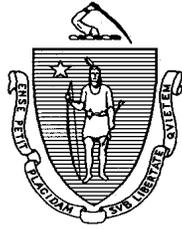


Regional Greenhouse Gas Initiative  
CO<sub>2</sub> Budget Trading Program



**Massachusetts  
Department of Environmental Protection**

**Massachusetts CO<sub>2</sub> Budget Trading Program**

**Offset Project Consistency Application**

**Landfill Methane Capture and Destruction**

Version 1.0

Issued by

Issued on

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## 1. Overview

To demonstrate that a landfill methane capture and destruction project qualifies for the award of carbon dioxide (CO<sub>2</sub>) offset allowances, a Project Sponsor must submit to the Massachusetts Department of Environmental Protection (MassDEP) in accordance with the instructions (see accompanying instructions packet), a fully completed *Massachusetts Offset Project Consistency Application – Landfill Methane Capture and Destruction Version 1.0* (*Consistency Application*), including the coversheet and all forms and related attachments. An incomplete *Consistency Application* will not be reviewed to determine consistency. Following these instructions will ensure that the *Consistency Application* contains all necessary information and is submitted properly.

Each Project Sponsor should review the Massachusetts CO<sub>2</sub> Budget Trading Program regulations, 310 CMR 7.70(10) for information regarding offset projects located in Massachusetts and the award of CO<sub>2</sub> offset allowances. All Massachusetts offset application materials and other documents are available at <http://www.rggi.org/offsets>.

Before the *Consistency Application* can be completed, the Project Sponsor must establish a general account and obtain an offset project ID code through the Regional Greenhouse Gas Initiative (RGGI) CO<sub>2</sub> Allowance Tracking System (COATS). The Project Sponsor identified in the *Consistency Application* must be the same as the Authorized Account Representative for the RGGI COATS general account identified in the Massachusetts *Consistency Application*. For information about establishing a RGGI COATS general account and offset project ID code, consult the RGGI COATS User's Guide, available at <http://www.rggi-coats.org>.

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

- For offset projects commenced between December 20, 2005 and December 31, 2008, the *Consistency Application* must be submitted by June 30, 2009.
- For offset projects commenced on or after January 1, 2009, the *Consistency Application* must be submitted within six (6) months after the project is commenced.
- For an offset project located solely in one (1) participating state, the *Consistency Application* must be filed with the appropriate regulatory agency in that state.
- For an offset project located in more than one (1) participating state, the *Consistency Application* must be filed in the participating state where the majority of the CO<sub>2</sub>-equivalent (CO<sub>2</sub>e) emissions reduction or carbon sequestration due to the offset project is expected to occur.

## 2. Submission Instructions

The Project Sponsor should submit the completed *Consistency Application*, and all attachments, via RGGI COATS at <http://www.rggi-coats.org> as described above. For information about submitting a *Consistency Application* via RGGI COATS, consult the RGGI COATS User's Guide, available at <http://www.rggi-coats.org>.

The *Consistency Application* has three (3) parts, as described below. Each part comprises specified forms and required documentation. The *Consistency Application* has been created as a Microsoft Word document with editable fields. Enter information directly into the fields provided or submit information or documentation as an attachment, as directed. Include headers on all attachments indicating the form to which each is attached, the offset project name, and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

When submitting documents electronically via RGGI COATS, it is not necessary to submit a scanned or paper hardcopy of the application forms. The Project Sponsor must retain the completed original copy of the *Consistency Application* and attachments with the original signed documents. MassDEP reserves the right to request the original signed application documents at any time.

A completed hardcopy and/or CD of the *Consistency Application* may also be mailed to: Climate Strategies Group, Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, 6<sup>th</sup> Floor, One Winter Street, Boston, MA 02108-4747.

Questions about this form and how to submit it should be directed to [climate.strategies@state.ma.us](mailto:climate.strategies@state.ma.us) or 617-574-6815.

