

California Environmental Protection Agency

Air Resources Board

Low Carbon Fuel Standard

User Guide Version 1.0

LCFS Reporting Tool (LRT)

Credit Bank and Transfer System (CBTS)

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Acronyms

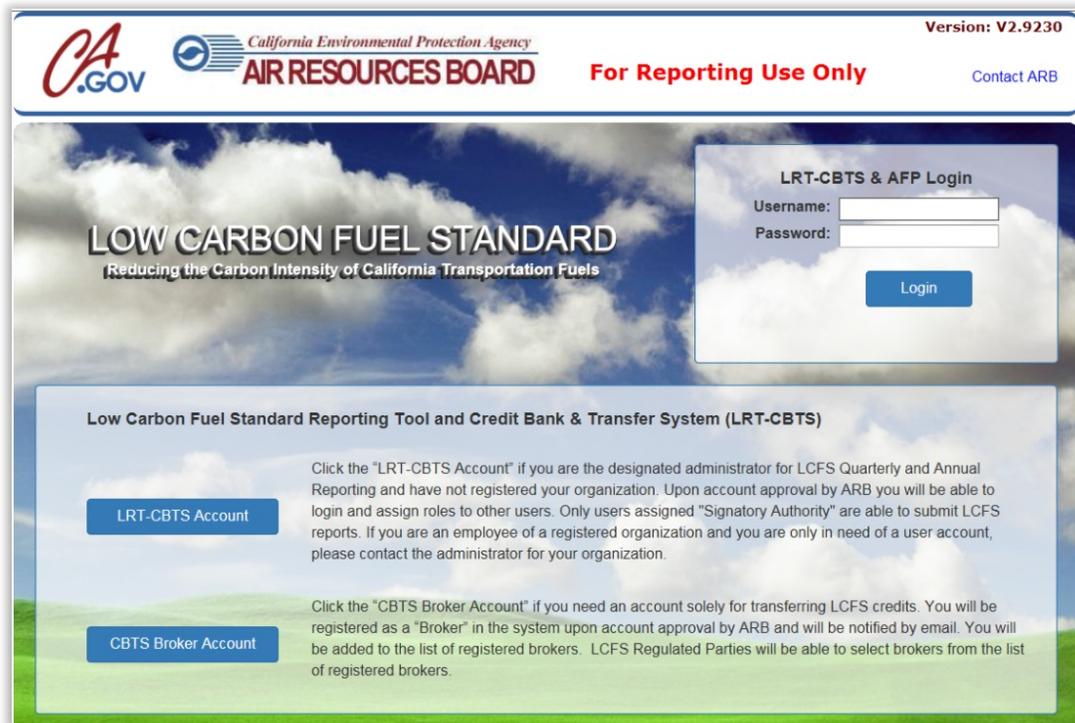
AFP	Alternate Fuels Portal
B-Brkr	Buyer Broker
BP	Business Partner
CARB	California Air Resources Board
CBC	Carryback Credits
CBTS	Credit Bank & Transfer System
CI	Carbon Intensity
FPC	Fuel Pathway Code
FTM	Fuel Transport Mode
LCFS	Low Carbon Fuels Standard
LRT	LCFS Reporting Tool
MCON	Marketable Crude Oil Name
PTD	Product Transfer Document
RP	Reporting Party
SA	Signatory Authority
S-CF	Seller Credit Facilitator
S-Brkr	Seller Broker
TIDN	Transfer Identification Number
TOA	Total Obligated Amount
TOU	Terms of Use

1 Introduction

The LCFS Data Management System (LDMS) is comprised of two tightly integrated modules, the LCFS Reporting Tool (LRT) and the Credit Bank & Transfer Module (CBTS), referred to together as LRT-CBTS. The Alternative Fuels Portal (AFP) is also part of the LDMS but is not currently included in this user guide. The LRT is designed to support the quarterly and annual reporting required by the LCFS of Reporting Parties (RP) subject to the regulation. The CBTS supports the transfer of credits between buyers and sellers participating in the LCFS. This user guide provides instructions for account registration and the reporting features of the LRT and guidance for completing credit transfers in the CBTS. It describes the supporting features available in the most current version of the LRT-CBTS and will be updated as significant changes in functionality are implemented in the system.

