

Washington State Climate Commitment Act

**U.S. Forest Offset Project Data
Report Initial Reporting Period -
Avoided Conversion**

Form ECY 070-749



Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/ECY070749.html>

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Date Application Received:	OPR Tracking Number:	Date Application Reviewed:

Section 1.0: Entity Submitting Report

Is this form being submitted by the Offset Project Operator (OPO) or by the Authorized Project Designee (APD)

OPO APD

Notes:

- 1. The person completing this form should be an OPO/APD Employee
- 2. If the APD is submitting the form, the OPO should submit the form "Designation of Authorized Project Designee" simultaneously

Report Version Number: _____ Date Report Submitted: _____

Date Form Completed: _____ Date Report Completed: _____

Phone Number: _____ Email Address: _____

Section 2.0: Offset Project Information

Offset Project Name: _____ OPR Project ID Number: _____

Offset Project Commencement Date: _____ Ecology Project ID Number (if known) _____

First Reporting Period Start Date: _____ First Reporting Period End Date: _____

Provide an explanation and justification for the commencement date. Specify the action(s) that identify the offset project commencement date:

Section 3.0: OPO/APD Information

Section 3.1 OPO

OPO Name:		OPO CITSS ID#:	
Mailing Address:	City:	State:	Zip:
Contact Person:	Phone Number:	Email Address:	

Section 3.2 APD

APD Name:		APD CITSS ID#:	
Mailing Address:	City:	State:	Zip:
Contact Person:	Phone Number:	Email Address:	

Section 4.0: Land Ownership

- A.** Is the Offset Project Operator (OPO) the owner in fee for the Project Area? Further documentation is required for all projects. Submit as attachment labeled "Attachment A." See Section 10 of this listing document for more information.

Yes

No

If no, explain how the entity identified as the OPO has the right to undertake and list the project:

- B.** Optional. List all Forest Owners. This includes owners in fee as well as third parties with existing property interests within the Project Area that affect the trees and standing timber located in the Project Area (e.g. mineral rights, timber rights, easements, rights of way, leases, etc.).

C. Does the offset project occur on public or private lands? If the project occurs on public lands, proceed to questions E1 and E2 below. Otherwise, skip to Question F. Further documentation is required if project occurs on public lands. Submit as attachment label "Attachment B." See Section 10 of this listing document for more information.

Private

Public

C.1 Describe the public process that has been used to approve forest management activities and baseline.

C.2 Describe the documentation being submitted with this listing document demonstrating approval of planned forest management activities and baseline.

D. Does the offset project occur on any of the following categories of land? (check all that apply)

“Tribal Lands” as defined in RCW 70A.65.010(65)

Land that is owned by a Tribe and/or subject to an ownership or possessory interest of a Tribe

None of the above

If “none of the above” skip to Section 5. Otherwise, proceed to questions D1 and D2 below.

NOTE: Further documentation is required for projects occurring on land listed in the first three categories. Submit supporting documents as attachments labeled “Attachment C.” See Section 10 of this listing document for more information.

D.1 Has the Tribe entered into a written agreement, negotiated on an individual basis between Ecology and the Tribal government, that establishes a dispute resolution process and/or other compliance mechanisms in order to ensure the enforceability of all program requirements applicable to the Tribe in its role as the owner of land on which an offset project is located, as required by WAC 173-446-520(3)(e)?

Yes

No

D.2 Describe the ownership and/or possessory interest(s) the Tribe has in the land within the Project Area.

Section 5.0: Offset Project Area

Maps depicting specific elements of the Project Area are required for all projects. Submit supporting documentation as attachments labeled "Attachment D". See Section 10 of this document for more information.

Latitude of Offset Project Location:

Longitude of Offset Project Location:

Project Area Total Acreage:

- A.** Identify the assessment area (or assessment areas, if project crosses more than one) that contain Project Area lands and list the acreage of project lands within each assessment area.

- B.** Identify the governing jurisdiction(s) applicable to Project Area

C. Describe how the Project Area was determined.

D. Describe the existing land cover, and land use of the Project Area

E. Describe the forest vegetation types within the Project Area boundary.

F. Describe the site classes within the Project Area boundary

G. Describe the land pressures and climate zone/classification applicable to the Project Area.

H. Describe the historical land uses, current zoning, and projected land use within the Project Area and surrounding areas.

I. Describe generally the forest conditions within the Project Area, including species composition, age class distribution, and management history.

