

California Environmental Protection Agency



Air Resources Board

***LCFS Reporting Tool
(LRT) Working Group
Meeting***

January 21, 2010

Agenda

- LCFS Reporting Tool (LRT) status
- Procedure for industry User Acceptance Testing (UAT)
 - Accessing the system for testing
 - Roles and responsibilities
 - System walkthrough
 - Registration and establishing master account
 - Creating organization users
 - Entering or importing data
 - Reviewing report details and credit/deficit balance
 - Submitting reports and correction requests
- Next steps

LCFS Reporting Tool Status

- Major components developed
 - Account and organization management
 - Fuel data entry – manual entry and XML upload
 - Report management, correction request, submission
 - Credit/deficit balance and summaries
- Staff currently performing internal ARB testing
 - Complete by end of January
- Development on hold – RFQ in progress

Accessing the UAT Environment

- Required browsers: IE 7+ or Firefox 3.0+
- Link to UAT environment
www.arb.ca.gov/fuels/lcfs/uat/LCFSRT.htm
- Master users must create account
 - Each organization designate one “master” administrator
 - Administrator register organization with ARB
 - ARB review account and activate
 - Once approved, administrator create and manage accounts for additional users within the organization
 - ARB manages “master” accounts

LRT Roles

- Administrator
 - Manage all user accounts and organization details
 - Can activate and deactivate user account
 - Serve as primary contact for users within organization
 - Have full access to the system
- Contributor
 - Have read and write access in the system
 - Can only edit own account; not other users' accounts
 - Cannot modify organization details but can add/edit report details
- Reviewer
 - Have only read access in the system
 - Can modify own account; not other users' accounts
 - Cannot modify any report or organization details

LRT Responsibility

- Signatory responsibility
 - Designated to users who will be responsible for submitting reports to ARB
 - User can be an Admin, Contributor or Reviewer
 - Designation can be assigned to more than one person
 - Industry administrator assign designation, not ARB
 - Designated user must accept this responsibility explicitly within the LRT

- * Serve as primary contact for ARB Enforcement for submitted reports *

LRT Walkthrough

Registering Organization and Master Account

Low Carbon Fuel Standard Reporting Tool

Regulated Party Sign On

User Name:

Password:

Login

[Forgot your username or password.](#)

FIRST TIME USERS

www.arb.ca.gov/fuels/lcfs/uat/LCFSRT.htm

If this is your first time using the system, contact your organization's administrator(s).

Each organization must designate administrators who will be responsible for creating and maintaining the organization's profile and user accounts.

If you are an administrator, you must do the following to register your organization and users with ARB:

- > Enter Organization and facility details
- > Create user accounts for each user under your organization, including yourself
- > Create user roles and assign role to each user
- > Determine who can view or edit information and who has signatory authority to submit reports

Once a user account is created, give the username and password information to the user. The password can be changed when the user logs in.

Register Organization and Users

Registration Information

[Contact Us](#) [Sign in](#)

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Register Organization And Users

Step. 1 Create Organization Profile

Organization Information

Organization Name: *

Address Line 1: *

Address Line 2:

City or Province: *

State: *

Zip Code: *

Country: *

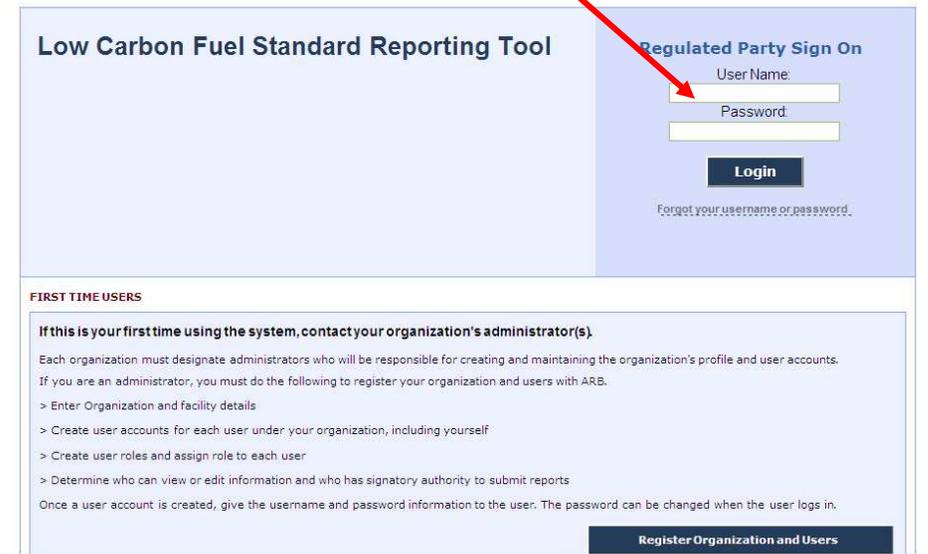
Multiple facilities(optional)

If your organization has multiple facilities, enter the information here. The LCFS compliance report applies to all facilities under the organization.

