

**COUNTY OF SAN DIEGO**  
**REPORT FORMAT AND CONTENT**  
**REQUIREMENTS**  
**CLIMATE CHANGE**



**LAND USE AND ENVIRONMENT GROUP**

Planning & Development Services

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## 1. INTRODUCTION

These Report Format and Content Requirements for Climate Change provide guidance on the proper format and required content of a greenhouse gas (GHG) technical report for discretionary projects being processed by the Land Use and Environment Group. These guidelines are designed to:

- Ensure the quality, accuracy and completeness of a project's GHG analysis.
- Aid in staff's efficient and consistent review of modeling information and calculations from different consultants.
- Increase the efficiency of the environmental review process and avoid unnecessary time delays.

This report format will be used by County approved consultants in the preparation of GHG technical reports and by County staff in the review of these reports. Adherence to this format is required to minimize the number of iterations of review required. The intent of this report format is to ensure the technical study includes the required technical components and is presented in logical way. It is recognized that because each project will have its own issues and analysis considerations, the format and content may need to be customized to accommodate unique circumstances. Modifications to the report format and content must be discussed with the staff climate change specialist.

## 2. REPORT FORMAT REQUIREMENTS

A thorough technical report will prepare a quantification of GHG emissions for the proposed project based on construction and operational emissions.

### 2.1 Typical Technical Report Outline

The required sections of the technical report are provided in the outline on the following page:

**COVER PAGE**

**TABLE OF CONTENTS** (Including a list of tables, maps and figures)

**GLOSSARY OF TERMS AND ACRONYMS**

**EXECUTIVE SUMMARY**

**1.0 INTRODUCTION**

**1.1 Purpose of the Report**

**1.2 Project Location and Description**

**2.0 EXISTING CONDITIONS**

**2.1 Existing Setting**

**2.2 Regulatory Setting**

**3.0 SIGNIFICANCE CRITERIA & ANALYSIS METHODOLOGIES**

**3.1 Guideline for Determining Significance**

**3.2 Methodology & Assumptions**

**4.0 GHG EMISSIONS QUANTIFICATION**

**4.1 Construction GHG Emissions**

**4.2 Operational GHG Emissions**

**4.2.1 Energy**

**4.2.1.1 Electricity**

**4.2.1.2 Natural Gas**

**4.2.1.3 Water**

**4.2.2 Transportation**

**4.2.3 Solid Waste**

**4.2.4 Carbon Sequestration**

**4.2.5 Point Source GHG Emissions (If Applicable)**

**5.0 RECOMMENDED PROJECT DESIGN FEATURES, IMPACTS AND MITIGATION MEASURES**

**6.0 REFERENCES**

**7.0 LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED**

**TECHNICAL ATTACHMENTS** (order will be determined by reference in report)

## **2.2 General Content Guidance**

Guidance for each section of the GHG technical report is provided below.

### **Cover Page**

The cover page shall include the following information:

- Project common name
- Project numbers (i.e. TM, ZAP) including the environmental log number (ER)
- Date (original report date plus all revisions) must be revised during each iteration of the draft report)
- Name of County Approved CEQA Consultant preparing document, firm name (if applicable) and address
- Signature of County Approved CEQA Consultant
- Project proponent's name and address
- The following statement: Prepared for The County of San Diego

### **Table of Contents** (Including a list of tables, maps and figures)

The table of contents should follow the recommended order and format outlined in this document. Page numbers should be assigned when possible especially to all the pertinent tables and figures. Titles of each attachment/appendix should be listed in the order in which they are referenced in the document.

### **Glossary of Terms and Acronyms**

Provide a list of terms and acronyms used in the study.

### **Executive Summary**

Provide a brief summary of the project, the total construction and operational GHG emissions, project design measures and proposed mitigation (if applicable). No new information should be provided in the summary that is not further explained elsewhere in the document. The purpose of the summary is to provide a quick reference for the public and decision-makers. Therefore, the language should be less technical than that used in the remainder of the document.

