

Instructions for PA DEP Registration Request Form: 3830-FM-BCW0504

Registration is the third step in the credit generation process. Submission of this form identifies the buyer of certified and verified credits generated by the submitter. Approval means DEP agrees that the credits may be applied to NPDES permit requirements.

1. Contact Information

- A. **Registration 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 registration 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 NPDES permit number or other identifier (if applicable) and site and contact information for the credit generator. If more than one NPS generator site from the same aggregator is being included in this registration request, provide the name and locational information for the site that is the largest source of credits in this section. Include a complete list of sites and their information in section 3.
- *"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 registration. Enter the start and finish years of the compliance year during which the credits requested for registration were generated.
- *For compliance year 2017, the dates would be October 1, 2016 through September 30, 2017.*
3. **Nonpoint Source Generator Credit Info:** Enter information for all sites generating credits included in this registration request (including the site listed in section 1.C.). Enter the site name, the basin (Susquehanna or Potomac) in which the credits were generated, the certification and verification IDs for credits generated at that site, and the total number of verified Nitrogen and Phosphorus credits being sold from that site. If more space is needed to list all sites, please attach an additional page with that information to this form.
4. **Credit Buyer:** Enter the name of the entity buying credits; the entity's NPDES permit number or other identifier (if applicable) and address; and the name, phone, title, and email of the entity's responsible official or contact.
- *For point sources, this would be:*
 - *Anywhere WWTP*
 - *PA1234567*
 - *123 High St., Anywhere, PA 10001*
 - *Jane Doe, 777-777-7777, Plant Manager, jdoe@anywhere.com*
5. **Contract Date:** The date of the enclosed agreement between the buyer and the seller requesting registration of this sale of credits.

6. **Water Basin:** Enter the basin (Susquehanna or Potomac) in which the receiving stream segment nearest the location of the proposed credit buyer is located. 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.
7. **PENNVEST Sale:** Check the appropriate box to indicate if the agreement for this sale of credits was initiated through a PENNVEST auction.

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

RA-EPPANUTRIENTTRAD@pa.gov.