

**State of Maine  
Regional Greenhouse Gas Initiative  
CO<sub>2</sub> Budget Trading Program**



**Offset Project Monitoring and Verification Report**

**Afforestation**

**Version 1.0**

Issued by **Bureau of Air Quality**

Issued on **June 16, 2009**

**Contents**

1. Overview .....3

2. Submission Instructions .....3

3. M&V Report Forms ..... 3

    Part 1. General Information Forms.....4

    Part 2. Category-Specific Information and Documentation Forms ..... 11

    Part 3. Independent Verification Form .....20

## 1. Overview

To demonstrate the achievement of CO<sub>2</sub>-equivalent emissions reductions from an afforestation offset project that has received a consistency determination from the Maine Department of Environmental Protection (Department), a Project Sponsor must submit to the Department in accordance with these instructions a fully completed *Offset Project Monitoring and Verification Report – Afforestation Version 1.0* (“M&V Report”), consisting of the coversheet and all forms and related attachments. Following these instructions will ensure that the *M&V Report* contains all necessary information.

The Project Sponsor should review Maine's *CO<sub>2</sub> Budget Trading Program* regulations, 06-096 CMR Chapter 156, addressing offset projects and the award of CO<sub>2</sub> offset allowances. All offset project submittal materials and documents are available at [www.maine.gov/dep/air/greenhouse/rggi](http://www.maine.gov/dep/air/greenhouse/rggi).

## 2. Submission Instructions

Submit one (1) complete paper hardcopy original of the *M&V Report* to the Department at the location specified below. Also submit the *M&V Report* forms and any attachments electronically to the CO<sub>2</sub> Allowance Tracking System (COATS) at [www.rggi-coats.org](http://www.rggi-coats.org). Submit hardcopies of forms requiring signatures as originally-signed copies and scan such signed forms for electronic submission. Facsimiles of the *M&V Report* are not acceptable under any circumstances.

Department of Environmental Protection  
17 State House Station  
25 Tyson Drive  
Augusta, ME 04333-0017

The *M&V Report* includes three parts, as described below. Each part comprises specified forms and required documentation. The *M&V Report* has been created as a Microsoft Word document with editable fields. Enter information directly in the fields provided or submit information or documentation as an attachment, as instructed. Include headers on all attachments indicating the form to which each is attached, the offset project name, and offset project ID code.

The Project Sponsor should save an electronic copy for his or her file to serve as a reference for any necessary remediation.

## 3. M&V Report Forms

The *M&V Report* consists of eight (8) forms divided into three parts, as follows:

### Part 1. General Information Forms

- Form 1.1 – Coversheet
- Form 1.2 – General Information
- Form 1.3 – Attestations
- Form 1.4 – Project Sponsor Statement
- Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

## Part 2. Category-Specific Information and Documentation Forms

- Form 2.1 – Demonstration of Conformance with M&V Plan
- Form 2.2 – Determination of Reporting Period Sequestration

## Part 3. Independent Verification Form

- Form 3.1 – Independent Verifier Certification Statement and Report

The following instructions address each of the forms in numerical order. Note that the forms themselves include many embedded instructions.

## Part 1. General Information Forms

The five (5) forms in Part 1 of the *M&V Report* address general requirements and documentation applicable to afforestation offset projects. Instructions for the Part 1 forms are provided below.

---

### Form 1.1 Coversheet

Enter the required information in the editable text fields in the form. Check the boxes to indicate that all forms are being submitted. For information about entering the Project Sponsor, offset project name and offset project ID code, and RGGI COATS account name and number, see instructions below for Form 1.2, General Information.

Submission of all forms, including the Coversheet, is required. If a form is not submitted, the *Consistency Application* will not be considered complete for commencement of review by the Department.

---

### Form 1.2 General Information

Enter the requested information in the editable text fields in the form. If a text field is not applicable or is unanswerable, enter “NA.” Note the following:

Offset Project ID Code: Enter the offset project ID code. The offset project ID code is the alphanumeric code generated when the Project Sponsor creates a record of the offset project in the RGGI CO<sub>2</sub> Allowance Tracking System (RGGI COATS). See the RGGI COATS User’s Guide for more information about creating an offset project record in RGGI COATS, available at [www.rggi-coats.org](http://www.rggi-coats.org).

