



Linda S. Adams  
Secretary for  
Environmental Protection

# Air Resources Board

Mary D. Nichols, Chairman  
1001 I Street • P.O. Box 2815  
Sacramento, California 95812 • [www.arb.ca.gov](http://www.arb.ca.gov)



Arnold Schwarzenegger  
Governor

January 11, 2010

Dear LCFS Working Group Members:

The staff of the California Air Resources Board (ARB/Board) invites you to participate in a working group meeting to discuss the LCFS Reporting Tool.

Among the items to be discussed, staff intends to provide a status update on the LCFS Reporting Tool (LRT) and present information on industry participation in the testing of the LRT. Enclosed is a tentative agenda. A final agenda will be available prior to the meeting at <http://arb.ca.gov/fuels/lcfs/lcfs.htm>.

The working group meeting will be held at the following time and location:

DATE:	Thursday, January 21, 2010
TIME:	9:00 a.m. – 12:00 p.m.
LOCATION:	Coastal Hearing Room
ADDRESS:	Cal/EPA Headquarters Building 1001 "I" Street Sacramento, California 95814
CALL-IN:	800-593-0735
PASSCODE:	7595603
LEADER NAME:	John Curtis

Directions to Cal/EPA Headquarters and public transit information can be found at the California Environmental Protection Agency's website at <http://www.calepa.ca.gov/epabldg/location.htm>.

If you require a special accommodation or need this document in an alternate format or language, please contact Mr. Valentine Montoya at (916) 324-0428 or [vmontoya@arb.ca.gov](mailto:vmontoya@arb.ca.gov) as soon as possible, but no later than 10 business days before the scheduled event/meeting. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service.

This meeting will be webcast. You may access the webcast at ARB's homepage, <http://www.arb.ca.gov>. For this meeting, we will also accept comments and questions sent via email to [coastal@calepa.ca.gov](mailto:coastal@calepa.ca.gov).

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.*

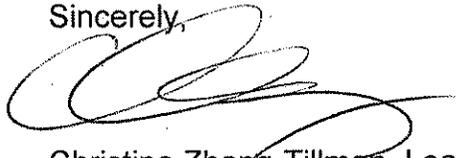
California Environmental Protection Agency

LRT Working Group Meeting  
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We welcome and encourage participation in this effort. If you have questions about the meeting, please contact Ms. Renee Littaua, Manager, Fuels Section, at (916) 322-6019 or Ms. Christina Zhang-Tillman at (916) 324-0340.

Enclosure

Sincerely,



Christina Zhang-Tillman, Lead  
LCFS Reporting Tool

cc:

Ms. Renee Littaua, Manager  
Fuels Section

**California Air Resources Board**

**Working Group Meeting to Discuss the  
Low Carbon Fuel Standard Reporting Tool**

**Thursday January 21, 2010  
9:00 A.M. to 12:00 P.M.  
Coastal Hearing Room**

**California Environmental Protection Agency  
Headquarters Building  
1001 "I" Street  
Sacramento, California 95814**

To Participate by Webcast, go to [www.arb.ca.gov](http://www.arb.ca.gov)

To Participate by Teleconference, Dial:

**1-800-593-0735** (for domestic)

Give the Participant Code: **7595603**, and Leader Name: **John Curtis**

**Tentative Agenda**

January 21, 2010

1. LCFS Reporting Tool status
2. Procedure for industry User Acceptance Testing (UAT)
  - Accessing the system for testing
  - Setting up accounts – roles and responsibilities
  - Entering or importing data
  - Reviewing report details and credit/deficit balance
  - Submitting reports and correction requests
3. Comment submission procedure
4. Next steps