

Washington State Climate Commitment Act

**Application for Washington State
Approval of Offset Project Registries
For CARB Approved Registries**

Form Number ECY 070-697



Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/summarypages/ECY070697.html>

Contact Information

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Ecology Staff Use Only		
Date Application Received:	Date(s) Additional Information Requested:	Date Approved:

NOTE:

This Application is intended for Offset Project Registries that are currently listed on California Air Resources Board (CARB)'s list of Approved Offset Project Registries.

Section 1.0: General Information

Name of Registry:			
Mailing Address:	City:	State:	Zip:
Physical Address: <input type="checkbox"/> Same as Mailing	City:	State:	Zip:
Contact Person Name and Title:		Contact Email Address:	

Section 2.0: Registry Staff Information

Name and Title of Registry President or Chief Executive Officer:

Name and Title of Board Members

Name	Title

Registry Staff Who Have Completed CARB Trainings for Offset Project Registries

Name	Title	Type of Training	Date(s) Completed

Ecology requires the completion of an additional 1 hour training led by Ecology staff on Washington-specific program requirements. A minimum of 3 project staff are required to complete this training. Please list the registry staff who will complete this training. This training will be scheduled following the submission of this form.

Name	Title

Section 3.0: Additional Information

Judicial Proceeding or Administrative Actions Explanation.

Has the Offset Project Registry had any judicial proceedings or administrative actions filed against it in the previous five years?

Yes

No

If Yes: List each proceeding and/or action and include the date it was initiated, the court or administrative body that handled the matter, and a brief description of the matter and its resolution. Attach additional information or explanations as needed.

Proceeding and/or Action:	Date:	Court or Administrative Body:
Details:		

Proceeding and/or Action:	Date:	Court or Administrative Body:
Details:		

Proceeding and/or Action:	Date:	Court or Administrative Body:
Details:		

List of Attachments.

All items listed below are required with this application. This checklist is provided to assist the applicant in submitting a complete application that meets the requirements of WAC 173-446-585(2).

- Documentation of Active Professional Liability Insurance
- Company Policy and Methods to Prevent Conflict of Interests
- List of all service types provided
- List of industrial sectors served
- List of locations where services are provided
- Organizational Chart
- Description of Consultancy Services, including services provided by another subdivision (if applicable)

Offset Credit Tracking Capabilities.

1. Does the applicant have a comprehensive registration requirement for all of its registry participants?

Yes

No

2. Does the applicant have a system to track ownership and transactions of all registry offset credits it issues at all times?

Yes

No

3. Does the applicant have the capability to maintain a permanent repository of ownership information on all transactions involving all registry offset credits it issues from the time they are issued to the time they are retired, invalidated, or cancelled?

Yes

No

Other Business Requirements.

1. Will the applicant's organization act as an Offset Project Operator or Authorized Project Designee for any project listed on the applicant's registry?

Yes

No

2. Will the applicant's organization offer consulting services for any offset project listed on the applicant's registry?

Yes

No

3. Will the applicant's organization act as an offset verification body or provide offset verification services?

Yes

No

4. Will the applicant's organization be subject to regulation as a covered entity or opt-in entity under Washington's Cap-and-Invest program?

Yes

No

If the answer to any of the questions 1 through 4 is Yes, provide additional detail or explanation in an attachment.

5. Does the applicant's organization have experience in the continuous operation of a registry for a minimum of two years?

Yes

No

If the answer to question 5 is Yes, provide documentation of this experience in an attachment.

Section 4.0: Attestation and Signature Block

Initial:	As the authorized representative for this Offset Project Registry, I understand that the Offset Project Registry is voluntarily participating in the program under WAC 173-446 and the Offset Project Registry is now subject to all regulatory requirements and enforcement mechanisms of this program.	
Initial:	All information generated and submitted to Ecology by the Offset Project Registry related to an offset projects that uses a Compliance Offset Protocol will be true, accurate, and complete.	
Initial:	All information provided to Ecology as part of an Ecology audit of the Offset Project Registry will be true, accurate, and complete.	
Initial:	All registry services provided will be in accordance with the requirements of WAC 173-446-590.	
Initial:	The Offset Project Registry is committed to participating in all Ecology training related to Ecology's compliance offset program or Compliance Offset Protocols.	
Initial:	I certify under penalty of perjury under the laws of the State of Washington I have authority to represent the Offset Project Registry and all information provided as part of this application is true, accurate, and complete.	
Signature:		Printed Name:
Title:		Date:

How to Submit Information Using This Form

All applications must be filled out completely, and the required documentation must be attached and sent to jordan.wildish@ecy.wa.gov. If you have questions regarding the completion of this form, contact Jordan Wildish at (360) 280-6488 or jordan.wildish@ecy.wa.gov.

