



State of Oregon Department of Environmental Quality

# Verification Statement Instructions Greenhouse Gas Reporting Program

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

## How to use this form

DEQ's Verification Statement form is an embedded web form administered in Adobe Sign. The option to sign the form electronically appears once all required fields have been filled in. The form will ask the first signatory (Lead Verifier) for the name and email address of the second signatory (Independent Reviewer). Prior to submission of the form, Adobe Sign will ask the signatory(s) to provide authentication of the form submission via email. Once authenticated, a confirmation of submission should appear on the screen. Both signatories will also receive an email confirmation at the addresses provided, which contains a link to the submitted form as a PDF download.

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

## Part 1: Responsible entity information

List identifying information for the responsible entity as indicated.

List the report type for which this validation/verification statement is submitted:

- Stationary Source Emissions Data Report
- Electricity Supplier Emissions Data Report
- Fuel Supplier Emissions Data Report
- Natural Gas Supplier Emissions Data Report
- Natural Gas System Emissions Data Report
- Stationary Source Emissions Data Report Containing Process Emissions

"Data Year" is the calendar year covered by the data. For example, reporting that occurred in 2021 must be verified by August 31, 2022 and the "Data Year" is 2021.

## Part 2: Verification body information

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

## Part 3: Attestations

The verification body must attest whether it has found the submitted report to be free of material misstatement, and whether the report is in conformance with the requirements of OAR chapter 340, division 272, and OAR chapter 340, division 215.

## **Part 4: Qualifying statement**

For every qualified positive verification statement, the verification body must explain the nonconformances contained within the report and cite the section(s) in OAR chapter 340, division 215, that corresponds to the nonconformance and why the nonconformances do not result in a material misstatement.

For every adverse verification statement, the verification body must explain all nonconformances or material misstatements leading to the adverse verification statement and cite the section(s) in OAR chapter 340, division 215 that corresponds to the nonconformance(s) and material misstatement(s).

## **Part 5: Signatures**

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

## **Alternative formats**

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