

CALIFORNIA AIR RESOURCES BOARD

**CALIFORNIA REFORMULATED GASOLINE
ELECTRONIC REPORTING USER'S GUIDE FOR PRODUCERS**

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CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE FOR PRODUCERS

OBJECTIVE

To assist producers of California Reformulated Gasoline (CaRFG) in complying with the reporting requirements of the CaRFG Regulations.

INTRODUCTION

This user's guide provides producers of CaRFG (finished gasoline and CARBOB) with standardized notification forms and information about e-mailing their notifications to the California Air Resources Board (CARB).

Through the use of these spreadsheets, the information required by the regulation can be sent to CARB electronically for electronic downloading into CARB's tracking system. This procedure expedites data handling and reduces or eliminates data entry errors. Therefore, CARB encourages all producers of CaRFG to use electronic reporting.

Starting December 31, 2005, the sulfur content cap limit is a maximum of 30 ppm for gasoline sold or supplied from California production and import facilities. The electronic reporting forms have been amended to reflect this change and are referred to as Version (12-31-05).

PROCEDURE

This user's guide contains four files.

Phase 3 for PM Flat for Producers Version(12-31-05).xls

Phase 3 for PM Flat for Small Refinery Version(12-31-05).xls

Phase 3 CARBOB for PM Flat for Producers Version(12-31-05).xls

Phase 3 CARBOB for PM Flat for Small Refinery Version(12-31-05).xls

Each file contains several worksheets. The worksheets that are assigned for entering data and to report to CARB are visible to the user. The remaining worksheets that compute the emissions calculations and model predictions are hidden from view.

In general, the user chooses the appropriate spreadsheet and enters the information about the fuel into the worksheets. If the PM calculations state that the fuel "PASSES" the emissions criteria, the user sends an e-mail notification to CARB, which consists of the **PM Flat Batch (Report)** and the corresponding **PM Flat Batch (Data)**. The data worksheet is used by CARB for direct electronic data entry into CARB's database.

HOW TO FILL-OUT THESE FORMS

Open the appropriate file. The file will open on the input section of the PM worksheet (Phase 3 CARBOB PM for PM Flat or Phase 3 CARB PM for PM Flat, depending of the file you open). Answer the questions and type in the data for the fuel. The yellow cells represent required information; the blue cells represent optional information.

The Predictive Model will calculate the expected emissions from the candidate fuel and state if the fuel "PASSES" or "FAILS" the emissions criteria. If the fuel passes, proceed to the **PM Flat Batch (Report)** worksheet and fill out the remaining information. Overwrite the first two rows with your company name and address.

Note: If your EPA facility ID number starts with zero enter a single quote first (example: '05205), otherwise the zero will be left out when the ID number is transferred onto the data form and the database will reject the notification.

The date and time must be entered in the specified format (**mm/dd/yy**) and (**hh/mm**) respectively. Use the comment line to provide CARB any information you consider important or for a brief explanation of a correction. Proceed and finish filling out the form.

Note: The fuel information you entered in the input worksheet is automatically copied into the respective cells on the **PM Flat Batch (Report)** worksheet and the **PM Flat Batch (Data)** worksheet. If you wish to change the fuel information, do so on the input data sheet.

CARBOB Model – Ethanol volume percent: When using the CARBOB model spreadsheet, the value for the "Ethanol vol%" is defined as the volume of the denatured ethanol divided by the volume of the finished gasoline after the denatured ethanol is added.

The Ethanol vol% that you (the producer of the CARBOB) report to CARB must be the same as the Ethanol vol% you are instructing the downstream oxygenate blender to add to the CARBOB.

You may state the volume percent as a single value or as a range. To specify a range, enter the minimum and maximum Ethanol vol% values of your

chosen range in the respective columns on the CARBOB Model spreadsheet. To specify a single volume percent value, enter the same value in both the ETOH vol% (MIN) and the ETOH vol% (MAX) columns on the spreadsheet.

HOW TO SAVE THESE FORMS

To save these forms:

1. “Click” on the **PM Flat Batch (Report)** worksheet. Notice that the name of the report form is highlighted (in white) at the bottom.
2. You also need to highlight the corresponding data form(s), indicated by the word “**(Data)**”, at the same time. Do this by putting your cursor on the title of the data form(s). Press and hold the **Control Key** and left-click your mouse at the same time. Now, you have both the report form and the data form(s) highlighted (in white). Note: if the spreadsheet has a (Data-Min) and a (Data-Max), highlight both data forms.
3. Put the cursor in one of the highlighted forms and right-click your mouse. A window with different options opens up. Click on the option “Move or Copy”. In the Move or Copy window choose new book and click OK. Now you have created a new file that contains only the two or three worksheets that you move to the new book. It is important to always e-mail the report form and the corresponding data form at the same time.
4. Go to **Save As**, and save the file by using the file-name format shown bellow: (Find the one that refers to your refinery).
5. It is very important to use this file-name to facilitate the filing of your data in CARB’s database.

Chevron El Segundo: Chev-ElSeg-Batch-.....

