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Your DEQ Online User Guide for Third Party Verification Bodies



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Third Party Verification Program
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Purpose and Audience

This user guide documents Your DEQ Online (YDO) procedures for verification bodies that have been contracted for third party verification (3PV) of reporting submitted to the Greenhouse Gas Reporting Program (GHG). 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

Verification bodies hold accounts in YDO as public users, where they are able to submit forms to fulfill third party verification requirements for submitted emissions data reports. The account type held by verification bodies is Responsible Official, which grants them permission to access and submit 3PV forms and to download the responsible entity's reporting once granted permission to do so by DEQ.

This user guide contains information about how to use YDO including account types in the EDMS, system navigation, common icons and more. It also contains detailed instructions for how to submit third party verification forms to DEQ, as well as how to amend forms if an amendment is necessary.



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YDO System Overview

The Your DEQ Online system (YDO) is an Environmental Data Management System designed to combine current DEQ processes across our air, land, and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system will allow for greater public access to environmental data without the need to request this information from DEQ staff. The Greenhouse Gas Reporting Program has moved most of its required reporting to the Your DEQ Online system. This move began with reporting for the natural gas and electricity supplier sectors in 2021. Reporting from permitted sources and natural gas systems reporting will be implemented with the reporting of 2023 data to be submitted in 2024. Third-party verification of greenhouse gas emissions data reports submitted by permitted sources, electricity suppliers, natural gas suppliers, and natural gas system operators is now completed in YDO as well. Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online help page](#).

I. Navigating the System

The system is designed to work with Safari or Google Chrome browsers, and we recommended using one of these when navigating the system to avoid unexpected errors.

Icons

You will see the following common icons as you navigate the system.



Loading: This icon will appear while the system processes an action.



Save: This icon allows you to save changes made on a page. You can return to your work if it is saved.



Edit: Clicking this icon will allow you to edit the selected submission.



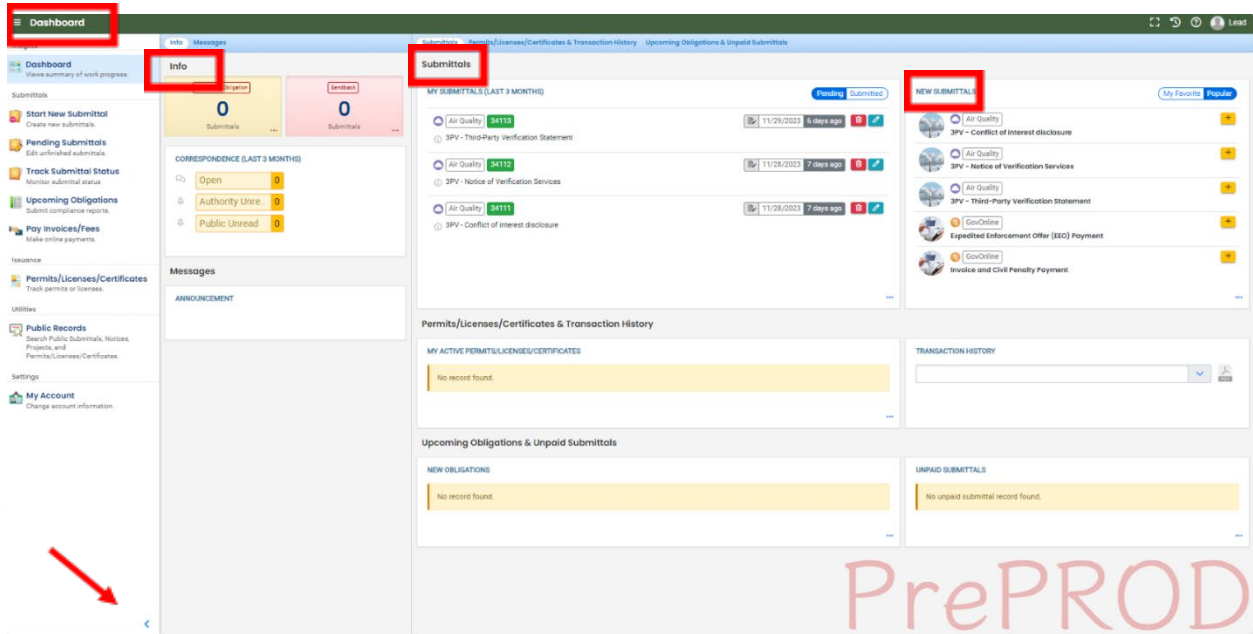
View: Clicking this icon allows you to view a selected submission.



Required: This icon will appear when a particular field in a submittal is required.

Dashboard


The dashboard is your initial landing pad when logging into Your DEQ Online



Dashboard Insights Panel

Dashboard

Insights

 **Dashboard**
Views summary of work progress.

Submittals

 **Start New Submittal**
Create new submittals.

 **Pending Submittals**
Edit unfinished submittals.

 **Track Submittal Status**
Monitor submittal status

 **Upcoming Obligations**
Submit compliance reports.

 **Pay Invoices/Fees**
Make online payments.

Issuance

 **Permits/Licenses/Certificates**
Track permits or licenses.

Utilities

 **Public Records**
Search Public Submittals, Notices, Projects, and Permits/Licenses/Certificates.

Settings

 **My Account**
Change account information.

Dashboard: This is your landing pad when you enter the system. It shows a summary of all current and pending activity for your account.

Start New Submittal: Your DEQ Online is used by a variety of programs at DEQ. This feature is an alternate way to access blank copies of submittal forms (these may also be accessed by using the New Submittals panel on the main Dashboard).

Pending Submittals: Allows you to resume any submittals that have been started, but not yet submitted to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and track your submittal status.

Upcoming Obligations: Displays any upcoming obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ. No third party verification submittal types require a fee.

Permits/Licenses/Certificates: Allows you to search for and view all DEQ issued permits.

Public Records: Allows you to search for and view all published submittal records.

My Account: Allows you to change your contact information, account type, facility linkage, and other account options.

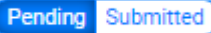
Dashboard Info Panel

The screenshot shows a dashboard interface with a blue header containing 'Info' and 'Messages' tabs. Below the header, the 'Info' section is active. It features two main cards: a yellow card for 'Upcoming Obligation' with a large '18' and 'Submittals' below it, and a pink card for 'Sendback' with a large '3' and 'Submittals' below it. Both cards have a three-dot menu icon. Below these cards is a section titled 'CORRESPONDENCE (LAST 3 MONTHS)' with a list of items: 'Open' with a '1' in a yellow box, 'Authority Unre...' with a '1' in a yellow box, and 'Public Unread' with a '0' in a yellow box. Each item has a small icon to its left. Below the correspondence section is a 'Messages' section with a white box containing the word 'ANNOUNCEMENT' in blue capital letters.

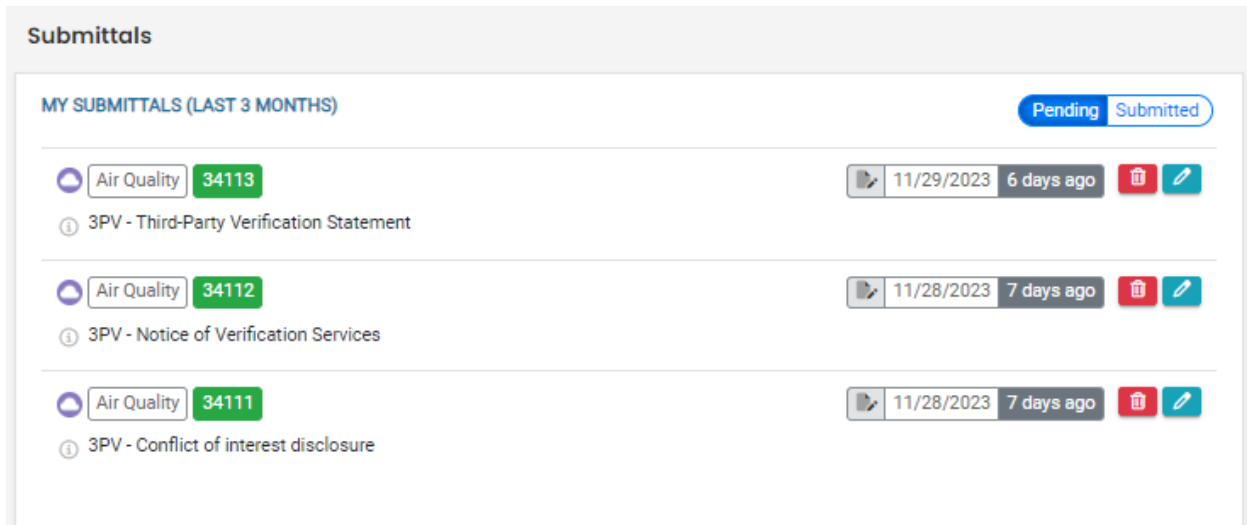
The information “Info” panel seen to the left provides you access to two submittal types, recent correspondence between the agency and some reporters, and Messages from the agency. The “Upcoming obligations” button allows user access to reports that have upcoming due dates and any reports that are past due. It is important for reporting entities to monitor the contents of this tab to ensure all reporting obligations are completed on a timely basis. The “Send back” button allows user access to reports that have been sent back to the reporter for revisions or amendments. The “Correspondence” button is not often used. DEQ staff will usually communicate with entities and verification bodies via email. System generated emails will be sent to you throughout the reporting/verification process. The “Messages” section seen below the correspondence pane will display system or agency messages to system users.

Dashboard Submittals Panel

The submittals panel provides you information on pending and submitted submittals. Use the



button to toggle your view between submittals in progress and submittals that have been completed.



Tracking Submittal Status

Details on form submittals you have submitted to DEQ can be viewed on the submitted submittals page accessed by clicking on the Track Submittal Status in the navigation pane on the left side of the screen.



From this page you can use the navigation buttons on the right side of each submission to review the report form (Blue Button), View the submission receipt (Teal button), and view the submittal detail (Orange button).

Third Party Verification (3PV) Process

General notes

There are three 3PV forms in YDO which the verification body must submit. Two require the responsible entity to co-sign. There is also an optional form for responsible entities to submit. Details are outlined below.

Verifiers may prepare 3PV forms but do not have the ability to submit them to DEQ. Only the verification body may submit official 3PV forms. If the verifier prepares the form, the verification body will receive an email to alert them that the draft form is ready for review.

Conflict of Interest form

The verification body must notify DEQ of the potential for any actual or perceived conflicts of interest between the verification body and responsible entity by completing the conflict of interest form every year. The form must be co-signed by the responsible entity and approved by DEQ prior to the start of any verification activities for the year. You will not have access to the responsible entity's annual emissions data report to perform verification until this form is approved by DEQ in the YDO system.

Notice of Verification Services form

Completed by the verification body, no co-signature required. This form is required annually to notify DEQ of the verification services to be performed during the year, including the timing of any required site visits. DEQ approval of this form is not required.

