



State of Oregon Department of Environmental Quality

Third Party Verification Statement- Instructions

Oregon Clean Fuels Program reporters and liquid fuel suppliers reporting to the Oregon GHG Reporting Program

The verification statement form is for use by verification bodies that have been retained to provide verification services for CFP quarterly fuel transactions reporters, holders of Oregon CFP certification fuel pathways, and liquid fuel suppliers that report to the Oregon GHG Reporting Program.

Part 1: Responsible entity information

List identifying information for the responsible entity as indicated.

"Data Year" for a fuel pathway application is the year in which the application is submitted to DEQ.

"Data Year" for annual fuel pathway reports, quarterly fuel transactions reports and GHG fuel supplier emissions data reports is the calendar year covered by the data. For example, fuel transactions occurring in 2021 must be verified by August 31, 2022, and the "Data Year" is 2021.

Part 2: Verification body information

Enter the name of the DEQ-approved verification body that performed the verification.

Part 3: Attestations

The verification body must attest whether it has found the submitted report to be free of material misstatement and whether the report is in conformance with the requirements OAR chapter 340, division 272, and OAR chapter 340, division 253.

Part 4: Qualifying Statement

For every qualified positive verification statement, the verification body must explain the nonconformances contained within the report and cite the section(s) in OAR chapter 340, division 253, that corresponds to the nonconformance and why the nonconformances do not result in a material misstatement. For every adverse verification statement, the verification body must explain all nonconformances or material misstatements leading to the adverse verification statement and cite the section(s) in OAR chapter 340, division 253 that corresponds to the nonconformance(s) and material misstatement(s).

Part 5: Signatures

Provide relevant signatures as indicated. Once the lead verifier has signed, the form will prompt them to enter the contact information of the independent reviewer. Once the independent reviewer has signed, Adobe Sign will ask them to authenticate the signature via email. Once fully submitted, each signer will receive an email from Adobe Sign confirming the submission and providing access to download and print the completed form for their records.

Part 6: Upload to OFRS/AFP

For quarterly fuel transaction report or fuel supplier annual emissions data report verifications, upload the PDF of the verification statement provided by Adobe Sign using the "Verification Statement" action on the "RptReviews" tab. For fuel pathway application or annual fuel pathway report verifications, upload the PDF of the verification statement to the pathway application or AFPR record in the Alternative Fuels Portal.

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).