Joint Plastic Program Validation & Verification Report Template

This template is for the joint validation and verification of projects using the Plastic Waste Reduction Program (Plastic Program).

Instructions for Completing the Joint Validation and Verification Report

**Title Page:** Complete all items in the box on the title page using Arial or Century Gothic 10.5 point, black, regular (non-italic) font. This box must appear on the title page of the final document. Joint validation and verification reports may also feature the project title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Arial or Century Gothic 24 point and Arial or Century Gothic 12 point, black, regular font).

**Template Body:** Instructions for completing the joint validation and verification report template are under the section headings in this template. Adhere to all instructions, as set out in the *Plastic Standard*. Instructions relate back to the rules and requirements set out in the *Plastic Standard* and accompanying Plastic Program documents. The preparer will need to refer to these documents in order to complete the template.

As in the rest of the Plastic Program, throughout this document, the term “plastic waste” should be interpreted to include materials, including composite materials, listed in Section 2.1.1 of the *Plastic Standard*.

*Note – The instructions in this template are to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.*

Unless applying a merited deviation from the structure of this template, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write “not applicable”). Submit the joint validation and verification report as a non-editable PDF.

Delete all instructions, including this introductory text, from the final document.

*Note – For validation and verification of projects that intend to use the* Plastic Standard *solely for accounting purposes, and not to issue Plastic Credits, the following sections are not required: 2.1.6, 2.1.7 and 2.4.6.*



Joint Validation and Verification Report Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Report Title** | *Title of this joint validation and verification report* |
| **Date of Issue** | *DD-MM-YYYY this version of the document issued* |
| **Version** | *Version number of this joint validation and verification report* |
| **Report ID** | *Identification number of this joint validation and verification report* |
| **Prepared By** | *Validation/verification body that prepared this document* |
| **Contact** | *Contact name, physical address, telephone, email, website* |
| **Approved By** | *Individual(s) at the validation/verification body that approved this report* |
| **Work Carried Out By** | *Individual(s) who conducted the joint validation and verification* |
| **Client** | *Client for whom this report was prepared* |
| **Project Title** | *Name of the project* |
| **Project ID** | *Verra Registry project ID* |
| **Project Location** | *Country, sub-national jurisdiction(s)* |
| **Monitoring Period** | *DD-MM-YYYY to DD-MM-YYYY* |

|  |
| --- |
| **Summary** |
| Provide a brief summary (no more than one page) of the following:   * A brief description of the project * The purpose and scope of validation and verification * The method and criteria used for validation and verification * The number of findings raised during validation and verification * Any uncertainties associated with the validation and verification * Summary of the validation and verification conclusion |

Contents

[1 Validation and Verification Process 5](#_Toc69369314)

[1.1 Objective 5](#_Toc69369315)

[1.2 Scope and Criteria 5](#_Toc69369316)

[1.3 Level of Assurance 5](#_Toc69369317)

[1.4 Summary Description of the Project 5](#_Toc69369318)

[1.5 Audit Team Composition 5](#_Toc69369319)

[1.6 Method and Criteria 5](#_Toc69369320)

[1.7 Document Review 5](#_Toc69369321)

[1.8 Interviews 6](#_Toc69369322)

[1.9 Site Inspections 6](#_Toc69369323)

[1.10 Public Comments 6](#_Toc69369324)

[1.11 Resolution of Findings 6](#_Toc69369325)

[2 Validation Findings 7](#_Toc69369326)

[2.1 Project Details 7](#_Toc69369327)

[2.2 Stakeholder Engagement 8](#_Toc69369328)

[2.3 Safeguards 10](#_Toc69369329)

[2.4 Application of Methodology 11](#_Toc69369330)

[3 Verification Findings 14](#_Toc69369331)

[3.1 Implementation Status of the Project Activity 14](#_Toc69369332)

[3.2 Quantification of Collected and/or Recycled Plastic Waste 15](#_Toc69369333)

[4 Validation and Verification Conclusion 16](#_Toc69369334)

[5 Appendix X: <Title of Appendix> 18](#_Toc69369335)

# Validation and Verification Process

## Objective

Describe the purpose of the validation and verification.

