Appendix H. CAPCOA GHG Rx – Guide for GHG Rx End Users

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Appendix H. CAPCOA GHG Rx – Guide for GHG Rx End Users

1.   Introduction

The purpose of this document is to provide information about general use of the CAPCOA GHG Rx website, including a discussion of the elements of the site, how to access information and what you can expect as a user.

The CAPCOA GHG Rx provides a low-cost, secure platform that supports the exchange of locally generated, high-quality GHG emission reduction credits. The credits posted on the GHG Rx are the result of voluntary emission reduction projects in California, which have been reviewed and validated by staff at a local California air district. By limiting projects to California, Californians will reap the benefit of the investments in the local economy and jobs, as well as the collateral benefits to communities and the environment.

The CAPCOA GHG Rx is an open and transparent program; all information can be viewed on the website. No accounts are required, and anyone can view the list of projects and associated materials, funding opportunities and posts from buyers that are seeking credits or parties seeking project funding. This website is best viewed with the latest version of Internet Explorer, Firefox, or Chrome.

1.1.   General Web Application Information

For the purposes of this guide, the information listed is fictitious and is used for illustration purposes only.

Each screen in this web application has the following standard features. Each page has a "Home" button that will take the user back to the Home Page, and a "Back" button that will go back one page to the just previously viewed page. Where there is a "Search" button to initiate the search using the criteria selected, there will also be a "Clear" button to remove all selections made for the search and refresh to a clean screen.

Most screens where a list of the selected project(s) is displayed have a "To Excel" button in the lower left of the screen that will export the selected project or other information to an Excel spreadsheet.

2.   Layout of the CAPCOA GHG Rx Platform

2.1.   Home Page

Once you access the GHG Rx website, the first screen you see is the Home Page (Figure 1). It includes basic information about the Rx, including the Mission Statement and Core Values and Operating Principles on the left side.

Figure 1 Home Page

On the right side of the home page you can search for projects by: Air District (**A**), Project Type (**B**), Project ID (**C**), or Project Name (**D**), see Figure 2. The "SEARCH PROJECT BY" portion of the home screen shown in Figure 2 has several features and functions. Clicking on the down arrow (▼) where "Choose" is indicated displays a drop-down list of available items. The user can select any one item on any drop-down list or any combination of items, one per list, from any of the four drop-down lists. Then you can click on "Search" to see a listing of the projects available that meet the selected search criteria. If the user does not make any selections and just clicks on the "Search" button, a listing of all projects available from all Air Districts is displayed.

Figure 2 "SEARCH PROJECT BY" Screen Image

Figure 3 shows an example of a typical drop-down list. The user can select only one item per drop-down list.
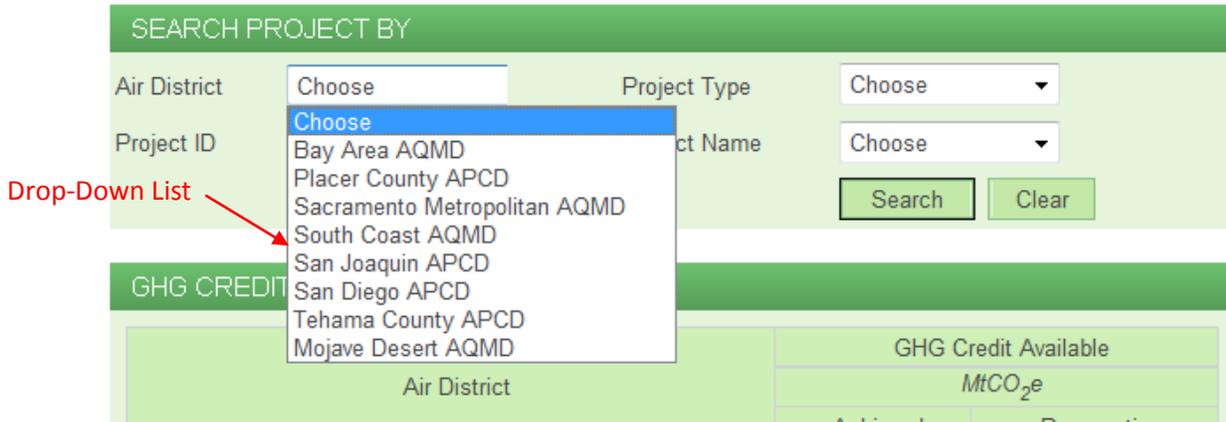
Figure 3 Drop-Down List Example

The Home Page also includes information on credits available by air district, including GHG credits that have been achieved, and those that are expected to occur prospectively in the future (Figure 4).

