



**YOUR DEQ ONLINE**

# **System Training for Third-Party Verifiers and Verification bodies**





# Agenda

What is Your DEQ Online?

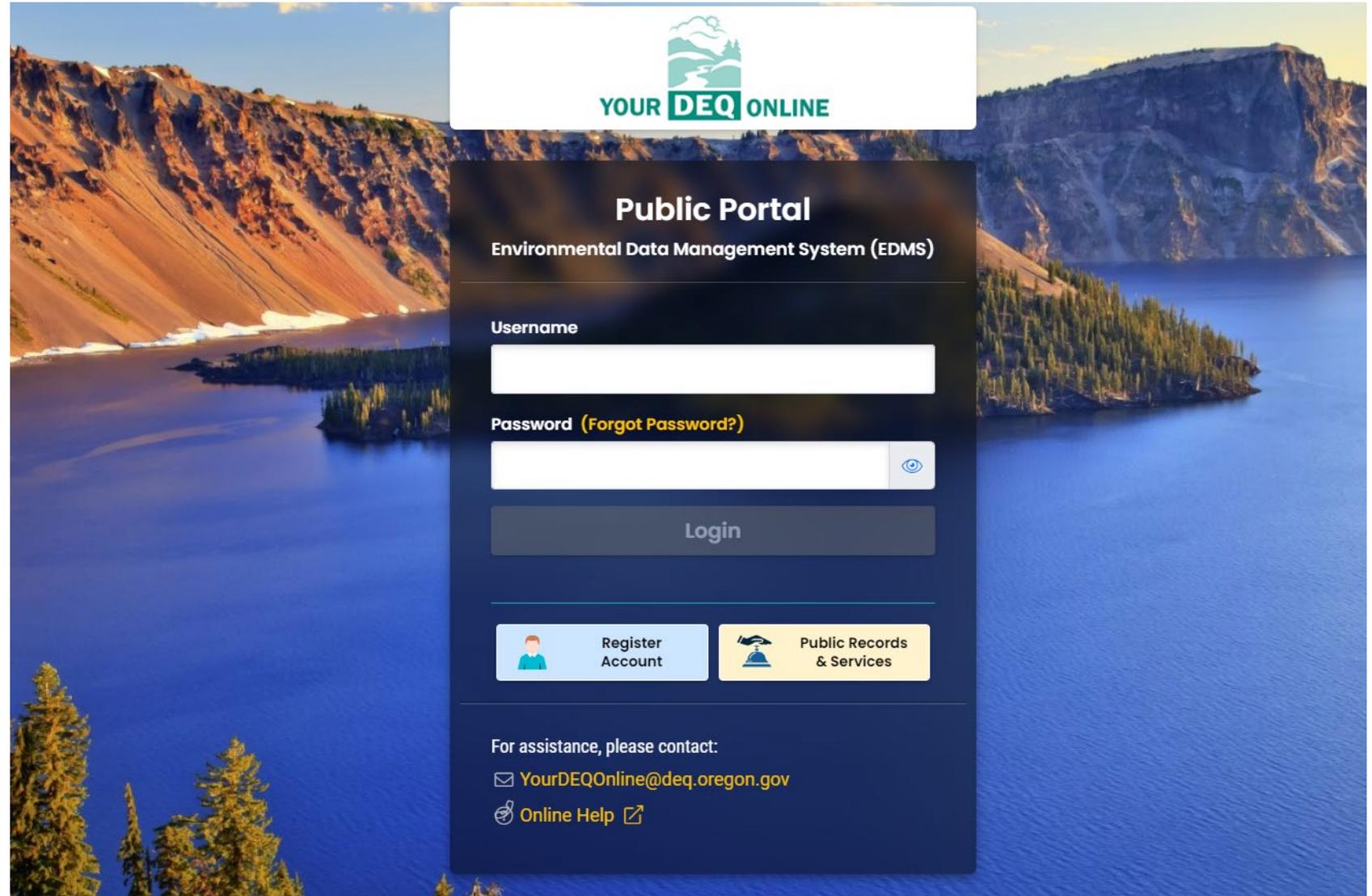
3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources





# Agenda

## What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

- Environmental data management system
- Cloud-based
- Secure and sustainable
- Access from any browser (except Internet Explorer)
- Use as a primary contact point for submittals
- Expect consistent service across Oregon
- Search published content easily
- Reduce paper use, mailing costs
- Get dedicated, expert support





# Agenda

What is Your DEQ Online?

## 3PV process in YDO

### 3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

### 3PV form amendments

### Resources

	Responsible Official (RO)	Consultant
Used by	Verification body	Individual verifiers
Capabilities	Draft and submit third party verification form submittals	Draft third party verification form submittals ONLY
Form access	Conflict of Interest, Notice of Verification Services and Verification Statement forms	Conflict of Interest, Notice of Verification Services and Verification Statement forms
Data access	Only after DEQ approval of COI form	None
Identity verification required	Yes	No



# Agenda

What is Your DEQ Online?

