



## State of Oregon Department of Environmental Quality

# Frequently Asked Questions for Responsible Entities

Oregon Greenhouse Gas Reporting Program  
Contact: [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov)

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The purpose of this document is to provide answers to commonly asked questions about the Third Party Verification (3PV) requirements under the Greenhouse Gas (GHG) Reporting Program. Click on a question in the Table of Contents below to navigate to a specific answer. If you do not see the answer to your question here, please email us at [3PVerify@deq.state.or.us](mailto:3PVerify@deq.state.or.us). This document will be frequently updated with new questions and answers.

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### **Questions about GHG Reporting Program verification:**

#### **What is a "responsible entity" under the Oregon GHG Reporting Program, and what must they do?**

A "responsible entity" is a business that is subject to, or voluntarily agrees to be subject to, the 3PV requirements under Division 272 of the Oregon Administrative Rules. Businesses that are subject to verification must:

- Engage the services of a DEQ-approved verifier,
- Ensure that all requirements in OAR 340-272 are met, and
- Ensure that a verification statement is received by DEQ from a verification body by the required deadline.

Third party verification requirements for annual greenhouse gas emissions reports, including exemptions, are available in OAR 340-272-0120.

Verification primarily applies to large facilities and suppliers submitting reports with anthropogenic emissions equal to or greater than 25,000 metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>) in the prior calendar year. Fuel suppliers or in-state producers that share common ownership must aggregate reports together to determine whether they meet the threshold for verification.

For determining applicability, the following emissions are excluded:

- Carbon dioxide emissions from the combustion of biomass-derived fuels
- Emissions associated with preference power purchased from the Bonneville Power Administration (BPA) when reported by a designated third party
- Emissions from Municipal Solid Waste Landfills
- Natural gas supplier reports for interstate pipelines

Verification requirements began with 2021 emissions data verified in 2022.

Liquid fuel suppliers reporting to the GHG Reporting program submit their annual emissions data reporting in the Oregon Fuels Reporting System (OFRS) and their verification bodies submit third-party verification forms through Adobe Sign.

Permitted sources, natural gas suppliers, natural gas system reporters, and electricity suppliers submit their annual emissions data reporting in Your DEQ Online (YDO). Their verification bodies are also able to submit third-party verification forms in Your DEQ Online.

**Is my company subject to verification if it reports less than 25,000 metric tons of CO2 equivalent?**

In general, a company does not need to have its reporting verified if it reports fewer than 25,000 MT CO2e. One exception is contained in the rule for companies whose past reporting exceeded the threshold. OAR 340-272-0120(2)(a) contains requirements around cessation of verification for entities meeting the threshold in one reporting year but dropping below it in the following year. In this situation, the entity must have their reporting verified for the first year their reported emissions fell below 25,000 MT CO2e, but will not need verification in subsequent years unless the threshold is triggered again.

**What are the important deadlines related to reporting and verification for the GHG Reporting Program?**

<b>Reporting Deadlines</b>	
Reports due for permitted stationary sources	March 31
Reports due for petroleum and natural gas systems	March 31
Reports due for natural gas suppliers	March 31
Reports due for liquid fuel suppliers and producers	April 30
Reports due for electricity suppliers	June 1
<b>Verification Deadlines</b>	
Verification Statements due for permitted stationary sources, petroleum and natural gas systems, natural gas suppliers, liquid fuel suppliers and producers	August 31
Verification Statements due for electricity suppliers	September 30

**Where can I find a list of DEQ-approved verification bodies for the program?**

A list of approved verification bodies for the GHG Reporting Program is published on DEQ’s Third Party Verification Program website under “Information for Responsible Entities” for the GHG Reporting program.

## **For permitted stationary sources, does the verifier look at both the emissions and the production units?**

In general, DEQ is only interested in the GHG emissions totals for a source. Production data may be required in instances where this is necessary to confirm the emissions calculation but is otherwise not required to be provided.

## **General questions about verification:**

### **Will DEQ reach out to regulated entities in Oregon about their verification requirements?**

Yes, DEQ will reach out to all of the GHG Reporting Program participants to ensure that the entities that are potentially subject to verification for the program understand what might be required of them. Responsible entities are ultimately responsible for complying with the provisions of OAR 340-272.

### **Can verification be deferred?**

OAR 340-272 does not contain any provisions that allow for the deferral of verification.