## Scope and Criteria

Describe the scope and criteria of the validation and verification.

## Level of Assurance

Indicate the level of assurance of the validation and verification.

## Summary Description of the Project

Provide a summary description of the project (no more than one page).

## Audit Team Composition

Describe the team conducting the validation and verification. Provide information about team member expertise and/or experience in the project country or region, social or environmental auditing, and plastic waste collection and/or recycling activities.

## Method and Criteria

Describe the method and criteria used for undertaking the validation and verification. Where using sampling plans as a part of the audit, include a description of the sampling approach, important assumptions and justification of the chosen approach.

## Document Review

Describe how the project description, monitoring report and any supporting documents were reviewed, cross-checked and compared with identified and stated requirements.

## Interviews

Describe the interview process and identify the interviewed personnel, including their roles and information provided additional to that included in the project description, monitoring report and any supporting documents.

## Site Inspections

Describe the method and objectives for on-site inspections performed. Include in the description details of all project activity locations visited, the physical and organizational aspects of the project inspected and the dates when such site inspections took place.

## Public Comments

Summarize any public comments submitted during the public comment period(s). Assess whether the project proponent has taken due account of the comments and describe how the project proponent, through revisions to the project design or other documented efforts, addressed each comment, and provide an assessment of the extent to which the project proponent’s responses are appropriate.

Provide an overall conclusion regarding public comments.

## Resolution of Findings

Describe the process for the resolution of findings (i.e., corrective action requests, clarification requests, or other findings) raised by the audit team during validation and verification. State the total number of findings raised during the validation and verification.

Provide a summary of each finding, including the issue raised, the response(s) provided by the project proponent, the conclusion and any resulting changes to project documents. Unless this fits on one page, capture all findings in an appendix.

### Forward Action Requests

Provide details of any forward action requests raised during the validation and verification, for the benefit of subsequent project audits.

# Validation Findings

## Project Details

### Description of the Project Activity

Provide an assessment of the description of the project activity or activities and how it/they will achieve plastic waste collection and/or recycling. Provide an overall conclusion regarding whether description of the project activity in the project description is accurate, complete, and provides an understanding of the nature of the project, and whether the project has been implemented as described in the project description.

### Project Type and Eligibility

Identify, discuss and justify conclusions regarding the project type and the eligibility of the project.

### Project Configuration

Identify, discuss and justify conclusions regarding the project configuration. Indicate whether the project is a grouped project.

Where applicable, describe the steps taken to assess the design of the grouped project (e.g., eligibility criteria and process for expansion of grouped projects).

### Project Proponent and Other Entities Involved in the Project

Identify, discuss and justify conclusions regarding the project proponent and any other entities involved in the project, including their roles/responsibilities.

### Ownership

Identify, discuss and justify conclusions regarding evidence of project ownership in accordance with the Plastic Program specifications on project ownership.

### Project Start Date

Identify, discuss and justify conclusions regarding the project start date.

### Project Crediting Period

Identify, discuss and justify conclusions regarding the project crediting period.

### Estimated Collected and/or Recycled Plastic Waste

Identify, discuss and justify conclusions regarding the estimated annual additional amount of collected and/or recycled plastic waste enabled by the project activity or activities.

### Project Location

Identify, discuss and justify conclusions regarding the project location.

### Conditions Prior to Project Initiation

Identify, discuss and justify conclusions regarding the conditions existing prior to project initiation. Include an assessment of the general conditions, and the social and environmental conditions, related to the project activity.

### Compliance with Laws, Statutes and Other Regulatory Frameworks

Describe the steps taken to assess whether the project complies with any relevant local, regional and national laws, statutes and regulatory frameworks. Include details regarding sources assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project complies with relevant laws.

### Additional Information Relevant to the Project

Identify, discuss and justify conclusions regarding any additional information relevant to the project, including commercially sensitive information and/or relevant legislative, technical, economic, social, environmental, geographic, site-specific and/or temporal information that may have a bearing on the eligibility of the project, the net collected and/or recycled plastic waste, or the quantification of the project’s net collected and/or recycled plastic waste.

