

**Instructions for PA DEP
Nutrient Credit Nonpoint Source Certification Request Form
3830-FM-BCW0503**

Certification is the first step in the credit generation process. Submission of this form documents that a nonpoint source wishes to gain certification of a pollutant reduction activity to generate nutrient credits. Approval means DEP agrees, upon reviewing the submitted documentation, that a proposed pollutant reduction activity meets baseline and threshold requirements and has the potential to generate credits. Submit the certification request form and supporting documentation to:

RA-EPPANUTRIENTTRAD@pa.gov

1. Contact Information

A. **Certification 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 is 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 verification request.

- *If the owner/operator (John Smith) is submitting the paperwork for John Smith Farms, Inc., leave this section blank.*
- *If George Jones who works for Nutrient Trading Corporation is submitting paperwork on behalf of John Smith Farms, Inc., enter George Jones' name, title, address, phone, and email.*

C. **Credit Generator Information:** Enter the nonpoint source credit generator current certification ID (3-digit number assigned by DEP); NPDES permit number; and facility location, basin (Susquehanna or Potomac), and contact information. Examples of data entered include:

- *Certification ID: "123"*
- *NPDES Permit Number: "PA1234567"*
- *Site Name: "John Smith Farm"*
- *Site Location: the county, municipality, basin ("Susquehanna" or "Potomac"), and the mailing [or location] address of the farm*
- *Responsible official or contact: "John Smith"; John Smith's phone, title and email would be entered in the remaining fields*

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

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

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.

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

Examples:

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

4. Certification Request Eligibility Verification: In order to receive approval to be a credit generator, eligibility requirements listed in [25 Pa. Code § 96.8 \(d\)](#) must be met. Check the appropriate boxes to indicate if those eligibility requirements are met.

- A. All parties involved in credit generation must be in compliance with everything listed to be approved.
- B. PRA related to the farm land conversions listed here will not be approved for certification.
- C. PRA related to farm land being retired or converted through one of the programs listed may be eligible for certification.

5. Certification Request Documentation Requirements: The certification request form must be accompanied by supporting documentation as listed in [25 Pa. Code § 96.8 \(e\)](#) (and section 5 of the certification request form), including a verification plan detailing verification methodology, calculation methodology, and a list of documentation that will be provided to verify implementation of the pollutant reduction activity. The [Nutrient Trading GIS App](#) may be used to determine the basin, Ch. 93 water quality use, and impairments of the nearest receiving stream.

If you have further questions, please contact RA-EPPANUTRIENTTRAD@pa.gov.