Section 1.0: General Information

Name, primary address, and contact information:

- **Name of Registry:** List the Registry applicant's name as you would like it to appear on Ecology's website and informational materials.
- **Mailing Address:** Provide the address, city, state, zip code and country for all of the Registry's offices located in the United States.
- **Street Address:** Provide the street address, including city, state, zip code, and country, if different from the mailing address, for all of the Registry's offices located in the United States.
- **Contact Name and Title:** Provide the name and title of your authorized contact. Your authorized contact is the person authorized to represent the Registry applicant and should be either its president or chief executive officer. The contact will be the person signing the application in Part IV.
- **Contact E-mail Address:** Provide the contact's e-mail address.
- **Contact Telephone Number:** Provide the contact's day-time telephone number.

Section 2.0: Registry Staff Information

- Name and Title of Registry President or Chief Executive Office
- Board Members
- Registry staff who have completed CARB's registry training
- Registry staff who will complete Ecology's registry training

Section 3.0: Information for Application

- **Judicial proceedings/administrative actions** – A list of any judicial proceedings or administrative actions that have been filed against the registry applicant within the previous five years is required under WAC 173-446-585(2)(a)(vi). In the table, include the date the proceedings/action was initiated, the name of the court or administrative body that handled the matter, and a brief explanation as to the nature of each proceeding or action and its resolution. Attach documentation to substantiate or provide additional explanation.

- List of attachments: The registry must attach documentation for each item on the list below, in accordance with WAC 173-446-585 (2).
 1. Professional Liability Insurance – The registry applicant must provide documentation that it carries a minimum of five million U.S. dollars of active professional liability insurance, as required by WAC 173-446-585(2)(a)(v).
 2. Mechanisms to prevent Conflict of Interest - The registry applicant must provide documentation to demonstrate that it has policies and mechanisms in place to screen for and prevent conflicts of interest and to identify and resolve potential conflict of interest situations if they arise, as required by WAC 173-446-585(2)(b). The registry applicant must provide the following information:
 - a. A staff, management, and board member conflict of interest policy where there are clear criteria for what constitutes a conflict of interest. The policy must:
 - Identify specific activities and limits on monetary and non-monetary gifts that staff, management, or board members must not conduct or accept to meet the Offset Project Registry’s internal conflict of interest policies, or alternatively a comprehensive policy on the applicant’s requirements for the reporting of any and all conflicts based on internal policies that guard against conflicts of interest.
 - Include a requirement for annual disclosure by each staff, management, or board member of any items or instances that are covered by the applicant’s conflict of interest policy on an ongoing basis or for the previous calendar year.
 - Include appropriate conflict of interest and confidentiality requirements in place of any of the applicant’s contractors.
 - b. List of all service types provided by the applicant.
 - c. List of the industrial sectors the applicant serves.
 - d. Locations where services are provided.
 - e. A detailed organizational chart that includes the applicant and any parent, subsidiary, or affiliate companies.
 - f. If the applicant has designated subdivision of its organization to provide registry services, then the prohibition on serving as an offset project consultant applies at the subdivision level and the applicant must provide the following general information for itself:
 - General types of services
 - General locations where services are provided

- Registration and Tracking Capabilities – The capabilities identified here are required by WAC 173-446-585(2)(c) and WAC 173-446-590. Select the appropriate responses and include documentation to support the answers.
- Other requirements – The questions in this section are intended to inform whether the applicant meets the requirements of WAC 173-446-585 (3).
 - a. Questions 1 and 2 only apply to offset projects listed on the applicant’s own registry developed using a Compliance Offset Protocol. Item 2 should be answered for the subdivision(s) of the applicant’s organization designated to provide registry services if applicable, or for the entire organization if a dedicated subdivision does not exist.
 - b. Registry Experience Serving an Environmentally-Focused Market – the applicant registry must demonstrate experience in continuous operation of a registry serving an environmentally focused market for a minimum of two years in a mandatory and/or voluntary market. The application should attach documentation to demonstrate such experience.

Section 4.0: Attestation and Signature Block

- Attestation: Per WAC 173-446-585(6), a series of attestations is required from the Registry applicant. This portion of the application form is designed to help applicants comply with this regulatory requirement. The officer signing the application should initial each attestation.
- Signature: Provide your authorized contact’s name; signature and title; and document the date that they signed the application.