

DESIGNATION OF AUTHORIZED PROJECT DESIGNEE FORM

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OPR STAFF USE ONLY

Date Designation Received:	OPR Tracking Number:	Date Designation Received:
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PART I: NATURE OF DESIGNATION REQUEST

For which reason is this form being submitted?

New APD
 Change APD
 Remove APD

NOTE: The Authorized Project Designee (APD) for an offset project may change only once per calendar year.

PART II: OFFSET PROJECT OPERATOR

Offset Project Operator:	OPO's CITSS ID#:					
	C	A				
Street Address:	City/State/Zip Code:					
Mailing Address (if different):	City/State/Zip Code:					
Contact Person:	Telephone Number:					
Email Address:						

PART III: OFFSET PROJECT INFORMATION

Offset Project Name:		OPR Project ID Number:	
Street Address:		City/State/Zip Code:	
Offset Project Registry Listing Project: <input type="checkbox"/> American Carbon Registry <input type="checkbox"/> Climate Action Reserve <input type="checkbox"/> Verified Carbon Standard	Compliance Offset Protocol: <input type="checkbox"/> Livestock Projects <input type="checkbox"/> Mine Methane Capture Projects <input type="checkbox"/> Ozone Depleting Substances Projects <input type="checkbox"/> Rice Cultivation Projects <input type="checkbox"/> U.S. Forest Projects <input type="checkbox"/> Urban Forest Projects	Version: <input type="checkbox"/> October 20, 2011 <input type="checkbox"/> April 25, 2014 <input type="checkbox"/> November 14, 2014 <input type="checkbox"/> June 25, 2015	

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PART IV: AUTHORIZED PROJECT DESIGNEE

Authorized Project Designee:	APD's CITSS ID#:					
	C	A				
Street Address:	City/State/Zip Code:					
Mailing Address (if different):	City/State/Zip Code:					
Contact Person:	Telephone Number:					
Email Address:						

PART V: OFFSET PROJECT OPERATOR SIGNATURE

In signing this form, I certify under penalty of perjury of the laws of California that the information contained in this form is true, accurate, and complete. I further certify that I am a director or officer, as identified in section 95830(c)(1)(B), of the Offset Project Operator listed in Part II of this form. By signing this form, I hereby authorize the entity listed in Part IV of this form to become the Authorized Project Designee with all rights and responsibilities described in section 95974(b)(2) of the Cap-and-Trade Regulation for the Offset Project listed in Part III of this form.

Signature:	Printed Name:
Title:	Date:

BACKGROUND

Section 95974 of the Cap-and-Trade Regulation allows an Offset Project Operator (OPO) to designate another entity to perform or meet the various regulatory requirements for the Compliance Offset Program. This form is designed to help both OPOs and Authorized Project Designees (APD) fulfill the requirements of Section 95974. Once within each calendar year, an OPO may request to change the APD.

To assign ownership of California Air Resources Board offset credits (ARBOC) to the APD or any other third party, the OPO will need to submit the information contained in the Request for Issuance of ARB Offset Credits form available on CARB's website: <https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms>.

WHERE TO SUBMIT INFORMATION CONTAINED IN THIS FORM

Complete the information on the form using your computer. Then either add an electronic signature to the form or print, sign, and scan the form. The completed and signed information and all supporting documentation should be submitted to the appropriate Offset Project Registry.

This form is also available from the CARB website at:
<https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/offset-program-forms>.

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INSTRUCTIONS

PART I: NATURE OF DESIGNATION REQUEST

- Check the box which best describes why the Offset Project Operator (OPO) is submitting this information.
- Note: Section 95974(b) of the Cap-and-Trade Regulation allows an OPO to change or modify the APD for a listed offset project only once within each calendar year.

PART II: OFFSET PROJECT OPERATOR

- Provide the OPO's name.
- Provide the OPO's Compliance Instrument Tracking System Services (CITSS) identification (ID) number. The CITSS ID is six characters in length, with two letters followed by four numbers (e.g., "CA1234"). **DO NOT PROVIDE THE OPO'S CONFIDENTIAL CITSS ACCOUNT NUMBER**, which begins with the CITSS ID number followed by a hyphen and more numbers. Section 95975(a) of the Cap-and-Trade Regulation requires that the OPO, as well as an APD, register with CARB for the Cap-and-Trade Program prior to listing a project. To register with CARB, visit the website for CITSS: <https://www.wci-citss.org/>
- Provide the OPO's street address. If the OPO's mailing address differs from its street address, also provide the mailing address.
- Provide the OPO's contact person for any questions regarding this form. Also provide that person's phone number and email address.

PART III: OFFSET PROJECT INFORMATION

- Provide the name of the offset project for which the OPO is designating an Authorized Project Designee (APD). Also provide the offset project's identification number, as issued by the Offset Project Registry (if known).
- Provide the address at which the offset project is physically located.
- Indicate the Offset Project Registry on which the offset project is listed or to be listed by checking the appropriate box.
- Indicate which Compliance Offset Protocol is utilized by the offset project by checking the appropriate box. Also provide the protocol version (i.e., the date as specified in the Cap-and-Trade Regulation).

PART IV: AUTHORIZED PROJECT DESIGNEE

- Provide the (new) APD's name. If removing an APD (without adding a new APD), leave all fields in Part IV blank.
- Provide the APD's Compliance Instrument Tracking System Services (CITSS) identification number. The CITSS ID is six characters in length, with two letters followed by four numbers (e.g., "CA1234"). **DO NOT PROVIDE THE APD'S CONFIDENTIAL CITSS ACCOUNT NUMBER**, which begins with the CITSS ID number followed by a hyphen and more numbers. Section 95975(a) of the Cap-and-Trade Regulation requires that an APD, as well as the OPO, register with CARB for the Cap-and-Trade Program prior to listing a project. To register with CARB, visit the website for CITSS: <https://www.wci-citss.org/>
- Provide the APD's street address. If the APD's mailing address differs from its street address, also provide the mailing address.
- Provide the APD's contact person for any questions regarding this form. Also provide that person's phone number and email address.

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PART V: OFFSET PROJECT OPERATOR SIGNATURE

- Pursuant to regulatory amendment effective October 1, 2017, the individual signing the document must be a director or officer, as identified in section 95830(c)(1)(B), of the OPO. The individual may or may not be registered in CITSS as the OPO's Primary Account Representative or Alternate Account Representative. According to section 95830(c)(1)(B), the directors and officers who may designate an APD are those "with authority to make legally binding decisions on behalf of the entity, and partners with over 10 percent control over the partnership, including any individual or entity doing business as the limited partner or general partner."
- Provide the person's signature, printed name, corporate title, and date signed.