### **Does verification require a site visit?**

Beginning with the 2024 verification cycle, entities that qualify under the regulation may move to a less intensive verification schedule, requiring a full site visit only once every three years. For entities that began verification in 2022 that meet the less intensive verification requirements, the schedule will be:

2024	2025	2026	2027	2028	2029	2030
Less intensive	Less intensive	Full verification	Less intensive	Less intensive	Full verification	Less intensive

### **What is less intensive verification, and when does it apply?**

Less intensive verification means all services required for full verification, except for site visits, and only requiring data checks and document reviews based on the analysis and risk assessment in the verification body's most recent sampling plan developed as part of the most current full verification. In order to qualify for less intensive verification, the responsible entity must not have had any changes to operations, emissions or verification body since the previous verification year, and must have received a positive verification statement in the previous verification year. For entities meeting these requirements, less intensive verification begins in 2024 and requires a full site visit only once every three years.

### **Are there any fees associated with verification?**

DEQ does not charge fees when responsible entities submit verification statements; however responsible entities must contract with an approved verification body to provide the required verification services. The contract between the verification body and the responsible entity will stipulate a payment for the verification services provided.

## **How does DEQ approve verifiers?**

To be approved to perform verification services under the Oregon GHG Reporting Program, verifiers must be either be accredited to perform verification activities for the California Air Resources Board (CARB) Mandatory Reporting Rule (MRR) program or be employed by a verification body which has earned accreditation from the ANSI National Standards Board's GHG Validation and Verification Body accreditation program. When verifiers apply for the GHG Reporting Program, program staff review applications according to the applicant's relevant accreditation, education and experience in the type of verification they want to perform. Qualified applicants move on to a series of program trainings and must pass exams related to the areas they want to perform verifications in before being approved.

## **How does DEQ approve verification bodies?**

To be approved as a verification body for the Oregon GHG Reporting Program, an organization must first demonstrate it has earned accreditation with the CARB's Mandatory Reporting Rule (MRR) program or with ANSI ANAB's GHG Validation and Verification Body accreditation program. Additionally, it must demonstrate a level of staff competency (including a minimum number of Oregon-approved Lead Verifiers) and provide information related to its business activities and policies.

## **Can the same verification body be used to verify reported information for both CFP and GHG Reporting?**

Yes, the same verification body may be used by the responsible entity for both programs. However, third party verification rules contain rotation requirements for verification bodies. These state that a responsible entity may not use the same verification body for more than six consecutive years and may not engage the same verification body again for three years once the six consecutive years have ended. These limits apply regardless of the program. For example, a responsible entity may use a verification body in 2024 and 2025 for CFP reporting. If they decide to use the same verification body for GHG reporting, they may do so for both programs through 2029, but the earliest they may use the same verification body again would be 2033.

## **Can the same verification body be used to verify information reported to both the CARB Mandatory Reporting Rule Program and the Oregon GHG Reporting Program? If so, how often must verification bodies be rotated?**

Yes. The rotation requirements for verification bodies apply only to Oregon programs. Therefore, a responsible entity may use the verification body they have used in California for six years, beginning with the year of the first Oregon verification.

## **What are the consequences if a verification statement is returned as qualified positive or adverse?**

DEQ defines a qualified positive verification statement as one in which the verification body can say with reasonable assurance that the submitted report does not contain material misstatement and that all correctable errors have been addressed, but nonconformances may remain that do not result in material misstatement. An adverse verification statement is one in which either the verification body cannot say with reasonable assurance that the submitted report does not contain material misstatement, or that correctable errors exist that have not been addressed.

In both cases, the responsible entity will be notified by its verification body of the intended recommendation, and the entity will have the opportunity to fix any issues that have been identified.

If the verification body intends to issue an adverse verification statement, it must alert both the responsible entity and DEQ ahead of the submission, and the responsible entity must be given at least 14 days to make any needed corrections to its reporting submission to DEQ.

DEQ has the authority to pursue appropriate enforcement action under OAR 340-012. DEQ will review verification statements on a case-by-case basis before any such action is decided, and a decision will be determined by the size and nature of the discrepancy and whether the entity has sufficiently addressed it.

### **If any errors are identified during verification, can my verification body tell me how to fix them?**

No. Verification teams are not allowed to advise responsible entities on how to calculate or report emissions or how to fix errors, improve management systems, etc. If you have questions about these types of issues, please contact [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov).

### **What is a correctable error, and what should I do if one is identified during verification?**

A correctable error is an error identified by the verification team that impacts data in the submitted report, which results from a nonconformance with the applicable rule. Not every error identified will be classified as a correctable error. For example, differences that are the result of differing but reasonable methods of truncation, rounding, or averaging, where there is no specific procedure described by DEQ's program rules, are not considered errors and therefore do not need to be corrected.