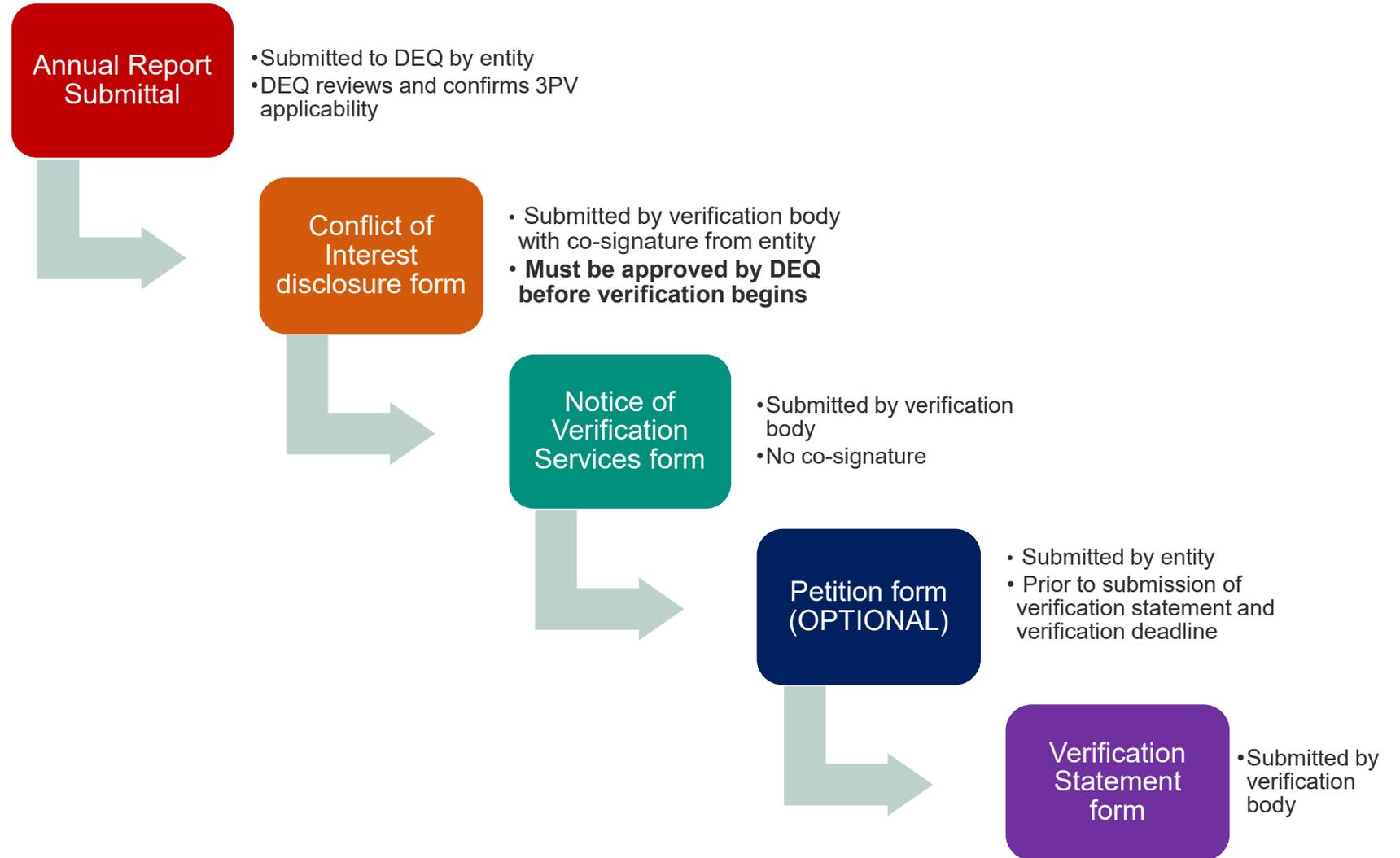
## 3PV process in YDO

3PV forms

- Conflict of Interest
- NOVS
- Verification Statement
- Petition

3PV form amendments

Resources





# Agenda

What is Your DEQ Online?

