

Massachusetts Department of Environmental Protection
Greenhouse Gas Reporting Program



Application for Verification Body Recognition

Version 1.0

Name of Applicant Organization

Date Submitted

1. Overview

In August 2008, Governor Patrick signed the [Global Warming Solutions Act \(GWSA\)](#), making Massachusetts one of the first states in the nation to move forward with a comprehensive regulatory program to address climate change. The Act requires an 80 percent reduction of greenhouse gas emissions economy-wide by 2050, with a 2020 target to be set between 10 and 25 percent below 1990 levels. One provision of the GWSA requires for the Massachusetts Department of Environmental Protection (MassDEP) to adopt regulations requiring facilities to report and verify greenhouse gas (GHG) emissions. These regulations were finalized in June 2009 as 310 CMR 7.71, Reporting of GHG Emissions; the specific verification requirements are at 310 CMR 7.71(7). The regulation, and additional information about the GHG reporting program, is available at <http://www.mass.gov/dep/air/climate/reporting.htm>.

The MassDEP GHG reporting program requires facility GHG emissions reports to be verified by a third party beginning in 2011. Approximately 300 facilities in Massachusetts are required to report and verify GHG emissions, including:

- Facilities which emit more than 5,000 short tons per year of GHGs on a CO₂-e basis
- Facilities that have an "Air Operating Permit" from MassDEP (as established in 310 CMR 7.00: Appendix C)

All facilities are required to verify emissions reports once every three years. MassDEP has established a staggered implementation schedule, beginning in 2011, for facilities subject to GHG reporting requirements. MassDEP expects that these facilities will be distributed into the three categories shown in the table below:

Criteria	Reporting Deadline for First GHG Report	Reporting Deadline for First GHG Report Subject to Verification	Verification Deadline (submittal of the final verification statement to MassDEP)
Reported ≥25,000 short tons CO ₂ in 2009	June 15, 2010 (2009 emissions)	April 15, 2011 (2010 emissions)	December 31, 2011
Reported ≥10,000 short tons CO ₂ e in 2010 (but not required to verify 2010 emissions)	June 15, 2010 (2009 emissions)	April 15, 2012 (2011 emissions)	December 31, 2012
All other facilities (including voluntary reporters)	June 15, 2010 (2009 emissions)	April 15, 2013 (2012 emissions)	December 31, 2013

Retail sellers of electricity that choose to document emissions from a particular generating facility are also subject to a verification requirement.

An organization that intends to provide verification services for the MassDEP GHG Reporting Program must be:

1. **Accredited by the American National Standards Institute (ANSI) to ISO 14065:2007.** For information about applying to ANSI's GHG accreditation program, please visit [ANSI's website](#) and the [ANSI GHG Accreditation Program FAQs](#).
2. **Recognized by The Climate Registry.** For information about The Climate Registry's recognition requirements, please review The Climate Registry's [Guidance on Accreditation](#) and visit www.theclimateregistry.org.
3. **Aware of all relevant provisions of the MassDEP GHG reporting regulation, 310 CMR 7.71.** All lead verifiers that intend to provide services for the MassDEP GHG Reporting Program must complete the following two-part training:
 - a. Read and understand 310 CMR 7.71 (1) – (8)
 - b. Participate in MassDEP's webinar training for Verification Bodies (VBs).

To apply to be recognized by MassDEP, a prospective VB must submit to MassDEP in accordance with these instructions a fully completed Massachusetts *Application for Verification Body Recognition (VB Application)*, including all forms and required attachments. Following these instructions will ensure that the *VB Application* contains all necessary information and is submitted properly.

2. Submission Instructions

Submit the completed *VB Application* to MassDEP by emailing a completed electronic copy to climate.strategies@state.ma.us.

Please submit attachments as separate electronic documents, and include the form numbers (e.g. Form 2 Attachment) in the file names of the documents.

Questions about this form and how to submit it should be directed to climate.strategies@state.ma.us or 617-292-5610.

3. VB Application Forms

The *VB Application* includes five (5) forms:

- Form 1 – Contact Information
- Form 2 – Documentation of ANSI ISO14065 Accreditation
- Form 3 – Documentation of Recognition by The Climate Registry
- Form 4 – Evidence of Attendance of MassDEP training for VBs
- Form 5 – Attestations

Form 1: Contact Information

Name of Applicant (Organization):

Name of Point-of-Contact:

Title of Point-of-Contact:

Mail Address:

Telephone Number:

Fax Number:

E-mail:

Website URL:

Describe the nature of the Applicant’s core business or organization.