Section 6.0: Offset Project Eligibility

- A.** Is the land in the Project Area dedicated to continuous forest cover through a Qualified Conservation Easement (QCE) or transfer to public ownership? If employing a QCE, proceed to questions A1, A2, and A3. Otherwise, skip to question B. Supporting documentation for a QCE is required. Submit as attachment labeled "Attachment E." See Section 10 of this listing document for more information.

QCE

Public Ownership

A.1 Date that the QCE was or will be recorded: _____

A.2 Optional: Is the project located in a state that requires third-party beneficiaries to sign the easement?

Yes

No

A.3 Provide the terms within the easement that affect forest management:

- B.** Indicate the type of documentation being submitted to demonstrate that the anticipated land use conversion is legally permissible. (check all that apply). Supporting documentation is required. Submit as attachment labeled "Attachment F." See Section 10 of this listing document for more information.

Documentation indicating that the current land use policies, including zoning and general plan ordinances, and other local and state statutes and regulations, permit the anticipated type of conversion.

Documentation indicating that the Forest Owner(s) obtained necessary approval from the governing county to convert the Project Area to the proposed type of non-forest land use

Documentation indicating that similarly situated forest lands within the project's assessment area were recently able to obtain all necessary approvals from the governing county, state, or other governing agency to convert to a non-forest land use.

C. Indicate how the offset project meets (or will meet) the definition of Natural Forest Management per Table 3.2 in the U.S. Forest protocol.

C.1 a. Native species: Will the project consist of at least 95% native species based on the estimated sum of carbon in the standing live carbon pool? Avoided Conversion Projects are assessed using estimates of basal area per acre.

If “no,” proceed to question C.1.b, otherwise skip to question C2

Yes

No

C.1 b. If no, describe how the project will meet this requirement

C.2 a. Composition of native species: Does the Project Area naturally consist of a mixed species distribution where no single species' prevalence, measured as the percent of the basal area of all live trees in the Project Area, exceeds the percentage value of standing live carbon shown under the heading "Species Diversity Index" in the Assessment Area Data File?

If "no," proceed to questions 2b and 2c. Otherwise, skip to question C3.

Yes

No

C.2 b. Explain how the project will demonstrate a trend not to exceed the percentage identified in the Species Diversity Index of native species and meet this requirement within 25 years.

C.2 c. If the Project Area does not actually consist of mixed species distribution: Will or have you provided a written statement from the government agency in charge of forestry regulation in the state where the project is located stipulating that the project site is not capable of meeting the requirement of mixed species distribution?

Yes

No

N/A

C.3 a. Distribution of age classes/sustainable management

Indicate how the project will meet the requirement for sustainable management if commercial harvesting is either planned or ongoing within the Project Area demonstrating sustainable long term harvesting practices. This applies to all of the forest landholdings of the Forest Owner(s) (check one of the boxes). Provide additional information, in necessary, in Attachment G on how the project currently satisfies the requirement.

Not applicable; no commercial harvesting is occurring within the Project Area.

Third party certification under the Forest Stewardship Council, Sustainable Forestry Initiative, or Tree Farm System, whose certification standards require adherence to and verification of harvest levels which can be permanently sustained over time.

Adherence to a renewable long-term management plan that demonstrates harvest levels which can be permanently sustained over time and that is sanctioned and monitored by a state or federal agency.

Employ uneven-aged silvicultural practices and maintain canopy retention averaging at least 40% across the forest, as measured on any 20 acres within the entire forestland owned by the Forest Owner, including land within and outside of the Project Area (areas impacted by Significant Disturbance may be excluded from this test)

C.3 b. On a watershed scale up to 10,000 acres (or the Project Area, whichever is smaller), projects must maintain, or make progress toward maintaining, a maximum of 40% of the project's forest lands in ages that are less than 20 years old. Areas impacted by Significant Disturbance are exempt from this test until 20 years after reforestation in such areas.) Does the acreage within this project meet this requirement?

If "no," proceed to question 3c. Otherwise skip to question C4.

Yes

No

C.3 c. If the project does not meet the age class requirements at this time, explain how the project intends to demonstrate progress to meet this requirement over time; such that forest lands in ages less than 20 years are reduced and make up no more than 40% of the Project Area.

C.4 Structural elements (standing and lying dead wood): Does the project currently meet the standing dead tree carbon stock requirement? Provide additional information in Attachment G on how the project currently satisfies or will satisfy this requirement.