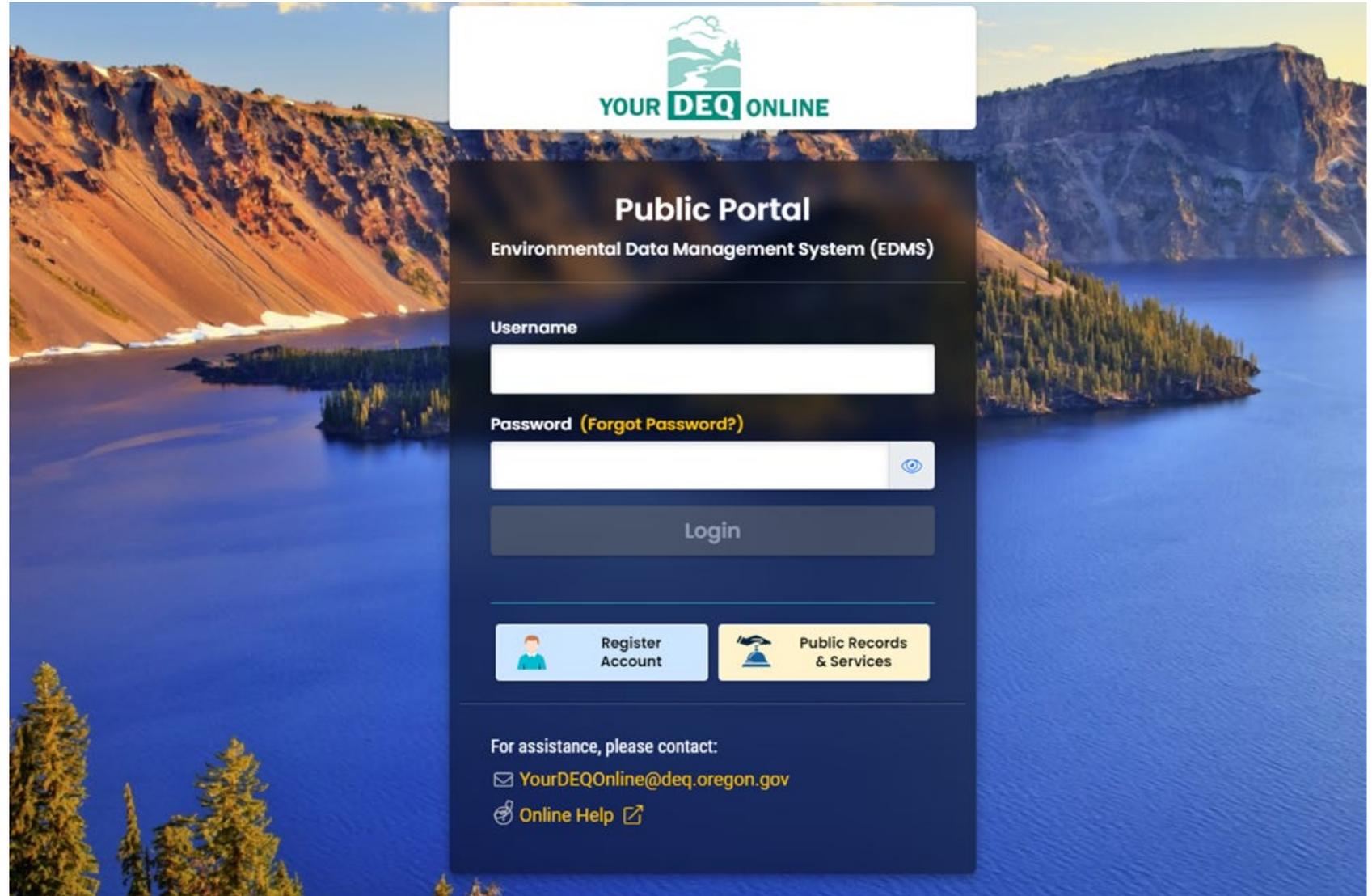
3PV process in YDO

## 3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Conflict of Interest form

The screenshot shows the 'Dashboard' interface of the DEQ Online system. The main navigation bar includes 'Info', 'Messages', 'Submittals', 'Permits/Licenses/Certificates & Transaction History', and 'Upcoming Obligations & Unpaid Submittals'. The 'Submittals' section is active, displaying 'MY SUBMITTALS (LAST 3 MONTHS)' with a 'No submittal record found.' message. On the right, the 'NEW SUBMITTALS' section lists several items, with the first one, '3PV - Conflict of interest disclosure', highlighted with a red border. Other items include '3PV - Notice of Verification Services', '3PV - Third-Party Verification Statement', 'Expedited Enforcement Offer (EEO) Payment', and 'Invoice and Civil Penalty Payment'. The left sidebar shows 'Info' with 'Upcoming Obligation' and 'Sendback' counts at 0, and 'CORRESPONDENCE (LAST 3 MONTHS)' with 'Open', 'Authority Unre...', and 'Public Unread' counts at 0. The 'Messages' section shows an 'ANNOUNCEMENT'.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV- Conflict of Interest Disclosure

\* ?????

1 Basic Info 2 Attachment 3 Payment 4 Review 5 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/regulatee 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

Source ID

Federal Employer ID Number



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV- Conflict of Interest Disclosure

Basic Info 1 Attachment 2 Payment 3 Review 4 Submission 5

Basic 1 Checklist 1

**Responsible Entity Contact Information**

Salutation: [ ] First Name: Responsible M.I.: [ ] Last Name: Entity

Company: Responsible Entity Title: [ ] Email: elizabeth.hardee@deq.oregon.gov

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

**Data Year and Report Information**

Data Year: 2022

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

Report Type: Natural Gas Systems Emissions Data Report

**Responsible entity will provide you with this information**



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

Populates with a list of all lead verifiers approved to lead verification teams for the selected Report Type

Populates with all DEQ-approved lead verifier records



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

Other Verification Team Members

Role	Name	Relationship to VB	Attending Site Visit?
+ Add another DEQ-approved verifier 1			
+ Add a verifier-in-training 2			

Populates with all DEQ-approved verifiers

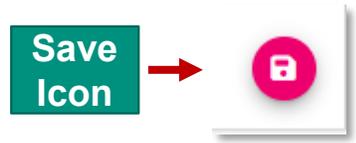
Other Verification Team Members

Role	Name	Relationship to VB	Attending Site Visit?
Verifier 1	64638 3PV Verifier 100 SE Alder St., Portland, OR 97214-2179 License No. 02345 Issue Date 11/14/2023	Employee	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name	Attending Site Visit?	Description of activities to be performed
Test Trainee 2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Clerical support for lead verifier

1 Results

Remember to briefly describe the work to be performed by verifiers-in-training





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV- Conflict of Interest Disclosure

\* 34111 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Basic Checklist

4.1 High Potential Conflict of Interest (OAR 340-272-0500 (2))

Have the verification body and entity shared any management staff or board of directors membership, or has any of the senior management staff of the entity been employed by the verification body or vice versa within the last five years?

Yes  No

Has any member of the verification body provided any type of monetary or non-monetary incentive to the entity to secure this verification services contract, influence verification documentation or influence verification findings?

Yes  No

Has any member of the verification team or verification body provided verification services for the responsible entity except within the time periods in which the responsible entity is allowed to use the same verification body or team members as specified under OAR 340-272-0100(5)?

Yes  No



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

3PV- Conflict of Interest Disclosure

14576 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Basic Checklist

4.2 Medium Potential Conflict of Interest (OAR 340-272-0500 (4))

(a) Are there any personal or family relationships between the employees or management of the entity and any members of the verification body, including subcontractors of the verification body who are members of the verification team?

Yes  No

If yes, list names, titles, and relationships in an attachment. A conflict of interest mitigation plan must also be attached.

(b) Have any members of the verification team, verification body or related entities provided or intend to provide services of any nature to the responsible entity or related entities, either within or outside Oregon, within the previous five years, but are not services that result in a potential for high conflict of interest according to OAR 340-272-0500(2)?

Yes  No

Required.

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

Send Back Attachments

Submittal Information

3PV - Conflict of interest disclosure

f0104004 New

Greenhouse Gas Reporting

Conflict of interest disclosure

Attachment Types

\* represents required attachments.

