

MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION



Greenhouse Gas Reporting Program

VERIFICATION PROCESS CHECKLIST VERSION 2.0 (JULY 12, 2011)

The purpose of this document is to guide Massachusetts (MA) Facilities subject to the MA GHG Reporting Program, 310 CMR 7.71, and MassDEP-recognized Verification Bodies through the steps of the verification process.

The regulation, verification forms, verification training webinars, a Frequently Asked Questions document, and other information about the program (including documents referenced below) are available on the MA GHG Reporting Program webpage at <http://www.mass.gov/dep/air/climate/reporting.htm>. Before consulting this document, please review the regulation and other available background information, including the schedule for which Facilities are subject to completing triennial third party verification.

For additional assistance regarding the verification process, please call Jackie Zorovich at (201) 238-2572 or email MassDEPVerification@theclimateregistry.org.

1. Facility electronically submits and certifies its GHG Facility Report to

MassDEP*: The GHG Facility Report must be submitted to MassDEP electronically via the MA GHG Registry, a module within the Climate Registry's Information System (CRIS). Facility data is in "read only" mode within the system. For additional information about the MA GHG Registry, please review the Getting Started Guide on the MA GHG Reporting Program webpage.

2. MassDEP accepts GHG Facility Report: Once MassDEP accepts the GHG Facility Report as administratively complete, it is available to the public. It will be labeled "MassDEP Accepted" in the MA GHG Registry. The GHG Facility Report is now ready for third-party verification.

3. Facility selects a Verification Body (VB): The Facility contacts one or more MassDEP-recognized VBs to request a proposal for verification services. A list of MassDEP-recognized VBs is available on the MA GHG Reporting Program webpage. The Facility selects a VB and begins to negotiate contract terms.

4. VB submits MassDEP Conflict of Interest (COI) Assessment Form: After the Facility chooses a VB, the VB must download the COI Assessment Form from the MA GHG Reporting Program webpage, complete the form, and e-mail it to MassDEPVerification@theclimateregistry.org. On behalf of MassDEP, The Climate Registry will review the COI assessment and notify the VB of its determination within 15 business days (refer to #5 below for additional information regarding presumptive approval).

5. **VB & Facility finalize contract:** Upon receipt of a determination of low potential for COI, the VB and Facility execute the verification contract and the VB begins verification activities. If The Climate Registry (on behalf of MassDEP) has not initially responded to the VB within 15 business days, and the VB has determined a low potential for COI, the VB may execute the contract and begin to conduct verification activities.

6. **Facility submits GHG Facility Report for verification*:** The Facility's Responsible Official or Primary Entity Administrator logs into the MA GHG Registry to move their GHG Facility Report into "Verification in Progress" status.

7. **Facility grants access to its Verification Body*:** The Facility logs into the MA GHG Registry and selects its Verification Body for the applicable emissions year to be verified. (Note this step may also be completed before Step 6) This provides the verifier with read-only access to Facility information, including the submitted data, comments, and uploaded documents. In addition, Facilities may provide their VB with backup data, calculations, or other records that may not be available in the system.

8. **VB reviews the GHG Facility Report*:** The final system-generated submission report, which includes reported data, the submission date, and the certification statement, is available by selecting View Detailed Information on the Facility Total Emissions Report page. Report data can also be accessed within the system by generating a downloadable Facility Total Emissions Report. The verifier also has read-only access to the Facility's emissions data:
 - a. Click "Emissions Inventory"
 - b. Click "Submissions"
 - c. Search for the desired facility and emissions year
 - d. Click on the hyperlink for the facility name (screen refreshes)
 At the bottom of the list of sources, click "Report by Source" to see the data and formulas.

9. **VB develops a Verification Plan:** VB develops a sampling plan in accordance with all applicable requirements of The Climate Registry's General Verification Protocol.

10. **VB notifies MassDEP of facility visit:** The VB notifies MassDEP at least 15 business days in advance of the facility visit by sending an e-mail to MassDEPVerification@theclimateregistry.org indicating the following information:
 - a. Name of Facility
 - b. Facility AQ ID
 - c. Location of Facility
 - d. Scheduled Date(s) of Facility Visit
 - e. Name(s) of Verifier(s) Conducting Facility Visit

11. **VB conducts verification activities:** The VB conducts verification activities in accordance with all applicable requirements of The Climate Registry's General Verification Protocol, conducts the facility visits, and evaluates the GHG Facility Report for conformance with the MA GHG Reporting Program 310 CMR 7.71(7).

12. **VB informs Facility of reporting errors:** The VB prepares a detailed summary (e.g. Draft Verification Report, corrective action request) of the verification activities and misstatements (both material and immaterial) and reviews it with the Facility.

13. **Facility implements corrective action*:** If corrective action is necessary, the Facility's Responsible Official must uncertify the GHG Facility Report, correct all material misstatements, recertify the GHG Facility Report, and re-submit the GHG Facility Report for verification.

14. **VB prepares final Verification Report and Verification Statement:** The VB

reviews the final GHG Facility Report, downloads the MassDEP Verification Statement Form from the MA GHG Program webpage, prepares a final Verification Report and Verification Statement, and reviews these documents with the Facility.

The Verification Report is a detailed report that the VB prepares for the Facility, describing the scope of the verification activities, standards used, emissions sources identified, sampling techniques, evaluation of the Facility's compliance with the reporting requirements, assumptions, and a list of material and immaterial misstatements, if any. The Verification Report is not submitted to MassDEP unless specifically requested.

The Verification Statement is a short form which documents the VB's findings. This completed form is publicly available through the MA GHG Registry (refer to #15 below)*.

15. Verification Body Submits the Verification Statement*: The Lead Verifier logs into the MA GHG Registry to complete the verification module and submit the fully-executed Verification Statement.

16. Facility accepts verification findings documented in the Verification Statement*: The Facility's Responsible Official or Primary Entity Administrator logs into the MA GHG Registry to click the "Accept Verification" button. Your verified GHG Facility Report and Verification Statement have now been successfully submitted to MassDEP.

* For more information about using the MA GHG Registry electronic reporting platform, please consult the **Getting Started Guide**, which is available on MassDEP's website at <http://www.mass.gov/dep/air/climate/reporting.htm> or contact the MA GHG Reporting Program helpline at massdep@theclimateregistry.org or 213-213-1240.