Plastic Project Monitoring Report Template

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

Instructions for Completing the Monitoring 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. Monitoring 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).

**Monitoring Report:** Instructions for completing the monitoring 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. Gold text at the end of section headings references the specific sections of the *Plastic Standard* and must not be removed from the document. 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 the 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 monitoring report as a non-editable PDF.

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

*Note – For projects that intend to use the* Plastic Standard *solely for accounting purposes, and not to issue waste collection and recycling credits, the following sections are not required: 1.6 and 1.7.*



Project Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Project Title** | *Name of project* |
| **Project ID** | *Verra Registry project ID* |
| **Version** | *Version number of this document* |
| **Date of Issue** | *DD-MM-YYYY this version of the document issued* |
| **Project Location** | *Country, sub-national jurisdiction(s)* |
| **Monitoring Period** | *DD-MM-YYYY to DD-MM-YYYY* |
| **Prepared By** | *Individual or entity that prepared this document* |
| **Contact** | *Contact name, physical address, telephone, email, website* |
| **VVB Contact** | *Organization and contact name with email address and phone number* |

Contents

[1 Project Details 4](#_Toc62824808)

[1.1 Summary Description of the Implementation Status of the Project 4](#_Toc62824809)

[1.2 Project Activity and Type (2.1 and 3.3) 4](#_Toc62824810)

[1.3 Project Proponent 4](#_Toc62824811)

[1.4 Other Entities Involved in the Project 5](#_Toc62824812)

[1.5 Project Start Date (3.5) 5](#_Toc62824813)

[1.6 Project Crediting Period (3.6) 5](#_Toc62824814)

[1.7 Project Location (3.7) 5](#_Toc62824815)

[1.8 Title and Reference of Methodology (3.1.2) 6](#_Toc62824816)

[1.9 Additional Information Relevant to the Project 6](#_Toc62824817)

[2 Stakeholder Engagement and Safeguards 6](#_Toc62824818)

[2.1 Stakeholder Engagement (3.13) 6](#_Toc62824819)

[2.2 Public Comments (3.13.14 – 3.13.17) 8](#_Toc62824820)

[2.3 Safeguards (3.14) 8](#_Toc62824821)

[3 Implementation Status 10](#_Toc62824822)

[3.1 Implementation Status of the Project Activity 10](#_Toc62824823)

[3.2 Deviations 10](#_Toc62824824)

[3.3 Grouped Projects 11](#_Toc62824825)

[4 Data and Parameters 11](#_Toc62824826)

[4.1 Data and Parameters Available at Validation (3.12) 11](#_Toc62824827)

[4.2 Data and Parameters Monitored (3.12) 12](#_Toc62824828)

[4.3 Monitoring Plan (3.12.3 – 3.12.4) 12](#_Toc62824829)

[5 Quantification of Collected and/or REcycled Plastic Waste 13](#_Toc62824830)

[5.1 Baseline Scenario Collected and/or Recycled Plastic Waste 13](#_Toc62824831)

[5.2 Project Scenario Collected and/or Recycled Plastic Waste 13](#_Toc62824832)

[5.3 Net Collected and/or Recycled Plastic Waste 14](#_Toc62824833)

[6 Appendix 15](#_Toc62824834)

# Project Details

## Summary Description of the Implementation Status of the Project

Provide a brief summary description of the implementation status of the project, including the following (no more than one page):

* A summary description of the implementation status of the activities undertaken by the project to collect and/or recycle plastic waste.
* The relevant implementation dates (e.g., project start date, facility commissioning date, continued operation periods).
* The total amount (in metric tonnes) of plastic waste collected and/or recycled during the monitoring period.

## Project Type and Configuration (2.1 and 3.3)

Describe the project type and configuration, including the following information:

* Material type(s) managed by the project.
* Whether the project is a collection and/or recycling project.
* Activity type(s) in the project.
* Whether the project has been designed to include a single installation of one or more project activities, multiple project activity instances of one or more project activities, or as a grouped project.

## Project Proponent

Provide contact information for the project proponent(s). Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Organization name** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any other entities involved in the development of the project. Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Organization name** |  |
| **Role in the project** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Project Start Date (3.5)

Indicate the project start date, specifying the day, month and year.

## Project Crediting Period (3.6)

Indicate the project crediting period, specifying the day, month and year for the start and end dates and the total number of years.

## Project Location (3.7)

Indicate the project location and geographic boundaries (if applicable) as follows:

* *For projects that include a single project activity with a single project activity instance, include a single set of geodetic coordinates.*
* *For projects activities that include the movement of technology (e.g., riverine plastic interception devices), include at least one set of geodetic coordinates with sufficient geographic information on the boundaries within which the technology operated, or provide geodetic polygons in a KML file to delineate the geographic area or areas within which the technology operated.*
* *For projects with multiple project activity instances and grouped projects, include at least one set of geodetic coordinates with sufficient geographic information on the location of the other instances. If geodetic coordinates for each instance are available, provide the coordinates in a KML file.*
  + *For grouped projects, also include geodetic polygons to delineate the project’s geographic area(s).*

## Title and Reference of Methodology (3.1.2)

Provide the title, reference and version number of the methodology or methodologies applied to the project. Include also the title and version number of any tools (e.g., CDM Investment Analysis Tool) applied by the project.