Project Information: Enter project information. The name of the offset project should be the same name entered by the Project Sponsor when creating a project record in RGGI COATS. The project location entered should be the primary location of the project if the project consists of actions at multiple locations. The summary narrative of the project should indicate all locations where project actions occur or will occur.

Project Sponsor: Identify the Project Sponsor and provide his or her contact information. The Project Sponsor is the natural person who is the Authorized Account Representative for the RGGI COATS general account identified in the *Consistency Application*.

Project Sponsor Organization: Provide the full legal name of the organization the Project Sponsor represents, including any alternative names under which the organization also may be doing business (e.g., John Doe Enterprises, Inc., d/b/a JDE). If the Project Sponsor is representing himself or herself as an individual, enter “NA”.

RGGI COATS General Account Name and Number: Enter the RGGI COATS general account name and number. The RGGI COATS general account identified in the *Consistency Application* is the RGGI COATS account into which any awarded CO<sub>2</sub> offset allowances related to the offset project will be transferred.

---

### **Form 1.3      Attestations**

Sign and date the form. Submit the originally signed form as part of the paper hardcopy *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

---

### **Form 1.4      Project Sponsor Statement**

Sign and date the form. Submit the originally signed form as part of the paper hardcopy *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

---

### **Form 1.5      Disclosure of Greenhouse Gas Emissions Data Reporting**

Check the appropriate box in the form to indicate whether greenhouse gas emissions data related to the offset project have been or will be reported to any voluntary or mandatory programs other than the CO<sub>2</sub> Budget Trading Program. For each program for which data have been or will be reported, provide the program name, the program type (voluntary or mandatory), program contact information (website or street address), the categories of data reported, the frequency of reporting, when the reporting began or will begin, and reporting status (prior, current, future). The Project Sponsor must disclose future reporting related to current commitments made to voluntary programs as well as future reporting mandated by current statutes, regulations, or judicial or administrative orders.

**Offset Project Name**

**Offset Project ID Code**

## Form 1.1 – Coversheet

**Project Sponsor (RGGI COATS Authorized Account Representative)**

**Project Sponsor Organization**

**Reporting Period**

**RGGI COATS General Account Name**

**RGGI COATS General Account Number**

Check the boxes below to indicate submission of the following required forms:

- Form 1.2 – General Information
- Form 1.3 – Attestations
- Form 1.4 – Project Sponsor Statement
- Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting
- Form 2.1 – Demonstration of Conformance with M&V Plan
- Form 2.2 – Determination of Reporting Period Sequestration
- Form 3.1 – Independent Verifier Certification Statement and Report

Offset Project Name  Offset Project ID Code

### Form 1.2 – General Information

**Project Sponsor (RGGI COATS Authorized Account Representative)**

**Telephone Number**  **Fax Number**  **Email Address**   
**Street Address**   
**City**  **State/Province**  **Postal Code**  **Country**

**RGGI COATS General Account Name**   
**RGGI COATS General Account Number**

**Name of Offset Project**  **Project Commencement Date**   
**Summary Description of Offset Project**   
**Project City**  **Project County**  **Project State**

**Project Sponsor Organization**   
**Primary Street Address**   
**City**  **State/Province**  **Postal Code**  **Country**   
**Brief Description of Project Sponsor Organization**   
**Telephone Number**  **Website URL**

**Independent Verifier (Company/Organization)**  **States Where Verifier Accredited**   
**Primary Street Address**  **Website URL**   
**City**  **State/Province**  **Postal Code**  **Country**   
**Point of Contact for Project**   
**Contact Telephone Number**  **Contact Fax Number**  **Contact Email Address**   
**Contact Street Address**   
**City**  **State/Province**  **Postal Code**  **Country**

Offset Project Name

Offset Project ID Code

### Form 1.3 – Attestations

The undersigned Project Sponsor certifies the truth of the following statements:

1. All offset projects for which the Project Sponsor or project sponsor organization has received CO<sub>2</sub> offset allowances, under the Project Sponsor's or project sponsor organization's ownership or control (or under the ownership or control of any entity which controls, is controlled by, or has common control with the Project Sponsor or project sponsor organization) are in compliance with all applicable requirements of the CO<sub>2</sub> Budget Trading Program in all participating states.
2. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this *M&V Report* and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