### **3. Consistency Application Forms**

The *Consistency Application* includes nine (9) forms divided into three (3) parts, as follows:

#### **Part 1. General Information Forms**

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

#### **Part 2. Category-Specific Information and Documentation Forms**

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

#### **Part 3. Independent Verification Form**

- Form 3.1 – Independent Verifier Certification Statement and Report

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

**Offset Project Name**

**Offset Project ID Code**

## Form 1.1 – Coversheet

**Project Sponsor (RGGI COATS Authorized Account Representative)**

**Project Sponsor Organization**

**RGGI COATS General Account Name**

**RGGI COATS General Account Number**

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

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

**Offset Project Name**  **Offset Project ID Code**

### Form 1.2 – General Information

**Project Sponsor (RGGI COATS Authorized Account Representative)**

**Telephone Number**  **Fax Number**  **Email Address**

**Street Address**

**City**  **State/Province**  **Postal Code**  **Country**

**RGGI COATS General Account Name**

**RGGI COATS General Account Number**

**Name of Offset Project**  **Application Date**

**Summary Description of Offset Project**

**Project City**  **Project County**  **Project State**  **Project Commencement Date**

**Project Sponsor Organization**

**Primary Street Address**

**City**  **State/Province**  **Postal Code**  **Country**

**Brief Description of Project Sponsor Organization**

**Telephone Number**  **Website URL**

**Independent Verifier (Company/Organization)**  **States Where Verifier Accredited**

**Primary Street Address**  **Website URL**

**City**  **State/Province**  **Postal Code**  **Country**

**Point of Contact for Project**

**Contact Telephone Number**  **Contact Fax Number**  **Contact Email Address**

**Contact Street Address**

**City**  **State/Province**  **Postal Code**  **Country**

Offset Project Name

Offset Project ID Code

### Form 1.3 – Attestations

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

1. The offset project referenced in this *Consistency Application* is not required pursuant to any local, state, or federal law, regulation, or administrative or judicial order.
2. The offset project referenced in this *Consistency Application* has not and will not be awarded credits or allowances under any other greenhouse gas program except as provided in 310 CMR 7.70(10)(c)4.e. where CO<sub>2</sub> offset allowances may be awarded to an offset project for which GHG Credits were created pursuant to 310 CMR 7.00: Appendix B(7) provided the offset project meets all of the requirements of 310 CMR 7.70(10)..
3. Check the boxes that apply:
  - The offset project referenced in this *Consistency Application* does not include an electric generation component.
  - The offset project referenced in this *Consistency Application* does include an electric generation component. Any and all attribute credits generated by the offset project that may be used for compliance with a renewable portfolio standard (RPS) or other regulatory requirement, with the exception of CO<sub>2</sub> allowances awarded under the Massachusetts CO<sub>2</sub> Budget Trading Program, will be transferred to MassDEP.
  - An Attribute Credit Transfer Agreement is attached.
4. The offset project referenced in this *Consistency Application* has not and will not receive any funding or other incentives from any system benefit fund, or funds or other incentives provided through the auction of CO<sub>2</sub> allowances from the Massachusetts Auction Account.
5. A *Consistency Application* for the offset project or any portion of the offset project referenced in this *Consistency Application* has not been filed in any other participating state.
6. All offset projects for which the Project Sponsor or project sponsor organization has received CO<sub>2</sub> offset allowances, if any, under the Project Sponsor's or project sponsor organization's ownership or control (or under the ownership or control of any entity which controls, is controlled by, or has common control with the Project Sponsor or project sponsor organization) are in compliance with all applicable requirements of the CO<sub>2</sub> Budget Trading Program in all participating states.
7. I am authorized to make this submission on behalf of the project sponsor organization. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this *Consistency Application* and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

**Offset Project Name**

**Offset Project ID Code**

**Form 1.3 – Attestations (continued)**

\_\_\_\_\_  
Project Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Offset Project Name

Offset Project ID Code

### Form 1.4 – Project Sponsor Agreement

The undersigned Project Sponsor recognizes and accepts that the application for, and the receipt of, CO<sub>2</sub> offset allowances under the Massachusetts CO<sub>2</sub> Budget Trading Program is predicated on the Project Sponsor following all the requirements of 310 CMR 7.70. The undersigned Project Sponsor holds the legal rights to the offset project, or has been granted the right to act on behalf of a party that holds the legal rights to the offset project. The Project Sponsor understands that eligibility for the award of CO<sub>2</sub> offset allowances under 310 CMR 7.70(10) is contingent on meeting the requirements of 310 CMR 7.70(10). The Project Sponsor authorizes MassDEP or its agent to audit this offset project for purposes of verifying that the offset project, including the Monitoring and Verification Plan, has been implemented as described in this application. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project. The Project Sponsor submits to the legal jurisdiction of Massachusetts.

