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Your DEQ Online User Guide for Third Party Verification Responsible Entities



This document was prepared by
The Oregon Department of Environmental Quality
Third Party Verification Program
700 NE Multnomah Street, Portland Oregon, 97232

Contact: Liz Hardee, Third Party Verification Program Administrator
Phone: 503-238-1726
www.oregon.gov/deq



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Contact: 800-452-4011 | TTY: 711 | deqinfo@deq.state.or.us

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Visit DEQ's [Civil Rights and Environmental Justice page](#).

Purpose and Audience

This user guide documents Your DEQ Online (YDO) procedures for regulated entities that are reporting to the Greenhouse Gas Reporting Program (GHG) to follow when they are subject to third party verification (3PV).

These procedures apply to the following reporting types:

- Permitted source annual emissions data reports
- Electricity supplier annual emissions data reports
- Natural gas supplier annual emissions data reports
- Natural gas system annual emissions data reports

Responsible entities hold accounts in YDO as public users where they are able to fulfil reporting obligations and 3PV requirements for submitted emissions data reports.

This user guide contains information about how the 3PV process requirements are fulfilled by the entity within YDO.

This user guide assumes an existing level of knowledge of YDO operating instructions. For detailed instructions on how to use YDO including account types in the EDMS, system navigation, common icons and more, see {YDO help page}.



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Third Party Verification (3PV) process

Overview

Following submission of the annual emissions data report by the regulated entity, most of the work related to submission of 3PV forms is performed by the verification body the responsible entity contracts to perform verification services. This user guide covers the basic 3PV process, including where you can expect to interact with the YDO system for the purposes of fulfilling third party verification requirements.

There are three 3PV forms in YDO which need to be completed to fulfill the verification requirements, all of which are submitted by the verification body. Two of the forms require the responsible entity to co-sign. There is also a fourth form for the responsible entity, but it is optional. Details are provided below for each of these form types.

Conflict of Interest form

A conflict of interest form must be approved by the Department of Environmental Quality annually prior to the start of any verification activities for the year to report the potential for actual or perceived conflicts of interest between the verification body and responsible entity. The verification body will not have access to the responsible party's annual emissions data report to perform verification until the conflict of interest form is approved and in the YDO system. The verification body fills out the form and notifies the responsible party, through the YDO system, when the form is ready for them to co-sign.

Notice of Verification Services form

The verification body must notify DEQ annually of the verification services to be performed during the year, including the timing of any required site visits. This form does not require a co-signer. As part of their preparation of this form, the verification body will work with the responsible party to schedule any required site visits.

Verification Statement form

The verification body must complete a verification statement form annually to DEQ to confirm the completion of verification services and provide recommendations of a positive, qualified positive or adverse verification outcome. The verification body fills out the form and notifies the responsible party, through the YDO system, when the form is ready for them to co-sign. The verification statement must be completed by the verification deadline to meet the 3PV requirements and avoid enforcement action.

Petition form (optional)

In cases where the responsible entity and verification body cannot reach agreement on modifications that result in a positive or qualified positive verification statement because of a disagreement on the requirements of the third-party verification regulation (OAR 340 Division 272), the responsible party may petition DEQ for a final decision on verifiability of the submitted report. In such cases, the responsible entity must submit the Petition form to DEQ prior to the verification deadline and prior to submission of the Verification Statement form.

Important reminders

Please make sure that yourdeqonline@govonlinesaas.com is added to the directory in your email client, otherwise system emails may be directed to a spam filter.

Account setup

If you do not yet have an account in Your DEQ Online, please refer to the Account Registration Guide on the YDO Help Page.

Complete annual emissions data report submission

Refer to instructions in the following user guides:

- [Permitted sources annual emissions data reports](#)
- Electricity supplier annual emissions data reports
- [Natural gas supplier annual emissions data reports](#)
- [Natural gas systems annual emissions data reports](#)

If third-party verification is required on your emissions data report submission, the system will send an email confirming this as shown in the example below. The verification body will need two pieces of information from this email to complete the conflict of interest form: the Submittal RID number and the Security Code.