\_\_\_\_\_  
Project Sponsor signature

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name

\_\_\_\_\_  
title

\_\_\_\_\_  
organization

\_\_\_\_\_  
notary

Offset Project Name

Offset Project ID Code

### Form 1.4 – Project Sponsor Statement

The undersigned Project Sponsor hereby confirms and attests that the offset project upon which this Monitoring and Verification Report is based is in full compliance with all of the requirements of Maine’s CO<sub>2</sub> Budget Trading Program. The Project Sponsor holds the legal rights to the offset project, or has been granted the right to act on behalf of a party that holds the legal rights to the offset project. The Project Sponsor understands that eligibility for the award of CO<sub>2</sub> offset allowances is contingent on meeting the requirements of Maine’s CO<sub>2</sub> Budget Trading Program. The Project Sponsor authorizes the Department or its agent to audit this offset project for purposes of verifying that the offset project, including the Monitoring and Verification Plan, has been implemented as described in the *Consistency Application* that was the subject of a consistency determination by the Department. The Project Sponsor understands that this right to audit shall include the right to enter the physical location of the offset project and to make available to the Department or its agent any and all documentation relating to the offset project at the Department’s request. The Project Sponsor submits to the legal jurisdiction of the State of Maine.

\_\_\_\_\_  
Project Sponsor signature

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name

\_\_\_\_\_  
title

\_\_\_\_\_  
organization

\_\_\_\_\_  
notary

Offset Project Name

Offset Project ID Code

### Form 1.5 – Disclosure of Greenhouse Gas Emissions Data Reporting

Check the box below that applies:

- No greenhouse gas emissions data related to the offset project referenced in this *M&V Report* have been or will be reported to a voluntary or mandatory program other than the CO<sub>2</sub> Budget Trading Program.
- Greenhouse gas emissions data related to the offset project referenced in this *M&V Report* have been or will be reported to a voluntary or mandatory program other than the CO<sub>2</sub> Budget Trading Program. Information for all such programs to which greenhouse gas emissions data have been or will be reported is provided below.

**Name of Program to which GHG Emissions Data Reported**

Check all that apply:

- Reporting is currently ongoing
- Reporting was conducted in the past
- Reporting will be conducted in the future
- Reporting is mandatory
- Reporting is voluntary

**Enter Frequency of Reporting**

**Enter Reporting Start Date**

**Program Contact Information – Address**

**Program Website**

**Categories of Emissions Data Reported**

**Name of Program to which GHG Emissions Data Reported**

Check all that apply:

- Reporting is currently ongoing
- Reporting was conducted in the past
- Reporting will be conducted in the future
- Reporting is mandatory
- Reporting is voluntary

**Enter Frequency of Reporting**

**Enter Reporting Start Date**

**Program Contact Information – Address**

**Program Website**

**Categories of Emissions Data Reported**

Add extra pages as needed.

## Part 2. Category-Specific Information and Documentation Forms

The two (2) forms in Part 2 of the *M&V Report* address documentation of conformance with the Monitoring and Verification Plan (M&V Plan) and determination of net carbon sequestered during the reporting period. Instructions for the Part 2 forms are provided below.

---

### Form 2.1 Demonstration of Conformance with M&V Plan

Provide documentation that procedures and protocols specified in the M&V Plan were performed and records specified in the M&V Plan were generated and retained. Check the boxes where indicated in Form 2.1 to indicate that the referenced documentation is provided as an attachment to Form 2.1. Each attachment must include a header that indicates it is an attachment to Form 2.1 and includes the offset project name and offset project ID code. Documentation must include the following:

1. Identification of Sub-populations. Attach a map to scale identifying how the area within the project boundary is divided into sub-populations for determining project carbon sequestration.
  2. Identification of Sampling Plots. Attachment a list of the number, sizes, and locations of all sampling plots used for calculating carbon sequestration during the reporting period for each sub-population. The attachment must include recent photos of sampling plots and distinct sampling plot identifiers to provide for verification of reported sequestered carbon by an independent verifier or the Department.
  3. Documentation of Direct Measurement Procedures Conducted for Each Carbon Pool in Each Sampling Plot. Attach a list for each carbon pool that documents all measurement procedures that were used to calculate carbon sequestered during the reporting period, and cross reference all procedures with those specified in the M&V Plan.
  4. Assessment of Forest Management Practices if Commercial Timber Harvest Activities Have Occurred or Will Occur. If commercial timber harvest activities occurred during the reporting period or will occur during the offset project allocation period, attach the assessment or certification issued by the American Tree Farm System (ATFS), Forest Stewardship Council (FSC), Sustainable Forestry Institute (SFI), or other similar organizations as approved by the Department ensuring that the land within the offset project boundary is being managed in accordance with environmentally sustainable forestry practices. If no commercial timber harvests have occurred or will occur, do not check box number 4 in Form 2.1.
  5. Documentation of Quality Assurance Procedures Conducted. Document the quality assurance procedures that were conducted during the reporting period to ensure accuracy in data collection, data analysis, and data storage, and cross reference all procedures with those specified in the M&V Plan.
-