Additionally, describe the structure of the Applicant’s organization, including whether the entity is a sole proprietorship, partnership, limited partnership, limited liability company (LLC), limited liability partnership (LLP), corporation (for-profit), nonprofit corporation (not-for-profit), or cooperative. If a field below is not applicable or is unanswerable, respond with “NA”.

Describe the Nature of the Applicant’s Core Business or Organization and Organizational Structure:

Place of Incorporation:

Federal Tax Identification Number:

Dun & Bradstreet or DUNS Number:

Year Founded:

Please provide the following contact information for one of your office locations as you would like it to appear on MassDEP's website list of recognized VBs.

CHECK THIS BOX IF SAME AS ON TOP OF FIRST PAGE OF FORM 1.

Name of Point-of-Contact:

Title of Point-of-Contact:

Mail Address:

Telephone Number:

Fax Number:

E-mail:

Website URL:

Form 2: Documentation of ANSI ISO 14065 Accreditation

Provide the following details of the Applicant’s ANSI ISO 14065 accreditation in the fields below. Attach a copy of the certificate of accreditation. The attachment must include a header that identifies it as an attachment to Form 2.

ANSI Accreditation No.:

Date of Initial Accreditation:

Accreditation Valid Until:

Organizational-Level Sector Scopes of ANSI Accreditation:

** Note: MassDEP does not currently require sector-specific accreditation beyond ANSI Scope 1 - General; however, this section is required to be completed for informational purposes.*

Check the box for all organizational-level sectors for which Applicant is currently accredited as of the submittal date of this application:

<input type="checkbox"/>	1. General
<input type="checkbox"/>	2. Manufacturing
<input type="checkbox"/>	3. Power Generation
<input type="checkbox"/>	4. Electric Power Transactions
<input type="checkbox"/>	5. Mining and Mineral Production
<input type="checkbox"/>	6. Metals Production
<input type="checkbox"/>	7. Chemical Production
<input type="checkbox"/>	8. Oil and Gas Extraction, Production and Refining, included Petrochemicals
<input type="checkbox"/>	9. Waste
<input type="checkbox"/>	10. Agriculture, Forestry and Other Land Use (AFOLU)

Has the Applicant’s ANSI accreditation ever been suspended or withdrawn? If yes, please describe the grounds for suspension/withdrawal and the measures taken to become re-accredited:

Form 3: Documentation of Recognition by The Climate Registry

Provide the following details of the Applicant's status as a Verification Body recognized by The Climate Registry in the fields below. Attach a copy of The Climate Registry recognition letter. The attachment must include a header that identifies it as an attachment to Form 3.

Date of Recognition Letter:

Has the Applicant's Registry recognition ever been suspended or withdrawn? If yes, please describe the grounds for suspension/withdrawal and the measures taken to become re-accredited:

Form 4 – Evidence of Attendance of MassDEP training for VBs

Identify the members of your organization’s verification staff that have attended MassDEP’s training for VBs as of the submittal date of this application. VBs recognized by MassDEP are encouraged to update Form 4 to list all lead verifiers that provide services for the MassDEP GHG Reporting Program.

Verification Staff	Date Completed Review of 310 CMR 7.71(1) through (8)	Date Attended Live or Recorded Webinar Training	Role(s) (check all that apply)
Name: Title: Address: Phone: E-mail:			<input type="checkbox"/> Lead Verifier <input type="checkbox"/> Verifier <input type="checkbox"/> Independent Peer Reviewer <input type="checkbox"/> Technical Expert <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other:
Name: Title: Address: Phone: E-mail:			<input type="checkbox"/> Lead Verifier <input type="checkbox"/> Verifier <input type="checkbox"/> Independent Peer Reviewer <input type="checkbox"/> Technical Expert <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other:
Name: Title: Address: Phone: E-mail:			<input type="checkbox"/> Lead Verifier <input type="checkbox"/> Verifier <input type="checkbox"/> Independent Peer Reviewer <input type="checkbox"/> Technical Expert <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other:
Name: Title: Address: Phone: E-mail:			<input type="checkbox"/> Lead Verifier <input type="checkbox"/> Verifier <input type="checkbox"/> Independent Peer Reviewer <input type="checkbox"/> Technical Expert <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other:

Form 5: Certification

I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature

Date

Printed Name

Title

Organization