YourDEQOnline System Message:

This is a reminder that before verification services can begin, a Conflict of Interest form must be submitted and approved by DEQ for the annual report with the submittal RID below. Your verification body will need the Submittal RID number and the provided Security Code to complete the Conflict of Interest form.

Application Name: GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)

Submitted Date: 11/22/2023 4:27:47 PM

Submittal RID: 24124

Security Code: 526abafe-7649-49dc-bad0-94a295322b7e

Thank you for using the Environmental Data Management System (YourDEQOnline).

If you have any questions, please contact the Oregon DEQ at YourDEQOnline@deq.oregon.gov

Regards,

YourDEQOnline Team

Ensure submission of Conflict of Interest disclosure form

The conflict of interest form will be drafted by the verification body and it requires the responsible party to co-sign the form before it can be submitted to DEQ. You will receive an email from the YDO system requesting your review of the draft form.

YourDEQOnline System Message:

Dear Responsible Entity:

Verification Body has invited you to review the contents of a Conflict of Interest form and verify its accuracy before it is submitted to Oregon DEQ.

Submittal ID: 24125

Submittal Name: 3PV - Conflict of interest disclosure

This Conflict of Interest form is in reference to the following report submission:

Entity: Responsible Entity

Report Type: Natural Gas Systems Emissions Data Report

ID of Report: 24124

Please use the following link to review/certify the draft document: <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforegon-public-preprod.govonlinesaas.com%2Fpub%2Fpub-co-sign-entry%2Fair-nej%2F85&data=05%7C01%7CElizabeth.hardee%40stateoforegon.mail.onmicrosoft.com%7C0ba5b3c855cb4c3d1c8808dbf5eef710%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638374178916010165%7CUnknown%7CTWFpbGZsb3d8eyJWljoIjAwMDA1CjQjoiV2luMzIiLCB1I6IklhaWw1CjVXCI6Mn0%3D%7C3000%7C%7C%7C&data=qRspzsmZUD1b8UlxXreAdUj2AgXcYDtzXkvGiiVpd8%3D&reserved=0>

If you have questions about the draft document, please contact Verification Body.

If you have difficulty accessing the document link, please contact Oregon DEQ at YourDEQOnline@deq.state.or.us

Thank you for using the YourDEQOnline System!

If you have any questions, please contact YourDEQOnline help center.

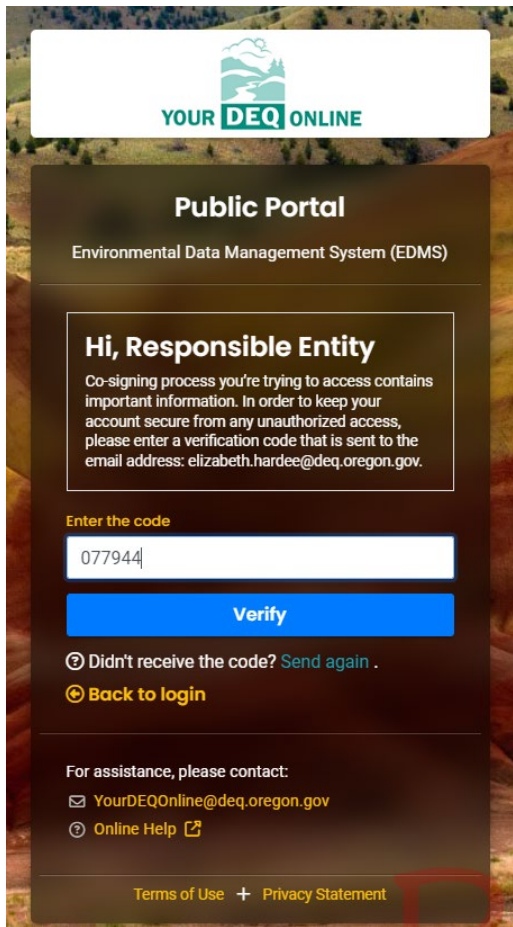
Regards,

YourDEQOnline System

Clicking the link included in the email will navigate you to a sign in page for YDO and trigger a second email containing a code you will need to complete logging in to the system.

