**SDG&E 2014 GHG Offset RFO**

**ATTACHMENT I to OFFSET CREDIT CONFIRMATION**

**OFFSET PROJECT DESCRIPTION FORM**

Instructions: Please respond to each question below regarding the Offer. If the question is not applicable, please indicate.

**Compliance Attributes**

*All Projects:*

1. Have the offset credits included in the Offer been previously registered or listed with any other voluntary or mandatory program?
   1. If yes, please identify all such credits.
   2. If yes, have the credits been removed from the other program?
2. Are there any legal actions (current or reasonably anticipated) enjoining the project or that may result in an injunction impacting the project? If yes, provide dates, type of legal action and forum, parties to the action, current status, brief summary of the action, and any other relevant details. If favorable resolution is expected, please provide legal opinion to support that expectation.

**Verification and Issuance Experience & Data Monitoring Systems**

*All Projects:*

1. Describe the experience of the party responsible for developing and submitting data reports to verifying bodies. Include details such as years of experience and history of submission of successful reports.
2. Provide details on the verifier(s) for the project. Include name, experience evaluating projects (years and project type(s)), and date of accreditation as a CARB verifier.
3. Provide details on the data monitoring procedures relevant to the project.
4. Provide details on the record retention plan for the project. Include details such as who is/will be designated to manage and monitor record retention, how long the records will be retained, where records will be maintained, and funding for this activity.

**Environmental Risk Potential**

*All Projects:*

1. Describe the project’s community environmental risks and community engagement plan.
   1. Provide a description of the area where the project is located. (In addition to a brief description of locational data include a brief description of the community; ie: demographics, population density, etc…)
   2. Describe the project’s relationship with the local community. Please identify any community partners the project may have and the community engagement plan in place for the project.
   3. Are there any community issues or concerns about environmental risks as a result of this project? If so, describe the issue and plan to address it.

*Ozone Depleting Substances (ODS) Projects only:*

1. List all hazardous materials and waste laws (e.g. RCRA, EPCRA, CRECLA, Clean Air Act, Clean Water Act) that apply to the project (at all stages, including transport, handling, storage, destruction, etc.).
2. List permits in place under which ODS will be destroyed, including expiration dates.
3. Is the destruction facility subject to Resource Conservation and Recovery Act (RCRA) requirements? If not, does the facility meet the Montreal Protocol Technology & Economic Assessment Panel (TEAP) standards? Please list the party providing certification.
4. Indicate whether there will be any waste water discharges associated with the ODS project. If so, indicate the type of water body receiving the waste water (e.g. ocean, river, stream, creek, groundwater, sewer system, holding pond, etc.) and associated permits.
5. Are there other emitting or discharging facilities within 1 mile of the destruction facility? If so, identify them.

*Livestock Projects only:*

1. Describe the biogas destruction method and efficiency (if applicable).
2. Describe project wastewater practices, discharges, and associated permits. Indicate the type of water body receiving the waste water (e.g. ocean, river, stream, creek, groundwater, sewer system, holding point, etc.) and associated permits.
3. Describe project methane capture practices and associated air permits.
4. Are there other emitting or discharging facilities within 1 mile of the facility? If so, identify them.
5. Describe the previously existing methods for management of wastewater and/or methane and any associated permit requirements for these methods.

*Forest Projects in the United States only:*

1. Indicate whether Bidder is the fee owner of the land where the Forest Project exists.
   1. If so, are there any entities that have any interest on the fee property? If interests exist, describe those interests in detail.
   2. If not, indicate who the fee owner is whether Bidder has any interest in the fee property. If interests exist, describe those interests in detail.
2. Provide copies of all environmental studies undertaken for the project area over the last decade (including, but not limited to, biological studies, cultural resource studies, etc.).
3. Provide copies of the Timber Harvest Plan, Exemptions, Non-Industrial Timber Management Plan, Forest Management Plans, Sustained Yield Plans, Resource Management Plans, or equivalent developed for the project area over the last decade.
4. If copies of the above management plans are not available, summarize any significant forest management changes in the project area over the last decade (including, but not limited to, harvest intensity, silviculture changes, etc.),
5. Provide information on anticipated future forest management activities for the project area in the next decade (including, but not limited to, timber harvesting, fuel reduction projects, forest stand improvement projects, habitat enhancement projects, etc.)
6. Describe water quality protection practices associated with the project.

*Urban Forest Projects only:*

1. Will the project impact community water resources? If so, describe how.
2. Will the project affect development planning for the area? If so, describe how.
3. Provide copies of Urban Forest Management Plans, Resource Management Plans, or equivalent developed for the project area over the last decade.