## Stakeholder Engagement

### Stakeholder Identification

Describe the steps taken to assess the process of stakeholder identification and analysis used to identify stakeholders and stakeholder groups. Include details of documentation assessed and observations made during the site visit. Provide a conclusion as to whether the process is identified all stakeholders who will be and are impacted by the project activities.

### Stakeholder Description

Describe the steps taken to assess that all stakeholders and stakeholder groups that are included in the project, or may be included through the grouped project approach at a later time, were identified and described appropriately in the project description.

### Stakeholder Consultation

Describe the steps taken to assess the project’s process for conducting effective consultation. Provide an assessment as to whether:

* The project’s process was appropriate for each stakeholder group;
* Information about potential costs, risks and benefits was appropriately shared with each group;
* Each group had an opportunity to influence project design; and
* The project dedicated particular attention to optimizing benefits for any marginalized and vulnerable groups.

Provide and justify an overall conclusion regarding the project’s process for conducting effective stakeholder consultations.

Provide an overall conclusion as to whether the project continues to consult with stakeholders and consider the feedback when managing and implementing the project.

### Free, Prior and Informed Consent

Describe the steps taken to assess the process by which free, prior and informed consent has been obtained from those whose property rights will be or are affected by the project. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project has respected property rights and obtained free, prior and informed consent of those whose property will be or has been affected by the project.

### Continued Consultation and Adaptive Management

Describe the steps taken to assess the project’s plan and implemented process for continuing communication and consultation with all stakeholder groups. Provide an assessment of the chosen consultation channels and the project’s plan for adapting its management processes based on stakeholder input. Provide and justify an overall conclusion regarding the project’s plan for continued consultation and adaptive management, and whether the project continues to consult with stakeholders and consider the feedback when managing and implementing the project.

### Anti-Discrimination

Identify, discuss and justify conclusions regarding the measures planned and implemented to ensure that no entities involved in project design or implementation are involved in, or complicit in, any form of discrimination or sexual harassment.

### Feedback and Grievance Redress Procedure & Accessibility

Describe the steps taken to assess the project’s feedback and grievance redress procedure. Provide an overall conclusion as to whether the feedback and grievance redress procedure is capable of addressing issues that may arise or have arisen during project planning and implementation and that it is in line with traditional conflict resolution methods, where such methods exist. Provide a conclusion regarding the publication and accessibility of the project’s feedback and grievance redress procedure.

### Stakeholder Access to Project Documentation

Describe the steps taken to assess how full project documentation, including the results of any monitoring, has been made accessible to all stakeholders. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project has and will continue to make project documentation accessible to all stakeholders.

### Information to Stakeholders on Validation and Verification Process

Describe the steps taken to assess the measures implemented and communication methods used by the project to inform stakeholders of the validation and verification process. Include details of documentation assessed and observations made during the site visit. Provide and justify a conclusion as to whether stakeholders had knowledge of the validation and verification audit and are likely to know of future assessments.

## Safeguards

Provide an assessment of the potential intended or unintended negative social and environmental impacts of the project, and discuss whether reasonable steps have been taken to mitigate such impacts. Identify, discuss and justify conclusions regarding specific social and environmental impacts of the project in the sections that follow.

### Health and Safety

* Potential health impacts as a result of the project activity in the project boundary
* Potential hazards and safety risks associated with the implementation of the project activity

### Labor

* Labor and human rights in the implementation of the project activity. Provide details on compliance with relevant laws, compensation to project actors and child labor in the project activity.
* Elimination of income-generating activities as a result of the project activity. Provide details on the creation of alternative activities or a justification for loss of employment as a result of the project activity.

### Energy Efficiency and Greenhouse Gas Emissions

* Energy consumption of the project. Provide details on energy consumption in the project activity and energy efficiencies of the technologies used in the project activity.
* Greenhouse gas (GHG) emissions of the project. Provide details on GHG emissions from the project activity and if applicable, energy recovery in the project boundary.