Yes

No

D. Is the anticipated alternative land use commercial, residential, or agricultural?

Yes

No

If “yes,” indicate the maximum slope of the Project Area:

E. Is the anticipated alternative land use commercial, residential, or recreational? If “yes,” proceed to Questions E1, E2, and E3. Otherwise, skip to question F.

Yes

No

E.1 Indicate the proximity of the Project Area to metropolitan areas.

E.2 Indicate the proximity of the Project Area to grocery and fuel services and accessibility of those services:

E.3 Indicate the population growth (people per year) within 180 miles of the Project Area:

F. Is mining the anticipated alternative land use? If “yes,” describe the extent of mineral resources existing in the Project Area:

Yes

No

If “yes,” describe the extent of mineral resources existing in the Project Area:

G. Describe the management activities that will lead to increased carbon stocks in the Project Area compared to the baseline:

H. Is this project being implemented and conducted as the result of any law, statute, regulation, court order, or other legally binding mandate?

Yes

No

If answered “yes” above explain:

I. Does the entity submitting this report declare that the offset project does not employ broadcast fertilization?

Yes

No

J. Does the offset project take place on land that was part of a previously listed and verified Forest Offset Project on any registry or program? If “yes,” proceed to question J1. Otherwise, skip to Section 7.

Yes

No

J.1 (Optional) Was the previous Forest Offset Project terminated due to an Unintentional Reversal?

Yes

No

Section 7.0: Carbon Stock Inventory

- A. Provide a description of the inventory methodology to be used to quantify carbon stocks for each required carbon pool in the forest project’s offset boundary. The inventory methodology must describe the information required in Appendix A (b) of the Compliance Offset Protocol U.S. Forest Projects, June 25, 2015.

AC-1 Standing Live:	
AC-3 Standing Dead:	
AC-6 Soil (if applicable):	
AC-7 Carbon in in-use forest products:	
AC-8 Forest product carbon in landfills (if applicable)	
AC-9 Biological emissions from site preparation:	
AC-13 Biological emissions from clearing of forestland outside of the Project Area:	
AC-17 Biological emissions from decomposition of forest products:	

B. Describe the calculation methodologies to be used to determine metric tons per acre for each of the carbon pools included in the Offset Project Data Report.

AC-1 Standing Live:	
AC-3 Standing Dead:	
AC-6 Soil (if applicable):	
AC-7 Carbon in in-use forest products:	
AC-8 Forest product carbon in landfills (if applicable)	
AC-9 Biological emissions from site preparation:	
AC-13 Biological emissions from clearing of forestland outside of the Project Area:	
AC-17 Biological emissions from decomposition of forest products:	

C. Provide a summary of the inventory of carbon stocks for each carbon pool. (or approach used, if inventory is not applicable):

AC-1 Standing Live:	
AC-3 Standing Dead:	
AC-6 Soil (if applicable):	

AC-7 Carbon in in-use forest products:	
AC-8 Forest product carbon in landfills (if applicable)	
AC-9 Biological emissions from site preparation:	
AC-13 Biological emissions from clearing of forestland outside of the Project Area:	
AC-17 Biological emissions from decomposition of forest products:	

D. Provide a summary of inventory confidence statistics

E. Provide the calculation of the offset project’s reversal risk rating and contribution to the Forest Buffer Account

Section 8.0: Offset Project Baseline

- A.** Describe the highest value alternative land use identified in the appraisal. Supporting documentation is required. Submit a full copy of the appraisal as attachment labeled "Attachment G." See Section 10 of this listing document for more information.

- B.** Provide an estimate of the rate of conversion and removal of onsite carbon stocks.

- C.** Compare the fair market value of the anticipated land use for the Project Area with the value of the current forested land use.

D. Provide the calculation for the Discount for Uncertainty of Conversion Probability (e.g. Uncertainty Discount).

E. Describe the project's modeling plan, following the requirements and methods in Appendix B, Section B.3 of the U.S. Forest protocol

F. Describe the estimate of the project's baseline onsite carbon stocks. Explain any annual changes in baseline carbon stocks over time.

A graph of the baseline onsite carbon stocks, labeled "Attachment I" must be portrayed depicting time on the x-axis and metric tons CO₂e on the y-axis, labeled "Attachment H," and a diagram of the baseline incorporating all required carbon stocks, labeled "Attachment I," are required. See Section 10 of this listing document for more information

G. (Optional) Identify the approved growth model that will be used for the project.

H. Optional: If harvesting is planned in the Project Area will the project use a harvest schedule model?

Yes

No

If “yes,” how do you plan to address age class and stratification as part of your harvest scheduling?