Verification Statement form

The verification body must report annually the completion of verification services, including the verification body's recommendation for positive, qualified positive or adverse verification by submitting a verification statement co-signed by the responsible entity. The statement must be submitted by the verification deadline to meet the 3PV requirements.

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, the responsible entity 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. The verification body does not have access to this form in the YDO system.

Important reminders

Be sure that yourdeqonline@govonlineaas.com is added to your safe addresses, otherwise system emails may end up in junk mail.

Remember to use the red Save icon at the bottom of each page when preparing form submissions. You may return to the form later and any portions that have been saved will reappear.



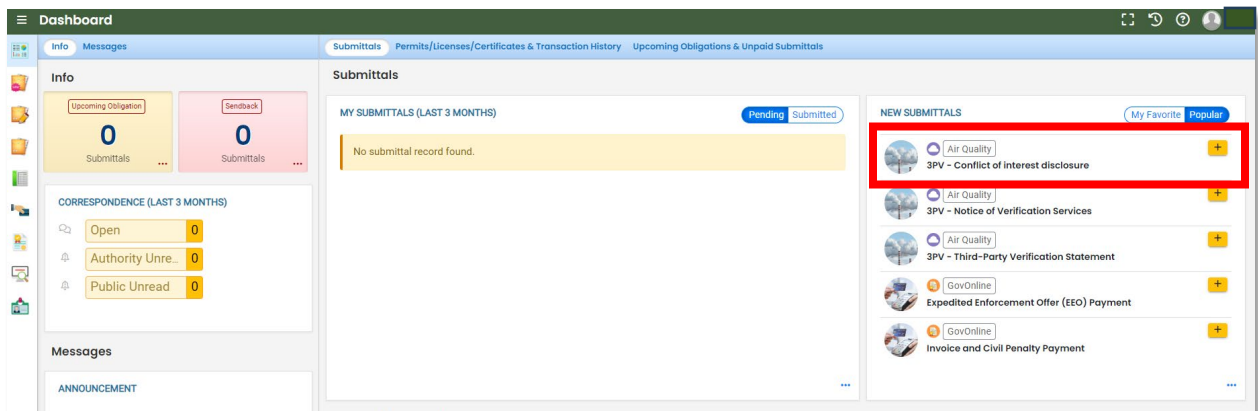
Account setup

Refer to the Account Registration guide for verifiers and verification bodies: {link}

Completion of Conflict of Interest Disclosure form

If being drafted by the verification body RO account

Navigate to Conflict of Interest disclosure under New Submittals from your dashboard.



Fill in the required fields in the Basic Info tab.

3PV- Conflict of Interest Disclosure

Basic Info Attachment Payment Review Submission

Basic Checklist

Before beginning verification services, the conflict of Interest information must be submitted and approved by DEQ.

Additional submittals of this COI form may be necessary if an individual person or company is hired by the applicant/regulated entity pursuant to OAR 340-272-0500. This form may also be used to assess and disclose the emerging potential for COI during verification services and one year after completing verification services.

If the regulated entity's ownership and operational control structure are unclear, DEQ staff may request additional information to determine the required scope of COI evaluation.

Conflict of Interest forms and Notice of Verification Services forms may be submitted jointly or sequentially. If both are submitted at the same time, verification services may begin only once DEQ has approved the Conflict of Interest form submittal.

Be aware that the five-year period for assessing the potential for high conflict of interest begins on the date the reporting entity first contracted for verification and ends on the date the final verification statement is submitted.

This form must be submitted once per year unless changes occur that would require a more frequent submittal. Requirements for conflict of interest determinations and ongoing monitoring of conflict of interest are in OAR 340-272-0500(7) and (8), respectively.

Responsible Entity Information

Responsible Entity Name
Responsible Entity

Source ID
Federal Employer ID Number
89-897923

The entity whose report you are verifying should send you an email containing the information to input into the Submittal RID of the Report to be Verified and Security code fields.

3PV- Conflict of Interest Disclosure

24124 Open

Basic Info Attachment Payment Review Submission

Basic Checklist

Responsible Entity Contact information

Salutation First Name M.L. Last Name
Responsible Responsible Entity

Company Title Email
Responsible Entity Elizabeth.Hardee@deq.oregon.gov

Phone Mobile Fax
971-263-1726 000-000-0000 000-000-0000

Data Year and Report Information

Data Year
2022

Submittal RID of the Report to be Verified Security Code
24124 526abafe-7649-49dc-bad0-94a295322b7e

Report Title
Natural Gas Systems Emissions Data Report

Select your verification body's name from the Verification Body Name dropdown menu.

3PV- Conflict of Interest Disclosure

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Basic Checklist

Verification Body Information

Verification Body Name

9703 Verification Body 36126

3PVerify@deq.oregon.gov 700 NE Multnomah St, Portland, 97232

Verification Team Information

List the individuals that will comprise the verification team. At a minimum, this must consist of a lead verifier and an independent reviewer who is also approved as a lead verifier and employed by the verification body; subcontractors may not serve as independent reviewers. The independent reviewer may not be involved in verification services for the responsible entity during that reporting year.

In the case that an emissions data report from an electricity supplier, natural gas supplier, natural gas system, or permitted source with process emissions will be verified, the verification team must contain at least one person who has earned DEQ approval for the relevant sector; this person must also be present at the site visit.

Verifiers-in-training may participate on a verification team, but they must be under the direct supervision of the Lead Verifier at all times. Verifiers-in-training are also subject to conflict of interest requirements. If verifiers-in-training participate on the verification team and/or attend the site visit, they must be listed on this form. Oregon Approval information is not required for these individuals.

It is best practice to include anyone who may be involved in the verification on the Verification Team list; this prevents the need for re-submission of the form should the composition of the verification team change during verification. New form submission is required for new hires, mergers, acquisitions, and divestitures but is not required in cases where an individual leaves the verification team.

In the Verification Team Information section, the Verification Team Leader dropdown menu will populate with all DEQ approved Lead Verifiers who are qualified to lead verification teams for the selected Report Type. The Independent Reviewer dropdown menu will populate with all DEQ approved Lead Verifiers.

Each Lead Verifier has a different License record for each Report Type they are qualified to verify so they may appear in the list multiple times. It does not matter which record is selected for Independent Reviewer so long as the name is correct.

3PV- Conflict of Interest Disclosure

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Basic Checklist

Lead Verifier

Verification Team Leader

64647 Lead Verifier 700 NE Multnomah St, Portland, OR 97232

GHG- Petroleum and natural gas systems annual report (Subpart W)- lead verifier

License No. V01 Issue Date 11/16/2023

Attending site visit?

Yes No

Independent Reviewer

Independent Reviewer

64651 Independent Reviewer 700 NE Multnomah St, Portland, OR 97232

GHG- Petroleum and natural gas systems annual report (Subpart W)- lead verifier

License No. V02 Issue Date 11/17/2023

Relationship to VB

Employee

In the Other Verification Team Members section, you can add others to your verification team. To add another verifier with DEQ approval, select "Add another DEQ approved verifier". To add a verifier in training who does not have DEQ approval as a verifier, select "Add a verifier-in-training".

The screenshot shows the 'Other Verification Team Members' section. It features two tables. The first table has columns for 'Role', 'Name', 'Relationship to VB', and 'Attending Site Visit?'. Below the first table is a yellow button labeled '+ Add another DEQ-approved verifier'. The second table has columns for 'Name', 'Attending Site Visit?', and 'Description of activities to be performed'. Below the second table is a yellow button labeled '+ Add a verifier-in-training'. Both buttons are highlighted with red rectangular boxes.

When adding another DEQ-approved verifier, you'll be asked to select from a list of all DEQ-approved verifiers and indicate the verifier's role on the verification team, whether they are an employee or subcontractor of the verification body and whether they will attend the site visit (in full verification years).

The screenshot shows the 'Other Verification Team Members' section with a selected verifier. The 'Role' dropdown is set to 'Verifier'. The 'Name' field contains '64638' and '3PV Verifier'. Below the name, there is an address '100 SE Alder St, Portland, OR' and a phone number '97214-2179'. A tooltip shows 'GHG- Permitted facilities annual reports containing process emissions- lead verifier'. The 'License No.' is '02345' and the 'Issue Date' is '11/14/2023'. The 'Relationship to VB' dropdown is set to 'Employee'. The 'Attending Site Visit?' section has radio buttons for 'Yes' (selected) and 'No'. A red trash icon is visible on the right.

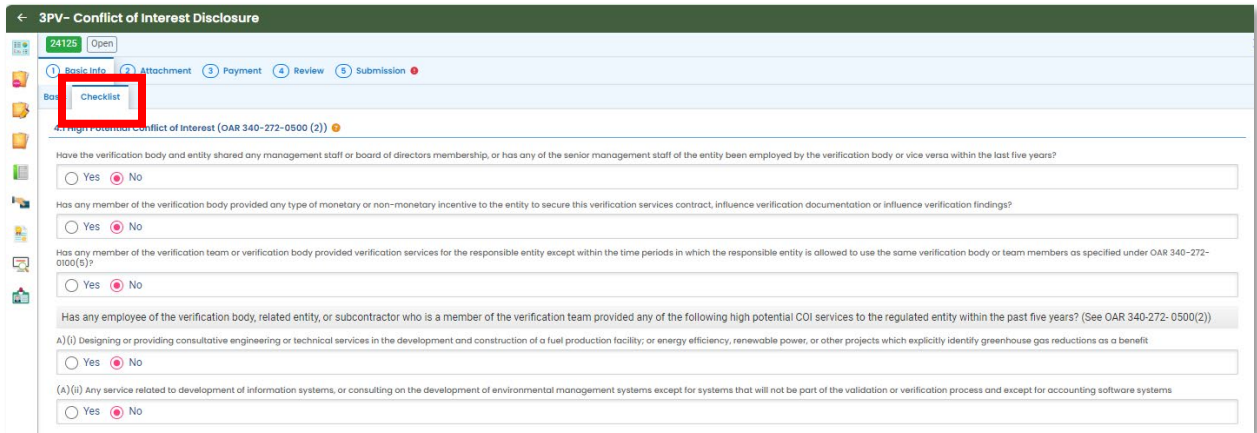
When adding a verifier-in-training, you'll be asked to input the trainee's name, indicate whether they will attend the site visit, and briefly describe the activities they will be performing.

The screenshot shows the 'Other Verification Team Members' section with a form for adding a verifier-in-training. The 'Name' field contains 'Test Trainee'. The 'Attending Site Visit?' section has radio buttons for 'Yes' and 'No' (selected). The 'Description of activities to be performed' field contains 'Clerical support for lead verifier'. A red trash icon is visible on the right. Below the form, there is a '1 Results' button.