- \* Mitigation plan for conflict of interest  
Mitigation plan for conflict of interest  
gif jpg jpeg pdf doc docx
- \* Personal or family relationships between the verification body and the responsible entity  
Personal or family relationships between the verification body and the responsible entity  
gif jpg jpeg pdf doc docx

Watch for required attachments under Attachment Types



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

**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

**All three conditions must be met for conflict of interest to be low**



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV- Conflict of Interest Disclosure

\* 14576 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

3 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. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

File Names Type / Size / Date

1 5TestPages.docx DOCX 16 KB 11/9/2023

Doc Type Mitigation plan for conflict of interest

Select Document Type:

Mitigation plan for conflict of interest

Comment

(Remaining Length: 4000)

1 Results

Click to Upload or Drag Files Over Here

Drag and drop any attachments

→



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV- Conflict of Interest Disclosure

34111 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 (  ) hyperlink to open/save/print the PDF form.

- ✓ Basic Info
- ✓ Checklist

**Fees/Payments**

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

**Mandatory Attachment**

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

**Uploaded Attachment**

-  **5TestPages.docx**  
Mitigation plan for conflict of interest  
DOCX 16 KB
-  **1TestPage.docx**  
Personal or family relationships between the verification body and the responsible entity  
DOCX 18 KB



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a verifier Consultant:

**Send Notification To RO**

Click 'eNotify' button to send an email notification.

Select RO:

<b>Verification Body</b>	9712631726	3PVerify@deq.oregon.gov
		Verification Body
		700 NE Multnomah St, Portland 97232

**eNotify**

**3PV- Conflict of Interest Disclosure**

34111 Open

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

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

**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

Required.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

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](mailto: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

The screenshot shows the 'Dashboard' interface with the following components:

- Info Messages** section:
  - Upcoming Obligation: 0 Submittals
  - Sendback: 0 Submittals
- Submittals** section:
  - MY SUBMITTALS (LAST 3 MONTHS)
  - Buttons: Pending, Submitted
  - Highlighted entry: Air Quality 34111 (with a red arrow pointing to the ID), dated 12/6/2023, Today. Description: 3PV - Conflict of interest disclosure.
  - Other entries:
    - Air Quality 34113, dated 11/29/2023, 7 days ago. Description: 3PV - Third-Party Verification Statement.
    - Air Quality 34112, dated 11/28/2023, 8 days ago. Description: 3PV - Notice of Verification Services.
- CORRESPONDENCE (LAST 3 MONTHS)** section:
  - Open: 0
  - Authority Unre...: 0
  - Public Unread: 0



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

← 3PV- Conflict of Interest Disclosure

\* 24125 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: Please request the Responsible Entity to co-sign

Co-Signers				Co-signer's Role			
Responsible	Entity	elizabeth.hardee@deq.oregon.gov	971-263-1726	Entity contact	✉		

+ Add Co-signer

Save Notify All



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

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](mailto:elizabeth.hardee@deq.oregon.gov))

← 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	Entity contact	elizabeth.hardee@deq.ore	971-263-1726	12/5/2023	<b>Signed 12/5/2023</b>

+ Add Co-signer

Save Notify All



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

← 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 to 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 your 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 provided to the system through the use of the system is not guaranteed. Despite our best and dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The user is responsible for their own actions and liabilities from damages resulting from accessing the website or from reliance upon any such information.

**Submit**



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

← 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 3PVVerify@deq.oregon.gov	
Owner Information: Verification Body 971263 3PVVerif	

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



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - **If prepared by VB**
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

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](mailto:yourdeqonline@deq.oregon.gov)

Regards,

YourDEQOnline Team



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - **If prepared by verifier**
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

# Notice of Verification Services form

The screenshot shows the 'Dashboard' interface with the following sections:

- Info:** Two cards showing '0 Submittals' for 'Upcoming Obligation' and 'Sendback'.
- CORRESPONDENCE (LAST 3 MONTHS):** A table with columns for status and count:
 

Open	0
Authority Unre...	0
Public Unread	0
- Messages:** A section for 'ANNOUNCEMENT'.
- Submittals:** A section titled 'MY SUBMITTALS (LAST 3 MONTHS)' with tabs for 'Pending' and 'Submitted'. It contains a message: 'No submittal record found.'
- NEW SUBMITTALS:** A list of new submittals with a 'My Favorite' and 'Popular' filter. The items are:
  - Air Quality: 3PV - Conflict of interest disclosure
  - Air Quality: 3PV - Notice of Verification Services** (highlighted with a red box)
  - Air Quality: 3PV - Third-Party Verification Statement
  - GovOnline: Expedited Enforcement Offer (EEO) Payment
  - GovOnline: Invoice and Civil Penalty Payment



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - **If prepared by verifier**
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV – Notice of Verification Services

77777

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before a verification body commences any verification services for the responsible entity, it must submit this form to DEQ. The form must be submitted after DEQ has notified the responsible entity and verification body in writing that verification services may proceed.

Verifiers: If filling in this form on behalf of your verification body, please note that you will not be able to submit the form. On the Submission tab, you will be able to select your verification body and notify them the form has been drafted. The Submittal RID of the Report to be verified field is accessible only to verification body account holders.

**Basic Information**

Submittal RID of the Report to be Verified

Required.

The data year for an emissions data report is the year covered by the reported data (for example, for 2021 data verified in 2022, the data year is 2021). Please enter the legal entity subject to verification for the responsible entity name. Related entities of the responsible entity should be listed on separate forms.

Data year: 2022

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



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - **If prepared by verifier**
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

**Reporting and Facility Information**

Responsible Entity Name  
Entity Natural Gas System

**Responsible Entity Contact Information**

Salutation: [ ] First Name: Responsible M.I.: [ ] Last Name: Entity

Company: Responsible Entity Title: Environmental Manager Email: elizabeth.hardee@deq.oregon.gov

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

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**

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

Date of the site visit	Facility Name
2024-09-02	Entity Natural Gas System

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

Date of the site visit: 09/02/2024

Facility Name: Entity Natural Gas System Facility address: 601 East Drive

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

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

Example description

(Remaining Length: 3981)

1 Results



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

Populates with all lead verifiers who are approved to provide services for the report type selected

← 3PV – Notice of Verification Services

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Lead Verifier**

Verification Team Leader

64647 GHG- Petroleum and natural gas systems annual report (Subpart W)- lead verifier

Lead Verifier License No. V01 Issue Date 11/16/2023

700 NE Multnomah St, Portland, OR 97232

Attending site visit?  Yes  No

**Independent Review**

Independent Reviewer

64651 GHG- Petroleum and natural gas systems annual report (Subpart W)- lead verifier

Independent Reviewer License No. V02 Issue Date 11/17/2023

700 NE Multnomah St, Portland, OR 97232

Relationship to VB

Employee

Populates with all lead verifiers



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- **Conflict of Interest**
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

Other Verification Team Members

Role	Name	Relationship to VB	Attending Site Visit?
+ Add another DEQ-approved verifier 1			
+ Add a verifier-in-training 2			

Populates with all DEQ-approved verifiers

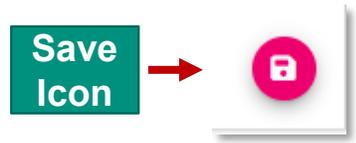
Other Verification Team Members

Role	Name	Relationship to VB	Attending Site Visit?
Verifier 1	64638 3PV Verifier 100 SE Alder St., Portland, OR 97214-2179 License No. 02345 Issue Date 11/14/2023	Employee	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name	Attending Site Visit?	Description of activities to be performed
Test Trainee 2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Clerical support for lead verifier

1 Results

Remember to briefly describe the work to be performed by verifiers-in-training





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - **If prepared by verifier**
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV – Notice of Verification Services

34112 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 (  ) hyperlink to open/save/print the PDF form.

× Basic Info

**Fees/Payments**

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

**Mandatory 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.

**Uploaded Attachment**



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - **If prepared by verifier**
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a verifier Consultant:

**Send Notification To RO**

Click 'eNotify' button to send an email notification.

Select RO:

<b>Verification Body</b>	9712631726	3PVerify@deq.oregon.gov
		Verification Body
		700 NE Multnomah St, Portland 97232

**eNotify**

**3PV – Notice of Verification Services**

34112 Open

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

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Please check the required fields on the form.

**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.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - If prepared by verifier
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that a Notice of Verification Services form is completed and ready for your review and submission as follows:

Submission Name: 3PV - Notice of Verification Services

Submission ID: 34129

Preparer Name: Lead Verifier

Preparer Email: [testverifier3PV@gmail.com](mailto:testverifier3PV@gmail.com)

Preparer Phone: 971-263-1726

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

Entity: Entity Natural Gas System

Report Type: Natural Gas Systems Emissions Data Report

Thank you for using the YourDEQOnline System!

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

Regards,  
YourDEQOnline System

The screenshot shows the 'Dashboard' interface with a 'Submittals' tab selected. Under 'MY SUBMITTALS (LAST 3 MONTHS)', there is a table of entries. The first entry is highlighted with a red box and a red arrow pointing to the ID '34129'. The entry details are: 'Air Quality 34129', dated '12/7/2023', 'Today', and in 'Pending' status. Below it are other entries for '3PV - Conflict of interest disclosure', '3PV - Third-Party Verification Statement', and another '3PV - Notice of Verification Services'.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - If prepared by verifier
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## If preparing as a Verification Body RO:

← 3PV – Notice of Verification Services

\* 34128 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



# If preparing as a Verification Body RO:

## Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- **NOVS**
  - If prepared by verifier
  - **If prepared by VB**
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

← 3PV – Notice of Verification Services

34128 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: 34128 | Name: 3PV - Notice of Verification Services

Submittal Date:

Submittal By:

Owner Information:

**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



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - **If prepared by VB**

3PV form amendments

Resources

## Verification Statement form

The screenshot displays the DEQ Online dashboard interface. The main navigation bar includes 'Dashboard', 'Messages', 'Submittals', 'Permits/licenses/Certificates & Transaction History', and 'Upcoming Obligations & Unpaid Submittals'. The 'Info' section shows 'Upcoming Obligation' and 'Sendback' counts, both at 0. The 'CORRESPONDENCE (LAST 3 MONTHS)' section shows 'Open', 'Authority Unre...', and 'Public Unread' counts, all at 0. The 'Messages' section shows an 'ANNOUNCEMENT'. The 'Submittals' section shows 'MY SUBMITTALS (LAST 3 MONTHS)' with a 'No submittal record found.' message. The 'NEW SUBMITTALS' section lists several items, with the '3PV - Third-Party Verification Statement' item highlighted in red. Other items include '3PV - Conflict of interest disclosure', '3PV - Notice of Verification Services', 'Expedited Enforcement Offer (EEO) Payment', and 'Invoice and Civil Penalty Payment'.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - **If prepared by VB**

3PV form amendments

Resources

# Verification Statement form

← Third Party Verification Statement

34130 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Part I: Responsible entity information

Submittal RID of the Report to be Verified

Submission ID:24124 Facility ID:174123 Facility Name:Entity Natural Gas System

Forms/Receipt

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

Receipt of GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)

Attachments

Testsheet.xlsx  
Petroleum and Natural Gas System Emissions quantification

Responsible entity name

Entity Natural Gas System

Data year 2022

Report type Natural Gas Systems Emissions Data Report

Facility name (if applicable) Entity Natural Gas System

Source ID (for stationary sources only)

Federal Employer ID Number



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - **If prepared by VB**

3PV form amendments

Resources

# Verification Statement form

## Part 3: Attestations

1. Material misstatement. This verification statement attests that the reported values are:

- Reasonably assured of being free of material misstatement
- Not reasonably assured of being free of material misstatement

2. Conformance with regulations. This verification statement attests that:

- The reported values are reasonably assumed to be in conformance with OAR 340-215
- The reported values include one or more nonconformances with OAR 340-215 and/or OAR 340-272 which do not result in a material misstatement or a failure to fix correctable errors as outlined in OAR 340-272-0435 (2)
- The reported values are not reasonably assured of being in conformance with OAR 340-215 and/or OAR 340-272, and/or correctable errors exist that are not in conformance with OAR 340-272-0435 (2)

