



Project Checklist

Project Name _____

Project Proponent _____

*Verifier _____

Date Completed

Attend Verifier Training for the Current Year* Typically March

Pre-Field Work Submittal Checklist*
 Conflict of Interest Disclosure Form Submit to SETT
 Site Validation Checklist (Credit Projects Only) Two Weeks Prior
 Debit Project Review Form Part 1 (Debit Projects Only) to Fieldwork Start
 Valid CCS Shapefiles with Map Units and Transects
 Valid CCS Shapefiles of PFC Reaches for Surveying (Credit Projects Only)

SETT Approval of Pre-Field Work Submittal Packet* Expect two weeks post submission

Conduct Fieldwork* April 15th – June 30th
(Variable per Year)
 Anthropogenic Features Review Form
 Map Unit Datasheets
 Resistance & Resilience Scorecards (Credit Projects Only)
 Ability to Control Wildfire Scorecards (Credit Projects Only)
 Transect Datasheets [Project Site]-[MU#]-[T##]
 PFC Datasheets (Credit Projects Only) [Project Site]-PFC-[ReachName]
 Other _____

Enter Data into Calculator*

Name Photos* [Project Site]_[MU#]_[T##]_{Descriptor} or {Unknown Code_#}_YYYYMMDD; [Project Site]_PFC_[ReachName]_[##]_YYYYMMDD

Scan Datasheets* [Project Site]_{[MU#] or {PFC} or {Anthro}}_Datasheets_YYYYMMDD.pdf

Verifier Project Assessment Submission Form* Submit to SETT
By October 31st
Or project may be subject to a new Version
 Project Geodatabase and Map (.mxd)
 Final Credit System Calculator
 Anthropogenic Features Review Form
 Map Unit Datasheets
 Resistance & Resilience Scorecards (Credit Projects Only)
 Ability to Control Wildfire Scorecards (Credit Projects Only)
 Transect Datasheets
 PFC Datasheets (Credit Projects Only)
 Transect Photographs
 Other _____

Receive QA Results from SETT* Expect one month post submission

Complete and Sign Debit Project Review Form Part 2▪ (Debit Projects Only)
If not purchased or transferred within 5 years from signing of Debit Project Review Form Part 2, then the Debits must be rerun under the newest Version

Draft Management Plan▪* (Credit Projects Only) Submit to SETT

Finalize and Sign Management Plan Section A▪ (Credit Projects Only) Submit to SETT
If not completed within 90 days from approval of a new Version, then the Credits will be subject to the new Version

Credits Eligible for Sale▪ (Credit Projects Only)

Pre-Sale Annual Management and Monitoring Report▪ (Credit Projects Only) Submit to SETT
By July 31st

Year HQT is Completed (Year 0) _____

Year 1 Year 2 Year 3 Year 4

If Credits are Not Sold by Year 5 (Credit Projects Only)

Conduct 5-Year Verification* (Maintains Credits for another 5 years) Re-start Pre-Sale Annual
Or Monitoring Cycle

Remove Project from CCS▪

When an Arrangement is Made to Sell/Transfer Credits, Completed with Each Credit Sale/Transfer

Finalize Financial Assurance Plan▪ (Credit Projects Only) Submit to SETT

Participant Contract▪ (Credit Projects Only) Submit to SETT

Set up Financial Assurance Account▪ (Credit Projects Only)

Finalize and Sign Management Plan Section B▪ (Credit Projects Only) Submit to SETT

Credit Purchase Agreement▪ Submit to SETT

Credit Transfer Form▪ (Credit Projects Only) Submit to SETT

Debit Project Review Form Part 3▪ (Debit Projects Only) Submit to SETT

Annual Management and Monitoring Report▪ / Submit to SETT
5-Year Verification* (Credit Projects Only) By July 31st /
By October 31st

Year HQT is Completed (Year 0) _____ Term of Project _____ Years

Year 1	Year 6	Year 11	Year 16	Year 21	Year 26
Year 2	Year 7	Year 12	Year 17	Year 22	Year 27
Year 3	Year 8	Year 13	Year 18	Year 23	Year 28
Year 4	Year 9	Year 14	Year 19	Year 24	Year 29
Year 5	Year 10	Year 15	Year 20	Year 25	Year 30...