Facility Name	Facility Address	City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select a State"/>	<input type="text"/>	Add Cancel

Logging Into the System

- After registration, allow few days for account activation
- Master account holder
 - Log in with registered username/password
 - Create user accounts
 - Assign signatory user (for UAT, default to admin)



Low Carbon Fuel Standard Reporting Tool

Regulated Party Sign On

User Name:

Password:

Login

[Forgot your username or password.](#)

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Register Organization and Users

Home Page - Admin



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Home

Welcome: eve Lin for Eve Gasoline

Important Reminders

Notice : For reporting year 2010, you will ... (important message to be added here)
For first quarter 2011, the report due date is x xx.xx.xx

Quick Links

Administrator's Corner

- View or Change Organization Details
- Add or Change User Accounts

Account Information

- [Change Your Contact Information](#)
- [Change Your Username](#)
- [Change Your Password](#)

LCFS Credits

- [View Credit Balance](#)
- [Initiate a Credit Transaction](#)

Compliance Report

- [Enter or Change Report Information](#)
- [View Compliance Schedule](#)
- [View All Report Due Dates](#)

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Home Page - Signatory



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- User Profile
- LCFS Reports
- LCFS Credits

Home

Welcome: test tillman for Eve Gasoline

Important Reminders

Notice : You will not be able to submit data into the LCFS system until you have accepted the terms of use for this system and certified with a digital signature that you possess signatory authority for your organization. To proceed with this process, [CLICK HERE](#).

Quick Links

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Organization Profile

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Organization Profile

Welcome: test tillman for Eve Gasoline

Organization Profile

Organization Information

Organization Name: *

Address Line1: *

Address Line2:

City or Province: *

State: *

Zip Code: *

Country: *

[Edit](#)

Multiple facilities(optional)

If your organization has multiple facilities, enter the information here. The LCFS compliance report applies to all facilities under the organization.

Facility Name	Facility Address	City	State	Zip	
test2	1234 here st.	davis	CA	98111	Edit Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a State <input type="text" value="v"/>	<input type="text"/>	Add Cancel

User Profile – Admin View Only

Home Organization Profile User Profile LCFS Reports LCFS Credits

User Profile

Welcome: test tillman for Eve Gasoline

User Profile : Create/Edit User Accounts

User Details

First Name: *

Middle Initial:

Last Name: *

Business Phone: *

Mobile Phone:

Email: *

User Role

User Role: Signatory Authority Has digitally certified statement of signatory authority.

Username and Password

User Name: *

Password: *

Confirm Password: *

Save

User Name	Full Name	Role	Signatory Authority	Activate
eLin	eve Lin	Administrator	yes	<input type="checkbox"/>
testtillman	test tillman	Administrator	yes	<input checked="" type="checkbox"/>

Entering Report Data – Reports Overview

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LCFS Report

Welcome: eve Lin for Eve Gasoline

LCFS Reports

Select the reporting year for which you would like to view or enter data.

Report options: All Reports
 Reports From: To:

Quarter 1, 2010 Status: **Open**

Activity#	Version#	Date	Description	User
1	None	1/18/2010 1:02:00 PM	Start a New Report	elin

Quarter 2, 2010 [Begin Report](#) Status: **None**

Quarter 3, 2010 [Begin Report](#) Status: **None**

Quarter 4, 2010 [Begin Report](#) Status: **None**

Annual, 2010 Status: **None**

Entering Report Data – Reports Details

Report Details | Manage Documents | Report Summary

Report Details

Organization: Eve Gasoline
Reporting Period: Q1,2010

Status: Open
Version: None
Activity: 1

The carbon intensities of the gasoline and diesel standards for 2010 are:

Gasoline: 95.61 gCO₂/MJ
Diesel: 94.47 gCO₂/MJ

Reported Fuels:

Add New Fuel

[Electricity](#) [Delete](#)
[Electricity](#) [Delete](#)
[Gasoline](#) [Delete](#)
[Gasoline](#) [Delete](#)

Gasoline Accounting Sheet

Import Data

Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical Pathway Code	EER	Obligated Amount	Units	Credits (MT)	Deficits (MT)
Gasoline	CBOB002 CARBOB - d	100.00	PHY01 Fuel p	1.0	0	gal		(569)

- The reported volume of HCICO is not part of a mixture. Only 100% HCICO is supplied.
- The reported volume of HCICO is part of a total volume containing both HCICO and non-HCICO.

Transaction Details

Start Date	End Date	Transaction Category	Business Partner or Facility ID	(+) Amount	(-) Amount	(0) Amount	Descrip
04/01/2010	04/15/2010	Production	8	200000	0	0	Row 6
04/01/2010	04/15/2010	Import	8	300000	0	0	Row 7
04/01/2010	04/15/2010	Import	8	100000	0	0	Row 8
04/01/2010	04/15/2010	Production	8	100000	0	0	Row 9
04/01/2010	04/15/2010	Import	8	100000	0	0	Row 10

Importing Report Information

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Welcome: eve Lin for Eve Gasoline

XML Upload

Organization: Eve Gasoline Reporting Period: Q1,2010	Status: Open Version: None Activity: 1
---	--

There is at least one existing transaction for this time period. If you continue with the XML Upload process, existing transaction(s) will be deleted, Do you wish to continue with the XML Upload?