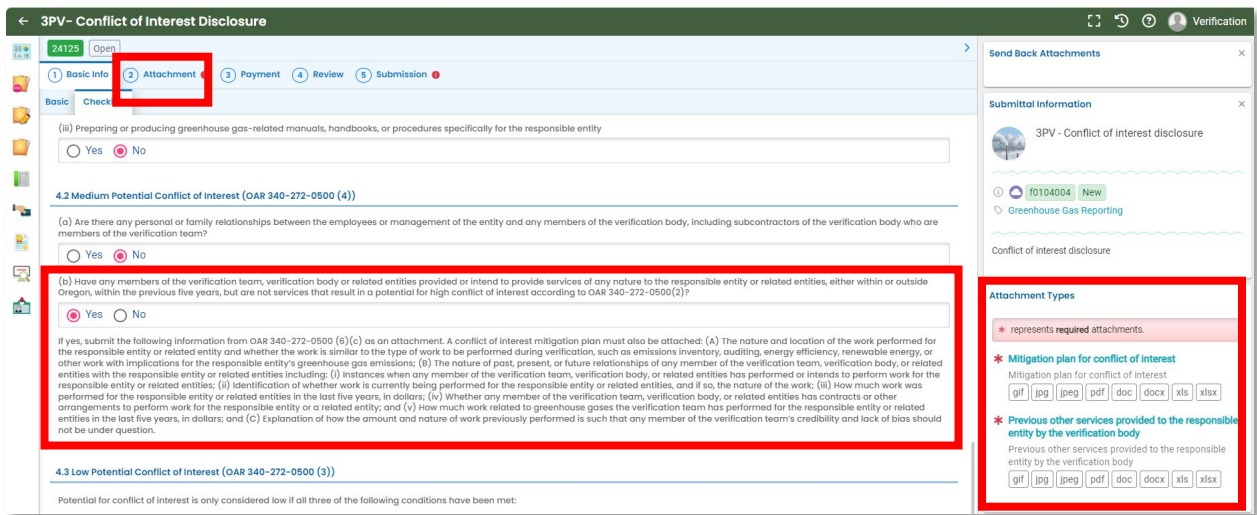
Be sure to save your work using the Red save icon at the bottom of the screen before switching between the Basic and Checklist tabs:



Use the checklist tab to answer questions related to conflict of interest situations.



If you select Yes for questions related to medium conflict of interest or for other conflict of interest circumstances, the system will provide prompts about required attachments needed to submit the form. These prompts will appear below the questions and in the Attachment Types box on the right side of the screen. If attachments are required, you will also note an alert will appear next to "Attachments" in the tabs above.



Conflict of interest potential is considered low only when the three conditions listed are met. Indicate whether other potential conflict of interest situations not listed on the form are present, and fill in the self-assessment portion of the tab. When you have completed the Checklist tab, save your work.

4.3 Low Potential Conflict of Interest (OAR 340-272-0500 (3))

Potential for conflict of interest is only considered low if all three of the following conditions have been met:

- No potential for a high conflict of interest has been identified in Part 4.1 above
- No potential for a medium conflict of interest has been identified in Part 4.2 above
- The verification body has not provided verification services for the responsible entity in the past six years

Other Conflict of Interest Circumstances

Are there any other circumstances known to your verification body that could result in a potential COI? If yes, attach an explanation, including why this should not affect impartiality of verification services.

Yes No

Conflict of Interest Self-Assessment (OAR 340-272-0500 (6)(a))

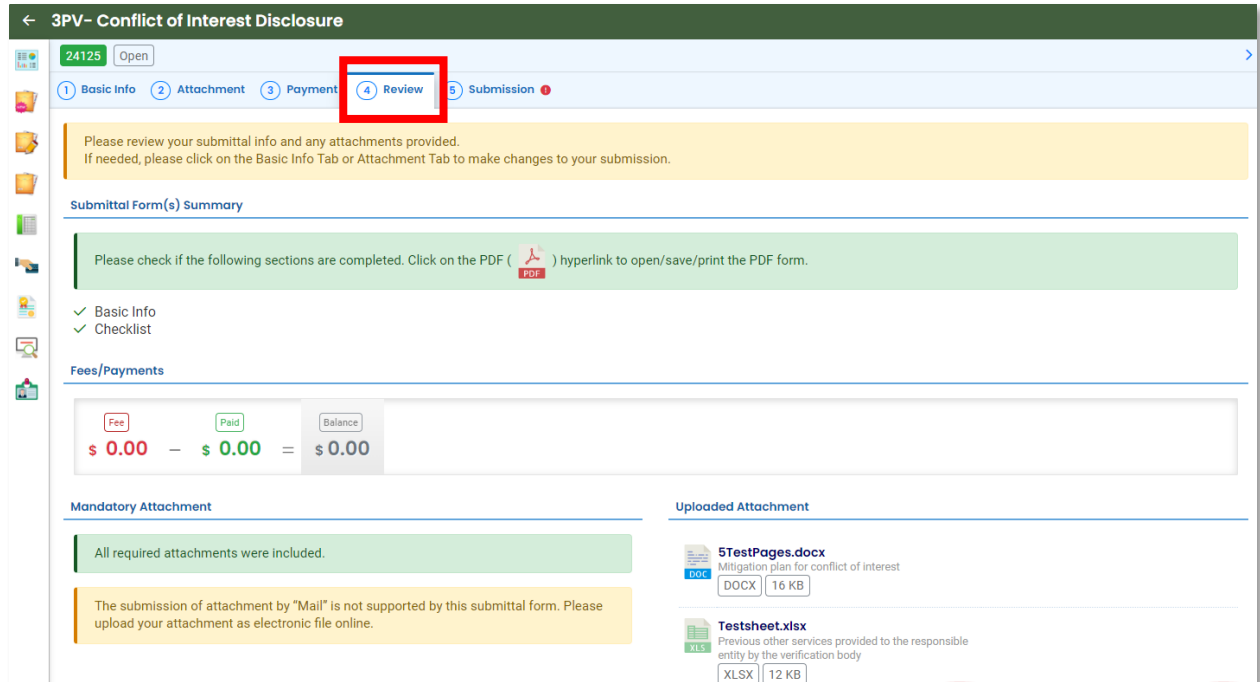
Based on the above assessment and my understanding of OAR 340-272-0500, I believe the risk for potential Conflict of Interest for my verification body is: (Check one)

Low Medium High

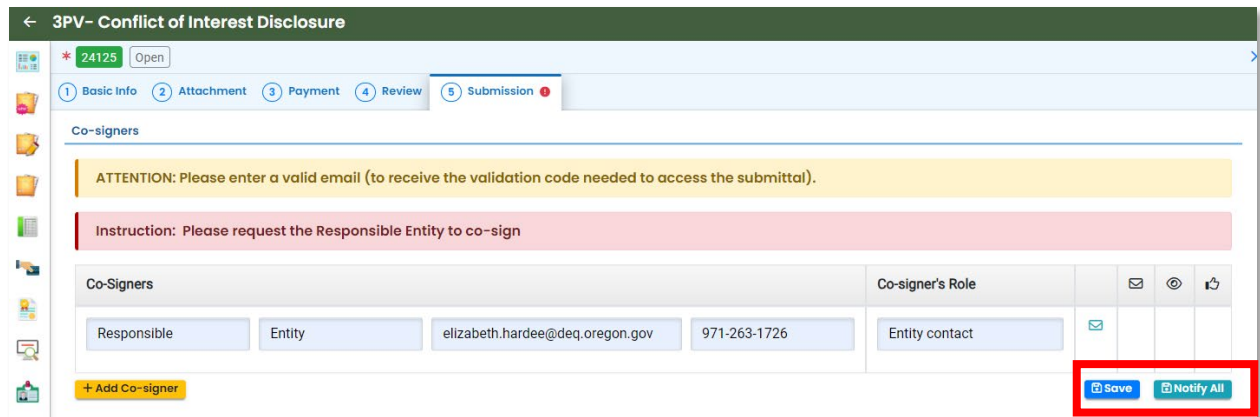
If attachments are required, select the Attachment tab, then drag and drop any files you wish to add. The system will prompt you to add a document type to each attachment. To do so, click the document, then select from the dropdown menu options. Once all documents are uploaded and document types added, click the red Save icon at the bottom of the screen.

The screenshot shows the '3PV- Conflict of Interest Disclosure' form. The 'Attachment' tab is selected, and a document named '5TestPages.docx' is uploaded. A red circle highlights the document icon. A red box highlights the 'Select Document Type:' dropdown menu, which is open and shows the following options: 'Mitigation plan for conflict of interest', 'Other', 'Previous other services provided to the responsible entity by the verification body', and 'Redacted Submittal Form in PDF'. The document is listed as DOCX, 16 KB, and dated 12/5/2023. The form has five tabs: Basic Info, Attachment, Payment, Review, and Submission. An instruction box states: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file.'

No payment is required for any 3PV form submission. You may skip this tab and proceed to the Review tab. If all of the information in the Review tab looks correct, you may proceed to the Submission tab.



In the Submission tab under Co-Signers, you will need to add the name(s) and contact information for the person(s) from the responsible entity who will sign off on the form. Once the co-signer is added, you will need to click the blue Save button. The Teal "Notify All" button is for sending an email notification to any co-signers you have added. The system will not notify co-signers the form is ready for their review until this button is used. You will not be able to submit the form until the entity has co-signed.



While waiting for co-signature, you may sign out of the form. Do not forget to save. The system will send an email once co-signature has been completed, and you can return to your saved form.

YourDEQOnline System Message:

Dear Verification Body:

Responsible Entity has reviewed and signed the contents of the document below:

Submittal ID: 24125

Submittal Name: 3PV - Conflict of interest disclosure

If you have questions, please contact Responsible Entity (elizabeth.hardee@deq.oregon.gov).

Thank you for using the YourDEQOnline System!

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

Regards,
YourDEQOnline System

Once the co-signer has signed (as indicated by a check mark in the co-signer section of the Submission tab, check the box under Certification Statement to certify the accuracy and completeness of the form. Complete your security question and PIN number.

← 3PV - Conflict of Interest Disclosure

* 24125 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

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 certification statement

Co-signers

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

Instruction: Please request the Responsible Entity to co-sign

Co-Signers	Co-signer's Role				
Responsible Entity elizabeth.hardee@deq.ore 971-263-1726	Entity contact		12/5/2023	12/5/2023	✓ Signed 12/5/2023

+ Add Co-signer

Save Notify All

← 3PV- Conflict of Interest Disclosure

* 24125 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Security Question

Security Question: what is the name of your home town newspaper? *

.....

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, we use VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining its confidentiality. 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 provided to us is not guaranteed. In spite of our dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The user assumes all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

Once the form has been submitted, the screen will show a "Submission Successful" message.

← 3PV- Conflict of Interest Disclosure

34127 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notifications at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	34127	Name:	3PV - Conflict of Interest disclosure
Submittal Date:	12/6/2023, 03:32 PM	Method:	Online Submission
Submittal By:	Verification Body 9712631726 3PVerify@deq.oregon.gov		
Owner Information:	Verification Body 9712631726 3PVerify@deq.oregon.gov		

You will also receive an email confirming the submission. DEQ still needs to approve the form before verification activities may begin.

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

Once the form has been approved by DEQ, you will receive a separate email confirming that the form has been approved and that verification may begin. The entity will be copied on this message as well.

