Validation Report Template

March 21st, 2018 Version 1.2

General Instructions

This template guides and structures the validation (the initial project verification) report, to assess a project’s impact and compliance with the Duke Carbon Offsets Initiative (DCOI) Urban Forestry Protocol v2.1.

The Validation Checklist v1.2 should be used as a companion document to inform the completion of this template and build the validation report. In building the validation report, follow the below structure, and answer the questions identified through the Validation Checklist within the corresponding sections in this Template.

This template draws from the existing template guidance provided by: The Verified Carbon Standard (VCS) Verification Report Template, and The Alberta Government Verification Report Template, that were used as best practice guidance in developing this Validation Report Template.

Duke Carbon Offsets Initiative Background

In 2007, Duke University signed the American College and University Presidents’ Climate Commitment (ACUPCC) and set a target of achieving climate neutrality by 2024. To be climate neutral, Duke will have to offset an estimated 185,000 metric tons per year of carbon dioxide beginning in 2024. The Duke Carbon Offsets Initiative (DCOI) was created to help Duke University reach climate neutrality. Since the DCOI’s inception in 2009, it has developed a number of innovative carbon offset projects in swine waste-to-energy, energy efficiency, residential solar, and urban forestry. Building on our experience as project developers and carbon offset project process familiarity, we work to expand offset opportunities within higher education by fostering collaborative project ideas and bolster educational missions by easing offset project implementation.



Author’s Contact Information

Tani Colbert-Sangree  
Program Coordinator  
Duke Carbon Offsets Initiative

[Nc140@duke.edu](mailto:Nc140@duke.edu)  
<http://sustainability.duke.edu/offsets/>

Verification Report Title

|  |  |
| --- | --- |
| General Verification Information | |
| Project Title | *Name of project* |
| Report Title | *Title of this verification report* |
| Version | *Version number of this verification report* |
| Client | *Who is the report prepared for?* |
| Date of Issue | *When was the report sent to the client?* |
| Prepared by | *Academic institution preparing the report* |
| Contact | *Telephone, email address, website for office, physical address etc.* |
| Approved by | *Identify the approved peer verifier (via Offsetnetwork.org) who approved the validation or verification report* |
| Work carried out by | *Individuals who conducted the validation or verification* |
| Number of verification reports completed | *How many validation or verification reports has your institution produced to date?* |

Table of Contents

[Validation Summary 2](#_Toc506294933)

[Eligibility Conditions 2](#_Toc506294934)

[Permanence 2](#_Toc506294935)

[Additional 2](#_Toc506294936)

[Verifiable 2](#_Toc506294937)

[Enforceable 3](#_Toc506294938)

[Real 3](#_Toc506294939)

[Co-Benefits of Urban Tree Plantings 3](#_Toc506294940)

[Interview Questions for Project Participants 3](#_Toc506294941)

[Site Visit 3](#_Toc506294942)

[Validation Statement 4](#_Toc506294943)

[(Use this space to build the Validation Statement) 4](#_Toc506294944)

[Appendices 4](#_Toc506294945)

Validation Summary

Provide a brief summary of the following: (1) a brief description of the project; (2) the purpose, scope, criteria applied, and analysis methods employed through verification; (3) the number of verification findings that require correction; (4) any uncertainties associated with the verification; and lastly, (5) summarize the verification conclusion.

(Use this space to input your answer and then delete the description text; ~300 words.)

Eligibility Conditions

Answer the questions specified within the validation checklist guidance, covering each of the sections: (1) Project Location, (2) Project Commencement, (3) Legal Requirement, and (4) Minimum Time Commitment.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

Permanence

Answer each question within the validation checklist guidance, covering Permanence and the Buffer Pool & Risk.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

AdditionalAnswer each question within the validation checklist guidance, covering Additionality.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

VerifiableAnswer each question within the validation checklist guidance, covering Verifiable, Project Monitoring, and Sampling.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

EnforceableAnswer each question within the validation checklist guidance, covering Enforceable.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

RealAnswer each question within the validation checklist guidance, covering Real.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

Co-Benefits of Urban Tree Plantings

Answer each question within the validation checklist guidance, covering co-benefits.

(Use this space to report your findings using a narrative format covering the topics identified by the checklist questions; no word limit – provide explanation as necessary)

Interview Questions for Project Participants

Provide a list of the project participants interviewed and their contact information. Summarize the findings of interviews in the space below and use the appendix of the Verification Report to provide additional notes, email correspondence, recordings, or transcripts of interviews conducted with these individuals.

(Use this space to report your findings using a narrative format; no word limit – provide explanation as necessary)

Site Visit

Answer each question within the validation checklist guidance, covering Real and Management Practice Assessment.

(Use this space to report your findings using a narrative format; no word limit – provide explanation as necessary)

Validation Statement

Following the Validation Checklist guidance, the Validation Statement should be no more than 1 page (<300words) and include: (1) confirmation of # of trees planted by the project, (2) fulfillment of PAVER requirements, (3) assessment of tree maintenance as compared to the project specific (or DCOI protocol default) urban forestry management plan, (4) legitimacy of the project impact estimate, (5) timing of project events, and (6) determination of the project’s legitimacy and ability to generate carbon offsets.

(Use this space to build the Validation Statement)

Appendices

Include any interview transcripts, notes or email correspondence, as well as any supplemental information relevant to the verification report within separate appendices in this template document.