

Washington State Climate Commitment Act

# Application for Registration of Verification Bodies for Offset Projects

Form ECY 070-698



## Publication Information

This document is available on the Department of Ecology's website at:  
<https://apps.ecology.wa.gov/publications/summarypages/ECY070698.html>

## Contact Information

### Air Quality Program

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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).

## Section 1.0: General Information

Verification Body Name (As it will appear on the Registration):

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Type of Business:

- Corporation                       Limited Liability Company                       Limited Partnership
- General Partnership                       Limited Liability Partnership                       Other

If marked 'Other', explain:

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Mailing Address:	
City/State/Zip Code:	Country:
Street Address (if different from above):	Contact Name and Title of Lead Verifier:
Contact Fax Number:	Federal Employer ID#:

Company Verification Website Address (link providing information about your verification services for Offset Project Operators or Authorized Project Designees):

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## Section 2.0: Additional Information

### Section 2.1: Verification Staff Information

Review Instructions and Attached Required Information.

Staff Name	Staff Duties

### Section 2.2: Judicial Proceedings or Administrative Actions Explanation

Has the Verification Body had any judicial proceedings or administrative actions filed against it in the previous five years?

Yes

No

List each proceeding/action and include the date it occurred, the court and administrative body that handled the matter and a brief description of the matter. Attach additional information and explanations on separate paper and include with this application

Date	Court or Administrative Body that Handled the Matter	Brief Description of the Matter

### Section 2.3: List of Attachments

All items listed below are required with this application. This checklist is provided to remind the applicant of the requirements. (All boxes should be checked and documentation attached)

- Professional Liability Insurance
- Staff Technical Training
- CARB Accreditation Executive Order Number (if applicable)

Methods to Prevent Conflict of Interest:

- Identification of Services
- Organizational Chart
- Evidence that COI is Identified

### Section 3.0: Signature Block

In signing this application, I certify under penalty of perjury of the laws of the State of Washington that the information contained in this application is true, accurate, and complete. If I am not personally listed as an applicant on this form, I further certify that I am duly authorized to represent and legally bind the applicant on all matters related to registration of the applicant as a verification body.

Signature:	Printed Name:
Title:	Date:

### Section 4.0: Other

Attach sheets as needed.

## Background for Application of Registration for Verification Bodies for Offset Projects

WAC 173-446-540(c) of the Cap-and-Invest Regulation states that in order to register as an offset verification body with Ecology, the verification body must demonstrate active accreditation or recognition as a third-party verifier under CARB's offset verification program, or another offset verification standard approved by Ecology. This form constitutes an application for registration as an offset verification body with Ecology. Within 90 days of receiving your application for registration, Ecology will notify you that your application is complete, or that your application requires additional specific information to be complete.

### Where to Submit Information Contained in This Form

Please complete the information on the form using your computer. Then either add an electronic signature to the form or print, sign, and scan the form. The completed and signed information and all supporting documentation should be submitted to the appropriate Offset Project Registry.

### Detailed Instructions for Registration as Offset Verification Body

#### Section 1.0: Offset Project Information

- **Verification Body Name:** List the verification body's name, as it will be listed on the registration
- **Type of Business:** Check the appropriate box.
- **Mailing Address:** Provide the address, city, state, zip code and country.
- **Street Address:** Provide the street address if different from the mailing address
- **Contact Name and Title:** Provide the name and title of your authorized contact. Your authorized contact is the person you authorized to represent your business and should be a CARB-accredited lead verifier.
- **Contact Email Address:** Provide the contact's email address.
- **Contact Telephone number:** Provide the contact's telephone number.
- **Contact Fax Number:** Provide the contact's fax number.
- **Federal Employer ID #:** Provide the Federal Employer ID#.
- **Business Website Address:** Provide your company's website address.

## Section 2.0: Additional Information

1. Verification Staff Information – Provide a list of the verification staff (including subcontractors) that will be providing verification services for the verification body. Briefly list each staff member’s duties (For example: general offset verifier, lead verifier, offset project specific specialist, administrative staff, or verifier-in-training). If the staff person is CARB accredited, provide their accreditation number. If not, attach a description of each staff member’s qualifications and include the following documentation for each staff member you list:
  - a. Education
  - b. Experience
  - c. Professional licenses
  - d. Other pertinent information (example: hiring)
  
2. Judicial proceedings/administrative actions – a list of any judicial proceedings or administrative action that has been filed against your verification body within the previous five years is required. In the table, include the date the proceedings/action was taken, the name of the court or administrative body that handled the matter, and a brief explanation as to the nature of each proceeding or administrative action. Attach documentation to substantiate your explanation.
  
3. List of Attachments. The verification body must attach documentation for each item on the list below
  - a. Professional Liability Insurance – The verification body must provide documentation that it has a minimum of five million U.S. dollars of professional liability insurance.
  - b. Mechanisms to prevent Conflict of Interest – The verification body must provide documentation to demonstrate that it has policies and mechanisms in place to prevent conflicts of interest and to identify and resolve potential conflict of interest situations if they arise. For this application, the verification body must provide the following information:
    - Identification of services provided by the verification body, the industries that the body serves, and the locations where those services are provided;
    - An organization chart that included the verification body and any related entities;
    - Evidence that demonstrates a process is in place such as a procedure, policy, or other verification body guidance document that addresses how Conflict of Interest is identified.

4. Evidence of CARB Accreditation – the Executive Order number issued by California accrediting verification body as an approved CARB Offset Verification Body, or other evidence that Verification Body has been accepted by CARB as an Offset Verification Body, in accordance with WAC 173-446-540(c).
5. Staff Technical Training – The verification body must demonstrate that the body has procedures and policies to support staff technical training as it relates to verification.

### Section 3.0: Signature Block

Signature: Provide your authorized contact's name; signature and title; and document the date that they signed the application. Electronic signature is acceptable.

### Section 4.0: Other

Attach additional sheets to explain any responses that need clarification. Ecology may request additional information or documentation from an applicant or other persons or entities regarding the applicant's fitness for qualification after receipt of the applications materials.