3. As a result of the selections above, the final verification statement is:

- Positive: Reported values are reasonably assumed to be free of material misstatement and reasonably assured to be in conformance with OAR 340-215 and OAR 340-272
- Qualified Positive: Reported values are reasonably assumed to be free of material misstatement but may include one or more other nonconformances with OAR 340-215 and OAR 340-272 that do not result in a material misstatement or a failure to fix correctable errors as detailed in OAR 340-272-0435 (2)
- Adverse: Reported values are out of conformance with OAR 340-215, OAR 340-272, OAR 340-272-0435 (2) and/or not reasonably assured to be free of material misstatement



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - **If prepared by VB**

3PV form amendments

Resources

## Verification Statement form

### 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

0

Indicate the number of material misstatements corrected

0

Indicate the number of nonconformances identified

1

Indicate the number of nonconformances corrected

0





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - **If prepared by VB**

3PV form amendments

Resources

## Verification Statement form

← Third Party Verification Statement

34113 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 (  ) 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.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - **If prepared by verifier**
  - If prepared by VB

3PV form amendments

Resources

## If prepared by a verifier Consultant:

**Send Notification To RO**

Click 'eNotify' button to send an email notification.

Select RO:

<b>Verification Body</b>	9712631726	3PVerify@deq.oregon.gov
		Verification Body
		700 NE Multnomah St, Portland 97232

**eNotify**

**Third Party Verification Statement**

34113 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Please check the required fields on the form.

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.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

YourDEQOnline System Message:

Dear Verification Body:

This email serves to inform you that a Verification Statement form is completed and ready for your review and submission as follows:

Submission Name: 3PV - Third-Party Verification Statement

Submission ID: 34131

Preparer Name: Lead Verifier

Preparer Email: [testverifier3PV@gmail.com](mailto:testverifier3PV@gmail.com)

Preparer Phone: 971-263-1726

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

Entity: Entity Natural Gas System

Rep: **Dashboard**

The screenshot shows the 'Submittals' section of the dashboard. Under 'MY SUBMITTALS (LAST 3 MONTHS)', there is a list of entries. The first entry is highlighted with a red box and an arrow pointing to the submission ID '34131'. The entry details are: 'Air Quality' (34131), dated '12/8/2023 Today', with 'Pending' and 'Submitted' status buttons. Below it are other entries: 'Air Quality' (34111) dated '12/6/2023 2 days ago', 'Air Quality' (34113) dated '11/29/2023 9 days ago', and 'Air Quality' (34112) dated '11/28/2023 10 days ago'.





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

← 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	

+ Add Co-signer

Save Notify All

Pro tip! You can use the mail icon next to your co-signers' name to re-send the notification that the form is ready for co-signature.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

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](mailto:lhelectric3pvtest@gmail.com)).

Thank you for using the YourDEQOnline System!

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

Regards,  
YourDEQOnline System



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

The screenshot shows the 'Dashboard' interface with the following sections:

- Info**: Two boxes showing 'Upcoming Obligation' and 'Sendback' counts, both at 0.
- CORRESPONDENCE (LAST 3 MONTHS)**: Three categories: 'Open' (0), 'Authority Unre...' (0), and 'Public Unread' (0).
- Messages**: An 'ANNOUNCEMENT' section.
- Submittals**: A list of submittals under 'MY SUBMITTALS (LAST 3 MONTHS)'. The first entry is highlighted with a red box:
 

Air Quality	34130	12/7/2023	Today	[Icons]
3PV - Third-Party Verification Statement				



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

← Third Party Verification Statement

\* 34130 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Security Question

Security Question: What is the first and last name of your oldest sibling? \*

.....

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 to our security measures, 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 confidentiality of your 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 provided to the system is not guaranteed. The system, agencies, officers, and employees make dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The system, agencies, officers, and employees are not liable for damages resulting from accessing the website or from reliance upon any such information.

Submit



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- **Verification Statement**
  - If prepared by verifier
  - **If prepared by VB**

3PV form amendments

Resources

## If prepared by the Verification Body RO:

**Third Party Verification Statement**

34130 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:	34130	<b>YourDEQOnline System Message:</b>	
Submittal Date:	12/7/2023, 02:13 PM	<b>Dear Verification Body:</b>	
Submittal By:	Verification Body 9712631726 3PVerify@deq.oreg	This email serves to inform you that <b>we have received your Verification Statement form submission:</b>	
Owner Information:	Verification Body 9712631726 3PVerify@deq.oreg	Submission Name: 3PV - Third-Party Verification Statement Submission ID: 34130 Submitted Date: 12/7/2023 2:13:44 PM Submitted By: Verification Body	

**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



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

**3PV form amendments**

Resources

## Amending a form submission:

Circumstances where form amendments may be needed:

- Adding a new verification team member
- Changing a site visit date or location
- If any information changes between the submission of the COI and submission of the NOVS
- A new potential for conflict of interest is discovered
- A mistake was made on the original form submission



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

## 3PV form amendments

Resources

# Amending a form submission:

**Dashboard**

**Info Messages** | **Submittals** | Permits/Licenses/Certificates & Transaction History | Upcoming Obligations & Unpaid Submittals

**Info**

Upcoming Obligation: 0 Submittals

Sendback: 0 Submittals

**CORRESPONDENCE (LAST 3 MONTHS)**

Open: 0

Authority Unre...: 0

Public Unread: 0

**Messages**

ANNOUNCEMENT

**Submittals**

**MY SUBMITTALS (LAST 3 MONTHS)**

Pending Submitted

Category	ID	Date	Status	Icon
Air Quality	34131	12/8/2023 Today	Pending	👁️
3PV - Third-Party Verification Statement				
Air Quality	34130	12/7/2023 Yesterday	Submitted	👁️
3PV - Third-Party Verification Statement				
Air Quality	34129	12/7/2023 Yesterday	Submitted	👁️
3PV - Notice of Verification Services				
Air Quality	34128	12/7/2023 Yesterday	Submitted	👁️
3PV - Notice of Verification Services				
Air Quality	34127	12/6/2023 2 days ago	Submitted	👁️
3PV - Conflict of interest disclosure				