Figure 4 GHG Credit Availability

Other key functions on this page (Figure 5) include the ability to click to see funding opportunities for GHG reduction projects (**E**), a bulletin board for buyers interested in obtaining GHG credits or parties seeking funding to develop projects (**F**), and Resource Links. The Resource Links currently include protocol forms (**G**) and a link to the user guides (**H**). Additional resource materials will be added in the future.
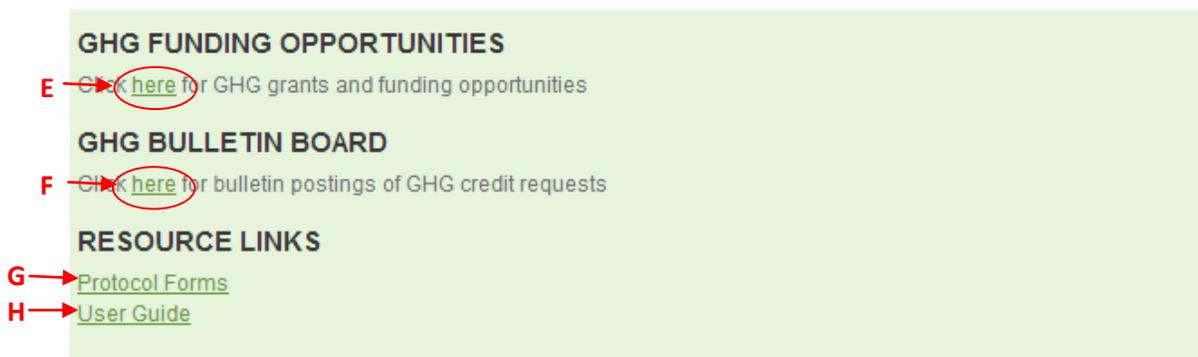

Figure 5 Additional Information Accessible on Home Screen

2.2. Offset Exchange

The Offset Exchange page is accessed through the home page by a project search. Making one or more selections from the "SEARCH PROJECT BY" area of the home screen (see Figure 2), one or more projects will be displayed. The "SEARCH PROJECT BY" menu bar on the Offset Exchange screen (**J**) in Figure 6 reflects the selections made on the home screen (Figure 2). In this screen the user can change any or all of the selections by using the available drop down boxes and changing their choices. The user can re-initiate a search by selecting the "Search" button (**K**) after changing their selections in the drop down boxes. All selections in the "SEARCH PROJECT BY" menu can be cleared by selecting the "Clear" button (**L**).

Figure 6 "SEARCH PROJECT BY" With Multiple Selections

As shown in Figure 7, if no fields are selected (**M**) and the "Search" button (Figure 6) (**K**) is chosen, all projects available will be displayed in the listing. The user can also display all transactions that have occurred by selecting the "Show All Transactions" button (**N**) (Figure 7).

M SEARCH PROJECT BY   N   [Home] [Back]

| Air District | Choose ▼ | Project Type | Choose ▼ | Project ID | Choose ▼ | Project Name | Choose ▼ | [Search] | [Clear] | [Show All Transactions] |

