

Industrial Projects Desk-Based Review Policy

November 26, 2024

Desk-based reviews (in lieu of site visits) are allowable under the following ACR methodologies:

- [Advanced Refrigeration Systems¹](#)
- [Transition to Advanced Formulation Blowing Agents in Foam Manufacturing and Use](#)
- [Certified Reclaimed HFC Refrigerants, Propellants, and Fire Suppressants](#)
- [Destruction of Ozone Depleting Substances and High-GWP Foam](#)
- [Destruction of Ozone Depleting Substances from International Sources](#)

To qualify for a desk-based review, *all* the following requirements must be met:

1. The Validation and Verification Body (VVB) and Project Proponent (or Project Developer) request a desk-based review in lieu of a site visit. This request shall be submitted via an [Industrial Projects Desk-Based Review Request Form](#), which shall include written agreement for a desk-based review from the facility where a site visit would have occurred. See further instructions in item 3 (below). The VVB shall submit the Industrial Projects Desk-Based Review Request Form at the same time as the VVB Project-Specific Conflict of Interest Form.
2. The VVB and the lead verifier who would be performing the desk-based review have previously completed a site visit at the same facility for another project developed by the Project Proponent (or Project Developer) under the same ACR methodology and version within 12 months of when validation/verification services are expected to commence for the desk-based review (i.e., kick-off call with Project Proponent/Project Developer). This previous project must have resulted in a positive Validation and Verification Opinion. Desk-based review (as marked by submission of the Validation and Verification Report and Validation and Verification Opinion) shall be scheduled to be completed within 24 months of the site visit referred to in 2 above.
3. Between the site visit referred to in 2 above and the desk-based review, the processes and equipment at the facility that could affect validation and verification have *not* changed (e.g., the facility cannot have changed ODS destruction processes, the facility cannot have added new equipment relevant to the project). In the written request for the desk-based review (see item 1 above) the Project Proponent (or Project Developer) and facility representative must explain any process or equipment changes that have occurred during this period or, if no changes have occurred that could affect validation and verification, state that.

¹ Note that this only applies to Advanced Refrigeration System projects that have the manufacturing facility as the project location.

4. Ownership of the facility has not changed since the site visit referred to in 2 above. There have *not* been any changes to the relevant ACR methodology's Errata and Clarifications that apply to activities at the facility since the site visit referred to in 2 above. Errata and Clarifications issued after ACR's approval do not factor into this requirement.
5. ACR has reviewed and approved² the request for a desk-based review.

² Approval is contingent on compliance with requirements 1 through 5 above.