



Circular Credits Mechanism (CCM)

Monitoring Report Template

MONITORING REPORT TEMPLATE

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(To be filled by the Project Leading Organization):

Project organisation:

Name of person responsible:

Date:

Monitoring Period:

Signature of responsible person:

Developed with support from



INTRODUCTION

This Monitoring Report template provides a form for projects (e.g. waste picker organizations) that carry out waste recovery (collection, sorting, proper disposal) to report the results of their monitoring activities. It is designed to assist project lead organizations in compiling, organizing and reporting on the quantitative impact of activities.

The Monitoring Report is a mandatory document to be completed and submitted prior to the audit process, ultimately allowing impact verification by a third-party audit organization. If handwritten, be sure to use legible writing.

The Monitoring Report should be supplemented by the raw data used to calculate the input and output summaries of materials and to substantiate the claims made in the report. These original data and sources need to be made available to auditors during the independent verification.

Developers may also refer to the following documents when preparing their Monitoring Report:

- The Implementation Guidelines and Operating Procedures outlining the CCM Principles and Criteria;
- The CCM Monitoring Worksheet, an excel worksheet designed to help quantify the impact (recovered waste).
- In the case of Brazilian cooperatives, the BVRio Online Management and Monitoring System.



Part 1: Administrative Aspects of the Project

1. Organisation's information	
Name (full and acronym, if any) of Project Leading Organization	
Foundation year / beginning of operations	
Project name and number in the CAH	
Project location (full address) If there are different addresses (e.g., warehouse, office), specify	
Name and role of person(s) responsible for the project	
E-mail of person(s) responsible for the project	
Telephone of person(s) responsible for the project	

Part 2: Information about project activities

2.1 Operational data		
Information type	Explanation	Filled in by the responsible
Activities conducted by project	E.g., Collection, sorting, processing (which?), recycling	
Who conducts the project activities and what is the relation to the project?	E.g., Associates or cooperative members, employees, subcontractor / third parties (including informal waste pickers)	
Number of people involved in the project activities	E.g., overview of number of collaborators per activity type (e.g. collection, sorting, administration, transportation etc.), even if approximated, and if there are work shifts	
Describe the facility's physical infrastructure	Size (can be approximate) and characteristics of the warehouse; specify space for storing materials	
Describe methods and equipment used for the activity	E.g., vehicles, conveyors, scales, presses, other equipment (explain quantity)	

2.2. Materials processed		
Information type	Explanation	Filled in by the responsible
Material type	E.g., plastics, paper, carton, glass, metals, tyres, e-waste, oil, organic, others (specify)	
Waste source	<p>E.g., Municipal collection system, door-to-door collection, environment (beaches, rivers), aggregated sources (companies, commerce), dumpsites/ landfill, events, purchase from autonomous waste pickers.</p> <p>Explain if in any situation the material is already segregated or if the segregation is done in the generator.</p> <p>Indicate an approximate % of the mass (weight) received from each source.</p>	
Materials' traceability in the value chain	Are there records of source and destination (including <u>final</u> destination) available? Which types?	
Materials' destination	If intermediaries are involved, identify the final destination, when possible	
Justify the destination for the material recovered	If the project is not sending material for recycling, why not?	

Part 3: Information about monitoring activities

3.1. Systems for monitoring of waste input		
Information type	Explanation	Filled in by the responsible
Data collection method for waste input	Weighing of material input? Estimative? Type of equipment, owner of equipment, or source of data	
Type of data records/ documents used for waste input	E.g. Electronic scale printouts, reports from source, receipts	
Frequency of data collection for waste input	NA	
Person(s) responsible for data collection for waste input	NA	
Method for storing data for waste input	E.g. paper-based, digital, local, backup available (describe)	
Is there a quality control (QC) for data collection/storage of waste input?	NA	

3.2. Systems for monitoring of waste output		
Information type	Explanation	
Data collection method for waste output	E.g. weighing of material output at the project facility / at the destination / at both locations	
Type of data records/ documents used for waste output	Electronic scale printouts, internal reports, commercial records (e.g., official sale invoice or receipts)	
Frequency of data collection for waste output	N.A.	
Person(s) responsible for data collection for waste output	N.A.	
Method for storing data for waste output	Paper-based, digital, backup available (describe)	
Evidence of adequate destination for material recovered	E.g. Commercial receipts or invoices from seller or from buyer, waste manifest stating proof of end of life.	
Is there a quality control (QC) for data collection for waste output?	N.A.	

Part 4: Quantification of impacts

The figures below show only the totals per type of material and source/destination. The project developer will need to provide evidence of the disaggregated data used for these numbers. BVRio provides a Monitoring Template to facilitate stock control.

4.1. Material input (tonnes)				
Please provide a summary (aggregated amounts) of waste collected or sorted during the period covered by the monitoring report. Add more lines as required.				
Waste Source (include all those listed in item 2.2)	Material Type	Quantity (tonnes)	Measurement Method	Type of Data recording/documents
Total input (tonnes)				

4.2. Material output (tonnes)

Please provide a summary (aggregated amounts) of waste sold or sent to an appropriate destination during the period covered by the monitoring report. Add more lines as required.

Waste Destination (Recycler/aggregator - name)	Material Type	Quantity (tonnes)	Measurement Method	Type of Data recording/documents
Total output (tonnes)				

4.3. Material losses – residues (tonnes)

Please provide a summary (aggregated amounts) of the material losses created during the sorting process, and the destination given. Add more lines as required.

Destination	Quantity (tonnes)	Type of Data recording/documents
Total losses(tonnes)		

Observations:



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