Your Oregon DEQ co-signing verification code is 077944. Your code expires in 10 mins. Please don't reply to this message.

Enter the code provided in your second email when prompted in the login page.




The screenshot shows the 'Public Portal' for the Environmental Data Management System (EDMS). At the top, there is a logo for 'YOUR DEQ ONLINE' with a mountain and water icon. Below the logo, the text reads 'Public Portal' and 'Environmental Data Management System (EDMS)'. A message box says 'Hi, Responsible Entity' and explains that the co-signing process requires a verification code sent to the email address 'elizabeth.hardee@deq.oregon.gov'. There is a text input field containing '077944' and a blue 'Verify' button. Below the button are links for 'Didn't receive the code? Send again .', 'Back to login', and contact information: 'For assistance, please contact: YourDEQOnline@deq.oregon.gov' and 'Online Help'. At the bottom, there are links for 'Terms of Use' and 'Privacy Statement'.

Once you are signed in you will see a read-only copy of the drafted form. If edits are needed, please discuss these with your verification body outside the system.

24125 3PV - Conflict of interest disclosure

Submittal Info Submittal Attachment Co-Sign



3PV - Conflict of interest disclosure

Owner

Verification Body
 3PVerify@deq.oregon.gov
 9712631726
 Verification Body
 700 NE Multnomah St, Portland, OR 97232

Responsible Entity Information

Responsible Entity Name
Responsible Entity

Source ID or FEIN# Federal Employer ID Number
 Federal Employer ID Number
89-897923

Responsible Entity
 Responsible Entity
 elizabeth.hardee@deq.oregon.gov
 971-263-1726





Report Type
Natural Gas Systems Emissions Data Report

You may review any attachments in the attachments tab.

24125 3PV - Conflict of interest disclosure

Submittal Info Submittal Attachment Co-Sign

File Names Type / Size / Date

1	 5TestPages.docx 3PV - Conflict of interest disclosure	DOCX	16 KB	12/5/2023	
2	 Testsheet.xlsx 3PV - Conflict of interest disclosure	XLSX	12 KB	12/5/2023	

2 Results

When ready to co-sign, go to the Co-Sign tab and complete the required fields. A green box confirming successful submission of the co-signature will appear in the upper right corner of the screen.

24125 3PV - Conflict of interest disclosure

Submittal Info Submittal Attachment Co-Sign

Agreement

Declaration of accuracy information provided: *

I certify under penalty of perjury under the laws of the state of Oregon that to the best of my knowledge and belief, the information provided in this conflict-of-interest evaluation submittal is true, accurate, and complete. If changes occur to the information on this form, I am responsible for submitting an updated form.

I have read and agree to the above agreement

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Sign and Comments

Comments:

(Remaining Length: 4000)

Disagree **Agree and Sign**

You will receive confirmation emails from the system both when the conflict of interest form is received by DEQ and when it is approved by DEQ (please note that verification activities may not proceed prior to DEQ approval).

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that **we have received your Conflict of Interest form submission:**

Submission Name: 3PV - Conflict of interest disclosure
 Submission ID: 34127
 Submitted Date: 12/6/2023 3:32:56 PM
 Submitted By: Verification Body

This COI form is in reference to the following report submission:

Entity: Responsible Entity
 Report Type: Natural Gas Systems Emissions Data Report
 ID of Report: 24124

When DEQ has reviewed and approved the form, you will receive a separate notification to confirm **Verification may not proceed until the form has been approved by DEQ.**

Thank you for using the YourDEQOnline System!
 If you have any questions, please contact YourDEQOnline help center.

Regards,
 YourDEQOnline System

YourDEQOnline System Message:

Dear Verification Body:

This email serves notice that you **Conflict of Interest form has been approved.** Kindly find your approval details below:

Submittal ID: 34127
Application Name: 3PV - Conflict of interest disclosure
Submitted Date: 12/6/2023 3:32:56 PM
Submitted By: Verification Body

This Conflict of Interest form is in reference to the following report submission:

Entity: Responsible Entity
Report Type: Natural Gas Systems Emissions Data Report
ID of Report: 24124

Thank you for using the Environmental Data Management System (YourDEQOnline).
If you have any questions, please contact the Your DEQ Online Helpdesk at yourdeqonline@deq.oregon.gov

Regards,
YourDEQOnline Team

Ensure submission of Notice of Verification Services form

The Notice of Verification Services form will be drafted by the verification body. Both the responsible party and verification body will receive a confirmation email from the YDO system when the form is submitted. The responsible party is not required to co-sign this form and DEQ approval is not required.