For identified errors that are classified as correctable, the responsible entity needs to correct these before the verification statement is submitted in order to avoid the issuance of an adverse verification statement. The responsible entity must submit a revised report to DEQ as part of this process.

### **What is the difference between a nonconformance and a material misstatement?**

A material misstatement is a discrepancy, omission, misreporting or aggregation of the three that leads the verification team to believe that the reported data contains one or more errors, as described by program rules. In general, a material misstatement is a difference of plus or minus 5% in reported fuel quantities or reported emissions.

A nonconformance is a failure to meet the applicable requirements of the greenhouse gas or third party verification rules to calculate or report data.

### **What should I do if was impacted by a loss of data during the reporting period?**

If you have been impacted by a loss of data, please contact us at [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov). DEQ may be able to approve an alternate method of data substitution. Your verification team will check to make sure that you have properly followed the missing data substitution requirements of your program, if you have used a reasonable temporary data collection procedure, or that an alternate method was approved by DEQ.

## **What documentation should I expect to receive from my verification body at the end of the verification process?**

At the end of verification, you can expect to receive a full verification report from your verification body. The verification report should include the verification team list, information on facility boundaries and data sources, a description of accounting procedures and data management, a copy of the verification plan, a description of the data checks the verification body conducted, the log of issues, any qualifying comments the verification body would like to make about its findings, and a copy of the verification statement.

## **How long do I need to keep records related to verification?**

Responsible entities must retain records related to verification for at least seven years. These include:

- Information used to calculate emissions, fuel quantities, and fuel and electricity transactions
- Any other information required by the record retention requirements of the Clean Fuels or GHG Reporting program rules
- Any other data and information necessary for verification services to be completed
- Documentation that supports any revisions made to the initial report submitted to DEQ as the result of verification

Records may be retained on paper or in electronic format.

## **When should I contact DEQ with questions?**

You are of course welcome to reach out to us at any time, but there are a few key situations in which this is best practice. These include:

- If you think an upcoming verification deadline cannot be met
- If you were impacted by a loss of data during the verification year and would like DEQ to approve an alternate method to replace this
- If there were any changes in your organization- for example, a new hire or acquisition, that might impact the results of the conflict of interest disclosure
- If you are having trouble working with your verification body- for example, if they are unresponsive or offering you specific advice on how to fix your reporting
- If you have technical questions related to reporting or verification.

The best way to reach us with verification questions is by emailing us at [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov).

## **Where can GHG Reporting Program rules be found?**

OAR-340-215 contains the requirements of the GHG Reporting Program and is available here: [Oregon Secretary of State Administrative Rules](#)

## **Where can 3PV rules be found?**

OAR-340-272 contains Oregon's third party verification requirements and is available here: [Oregon Secretary of State Administrative Rules](#)

## **Where can I find resources and help with the YourDEQOnline(YDO) system?**

Resources and help with Your DEQ Online are available on the [YDO Helpdesk website](#). You can also reach out to our YDO Helpdesk directly at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov).

## **Questions about DEQ third-party verification forms:**

### **What verification forms does DEQ require, and who is responsible for submitting them?**

Conflict of interest disclosure: Required to be submitted by the verification body and approved by DEQ prior to the start of verification services. For liquid fuel suppliers reporting to the GHG Reporting Program, this form is administered through Adobe Sign. The form is available under “Information for Verification Bodies” for the Clean Fuels Program on our 3PV website. For all other Greenhouse Gas Reporting Program regulated entities, the form is administered through Your DEQ Online (YDO).

Notice of verification services form: Required to be submitted to DEQ by the verification body to describe intended verification activities. For liquid fuel suppliers reporting to the GHG Reporting Program, this form is administered through Adobe Sign. The form is available under “Information for Verification Bodies” for the Clean Fuels program on our 3PV website. For all other Greenhouse Gas Reporting Program regulated entities, the form is administered through Your DEQ Online (YDO).

Verification statement: Required to be submitted by the verification body by the verification deadline. For liquid fuel suppliers reporting to the GHG Reporting Program, this form is administered through Adobe Sign. The form is available under “Information for Verification Bodies” for the Clean Fuels Program on our 3PV website. For all other Greenhouse Gas Reporting Program regulated entities, the form is administered through Your DEQ Online (YDO).