2 LRT-CBTS Account Registration and Management

Organizations that intend to participate in the LCFS program must register for an account in the LRT for reporting purposes. Please refer to the ARB LCFS website at:
<http://www.arb.ca.gov/fuels/lcfs/lcfs.htm>

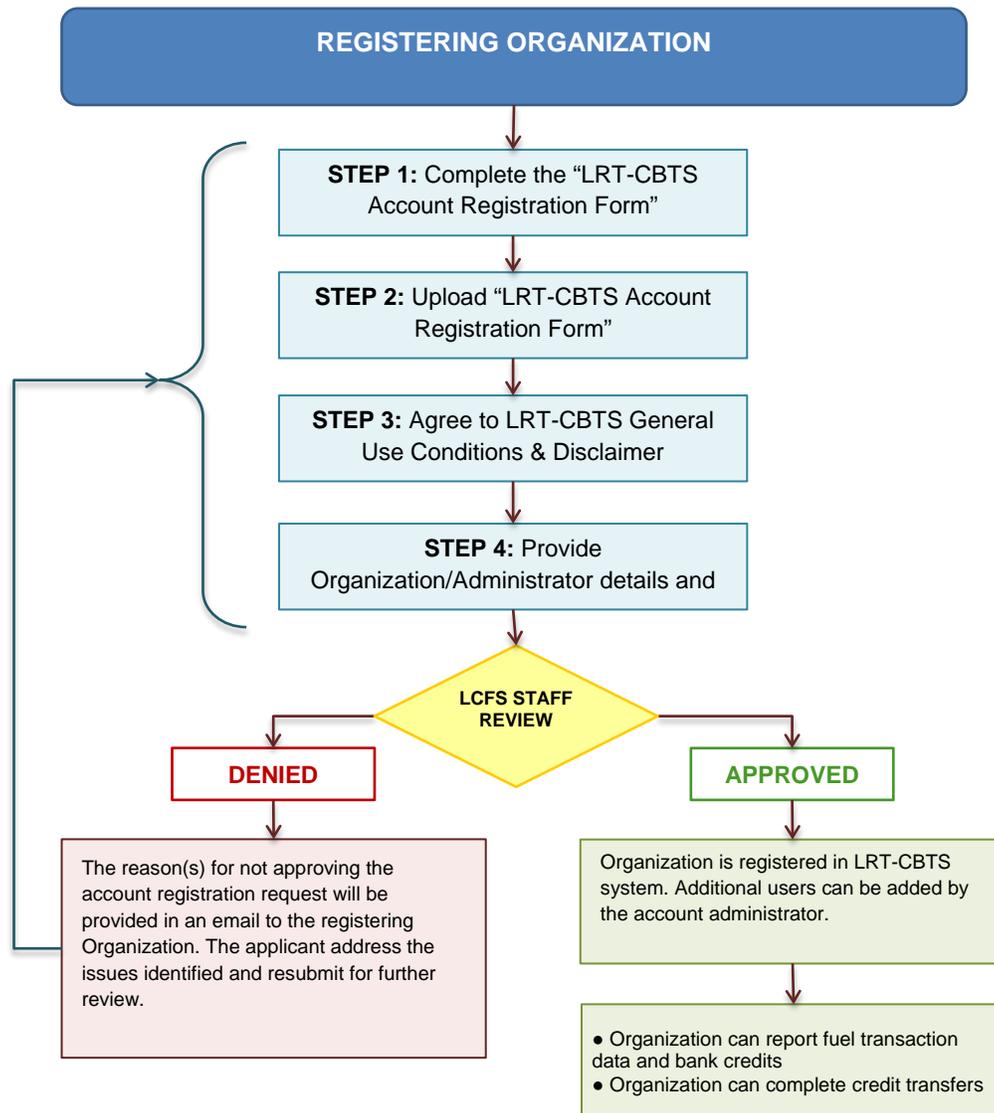


Note: For assistance with LRT or CBTS, please contact the LCFS Systems Administrator (Email: Lrtadmin@arb.ca.gov; Phone: (916) 323-0023).

2.1 Registration Process Flowchart

To participate in California's Low Carbon Fuels Standard Program, Regulated Parties, Opt-In Parties, and Brokers must have an LRT-CBTS account(s). This is required for reporting purposes and to bank, transfer, and retire LCFS credits. To obtain an LRT-CBTS account, each organization must complete the registration process as instructed in this section. The figure below provides an overview of the account registration process for Regulated and Opt-In Parties. (For registration as a broker refer to section 2.5 of this document.)

LRT-CBTS Account Registration Process for Regulated and Opt-In Parties



2.2 LCFS Organization Registration

The LRT-CBTS account registration involves a series of four steps before an account registration request can be submitted. The provided information is reviewed by the LCFS Systems Administrator for approval.

STEP 1

This step is a brief introduction to the LRT-CBTS system and the eligibility for setting up an account in the system. The Account Registration Form is provided here for download which

must be completed per the instructions and uploaded by the applicant in Step 2. The form downloads in a fillable PDF format (typed enabled).

Step 1. Completing the “LRT-CBTS Account Registration Form”

The LCFS Data Management Systems are comprised of two tightly integrated modules including the LCFS Reporting Tool (LRT) and the Credit Bank & Transfer System (CBTS) along with the Alt. Fuels Portal (AFP). The LRT supports the quarterly and annual reporting by Reporting Parties (RP) subject to the LCFS. The CBTS supports the transfer of credits between buyers and sellers participating in the LCFS. The registration involves a series of four steps before an account can be submitted. The information provided is reviewed by the LRT administrator for approval.

To establish an account in the LRT-CBTS, a reporting party must qualify pursuant to LCFS section 95483 or 95483.1. A reporting party that desires to establish separate accounts for separate subsidiaries must register each subsidiary separately. Each company that receives a user account must file quarterly and annual reports and demonstrate compliance separately.

Completing the “LRT-CBTS Account Registration Form”

The Account Registration Form is provided here for download. This form is to be used to establish the “Basis” for the registration and to certify the person as the Primary Administrator who has primary responsibility for all information provided as part of the registration process in the LCFS Reporting Tool and Credit Bank & Transfer System (LRT-CBTS). It also identifies a Secondary Administrator for the account. The Administrators are responsible for all data submitted by the registering party and the account administration for the organization/company. A completed LRT-CBTS Account Registration Form is required to be uploaded in Step 2 of the LRT-CBTS registration process. See the instructions included in this form.

[Account Registration Form](#) ← Download the Account Registration Form

Step 2 **Cancel**

STEP 2

Complete and sign the Account Registration Form and save it in PDF format. Upload the completed form using the upload button as shown below.

Step 2. Upload “Account Registration Form”

Filename:

Upload **Cancel**

STEP 3

Applicants must agree to LRT-CBTS General Use Conditions & Disclaimer before they can proceed with the registration.

Step 3. LRT-CBTS General Use Conditions & Disclaimer

Data Submittal

The accuracy of any information submitted through the LCFS Reporting Tool and Credit Bank & Transfer System (LRT-CBTS) including but not limited to any claimed CI values, and the verification of any such submitted information is the sole responsibility of the Reporting Party that submitted the information. The ARB makes no warranties, expressed, implied, or otherwise, as to the validity, accuracy, marketability, merchantability, or any other aspect of any information submitted under this registration program or any information published by ARB as a result of or derived from this registration. No data, analysis, results, or other information that may be published by ARB as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no LCFS credit derived from the registration data, analysis, results or other registration information published by ARB shall constitute or be construed as instruments, securities, or any other form of property.

Verification

ARB reserves the right to review and audit at any time any of the information submitted through this online system and, as a result, data, analysis, results, or other registration information published by ARB are subject to change.

Attestation Submittal included with Quarterly and Annual Reports

In order to submit a quarterly or annual report for processing and credit generation, you will be required to complete and submit the appropriate attestation incorporated into each quarterly and annual report.

I agree to these conditions.

Ensure you have checked the box
after reading the Terms of Use

Step 4

Cancel

STEP 4

The applicant needs to check all the applicable fuels/blendstocks and identify the regulated party or opt-in status same as on the Account Registration Form. The applicant also has to provide organization and administrator details along with primary contact information after uploading the Account Registration Form onto this page. All fields marked with an asterisk (*) are mandatory.

