

Instructions for PA DEP Verification Request Form: 3830-FM-BCW0506

Verification is the second step in the credit generation process. Submission of this form documents that a certified pollution reduction activity was implemented. Approval means DEP agrees upon reviewing the submitted documentation that the pollution reduction activity(ies) generated credits during the compliance year.

1. Contact Information

A. **Verification Request Submitter:** Enter the name of the entity submitting the request (the credit generator or the aggregator submitting on behalf of the credit generator).

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

B. **Aggregator Information:** If an aggregator is submitted 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 verification request form.

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

C. **Credit Generator Information:** Enter the current certification ID, NPDES permit number or other identifier (if applicable), and site and contact information for the credit generator.

- *"123" would be the certification ID, "PA1234567" would be the NPDES permit number (or "Client 123" would be the other identifier), "John Smith Farm" would be the site name, the site location would be the county, municipality, and street address for the actual farm, "John Smith" would be the responsible official or contact, and John Smith's phone, title and email would be entered in the remaining fields.*

2. **Total Credits Requested:** Enter the total credits for nitrogen and phosphorus that are being requested for verification. Enter the start and finish years of the compliance year during which the credits requested for verification were generated.

- *For compliance year 2017, the dates would be October 1, 2016 through September 30, 2017.*

3. Nonpoint Source Generator Totals:

PRA Amount: Enter the numeric value of the amount of Pollutant Reduction Activity (PRA) implemented to generate credits

PRA Units: Enter the units for the numeric value of the PRA

- *If 246 acres of cover crops were used to generate credits, "246" would be entered in that row for PRA Amount, and "acres" would be entered in that row for PRA Units.*
- *If 13,400 tons of poultry litter was exported to generate credits, "13,400" would be entered in that row for PRA Amount, and "tons" would be entered in that row for PRA Units.*

4. **Verification Package:** A complete verification package must be included as part of the verification request. This package must comply with the verification plan submitted and approved as part of the certification request for this credit generator.

- *For point sources, this is a completed [Annual Chesapeake Bay Spreadsheet](#).*
- *For nonpoint sources, this includes a calculation spreadsheet(s) and self or third-party verification, in addition to other documentation. Depending on the generator, additional documentation may include manure hauling records, laboratory analyses, photos, nutrient management plans, nutrient balance sheets, photos, maps, and any other documentation sufficient to demonstrate that the PRA was properly implemented during the compliance year.*

5. **Eligibility Requirements:** Eligibility requirements listed in [25 Pa. Code § 96.8 \(d\)](#) (section 4 of the certification form) were met to receive certification approval. Check the appropriate box to indicate if those eligibility requirements were met during the compliance year the credits were generated by the PRA.

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

RA-EPPANUTRIENTTRAD@pa.gov.