I. Provide an estimate of carbon that will be stored long-term in harvest wood products in the baseline.

Section 9.0: Offset Project Baseline

A. Have any GHG reductions or GHG removal enhancements associated with the Project Lands ever been listed or registered with, or otherwise claimed by, another registry or program, or sold to a third party prior to listing? If “yes”, identify the registry or program and provide details in the fields below.

Yes

No

If answered “yes” above, identify the registry or program and provide details on the issued credits below:

Registry/Program:	Reporting Period(s):
Vintage(s):	Number of Credits Issued:

B. Have any lands within the Project Area ever been listed or registered with an offset project registry or program in the past?

- Yes No

If “yes,” identify the registry or program and provide details on the issued credits in the fields below:

Registry/Program:	Reporting Period(s):
Vintage(s):	Number of Credits Issued:

C. Have greenhouse gas emission reductions or removal enhancements associated with lands within the Project Area been credited or claimed for the purpose of greenhouse gas mitigation or reduction goals, whether in a voluntary or regulatory context?

- Yes No

If “yes” identify the goal(s) and provide details on the reductions or removal enhancements (under “Number of Credits Issued”) in the fields below.

Registry/Program:	Reporting Period(s):
Vintage(s):	Number of Credits Issued:

Section 10.0: Attachments

A. If the answer to Section 4.A is “yes,” provide documentation (e.g. deed of trust, title report, etc.) showing the OPO’s ownership interest in the property and its interest in the trees and standing timber on the property. If the answer to Section 4.A is “no,” provide documentation supporting the explanation of the OPO’s right to undertake and list the project.

B. If the answer to Section 4.C is “public,” provide documentation demonstrating explicit approval of the offset project’s management activities and baseline including any public vetting processes necessary to evaluate management and policy decisions concerning the offset project. If the project is a private lands project, mark “N/A” in the box below. The OPO may provide an “Attachment B” page with “This Page Left Intentionally Blank – Private Lands Project.”

- N/A

- C.** If the project is located on one of the categories of Tribal Lands listed in Section 4.D, provide documentation demonstrating that the land within the Project Area is owned by a Tribe or private entity.
- D.** Attach map(s) of the Project Area including:
- Public and private roads
 - Towns
 - Major watercourses (4th order or greater), water bodies, and watersheds
 - Topography
 - Townships, ranges, and sections or latitude and longitude
 - Existing land cover and land use (optional)
 - Forest vegetation types (optional)
 - Site classes (optional)
 - Land pressures and climate zone/classification (optional)
 - Historical land uses, current zoning, and projected land use within the Project Area (optional)
 - A georeferenced shape file (or other electronic file that can be read in a geographic information system) that clearly identifies the Project Area and boundaries. Note that the georeferenced shape file may constitute the required map if it includes the required map information listed above.
- E.** If a Qualified Conservation Easement (QCE) has been recorded, provide a copy. The listing information contained in this form and the documents attached to it will eventually be submitted to Ecology so submitting a copy of the QCE as an attachment to this listing document fulfills the requirement in Section 7.1.1(a)(20) of the Compliance Offset Protocol U.S. Forest Projects, June 25, 2015 to Ecology with a copy. If no QCE has been recorded, provide supporting documentation demonstrating the planned or completed dedication of the land in the Project Area to continuous forest cover through a Qualified Conservation Easement or transfer to public ownership
- F.** Provide documentation demonstration that the type of anticipated land use conversion is legally permissible per the requirements of Section 3.4.1(c).(3) and Section 5.3 of the Compliance Offset Protocol U.S. Forest Projects, June 25, 2015.
- G.** Provide a full copy of the appraisal that was prepared for the Project Area per the requirements in Section 3.4.2(b)(3) of the Compliance Offset Protocol U.S. Forest Projects, June 25, 2015
- H.** Attach a graph portraying the baseline onsite carbon stocks with time depicted on the x-axis and metric tons CO₂e depicted on the y-axis that meets the requirements of Section 7.1.1(a)(29)
- I.** Attach a diagram of the baseline incorporating all required carbon stocks.