YourDEQOnline System Message:

Dear Verification Body:

This email serves notice that your 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

If drafted by a verifier consultant

Verifier Consultant accounts also have access to the Conflict of Interest form submittal type, so they are able to prepare the form but only the verification body may submit it to DEQ. If a verifier consultant prepares the form, the submission process for the verification body begins once the form has been drafted.

You should receive a system email notifying you that the form has been drafted:

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that a Conflict of Interest form is ready for your review and submission as follows:

Submission Name: 3PV - Conflict of interest disclosure

Submission ID: 34111

Preparer Name: Lead Verifier

Preparer Email: testverifier3PV@gmail.com

Preparer Phone: 971-263-1726

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

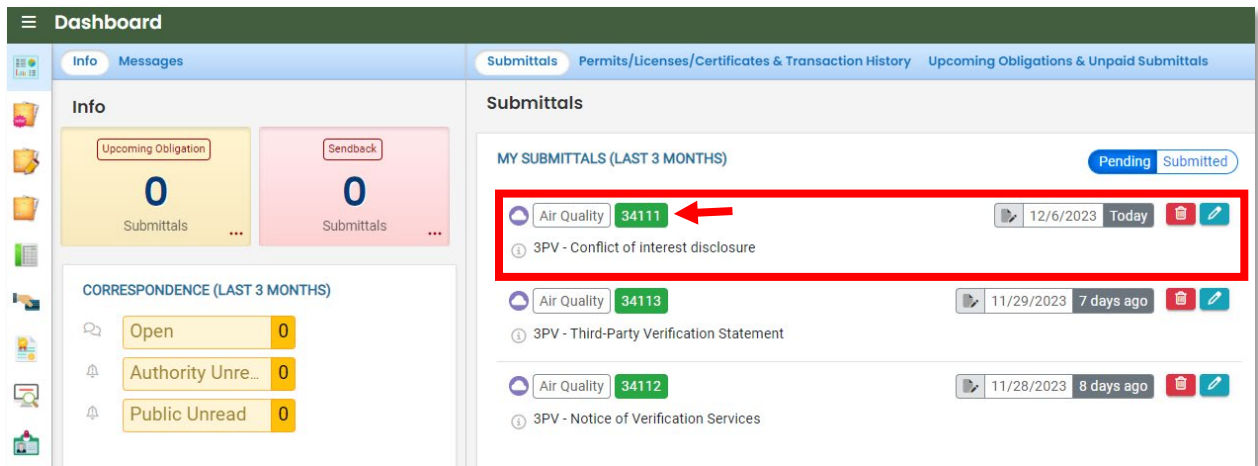
Thank you for using the YourDEQOnline System!

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

Regards,

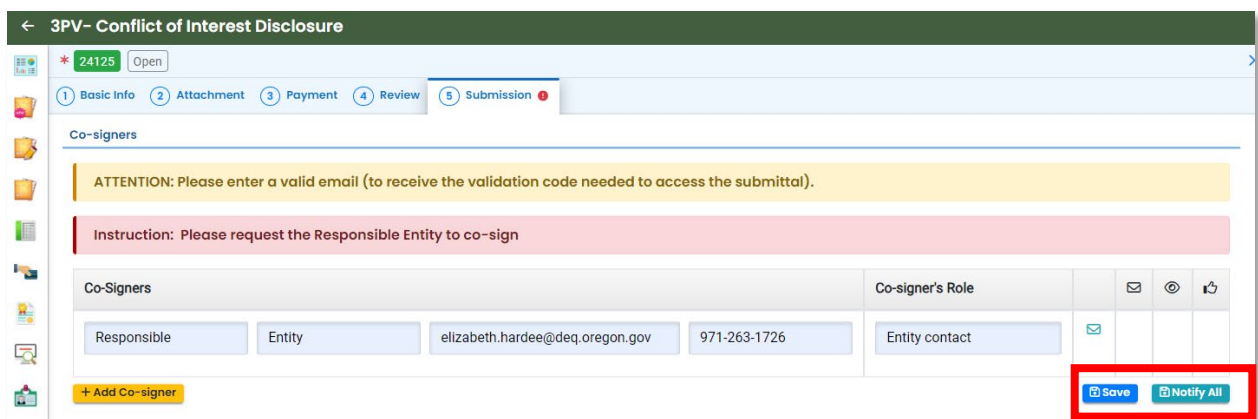
YourDEQOnline System

Go to your dashboard and open the proper submittal record:



You can review and make edits to the form where the verifier consultant left off, including filling in any remaining required fields. When the form is complete, navigate to the Submission tab.

In the Submission tab under Co-Signers, you will need to add the name(s) and contact information for the person(s) from the responsible entity who will sign off on the form. Once the co-signer is added, you will need to click the blue Save button. The Teal "Notify All" button is for sending an email notification to any co-signers you have added. The system will not notify co-signers the form is ready for their review until this button is used. You will not be able to submit the form until the entity has co-signed.



While waiting for co-signature, you may sign out of the form. Do not forget to save. The system will send an email once co-signature has been completed, and you can return to your saved form.

YourDEQOnline System Message:

Dear Verification Body:

Responsible Entity has reviewed and signed the contents of the document below:

Submittal ID: 24125

Submittal Name: 3PV - Conflict of interest disclosure

If you have questions, please contact Responsible Entity (elizabeth.hardee@deq.oregon.gov).

Thank you for using the YourDEQOnline System!

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

Regards,
YourDEQOnline System

Once the co-signer has signed (as indicated by a check mark in the co-signer section of the Submission tab, check the box under Certification Statement to certify the accuracy and completeness of the form. Complete your security question and PIN number.

← 3PV - Conflict of Interest Disclosure

* 24125 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

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 certification statement

Co-signers

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

Instruction: Please request the Responsible Entity to co-sign

Co-Signers	Co-signer's Role				
Responsible Entity elizabeth.hardee@deq.ore 971-263-1726	Entity contact		12/5/2023	12/5/2023	✓ Signed 12/5/2023

+ Add Co-signer

Save Notify All

← 3PV- Conflict of Interest Disclosure

* 24125 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Security Question

Security Question: what is the name of your home town newspaper? *

.....

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, we use VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the security of your account. 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 provided to us is not guaranteed. We make dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The user assumes all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

Once the form has been submitted, the screen will show a "Submission Successful" message.

← 3PV- Conflict of Interest Disclosure

34127 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notifications at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	34127	Name:	3PV - Conflict of Interest disclosure
Submittal Date:	12/6/2023, 03:32 PM	Method:	Online Submission
Submittal By:	Verification Body 9712631726 3PVerify@deq.oregon.gov		
Owner Information:	Verification Body 9712631726 3PVerify@deq.oregon.gov		

You will also receive an email confirming the submission. DEQ still needs to approve the form before verification activities may begin.

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

Once the form has been approved by DEQ, you will receive a separate email confirming that the form has been approved and that verification may begin. The entity will be copied on this message as well.

YourDEQOnline System Message:

Dear Verification Body:

This email serves notice that your 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

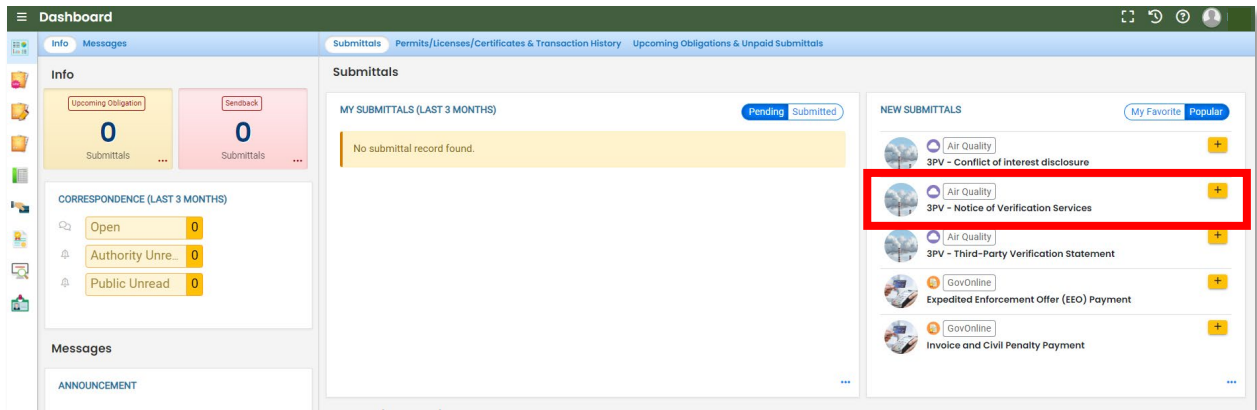
Thank you for using the Environmental Data Management System (YourDEQOnline).
If you have any questions, please contact the Your DEQ Online Helpdesk at yourdeqonline@deq.oregon.gov

Regards,
YourDEQOnline Team

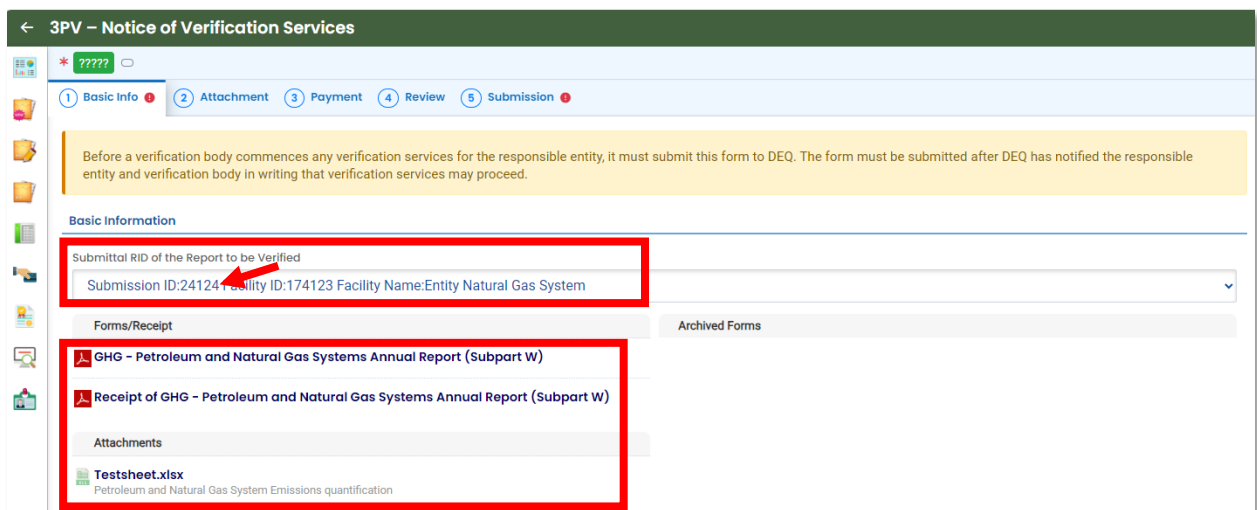
Completion of Notice of Verification Services form

If being drafted by the verification body RO account

Open the NOVS form submittal from your dashboard



Fill in all available required fields in the Basic Info tab. Select the RID of the report to be verified from the Submittal RID of the report to be verified dropdown menu. Please note that the Submittal RID of the report to be verified will not appear in the dropdown until after DEQ has approved the COI form submission in the system. Once the correct Submittal RID has been selected, the originally submitted report materials will appear as attachments for the verification body's review.