**More options** → ...

# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Amending a form submission:

The screenshot displays the 'Submitted Submittals' interface. On the left, there are filter criteria for Keywords, Submitted Date (set to 'Last 30 days'), Submittal Type, and Indicator (including Revision Request, Amend Request, Withdrawal Request, and Unpaid Submittal). The main table lists submittals with columns for status, action, and verification body. The row for submittal 34129 (Air Quality, 3PV - Notice of Verification Services) is highlighted with a red box. A red arrow points to the 'Amend Request' icon in the action column of this row.

Submittal ID	Status	Action	Verification Body	Submitted Date
34131	Complete Submittal	Action New	Verification Body	12/8/2023 Today
34130	Complete Submittal	Action New	Verification Body	12/7/2023 Yesterday
34129	Approved	Action New	Verification Body	12/7/2023 Yesterday
34128	Approved	Action New	Verification Body	12/7/2023 Yesterday
34127	Approved	Action New	Verification Body	12/6/2023 2 days ago
24125	Complete Submittal	Action New	Verification Body	12/6/2023 2 days ago



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Amending a form submission:

Submitted Submittal Info

34129 Approved

Submittal Summary Attachment Issuance Email History (3) Payment Correspondence

Case Review Summary

Payment Due  
No Payment Due at This Time

Status  
Approved  
by Verification Body 12/7/2023

History

12/7/2023 Verification Body  
12/7/2023 Verification Body  
Submit

Submittal Summary

3PV - Notice of Verification Services

Describes the individuals who will participate on the verification team and their qualifications.

34129 f0104005  
Environmental Air Quality  
12/7/2023 Yesterday

Send the request for Revision/Withdrawal/Amend to the administrator

Revision  Withdrawal  Amend

Update to site visit date

Send Request



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Amending a form submission:

YourDEQOnline System Message:

Dear Verification Body:

This email provides notice that the following **g 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: Update to site visit date

Authority Comments: Amend request approved. Please modify site visit date and re-submit.

Thank you for using the YourDEQOnline System!

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

Regards,

YourDEQOnline System



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Amending a form submission:

The screenshot shows the 'Dashboard' interface with the 'Submittals' tab selected. The 'Info' section on the left shows 'Upcoming Obligation' with 0 submittals and 'Sendback' with 1 submittal. The 'CORRESPONDENCE (LAST 3 MONTHS)' section shows 0 Open, Authority Unre..., and Public Unread items. The 'Messages' section shows an ANNOUNCEMENT. The 'Submittals' section on the right lists 'MY SUBMITTALS (LAST 3 MONTHS)' with a 'Pending' filter. The first submission is highlighted with a red box and a red arrow pointing to the 'Sendback' button. The submission details are: Air Quality 34129, dated 12/8/2023 (Today), with a 'Sendback' button and a '3PV - Notice of Verification Services' status.



# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

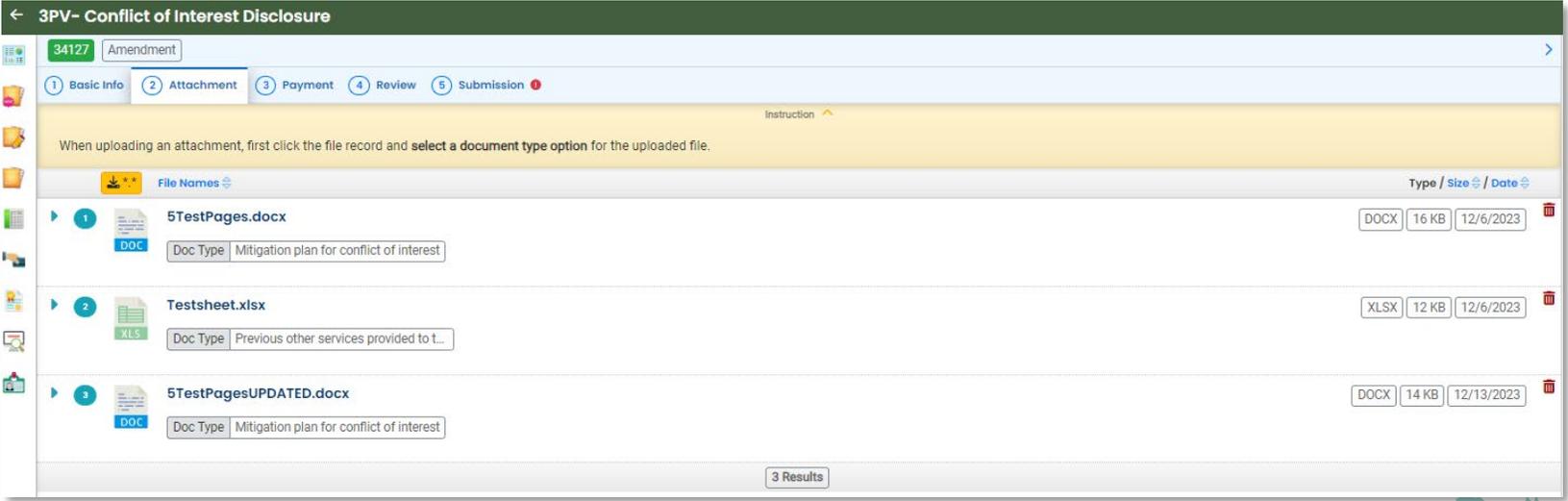
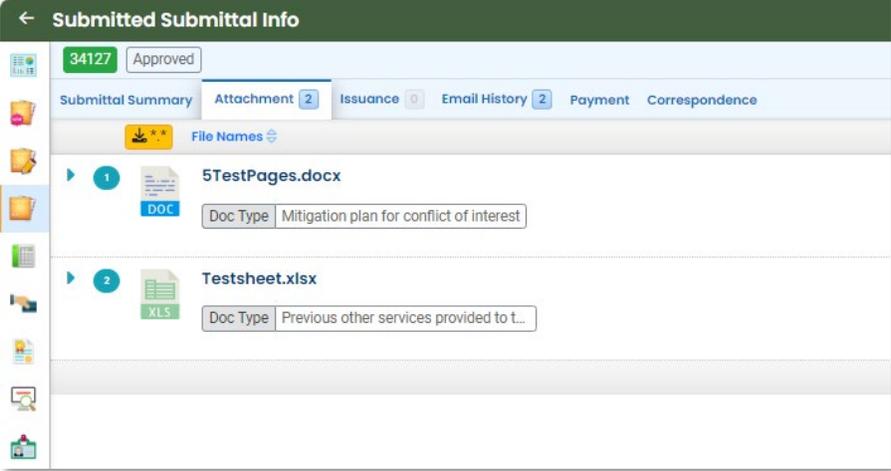
3PV form amendments

