Plastic Program Verification Report Template

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

Instructions for Completing the 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. 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).

**Verification Report:** Instructions for completing the 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 verification report as a non-editable PDF.

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

*Note – For 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: 3.1.5 and 3.1.6.*

Verification Report Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Report Title** | *Title of this verification report* |
| **Date of Issue** | *DD-MM-YYYY this version of the document issued* |
| **Version** | *Version number of this verification report* |
| **Report ID** | *Identification number of this 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 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 verification * The method and criteria used for verification * The number of findings raised during verification * Any uncertainties associated with the verification * Summary of the verification conclusion |

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# Verification Process

Use this section to describe the verification process. Where validation activities have also been performed as part of the verification (e.g., validation of a project description deviation or inclusion of new project activity instances into a grouped project), also include details relevant to the validation process.

## Objective

Describe the purpose of the verification.

## Scope and Criteria

Describe the scope and criteria of the verification.

## Level of Assurance

Indicate the level of assurance of the 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 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 verification. Where using sampling plans as a part of the verification, include a description of the sampling approach, important assumptions and justification of the chosen approach.

## Document Review

Describe how the 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 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 verification public comment period. Assess whether the project proponent has taken due account of the comments and describe how the project proponent, through revisions to the project implementation, monitoring report 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 verification team during verification. State the total number of findings raised during the 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 outstanding forward action requests raised during the verification, for the benefit of subsequent project audits.

# Validation Findings

Use this section to provide details of any validation activities completed during the verification, such as validation of project description deviations, methodology deviations and/or the inclusion of new project activity instances into grouped projects.

## 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 does not negatively impact the conservativeness of the quantification of collected and/or recycled plastic waste (except where they result in increased accuracy).

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

## Project Description Deviations

Identify any project description deviations applied to the project and describe the steps taken to validate each deviation. Assess whether the proposed deviation impacts any of the following, documenting the assessment of each separately:

* The applicability of the methodology
* The appropriateness of the baseline scenario
* Additionality

Provide an assessment of whether the deviation is appropriately described and justified, and whether the project remains in compliance with the Plastic Program rules. Provide an overall conclusion regarding whether the project deviation is valid.

## Grouped Projects

Describe the steps taken to validate the inclusion of new project activity instances into the grouped project, including the following:

* The number of new project activity instances added to the project in this verification period;
* Sampling methods employed where it is unreasonable to undertake an individual assessment of each new project activity instance;
* Conformance of the new project activity instances with the eligibility criteria set out in the project description;
* Quality and completeness of evidence, data and documentation relating to the new project activity instances.

Provide and justify an overall conclusion regarding whether the inclusion of any new project activities instances meet the Plastic Program rules.

# Verification Findings

## Project Details

### 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.

List any previously validated methodology deviations (each verification report must contain an exhaustive list of all methodology deviations applied to the project).

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.

### Project Type and Configuration

Identify the project type and configuration.

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

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

### Project Start Date

Identify the project start date.

### Project Crediting Period

Identify the project crediting period.

### Project Location

Identify the project location.

### Title and Reference of Methodology

Identify the methodology and any tools applied by the project.

### 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 Consultation and Adaptive Management

Describe the steps taken to assess the communication and consultation process used by the project. Identify and assess the processes used to consider stakeholder input and whether the communication and consultation has influenced the project’s management or implementation. 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 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 has been affected by the project.

### Anti-Discrimination

Identify, discuss and justify conclusions regarding the measures implemented to ensure that no entities involved in project 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 and use. Where the procedure was utilized during the verification period, describe the steps taken to assess whether it was implemented according to the project description and whether the results were publicized. Provide an overall conclusion as to whether the project has used its feedback and grievance redress procedure appropriately.

### 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 made project documentation accessible to all stakeholders.

### Information to Stakeholders on Verification Process

Describe the steps taken to assess the measures implemented and communication methods used by the project to inform stakeholders of the 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 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.

## Monitoring

### Data and Parameters Available at Validation

Identify the data and parameters determined or available at validation and that remain fixed throughout the project crediting period, and provide an assessment of each.

### Data and Parameters Monitored

Identify the data and parameters monitored during the verification period and provide an assessment of each.

### Monitoring Plan

Describe the steps taken to assess whether the project followed the procedures laid out in the project description for measuring, processing, and managing monitoring data. Provide and justify an overall conclusion as to whether the project has carried out monitoring activities to allow for the accurate quantification of collected and/or recycled plastic waste, according to the methodology and project description.

## 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.

# Verification Conclusion

Provide a statement in respect of the verification conducted, including the level of assurance of the verification, and the criteria, objectives and scope of the verification.

Clearly state whether the project complies with the 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 and any subsequently validated variations.

Where the audit included validation activities, clearly state whether the project complies with the validation criteria for projects set out in the Plastic Standard and the Plastic Program Guide, including and qualifications or limitations.

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.