Input the responsible entity's contact information under Reporting and Facility Information. You will need to add at least one Facility record by clicking on "Add a Facility". This is where you will indicate where and when the site visit will take place (during full verification years) and provide a description of the verification services to be provided.

Reporting and Facility Information

Responsible Entity Name

Responsible Entity Contact Information

Salutation: First Name: M.I.: Last Name:

Company: Title: Email:

Phone: Mobile: Fax:

For each facility that will be verified by the same verification team, provide the required contact information

Please add at least one record.

+ Add a facility

If it is a less intensive verification year and the entity qualifies, you can select the “Less intensive verification year” box. Otherwise, input the site visit date and fill out all other required fields.

3PV – Notice of Verification Services

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

2024-09-04 Entity Natural Gas System

Less intensive verification year/ No in person site visit will be performed

Date of the site visit:

Facility Name: Facility address:

NAICS code (xxxxx): Source ID # (stationary sources only, xx-xxxx):

Description of verification services: Please include an expected completion date of services

(Remaining Length: 3981)

1 Results

Under Verification Team Information, the Verification Team Leader dropdown menu will populate with all DEQ approved Lead Verifiers who are qualified to lead verification teams for the selected Report Type. The Independent Reviewer dropdown menu will populate with all DEQ approved Lead Verifiers.

Each Lead Verifier has a different License record for each Report Type they are qualified to verify so they may appear in the list multiple times. It does not matter which record is selected for Independent Reviewer so long as the name is correct.

In the Other Verification Team Members section, you can add others to your verification team. To add another verifier with DEQ approval, select “Add another DEQ approved verifier”. To add a verifier in training who does not have DEQ approval as a verifier, select “Add a verifier-in-training”.

When adding another DEQ-approved verifier, you’ll be asked to select from a list of all DEQ-approved verifiers and indicate the verifier’s role on the verification team, whether they are an employee or subcontractor of the verification body and whether they will attend the site visit (in full verification years).

When adding a verifier-in-training, you’ll be asked to input the trainee’s name, indicate whether they will attend the site visit, and briefly describe the activities they will be performing.

Name	Attending Site Visit?	Description of activities to be performed
Test Trainee	<input type="radio"/> Yes <input checked="" type="radio"/> No	Clerical support for lead verifier
1 Results		

The form will ask if any of the provided information has been updated since submission and approval of the Conflict of Interest Disclosure form. If any information in the NOVS form is different from the approved COI form, resubmission of both forms is required.

Has any of the above verification team information changed since the conflict of interest disclosure submittal?

Yes No

● Required.

To complete the Basic Info tab, input the name and title of the preparer, then select the red Save Icon.

Attestation and Signature

Upon request, DEQ can provide documents in an alternate format or a language other than English. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.

Signatory Name	Signatory Title	Date
Lead Verifier	Lead Verifier	11/28/2023

No attachments or payments are required for the NOVS form, so skip the Attachment and Payment tabs and select the Review tab. If all information on the Review tab looks correct, you may proceed to the Submission tab.

← 3PV – Notice of Verification Services

94128 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.

✓ Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

Mandatory Attachment **Uploaded Attachment**

Attachments are not required for this Submittal.

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, complete the attestation and your security question and PIN. The submit button will become available when these steps are completed.

← 3PV – Notice of Verification Services

* 94128 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

I have read and agree to the above certification statement

Security Question

Security Question: where did you graduate from high school? *

.....

Show Question Answer

PIN Number

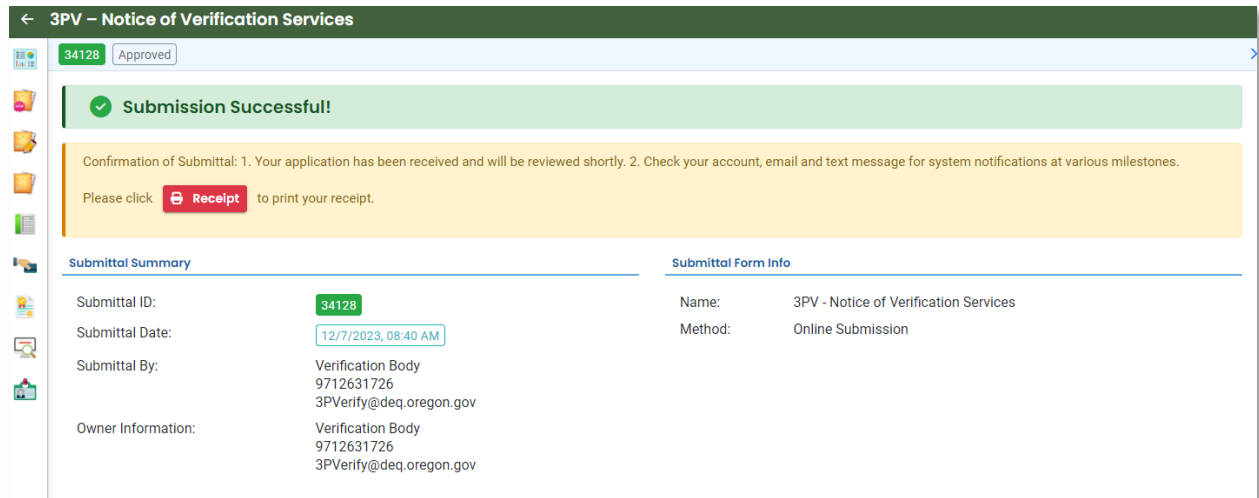
PIN: *

.....

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

Once the form has been submitted, the screen will show a "Submission Successful" message.



You will also receive an email confirming the submission. DEQ approval is not required for this form.

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: 34128
Submitted Date: 12/7/2023 8:40:04 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

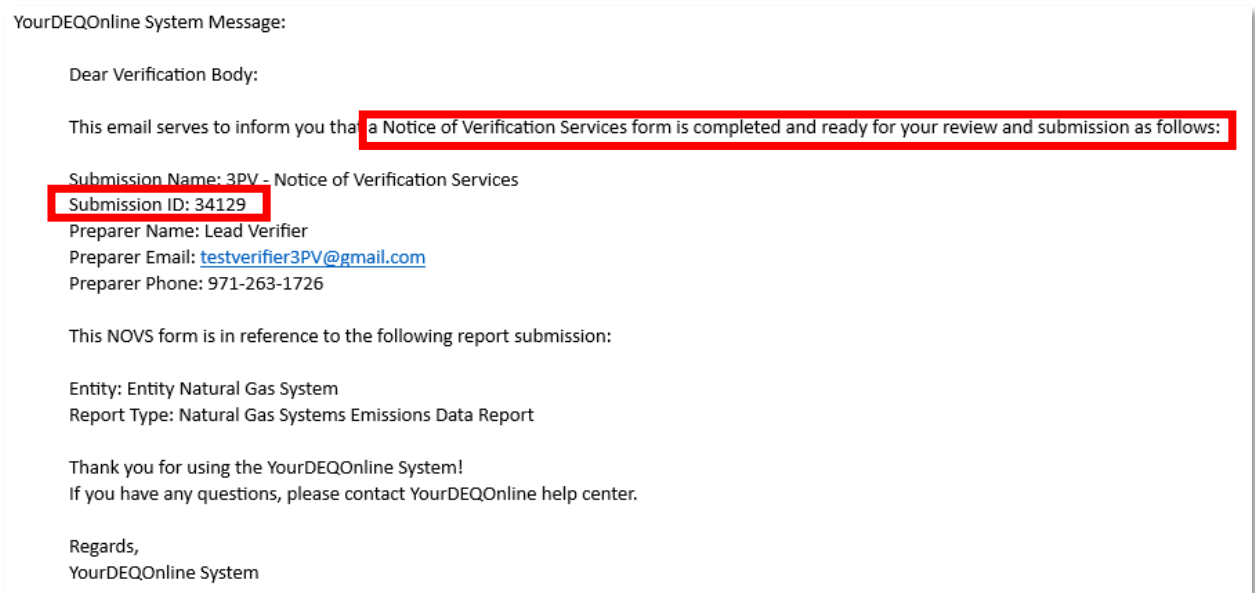
Thank you for using the YourDEQOnline System!
If you have any questions, please contact YourDEQOnline help center.

Regards,
YourDEQOnline System

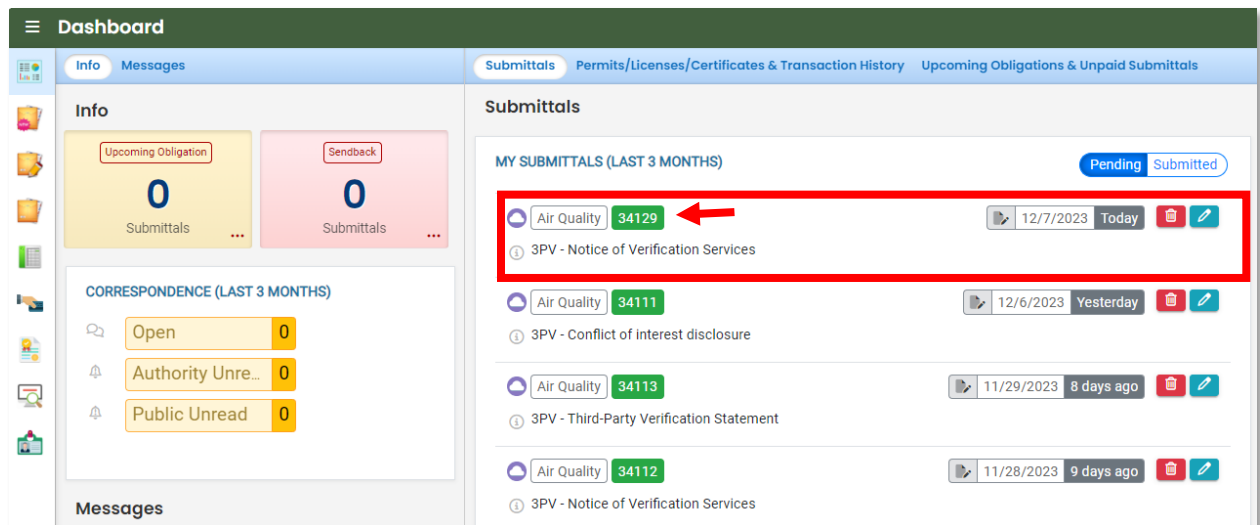
If drafted by a verifier consultant

Verifier Consultant accounts also have access to the Notice of Verification Services form submittal type, so they are able to prepare the form but only the verification body may submit it to DEQ. If a verifier consultant prepares the form, the submission process for the verification body begins once the form has been drafted.

