

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 or CARBOB) with standardized notification forms and information about e-mailing their notifications to the California Air Resources Board (ARB).

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

This user's guide (Revision: May12, 2011) and the nine Excel files listed below pertain to the *California Procedures for Evaluating Alternative Specifications for Phase 3 Reformulated Gasoline Using the California Predictive Model* amended August 7, 2008 as a result of the amendments to the CaRFG regulations effective on August 29, 2008.

These Excel files comply with the requirements effective December 31, 2009.

PROCEDURE

The following spreadsheets are available to the producers.

1. Producer CARBOB Predictive Model (Single Certification)
2. Producer CARBOB Predictive Model (Dual Certification)
3. Producer Final Product Predictive Model (Single Certification)
4. Small Refiner CARBOB Predictive Model (Single Certification)
5. Small Refiner CARBOB Predictive Model (Dual Certification)
6. Small Refiner Final Product Predictive Model (Single Certification)

Each file contains several worksheets. The worksheets that a producer or small refiner uses to input data and to report to ARB are visible to the user. The remaining worksheets that compute the emissions calculations and model predictions are hidden from view.

HOW TO FILL-OUT THESE FORMS

Open the appropriate file for the final product or CARBOB gasoline you need to report. Answer the questions and type in the data for your final product or CARBOB gasoline in the **PM input** worksheet or the **CARBOB input** worksheet (respectively). The cells colored yellow represent information required by the CaRFG regulations; the cells colored blue are optional information.

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% you specify on the worksheet must correspond closely to the Oxygen w% that you specify for the gasoline.

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

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 **report form** and fill out the remaining information in the yellow and blue cells.

Note:

The fuel information from the input sheet is automatically copied into the respective cells on the **report form**. If you wish to change the fuel information, do it on the input data worksheet.

On the **report form**, overwrite the content of rows 1 to 3 with the producer’s name and complete address.

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.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that is stamped when you send your e-mail will be treated as the reporting date and time. Thus, to comply with this requirement of the regulation the start of transfer date and time must be **AFTER** this reporting time.

Notes:

1. The date must be entered in the following format: **dd/mm/yy**, example: 15/05/11 for May 15, 2011. After you enter the date, the spreadsheet will automatically change it into the appropriate format for ARB use.
2. The time must be entered in the military time format **hh/mm** example: 15:35 for 3:35 p.m. **DO NOT** enter a.m. nor p.m. the database will reject the notification.

HOW TO SAVE THESE FORMS

First, select the forms you need to report:

1. "Click" on the **report form** worksheet. Notice that the name of the report form is highlighted in a white tab at the bottom of the computer screen.

Then, move and save the selected worksheet into a new file:

2. Put the cursor on of the highlighted name (in the white tab) form 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 form worksheet that you move to the new book.

Save your new file with the appropriate file name:

3. Go to **Save As**, and save the file by using the file-name format shown bellow: (Find the one that refers to your refinery). It is very important to use this file-name to facilitate the filing of your data in ARB's database.

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

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

ConocoPhillips Rodeo: COP-Rod-Batch-.....

ConocoPhillips Los Angeles: COP-LA-Batch-.....

Tesoro Golden Eagle:	Tesoro-Golden-Batch-.....
Valero Wilmington:	Valero-Wilm-Batch-.....
Kern Oil Bakersfield:	Kern-Bak-Batch-.....
Tesoro Los Angeles:	Tesoro-LA-Batch-.....
Shell Oil Martinez:	Shell-Mar-Batch-.....
ExxonMobil Torrance:	Exxon-Torr-Batch-.....
Valero Benicia:	Valero-Ben-Batch-.....

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

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

Now, when you attach this file to your e-mail to ARB, you will be sending only your report form. By following these directions, you will avoid sending the entire Predictive Model spreadsheet that has all the emissions calculation and the input worksheets, which we do not need.

E-MAILING YOUR NOTIFICATION TO CARB

CARB has established a new e-mail address exclusively for CaRFG Predictive Model notifications. PM notifications must be sent to:

carfgnotification@arb.ca.gov

In the event that you are not successful in e-mailing to the new e-mail address above, Luz Amanda Ciccarelli's e-mail address still available.

lcicare@arb.ca.gov

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

The 3rd option is to send the notification via fax: (916) 445-0885 or (916) 324-6241

And, the 4th option is to leave a voice mail in Luz Amanda's phone number: (916) 327-2942 with all the required information.

ADDITIONAL INFORMATION

TANK NOTIFICATIONS

CARB also established an e-mail address exclusively for tank designation notifications.

Tank designation notifications must be sent to:

tankdesignation@arb.ca.gov

DIESEL NOTIFICATIONS

CARB also established an e-mail address exclusively for diesel notifications.

Diesel notifications must be sent to:

dieselnotification@arb.ca.gov

SUBJECT TITLE FOR THE E-MAIL

To facilitate ARB's internal handling of your e-mail messages, use the following title format in the subject title of your e-mail:

Refinery, Type of Gasoline, Batch #

Here are a couple of examples:

BP Carson, CARBOB, G-01-327

Shell Martinez, CARBOB, 01235

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

E-MAIL RECEIPT CONFIRMATION

ARB 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's e-mail server and a second confirmation that the recipient 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. ARB 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

ARB 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 Luz Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at ARB. This password will remain confidential between Amanda and your e-mail sender.

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 ARB did not receive it and has no record of it in ARB's e-mail system. In the past, ARB has accepted fax transmission documentation that a fax was sent to ARB even though ARB 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, ARB retains the right to investigate and perhaps not accept the company's e-mail transmission documentation if ARB has reason to suspect the validity of that documentation.

ARB'S E-MAIL SYSTEM

ARB's e-mail program is Microsoft Office Outlook 2010.

SENDING A REVISION

If you need to revise a notification that has already been sent to ARB, please include in the e-mail a brief paragraph 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. Steve Brisby, Manager, Fuels Enforcement Section should be sent to ARB. This letter should more fully explain the incident that led to the revision, the incorrect and correct data and the procedures that the producer is implementing to prevent these errors from occurring again. Please send letters by e-mail to Mr. Brisby at sbrsiby@arb.ca.gov or by mail to:

1001 I Street
P.O. Box 2815
Sacramento, CA 95812

LET US KNOW IF WE CAN HELP

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