Search results for projects by

ID	Name	Developer	Description	Additionality	Credit Issuance	Pictures	Location Notes	Project Location	County	Air District	Protocol	Achieved GHG Credits (MtCO2e)	Prospective GHG Credits (MtC02e)	Available Amount(Mt)
205-SA-SA-BM-13-200	KYK Dairy Farm1	pd	Biomass to Energy	All Regulations	On-Going	Site AdjLU Map	In	Sacramento	Sacramento	Sacramento Metropolitan AQMD	Forest 3 (CAR)	300	0	200
234-SJ-KE-TR-13-1000	cotton gin	USA cotton	Case-by-Case	GHG Regulations Only	Annual	Site AdjLU Map			Kern	San Joaquin APCD	Biomass to Energy	1000	1	1000
237-PL-PL-BM-13-2150	SSO Biomass to Energy - USFS TNF SSO	PCAPCD	Biomass to Energy	GHG Regulations Only	Annual	Site AdjLU Map			Placer	Placer County APCD	Forest 1 (ACR)	2150	100	1950
244-SC-OR-BE-13-26	Test Project R6	AQMD	Boiler Efficiency	All Regulations	Annual	Site AdjLU Map			Orange	South Coast AQMD	Forest 1 (ACR)	26	4	26
245-SC-OR-BM-13-27	Test Project -R6-2	AQMD	Biomass to Energy	Other	Annual	Site AdjLU Map	LN	Diamond Bar	Orange	South Coast AQMD	Forest 1 (ACR)	27	0	26
246-BA-CC-BM-13-26	Test Project _R6-3	AQMD	Biomass to Energy	All Regulations	Annual	Site AdjLU Map			Contra Costa [Orange]	Bay Area AQMD	Forest 2 (CARB)	26	0	26
250-BA-AM-BM-09-234	test242541423	AQMD	Biomass to Energy	All Regulations	Annual	Site AdjLU Map			Alameda	Bay Area AQMD	Forest 1 (ACR)	234	14	234
252-BA-AM-BM-05-25	Test Project for R7	AQMD	Biomass to Energy	All Regulations	Annual	Site AdjLU Map		SFO		Alameda	Bay Area AQMD	Forest 1 (ACR)	25	10	25
253-BA-AM-TR-13-25	Test Project for R7-2	AQMD1	Case-by-Case	All Regulations	Annual	Site AdjLU Map				Alameda	Bay Area AQMD	Case by Case	25	2	24
255-BA-AM-BM-13-300	Proj08202013	pd1	Biomass to Energy	All Regulations	Annual	Site AdjLU Map	In	pl		Alameda	Bay Area AQMD	Forest 3 (CAR)	300	50	300
262-BA-AM-BM-13-2000	testing on sample	devender	Biomass to Energy	All Regulations	Annual	Site AdjLU Map	test			Alameda	Bay Area AQMD	Biomass to Energy	6000	14091	2878
263-BA-AM-BM-13-29	Test Hari 9/23	AQMD	Biomass to Energy	All Regulations	Annual	Site AdjLU Map				Alameda	Bay Area AQMD	Forest 3 (CAR)	29	2	29

⟳ ⌃ To Excel |◄ ◄◄   Page [1] of 2 ►► ►| [12 ▼]   View 1 - 12 of 14

Figure 7 All Projects Returned When No Search Criteria Is Selected

This page contains information about credits that have been or will be created, with summary information on the projects which resulted, or will result in, the credits listed, including the quantity of credits, the type of project, and the location. Linked pages provide greater detail about the project, the responsible party, the Air District staff who reviewed the project, the verification or validation documentation and contact information. All materials that were evaluated to validate the project are linked.

For listed projects, data fields include the project identification number, name of the project, the developer, the city and county where the project is located, and a project description (protocol followed).

The "Additionality" column includes two different entries – 'All Regulations' and 'GHG Regulations Only'. This provides information on the nature of the projects. The next column 'Credit Issuance' shows whether credits are issued annually or on an on-going basis. All credits are based on CAPCOA Board-approved protocols and follow the established criteria.

Additional information can include photographs of the project, maps of adjacent areas, and notes on the project, such as if it is in an Environmental Justice area. Documents associated with each project are also available through links. In addition, the Air District that entered the project, the amount of GHG credits achieved and expected in the future (prospective), information on the selling price, and the District's administrative fees are included.