Resources

## Amending attachments:

Original submission

Updated submission





# Agenda

What is Your DEQ Online?

3PV process in YDO

3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

3PV form amendments

Resources

## Amending a form submission:

← 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 compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the system. The system will be terminated at our discretion at any time.

**Disclaimer**

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information may result. The visitor proceeds to any external sites at their own risk. The development company expresses no warranty for the use of the system.

> **Submit**

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



# Agenda

## What is Your DEQ Online?

### 3PV process in YDO

### 3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

### 3PV form amendments

## Resources

# YourDEQOnlineHelp.Oregon.gov

## How to Enter Submittals in Your DEQ Online

Do you need assistance with Your DEQ Online submittals? Submittals include permit, license or certification applications, renewals, reporting obligations and other services from the DEQ programs listed below. Click on any of the program menus below to see helpful resources.

If you need further assistance, please contact the [Your DEQ Online Helpdesk](#) anytime Monday through Friday from 8 a.m. to 5 p.m. We are closed during [state observed holidays](#).

### User guides and program resources

	Air Quality	Land Quality	Water Quality
Modernization Project Underway: Your DEQ Online	Asbestos +	Hazardous Waste Program +	401 Certification +
Programs participating in Your DEQ Online			
How to Enter Submittals in Your DEQ Online			
Your DEQ Online Account Registration			
Your DEQ Online Payments			
Your DEQ Online Public Records			
Your DEQ Online Public Involvement			
ABOUT YOUR DEQ ONLINE PROJECT			
Land Use Compatibility Statement			
	Climate Protection Program +	<a href="#">Login to Your DEQ Online Public Portal</a>	Industrial and Construction Stormwater +
	Gasoline Transporter Permits +	<b>Need Help?</b> For technical and submittal assistance: <a href="#">Contact Your DEQ Online Helpdesk</a>	Sewage Disposal Service Program +
	<b>Greenhouse Gas Reporting and Third-party Verification +</b>	For Your DEQ Online questions email: <a href="mailto:YourDEQOnline@deq.oregon.gov">YourDEQOnline@deq.oregon.gov</a>	Underground Injection Control (UIC) +
	Sign up for GovDelivery to receive Your DEQ Online updates.		Wastewater Operator Certification +



# Agenda

## What is Your DEQ Online?

### 3PV process in YDO

### 3PV forms

- Conflict of Interest
  - If prepared by verifier
  - If prepared by VB
- NOVS
  - If prepared by verifier
  - If prepared by VB
- Verification Statement
  - If prepared by verifier
  - If prepared by VB

### 3PV form amendments

## Resources

# YourDEQOnlineHelp.Oregon.gov

## How to Enter Submittals in Your DEQ Online

Do you need assistance with Your DEQ Online submittals? Submittals include permit, license or certification applications, renewals, reporting obligations and other services from the DEQ programs listed below. Click on any of the program menus below to see helpful resources. If you need further assistance, please contact the Your DEQ Online Helpdesk anytime Monday through Friday from 8 a.m. to 5 p.m. We are closed during [state observed holidays](#).

**Modernization Project Underway: Your DEQ Online**

**Programs participating in Your DEQ Online**

**How to Enter Submittals in Your DEQ Online**

**Your DEQ Online Account Registration**

**Your DEQ Online Payments**

**Your DEQ Online Public Records**

**Your DEQ Online Public Involvement**

**ABOUT YOUR DEQ ONLINE PROJECT**

**Land Use Compatibility Statement**

**User guides and program resources**

**Air Quality**

- Asbestos
- Climate Protection Program
- Gasoline Transporter Permits
- Greenhouse Gas Reporting and Third-party Verification

**Land Quality**

- Hazardous Waste Program
- [Login to Your DEQ Online Public Portal](#)

**Water Quality**

- 401 Certification
- Industrial and Construction Stormwater

**Need Help?**

For technical and submittal assistance:

[Contact Your DEQ Online Helpdesk](#)

For Your DEQ Online questions email: [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)

Sign up for GovDelivery to receive Your DEQ Online updates.

[Help Center](#) / [Your DEQ Online Helpdesk](#)

## Your DEQ Online Helpdesk

Welcome to the Helpdesk! We are here to answer technical questions and resolve issues with using the Your DEQ Online system. You can submit a request using the options provided below.

**What can we help you with?**

- Public user request**  
Use this form if you are a member of the general public, but not a regulated business.
- Regulated community request**  
Use this form if you are part of the DEQ regulated community.
- DEQ staff request**  
Use this form only if you are a DEQ employee.



# Thank you!

[YourDEQOnline.oregon.gov](http://YourDEQOnline.oregon.gov)

# Title VI and alternative formats

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities.

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

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