*Mine Methane Capture Projects only:*

1. Describe the mine methane capture activity/activities included in this project.
2. Does the facility inject some or all of its mine methane into pipelines? If so, please either provide evidence that the injection was not taking place prior to the project and is therefore eligible as an offset or explain how this injection volume is excluded from the project volume.
3. Describe the qualifying methane capture and destruction device(s) used to measure the methane captured for this project.

**Environmental Violations**

*All Projects:*

1. Indicate any regulatory agency citations (e.g., notices of violation, etc.) that have occurred at the project facility or project area within the past 5 years.
2. Describe the citations or violations and the results (including mitigation, if applied).
3. Provide details on any fines that may have been assessed.
4. Indicate any regulatory agency citations (e.g., notices of violation, etc.) received by the project developer at any other project facilities or project areas within the past 5 years.
   1. Describe the citations or violations and the results (including mitigation, if applied).
   2. Provide details on any fines that may have been assessed.

**Environmental Permitting**

*All Projects:*

1. Provide details on location and site control of the project, including a description of the Project’s site sufficient to confirm its location, and:
2. A Google KML/KMZ file, ESRI shapefile, or other GIS data file that clearly defines the geographical boundaries of the Project site*.*
3. Township/range/section numbers of the project area.
4. County assessor’s parcel number(s).
5. What is the permit plan for the project?
6. List all environmental permits and discretionary approvals required from local, state, federal, and/or tribal authorities, status of approvals, schedule to complete permits and include copies of final or draft permits that have been issued by regulatory agencies (e.g., land use and entitlement, air, water, hazardous materials/waste, biological resources, cultural resources, etc.).
7. What agency audits and/or inspections are associated with these permits? (include information on agency oversight after construction)
8. Will any of the project/facility’s environmental permits expire during the delivery period? If so, please identify the permit and expiration date, and describe the renewal plan.

**Environmental Management Systems**

*All Projects:*

1. Describe the project’s environmental management program.
2. Does the project/facility have an Environmental Management System? Is the project/facility ISO 14001 certified?
3. Has the project/facility established procedures to identify and manage the environmental aspects and impacts of its operations and activities? If so, please describe.
4. Has the project/facility established procedures for assessing the potential for accidents and emergencies, preventing incidents and their associated environmental impacts, and responding to and mitigating impacts associated with any incidents that do occur? If so, please describe.
5. Has the facility established procedures (e.g., audits, assessments, etc.) for evaluating compliance with environmental regulations? If so, please describe.
6. Does the project/facility have clearly defined roles and responsibilities for implementing environmental compliance management activities and procedures? If so, please describe.

**Health & Safety Risk Potential and Management Systems**

*All Projects:*

1. Is there a written specific safety and health plan (or IIPP (Injury and Illness Prevention Plan) as required in California) for the project? If so, provide a copy of the plan for review.
2. What safety and health policies, procedures, rules or guidelines are applicable for this project?
3. List hazardous materials on site for which Risk Management Plans are required.
4. Are Material Safety Data Sheets on site for these materials?
5. How is safety and health information provided and communicated to those who support the project?
6. Describe any safety and health violations, or citations that occurred at the project facility or project area that were issued by a regulatory agency within the past 5 years.
7. What is the current U.S. Occupational Safety and Health Administration recordable rate for the project site?
8. What is the reporting process for incidents at the project site?
9. How is Near Miss[[1]](#footnote-1) reporting or hazardous conditions reporting handled at the project site?
10. How many Serious Incidents[[2]](#footnote-2) or fatalities have occurred in the past 5 years? Please provide a small narrative of each event that has occurred over the past 5 years.
11. What follow-up is provided for corrective actions related to incidents at the project(s)?
12. How are the corrective actions related to the project(s) communicated?
13. How are new regulations or compliance issues applied at the project site?
14. What is the Company Experience Modification Rate[[3]](#footnote-3)?
15. Describe any safety and health violations, or citations received by the project developer at any other project facilities or project areas within the past 5 years.
16. List and provide details on all monitoring processes (i.e. assessments, audits, inspections, observations) that are performed at the project site to validate compliance with health and safety regulations. Include frequency, scope, monitoring party, recipient of results, methodologies, and validation processes.

1. Near Miss (or near hit): An unplanned occurrence or condition that may have, but did not result in harm to employees, equipment, or the public. [↑](#footnote-ref-1)
2. Serious Incident: “Serious injury or illness” means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway. (Title 8 CCR 330(h)). [↑](#footnote-ref-2)
3. Company Experience Modification Rate: The EMR is a relatively straightforward computation that compares workers’ compensation claims experience to other employers of similar size operating in the same type of business. Having fewer claims than other companies of the same size and industry results in a higher Experience Mod ratio. This ratio is used against the annual premium and results as a discount, and is often used by clients in evaluating a company's safety record. A "good" EMR is at least 1. Typically, a company's insurance agent will send their EMR with their price quote for the coming year. (Title 10 CCR 2353.1) [↑](#footnote-ref-3)