### **What is DEQ’s process for collecting information on potential conflicts of interest between the responsible entity and verification body?**

Conflicts of interest are defined in OAR 340-272-0500. DEQ collects information about conflicts of interest in two different but related ways. First, the verification body must provide information on how it handles potential conflicts of interest as part of its application to the third party verification program. Second, a conflict of interest disclosure form regarding the relationship between the responsible entity and the verification body is submitted before verification activities begin for the year.

### **What is an “insignificant service” for the purposes of conflict of interest disclosure?**

The rule does not define an insignificant service other than in relation to other types of services listed. Therefore, best practice would be to disclose any services provided that are not listed as high conflict of interest services and not otherwise specifically exempted.

### **Does any amount of “insignificant” services create a high conflict of interest?**

When disclosing insignificant services, OAR 340-272-0500 (6)(c)(C) asks for an “Explanation of how the amount and nature of work previously performed is such that any member of the verification team’s credibility and lack of bias should not be under question”. So while there is no set amount of insignificant service that automatically triggers high conflict of interest, the amount of services provided still factors in to DEQ’s evaluation. According to the rule, “DEQ may, at its discretion, determine that a high conflict of interest exists when a member of the verification team provided services within the previous five years, but the services were not services that result in a potential for a high conflict of interest according to

section (2). If DEQ makes such a determination, it must explain in writing why it believes the work performed creates a high conflict of interest.”

### **Does the dollar value of all services provided by the verification body need to be disclosed on the form?**

The purpose of this provision (contained in the medium conflict of interest provisions of OAR 340-272-0500) is to establish whether any other work that may have been performed by members of the verification team could present a conflict of interest. If the members of the verification team do not provide other services for the verification body (for example, preparing greenhouse gas inventories or consulting on regulatory compliance), DEQ relies on the professional judgement of the verification body and responsible entity in determining whether to include dollar values of services provided by other parts of the verification body. DEQ may always request this information on an as-needed basis if it has concerns about the conflict of interest disclosure.

### **How are potential conflicts of interest mitigated?**

There are three categories of conflict of interest potential: high, medium and low. If the potential for conflict of interest is high, mitigation of the risk is not possible and the responsible entity will need to work with a different verification body. If the potential for conflict of interest is low, no mitigation is required. If the potential for conflict of interest is medium, the responsible entity must attach a mitigation plan to its conflict of interest disclosure. A mitigation plan contains the following, as applicable to the conflict of interest situation:

- A demonstration that any individuals with potential conflicts have been removed and insulated from working on or discussing the project;
- An explanation of any changes to the organizational structure or verification body to remove the potential conflict of interest. A demonstration that any unit with potential conflicts has been divested or moved into an independent entity or any subcontractor with potential conflicts has been removed; and
- Any other circumstance that specifically addresses other sources for potential conflict of interest.

### **In what situations is an updated conflict of interest form submittal required? In what situations is it not required?**

An updated conflict of interest form should be submitted if:

- It is a new verification year (you can use the same information from last year’s form if nothing has changed)
- There has been any change in organizational structure to the responsible entity or verification body that may introduce new potential conflicts (mergers, acquisitions or divestitures)
- A new person will join the verification team, who was not included on the initial disclosure
- Any other potential conflict of interest situations arise that were not included on the initial disclosure
- Any information on the Notice of Verification Services form has changed since the conflict of interest disclosure was submitted

Conflict of interest must be monitored by both the verification body and the responsible entity for a period of one year following completion of verification, and a new form submitted if new conflicts are

introduced during this time. Conflict of interest monitoring requirements can be found in OAR 340-272-0500 (8).

A new form does not need to be submitted if an individual leaves the verification team.

### **How do I know if my conflict of interest disclosure form was submitted successfully?**

For liquid fuel suppliers, Adobe Sign will send an email notification confirming the form was submitted. For all other GHG Reporting types, Your DEQ Online will send an email notification confirming the form submission. If you do not receive this notification, email us at [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov) to confirm receipt.

It is best practice to ensure that [adobesign@adobesign.com](mailto:adobesign@adobesign.com) (for liquid fuel suppliers) and [yourdeqonline@govonlinesaas.com](mailto:yourdeqonline@govonlinesaas.com) (for all other GHG reporting entities) are added to the safe list in your email client, so that system emails are not routed to a spam filter.

DEQ needs to approve the conflict of interest form before verification activities can begin. You will receive a separate email notification when your form has been approved. For liquid fuel suppliers this email will come from DEQ directly, and for all other GHG reporting entities it will come from YourDEQOnline.

### **Translation or other formats**

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)  
800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

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