### Condition of Natural Resources

* Air quality impacts as a result of the project activity in the project boundary
* Water quantity and quality impacts as a result of the project activity in the project boundary
* Soil quality impacts as a result of the project activity in the project boundary
* Biodiversity and ecosystem health impacts as a result of the project activity in the project boundary
* Impact on threatened and endangered species as a result of the project activity in the project boundary

### Additional Impact Certifications

Identify, discuss and justify conclusions regarding any additional certification standards used by the project.

## Application of Methodology

### Title and Reference

Provide the title and reference of the applied methodology and any tools. Note that the methodology and tools, and the specific versions of them applied by the project, must be valid at the time of validation.

### Applicability

For each of the applied methodology’s applicability conditions, describe the steps taken to assess compliance of the project with the applicability condition. Provide a conclusion with respect to each applicability condition.

Provide an overall conclusion regarding the applicability of the methodology, and any tools or modules selected and applied by the project proponent.

### Project Boundary

Identify the project boundary and describe the steps taken to validate the physical locations of the installations or management activities taking place as part of the project activity. Include details about any documentation assessed and observations made during the site inspection, where relevant.

Describe the steps taken to assess the plastic waste source, material type(s) (if applicable) and proximate end-of-life scenario.

Provide an overall conclusion regarding whether the project boundary is justified for the project and defined in accordance with the applied methodology.

### Project Region

Identify the project region and describe the steps taken to validate it. Include details about any documentation assessed and observations made during the site inspection, where relevant.

### Baseline Scenario

Describe the steps taken to assess the identified baseline scenario. Include information on the assessment of any steps taken, data and resources used or assumptions made by the project proponent while determining the baseline scenario. Provide details (including sources of information) of any steps taken to cross check data used in identification of the baseline scenario.

Provide and justify an overall conclusion as to whether the baseline scenario identified is the most plausible and meets the requirements and guidance of the applied methodology.

### Additionality

Identify the method used by the project proponent to demonstrate additionality, and describe in detail the steps taken to validate that the procedure for additionality has been followed correctly and precisely. Include information with respect to how the following have been assessed (where applicable):

* Adherence to regulatory surplus requirements
* Whether the project activity meets the criteria on the positive list
* The appropriateness of the penetration rate of the project activity
* The appropriateness of data and parameters used in financial calculations and sensitivity analyses
* The suitability of the benchmark used for investment analysis

Include information on the assessment of all references, justifications, assumptions or any other evidence used by the project to demonstrate additionality. Provide and justify a conclusion as to whether the project has demonstrated it meets the additionality requirements of the applied methodology.

Provide an overall conclusion as to whether additionality is justified for the project.

### Estimated Collected and/or Recycled Plastic Waste

Identify the quantification methods that will be used for plastic waste collected and/or recycled by the project during the project crediting period. Describe the steps taken to validate the quantification methods, including all data and parameters used in the equations, and any references to any other data sources used. Include in the description information with respect to how the following has been assessed:

* Quantification of baseline collected and/or recycled plastic waste
* Quantification of project collected and/or recycled plastic waste
* Summary of net collected and/or recycled plastic waste

Provide an overall concluding statement regarding whether the methodology and any referenced tools have been applied correctly to calculate baseline collected and/or recycled plastic waste, project collected and/or recycled plastic waste and net collected and/or recycled plastic waste during the project crediting period.

### Methodology Deviations

Identify any methodology deviations applied to the project and describe the steps taken to validate each deviation. Include information with respect to how the following has been assessed:

* Whether the deviation meets with the criteria and specifications for permitted methodology deviations
* Whether the deviation negatively impacts the conservativeness of the quantification of collected and/or recycled plastic waste (except where it results in increased accuracy)

Provide an overall conclusion regarding whether any methodology deviations applied to the project are valid.

### Data and Parameters Available at Validation

Identify the data and parameters that are determined or available at validation, and assess whether the estimates of the baseline collected and/or recycled plastic waste can be replicated using the values provided in the project description.

Provide an overall conclusion as to whether the data and parameters are appropriate and meet the requirements of the applied methodology.

### Data and Parameters Monitored

Identify the data and parameters monitored by the project.