### **Section 1.0 Introduction**

This section should briefly discuss climate change and GHGs, along with a brief history of California regulations that have required climate change to be considered as a part of CEQA. The introduction section should also include a project description.

### **Section 2.0 Existing Conditions**

#### ***2.1 Existing Setting***

This section should describe the existing land use, topography and the surrounding area. This section should also briefly describe anticipated effects of climate change on the project area.

## **2.2 Regulatory Setting**

This section should discuss the federal, state and local regulatory framework for air quality. This section should also discuss state and local level programs aimed at reducing criteria pollutants.

### **Section 3.0 Significance Criteria and Analysis Methodology**

This section should introduce the Guidelines for Determining Significance (Climate Change), then move directly into the methodology(ies) used for evaluating project GHG emissions. Describe the modeling tool(s)/program(s) used to calculate GHG emissions. Include in the description of the methodology or equations used to estimate GHG emissions a discussion of the assumptions used to calculate/estimate emissions. The discussion should include assumptions used to calculate vehicle miles traveled (VMT). All methodologies must be accepted by a County staff GHG or air quality specialist. The Guidelines for Determining Significance (Climate Change) are provided under separate cover.

### **Section 4.0 GHG Emissions Quantification**

This section must include an analysis of direct and indirect GHG emissions associated with the project, as discussed in the subsections below. The GHG technical report must include justification and references to document the assumptions that are made about the emissions calculations. Activity data, such as trip distances, and emission factors specific to the County must be used, where available. The County suggests the use of modeling tools such as the current version of California Emissions Estimator Model (CalEEMod). Alternatively, emissions may be estimated using emission factors from EMFAC or OFFROAD, provided the current versions are used and the sources are appropriately cited. It should be noted that the guidance below specifies modeling software currently used at the time of this writing. Best practices consistent with state or local air district guidance may supersede this guidance at the time of project analysis. All assumptions must be accepted by a County staff GHG or air quality specialist.

#### **4.1 Construction GHG Emissions**

The construction GHG inventory should consider heavy vehicles and equipment emissions, worker trip emissions and water usage emissions, haul truck emissions, along with any other special project construction requirements that may contribute to GHG emissions. The consultant shall utilize the current version of the OFFROAD emissions inventory model (included in the California Emissions Estimator Model [CalEEMod]) to calculate GHG emissions resulting from off-road equipment. Construction emissions must include loss of carbon sequestration due to vegetation removal.

#### **4.2 Operational GHG Emissions**

The operational GHG inventory should consider GHGs from electricity use, water use (electricity from embodied energy/potable water), wastewater generation, natural gas use (or other fuel usage such as propane), area sources (such as landscaping equipment and fireplaces), creation of solid waste, loss of carbon sequestration due to vegetation removal, agricultural uses, and any project specific component that might generate point sources of GHG emissions. Total GHG emissions from VMT must be quantified in the technical report. The consultant shall utilize the current version of the EMFAC emissions inventory model (included in CalEEMod) to calculate GHG emissions resulting from project-generated VMT.

### **Section 5.0 Summary of Recommended Project Design Features, Impacts and Mitigation Measures**

This section should bring together all the project impacts, project design measures and proposed mitigation. A table to summarize the project emissions and required reductions should be provided.

A separate table to identify project design considerations and mitigation measures that would reduce GHG emissions should also be included. The table should include quantification of the emission reductions that would be achieved by each measure. Assumptions about project impacts, design measures, and mitigation must be accepted by a County staff GHG or air quality specialist.

### **Section 6.0 References**

Include all references used to support information included in the technical report.

### **Section 7.0 List of Preparers, Persons and Organizations Contacted**

List the person responsible for preparation of the technical report. This person must be a consultant on the County approved consultant list for Air Quality. Indicate other persons and organizations contacted in the preparation of the report.

### **Attachments**

The attachments should include (in the order referenced to in the document) all spreadsheets used in GHG emission calculations and all modeling inputs (e.g., construction equipment, project schedule) and results. Any assumptions or changes to default values in the models must be justified and approved by a County staff GHG or air quality specialist.