LCFS Organization Registration

Registration of Reporting Party in LCFS

Select any applicable fuels/blendstocks from the following list for which your organization/company is a "Regulated Party" under the LCFS Program per section 95483 of the LCFS regulation:

- California reformulated gasoline blendstock for oxygenate blending ("gasoline" or "CARBOB")
- California diesel fuel ("diesel fuel" or "ULSD")
- Fossil liquefied natural gas ("Fossil LNG"), or fossil liquefied compressed natural gas ("Fossil L CNG")
- A fuel blend containing greater than 10 percent ethanol by volume
- Regulated Parties for Electricity.
- A fuel blend containing biomass-based diesel
- Denatured fuel ethanol ("E100")
- Neat biomass-based diesel ("B100")
- Any other liquid or non-liquid fuel

Also, complete the following if your company is opting into the LCFS Program as an "Opt-In" Party per section 95483.1 of the LCFS regulation:

- A producer of one or more fuels from the following list of "opt-in" fuels specified in section 95482(b) and meets the requirements of section 95483(d), (e) or (f), whichever applies to that fuel as selected below:
 - Electricity
 - Hydrogen
 - A hydrogen blend
 - Fossil CNG derived from North American sources
 - Bio-CNG
 - Bio-LNG
 - Bio-L-CNG
- An out-of-state producer of oxygenate for blending with CARBOB or gasoline, or biomass-based the LCFS regulation as an importer. A credit generator under this subsection may retain the compliance obligation, for a specific volume of fuel or blendstock, only if that person sells the fuel to a regulated party.
- A person ("intermediate entity") who is in the distribution/marketing chain of imported fuel and is positioned on that chain between the section 95483.1(a)(2) producer and the importer. See section 95483.1(a)(3).
- The gas company, utility, or energy service provider that supplies natural gas ("natural gas supplier") to a person that falls within the provisions of section 95483(d). See section 95483.1(a)(4).
- A producer of crude oil that has an innovative production method approved by the Executive Officer under section 95489(d). See section 95483.1(a)(5).

Organization Details

Authorization Form: 2014_supplemental_information_protected_mje5ysmrb8rY.pdf

[LRT-CBTS General Use Conditions](#) **Ensure the box is checked**

Organization Name: * FEIN: (Federal Employer Identification Number)

Address Line 1: * Address Line 2:

City: * State Or Province: * **Click on the link to read full LRT-CBTS General Use Conditions**

Zip Code: * Country: *

Email:

Do you want the email address entered above (which is optional) to be included in the list of Reporting Parties published on the ARB website? **Enter email only if checking the box**

Primary Contact

Primary Contact Name: * Mobile Phone: () - - -

Business Phone: () - - - - Email:

Primary Administrator Details

First Name: * Middle Initial:

Last Name: * **Click here to complete the application**

Business Phone: () - - - -

Mobile Phone: () - - - -

Email: * Confirm Email: *

User Name: *

Password: * Confirm Password: * * Required

Note: Password length must be between 7 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric character.

Note: The usernames are not case-sensitive. For example, **LCFS_ADM** and **lcfs_adm** will be considered as the same username by the system. Whereas, the passwords are case-sensitive i.e. **PASSword**, **Password** and **password** will be treated different by the system.



An automated email will be generated confirming receipt of the application. The LRT Administrator will review the submitted information and send an email notification indicating if the account has been approved or not. If approved, the account will be activated. If the account is not approved, an explanation of the outstanding issues will be emailed to the registrant and an opportunity to resubmit the application is provided.

2.3.1 Terms of System Use for LRT-CBTS

The LCFS Systems Administrator will activate the account for the requesting user upon approval. **All users** are required to accept the Terms of System Use Agreement (TOU) for the system as part of their first login.

As shown below, there are two sections of the TOU that need to be read and acknowledged. This is accomplished by checking the boxes that follow each of the two sections and entering the user's name (see top right of the TOU web page) to "Electronically Sign" the document. All users have access to the TOU for reference via a hyperlink on each web page of the LRT-CBTS.



Version: V2.9005
[Contact Us](#) [Sign out](#)

Welcome: James E. Tindel for Topical Fuels, Inc.

