

**Instructions for PA DEP
Nutrient Credit Point Source Verification Request Form
3830-FM-BCW0506b**

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 the requested credits during the compliance year. Submit the verification request form and supporting documentation to:

RA-EPPANUTRIENTTRAD@pa.gov

1. Contact Information

A. **Verification 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 Jane Doe owns/operates Anytown WWTP and is submitting paperwork for the facility, enter "Anytown WWTP" in this field.*
- *If Nutrient Trading Corporation (an aggregator) is submitting paperwork on behalf of Anytown WWTP, 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 the request on behalf of Anytown WWTP, enter George Jones' name, title, address, phone, and email.*

C. **Credit Generator Information:** Enter the point 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"*
- *Facility Name: "Anytown WWTP"*
- *Facility Location: the county, municipality, basin ("Susquehanna" or "Potomac"), and the mailing [or location] address of the facility*
- *Responsible official or contact: "Jane Doe"; Jane Doe'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. **Verification Request Supporting Documentation:** For point sources, a complete verification request package includes the verification request form and a completed [Annual Chesapeake Bay Spreadsheet](#) as supporting documentation. The spreadsheet must be signed (typed name is acceptable), dated, and include the operator ID number.
4. **Eligibility Requirements:** Eligibility requirements listed in [25 Pa. Code § 96.8 \(d\)](#) were met to receive certification approval. Check the appropriate box to indicate if the eligibility requirements were met during the compliance year that the credits were generated.
5. **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.