Provide an overall conclusion as to whether the data and parameters are appropriate and meet the requirements of the applied methodology.

### Monitoring Plan

Describe the steps taken to validate the monitoring plan, including monitoring procedures, frequency, equipment, data collection and storage and the roles and responsibilities of those collecting data.

Provide an overall conclusion regarding the adherence of the monitoring plan to the requirements of the applied methodology.

# Verification Findings

## Implementation Status of the Project Activity

Identify the implementation status of the project activity or activities and describe the steps taken to assess the following:

* The operation of the project activity or activities during the verification period, including information on any events that impacted the plastic waste collected and/or recycled and its monitoring.
* The existence of any material discrepancies between project implementation and the project description.
* The implementation status of the monitoring plan and the completeness of monitoring, including the suitability of the implemented monitoring system (i.e., process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).
* The existence of any material discrepancies between the actual monitoring system, and the monitoring plan set out in the project description and the applied methodology.

Provide an overall conclusion regarding whether the project has been implemented as described in the project description.

### Description of Next Stage (Optional)

Where provided in the monitoring report, identify and provide an assessment of how material managed by the project is used in the next stage after the project activity.

## Quantification of Collected and/or Recycled Plastic Waste

### Accuracy of Calculations

Describe the steps taken to assess the project’s quantification of collected and/or recycled plastic waste during the verification period. Provide an assessment as to whether the quantification was calculated according to the methodology and project description.

Provide an assessment as to whether the amount of collected and/or recycled plastic waste quantified is accurate and consistent with the estimate provided in the project description. Where the amount of collected and/or recycled plastic waste differs from the estimate provided in the project description, provide a conclusion as to whether the justification provided by the project proponent regarding the discrepancy is reasonable.

Provide an assessment of any assumptions, references, substitutions, or defaults used by the project. Provide and justify an overall conclusion as to whether the project has calculated the amount of collected and/or recycled plastic waste in the verification period accurately and according to the methodology and any referenced tools.

### Quality of Evidence to Determine Collected and/or Recycled Plastic Waste

Identify the evidence used to determine the amount of collected and/or recycled plastic waste and describe the steps taken to assess the quality and quantity of the evidence. Include details of any cross-checks performed on the reported data and how the following were assessed:

* The reliability of the evidence, and the source and nature of the evidence (e.g., external or internal, oral or documented) for the determination of collected and/or recycled plastic waste.
* The information flow from data generation and aggregation, to recording, calculation and final transposition into the monitoring report.
* Where the project description does not specify calibration frequency of monitoring equipment, the appropriateness of implemented calibration frequency.

Provide an overall concluding statement with respect to the quantity and quality of the evidence used to determine the amount of collected and/or recycled plastic waste.

# Validation and Verification Conclusion

Provide a statement in respect of the validation and verification conducted, including the level of assurance of the validation and verification, and the criteria, objectives and scope of the validation and verification. Provide an assessment of whether the data and information supporting the assertion of plastic waste collected and/or recycled were hypothetical, projected and/or historical in nature.

Clearly state whether the project complies with the validation and verification criteria for projects and their collected and/or recycled plastic waste set out in the Plastic Standard and the Plastic Program Guide, including any qualifications or limitations. Confirm that the project has been implemented in accordance with the project description.

Provide a conclusion on the amount of plastic waste collected and/or recycled by the project during the verification period. Where relevant, specify breakdown of collected and/or recycled plastic waste by vintages where the intent is to issue each vintage separately in the Verra Registry.

Verification period: [DD-Month-YYYY] to [DD-Month-YYYY]

Verified collected and/or recycled plastic waste in the verification period:

Use the following tables:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Baseline collected plastic waste (tonnes)** | **Project collected plastic waste (tonnes)** | **Net collected plastic waste (tonnes)** |
| Year A |  |  |  |
| Year... |  |  |  |
| **Total** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Baseline recycled plastic waste (tonnes)** | **Project recycled plastic waste (tonnes)** | **Net recycled plastic waste (tonnes)** |
| Year A |  |  |  |
| Year... |  |  |  |
| **Total** |  |  |  |

# Appendix X: <Title of Appendix>

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.