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Welcome: eve Lin for Eve Gasoline

XML Upload

Organization: Eve Gasoline Reporting Period: Q1,2010	Status: Open Version: None Activity: 1
---	--

Choose XML document to upload :

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Upload Supporting Documents

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LCFS Report

Welcome: eve Lin for Eve Gasoline

[Report Details](#) [Manage Documents](#) [Report Summary](#)

Upload Supporting Documentation

Choose one or more files to upload :

[Browse for Files](#)

Select File Type : *

Select a File Type

Enter description for selected file(s):

[Upload All](#)

[Clear](#)

Upload Document List

No Documents found

View Report Summary

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LCFS Report

Welcome: eve Lin for Eve Gasoline

[Report Details](#) [Manage Documents](#) [Report Summary](#)

Quarterly Report Summary

Organization: Eve Gasoline
Reporting Period: Q1,2010

Status: Open
Version: None
Activity: 1

Reported Fuels

Fuel Name	Fuel Pathway Code	CI(g/MJ)	Physical Pathway Code	EER	Obligated Amount	Units	Credits(MT)	Deficits(MT)
Electricity	ELC001	124.10	PHY01	3.0	350,000	kWh	205	
Electricity	ELC001	124.10	PHY01	2.7	300,000	kWh	141	
Gasoline	CBOB002	100.00	PHY01	1.0	0	gal		(569)
Gasoline	CBOB002	100.00	PHY01	1.0	1,000,000	gal		(525)

Total Credits/Deificts Generated (MT): (748)

Supporting Documentation

No Documents found



[Submit Report](#)

Submitting a Correction Request

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LCFS Report Welcome: eve Lin for Eve Gasoline

LCFS Reports

Select the reporting year for which you would like to view or enter data.

Report options: All Reports
 Reports From: To:

<input type="checkbox"/> Quarter 1, 2010	Request Correction	Status: Submitted
<input type="checkbox"/> Quarter 2, 2010	Request Correction	Status: Submitted
<input type="checkbox"/> Quarter 3, 2010	Request Correction	Status: Submitted
<input type="checkbox"/> Quarter 4, 2010	Request Correction	Status: Submitted
<input type="checkbox"/> Annual, 2010		Status: Submitted

- Request Correction opens submitted report and allows for edits.
- Data are corrected within each quarter's report.
- Annual report is an aggregation of quarterly reports.

View Credit Balance

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Credit Balance

Welcome: eve Lin for Eve Gasoline

[LCFS Credits](#) [Credit Balance](#) [Credit Transactions](#) [Credit Summary](#)

Credit Balance

Date Options: All Dates

From: 
mm/dd/yyyy

To: 
mm/dd/yyyy

Ref No.	Date	Description	Credits (MT)	Deficits (MT)	Balance (MT)
2	1/14/2010	Q1 2010 Credits/Deficits Generated v.1		(3)	(3)
2	6/30/2010	Q2 2010 Credits/Deficits Generated v.1		(765)	(768)
2	9/30/2010	Q3 2010 Credits/Deficits Generated v.1		(25)	(793)
2	12/31/2010	Q4 2010 Credits/Deficits Generated v.1		(557)	(1,350)

Ending Balance (MT): (1,350)

Notes:

- Credit balance displays all credits/deficits for each reporting quarter.

View Credit Summary

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Credit Balance

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Credit Summary

View Options: Quarterly Select Year: 2010 Annual 2010 to 2013

2010	Q1: Jan 1 to Mar 30	Q2: Apr 1 to Jun 30	Q3: Jul 1 to Sep 30	Q4: Oct 1 to Dec 31	Total (MT)
Beginning Balance	0	(3)	(768)	(793)	0
Credits/Deficits Generated	(3)	(765)	(25)	(557)	(1,350)
Credits Purchased	0	0	0	0	0
Credits Sold	0	0	0	0	0
Credits Exported	0	0	0	0	0
Credits Retired	0	0	0	0	0
Ending Balance	(3)	(768)	(793)	(1,350)	(1,350)

Attention Required:

Total credit/deficit ratio is negative. Please contact Air Resource Board.

- Credit summary displays credits/deficits for one or multiple years.

Next Steps

- Industry User Acceptance Testing (UAT) pending new contract
- UAT environment set up in progress
- Code deployment to UAT environment in progress
- ARB will notify working group members when testing is to begin
- ARB will provide reference material
 - Updated XSD file for XML data import
 - Quick User Guide for accessing and using the system
 - Guidance Document on reporting requirements

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