# Application for Validation/Verification Body Approval

**Application Instructions:** Please complete all sections of this form and attach appropriate documents where required. Please do not alter this form other than to insert the requested information. Receipt of payment for the application review must be received for any application to be processed. Completed forms should be submitted to: ACR@winrock.org

Date of application submittal: Click or tap to enter a date.

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| 1. General information
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| Name of Validation and Verification Body (VVB): |       |
| Name of parent company, if applicable: |       |
| Primary address of VVB: |       |
| All other addresses where verification activities are conducted: |       |
| Primary contact person: | Name:       |
|  | Job Title:       |
|  | Mailing Address:       |
|  | Office Phone:       |
|  | Mobile Phone:       |
|  | Email Address:       |
| Secondary contact person: | Name:       |
|  | Job Title:       |
|  | Mailing Address:       |
|  | Office Phone:       |
|  | Mobile Phone:       |
|  | Email Address:       |
| 1. qualifications
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| List the sectoral scope(s) for which the VVB is ANAB accredited (at the project level) and seeking ACR approval for Validation. |[ ]  2. GHG Emission Reductions from Industrial Processes |
|  |[ ]  3. Land Use and Forestry |
|  |[ ]  4. Carbon Capture and Storage |
|  |[ ]  6. Waste Handling and Disposal |
|  |[ ]  Other (please list)       |
| List the sectoral scope(s) for which the VVB is ANAB accredited (at the project level) and seeking ACR approval for Verification. |[ ]  2. GHG Emission Reductions from Industrial Processes |
|  |[ ]  3. Land Use and Forestry |
|  |[ ]  4. Carbon Capture and Storage |
|  |[ ]  6. Waste Handling and Disposal |
|  |[ ]  Other (please list)       |
| Describe how carbon offset validation and verification services fit into the VVB’s business model. |       |
| For each sectoral scope the VVB is seeking approval, list up to five (5) relevant projects the verification team has completed. For each project identify the team members and specify the type of project, project name, project developer, date of work, and standard verified to (if applicable). |       |
| List all relevant programs and scopes for which the VVB is currently in good standing, including any accreditations and/or recognitions the VVB currently holds. |       |
| Has the VVB’s status of good standing under any programs or scopes previously been revoked or suspended? If so, please explain why. |       |
| Describe the mechanisms in place to cover liabilities. ACR requires approved VVBs to maintain professional liability coverage in the amount of at least $2M. Please attach a copy of the VVB’s professional liability insurance policy. |       |
| 1. lead verifier(s)/verification team
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| List below the lead verifier(s) for each sectoral scope for which the VVB is seeking approval. Also attach a CV for each member of the verification team, including relevant experience, education, academic degrees, and professional licenses. Attach additional pages as necessary. |
| Sectoral Scope(s):       |
| Name:       |
| Job Title:       |
| Professional Licenses or Certifications:       |
| [ ]  Employee of Verification Body [ ]  Contractor |
| Mailing Address:       |
| Office Phone:       |
| Mobile Phone:       |
| Email Address:       |
| Sectoral Scope(s):       |
| Name:       |
| Job Title:       |
| Professional Licenses or Certifications:       |
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| Mobile Phone:       |
| Email Address:       |
| Sectoral Scope(s):       |
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| Professional Licenses or Certifications:       |
| [ ]  Employee of Verification Body [ ]  Contractor |
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| Mobile Phone:       |
| Email Address:       |
| Sectoral Scope(s):       |
| Name:       |
| Job Title:       |
| Professional Licenses or Certifications:       |
| [ ]  Employee of Verification Body [ ]  Contractor |
| Mailing Address:       |
| Office Phone:       |
| Mobile Phone:       |
| Email Address:       |

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| 1. Application package/attachments
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| A complete application package consists of the following: | If the VVB does not already have a VVB registry account with ACR:[ ]  Establish a VVB registry account by following steps 1-5 in the [Instructions for Opening a New ACR Account](https://acrcarbon.org/registry/)[ ]  N/A (already have an active VVB account on ACR)To be emailed to ACR@winrock.org :[ ]  This application, including signatures in Section 5 and Section 6[ ]  CVs for each of the verification team members[ ]  A copy of the VVB’s professional liability insuranceTo be mailed to the address listed on the ACR [Validation and Verification](http://acrcarbon.org/acr-program/validation-and-verification/) website: [ ]  Application fee (check made out to Winrock International)[ ]  Sections 1-5 of this application, signed, no attachments needed  |
| 1. aTTESTATION FOR APPLICATION
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| I attest that all the information provided on this application and to ACR throughout the application process is free of material misstatement, to the best of my knowledge. I agree to maintain the accuracy and completeness of the information contained in this application throughout the application process.I agree to immediately notify ACR in writing at ACR@winrock.org about any material change in any information contained in this application. I understand that ACR may request additional information in order to evaluate and process this application and that the application fee covers ACR’s administrative costs to review the application, but in no way implies ACR approval of the Validation/Verification Body.I understand that failure to provide full and accurate information may result in this application being delayed, rendered invalid, or denied and that ACR reserves the right to approve or deny any Validation/Verification Body. I am a duly authorized representative as of the date set forth below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed Name Job Title Organization Date |
| 1. ATTESTATION FOR APPLICATION
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| 1. Environmental Resources Trust (ERT), a wholly-owned subsidiary of Winrock International, doing business as American Carbon Registry (“ACR”), operates a transparent online registry system (the “Registry”) for members to register projects and record the issuance, transfer, and retirement of serialized, project-based, and independently verified offset credits.
2. ACR requires independent, third-party validation and verification by a competent, ACR-approved validation/verification body (“VVB”) for the registration of project-based carbon offsets.
3. The undersigned entity (the “Validation/Verification Body”) provides independent project-based carbon offset and/or GHG inventory validation and/or verification services to clients.
4. Validation/Verification Body has applied to become an ACR-approved VVB.