\_\_\_\_\_  
Project Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Offset Project Name

Offset Project ID Code

### Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

Check the box below that applies:

- No greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* have been or will be reported to a voluntary or mandatory program other than the Massachusetts CO<sub>2</sub> Budget Trading Program.
- Greenhouse gas emissions data related to the offset project referenced in this *Consistency Application* have been or will be reported to a voluntary or mandatory program other than the Massachusetts CO<sub>2</sub> Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below.

**Name of Program to which GHG Emissions Data Reported**

Check all that apply:

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

**Enter Frequency of Reporting**

**Enter Reporting Start Date**

**Program Contact Information – Address**

**Program Website**

**Categories of Emissions Data Reported**

**Name of Program to which GHG Emissions Data Reported**

Check all that apply:

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

**Enter Frequency of Reporting**

**Enter Reporting Start Date**

**Program Contact Information – Address**

**Program Website**

**Categories of Emissions Data Reported**

Add extra pages as needed. Each attachment must include a header that indicates it is an attachment to Form 1.5, identifies the number of the appropriate table and the reference number in the left-hand column of the table, and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

**Offset Project Name**

**Offset Project ID Code**

### **Form 2.1 – Project Description**

Attach a detailed narrative of the actions to be taken as part of the offset project. The attached narrative must include a header that indicates it is an attachment to Form 2.1 and identifies the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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

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

**Offset Project Name**

**Offset Project ID Code**

## Form 2.2 – Demonstration of Eligibility

Attach documentation that the offset project meets eligibility requirements. Attached documentation must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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

- Documentation that the landfill methane offset project will occur at a landfill or landfill unit(s) not subject to federal New Source Performance Standards (NSPS) for municipal solid waste landfills, 40 CFR Part 60 Subpart Cc and Subpart WWW. Documentation includes the initial design capacity report, the current annual non-methane organic compound (NMOC) emission rate report and, if applicable, the amended design capacity report as described in the notification and record keeping requirements at 40 CFR Part 60.
- Calculation results of NMOC emissions estimate (in megagrams per year) and supporting data for most recent year available, performed in accordance with the test methods and procedures specified at 40 CFR Part 60, Subpart WWW 60.754.

Enter the estimated date that the landfill will exceed the NSPS NMOC threshold, and enter the Tier type (i.e., Tier 1, Tier 2, or Tier 3) of emission rate estimate, performed in accordance with the test methods and procedures specified at 40 CFR Part 60, Subpart WWW 60.754.

**Estimated Date of NSPS NMOC Threshold Exceedance (MM/DD/YYYY):**

**Tier Type (i.e., Tier 1, Tier 2, or Tier 3) Used for Emission Rate Estimates**

**Offset Project Name**

**Offset Project ID Code**

### **Form 2.3 – Monitoring and Verification Plan**

Attach the Monitoring and Verification Plan (M&V Plan). The M&V Plan must include a header that indicates it is an attachment to Form 2.3 and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

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

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

Offset Project Name

Offset Project ID Code

### Form 3.1 – Independent Verifier Certification Statement and Report

An accredited independent verifier must sign and date Form 3.1. Attach the accredited independent verifier report. The attached verifier report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code. If attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents. Note that the Project Sponsor must retain the completed original copy of the *Consistency Application* and attachments, including the verifier's original signed documents. MassDEP reserves the right to request the original signed documents at any time.

**Name of Accredited Independent Verifier**

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

- (a) The adequacy and validity of information supplied by the Project Sponsor to demonstrate that the offset project meets the applicable eligibility requirements of 310 CMR 7.70(10)(c) and (e)1, including the required documentation that must be provided in the *Consistency Application*.
- (b) The adequacy of the Monitoring and Verification Plan in accordance with the applicable requirements of 310 CMR 7.70(10)(e)1., including the required documentation that must be provided in the *Consistency Application*.

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

<input type="text"/> Verifier Representative Signature	<input type="text"/> Date
<input type="text"/> Printed Name	
<input type="text"/> Title	
<input type="text"/> Organization	