## Form 2.2 Determination of Reporting Period Sequestration

Provide documentation of the carbon sequestered during the reporting period where indicated in Form 2.2 or as an attachment to Form 2.2, as directed below. Each attachment must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code. Multiple attachments may be integrated into a single document, as appropriate, as long as each element is clearly identified, as specified below. For submission of the electronic version of the *M&V Report*, spreadsheets must be provided as a distinct electronic file or files (distinct spreadsheets may be incorporated into a single spreadsheet file, as appropriate, as long as each element is clearly identified, as specified below). Check the boxes in Form 2.2 to indicate that required documentation is attached and includes the required components.

The following documentation must be provided:

1. Identify Reporting Period. Enter the dates of the reporting period (start and end dates) and the dates when the reporting period measurements were made (may include a range), where requested in Form 2.2.
2. Net Carbon Sequestered. Enter the values (in short tons of CO<sub>2</sub>-equivalent) for the following, where requested in Form 2.2: reporting period carbon stock; baseline carbon stock or carbon stock as of previous reporting period; net carbon sequestered in reporting period. Enter the potential carbon losses discount factor (either 0.9 or not applicable if long-term insurance is retained) and the adjusted net carbon sequestration in reporting period (if applicable), where requested in Form 2.2.
3. Reporting Period Carbon Pools. Enter calculated carbon content in short tons of CO<sub>2</sub>-equivalent for the carbon pools included in the reporting period, where requested in Form 2.2:
  - Live above-ground tree biomass (required)
  - Live below-ground tree biomass (required)
  - Soil carbon (required)
  - Dead organic matter and coarse woody debris (required, unless the baseline measurement for this carbon pool is at or near zero, in which case measurement of this carbon pool is optional)
  - Live above-ground non-tree biomass (optional)
  - Dead organic matter, forest floor (optional)

Values for all required carbon pools must be entered. Note that optional carbon pools included in the baseline must also be included in subsequent reporting periods. Optional carbon pools not included in the baseline are not allowed to be included in carbon calculations for subsequent reporting periods.

4. Reporting Period Description. Attach a map to scale that provides a description of the practices/management (e.g., regular mowing, intensive grazing, chaining, recreation, etc.) and land cover currently in place within the offset project boundary. Identify on the map the following land covers as applicable:

- Cropland (specify the crop)

- Grassland (specify use)
- Urban (specify urban land use)
- Pasture (specify animals)
- Residential areas
- Public parks
- Roads and rights of way
- Power line clearings
- Non-census water

5. Field Measurement Data. Attach a spreadsheet that contains the field measurement data collected from each sampling plot for determining biomass and carbon for each carbon pool. Data that should be included in field measurement datasheets and must be entered in the spreadsheet include:

- Sampling plot names
- Sampling plot dimensions
- Sampling plot slopes
- Tree diameters
- Tree heights
- Standing dead wood diameters, heights, and decomposition classes
- Dead wood transect lengths
- Dead wood diameters and decomposition classes
- Non-tree vegetation and forest floor quadrat sizes
- Non-tree vegetation and forest floor field sample weights
- Non-tree vegetation and forest floor laboratory sample dry weights
- File names for plot photographs

6. Documentation of Carbon Calculations. Attach a spreadsheet that documents all carbon calculations. The spreadsheet must include the following:

- a. Document use of the sampling plot data to estimate area-based carbon for each carbon pool in each sub-population. Document that the sampling plot data for each carbon pool in each sub-population were averaged to obtain the mean carbon stock and standard deviation of area-based carbon in the sub-population. Document the calculation of the 95% confidence interval of the area-based carbon for each carbon pool for the sub-population area based on the number of sampling plots, the standard deviation, and the corresponding standard error.
- b. Document that the estimate of area-based carbon for each carbon pool in each sub-population was converted into CO<sub>2</sub>-equivalent short tons for each carbon pool in each sub-population as follows:

$$TC_j = \sum_{i=1}^n (C_{i,j} * A_i) * 44/12 / 0.9072$$

where:

$TC_j$	Total carbon in each sub-population in each carbon pool $j$ in short tons of CO <sub>2</sub> -e
$C_{i,j}$	Total carbon in each carbon pool in metric tons per acre or hectare in sub-population $i$
$A_i$	Area of sub-population $i$
$i$	1, 2, 3 ... $n$ sub-populations
$j$	1, 2, 3 ... $m$ carbon pools (the carbon pools are: “latb” – live above-ground tree biomass; “lbtb” – live below-ground tree biomass; “s” – soil carbon; “lantb” – live above-ground non-tree biomass; “doff” – dead organic matter, forest floor; “docwd” – dead organic matter, coarse woody debris)
44/12	The ratio of molecular weights of carbon dioxide to carbon
0.9072	Factor for conversion between metric tons and short tons

- c. Document that the estimates of carbon in each carbon pool were summed across all of the sub-populations to determine the total carbon content of each carbon pool for all land within the offset project boundary, represented in short tons of CO<sub>2</sub>-equivalent.
- d. Document that the grand total carbon stock for all land within the offset project boundary, represented in short tons of CO<sub>2</sub>-equivalent, was calculated by summing across all carbon pools:

$$TC_{pb} = TC_{latb} + TC_{lbtb} + TC_s + TC_{lantb} + TC_{doff} + TC_{docwd}$$

where:

$TC_{pb}$	Total carbon content in short tons of CO <sub>2</sub> -e within the offset project boundary (sum of carbon content of all carbon pools in all sub-populations)
$TC_{latb}$	Sum of carbon content in short tons of CO <sub>2</sub> -e of live above-ground tree biomass in all sub-populations
$TC_{lbtb}$	Sum of carbon content in short tons of CO <sub>2</sub> -e of live below-ground tree biomass in all sub-populations
$TC_s$	Sum of carbon content in short tons of CO <sub>2</sub> -e of soil carbon in all sub-populations
$TC_{lantb}$	(Optional) Sum of carbon content in short tons of CO <sub>2</sub> -e of live above-ground non-tree biomass in all sub-populations
$TC_{doff}$	(Optional) Sum of carbon content in short tons of CO <sub>2</sub> -e of dead organic matter, forest floor in all sub-populations
$TC_{docwd}$	(Mandatory/optional, as applicable pursuant to Maine’s CO <sub>2</sub> Budget Trading Program) Sum of carbon content in short tons of CO <sub>2</sub> -e of dead organic matter, coarse woody debris in all sub-populations

7. Demonstration of Quantified Accuracy. Attach a spreadsheet that documents quantified accuracy for the combined carbon pool measurement such that there is 95% confidence that the reported value is within 10% of the true value. The spreadsheet must document that the quantified accuracy was calculated as follows:

- a. Document that the percentage uncertainty in the combined carbon stocks in short tons of CO<sub>2</sub>-equivalent was calculated as follows:

$$U_p = \sqrt{\left( \sum_{i=1}^n U_{sp,i}^2 \right)}$$

where:

- U<sub>p</sub> Total percentage uncertainty in the combined carbon pools below:
- U<sub>latb</sub> Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in live above-ground tree biomass
- U<sub>lbtb</sub> Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in live below-ground tree biomass
- U<sub>s</sub> Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for soil carbon stock
- U<sub>lantb</sub> (Optional) Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in live above-ground non-tree biomass
- U<sub>doff</sub> (Optional) Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in dead organic matter, forest floor
- U<sub>docwd</sub> (Mandatory/optional, as applicable pursuant to Maine's CO<sub>2</sub> Budget Trading Program) Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in dead organic matter, coarse woody debris
- U<sub>sp, i</sub> Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in all carbon pools in sub-population *i*
- i* 1, 2, 3, ...*n* sub-populations

- b. Document that the uncertainty in the carbon stock in each carbon pool was summed across sub-populations as follows:

$$U_j = \sqrt{\left( \sum_{i=1}^n U_{j,i}^2 \right)}$$

where:

- $U_j$  Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in carbon pool  $j$
- $U_{j,i}$  Percentage uncertainty (expressed as a percentage of the mean at the 95% confidence interval) for carbon stock in carbon pool  $j$  in sub-population  $i$
- $j$  1, 2, 3... $m$  carbon pools (the carbon pools are: “latb” – live above-ground tree biomass; “lbtb” – live below-ground tree biomass; “s” – soil carbon; “lantb” – live above-ground non-tree biomass; “doff” – dead organic matter, forest floor; “docwd” – dead organic matter, coarse woody debris)
- $i$  1, 2, 3 ... $n$  sub-populations

Offset Project Name

Offset Project ID Code

## Form 2.1 – Demonstration of Conformance with M&V Plan

Provide documentation that procedures and protocols specified in the M&V Plan were performed and records specified in the M&V Plan were generated and retained. All attached documentation must include a header that indicates it is an attachment to Form 2.1 and includes the offset project name and offset project ID code.

Check the boxes below to indicate that the following required documentation is provided as an attachment to Form 2.1:

- 1. Identification of Sub-populations. Map to scale identifying how the area within the offset project boundary is divided into sub-populations for determining project carbon sequestration.
- 2. Identification of Sampling Plots. List of number, sizes, and locations of all sampling plots used for calculating carbon sequestration during the reporting period for each sub-population, including recent photos and distinct sampling plot identifiers.
- 3. Documentation of Direct Measurement Procedures Conducted for Each Carbon Pool in Each Sampling Plot. List for each carbon pool of all measurement procedures used to calculate carbon sequestered and cross reference of all procedures with those specified in the M&V Plan.
- 4. Assessment of Forest Management Practices if Commercial Timber Harvest Activities Have Occurred or Will Occur. If applicable, the assessment or certification issued by American Tree Farm System (ATFS), Forest Stewardship Council (FSC), Sustainable Forestry Institute (SFI), or such other similar organizations as approved by the Department ensuring that the land within the offset project boundary is being managed in accordance with environmentally sustainable forestry practices.
- 5. Documentation of Quality Assurance Procedures Conducted. Documentation of quality assurance procedures conducted during the reporting period to ensure accuracy in data collection, data analysis, and data storage, and cross reference of all procedures with those specified in the M&V Plan.

Offset Project Name

Offset Project ID Code

## Form 2.2 – Determination of Reporting Period Sequestration

Provide documentation of the carbon sequestered during the reporting period where indicated in Form 2.2 or as an attachment to Form 2.2, as directed below. Each attachment must include a header that indicates it is an attachment to Form 2.2 and includes the offset project name and offset project ID code. Multiple attachments may be integrated into a single document, as appropriate, as long as each element is clearly identified, as specified below. For submission of the electronic version of the M&V Report, spreadsheets must be provided as a distinct electronic file or files (distinct spreadsheets may be incorporated into a single spreadsheet file, as appropriate, as long as each element is clearly identified, as specified below).

### A. Reporting Period Data

1. Reporting Period.

Enter the dates of the reporting period (start/end)

Enter dates when measurements were taken (may include a range)

2. Net Carbon Sequestered. Enter results of net carbon sequestration calculations:

Reporting period carbon stock in short tons of CO<sub>2</sub>-e

Baseline period or previous reporting period carbon stock in short tons of CO<sub>2</sub>-e

Net carbon sequestration during reporting period in short tons of CO<sub>2</sub>-e

Potential future carbon losses discount (enter NA if long-term insurance retained; enter 0.9 if no long-term insurance retained)

Loss-adjusted net carbon sequestration during reporting period in short tons of CO<sub>2</sub>-e (net carbon sequestration multiplied by potential future losses discount factor, if applicable)

3. Reporting Period Carbon Pools. Enter reporting period carbon content in short tons of CO<sub>2</sub>-e for the included carbon pools:

Live above-ground tree biomass (required)

Live below-ground tree biomass (required)

Soil carbon (required)

Dead organic matter and coarse woody debris (required, unless the baseline measurement for this carbon pool is at or near zero, in which case measurement of this carbon pool is optional)

Live above-ground non-tree biomass (optional)

Dead organic matter, forest floor (optional)

Total of above

### B. Reporting Period Documentation

Check the boxes below to indicate that the following required documentation is attached:

4. Reporting Period Description. Map to scale providing a description of practices/management and land cover currently in place within the offset project boundary.