LCFS System User Agreements

Terms of System Use Agreement

As a condition of your use of the ARB, STATE OF CALIFORNIA, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any ARB, STATE OF CALIFORNIA server, or the network(s) connected to any ARB, STATE OF CALIFORNIA server, or interfere with any other party's use of any Services. You may not attempt to gain unauthorized access to any Services, other accounts, computer systems or networks connected to any ARB, STATE OF CALIFORNIA server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

I understand and agree to the terms of use for this system

LRT-CBTS User Certification with Electronic Signature

By 'Electronically Signing' as part of your LRT-CBTS Registration, you are confirming that you, the user signed in and identified by the name above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under the California Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.

I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document.

Please type: "First name Middle name Last name"
Example : John M Doe

By typing in my name I certify the above with my digital signature : Electronically Sign

2.3.2 Adding User Accounts

Additional user accounts can be added by the account administrators of the registered organization. To add a new user account, follow these steps.

Step 1: Go to **User Profile** tab. A form will appear requesting **User Details, User Role, Username** and **Password**.



Step 2: Complete all the required fields marked under **User Details**. Select other options as required. (*Ensure User Active is checked for all new users*)

- **User Locked:** Select to lock the user account.
- **User Active:** Select to ensure user account is active.
- **Password Reset:** Select when a password reset is required.
- **Primary Contact:** Select if user needs to be a primary contact for communication with ARB regarding the account.

Step 3: Select the **User Role** through the drop down and select options as required. User roles include Administrator, Credit Facilitator, Contributor, and Reviewer. For more detail refer to Section 3 of this document.

- **Signatory Authority:** Select if the user needs signatory authority to submit quarterly/annual LCFS reports. This is designation is not available to all user roles, but only to Administrators and Reviewers.
- **Data Tab:** Select to provide the user account access to LCFS reported data for download (discussed further in [Appendix B](#)).

Step 4: Create a **username** and **password** for the user and click **Add User Profile**.

Manage User Profile

User Details

First Name: * John Middle Initial: Initial
 Last Name: * Markie
 Business Phone: * (916) 323-2662-
 Mobile Phone: () - -
 Email: * john.markie@tf.com User Locked User Active
 Confirm Email: * john.markie@tf.com Password Reset Needed Primary Contact

User Role

User Role: * CONTRIBUTOR Signatory Authority Statement of signatory authority
 Data Tab

User Name And Password

User Name: * john.marki.tf
 Password: * [dots] Strong
 Confirm Password: * [dots]

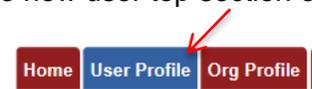
Note: Password length must be between 7 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric character.

Add User Profile **Reset** **Back**

2.3.3 User Profile Management

The existing user (account) profile can only be updated by the account administrator. To update an existing user profile follow these steps:

Step 1: Go to **User Profile** tab. A grid table containing a list of existing user accounts will be displayed below the new user top section of the page.



Step 2: Click on **See Details** from the list for the User Profile you want to update.

Full Name	Username	Role	Email	Signatory Authority	Data Tab Access	Primary Contact	User Locked	User Active	User Details	Password
John Markie	john.markie.tf	CONTR	john.markie@tf.com	No	No	No	No	Yes	See Details	Temp

Step 3: This will repopulate the fields in the form with the information included for the user account. To complete this step make the required updates and click **Update User Profile**.

2.4 Broker Registration

Individuals who intend to participate as a broker in LCFS must have a CBTS account. To register for a new Broker account, click **CBTS Broker Account** on the Login page. An online LCFS Broker Registration form, as shown below, needs to be completed by the applicant.

Upon submission an automated message will be generated confirming receipt of your application. The LRT Administrator will review the submitted information and send a notification email if the account is approved or not. If approved, the account will be activated.

LCFS Broker Registration

First Name:*	Middle Initial: <input type="text" value="Initial"/>
Last Name:*	FEIN: *
Company Name:*	Mobile Phone: () - - -
Business Phone:*	Confirm Email:*
Email:*	Address Line 2:*
Address Line 1:*	State Or Providence:*
City:*	Country:*
Zip Code:*	Confirm Password:*
Username:*	
Password:*	

Note: Password length must be between 7 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric character.

By submitting this Broker Registration Form to the LCFS Program for an account in the LRT-CBTS I am submitting to the jurisdiction of the California courts.

