# Section 1: Overview

Date of Verification Report: Click here to enter a date.

Operator Name: Click here to enter text.

Reporting year of emission report verified: Click here to enter text.

Reporting classification: [ ]  voluntary [ ]  complete [ ]  historical

Operator’s Organizational Boundaries:

 [x]  Operational Control Only

Geographic Scope of Emissions Report:

 [x]  California: AB 32

 [ ]  Transitional, specify boundary: Click here to enter text.

 [ ]  Western Climate Initiative

 [ ]  North American

 [ ]  Worldwide (including North America) [ ]  Worldwide (non-North America)

Base Year (if applicable): Click here to enter text.

Verification body name: Paragon Consulting Services

Verification body contact: Click here to enter text.

Title: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Subcontractors: Click here to enter text.

Verification team operators:

Lead verifier: Click here to enter text.

Internal peer reviewer: Click here to enter text.

Other verification team operators: Click here to enter text.

Type of verification: [ ]  Batch [ ]  Streamlined [ ]  Full

## Total Entity-Wide Emissions Verified:

Total Scope 1 Emissions: Click here to enter text. CO2-e

Click here to enter text. CO2 Click here to enter text. CH4 Click here to enter text. N2O Click here to enter text. HFCs Click here to enter text. PFCs Click here to enter text. SF6

 Percent of on-site emissions covered by facility visits: Click here to enter text. %

## Summary of Verification Findings:

[ ]  Verified

[ ]  Unable to Verify (include reason, e.g., “due to data errors” or “due to non-compliance with reporting requirements): Click here to enter text.

Comment: Click here to enter text.

# Section 2: Verification Plan

Describe the verification plan, including the risk assessment methodologies employed and the sampling plan (either in the space below or attached separately):

|  |
| --- |
| Click here to enter text. |

# Section 3: Identification of Emission Sources

List all facilities/emission sources/GHGs identified through verification activities within the geographic and organizational boundaries of the emissions report.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Facility Name/Identifier | Facility Location | Emission Source | GHG | Included in Emission Report? | Scope[[1]](#footnote-1) |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |
|       |       |       |       | [ ] Yes [ ] No |  |

# Section 4: Verification Activities Log

|  |  |
| --- | --- |
| Verification Activity | Date Achieved |
| Preparation for Verification |
| Submitted Conflict of Interest Assessment Form  | Click here to enter a date. |
| Received approval of COI assessment | Click here to enter a date. |
| Completed contract for verification services  | Click here to enter a date. |
| Submitted Designated Staff, Roles & Responsibilities Form | Click here to enter a date. |
| Submitted Notification of Planned Facility Visits Form | Click here to enter a date. |
| Conducted Kick-Off Meeting | Click here to enter a date. |
| Core Verification Activities |
| Assessed conformance of emission report with ARB requirements | Click here to enter a date. |
| Identified and listed all facilities within geographic scope | Click here to enter a date. |
| Identified and listed all emission sources within scope | Click here to enter a date. |
| Ranked all sources by magnitude of emissions (CO2-e) | Click here to enter a date. |
| Assessed any changes in entity boundaries  | Click here to enter a date. |
| Identified and listed all fuel types | Click here to enter a date. |
| Performed risk assessment: |
| Evaluated procedures and systems for preparing emission report | Click here to enter a date. |
| Evaluated personnel and training for preparing emission report | Click here to enter a date. |
| Assessed uncertainty associated with methodologies and management systems | Click here to enter a date. |
| Developed sampling plan | Click here to enter a date. |
| Verified emission estimates against verification criteria: |
| Checked that all required GHG emissions are included in emissions report | Click here to enter a date. |
| Confirmed fuel consumption data | Click here to enter a date. |
| Confirmed vehicle miles travelled | Click here to enter a date. |
| Confirmed use of appropriate emission factors | Click here to enter a date. |
| Calculated emissions for sample | Click here to enter a date. |
| Compared estimates from sample calculations to reported emissions | Click here to enter a date. |
| Estimated discrepancies between sample calculations and reported emissions | Click here to enter a date. |
| Extrapolated systemic discrepancies to the entity level | Click here to enter a date. |
| Summed discrepancies to the entity level to determine whether discrepancies exceed five percent materiality threshold. | Click here to enter a date. |
| Completion of Verification |
| Submitted Verification Report to operator | Click here to enter a date. |
| Submitted Verification Statement to operator | Click here to enter a date. |
| Conducted Exit Meeting with operator | Click here to enter a date. |
| Completed verification module in the CARROT | Click here to enter a date. |

