



Climate

Reporting Year 2009 Annual Verification Submission Timeline and Deadlines

March / April, 2010

Green-e Climate will host one or more conference calls for participants in Green-e Climate that sell Certified Products in order to go over verification materials and to answer questions. Green-e Climate will also host a mandatory Auditor Training Session. Green-e Climate is requiring that the Auditor whose signature is to appear on the *Agreed-Upon Procedures Report* shall have attended and completed this mandatory Auditor Training Session with Green-e Climate staff. Green-e Climate staff will notify you in advance of these calls.

Friday, May 14, 2010

Last day to request an extension for submission of all Green-e Climate verification documents, including the *Verification Worksheets*, Auditor's *Agreed-Upon Procedures Report*, all Attestations, and all available Registry Reports. Green-e Climate will respond to extension requests within 3 business days or less, in all but the most extreme cases.

You must demonstrate the need for an extension. See the end of this document for a non-exhaustive list of reasons that will NOT be grounds for an extension. The maximum extension is until Thursday, July 1, 2010, though shorter extensions may be granted. If your request for an extension is granted, you will still be required to submit your completed final *Verification Worksheets* to CRS by June 1, 2010.

If you exceed the due date granted in your extension, the per day financial penalties described below will apply for a period of two weeks or until July 1, 2010, whichever period is shorter. If at the end of this period you have not submitted your Verification Submission, you will be subject to the following consequences:

- Decertification of your certified product(s),
- Having your certified product(s) listed in CRS's *NewSolutions* electronic newsletter and/or a press release to CRS stakeholders as decertified, and/or
- Additional actions as described in the *Green-e Climate Code of Conduct*.

Tuesday, June 1, 2010

The *Verification Worksheets*, Auditor's *Agreed-Upon Procedures Report*, all Attestations, all available Registry Reports* and all other materials required by the *Verification Checklist* are due at CRS. Electronic submittal is acceptable for all documents, however hardcopies of all documents must be sent, regardless of whether they were emailed. The only documents that

* For Approved Registries that will not have Registry Reports available by June 1, such as the PJM-GATS tracking system, Registry Reports must be delivered to CRS within 10 business days after the settlement period for first quarter 2010 trading closes. In addition, Sellers must notify Green-e Climate of their use of any eligible emissions reductions supply that will not be appropriately document in a Registry Report in time for Green-e Climate Verification (Q1/10 renewable energy generation in PJM-GATS, for example) in the *Agreed-Upon Procedures Report*. Registry Reports ultimately submitted must match with emission reduction supply listed in Worksheet 1 of the final version of the *Verification Worksheets* submitted with your Verification Submission.

must be sent electronically (in addition to the hardcopy) are Microsoft™ Excel-compatible copies of the completed *Verification Worksheets*.

If you have not submitted all required verification materials by 5pm Pacific Daylight Saving Time (PDT), the name of your company and the product(s) for which verification materials have not been submitted will be posted on the Green-e Climate website. You will be sent a letter notifying you of your product(s) being out of compliance via email, certified mail, and facsimile.

Additionally, starting June 1, 2010, financial penalties will begin to accrue at a rate of **\$400 per day** for each day that the Verification Submission is not submitted. On the day you submit the Verification Submission before 5pm PDT, you will not accrue an additional day of charges. Once your Verification Submission has been received, your total penalty will be calculated and you will be invoiced and sent an advance email with the amount you owe. Payment will be due by Thursday, July 1, 2010. For example, if you submit your Verification Submission at 3:30pm PDT on June 3, 2010, you will be penalized \$800.

Tuesday, June 15, 2010

Absolute last day to submit your Verification Submission by 5pm PDT, if you have not been approved for an extension. This means that the late submittal penalty is capped at ten business days and you will be invoiced for the corresponding amount if you submit materials on this day.

Wednesday, June 16, 2010

Green-e Climate will recommend to the Green-e Governance Board that the Green-e Climate certified products for which Verification Submissions have not been received and that have not been granted an extension are immediately decertified.

Thursday, July 1, 2010

Absolute last day that sellers that received extensions may submit their Verification Submission, though not all extensions will grant a due date as late as July 1.

Additionally, any financial penalties accrued must be paid to CRS by this date. Failure to pay by this date will be noted on the Green-e web site and you will be (re)listed as out of compliance with verification requirements until your check has been received. If you incur financial penalties due to late submission, payment is considered to be part of your Verification Submission, and your Verification Submission will not be considered complete until payment has been made.

Friday, July 2, 2010

Green-e Climate will recommend to the Green-e Governance Board that the remaining Green-e Climate certified products for which Verification Submission have not been received be immediately decertified.

In addition, CRS will send out the summer edition of *NewSolutions* electronic newsletter to all stakeholders, listing all marketers that have had products decertified and that have not yet submitted Verification Submission, even if extensions have been granted.

NOTICE:

- If you anticipate needing an extension, please request one as early as possible, and have a way to substantiate your need for an extension. Reasons that extensions will NOT be granted include, but are not limited to:
 - you retained your auditor late;
 - your auditor is too busy as the deadline approaches;
 - you have a large amount of supply or number of sales;

- you have made a request to Green-e Climate for an exception to Green-e Climate rules and have not been provided a final response;
- If your product(s) are decertified, you are still contractually obligated to complete all verification requirements for Reporting Year 2009 and for any Green-e Climate certified sales made in 2010 up to the time of decertification. In the event of the decertification of your product(s), CRS will follow the procedures described in the Green-e Climate Code of Conduct, which includes, at CRS's option, notifying applicable regulators, consumer advocacy groups and other stakeholders if you fail to complete your verification obligations.
- Even if you have been granted an extension, your final *Verification Worksheets* are due to CRS on June 1, 2010.
- Green-e Climate will track basic seller verification performance year to year (such as late submission) and make this information available to the public.
- The *Green-e Climate Code of Conduct* details additional actions CRS may take in the event of non-compliance with verification requirements.

CRS Contact Information

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