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that we have received your Notice of Verification Services form submission:

Submission Name: 3PV - Notice of Verification Services
Submission ID: 34129
Submitted Date: 12/7/2023 9:30:29 AM
Submitted By: Verification Body

This NOVS form is in reference to the following report submission:

Entity: Entity Manufacturer
Report Type: Natural Gas Systems Emissions Data Report
ID of Report: 24124

Thank you for using the YourDEQOnline System!
If you have any questions, please contact YourDEQOnline help center.

Regards,
YourDEQOnline System

Ensure submission of Verification Statement form

The verification statement form will be drafted by your verification body but will need your co-signature before it can be submitted to DEQ. You will receive an email from the YDO system requesting your review of the draft and co-signature.

YourDEQOnline System Message:

Dear Responsible Entity:

Verification Body has invited you to review the contents of a draft Verification Statement and verify its accuracy before it is submitted to Oregon DEQ.

The draft document is listed below:

Submittal ID: 34130

Submittal Name: 3PV - Third-Party Verification Statement

This Verification Statement form is in reference to the following report submission:

Entity:

Report Type: Natural Gas Systems Emissions Data Report

ID of Report:

Please use the following link to review/certify the draft document: <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foregon-public-preprod.govonlinesaas.com%2Fpub%2Fpub-co-sign-entry%2Fair-nej%2F10088&data=05%7C01%7Celizabeth.hardee%40stateoforegon.mail.onmicrosoft.com%7C5cb895c6459b466b6f0608dbf76721ab%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638375794537700189%7CUnknown%7CTWfpbGZsb3d8eyWjijoiMC4wljAwMDAILCjQjoiV2luMzIlLCjBTlI6ik1haWwILCjXVCI6Mn0%3D%7C3000%7C%7C&data=8y992AKrxWdqlKqgFDND%2B3nKpo0SRxvVQ4bQvvp9dc%3D&reserved=0>

If you have questions about the draft document, please contact Verification Body .

If you have difficulty accessing the document link, please contact Oregon DEQ at YourDEQOnline@deq.state.or.us

Thank you for using the YourDEQOnline System!

If you have any questions, please contact YourDEQOnline help center.

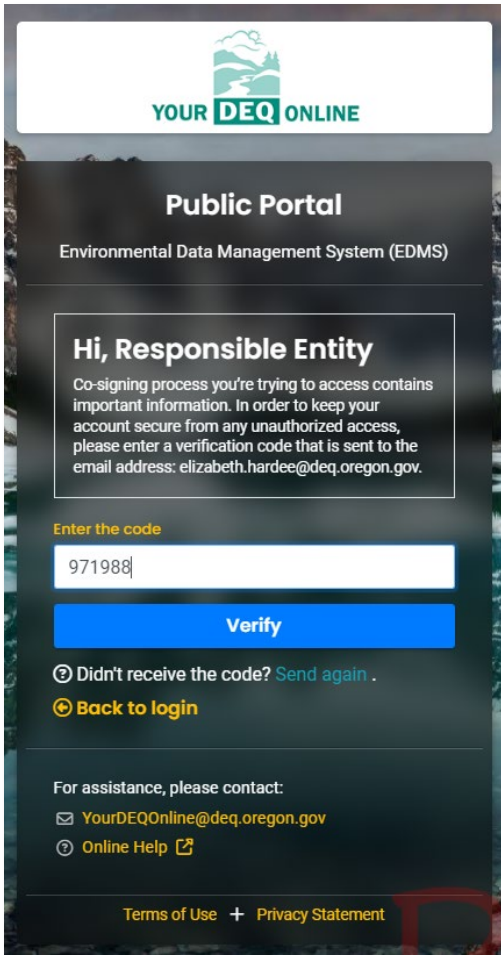
Regards,

YourDEQOnline System

Click the link included in your email to navigate to the YDO sign in page. This will also trigger a second email containing a code that you will need to log in to the system.

