

**Procedure For Sections 45 and 55(2) of the  
Emissions Trading Regulation (AR 33/2006) Environment Protection and Enhancement Act**

**(January 2014)**

Unit operators with units eligible to use credits for compliance purposes are to follow this procedure to retire credits for compliance purposes according to Section 45 of the *Regulation*.

**By April 30 in the year following the compliance year:**

- Calculate the number of credits needed for the compliance year. Complete this task before April 30 of the year following the compliance year.
- The following steps assume the operator has transferred the credits for retirement into the “holding” account of the unit with a compliance obligation.
- Go to the Emissions Trading Registry website.  
<http://www.environment.alberta.ca/apps/etr/Documents.aspx>
- Go to the “Form For A Credit Transfer”.  
<http://www.environment.alberta.ca/apps/etr/GetDocument.aspx?ID=43>
- Complete the form and take special note of the two following points.
  - Indicate that the transaction is an “extinguishment” and not a “transfer” in the two spaces provided.
  - Indicate the year compliance year.
- Send the form to [emissiontrading@gov.ab.ca](mailto:emissiontrading@gov.ab.ca).
- The above actions are used to comply with Section 45(b)(i) of *Regulation* and must be completed by April 30 of the year following the compliance year.
- The Registry Operator will send you a receipt of the transaction.

**By May 31 in the year following the compliance year:**

- Submit a report to [emissiontrading@gov.ab.ca](mailto:emissiontrading@gov.ab.ca) containing the information requested in Section 55(2) of the *Emissions Trading Regulation (33/2006)*. There is no form for this report.