Offset Project Name

Offset Project ID Code

5. Field Measurement Data. Spreadsheet containing field measurement data collected from each sampling plot for determining biomass and carbon for each carbon pool, including:
- Sampling plot names
  - Sampling plot dimensions
  - Sampling plot slopes
  - Tree diameters
  - Tree heights
  - Standing dead wood diameters, heights, and decomposition classes
  - Dead wood transect lengths
  - Dead wood diameters and decomposition classes
  - Non-tree vegetation and forest floor quadrat sizes
  - Non-tree vegetation and forest floor field sample weights
  - Non-tree vegetation and forest floor laboratory sample dry weights
  - File names for plot photograph
6. Documentation of Carbon Calculations. Spreadsheet that documents all carbon calculations.
7. Demonstration of Quantified Accuracy. Spreadsheet that documents quantified accuracy for the combined carbon pool measurement.

### **Part 3. Independent Verification Form**

The form in Part 3 of the *M&V Report* addresses requirements and documentation related to the independent verifier certification statement and report. Instructions for the Part 3 form are provided below.

---

#### **Form 3.1 Independent Verifier Certification Statement and Report**

An accredited independent verifier must sign and date the form. Submit the originally signed form as part of the paper hardcopy of the *M&V Report*. Scan the signed and dated form for submission as part of the electronic version of the *M&V Report*.

Provide the independent verifier's report as an attachment to Form 3.1. The verifier report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code.

The verifier report must document the following:

1. The verifier has reviewed the entire *M&V Report* and evaluated the contents of the report in relation to the applicable requirements of Maine's CO<sub>2</sub> Budget Trading Program.
2. The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO<sub>2</sub>-equivalent sequestration in accordance with the applicable requirements of Maine's CO<sub>2</sub> Budget Trading Program and the documentation required in the *M&V Report*.
3. The verifier has evaluated the adequacy and consistency of methods used by the Project Sponsor to quantify, monitor, and verify CO<sub>2</sub>-equivalent sequestration in accordance with the applicable requirements of Maine's CO<sub>2</sub> Budget Trading Program and the Monitoring and Verification Plan submitted as part of the *Consistency Application*.

The verifier report must include the following contents, in the order listed below:

- Cover page with report title and date
- Table of contents
- List of acronyms and abbreviations
- Executive summary
- Description of objective of report
- Identification of the client, including name, address, and other contact information
- Identification of the offset project
- Description of evaluation criteria (applicable regulatory provisions and documentation requirements specified in the *M&V Report*)
- Description of the review and evaluation process, including any site visits and interviews
- Identification of individuals performing the verification work, including the verification team leader and key personnel, and contact information for the team leader

- Description of the materials provided to the verifier by the Project Sponsor
- Evaluation conclusions and findings, including level of assurance provided

Offset Project Name

\_\_\_\_\_

Offset Project ID Code

\_\_\_\_\_

### Form 3.1 – Independent Verifier Certification Statement and Report

An accredited independent verifier must sign and date the form. Attach the accredited verifier report. The attached verifier report must include a header that indicates it is an attachment to Form 3.1 and includes the offset project name and offset project ID code.

**Name of Accredited Independent Verifier**

\_\_\_\_\_

I certify that the accredited independent verifier identified above reviewed this *M&V Report*, including all forms and attachments, in its entirety, including a review of the following:

1. The verifier has reviewed the entire *M&V Report* and evaluated the contents of the report in relation to the applicable requirements of Maine’s CO<sub>2</sub> Budget Trading Program and the required information that must be provided in the *M&V Report*.
2. The verifier has evaluated the adequacy and validity of information supplied by the Project Sponsor to determine CO<sub>2</sub>-equivalent sequestration in accordance with Maine’s CO<sub>2</sub> Budget Trading Program and the required documentation that must be provided in the *M&V Report*.
3. The verifier has evaluated the adequacy and consistency of methods used by the Project Sponsor to quantify, monitor, and verify CO<sub>2</sub>-equivalent sequestration in accordance with the applicable requirements of Maine’s CO<sub>2</sub> Budget Trading Program and the Monitoring and Verification Plan submitted as part of the *Consistency Application*.

A verification report is attached that documents the verifier’s review of the items listed above and includes evaluation conclusions and findings.

\_\_\_\_\_  
Verifier Representative signature

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name

\_\_\_\_\_  
title

\_\_\_\_\_  
notary