# Section 6: Evaluation of Compliance

|  |  |  |
| --- | --- | --- |
| Assessing conformance with ARB’s requirements  | Yes | No |
| If the operator has used any simplified estimation methods not prescribed in the Regulation, do the emissions estimated using these methods constitute five percent or less of the operator’s total emissions?  | [ ]  | [ ]  |
| If the operator has used any simplified estimation methods, are the simplified methods used appropriate and are the results reasonable? | [ ]  | [ ]  |
| Have any mergers, acquisitions, or divestitures occurred during the current reporting year? | [ ]  | [ ]  |
| Have any activities been outsourced or insourced in the current year? | [ ]  | [ ]  |
| Have any changes in calculation methods or data sources been made since the base year? | [ ]  | [ ]  |
| If the answer to any of above three questions is yes, would the cumulative effect of the mergers, acquisitions, divestitures, outsourcing, insourcing, and methodological changes on base year emissions exceed five percent? | [ ]  | [ ]  |
| If the answer to above Question is yes, has the operator adjusted base year emissions? | [ ]  | [ ]  |
| Has the operator uploaded supporting documentation into CARROT for calculations that they conducted off-line (i.e. calculations for which they did not use the automated calculation feature included in CARROT). | [ ]  | [ ]  |
| [For operator’s using the equity share approach] Does the emission report include all processes and facilities for which the operator holds an equity share? If not, why? | [ ]  | [ ]  |
| [For operator’s using the financial control approach] Does the emission report include all processes and facilities under the financial control of the operator? If not, why? | [ ]  | [ ]  |
| [For operator’s using the operational control approach] Does the emission report include all processes and facilities under the operational control of the operator? If not, why? | [ ]  | [ ]  |
| Does the report include all facilities and sources of GHG emissions within the geographic boundaries of the operator? Or, if the operator is a transitional operator, does the report include all facilities and sources within the states, provinces, jurisdictions and/or native sovereign nations that the transitional operator has chosen? | [ ]  | [ ]  |
| Does the report include all applicable types of GHGs from each facility and emission source within California’s boundaries? Or, in the case of transitional operators, does the report include all emissions of the GHGs that the operator has chosen to report (and, at a minimum, CO2) from each facility and emission source within the geographic and organizational boundaries of the transitional operator? | [ ]  | [ ]  |
| Has the reporting entity included all of its on-site emissions for each facility?  | [ ]  | [ ]  |
| Have the on-site emissions been broken down by source type (stationary combustion, mobile combustion, fugitive and process)? | [ ]  | [ ]  |
| Have biogenic CO2 emissions been reported separately from the on-site emissions? | [ ]  | [ ]  |
| Are the calculation methodologies/procedures used to compute GHG emissions at the source level among those described in the AB 32 Regulation? If not, why? | [ ]  | [ ]  |
| When available, has the operator used the emission factors, GWPs and standardized estimation methods in the Regulation to calculate emissions in each source category?  | [ ]  | [ ]  |
| Are the methodologies, data sources and emission factors documented and explained appropriately? | [ ]  | [ ]  |

# Section 7: Findings

List all misstatements discovered during the verification and their magnitude at the entity level

|  |  |  |
| --- | --- | --- |
| Discrepancy | Magnitude as a Percent of Reported Entity-Level Emissions | Current Disposition of the Discrepancy |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |
|       |       | [ ] Corrected[ ] Not Corrected |

Net sum of all discrepancies at the entity level: Click here to enter text.%

1. Scope 1 emissions are direct, on-site emissions; Scope 2 is indirect (purchased) emissions; Scope 3 are emissions that could be another entity’s scope 1 emissions, but operator activities are creating those emissions (for example: business flights or commuting). [↑](#footnote-ref-1)