Your Oregon DEQ co-signing verification code is 971988. Your code expires in 10 mins. Please don't reply to this message.


Enter the code provided into the login page.




Once you sign in, you will see a read-only copy of the drafted form.

34130 3PV - Third-Party Verification Statement

Submittal Info Submittal Attachment Co-Sign



3PV - Third-Party Verification Statement



ID 34130

Owner

Verification Body

3PVerify@deq.oregon.gov

9712631726

Verification Body

700 NE Multnomah St, Portland, OR 97232

Part 1: Responsible entity information

Submittal RID of the Report to be Verified
24124

Responsible entity name
Entity Natural Gas System

Data year
2022

Report type
Natural Gas Systems Emissions Data Report

When ready to co-sign, go to the Co-Sign tab and complete the required fields, then click on "Agree and Sign".

34130 3PV - Third-Party Verification Statement

Submittal Info Submittal Attachment Co-Sign

Agreement

Declaration of accuracy information provided: *

Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements

I have read and agree to the above agreement

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk damages resulting from accessing the website or from reliance upon any such information.

Sign and Comments

Comments:

Disagree Agree and Sign

A green box confirming successful submission of the co-signature will appear in the upper right corner of the screen.

34130 3PV - Third-Party Verification Statement

Submittal Info Submittal Attachment Co-Sign

Facility Info

✓ Email has been sent successfully!

✓ You have successfully co-signed on this submittal.

Once your verification statement has been submitted to DEQ by your verification body, you be copied on the confirmation email the verification body receives from the system.

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that we have received your Verification Statement form submission:

Submission Name: 3PV - Third-Party Verification Statement

Submission ID: 34130

Submitted Date: 12/7/2023 2:13:44 PM

Submitted By: Verification Body

This verification statement form is in reference to the following report submittal:

Entity: Entity Natural Gas System

Report Type: Natural Gas Systems Emissions Data Report

ID of Report: 24124

Thank you for using the YourDEQOnline System!

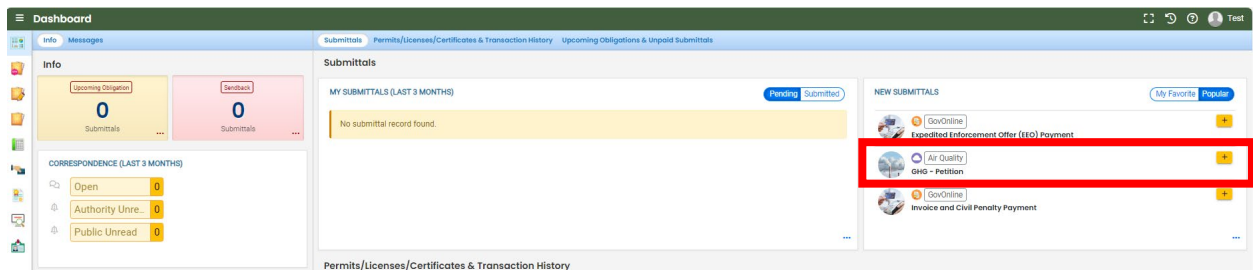
If you have any questions, please contact YourDEQOnline help center.

Regards,
YourDEQOnline System

Petition form (optional)

If you have a disagreement with your verification body over the verifiability of your submitted report, you can petition DEQ for a determination prior to the verification deadline and prior to submission of the Verification Statement.

From your dashboard, navigate to the Petition form in the column on the right side of the screen. Use the yellow Plus sign to open.



On the Basic Info tab, fill in all required fields. Use the red Save icon at the bottom of your screen to save your work.