When projects are displayed after a search is selected, the information that is shown includes all projects that match the search criteria. One can also change the criteria for the search from that page. Each field can be sorted in ascending or descending order, and fields can be widened or narrowed by using a mouse in the area of the table that lists the parameter. The order of the columns can be changed by selecting a column (left click on the column header label and hold the mouse button down) (**O**) then drag the column header to the desired location and release the mouse button. Columns can also be widened by moving the cursor to the right side of the field to be expanded, and when the cursor is over the line dividing the two fields (between City and County in this example), the line will change to two vertical bars (||) (**P**). When this occurs, left click, hold and drag the cursor to your right, then release the mouse button when the desired column width is acheived.
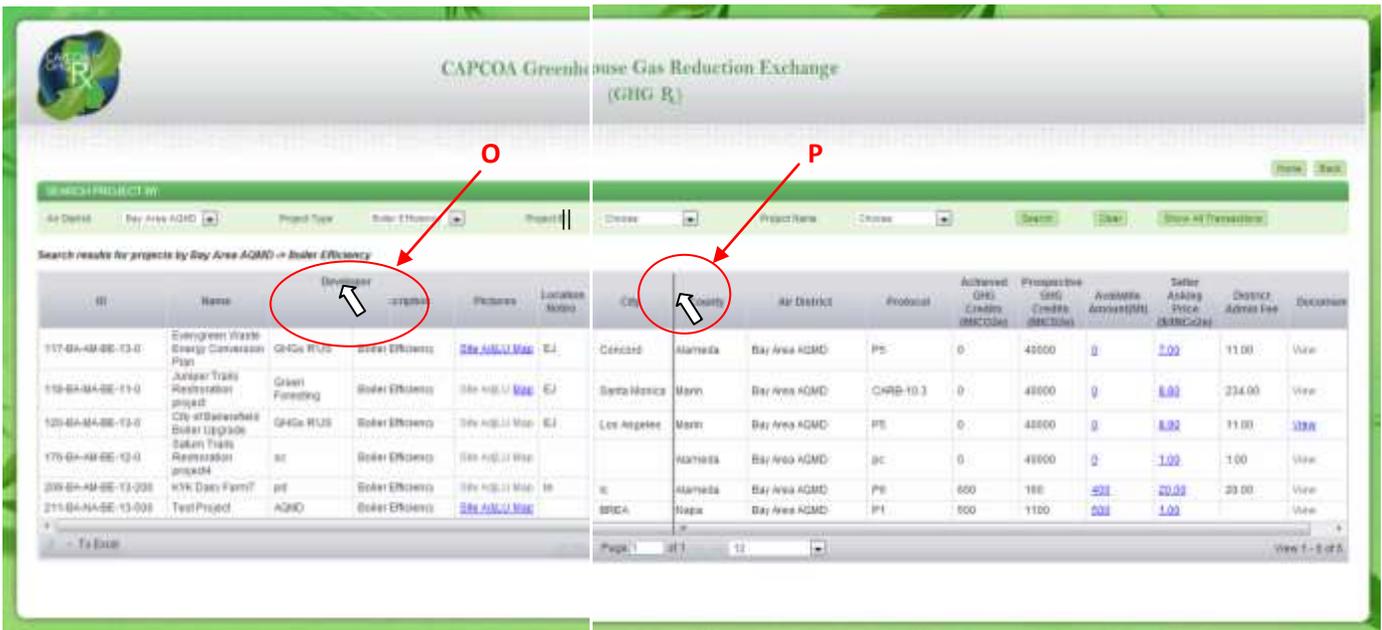
Figure 8 Moving Columns and Resizing Columns

Linked fields are shown in blue font and underlined. [Links] (see Figure 9) (Q) can be clicked for additional information, including site pictures and maps, number of credits available, asking price, documents associated with the project validation/verification, and more information on the seller, such as details on the verifier of the credits, the type of seller, asking price, and seller contact information for each project. The data can be exported to Excel; on the lower left-hand side of the screen, see "To Excel" (R) in Figure 9. Click on the icon and the data will be exported to an Excel spreadsheet.
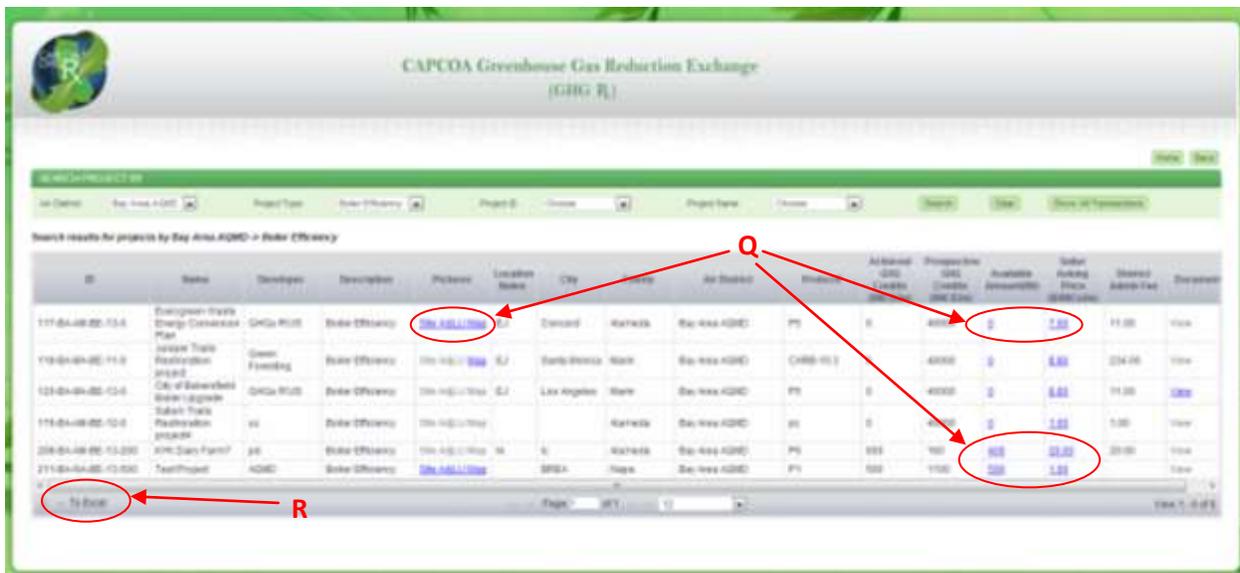

