigned a registration number and posted in the [Canadian GHG Reductions Registry](#)<sup>®</sup>.

### **Step 3 – Serializing Verified Emission Reductions [\$0.05/tonne]**

The verified emission reductions associated with the project may be serialized at a fee of \$0.05/tonne. By submitting the completed [RER Update Form](#) each tonne of reduction is given a separate registration number and is posted in the [Canadian GHG Reductions Registry](#)<sup>®</sup>.

The RER Verification Report Guideline and RER Verification Report Template are provided to assist in the preparation of a Verification Report.

#### **Verification Report Guideline and Template**

[RER Verification Report Guideline](#)

[RER Verification Report Template](#)

### **Step 4 – Updating RER information [fee included in serialization]**

Any quantity of RERs from a project may be posted to a new owner or retired to the environment. These and other related actions may be updated by submitting the completed [RER Update Form](#).

# 1. Project Description

## 1.1 Overview

This section of the project document serves as an introduction to the project and includes an executive summary. Provide all the relevant background information required to facilitate the understanding of the project and identify the type of emissions reductions involved:

1. reduced emissions from an existing source or sources;
2. avoided emissions that would otherwise have taken place; or
3. sequestered GHGs that would otherwise have been released into the atmosphere.

## 1.2 Description

A general description of the project is required. This section also includes a discussion of important aspects of the project that are not covered elsewhere in the document.

## 1.3 Exclusivity

To avoid double-counting, emission reductions registered against the project must be exclusive to the [\*Canadian GHG Reductions Registry\*](#)<sup>®</sup>.

## 1.4 Project Contact Information

This information facilitates communication and is not posted or shared outside GHG Registries.

# 2. Address Key Principles

Each Project Document will address the following principles. They represent current best practices in accounting for emission reductions from a project.

## 2.1 Relevance

Identify boundaries relevant to your project. Address geographical, temporal, and organizational boundaries. Include not only the primary GHG impacts, but any relevant secondary effects ('leakage'). Primary impacts include changes in energy consumption, changes in fuel supply emissions intensity, increased sequestration, or changes in fugitive or process emissions. Secondary effects include impacts from changes in supply or demand (leakage), shifting impacts to other facilities, or changing impacts upstream or downstream from the primary impacts. The scope identified should be relevant to potential application of Registered Emission Reductions associated with this project.

## 2.2 Completeness

All relevant GHG emissions impacts of the project must be addressed. An accurate and realistic assessment of a project baseline must also be included. Any assumptions or exclusions should be identified and addressed in a transparent manner.

## 2.3 Consistency

To compare baseline quantification with project impacts, consistent estimation methodology must be used. As well, primary and secondary GHG emissions impacts must also be addressed in a consistent manner.

## 2.4 Accuracy

Use calculation methodologies which identify emissions impacts without bias and minimize the margin of error. Use precise data and credible sources. Assure the integrity of the emissions impact estimates. Make best efforts to minimize uncertainty.

## 2.5 Conservativeness

When selecting between calculation methodologies and assumptions with comparable uncertainty, choose the more conservative methodology. Conservative assumptions and methodologies should be applied to all estimates: baseline and project impacts, primary impacts and secondary impacts.

## 2.6 Transparency

Relevant information about methodologies, assumptions, and factual data should be referenced transparently, without bias or interpretation. The project document should effectively provide a clear audit trail. Any changes or document revisions should also be clearly referenced. Parties who perform validation or verification services to this project shall exercise transparency by assessing the impacts without bias or predisposition.

# 3. Validation of Methodology

If an independent third party is engaged to validate the emission reduction project quantification protocols, a discussion of relevant discussions and decisions should be included.

## 4. Other Information

Any other information related to the project can be documented in this section. Specifically, any references to the quantification protocols employed should be documented. Appendices of tables and other data not appropriate to the body of the Project Document can be added to this section.

### 4.1 References

References can be listed separately in this section. Alternatively, footnotes may be used throughout the Project Document.