

Washington State Climate Commitment Act

# CITSS Add Facility Form

Form Number ECY 070-688



## Publication Information

This document is available on the Department of Ecology's website at:  
<https://apps.ecology.wa.gov/publications/summarypages/070688.html>

## Contact Information

### Air Quality Program

Ecology Headquarters

Phone: 360-407-6296

Email: [CCAAuctions@ecy.wa.gov](mailto:CCAAuctions@ecy.wa.gov)

Website: <https://ecology.wa.gov/About-us/Contact-us>

## ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at [melanie.forster@ecy.wa.gov](mailto:melanie.forster@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

## Language Services

The Department of Ecology offers free language services about our programs and services for people whose primary language is not English. We can provide information written in your preferred language and qualified interpreters over the telephone.

To request these services, or to learn more about what we can provide, contact Ecology by email at [melanie.forster@ecy.wa.gov](mailto:melanie.forster@ecy.wa.gov).

## CITSS Add Facility Form

Your entity is responsible for managing the cap-and-invest compliance obligations for the facility or facilities associated with your entity account in the Compliance Instrument Tracking System Service (CITSS). Use this form to

- Document the addition of a facility into CITSS that has never been registered to CITSS.

***An entity's Primary Account Representative (PAR) or Alternate Account Representative (AAR) must add the facility in CITSS prior to submitting this form to Ecology.*** New facility information in CITSS will not become effective until this form authorizing the proposed change(s) is approved by Ecology.

An active account representative and current director or officer must sign and date the attestations provided below.

### Adding a New Facility to CITSS

A CITSS “facility” is a facility, supplier, or first jurisdictional deliverer serving as an electricity importer with greenhouse gas emissions and compliance obligations covered under the Climate Commitment Act (Chapter 70A.65 RCW and Chapter 173-446 WAC). An active account representative (PAR or AAR) can propose to add a new facility to the entity’s CITSS account by selecting the “Add Facility” button at the bottom of the *Facilities* tab in CITSS.

### Changes to a Facility Registered in CITSS

An account representative (PAR or AAR) can revise information about a facility already associated with the entity’s account by selecting the “Edit Facility” button at the bottom of the facility’s information page in CITSS. Most changes to facility information do not require Ecology approval. Changes to certain facility information, including name, operating name, and GHG reporting ID require Ecology approval and those are noted with a ! symbol. Ecology will review and approve those changes after you submit them in CITSS. ***You do not need to complete this form if you are making changes to an existing registered CITSS facility. You only need to complete this form to add a new facility to CITSS.***

**NOTE:** Do not use this form if your entity has purchased a facility that is already registered in CITSS. Changes in facility ownership require coordination between the selling and purchasing entities, requesting administrative transfer of compliance instruments between entity accounts, and disclosing updates to changes in corporate associations and structure. This form does not provide adequate documentation of a facility change in ownership. Instead refer to the [Change of Ownership Form](#) (ECY 070-687).

Ecology accepts electronic signatures that meet the [Washington State Office of Chief Information Officer Electronic Signature Guidelines](#), which includes the following electronic signature types: digitized signatures, digital signatures, print and scan signatures.

**Ecology requires all documents submitted electronically.** You can submit forms electronically using one of these three options:

1. **DocuSign (recommended):** Email [RegistrarCCA@ecy.wa.gov](mailto:RegistrarCCA@ecy.wa.gov) to request Ecology to send you the form to complete and sign through DocuSign. Include your **CITSS ENTITY ID** in the email.
2. **Box.com:** Upload completed and signed forms to Ecology's [Entity Account Management folder](#).
  - If the above link does not work, copy and paste the following URL into your browser: <https://ecy.app.box.com/f/cc6338ca1ba54a3ba2a8f20f0807dc6d>
  - Include your **CITSS ENTITY ID** in the filename.
3. **Email:** Send the completed and signed form to [RegistrarCCA@ecy.wa.gov](mailto:RegistrarCCA@ecy.wa.gov).
  - Ecology recommends users password protect files and encrypt the email.
  - After sending the email, call the CCA help desk at 360-407-6296 to provide the password.
  - Include your **CITSS ENTITY ID** in the filename.

If you have questions or need assistance submitting your form, contact Ecology staff at [RegistrarCCA@ecy.wa.gov](mailto:RegistrarCCA@ecy.wa.gov) or call the CCA help desk at 360-407-6296.

**Entity Account Information**

CITSS Entity ID Number: \_\_\_\_\_

Legal name: \_\_\_\_\_

Operating name: \_\_\_\_\_

**Section 1.0: Facility Information**

This form has space to document additions of 4 different facilities. You may replicate this page if you have more than 4 facility changes to submit to Ecology.

**Facility 1:**

Facility Name: \_\_\_\_\_

Facility Operating Name: \_\_\_\_\_

GHG Reporting ID: \_\_\_\_\_

I have submitted information for this new facility in CITSS.

**Facility 3:**

Facility Name: \_\_\_\_\_

Facility Operating Name: \_\_\_\_\_

GHG Reporting ID: \_\_\_\_\_

I have submitted information for this new facility in CITSS.

**Facility 2:**

Facility Name: \_\_\_\_\_

Facility Operating Name: \_\_\_\_\_

GHG Reporting ID: \_\_\_\_\_

I have submitted information for this new facility in CITSS.

**Facility 4:**

Facility Name: \_\_\_\_\_

Facility Operating Name: \_\_\_\_\_

GHG Reporting ID: \_\_\_\_\_

I have submitted information for this new facility in CITSS.

**Section 2.0: Authorization for Adding New Facility**

- The changes proposed in this form have already been entered in CITSS and are pending Ecology approval.

**2.1 Attestation by the active PAR or an active AAR**

*I certify under penalty of perjury under the laws of the state of Washington that I am authorized to make this submission on behalf of the party that owns the compliance instruments held in the account. I certify under penalty of perjury under the laws of the state of Washington that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify under penalty of perjury under the laws of the state of Washington that the statements and information submitted to Ecology are true, accurate, and complete. I consent to the jurisdiction of Washington state, its courts, and the pollution control hearings board for purposes of enforcement of the laws, rules, and regulations pertaining to chapters 173-446 WAC and 70A.65 RCW. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.*

Print name:\_\_\_\_\_

User Reference Code:\_\_\_\_\_

Employer name:\_\_\_\_\_

Title:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Entity Account Information**

CITSS Entity ID Number: \_\_\_\_\_

Legal name: \_\_\_\_\_

Operating name: \_\_\_\_\_

**2.2 Director or Officer Verification**

This form authorizes changes to facilities associated with this entity account in CITSS. A director or officer signature is required when adding a new facility to the entity’s account in CITSS. This section must be completed by an individual provided in the most recent disclosures of the list of the entity’s Directors and Officers.

*I certify under penalty of perjury under the laws of the state of Washington that I am authorized to make this submission on behalf of the party that owns the compliance instruments held in the account. I certify under penalty of perjury under the laws of the state of Washington that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify under penalty of perjury under the laws of the state of Washington that the statements and information submitted to Ecology are true, accurate, and complete. I consent to the jurisdiction of Washington state, its courts, and the pollution control hearings board for purposes of enforcement of the laws, rules, and regulations pertaining to chapters 173-446 WAC and 70A.65 RCW. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.*

Print name: \_\_\_\_\_

Employer name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_