Ensure this is checked

3 LRT-CBTS User Accounts and Roles

After a user logs into the LRT-CBTS they are presented with different sets of tabs depending on the authorization provided by the role assigned to them within their account. Any one of a number of roles can be assigned by the organization’s administrator. The roles and the associated tabs for accessing various functions of the LRT-CBTS are described below.

3.1 Admin with Signatory Authority (SA)

This is an Administrator role **with** signatory authority. This account has authorization to establish and activate user accounts for the registered organization; upload data in LRT; submit Quarterly and Annual Reports; initiate and view all credit transfers and credit transfer activity; and access to the Credit Balance Ledger for the organization and select/authorize broker(s) to represent them (in order to initiate and complete credit transfers on their behalf). Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by the Admin (SA) individuals. Administrators with signatory authority are emailed the Security Identification Code (SIC) for their organization. (The Credit Facilitators (CF) for the organization also receive the emails containing the SIC and notices of transfer activities).

***Note:** After receiving an account in the LRT-CBTS, the person identified as the Primary Administrator on the electronic registration is automatically assigned the role of Administrator with Signatory Authority in the system. Prior to approval of the account, this person will need to be identified on the Account Registration Form with authorization from their company/organization management to assume this role.*

Home User Profile Org Profile MyBrokers Sell Board Transfers Ledger Partners Producers FPC LCFS Reports Data Correspondence

LRT-CBTS Tab Reference

- Home** : This tab provides any notifications, administrative messages and other information related to reporting requirements and the LRT-CBTS. It is same for all other account roles.
- User Profile** : This tab is available to all users for checking information related to their user profiles. The admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts.
- Org Profile** : This tab is available to all users to check information related to the registered organization profile. The admin role can edit and update this information.
- MyBrokers** : This tab is available only to this account role and provides information about all the brokers associated with the registered organization. Users can also add new brokers or edit existing ones.
- Sell Board** : This tab provides an option to post credits for sale and information of credits already posted for sale.
- Transfers** : This tab is to initiate a credit transfer between organizations. A Credit Transfer eForm needs to be filled out to initiate a transfer which can be accessed by clicking on ‘Initiate Transfer’ button. This tab also provides information about any pending or completed transfers.
- Ledger** : This tab provides a detailed listing of generated credits and deficits and a record of credits transferred.

Partners : This tab displays a list of all the entities registered in the LRT-CBTS systems which may be business partners in fuel transactions.

Producers : This tab displays a list of Alternative Fuel Producers registered in the LCFS online database. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.

FPC : This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in LCFS program. This can also be filtered and exported to an Excel file.

LCFS Reports : This tab provides access to begin, edit or review both quarterly and annual reports for the registered organization. An administrator with signatory authority can submit reports.

Data : The Data tab provides access to a set of reports. These are discussed in [Appendix B](#).

Correspondence : The Correspondence tab used to post questions and/or issues by either users of the LRT or by the LRT administrator. An accompanying email notice is sent by the system to the recipient of the correspondence instructing them to login and access the posted correspondence in the LRT.

3.2 Admin without Signatory Authority (w/o SA)

An administrator without the signatory authorization can establish and activate user accounts for the registered organization as well as the ability to upload data. They cannot “Submit” reports in the LRT. There is no authorization to access the functions related to LCFS credit banking or credit transfer.

Home User Profile Org Profile Partners Producers FPC LCFS Reports Data Correspondence

3.3 Contributor Role with Signatory Authority (SA)

This role is authorized to upload data and submit reports. No authorization is provided to add or modify user accounts.

Home User Profile Org Profile Partners Producers FPC LCFS Reports Data

3.4 Contributor Role without Signatory Authority (w/o SA)

Those users with this role are authorized to upload data in preparation for quarterly report submittals. They are not authorized to submit reports, or to add or modify user accounts.

Home User Profile Org Profile Partners Producers FPC LCFS Reports Data

3.5 Reviewer Role (No Signatory Authority)

Users with the “Reviewer” role are authorized to access all the reporting activities in a Read-Only mode and update their user account profile. This role cannot be given signatory authorization.

