

The nation's leading consumer protection program for offsets



**Green-e**

# Climate

Verification Training for Sellers: Reporting Year 2010

# Annual Verification Process

## Who?

Your in-house verification team and an outside, independent auditor (CPA)

**Your auditor must have attended a Green-e Climate Auditor Training session**

## What?

An audit of your purchases and sales to make sure your Certified Products meet the rules of the Green-e Climate program

## When?

**Due June 1, 2011**

Covers all sales made in 2010

## Where?

[www.green-e.org/climateverification](http://www.green-e.org/climateverification)

## Why?

Third-party verification gives your customers confidence in their choice of offset providers.

# Materials for your Auditor

1. Completed copies of all required Verification Worksheets
2. A written explanation from your company for any exceptions in the Worksheets
3. Registry Reports generated from Approved Registries
4. Copies of your Product Content Label for each Certified Product
5. A final *Project List* used to supply all 2009 Green-e Climate Certified Products
6. Internal Reporting Documents that Indicate Sales
7. Billing Statements and/or other records of individual sales
8. Green-e Climate Attestation from Seller
9. Green-e Climate Verification Checklist
10. Green-e Climate Annual Verification Process Audit Protocol

# Materials for the Verification Submission

1. An Agreed-Upon Procedures Report
2. An original copy of the Auditor Attestation
3. Completed copies of all required Verification Worksheets
4. A written explanation from your company for any exceptions in the Worksheets
5. Green-e Climate Attestation from Seller
6. Registry Reports generated from Approved Registries
7. Copies of your Product Content Label for each Certified Product
8. A final Project List used to supply all 2010 Green-e Climate Certified Products

# General Worksheet Instructions

- All Certified Products offered by the same Seller must be reported on one set of worksheets
- Fill in the information at the top of each Worksheet
- If the worksheet does not apply to you, put N/A in the first row of the first table on the Worksheet
- Fill in only the blank cells as instructed
- All entries regarding emissions reductions on Worksheets 1 through 6 must be in metric tons CO<sub>2</sub>e, there should be no information about MWh of renewable energy on Worksheets 1 through 6

# Worksheet 1: Supply

Table 1. All Supply											
1A	1B	1C	1D	1E	1F	1G	1H	1I	1J	1K	1L
Project Name	Project Type	Project Location (country)	Project Start Date (year)	Vintage (year)	Endorsed Program	Project Verifier	Supply of Emissions Reductions (Metric tons CO <sub>2</sub> e)	Registry Name	Facility ID in Registry	Registry Serial ID Number (range)	Name of Wholesale Supplier
Windy Ridge	Renewable Energy	India	2007	2009	VCS	XYZ Verify	200	Markit	100	82500-82699	Carbon R Us
Running River	Renewable Energy	India	2005	2010	VCS	XYZ Verify	50	Markit	101	10325-10374	Carbon R Us
Cow Farm	Methane Destruction	Brazil	2005	2009	VCS	ABC Verify	75	APX	205	342800-342874	Offset Warehouse
Solar Haven	Renewable Energy	US	2008	2010	Green-e Climate		50	WREGIS	80	2050-2109, 3120-3145	Offset Warehouse
Sunny Station	Renewable Energy	US	2006	2009	Green-e Climate		25	M-RETS	1012	00065-00095	Offset Warehouse
<b>TOTAL</b>							400				

# Worksheet 2: All Sales

<b>Table 2. All Sales</b>						
2A	2B	2C	2D	2E	2F	2G
Certified Product Name	Online Sales to Individuals (metric tons CO <sub>2</sub> e)	Online Sales to Commercial Customers (metric tons CO <sub>2</sub> e)	Offline Sales To Individuals (metric tons CO <sub>2</sub> e)	Offline Sales To Commercial Customers (metric tons CO <sub>2</sub> e)	Sales to Wholesale Customers (metric tons CO <sub>2</sub> e)	Total Sales (metric tons CO <sub>2</sub> e) (2B+2C+2D+2E+2F)
Super Offsets	0	0	0	50	200	250
Carbon Neutralizer	150	0	0	0	0	150
<b>TOTAL</b>	150	0	0	50	200	400

