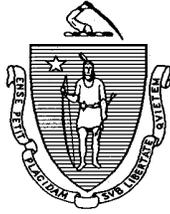


Regional Greenhouse Gas Initiative
CO₂ Budget Trading Program



Massachusetts
Department of Environmental Protection

Massachusetts CO₂ Budget Trading Program

**Accredited Offset Verifier Pre-Engagement
Disclosure Submittal**

Version 1.0

Issued by

Issued on

1. Overview

Prior to engaging in verification services for an offset Project Sponsor (which for the purposes of this form includes the organization that employs the Project Sponsor), an accredited verifier must disclose all relevant information to the Massachusetts Department of Environmental Protection (MassDEP) through the *Pre-Engagement Disclosure Submittal Version 1.0* to allow MassDEP to evaluate whether a potential conflict of interest exists, with respect to the offset project, between the accredited verifier and the offset project developer, offset Project Sponsor or project sponsor organization, or any other party with a direct or indirect financial interest in the offset project. Following these instructions will ensure that the *Pre-Engagement Disclosure Submittal* contains all necessary information and is submitted properly.

The accredited verifier must disclose in this submission information related to all facts or circumstances that have the potential to create a conflict of interest with respect to the offset project, offset project developer, offset Project Sponsor or project sponsor organization, or any other party with a direct or indirect financial interest in the offset project. In addition to the disclosure provided through this submittal, accredited verifiers have an ongoing obligation to disclose to MassDEP any facts or circumstances that may give rise to a conflict of interest with respect to the offset project, offset project developer, offset Project Sponsor or project sponsor organization, or any other party with a direct or indirect financial interest in the offset project.

MassDEP may reject a verification report and certification statement that is submitted as part of an offset project *Consistency Application* or *Monitoring and Verification Report* if it determines that the accredited verifier has a conflict of interest related to the offset project, offset project developer, offset Project Sponsor or project sponsor organization, or any other party with a direct or indirect financial interest in the offset project.

Failure to disclose any facts or circumstances that may pose a potential conflict of interest may result in revocation by MassDEP of the verifier's accreditation.

2. Submission Instructions

Submit this *Pre-Engagement Disclosure Submittal* to MassDEP if the offset project is located in Massachusetts. If the offset project is not located in Massachusetts, a similar submittal should be provided to the applicable regulatory agency in the state where the offset project is located, in accordance with the applicable regulations in that state.

Submit one (1) complete hardcopy of the *Pre-Engagement Disclosure Submittal* including original signatures to MassDEP at the location specified below. Please also submit an electronic copy of the *Accreditation Application* to climate.strategies@state.ma.us.

Climate Strategies Group
Massachusetts Department of Environmental Protection
Bureau of Waste Prevention, 6th Floor
One Winter Street, Boston, MA 02108-4747.

The *Pre-Engagement Disclosure Submittal* has been created as a Microsoft Word document with editable fields. Enter information directly in the fields provided in the forms or submit attachments with the information or documentation requested, as instructed. Include headers on all attachments indicating the form to which each is attached. When submitting electronically, if attachments are being submitted as separate electronic documents, please include the form numbers in the file names of the documents.

The Applicant should save a copy for his or her file to serve as a reference. Questions about this form and how to submit it should be directed to climate.strategies@state.ma.us or 617-574-6815.

3. Submittal Forms

The *Pre-Engagement Disclosure Submittal* includes five (5) forms:

- Form 1 - Contact Information
- Form 2 - Description of Engagement
- Form 3 - Disclosure of Potential Conflict of Interest
- Form 4 - Conflict of Interest Mitigation Measures
- Form 5 - Attestations

Form 1: Contact Information

Name of Accredited Verifier (Organization):

Point-of-Contact:

Mail Address:

Telephone Number:

Fax Number:

E-mail:

Website URL:

Form 2: Description of Engagement

Describe the engagement in the fields below. Provide a description of the offset project (include the RGGI COATS offset project ID code if one exists) and identify the offset project sponsor organization, including Project Sponsor contact information. Describe the type of verification services to be provided (e.g., *Massachusetts Consistency Application* or *Monitoring and Verification Report*) and the specific verification services required for the project pursuant to 310 CMR 7.70(10). Identify the Team Leader and Key Personnel that will provide the verification services.

Description of Offset Project and Identification of Offset Project Sponsor Organization:

Type of Services to be Provided:

Proposed Verification Team:

Form 3: Conflict of Interest Disclosure

In the appropriate fields below, disclose all facts or circumstances that have the potential to create a conflict of interest with respect to the offset project, offset project developer, offset Project Sponsor (including the offset project sponsor organization), or any other party with a direct or indirect financial interest in the offset project.

Ownership of
Accredited Verifier
Organization:

Past and Current
Clients/Contractual
Arrangements:

Direct/Indirect
Financial Relationship
and/or Agreements
with the Project
Developer/Project
Sponsor
Organization:

Related Entities:

Personal
Relationships:

Any other Facts or
Circumstances that
have the potential to
create a conflict of
interest:

Form 4: Conflict of Interest Mitigation Measures

If the Accredited Verifier disclosed any facts or circumstances in Form 3 that have the potential to create a conflict of interest, describe in the field below measures taken to address such facts and circumstances and mitigate any such potential, including through established organizational protocols for mitigation of conflict of interest potential.

Form 5: Attestations

I certify that the undersigned is authorized to make these attestations on behalf of the Accredited Verifier. I certify that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete.

Signature of Authorized Representative

Date

Printed Name

Title

Organization