[Home](#) [User Profile](#) [Org Profile](#) [Partners](#) [Producers](#) [FPC](#) [LCFS Reports](#) [Data](#)

3.6 Credit Facilitator Role (with implied SA for credit transfer purposes)

The credit facilitator (CF) role does not provide an ability to submit LCFS Reports but –does allow for review of all reporting activity for the organization. A user with a CF role can initiate and complete credit transfers, add credits to the Sell Board listing and access the Incoming and Outgoing Credit Transfer Logs. Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by credit facilitator(s). They also receive emails with the Security Identification Code for the organization(s) they are authorized to represent. (Note: Administrators (SA) also receive these emails.)

3.7 Brokers

A broker can represent the Seller as a Seller Broker (S-Brkr) or the Buyer as a Buyer Broker (B-Brkr) or both, in a credit transfer. A Security Identification Code is emailed to each broker for use during the credit transfer process upon approval of their user account.

Upon initial account approval the following tabs are accessible to a Broker: “Home”, “Broker Profile”, and “Brokers”

[Home](#) [Broker Profile](#) [Brokers](#)

Once a broker is authorized by a regulated party to be their “Representative” for purposes of credit transfers, they can then access these two additional tabs: “Sell Board” and “Credit Transfers”.

[Home](#) [Broker Profile](#) [Brokers](#) [Sell Board](#) [Credit Transfers](#)

As a broker is authorized by an RP, the corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are routed them. Further, brokers are able to add to the list of those companies having credits to sell. They can initiate and complete credit transfers on behalf of sellers and buyers where they have been authorized by those seller(s) or buyer(s).

4 LCFS Reporting

A reporting party as defined in section 95481 of LCFS regulation must submit to the Executive Officer quarterly progress reports and annual compliance reports. First they must register in the LRT-CBTS pursuant to section 95483.2. An initial data upload of each quarterly report must be in the LRT-CBTS within the 45 days of the end of the each quarter. During the subsequent 45 days, reporters shall use the reconciliation reports provided in the LRT-CBTS and, in conjunction with counterparties, complete any necessary report corrections. The timelines for quarterly and annual reporting are provided in Appendix D.

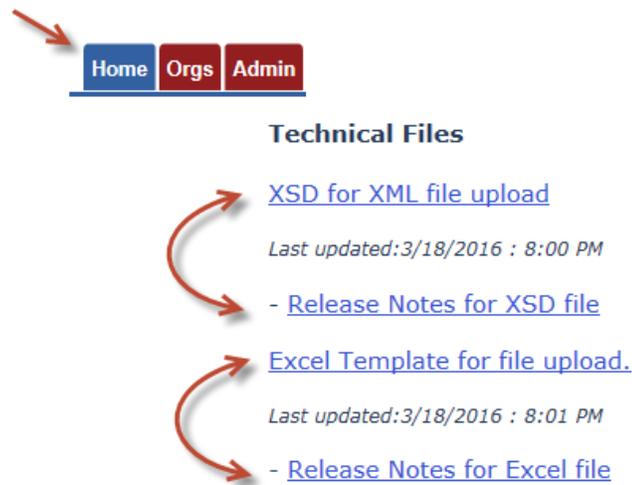
The annual compliance and quarterly progress reports must be submitted using the online LCFS Reporting Tool and Credit Bank & Transfer System (LRT-CBTS), an interactive, secured internet web-based system. The LRT-CBTS is available at: www.arb.ca.gov/lcfsrt.

4.1 Quarterly Reporting - Reporting a Fuel Transaction

A reporting party must submit a quarterly report which includes each of its transportation fuel types and meets the requirements as specified in section 95491 of the regulation. A quarterly report is a compilation of all fuel transaction records for that quarter. The annual report is an aggregated submittal of quarterly reports for the calendar year. Fuel transactions can be uploaded by a “Contributor” to prepare the quarterly reports. The final report can only be submitted by either Administrators or Contributors having been authorized as signatory authorities in the account.

There are three different ways to upload fuel transactions into the system:

1. **Manual Online Entry:** This can be used for uploading a small number of transactions or for reporting fuel transactions that can be readily aggregated into just a handful of transactions (each aggregation is with same business partner and production facility).
2. **XML Upload:** Multiple fuel transactions can be uploaded in XML format as per the system generated XSD (XML Schema Definition). The XSD is available in under the Home tab.
3. **Excel Upload:** Multiple fuel transactions can also be uploaded in Excel format using the template available under the Home tab.



The Release Notes are provided with each version of the XSD and Excel Template.

