

**Instructions for PA DEP
Nutrient Credit Registration Request Form
3830-FM-BCW0504**

Registration is the third step in the credit generation process. Submission of this form identifies the buyer and generator (seller) of certified and verified credits. Approval means DEP agrees, upon reviewing the submitted documentation, that the registered credits may be applied to NPDES permit limit requirements. **Note:** only one buyer and one generator (seller) may be included in each registration request. Submit the registration request form and supporting documentation to:

RA-EPPANUTRIENTTRAD@pa.gov

1. Contact Information

A. **Registration Request Submitter:** Enter the name of the entity submitting the request (the credit generator or the aggregator¹ submitting on behalf of the credit generator, if applicable).

- *If John Smith owns John Smith Farms, Inc., enter "John Smith Farms, Inc." in this field.*
- *If Nutrient Trading Corporation was submitting paperwork on behalf of John Smith Farms, Inc. (acting as an aggregator), enter "Nutrient Trading Corporation" in this field.*

B. **Aggregator¹ Information:** If an aggregator is submitting this form on behalf of a credit generator, enter the contact information for the aggregator. If provided, this will be the primary contact information used for communication regarding this registration request.

- *If George Jones who works for Nutrient Trading Corporation was submitting the request on behalf of John Smith Farms, Inc., enter George Jones' name, title, address, phone, and email.*

C. **Credit Generator Information:** Enter the credit generator NPDES permit number; site/facility location, basin, and contact information; and current certification and verification IDs.

- *NPDES Permit Number: "PA1234567" (or "Client 123" could be another identifier)*
- *Site Name: "John Smith Farm"*
- *Site Location would be the county, municipality, basin, and street address of the farm/facility*
- *Responsible official or contact: "John Smith"; John Smith's phone, title and email would be entered in the remaining fields*
- *Certification ID: "123"; Verification ID: "456"*

2. **Total Credits Requested:** Enter the total nitrogen and/or phosphorus credits that this credit generator submitted for registration. Enter the beginning and end years of the compliance year during which the credits requested for registration were generated.

- *For compliance year 2018, the dates are October 1, 2017 through September 30, 2018.*

3. **Credit Buyer:** Enter the name of the entity buying credits; the entity's NPDES permit number or other identifier (if applicable) and address; the name, phone, title, and email of the entity's responsible official or contact; and the basin (Susquehanna or Potomac) in which the receiving stream segment nearest the location of the proposed credit buyer is located. The [Nutrient Trading GIS App](#) may be used to determine the basin of the nearest receiving stream. Unless otherwise approved by DEP, credits generated in either the Susquehanna or Potomac basins may only be used in the basin in which they were generated.

4. **Contract Effective Date:** The effective date of the enclosed agreement between the buyer and the seller requesting registration of this sale of credits.

¹ An aggregator is a person that arranges for the sale of credits generated by another person, or arranges for the credits to be certified, verified, and registered.

5. **PENNVEST Sale:** Check the appropriate box to indicate if the agreement for this sale of credits was initiated through a PENNVEST auction.
6. **Signatory Block:** This form must be submitted with a signature. Print the name of the submitter/responsible official. Enter the date the verification request form was signed. Sign and scan the form for submission.

If you have any questions, please contact DEP's nutrient trading program:

RA-EPPANUTRIENTTRAD@pa.gov.