



Project Checklist

Project Name _____

Project Proponent _____

*Verifier _____

Date Completed

Attend Verifier Training for the Current Year* Typically January

Site Validation Checklist* (Credit Projects Only) Submit to SETT
PRIOR TO Pre-Field,
Due by February 1

Pre-Field Work Submittal Checklist*
Conflict of Interest Disclosure Form
Proof of Ownership and Rights (Credit Projects Only)
Debit Project Review Form Part 1 (Debit Projects Only)
Pre-Field Credit System Calculator
Valid CCS Shapefiles with Map Units
Valid CCS Shapefiles of PFC Reaches for Surveying (Credit Projects Only) Submit to SETT
Two Weeks Prior
to Fieldwork Start
Due by March 15

SETT Approval of Pre-Field Work Submittal Packet*
Will Provide the Transects Upon Final Approval 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
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)
PFC Summary (Credit Projects Only)
Transect Photographs
Other _____
Project may be subject
to a new Version if not
finalized 90 days after a
new version is released

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 Qualitative Assessment▪ (Maintains Credits for another 5 years) Re-start Pre-Sale Annual Monitoring Cycle
Or

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 / Transfer Agreement▪ Optional: Submit to SETT

Credit Purchase / 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▪ / **15-Year Verification*** (Credit Projects Only) Submit to SETT
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...