# Worksheet 3: Verification of Product Content Label

## Table 3.1: Product Details

Table 3.1 Product Details										
3A	3B	3C	3D	3E	3F	3G	3H	3I	3J	3K
Project Type	Project Location (country)	Endorsed Program	Vintage (year or range of years)	Total Sales (metric tons CO <sub>2</sub> e) (3F+3H+3J)	Certified Product 1		Certified Product 2		Certified Product 3	
					Super Offsets		Carbon Neutralizer		[Enter Product Name]	
					<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Customized	<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Customized	<input type="checkbox"/> Fixed	<input type="checkbox"/> Customized
					Sales for Product 1 (metric tons CO <sub>2</sub> e)	% of Product	Sales for Product 2 (metric tons CO <sub>2</sub> e)	% of Product	Sales for Product 3 (metric tons CO <sub>2</sub> e)	% of Product
Renewable Energy	India	VCS	2009-2010	250	250	100%		0%		#DIV/0!
Methane Destruction	Brazil	VCS	2009	75		0%	75	50%		#DIV/0!
Renewable Energy	US	Green-e Climate	2009-2010	75		0%	75	50%		#DIV/0!
						0%		0%		#DIV/0!
						0%		0%		#DIV/0!
						0%		0%		#DIV/0!
						0%		0%		#DIV/0!
<b>TOTAL</b>				<b>400</b>	<b>250</b>		<b>150</b>		<b>0.0</b>	

# Worksheet 3: Verification of Product Content Label

## Table 3.2: Retail Customers Purchasing 25,000 metric tons CO<sub>2</sub>e or more

Table 3.2 Retail Customers Purchasing 25,000 metric tons CO <sub>2</sub> e or More				
3L	3M	3N		
Customer Name	Certified Product Name	Metric tons CO <sub>2</sub> e Purchased this RY		

# Worksheet 4: Balance of Supply and Sales

<b>Table 4. Balance of Supply and Sales</b>					
4A	4B	4C	4D	4E	4F
Project Type (from Column 1B)	Project Location (from Column 1C)	Endorsed Program (from Column 1F)	Supply (metric tons CO <sub>2</sub> e) (from Column 1H)	Sales (metric tons CO <sub>2</sub> e) (from Column 3E)	Net: Supply minus Sales (4D-4E)
Renewable Energy	India	VCS	250	250	0
Methane Destruction	Brazil	VCS	75	75	0
Renewable Energy	US	Green-e Climate	75	75	0
<b>TOTAL</b>			400	400	0

# Worksheet 5: Certified Sales by Location

5A	5B	5C	5D	5E	5F	5G	5H	5I
State	Sales to Individuals (metric tons CO <sub>2</sub> e)	Sales to Commercial Customers (metric tons CO <sub>2</sub> e)	3rd-party Distributor Sales (metric tons CO <sub>2</sub> e)	Sales to Wholesale Customers (metric tons CO <sub>2</sub> e)	Number of Individual Customers	Number of Commercial Customers	Number of 3rd-party Distributor Customers	Number of Wholesale Customers
AL								
AK	10				1			
AZ								
AR								
CA								
CO	10		20		4		2	
CT								
DE		30				1		
FL				200				1
WY								
District of Columbia								
Canada								
China								
France	5				1			
Germany								
Japan								
United Kingdom								
Other - Mexico		20				1		
Unknown	17				3			
<b>TOTAL</b>	<b>130</b>	<b>50</b>	<b>20</b>	<b>200</b>	<b>38</b>	<b>2</b>	<b>2</b>	<b>1</b>

# Worksheet 6: Sales by Third Party Distributor

**Table 6. Green-e Climate Certified Sales by Third-party Distributors**

6A	6B	6C	6D	6E
Third-party Distributor Name	Sales of Certified Product 1 (metric tons CO <sub>2</sub> e)	Sales of Certified Product 2 (metric tons CO <sub>2</sub> e)	Sales of Certified Product 3 (metric tons CO <sub>2</sub> e)	Total 3rd-party Certified Sales (metric tons CO <sub>2</sub> e) (6B+6C+6D)
	Carbon Neutralizer	[Enter Product Name]	[Enter Product Name]	
Web Sales Central	20	0	0	20
<b>TOTAL</b>	20	0	0	20

# Worksheet 7: Supply from Green-e Climate Protocol for Renewable Energy Approved Facilities

**Table 7. Supply from Protocol for Renewable Energy Facilities**

7A	7B	7C	7D	7E	7F	7G	7H	7I	7J	7K	7L	7M
Project Name	Resource Type	NERC Region	Project Start Date (Year)	Vintage/ Quarter of Generation (1,2,3,4)	Vintage/ Year of Generation (1,2,3,4)	Supply of Renewable Energy (MWhs)	Baseline Emission Rate (lbs/MWh)	Metric tons CO <sub>2</sub> e	Registry Name	Facility ID in Registry	Registry Serial ID Number (range)	Utility/Electricity Purchaser*
Solar Haven	Solar	WECC	2008	3	2010	60	1295	35.2	WREGIS	80	2050-2109	Super Power Co.
Solar Haven	Solar	WECC	2008	1	2010	26	1295	15.3	WREGIS	80	3120-3145	Super Power Co.
Sunny Station	Solar	MRO	2006	4	2009	31	1813	25.5	M-RETS	1012	00065-00095	Electric Company
<b>TOTAL</b>						117.0		76.0				



**Green-e**

# Climate

A program of the Center for Resource Solutions

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**CRS**

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