You should receive a system email notifying you that the form has been drafted:



Go to your dashboard and open the proper submittal record:



You can review and make edits to the form where the verifier consultant left off, including filling in any remaining required fields. When the form is complete, navigate to the Submission tab.

On the Submission tab, check the box under Certification Statement to certify the accuracy and completeness of the form. Complete your security question and PIN number.

← 3PV – Notice of Verification Services

34129 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Security Question

Security Question: what is your favorite song? *

....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

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

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information is not guaranteed. In making dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk and is liable for liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

Once the form has been submitted, the screen will show a "Submission Successful" message.

← 3PV – Notice of Verification Services

34129 Approved

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notifications at various milestones.

Please click [Receipt](#) to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 34129	Name: 3PV - Notice of Verification Services
Submittal Date: 12/7/2023, 09:30 AM	Method: Online Submission
Submittal By: Verification Body 9712631726 3PVerify@deq.oregon.gov	
Owner Information: Verification Body 9712631726 3PVerify@deq.oregon.gov	

You will also receive an email confirming the submission.

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.

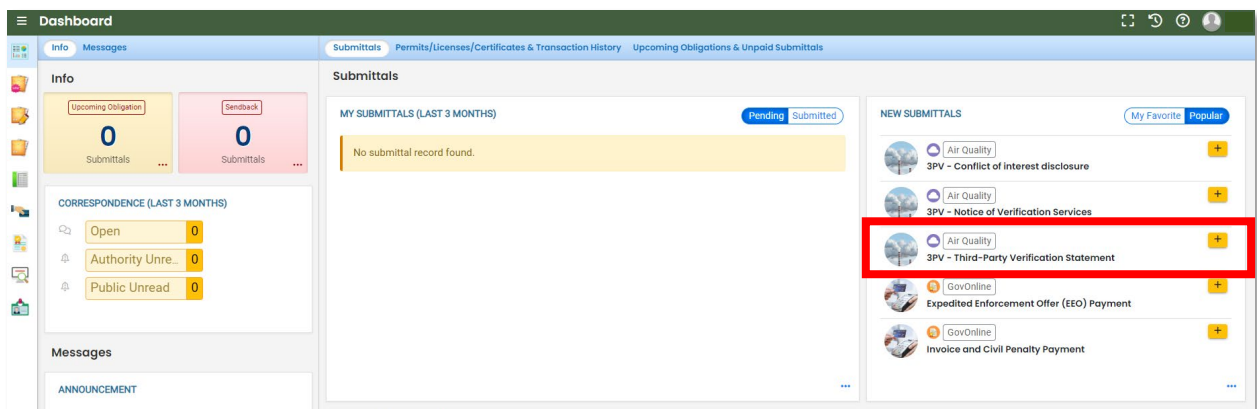
Regards,

YourDEQOnline System

Completion of Verification Statement form

If being drafted by the verification body RO account

Open the Verification statement form submittal from your dashboard.



Fill in all available required fields in the Basic Info tab. Select the RID of the report to be verified from the Submittal RID of the report to be verified dropdown menu. Please note that the Submittal RID of the report to be verified will not appear in the dropdown until after DEQ has approved the COI form submission in the system. Once the correct Submittal RID has been selected, the originally submitted report materials will appear as attachments for the verification body's review.

In the Attestations section, provide the verification body's assessment of the verification outcome.

If the verification body is recommending Qualified Positive or Adverse, provide a qualifying statement explaining the recommendation including whether material misstatement was

identified or if there were nonconformances remaining uncorrected. Indicate the number of material misstatements and/or nonconformances identified and corrected using the boxes below the qualifying statement. If none, enter "0" in all fields.

Part 4: Qualifying statement

If Qualified Positive or Adverse have been selected in Part 3, provide a qualifying statement here:

[Example qualifying statement](#)

(Remaining Length: 3972)

Indicate the number of material misstatements identified	Indicate the number of material misstatements corrected	Indicate the number of nonconformances identified	Indicate the number of nonconformances corrected
0	0	1	0

No attachments or payments are required for these forms, so skip the Attachment and Payment tabs and select the Review tab. If all information on the Review tab looks correct, you may proceed to the Submission tab.

The verification statement submittal requires two co-signatures, one from the independent reviewer and one from the responsible entity. Once the co-signers are added, you will need to click the blue Save button. The Teal "Notify All" button is for sending an email notification to any co-signers you have added. The system will not notify co-signers the form is ready for their review until this button is used. You will not be able to submit the form until the co-signatures are completed.

Third Party Verification Statement

34130 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

Co-signers

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

Instruction: The Independent Reviewer and Responsible Entity RO (Responsible Official) are required to co-sign the Verification Statement.

Co-Signers				Co-signer's Role	📧	👁	👍
Independent	Reviewer	lhelectric3pvttest@gmail.com	971-263-1726	Independent reviewer	📧		
Responsible	Entity	elizabeth.hardee@deq.oregon.gov	971-263-1726	Entity contact	📧		

+ Add Co-signer

Save **Notify All**

While waiting for co-signature, you may sign out of the form. Do not forget to save. The system will send email confirmations once co-signatures have been completed.

YourDEQOnline System Message:

Dear Verification Body:

Independent Reviewer has reviewed and signed the contents of the Verification Statement document below:

Submittal ID: 34130

Submittal Name: 3PV - Third-Party Verification Statement

If you have questions, please contact Independent Reviewer (lhelectric3pvtest@gmail.com).

Thank you for using the YourDEQOnline System!

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

Regards,

YourDEQOnline System

YourDEQOnline System Message:

Dear Verification Body:

Responsible Entity has reviewed and signed the contents of the Verification Statement document below:

Submittal ID: 34130

Submittal Name: 3PV - Third-Party Verification Statement

If you have questions, please contact Responsible Entity (elizabeth.hardee@deq.oregon.gov).

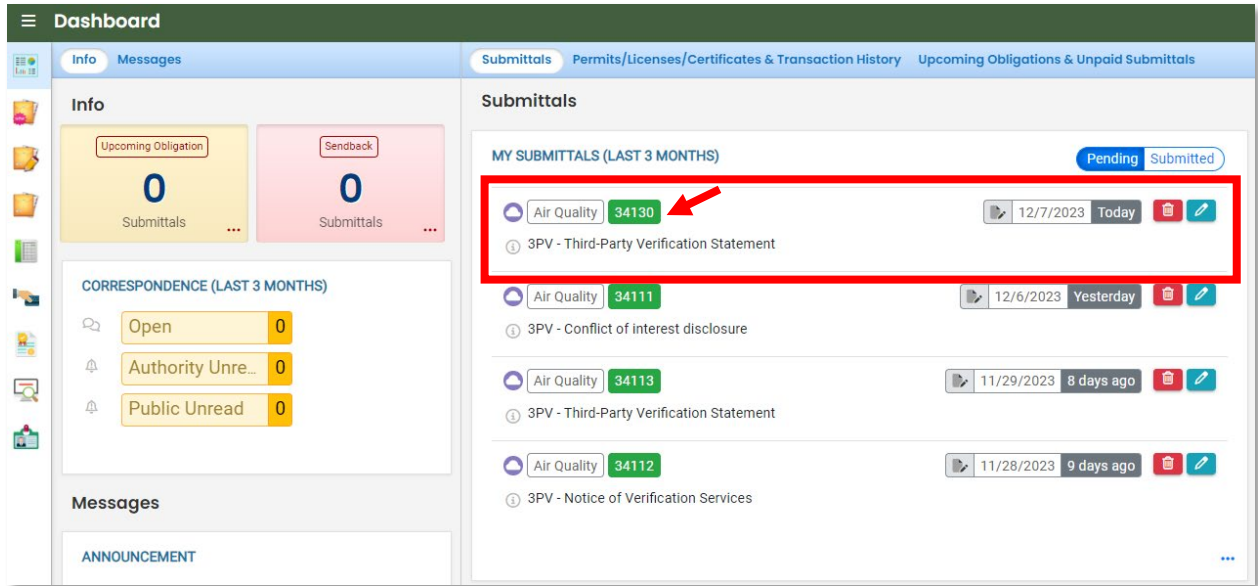
Thank you for using the YourDEQOnline System!

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

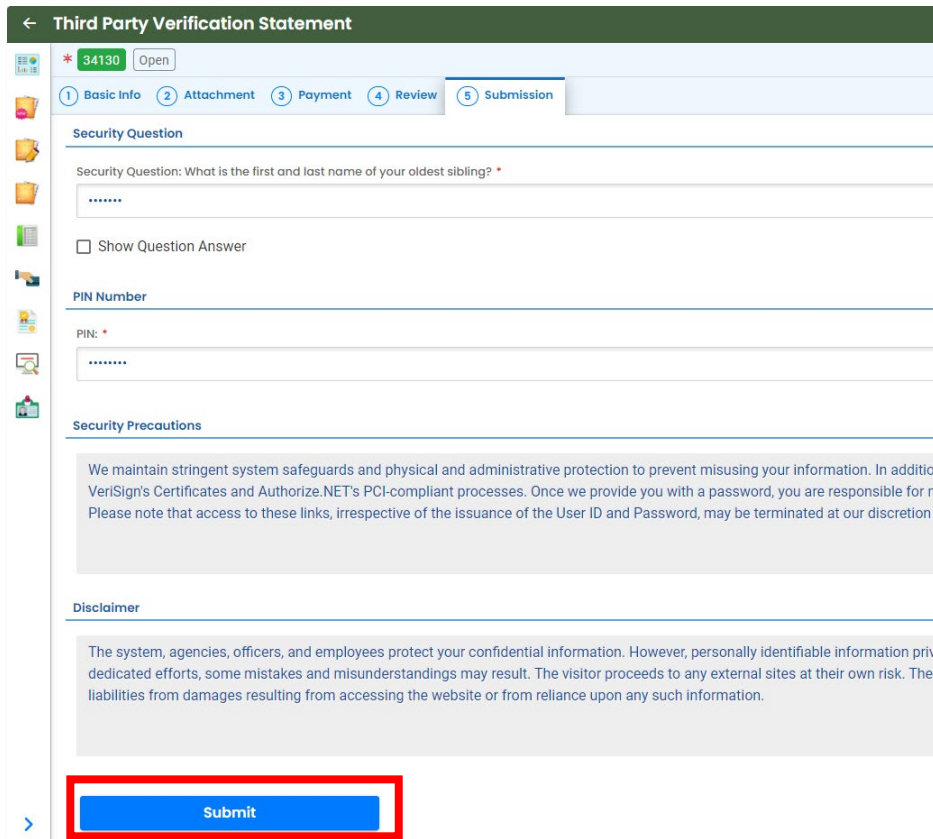
Regards,

YourDEQOnline System

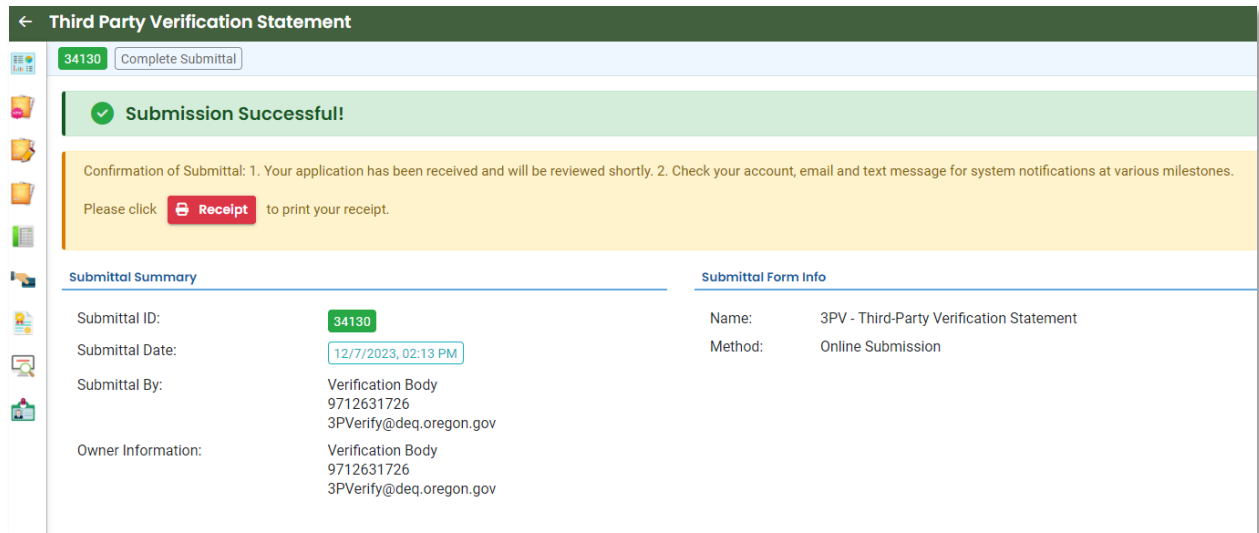
Once both co-signers have signed, return to your dashboard and open the appropriate submittal record (indicated as Submittal ID in the emails sent confirming the co-signatures).



On the Submission tab, complete the attestation and your security question and PIN. The submit button will become available when these steps are completed.



Once the form has been submitted, the screen will show a "Submission Successful" message.



You will also receive an email confirming the submission. The responsible entity will be copied on this message.

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

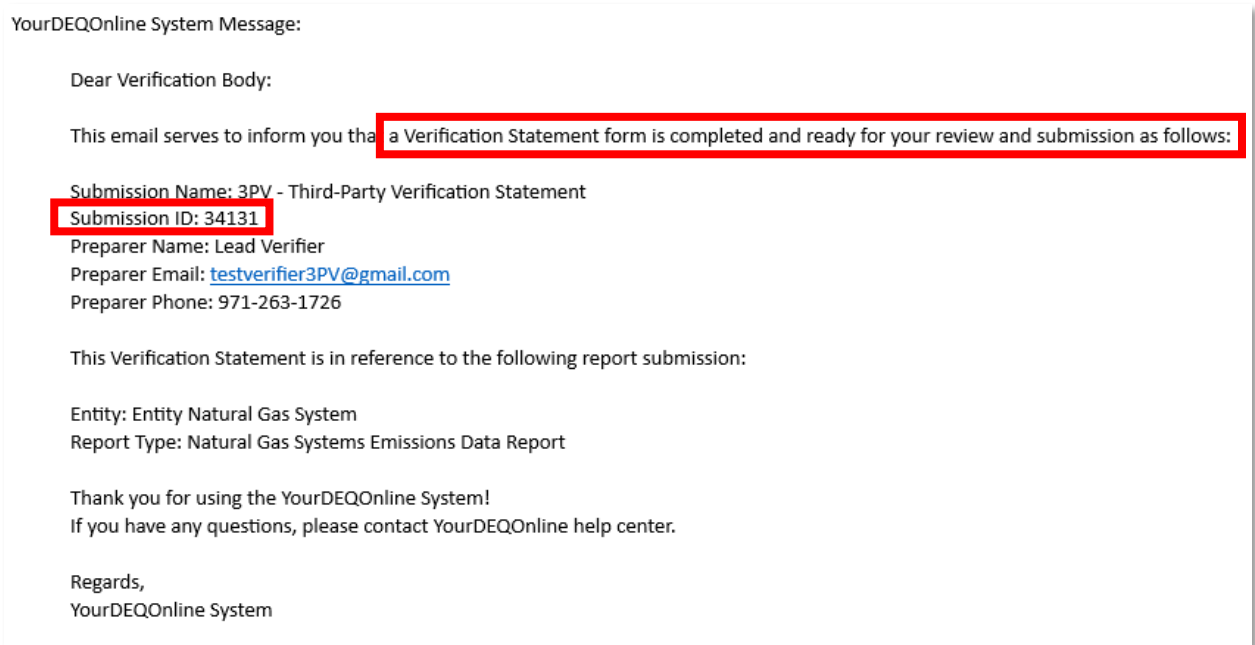
Thank you for using the YourDEQOnline System!
 If you have any questions, please contact YourDEQOnline help center.

Regards,
 YourDEQOnline System

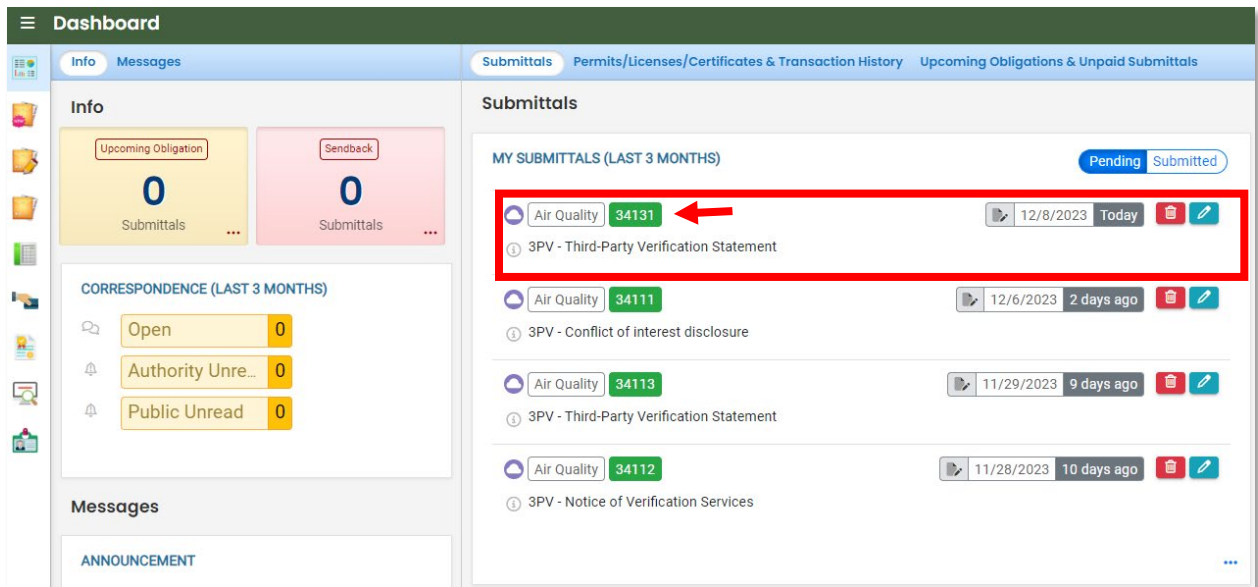
If drafted by a verifier consultant

Verifier Consultant accounts also have access to the Verification Statement form submittal type, so they are able to prepare the form but only the verification body may submit it to DEQ. If a verifier consultant prepares the form, the submission process for the verification body begins once the form has been drafted.

You should receive a system email notifying you that the form has been drafted:



Go to your dashboard and open the proper submittal record:



You can review and make edits to the form where the verifier consultant left off, including filling in any remaining required fields. When the form is complete, navigate to the Submission tab.

On the Submission tab, complete the co-signature notifications. When co-signatures have been returned, check the box under Certification Statement to certify the accuracy and completeness of the form. Complete your security question and PIN number.

Third Party Verification Statement

34131 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Security Question

Security Question: what is your favorite song? *

....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

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

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information is not guaranteed. We make dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk and is liable for any liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

Once the form has been submitted, the screen will show a "Submission Successful" message.

Third Party Verification Statement

34131 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notifications at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	34131	Name:	3PV - Third-Party Verification Statement
Submittal Date:	12/8/2023, 09:02 AM	Method:	Online Submission
Submittal By:	Verification Body 9712631726 3PVerify@deq.oregon.gov		
Owner Information:	Verification Body 9712631726 3PVerify@deq.oregon.gov		

You will also receive an email confirming the submission. The responsible entity will be copied on this message.

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: 34131
Submitted Date: 12/8/2023 9:02:58 AM
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

Co-signature by Independent Reviewer

The independent reviewer will receive an email from the system asking them to review the contents of the draft Verification Statement.

YourDEQOnline System Message:

Dear Independent Reviewer:

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://oregon-public-preprod.govonlinesaas.com/pub/pub-co-sign-entry/air-nei/10087>

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 included link will navigate the independent reviewer to a sign in page for YDO and trigger a second email containing a code to log in to the system.

Your Oregon DEQ co-signing verification code is 298978. Your code expires in 10 mins. Please don't reply to this message.

The independent reviewer will enter the code provided into the login page.

YOUR DEQ ONLINE

Public Portal
Environmental Data Management System (EDMS)

Hi, Independent Reviewer
Co-signing process you're trying to access contains important information. In order to keep your account secure from any unauthorized access, please enter a verification code that is sent to the email address: lhelectric3pvttest@gmail.com.

Enter the code

298978

Verify

ⓘ Didn't receive the code? [Send again](#) .

🔙 **Back to login**

For assistance, please contact:

✉ YourDEQOnline@deq.oregon.gov


🗣 [Online Help](#)

[Terms of Use](#) + [Privacy Statement](#)


Once signed in, the independent reviewer 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, the independent reviewer will go to the Co-Sign tab and complete the required fields. A green box saying "Agree and Sign" will become available once the required box has been selected.

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 and inform

I have read and agree to the above agreement

Disclaimer

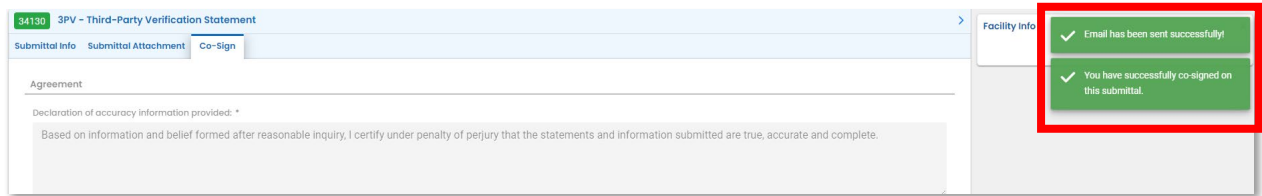
The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The develo damages resulting from accessing the website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

Sign and Comments

Comments:

Disagree **Agree and Sign**

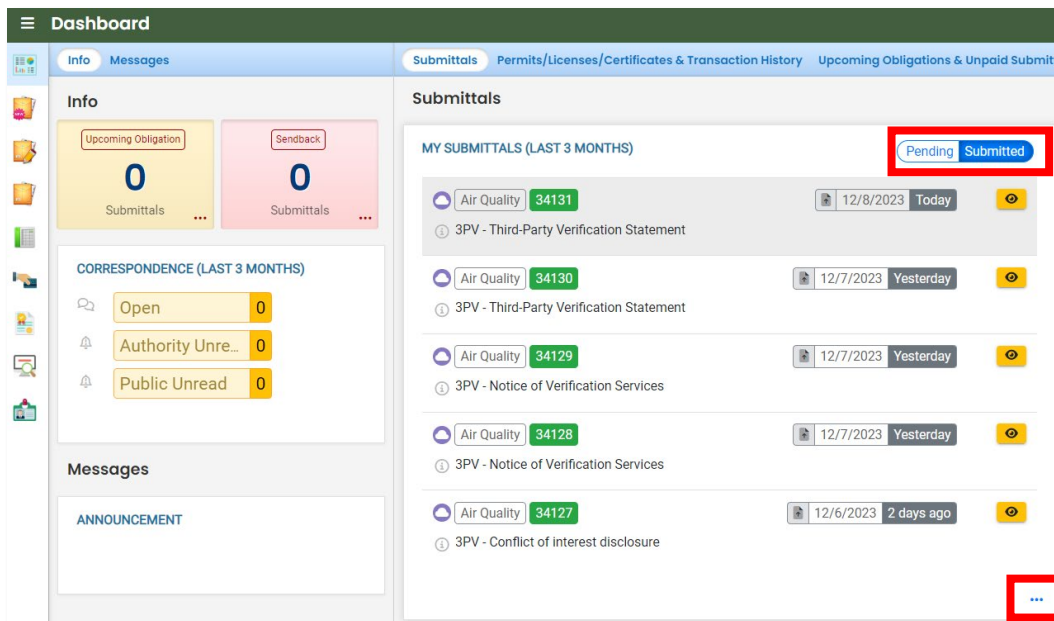
When the form has been successfully co-signed, a confirmation box will appear in the upper right corner of the screen.



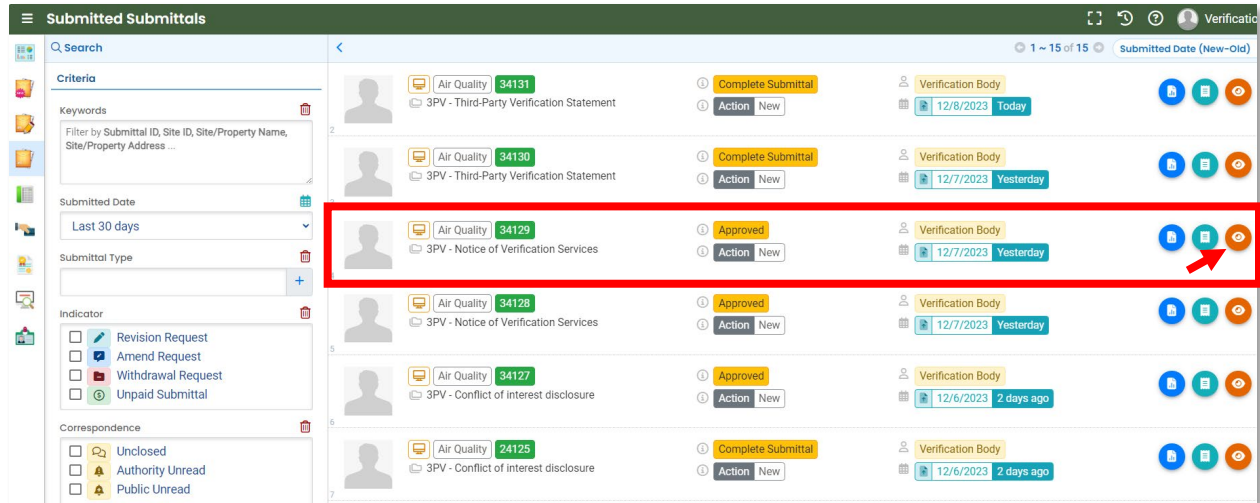
Amending 3PV form submissions

Occasionally, the verification body may need to amend a form submission. For example, you may need to update the site visit date in your Notice of Verification Services form.

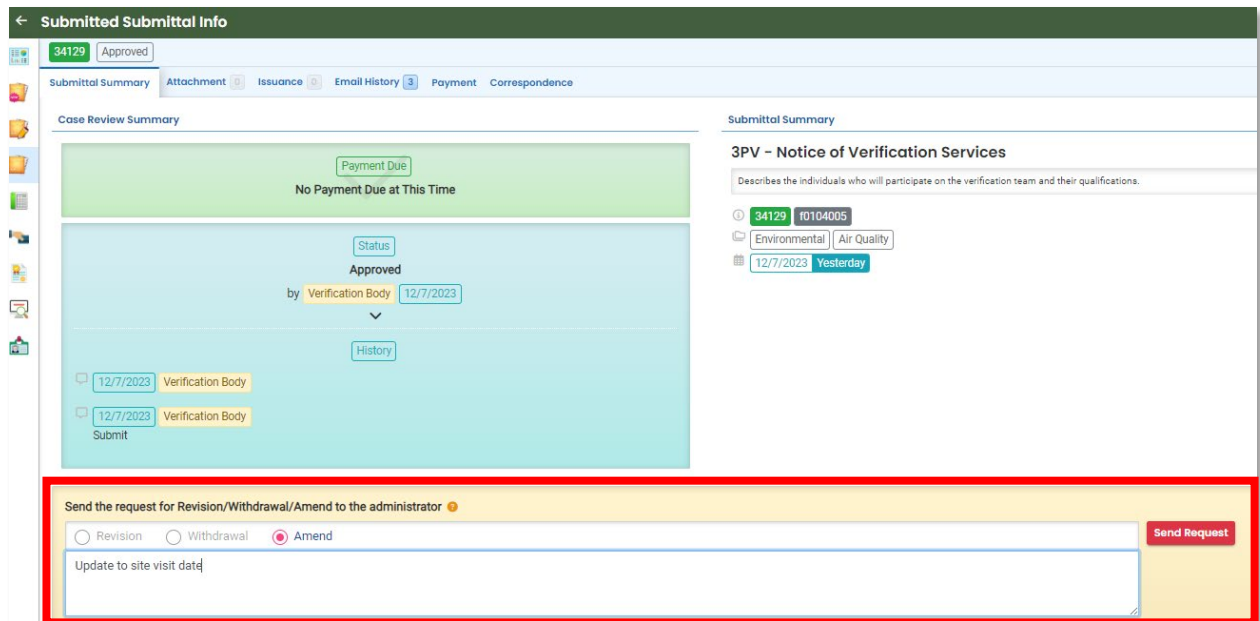
From your dashboard, navigate to your submitted submittals by selecting Submitted from the My Submittals section. If the submittal you would like to amend does not appear, select the "..." at the bottom of the section to open a window which will show all of your submitted forms.



Locate the submittal you wish to amend and select the orange Eye icon.



On the Submitted Submittal Info page, navigate to the yellow box at the bottom of the page and select "Amend". Include a short description of the change you would like to make under "Request Reason", then use the Send Request button to send the request to DEQ.



When your submission is re-opened by DEQ, the system will send a confirmation email.

YourDEQOnline System Message:

Dear Verification Body:

This email provides notice that the following Notice of Verification Services form Submittal Amend Request has been approved. Your submittal is now changed to a pending submittal. You may log into your account, go to the Pending Submittals page, and locate the submittal to amend it.

Submittal Name: 3PV - Notice of Verification Services

Site Name:

Submittal ID: 34129

Submitted By: Verification Body

Submitted Date: 12/7/2023 9:30:00 AM

Applicant Comments:

Authority Comments:

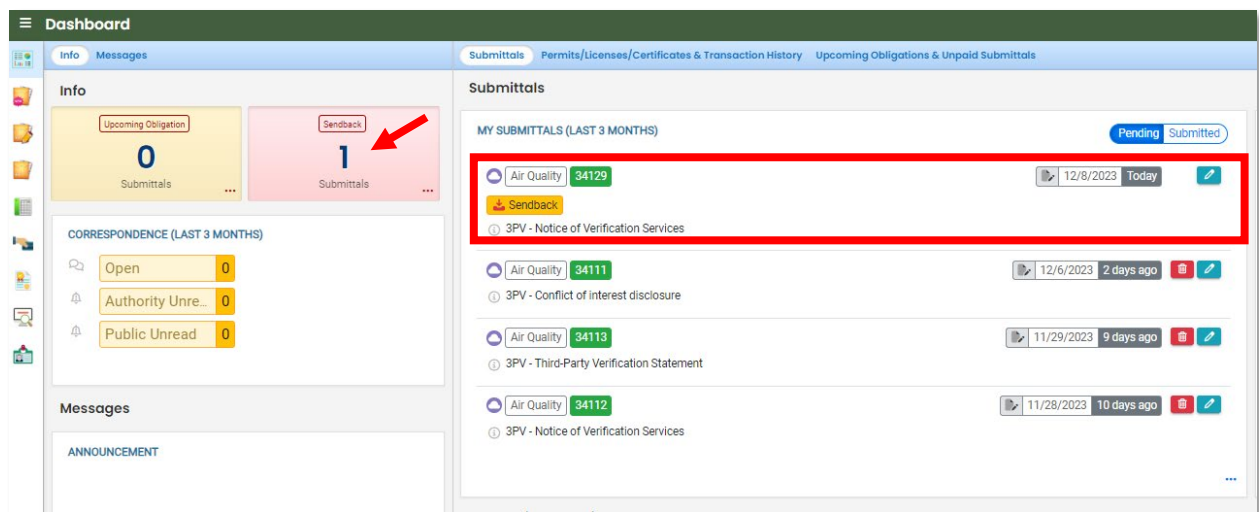
Thank you for using the YourDEQOnline System!

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

Regards,

YourDEQOnline System

You will be able to access your re-opened form submission by selecting the appropriate Submittal ID from the Submittals field on your dashboard. It will be marked with a yellow "Sendback" icon. You may also access it by clicking on the Sendbacks field under Info.



Once your edits are completed, navigate to the Submission tab and fill in the required information to submit.

← 3PV – Notice of Verification Services

* 34129 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

I have read and agree to the above certification statement

Security Question

Security Question: what is the name of your home town newspaper? *

.....

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 a part of our overall security program. We are committed to protecting your information and ensuring that our processes are compliant. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these systems 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 the system may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from access to the system.

> **Submit**

The system will send a confirmation email for your submission. If you are re-submitting a Conflict of Interest form, the system will send a second email when your re-submission has been approved by DEQ and verification activity may resume.

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: 12/8/2023 9:40:20 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