NEW YORK STATE | Department of Environmental Conservation

MANDATORY GREENHOUSE GAS REPORTING PROGRAM: APPLICATION FOR VERIFICATION BODY ACCREDITATION

This application is required for all verification bodies that wish to provide verification services for reports submitted to the New York Mandatory Greenhouse Gas (GHG) Reporting Program, 6 NYCRR Part 253. Verification bodies must submit this application along with all required documentation to be considered for approval by the Department. See the attached instructions for additional information.

Part I. General Information:

Verification Body/Organization Name (Approval will be issued in this name):

Type of Accreditation:

☐ **California Air Resources Board (CARB) Mandatory GHG Reporting Program (MRR)**

Executive Order Number: **Expiration Date:**

☐ **ANSI ANAB Greenhouse Gas Validation and Verification Body (VVB)**

Accreditation ID: **Expiration Date:**

Mailing Address: **City:**

State/Provence: **Postal Code:** **Country Code:**

Physical Address:
(if different from above) **City:**

State/Provence: **Postal Code:** **Country Code:**

Contact Person Name: **Contact Person Title:**

Contact Person Email Address:

Contact Person Phone: **Contact Person Fax:**

Federal Employer ID#: **Verification Body Website:**

Part II. Additional Information:

A. Judicial Proceedings, Enforcement Actions, or Administrative Actions Explanation: Has the Verification Body had any judicial proceedings, enforcement actions, or administrative actions filed against it in the previous five years?

○ No

○ Yes - If yes, attach a list of information about each proceeding/action. Include the date action occurred, the court or administrative body that handled the matter, and a brief description. Include additional information and explanation and include as a document within the attachment submitted with this application.

B. Attachments Checklist: The following documents must be submitted with this application. Descriptions of the attachments are available in the instructions section at the end of this document. Check the boxes in this section and attach the corresponding documentation as a single PDF or ZIP file by clicking the "Attach Files" button.

- ☐ Verification staff information
- ☐ Professional liability insurance (Minimum of four million U.S. dollars)
- ☐ Proof of verification body accreditation (CARB Executive Order or ANSI ANAB approval documentation)
- ☐ Identification of services provided by the verification body
- ☐ Organizational chart for verification body
- ☐ Internal conflict of interest policy

Attach Files

C. Sectors the Verification Body is Requesting Approval to Verify:

	Yes	No
General Emissions	○	○
Transactions (253-4.2(a)(2)(i))	○	○
Oil and Gas Systems Emissions (253-4.2(a)(2)(ii))	○	○
Process Emissions (253-4.2(a)(2)(iii))	○	○

Part III. Signature Block

In signing this application, I agree to comply with and be subject to the requirements of 6 NYCRR Part 253 in relation to all verification work for responsible entities. I agree to notify the Department within 30 days if the verification body no longer meets the requirements for accreditation. I certify under penalty of perjury under the laws of the State of New York, that the information contained in this application is true, accurate, and complete. If I am not personally listed as the applicant on this form, I further certify that I am duly authorized to represent and legally bind the applicant on all matters related to approval of the applicant as a verification body.

Signature: **Printed Name:**

Title: **Date:**

Submission Instructions: Documentation should be submitted as a single Portable Document Format (.pdf) file and attached to this application.

Please complete all applicable parts of this application. Sign the completed form using Adobe Sign. For assistance or questions about this application email DAR.253MRR@dec.ny.gov.

Instructions for the completion of the form:
APPLICATION FOR VERIFICATION BODY ACCREDITATION

PART I. GENERAL INFORMATION:

Verification body name: List your organization's name as you want it displayed on the list of approved verifiers.

Type of Accreditation: Indicate your organization's CARB MRR Executive Order Number/ANSI ANAB Validation and Verification Body (VVB) approval number

Mailing Address: Provide the address, city, state, zip code and country.

Physical Address: Provide the physical address if different from the mailing address.

Contact Person: Your authorized contact is the person you authorize to represent your organization. Fill out all required boxes.

PART II. ADDITIONAL INFORMATION

A. Judicial Proceedings, Enforcement and Administrative Actions- A list of any judicial proceeding, enforcement, or administrative action that has been filed against your verification body within the previous five years is required. In the attachment include the date the proceeding/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 additional documentation as needed to substantiate your explanation.

B. List of Attachments: The verification body must attach documentation, in addition to any judicial proceedings, enforcement or administrative actions, for each item on the list below.

1. **Verification Staff Information -** Verification bodies must employ a minimum of five total full-time staff and must employ at least two lead verifiers as specified in 253-4.3(c)(1)(i)('a'-'b'). Provide a list of the employees that will be providing verification services on behalf of the verification body as well as their job title or a brief description of duties, (i.e. general verifier, lead verifier, sector specific verifier, administrative staff, or verifier-in-training). For each verifier please attach the Mandatory Greenhouse Gas Reporting Program: NY Verifier Application which can be found on the Department's website (https://dec.ny.gov/environmental-protection/air-quality/mandatory-greenhouse-gas-reporting).
2. **Professional Liability Insurance -** Documentation of a minimum of $4 million US dollars of professional liability insurance must be attached. Neither general nor umbrella liability policies can be used for the professional liability insurance minimum. General or umbrella liability policies DO NOT satisfy this requirement.
3. **Proof of Accreditation** – The verification body must be accredited to perform verification services under the California Air Resources Board's Mandatory Reporting Program (CARB MRR) AND/OR the ANSI National Accreditation Board's GHG Validation and Verification Body Program. Proof can take the form of a CARB Executive Order, an ANSI ANAB document certifying accreditation, or both. If providing proof of accreditation with ANSI ANAB, the verification body must also provide documentation specifying the scope of their accreditation (eg., Which sectors are covered by the accreditation).
4. **Documents Relating to Conflict of Interest (COI) Prevention -** 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:
    a. Identification of services provided by the verification body, the industries that the body serves, and the locations where those services are provided;
    b. A detailed organization chart that includes the verification body, its management structure and any related entities;
    c. The verification body's internal conflict of interest policy that identifies activities and limits to monetary or non-monetary gifts that apply to all employees and procedures to monitor, assess, and notify the Department of potential conflicts of interest.
5. **Other:** Attach additional sheets to explain any responses that need clarification.

C. Types of Reports the Verification Body is Requesting Approval to Verify: Check the boxes of the GHG RP types of reports the Verification Body is seeking approval to verify.

518-402-8451 | TTY: 711 | DAR.253MRR@dec.ny.gov

Non-discrimination statement
The New York State Department of Environmental Conservation complies with applicable federal and state civil rights laws and does not discriminate in the administration of its programs or activities. For more information, please visit the department's Civil Rights Nondiscrimination page.