GHG - Petition

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Responsible Entity

Select your facility (project site)

Entity Natural Gas System 216827 Latitude 45.442485 Longitude -122.777328
 9785 SW Shady Ln, Tigard, OR 97223-5434

General Information

Report Type: Natural Gas Systems Emissions Data Report

Verification body name: 9703 Verification Body 36126
 3PVerify@deq.oregon.gov 700 NE Multnomah St, Portland, 97232

Data Year: 2022

Verification Body Recommendation: Qualified Positive

Select the system generated unique ID (Submittal Rid) of the report to be verified

24124 GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W) Status Complete Submittal
 Test Company Submitted Date 11/22/2023

Reason for Disagreement: Example reason

On the attachment tab, drag and drop any additional documentation you believe will help DEQ make a final determination. Click the document to add a document type from the dropdown menu, then use the red Save icon to save the document. If you believe DEQ has all the information it will need already, you may skip this step.

GHG - Petition

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

When uploading an attachment, first click the file record and select a document type option for the uploaded file.

File Names Type / Size / Date

1 5TestPages.docx DOCX 16 KB 12/8/2023

Doc Type Other

Select Document Type: Other

Comment: Additional information about 2022 (Remaining Length: 3966)

1 Results

Click to Upload or Drag Files Over Here

No payment is required for this submission, you may skip the Payment tab.

On the Review tab, make sure all the information you are submitting looks correct.

The screenshot shows the 'GHG - Petition' interface in the 'Review' tab. At the top, there is a navigation bar with tabs for 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Review' tab is currently selected. Below the navigation bar, there is a yellow notification box with the text: 'Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.' Below this, there is a section titled 'Submittal Form(s) Summary' with a green box containing the text: 'Please check if the following sections are completed. Click on the PDF (PDF) hyperlink to open/save/print the PDF form.' Underneath, there is a 'Fees/Payments' section with a table showing 'Fee' as \$ 0.00, 'Paid' as \$ 0.00, and 'Balance' as \$ 0.00. To the right of the 'Fees/Payments' section, there is an 'Uploaded Attachment' section showing a file named '5TestPages.docx' with a size of 16 KB. Below the 'Uploaded Attachment' section, there is a yellow notification box with the text: 'The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.'

On the Submission tab, check the box for the attestation and fill in your security question and PIN to finalize your submission. The blue Submit button will appear when these fields are complete.

GHG - Petition

34132 (Open)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

I certify that I am familiar with the information contained in this form, and, to the best of my knowledge and belief, this information is true, complete and accurate. I attest that I have submitted all information I believe is necessary for DEQ to make a determination regarding this petition. I further attest I will submit to DEQ within ten calendar days any additional information requested by DEQ.

I have read and agree to the above certification statement

Security Question

Security Question: what is your favorite movie? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

You will receive a confirmation email from the YDO system when the form has been submitted.

YourDEQOnline System Message:

Dear Test Company:

This email serves to inform you that we have received your Petition form submission:

Submission Name: GHG - Petition
 Submission ID: 34132
 Submitted Date: 12/8/2023 12:06:28 PM
 Submitted By: Test Company

Petition in reference to:
 Facility: Entity Natural Gas System
 Report Type: Natural Gas Systems Emissions Data Report ID of Report: 24124

DEQ will review the contents of your Petition submittal. You will receive a second message from the system when the submittal has been reviewed and a determination made by DEQ.

Thank you for using the YourDEQOnline System!
 If you have any questions, please contact YourDEQOnline help center.

Regards,
 YourDEQOnline System

You will receive another confirmation email from the YDO system when DEQ has made a determination.

[PreProd] Petition Approved



yourdeqonline@govonlinesaas.com

To ● HARDEE Elizabeth * DEQ

Cc ○ GHGReport * DEQ

YourDEQOnline System Message:

Dear Test Company:

This email serves notice that your Petition form has been approved. Kindly find your approval details below:

Submittal ID: 34132

Application Name: GHG - Petition

Submitted Date: 12/8/2023 12:06:28 PM

Submitted By: Test Company

The reason for approval is as follows:

Thank you for using the Environmental Data Management System (YourDEQOnline).

If you have any questions, please contact the Your DEQ Online Helpdesk at yourdeqonline@deq.oregon.gov

Regards,

YourDEQOnline Team