



State of Oregon Department of Environmental Quality

# Notice of Verification Services Form Instructions Clean Fuels Program

Contact: [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov)

## How to use this form

DEQ's Notice of Verification Services form is an embedded web form administered in Adobe Sign. The option to sign the form electronically appears once all required fields have been filled in. The form will ask for the name and email address of the signatory. This person will receive an email requesting authentication of the form submission from Adobe Sign. Once authenticated, a confirmation of submission should appear on the screen. The signatory will also receive an email confirmation at the address provided, which contains a link to the submitted form as a PDF download.

Please note that there is the potential for lost data if the page refreshes. If you would like a copy of the form sent to you directly, please contact us at [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov).

## About Notice of Verification Services

Before a verification body commences any verification services for the responsible entity, it must submit the Notice of Verification Services form to DEQ. The form must be submitted after DEQ has provided notification to the responsible entity and verification body in writing that verification services may proceed. You may submit one notice of verification services form if both the legal entity subject to verification and the membership list of the verification team are the same for multiple types of reporting.

## Basic information

"Data year" for a Fuel Pathway Application is the year in which the application was submitted to DEQ. "Data Year" for Annual Fuel Pathway Reports and Quarterly Fuel Transactions Reports is the calendar year before annual verification services must be completed. For example, fuel transactions occurring in 2021 must be verified by Aug. 31, 2022 and the "Data Year" is 2021. For responsible entity name, please enter the legal entity subject to verification. Related entities of the responsible entity should be listed on separate forms.

## Reporting and facility information

For each application/reporting type that will be verified by the same verification team, provide the required contact information. If the application/reporting is associated with a particular facility, fill in the requested facility information. Under description of services, include the anticipated completion date of verification services and whether quarterly review is planned in the context of an annual verification requirement. If more space is required, attach additional pages using the provided attachment button.

## **Verification team information**

Include all individuals on the verification team and the independent reviewer. Please note that the independent reviewer cannot be a subcontractor and cannot attend the site visit. Verifiers-in-training may participate on verification teams to gain experience; however, they must always be under the direct supervision of an approved Lead Verifier. If verifiers-in-training will participate on the verification team, list them on the form; under Oregon approval # and Approval type, write “N/A”.

For OR approval #, list the identifier provided on the individual’s DEQ approval documentation (e.g. “CFPV-001”) For approval type, list the type and sector(s) listed on the individual’s DEQ approval documentation (e.g. “Lead Verifier for CFP Quarterly Reports”). If more space is required, attach additional pages using the provided attachment button.

## **Changes to conflict of interest information**

If any of the above verification team information changed since submittal of the conflict of interest disclosure, a new conflict of interest disclosure must be submitted to DEQ.

## **Attestation and signature**

Attest and sign the form as indicated. Adobe Sign will ask for authentication of the submission via email. Once authenticated, the signer will receive a submission confirmation email from Adobe Sign containing a downloadable PDF copy of the signed submission for the verification body’s records.

## **Alternative formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov).