**Request for Project Variance**

The Climate Action Reserve (Reserve) will allow variances in the way specific projects monitor or calculate greenhouse gas emission reductions only where Reserve staff determine that such variances are acceptable and upon submission of this form and payment of the $3,500 fee. **No variance request will be considered until the project in question has been formally submitted to the Reserve and all invoices have been paid.**

Only with explicit, written acceptance of the variance may a project developer apply monitoring or calculation methods not contained in the Reserve’s applicable protocol to their project. In some cases, a variance request may be granted only for a specified time period. Decisions on variances are to be considered *sui generis*, and are not precedent-setting. Variances will not be granted for exceptions to project eligibility criteria or to the Reserve’s methodological approaches to determining GHG emission reductions. If the requested variance diverges significantly from the approved methodology in that it requires extensive analysis of site specific features and/or employs concepts not fully vetted through public consultation, the variance must be denied.

Only one issue (related to a specific rule or requirement in the protocol) may be submitted per variance request. If multiple variances are needed, please submit a separate variance request per issue. Please provide complete information at the time of the request, as re-opening or adding to an existing determination will be considered a new variance request. Each new or re-opened variance request will incur the $3,500 fee.

The Reserve retains the right to reject outright any Request for Project Variance, request further documentation, or impose additional constraints and/or discount factors on the proposed monitoring or calculation methods.

**If the Reserve accepts this variance request, a letter describing the variance granted will be sent to the project developer and will be made publicly available. Variance determinations are final.**

*Instructions:*

1. Upload the Request for Project Variance to the *Project Documents* section of the project for which the project variance request applies. Please provide as much detail and supporting documentation as possible with your request to facilitate our review.
2. An invoice for the Variance Review Fee ($3,500.00 per request) will be posted in the *My Invoices* section of your account.
3. Pay the Variance Review Fee (instructions for payment are located on the invoice).
4. The Request for Project Variance review will commence upon completion of steps 1-3. At this point Reserve staff may contact you for additional information. The timing of the issuance of a variance determination will depend on the completeness of information provided and the complexity of the request.
5. Before the Reserve finalizes the variance determination, the project developer must sign and date the attestation on the variance determination.
6. Once the variance determination is signed by the project developer, the Reserve will sign and finalize the variance determination. It will be provided to the project developer and made publicly available. At this point, the determination is considered to be closed and final. Variance determinations will not be re-opened. If it is found that the project developer cannot meet the requirements of the variance determination, for example, if inaccurate or incomplete information was provided in the initial request, or if the project conditions changed, the project developer must submit a new Request for Project Variance (and will incur the $3,500 review fee).

**Project Details**

Date of Request:

Project Developer:

Technical Consultant (if applicable):

Project Name:

Project Type:

Protocol Version Used:

Reporting Period (for which request applies to):       to

Form Completed By (name and email):

**Requested Variance**

1. Protocol rule/requirement in question (include page number and quoted text):

1. How did the project miss the requirement listed above? (i.e., if a Landfill project’s field check for calibration accuracy did not take place as required within two months of the end of the reporting period, explicitly state that, and when the field check was instead completed).

1. Reason why the project does not meet the rule/requirement listed above (ex. Staffing issue, etc.)

1. Describe the proposed variance.

1. Conservative, compensatory measures (e.g., discount factors) taken to counteract variance:

1. Justification for why variance results in equal or greater conservativeness than protocol:

1. Additional details or documentation to facilitate our review of the variance request: (attach additional files as needed, such as flow data, calibration certificates, etc.). If the project is requesting a variance related to missed field checks or calibration requirements complete “Attachment 1: Field Check and Calibration Information.”

1. Has the project applied for the same or a similar variance before? If so, provide the determination date and the missed requirement. Previous variance determinations can be found in the Documents tab in the Software with the VAR-DET naming convention.

1. If this variance was granted previously, please explain why the project failed to meet the requirement again.

1. Does this missed requirement impact future reporting periods (i.e. based on timing, does this issue continue into subsequent reporting periods)?

1. Has the project applied for a variance before? If so, provide the determination date and the missed requirement.

1. If this project is currently undergoing verification, please provide the relevant List of Findings entry from the verification body either in the space provided, or as a separate attachment.

**Attachment 1: Field Check and Calibration Information**

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| --- | --- | --- | --- | --- | --- |
| **Device Name and Serial Number** | **Location** | **Dates of use** | **Field check dates and percent drift** | **Calibration dates and as found/as left conditions** | **How did this device miss the QA/QC requirements?** |
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