## Additional Information Relevant to the Project

### Commercially Sensitive Information (3.2.2)

Indicate whether any commercially sensitive information has been excluded from the public version of the monitoring report and briefly describe the items to which such information pertains.

Note – Information related to the quantification and monitoring of plastic waste collected and/or recycled cannot be considered to be commercially sensitive and must be provided in the public versions of the project documents.

### Further Information

Include any additional relevant legislative, technical, economic, social, environmental, geographic, site-specific and/or temporal information that may have had a bearing on the implementation 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 and Safeguards

## Stakeholder Engagement (3.13)

### Stakeholder Identification and Description (3.13.1 – 3.13.3)

List all identified stakeholder groups. Clearly identify stakeholders (groups or individuals) who have rights to resources or land that are affected by project activities.

### Stakeholder Consultation (3.13.4 – 3.13.8)

Describe the procedures or methods used to engage with local stakeholders (e.g., dates of meetings, periods during which input was sought).

Describe outcomes from the stakeholder consultation process, specifying the different consultation processes required for different stakeholder groups. Demonstrate or describe how the following was communicated to local stakeholders:

* The results of project implementation, including the results of monitoring and quantification.
* How any costs, risks and benefits of the project were shared with each stakeholder group during the monitoring period.
* How project design, implementation and monitoring were affected by stakeholder input provided before and during the monitoring period.
* How special attention was paid to optimizing benefits for any marginalized and/or vulnerable groups.
* Where relevant, any changes to relevant laws and regulations covering workers’ rights in the host country.

### Continued Consultation and Adaptive Management (3.13.9)

Describe ongoing communication and consultation between the project proponent(s) and stakeholder groups about the project and its impacts. Explain the processes the project proponent has implemented to solicit and consider stakeholder input on an ongoing basis.

### Anti-Discrimination (3.13.10)

Describe the measures implemented to ensure that no entities involved in project design and implementation are involved in, or complicit in, any form of discrimination or sexual harassment with respect to the project.

### Feedback and Grievance Redress Procedure (3.13.11)

Document the project’s feedback and grievance redress procedure. Demonstrate that it considered traditional conflict resolution methods, where applicable.

### Feedback and Grievance Redress Procedure Accessibility (3.13.12)

Describe how the feedback and grievance redress procedure was publicized and accessible to all project stakeholders, including any interested stakeholders, during the monitoring period.

### Stakeholder Access to Project Documentation (3.13.13)

Describe how project documentation, including the monitoring report, was made accessible to all stakeholders, especially marginalized and/or vulnerable stakeholder groups.

### Information to Stakeholders on Validation and Verification Process (3.13.14)

Describe measures taken and communication methods used to inform stakeholders of the project validation and verification process used by the Plastic Program. Include how they were informed of the validation/verification body’s site visit in a timely manner before the site visit occurred, and how direct and independent communication between stakeholders or their representatives and the assessor was facilitated.

## Public Comments (3.13.15 – 3.13.18)

Demonstrate how due account of any comments received during the public comment period prior to verification was taken. Include details on any updates to the project design or implementation, or demonstrate the insignificance or irrelevance of comments.

## Safeguards (3.14)

In the following sections (2.3.1–2.3.4), summarize any potential intended or unintended negative social and environmental impacts and the steps taken to mitigate them during the monitoring period. The impacts correspond with the subsections of social and environmental impacts in the Plastic Standard. If any of the impacts are not relevant to the project, please include a rationale to justify the same.

### Health and Safety (3.14.2 – 3.14.3)

Describe the following:

* *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 (3.14.4 – 3.14.8)

Describe the following:

* *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 Gases (3.14.9 – 3.14.13)

Describe the following:

* *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 (3.14.14 – 3.14.15)

Describe the following:

* *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 (3.14.16)

Include details on the positive social and environmental impacts of the project and the additional certification standards used to demonstrate them.

# Implementation Status

## Implementation Status of the Project Activity

Describe the implementation status of the project activity or activities. Include information on the following:

* The operation of the project activity or activities during the monitoring period, including information on any events that impacted the plastic waste collected and/or recycled and its monitoring.
* Any changes that occurred during the monitoring period (e.g., to project proponent or other entities).

### Implementation Schedule

Where known, provide the expected schedule for future verifications.

### Description of Next Stage (Optional)

Where known, describe how material managed by the project is used in the next stage after the project activity. Include evidence, such as contractual documents between the project proponent and the recipient of the collected and/or recycled plastic.

## Deviations

### Methodology Deviations

Describe and justify any methodology deviations applied during this monitoring period. Include evidence to demonstrate the following:

* The deviation does not negatively impact the conservativeness of the quantification of collected and/or recycled plastic waste.
* The deviations relate only to the criteria and procedures for monitoring or measurement, and do not relate to any other part of the methodology.