Figure 9 Screen Showing Export and Link Features

To list a credit project, submit your request on the form (see Appendix J) with all associated documentation to the Agency Administrator of the Air District that handles requests in your area (see Appendix C for the list of Agency Administrators).

2.3. Funding Opportunities

This page provides summary information about grants and other funding opportunities available from air districts or other sources for voluntary GHG emission reduction projects.   This page provides a general description of the funding available, the source of funding, contact information and links to specific websites if available. As shown in Figure 10, you can select these funding opportunities by Air District using the "Select a district" drop-down list (**S**).

Figure 10 GHG Funding Opportunities

If you have a funding opportunity you would like to post on the GHG Rx, submit your request using the form (see Appendix J) to the Agency Administrator of the Air District that handles requests in your area (see Appendix C for the list of Agency Administrators). If you are located in an area that is not covered by a Participating Air District, please contact CAPCOA (see Appendix C).

2.4. GHG Bulletin Board

This page includes two types of information: buyers seeking to purchase credits and parties who are seeking funding to develop projects. This page identifies the potential buyer, the quantity of credits needed and other useful information regarding the buyer's need for credits. The same type of information is provided for parties seeking funding for projects. This is a summary page only, and there are no additional linked pages.   The Bulletin Board can be sorted by Date, GHG amount, the party posting (**T**) and by ascending/descending order for these options (**U**) (see Figure 11).
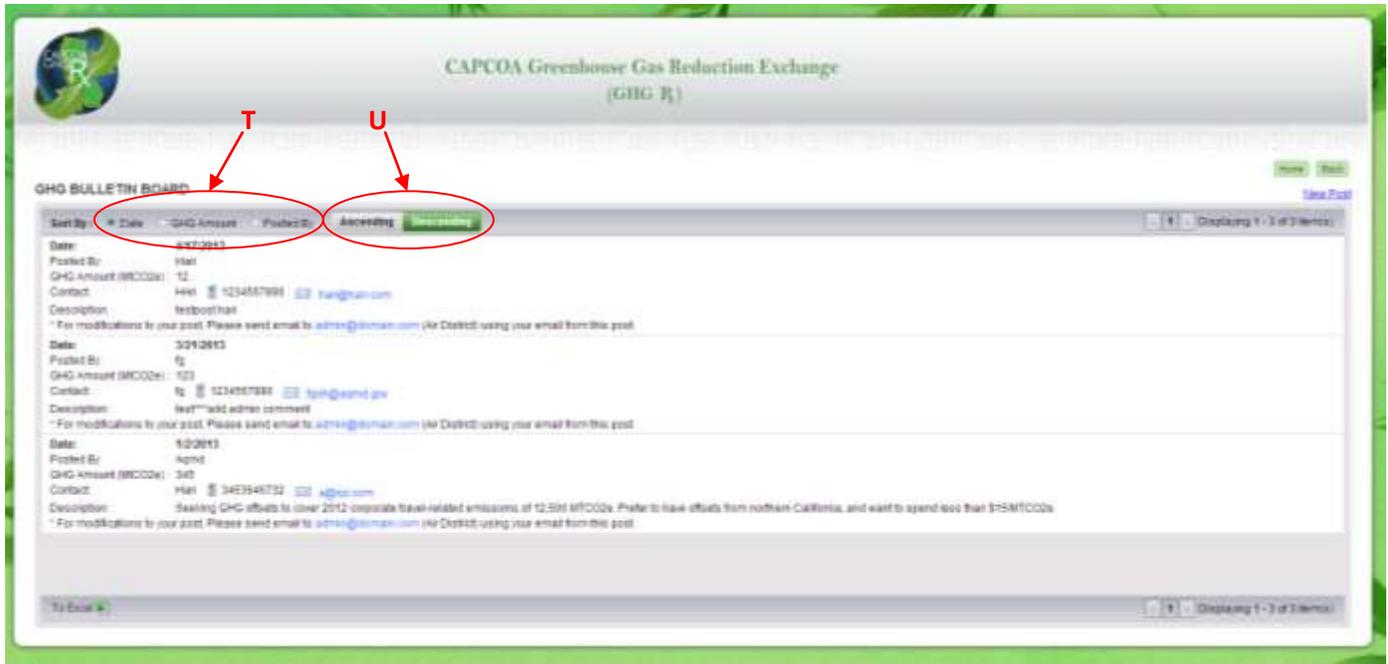
Figure 11 Bulletin Board Postings

