

**CALIFORNIA AIR RESOURCES BOARD**

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

# CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE FOR IMPORTERS

## OBJECTIVE

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

## INTRODUCTION

This user's guide provides importers 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 importers of CaRFG to use electronic reporting.

The December 25, 2003 release of these spreadsheets includes many changes that will further reduce data entry errors. This release includes only Phase 3 Predictive Model (PM) spreadsheets. (Phase 2 PM spreadsheets have been removed.)

## PROCEDURE

This user's guide contains two files.

[Phase 3 for PM Flat for Importers Version\(12-25-03\).xls](#)

[Phase 3 CARBOB for PM Flat for Importers Version\(12-25-03\).xls](#)

Each file contains several worksheets. The worksheets that are assign 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 gasoline or CARBOB. 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 **import report form** and the corresponding **PM flat batch report form**. The Import Report and the PM Flat Batch Report will replace the notification forms that

most importers currently send to CARB by FAX. CARB is requesting that all importers use these forms so that all forms received by CARB will be standardized.

## **HOW TO FILL-OUT THESE FORMS**

Open the file you wish to use. Answer the questions and type in the data for your gasoline or CARBOB on the **PM input** sheet or the **CARBOB input** sheet (respectively). The cells colored yellow represent required information; the cells colored blue are optional information.

The PM 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 **import report form** and fill out the remaining information.

Note: The fuel information from the input sheet is automatically copied into the respective cells on the **PM Flat Batch Report**. If you wish to change the fuel information, do so on the input data sheet.

Importers that have a Marine Vessel Protocol with CARB: For each import of gasoline, importers are required to send a **FIRST** and a **FINAL** notification. Thus, you the importer are going to send two complete notifications for the same import. If you are filing out the first notification, you will enter Y on the first notification question and N on the final notification question. The notification ID number is automatically assigned for you. This notification ID number is going to be the link to the FINAL notification. Therefore, when you are filling out the final notification, this is the number that you have to enter as the notification ID number.

Notice that in the PM Flat Batch Report you do not have to enter any information, as a precaution just make sure that the notification is accurate.

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 **Import Report** worksheet. Notice that the name of the report form is highlighted at the bottom.
2. You also need to highlight the corresponding **PM Flat Batch Report** worksheet at the same time. Do this by putting the cursor on the title of the PM Flat Batch Report form, pressing and holding the **Control Key**, and left-click the mouse at the same time. Now, you have both the Import Report form and the PM Flat Batch Report form highlighted.
3. Put the cursor on one of the highlighted forms and right-click the 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 worksheets that you move to the new book. It is important to always e-mail the import report form and the corresponding PM flat batch report form at the same time.
4. Go to **Save As**, and save the file by using the file-name format shown below: (NOTE: If the file-name format for your company does not appear below, please call Luz Amanda Ciccarelli at 916-327-2942 to receive your format.)
5. It is very important to use this file-name format to facilitate the filing of your data in CARB’s database.

Examples of file-name formats:

Trafigura-Import-Vessel Name-**FIRST**-ID # 200503

Trafigura-Import-Vessel Name-**FINAL**-ID # 210303

BP West Coast-Import-Vessel Name-**FIRST**-ID # 220403

West Port Petroleum-Import-Vessel Name-**FIRST**-ID # 250403

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

Now, when this file is attached to your e-mail to CARB, you will be sending only the Import Report form and PM Flat Batch Report and 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:

[lciccare@arb.ca.gov](mailto:lciccare@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, please use the following title format in the subject-title of the e-mail: (NOTE: If the subject-title format for your company does not appear below, please call Luz Amanda Ciccarelli at 916-327-2942 to receive your format.)

#### **Refinery, PM using, Type of Gasoline, FIRST or FINAL, Notification ID #**

Here are a few of examples:

BP West Coast, PM Phase 3 Flat, CARBOB, FIRST, Notification ID # 210403

Tesoro, PM Phase 2 Flat, CARB, FINAL, Notification ID # 230503

Trafigura, PM Phase 3 Flat CARBOB, FINAL, Notification ID # 200503

West Port Petroleum, PM Phase 3 Flat, FINAL, Notification ID # 250403

If you are sending a revision after the ID number 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 importers are implementing to prevent these errors from occurring again.

## **PASSWORD PROTECTION OF THE SPREADSHEETS**

The spreadsheets are password protected. However, if you need to unprotect any of them, e-mail Luz Amanda Ciccarelli specifying the worksheet and the reason 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](mailto:lcicare@arb.ca.gov)