Now, therefore, in light of the foregoing, Validation/Verification Body hereby represents and warrants to Winrock, ERT, its affiliates and supporting organizations, and any assignee of substantially all of the assets comprising ACR (collectively, the “ACR Parties”) that:1. **Accuracy of Validation/Verification Body Application**. All statements made and information provided by or on behalf of Validation/Verification Body in and in connection with its application for its acceptance as an ACR-approved VVB were true, accurate, and complete when made, nor has there been any change in circumstances that would make any such statement or information materially untrue or misleading if made as of the date of this Attestation.
2. **Compliance with Standards**. For each validation/verification performed by the Validation/Verification Body in connection with project-based carbon offsets seeking registration on the Registry (“ACR Validation/Verification”), Validation/Verification Body will only conduct validation/verification with respect to the sectoral scope(s) for which it has been approved by ACR and will verify all claims in compliance with the ACR Standard, ACR Validation and Verification Standard, and any other applicable sector standards and methodologies (as the ACR Standard and such other standards and methodologies may be amended from time to time). Without limiting the foregoing, Validation/Verification Body will conduct validation/verification using transparent and replicable methods.
3. **Validation/Verification Body Competence**. For each ACR Validation/Verification, Validation/Verification Body will ensure that Validation/Verification Body and members of the validation/verification team possess all approvals, accreditations, licenses and other qualifications (“Professional Qualifications”), as well as all expertise, tools, and equipment, necessary to complete the validation/verification in a competent and professional manner. Validation/Verification Body agrees not to undertake any ACR Validation/Verification that it is not competent to perform. In addition, Validation/Verification Body will promptly notify ACR in writing if any Professional Qualification of the Validation/Verification Body or any member of a validation/verification team is revoked or suspended, or if Validation/Verification Body becomes aware of any investigation or enforcement action involving Validation/Verification Body or any validation/verification team member and relating to any Professional Qualification.
4. **Lead Verifier Competencies.** For each ACR Validation/Verification, Validation/Verification Body will only utilize lead validators/verifiers (who may be employees or independent contractors of the Validation/Verification Body) who have competencies appropriate to the sectoral scope of the project being validated/verified.
5. **Verification Opinions, Verification Reports, and Validation Reports.**[[1]](#footnote-1) Prior to public release of verification opinions, verification reports, or validation reports, a competent and authorized representative of the Validation/Verification Body shall review the report and issue a statement to ACR, in a form acceptable to ACR in its discretion, indicating that the validation/verification work has been completed in accordance with the requirements of this Attestation and all other applicable ACR requirements. Each verification opinion, verification report, and validation report will be signed by the lead validator/verifier and the technical reviewer and, by signing, each individual shall attest that they are competent to perform the validation/verification and that, to the best of their knowledge after all appropriate inquiry, the information on which the verification opinion, verification report, or validation report relies is true and accurate. If the lead reviewer is not an employee of Validation/Verification Body, the verification opinion, verification report, or validation report will be signed as well by a competent and authorized representative of Validation/Verification Body. In all cases, Validation/Verification Body will take full responsibility for the work performed by members of the validation/verification team (whether employees or independent contractors of the Validation/Verification Body).
6. **Conflict of interest.** In connection with any ACR Validation/Verification, Validation/Verification Body will not conduct validation/verification with respect to any project where the Validation/Verification Body or any member of the validation/verification team has a financial interest in the project, has played a role in developing the project, or has any other conflict of interest. (Absent unusual circumstances, validating a monitoring or verification protocol and/or serving as a member of a scientific peer review process does not constitute having a role in developing a project.) Without limiting the foregoing, Validation/Verification Body will not conduct validation/verification with respect to a project if an independent observer could reasonably conclude that current or prior personal or business relationships between the Validation/Verification Body or validation/verification team member(s) and the project or project proponent present a conflict of interest. In a project-specific conflict of interest form prior to each ACR Validation/Verification, the Validation/Verification Body will disclose all relationships within the past three years between the Validation/Verification Body and validation/verification team members, on the one hand, and the project or project proponent , on the other, and will attest that neither the Validation/Verification Body nor any member of the validation/verification team has a conflict of interest with respect to the validation/verification work.
7. **Record keeping.** For each issued verification opinion, verification report, and validation report, Validation/Verification Body will keep records of validation/verification work for at least seven years after the issuance of the verification opinion, verification report, and validation report. Records will include names of personnel doing the ACR Validation/Verification, methods of work, data, calculations, and any other information generated in the course of the validation/verification that could be useful in adjudicating a dispute about the accuracy of a verification opinion, verification report, or validation report. This information will be kept in a system that facilitates identification and retrieval of the information.
8. **Due Organization and Qualification.** Validation/Verification Body is, and at all times when performing any ACR Validation/Verification will be, an entity duly organized, validly existing, and in good standing under the laws of the jurisdiction of its formation, as well as qualified to operate in the jurisdictions in which it is operating.
9. **Liability Insurance.** Validation/Verification Body will maintain professional liability insurance covering, among other things, claims arising from its verification work, in the amount of US $2 million for losses arising from the same set of circumstances and, upon request, will promptly provide ACR with a certificate of insurance evidencing such coverage.
10. **Revocation or Suspension.** Validation/Verification Body agrees that, in the event that it fails to comply with any of the requirements set forth in this Attestation, ACR may in its sole discretion revoke or suspend Validation/Verification Body’s status as an ACR-approved VVB.
11. **No Payments.** All fees and payments with respect to validation/verification services will be between the Validation/Verification Body and its client.
12. **Publicity.** Validation/Verification Body may communicate to the public or the public media its acceptance and status as an ACR-approved VVB, provided that Validation/Verification Body is in good standing with ACR and obtains the prior written approval of ACR, which shall not be unreasonably delayed, conditioned or withheld. ACR may publicly communicate the same information, including on the ACR website and in other ACR materials.
13. **Limitation of Liability.** In no event will the ACR Parties or their respective officers, directors, independent contractors, employees, agents, or donors (the “ACR Protected Parties”) be liable for damages arising out of or in connection with this Attestation or any validation/verification work performed by Validation/Verification Body, except to the extent caused by ACR’s gross negligence or willful misconduct; provided, however, that in no event will any ACR Protected Party be liable to Validation/Verification Body for any consequential damages, nor shall the aggregate liability of the ACR Protected Parties to the Validation/Verification Body or any third parties arising out of or in connection with this Attestation or any validation/verification work performed by Validation/Verification Body exceed US $500. Validation/Verification Body acknowledges and agrees that the foregoing limitations are independent of any remedy and will remain in full force and effect notwithstanding the failure of the essential purposes of any such remedy. The provisions of this Section will apply regardless of the form of action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort (including, without limitation, negligence), or otherwise.
14. **Indemnification.** Validation/Verification Body agrees to indemnify and hold the ACR Protected Parties harmless from any losses, damages, liabilities, judgments, settlements, fines, taxes, liens, impositions, encumbrances, penalties, claims, suits, costs, and expenses, including reasonable attorneys' fees, arising out of or in connection with this Attestation or any validation/verification work performed by Validation/Verification Body, except to the extent arising from the gross negligence or willful misconduct of ACR. Without limiting the foregoing, in the event of the delisting of a carbon offset project or cancelling of carbon offset credits from the Registry as a result of actions or omissions by Validation/Verification Body in violation of this Attestation, Validation/Verification Body will be responsible for payment to ACR of the published transaction fees for all affected carbon offset credits of delisted carbon offset projects or cancelled carbon offset credits.
15. **Miscellaneous.** In addition to the foregoing, Validation/Verification Body agrees as follows:

(a) Choice of Law and Jurisdiction. This Attestation shall be governed in all respects by the laws of the State of Arkansas, USA. Validation/Verification Body hereby consents and submits itself to the exclusive jurisdiction and venue of the federal and state courts located in Pulaski County, Arkansas, and waives any and all claims regarding personal jurisdiction, venue, or inconvenient forum.(b) Severability. If any provision or portion hereof is found by a court of competent jurisdiction to be invalid or unenforceable, this Attestation shall be construed in all respects as if the invalid or unenforceable provision or portion thereof had been omitted and all other terms and conditions are fully enforceable, and in such case this Attestation may be modified, amended, and limited, reflecting the intentions of ACR and the Validation/Verification Body, if and only if such changes are necessary to render this Attestation valid and enforceable.(c) Survival. Except as otherwise specified in this Attestation, the provisions of Sections 6, 12, 13, and 14 shall survive the expiration or termination of Validation/Verification Body’s status as an ACR-approved VVB.(d) Entire Agreement. This Attestation embodies the entire agreement and understanding between ACR and Validation/Verification Body with respect to the subject matter hereof.(e) Electronic Transmission. Delivery of the executed signature page to this Attestation may be effected by means of electronic transmission with the same effect as if an original copy had been delivered.In witness whereof, the Validation/Verification Body has caused this Attestation to be executed by its duly authorized representative as of the date set forth below.Signed Name Job Title Organization Date |

1. Noting that in cases where validation and verification are conducted simultaneously and by the same VVB, the validation and verification reports may be combined. See ACR Validation and Verification Guideline v1.1, June 2012. [↑](#footnote-ref-1)