Section 11.0: Attestations and OPO Signature

I understand I am voluntarily participating in the Washington Cap-and-Invest Program, and by doing so, I am now subject to all regulatory requirements and enforcement mechanisms of this program and subject myself to the jurisdiction of Washington as the exclusive venue to resolve any and all disputes arising from the enforcement of provisions in this article.

Initial

For federally recognized tribes who elect to participate as offset project operators pursuant to RCW 70A.65.090(5), the following attestation may be submitted in lieu of the attestation required above: "I understand I am voluntarily participating in this program. The tribal government on whose behalf I am authorized to make this submission has entered into a written agreement, negotiated on an individual basis between ecology and the tribal government, that establishes a dispute resolution process and/or other compliance mechanisms in order to ensure the enforceability of all program requirements applicable to the tribe in its role as an offset project operator.

Initial

I understand that the offset project activity(ies) and implementation of the offset project must be in accordance with all applicable local, regional, and national environmental and health and safety laws and regulations that apply to the offset project location. I understand that offset projects are not eligible to receive Ecology or registry offset credits for GHG reductions and GHG removal enhancements.

Initial

In signing this form, I certify under penalty of perjury of the laws of Washington that the information contained in this form is true, accurate, and complete. I further certify that I am an Account Representative of the Offset Project Operator (OPO).

Signature:	Printed Name:
Title:	Date:

Background for U.S. Forest Offset Project Data Report Initial Reporting Period - Avoided Conversion

WAC 173-446-515 of the Cap-and-Invest Rule describes the requirements and process for an Offset Project Operator (OPO) or Authorized Project Designee (APD) to submit an Offset Project Data Report within four months of the end of each (annual) Reporting Period. The information in this form is submitted to the approved Offset Project Registry that is listing the offset project and should also be provided to the Ecology-accredited verification body that will be verifying the Offset Project Data Report.

The information to be provided in this form closely mirrors information provided for listing a U.S. Forest Offset project. OPOs and APDs may wish to copy the information in their project's application for listing to the extent that the information provided at the time of that application has not changed.

Where to Submit Information Contained in This Form

Please complete the information on the form using your computer. Then either add an electronic signature to the form or print, sign, and scan the form. The completed and signed information and all supporting documentation should be submitted to the appropriate Offset Project Registry.

Detailed Instructions for U.S. Forest Offset Project Data Report Initial Reporting Period – Avoid Conversion form.

Section 1.0: Entity submitting report:

- Indicate whether the Offset Project Operator (OPO) or Authorized Project Designee (APD) is submitting the Offset Project Data Report (OPDR).
- WAC 173-446-525(6) requires that each version of the OPDR specifies the version number and the date submitted. Moreover, the protocol requires that each OPDR include the date of completion. Include the OPDR version number, the date of OPDR completion, and the date of OPDR submission to the Offset Project Registry.
- List the name, organization, phone number, and email address of the person submitting the information. This person should be an employee of the OPO or APD, whichever entity is making the submission. The person submitting the information need not be the same person as the contact person listed for the OPO or APD in Section 3 and also need not be the person signing the form in Section 9.
- The person submitting the information should indicate the date the form is completed.

Section 2.0: Offset Project Information:

- Provide the name for the offset project and its Offset Project Registry ID number, as provided by the Offset Project Registry listing the project. Also include the Ecology project ID number, if known.
- Indicate the Offset Project Commencement Date and the start and end date of the Reporting Period covered in this Offset Project Data Report.
- Project commencement for an Avoided Conversion Project is identified as the date on which the Project Area is either committed to continued forest management and protection through recording a conservation easement with a provision to maintain the Project Area in forest cover or transferred to public ownership.

Section 3.0: OPO/APD Information:

- Enter contact information for the OPO and APD requesting the offset project listing. Every offset project will have an OPO. If an offset project does not have an APD, please mark the box indicating the offset project does not have an APD and leave the remaining fields blank.
- For both the OPO and, if applicable, the APD, enter the entity's name, its CITSS ID number, its mailing address, and the name, phone number, and e-mail of a contact person for the entity. DO NOT PROVIDE THE OPO's or APD's CONFIDENTIAL CITSS ACCOUNT NUMBER, which begins with the CITSS ID number followed by a hyphen and more numbers.

Section 4.0: Land Ownership

- This part includes questions regarding land ownership and property interests.
- Further documentation is required based on the responses to some questions. See Section 10 of this report for more information on the precise requirements.