### Project Description Deviations

Describe any project description deviations applied during this monitoring period and explain the reasons for the deviation. Identify whether the deviation impacts the applicability of the methodology, additionality or the appropriateness of the baseline scenario and provide an explanation of the outcome. Describe and report on any project description deviations applied in previous monitoring reports.

## Grouped Projects (3.3.6 – 3.3.15)

For a grouped project, provide relevant information about new instances of the project activity or activities and demonstrate and justify how each new instance meets the eligibility criteria set out in the project description. Address each eligibility criterion separately.

# Monitoring

## Data and Parameters Available at Validation (3.12)

Complete the table below for all data and parameters that are determined or available at validation, and remain fixed throughout the project crediting period (copy the table as necessary for each data/parameter), in accordance with the applied methodology. Data and parameters monitored during the operation of the project are included in Section 4.2 (Data and Parameters Monitored) below.

|  |  |
| --- | --- |
| **Data / Parameter** |  |
| **Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Equation** | *Indicate the equation used to calculate the data/parameter* |
| **Value** | *Provide the value of the data/parameter* |
| **Source of data** | *Indicate the source(s) of data* |
| **Justification of choice of data or description of measurement methods and procedures applied** | *Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., measurement recorded from an electronic weighing scale), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix.* |
| **Purpose** | *Indicate one of the following:*   * *Determination of baseline scenario* * *Calculation of baseline collected and/or recycled plastic waste* * *Calculation of project collected and/or recycled plastic waste* |

## Data and Parameters Monitored (3.12)

Complete the table below for all data and parameters monitored during the project crediting period (copy the table as necessary for each data/parameter), in accordance with the applied methodology. Data and parameters determined or available at validation are included in Section 4.1 (Data and Parameters Available at Validation) above.

|  |  |
| --- | --- |
| **Data / Parameter** |  |
| **Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Equation** | *Indicate the equation used to calculate the data/parameter* |
| **Value** | *Provide the value of the monitored data/parameter* |
| **Source of data** | *Indicate the source(s) of data* |
| **Description of measurement methods and procedures applied** | *Specify the measurement methods and procedures, any standards or protocols to be followed, and the person/entity responsible for the measurement. Include any relevant information regarding the accuracy of the measurements (e.g., accuracy associated with measurement by an electronic weighing scale).* |
| **Frequency of monitoring/recording** | *Specify measurement and recording frequency* |
| **Quality Assurance/Quality Control (QA/QC) procedures to be applied** | *Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable.* |
| **Purpose** | *Indicate one of the following:*   * *Calculation of baseline collected and/or recycled plastic waste* * *Calculation of project collected and/or recycled plastic waste* |
| **Comments** | *Provide any additional comments* |

## Monitoring Plan (3.12.3 – 3.12.5)

Describe the process and schedule followed for monitoring the data and parameters set out in Section 4.2 (Data and Parameters Monitored) and monitored during this monitoring period, in accordance with the applied methodology. Include details on the following:

* The methods for measuring, recording, storing, aggregating, collating and reporting the data on monitored parameters. Where relevant, include the procedures for calibrating monitoring equipment.
* The organizational structure, responsibilities and competencies of the personnel that carried out monitoring activities.
* The policies for oversight and accountability of monitoring activities.
* The procedures for internal auditing and QA/QC.
* The procedures for handling non-conformances with the validated monitoring plan.
* Any sampling approaches used, including target precision levels, sample sizes, sample site locations, frequency of measurement and QA/QC procedures.

Where appropriate, include line diagrams to display the plastic waste data collection and management system.

# Quantification of Collected and/or Recycled Plastic Waste

## Baseline Collected and/or Recycled Plastic Waste

Quantify the baseline collected and/or recycled plastic waste in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices. Provide sufficient information to allow the reader to reproduce the calculation, and attach electronic spreadsheets as an appendix or separate file to facilitate the verification of the results.

## Project Collected and/or Recycled Plastic Waste

Quantify the project collected and/or recycled plastic waste in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices. Provide sufficient information to allow the reader to reproduce the calculation, and attach electronic spreadsheets as an appendix or separate file to facilitate the verification of the results.

## Net Collected and/or Recycled Plastic Waste

Quantify the net collected and/or recycled plastic waste.

Provide the baseline, project and net collected and/or recycled plastic waste in the table(s) below.

For projects with multiple instances of an activity, provide a table for each instance. For grouped projects, provide a table for each existing instance.

For projects both collecting and recycling plastic waste, provide a table for each activity. Ensure that the tables for a recycling activity, and if applicable for a collection activity, reflect the amount of plastic waste managed by material type as well as the total amount managed. This can be done by creating a table (using the blank tables provided) for each plastic type and one for the total amount managed.

Specify breakdown of collected and/or recycled plastic waste by vintages where the intent is to issue each vintage separately in the Verra Registry.

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

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

# Appendix

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