Chevron Richmond: Chev-Rich-Batch-.....

Phillips Rodeo: Phillips-Rod-Batch-.....

Phillips Los Angeles: Phillips-LA-Batch-.....

Ultramar Golden Eagle: Ultra-Avon-Batch-.....

Ultramar Wilmington: Ultra-Wilm-Batch-.....

Kern Oil Bakersfield: Kern-Bak-Batch-.....

Equilon Los Angeles: Equi-LA-Batch-.....

Equilon Bakersfield: Equi-Bak-Batch-.....

Equilon Martinez: Equi-Mar-Batch-.....

Mobil Torrance: Mobil-Torr-Batch-.....

Valero Benicia: Valero-Ben-Batch-.....

Replace the (.....), with the actual batch number.

6. If you are sending a revision, after the batch number add: **(REVISION)**

Now, when you attach this file to your e-mail to CARB, you will be sending only your report form and data form/s. By following these directions, you will avoid sending the entire Predictive Model spreadsheet and any unused forms.

E-MAILING YOUR NOTIFICATION TO CARB

Luz Amanda Ciccarelli is currently the staff person in charge of the CaRFG notifications. Please address your e-mail to Luz Amanda at:

lcicare@arb.ca.gov

(Please note that the first letter in Luz Amanda's address is a lower-case "L", not a capital "I")

SUBJECT TITLE FOR THE E-MAIL

To facilitate CARB's internal handling of your e-mail messages, we request that you use the following title format in the subject title of the e-mail:

Refinery, Type of Gasoline (CARB or CARBOB), Batch #

Here are a couple of examples:

BP Amoco Carson, CARBOB, G-01-327

Equilon Martinez, CARB, 01235

If you are sending a revision, after the batch # add **(REVISION)**

E-MAIL RECEIPT CONFIRMATION

CARB understands that most e-mail programs/systems have a means for the e-mail sender to receive confirmation that his/her e-mail message was successfully delivered to the recipient e-mail server and a second confirmation that the recipient (Luz Amanda Ciccarelli) received the e-mail message. If you wish to receive such confirmation, please check with your e-mail program or provider for the correct settings for your computer. CARB will work with you in whatever way we can to help you set-up and test this confirmation mechanism before you put it into official use.

E-MAIL SECURITY

CARB also understands that most e-mail programs/systems have a means to secure e-mail messages with a password. If you wish to password-protect your e-mail messages, please contact Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at CARB. This password will remain confidential between Amanda and your e-mail sender.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that you send your e-mail will be treated in the same manner as the faxing date and time that we have used in the past notifications. And, (as most companies have already agreed) it is treated as the date and time of the "start of physical transfer". However, on a rare occasion when a company may want to send CARB a notification on a Monday, for example, for a batch of gasoline that the company will start transfer on Wednesday, entry blanks have been included on these report forms for the company to designate a future start date.

DEFENSE AGAINST LATE OR "NOT RECEIVED" E-MAIL MESSAGES

A question has been asked regarding how a producer can defend against the fact that it sent an e-mail but CARB did not receive it and has no record of it in CARB's e-mail system. In the past, CARB has accepted fax transmission documentation that a fax was sent to CARB even though CARB did not receive the fax. We anticipate that we will accept e-mail transmission documentation provided by the producer if Amanda does not receive the e-mail. However, CARB retains the right to investigate and perhaps not accept the company's e-mail transmission documentation if CARB has reason to suspect the validity of that documentation.

CARB'S E-MAIL SYSTEM

CARB's e-mail program is Netscape Messenger.

BACK-UP OPTIONS

In the event that the e-mail reporting procedure is not successful, the current fax number still available for this purpose. Fax number (916-445-0884). The third option is to call Luz Amanda Ciccarelli's phone line (916-327-2942) and leave a voice message with all the required information.

SENDING A REVISION

If you need to revise a notification that has already been sent to CARB, please include in the e-mail a paragraph briefly explaining the incident that has led to the revision and specify the data you wish to revise. The data you are revising should also be included in the comment line of the report form. The word **(REVISION)** should follow the batch # in the name of the file and in the title for the e-mail.

As our normal procedure, a letter addressed to Mr. Mark Stover, Manager, Fuels Enforcement Section should be sent to CARB. This letter should more fully explain the incident that led to the revision, the incorrect and correct data and the procedures that the producers are implementing to prevent these errors from occurring again.

PASSWORD PROTECTION OF THE WORKSHEETS

The spreadsheets are password protected. However, if you need to unprotect any of them e-mail Luz Amanda Ciccarelli specifying the worksheet you need to unprotect and the reason why you need to unprotect it.

LET US KNOW IF WE CAN HELP

Please, carefully review these files and try to incorporate them into your systems. We hope that you can join us in our transition to electronic reporting. Let us know as soon as possible so we will be able to assist you in the transition and have a reasonable period of time for testing.

If you need any assistance with this procedure, please call Luz Amanda Ciccarelli at 916-327-2942 or send her an e-mail to lcicare@arb.ca.gov