Section 5.0: Offset Project Area:

- This part asks for qualitative descriptions of the offset Project Area.
- Maps are required to complement the descriptions provided in this part. See Section 10 of this report for more information on the precise requirements.
- The Project Area should be determined following the requirements of Section 4 of the U.S. Forest protocol.
- Assessment areas shall be determined by referencing the appropriate Assessment Data File: U.S. Forest Projects - June 25, 2015 | California Air Resources Board

Section 6.0: Offset Project Eligibility

- The questions in this part are designed to facilitate the determination of project eligibility for Avoided Conversion Projects.
- Further documentation is required based on the responses to some questions. See Section 10 of this report for more information on the precise requirements.
- Details on the eligibility requirements for Avoided Conversion Projects can be found in Sections 2.3, 3.1. and 3.8 of the U.S. Forest protocol.
- Details of the Natural Forest Management criteria can be found in Table 3.2 in the U.S. Forest protocol.
- Further information about qualifying documentation to demonstrate that the type of anticipated land use conversion is legally permissible is found in section 3.1 of the protocol.

Section 7.0: Carbon Stock Inventory

- Projects are required to have completed a full carbon stock inventory for the initial Offset Project Data Report. Unlike the inventory provided at the time of listing, a general description of the project's inventory methods with preliminary best estimates is not longer sufficient to meet the regulatory requirements. If the project's inventory methodology changed between the time of listing and submission of the initial OPDR, this change should be reported as a change to the information submitted at project listing when submitting the first OPDR.
- Section 5.3 of Compliance Offset Protocol U.S. Forest Projects outlines the approved quantification methodologies for Avoided Conversion Projects. Further details on completing a forest project carbon inventory can be found in Appendix A of the Protocol.
- Follow the steps in Appendix D of the U.S. Forest protocol to quantify the project's risk rating.
- The project's contribution to the Forest Buffer Account is determined annually based upon the project's risk of reversal and is calculated by multiplying the project specific reversal risk rating by the total net GHG reductions/removals achieved by the project. Unlike the listing application, for this OPDR an approximation of the contribution to the Forest Buffer Account is not acceptable.

Section 8.0: Offset Project Baseline:

- For this OPDR, unlike the project listing application, projects are required to have a finalized baseline. A modeling plan with preliminary best estimates is no longer sufficient to meet the regulatory requirements. If the project's modeling plan or baseline estimates changed between the time of listing and submission of the initial OPDR, this change should be reported as a change to the information submitted at project listing when submitting the first OPDR.

- Section 5.3 of the Compliance Offset Protocol outlines the approved quantification methodologies for Avoided Conversion Projects. Further details on modeling carbon stocks can be found in Appendix B of the Protocol.
- Section 3.4.2(3) of the Compliance Offset Protocol outlines the required elements for a real estate appraisal, which must identify the highest value alternative land use for the project area.
- The rate of conversion and removal of onsite carbon stocks should be estimated per Section 5.3.1 of the Compliance Offset Protocol.
- The Discount for Uncertainty of Conversion Probability should be calculated per Equation 5.11 under Section 5.3.1 of the Compliance Offset Protocol.
- A diagram and graph are required to complement the descriptions provided in this part. See Section 10 of this report for more information on the precise requirements.
- Approved growth models can be found in Appendix B of the Compliance Offset Protocol.

Section 9.0: Other Offset Programs

- Answer all questions. If the answer is “yes,” identify the registry or program and provide details on the issued credits in the space provided.

Section 10.0: Attachments

- Provide each attachment on a separate sheet of paper and submit along with the completed Initial Reporting Period – Offset Project Data Reporting Form.
- To aid with tracking each attachment, it is recommended that the attachments are labeled to correspond with the letter in Section 10 that they refer to (e.g. “Attachment B”)
- When an attachment is not applicable to the project being listed, please select the “N/A” (Not applicable) checkbox next to the requirement so that it is clear that the attachment was not inadvertently left off.

Section 11.0 OPO Signature

- The individual signing the document must be registered in CITSS as the OPO’s Primary Account Representative or Alternate Account Representative for the entity submitting the information. The individual signing the document may be an APD employee and/or representative; but to sign the document the individual must be an Account Representative on the OPO’s CITSS Account.
- Please provide the individual’s signature, printed name, corporate title, and date signed.
- There are no attestations within this form. The attestations required for the Offset Project Data Report are included in the form U.S. Forest Offset Project Data Report Annual Reporting Period – All Project Types.