2.4.1. Submitting a Post to the Bulletin Board

This page differs from other pages of the GHG Rx; end users can submit online requests to have their items posted on the Bulletin Board. If you are a buyer seeking credits or a party seeking project funding, you can click on "New Post" in the upper right-hand corner of the page (**V**) (see Figure 12) to enter the information and submit your request for review and approval (**W**) (see Figure 12) to the GHG Rx System Administrator. The System Administrator may contact you for additional information if needed prior to posting your request.
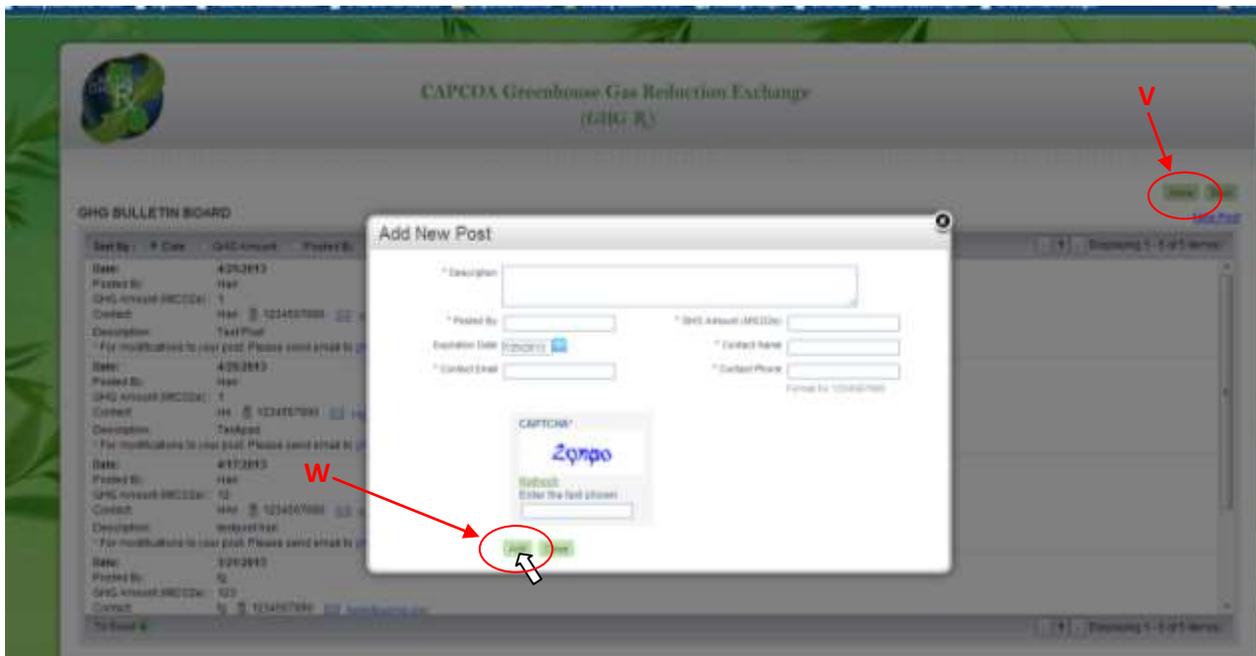
Figure 12 Data Entry Screen for Submitting New Posting

You may also submit your request using the "paper" form (see Appendix J) to the Agency Administrator of the Air District that handles requests in your area (see Appendix C for the list of Agency Administrators). He or she will review the information and submit it to the System Administrator for posting once approved. For online submittals, you will be sent an email acknowledging receipt of the request, and another email when the post has been approved. You can email the System Administrator for changes needed to the post, such as removing the posting when it is no longer needed, or editing information.

3.   Who to Contact if You Need Help or Have Questions

If you need help or have questions, please contact the Agency Administrator in your district listed in Appendix C. If you are not located in a Participating Air District, please contact the System Administrator or CAPCOA.