4.1.1 Online Manual Entry

To begin reporting, click on **LCFS Reports** tab in the tab menu.



Select the desired “Year” and “Quarter” from the “Reports From:” dropdown and click “Go”. If this is the first –of the reporting/data uploads for the selected year and quarter, select Begin Report for the reporting period. Note that the Report Status will change from “*Report has not been created*” to the report “*Open*” status. Once the report *is open* data can be uploaded into the system. Whenever the user wants to return to an “*Open*” report, they just select “*Go to Report Details*”.

In the example shown below, the report for Q1 2016 is “*Open*”. To upload data or view any previously uploaded fuel transaction data (for Q1), select “*Go to Report Details*”. To start other quarterly reports for 2016 just select “*Begin Report*” again for that quarter.

Reports From: To:

	Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
>	2016	4			Report has not been created		No	Begin Report			
>	2016	3			Report has not been created		No	Begin Report			
>	2016	2			Report has not been created		No	Begin Report			
>	2016	1	01/28/2016	ADM_SA	Open		No		Goto Report Details		Submit

Manual Entry Upload:

To complete a “Manual Entry” upload of fuel transaction data, start by selecting “Go to Report Details” or “Begin Report” as explained previously. Under the *Add New Fuel* section of the page there are the following three drop down lists:

- Fuel Name
- Fuel Application
- Fuel Pathway Code

Enter the three selections appropriate for the fuel transactions and click the **Add Fuel** button. Following is an example showing a step-by-step upload of a biodiesel transaction in the LRT-CBTS.

1. The Fuel Name is “Biodiesel” (which is reported in units of gal).

Add New Fuel

Fuel Name *

Fuel Application *

Name	Unit
Select..	
Biodiesel	gal
Diesel	gal
Electricity	kWh
Ethanol from Beets	gal
Ethanol from Biomass	gal
Ethanol from Corn	gal
Ethanol from Molasses	gal
Ethanol from Sorghum	gal
Ethanol from Sorghum, Corn	gal
Ethanol from Sorghum, Wheat Slurry, Corn	gal
Ethanol from Sugarcane	gal
Ethanol from Waste Beverages	gal
Gasoline	gal
Hydrogen	kg

Fuel Pathway Code *

2. The Fuel Application is *“Heavy Duty Vehicles”*.

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

3. The Fuel Pathway Code is BIOD001 *“Conversion of Midwest soybeans to biodiesel (fatty acid methyl esters – Fame)”* (CI = 83.25). (Note: The Fuel Application and Fuel Pathway Code (FPC) with CI are two essential parameters for the calculations of credits and deficits by the system).

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Pathway Description	Carbon Intensity (g/MJ)	Pathway Code
Conversion of corn oil, extracted from distillers grains prior to the drying process, to biodiesel	4.00	BIOD007_1
Conversion of North American Canola to Biodiesel (Fatty Acid Methyl Esters – FAME)	62.99	BIOD006
Conversion of waste oils (Used Cooking Oil) to biodiesel (fatty acid methyl esters -FAME) where "cooking" is not required. Fuel produced in the Midwest	13.83	BIOD005_1
Conversion of waste oils (Used Cooking Oil) to biodiesel (fatty acid methyl esters -FAME) where "cooking" is required. Fuel produced in the Midwest	18.72	BIOD004_1
Conversion of waste oils (Used Cooking Oil) to biodiesel (fatty acid methyl esters -FAME) where "cooking" is not required	11.76	BIOD003
Conversion of waste oils (Used Cooking Oil) to biodiesel (fatty acid methyl esters -FAME) where "cooking" is required	15.84	BIOD002
Conversion of Midwest soybeans to biodiesel (fatty acid methyl esters -FAME)	83.25	BIOD001

- Make the three drop down menu selections and click on the Add Fuel button (below). The *Carbon Intensity*, *Fuel Units*, and *Energy Economy Ratio* as shown below the three menu selections reflect these current selections. These will change accordingly as the Fuel Name, Fuel Application, and Fuel Pathway Code selections are changed.

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Carbon Intensity (g/MJ) : **83.25** Fuel Units : **gal** Energy Economy Ratio : **1.00**



- A new entry will appear in the Fuel Name/FPC table grid. To add the actual fuel transaction amounts associated with this fuel select Go to Details under the *"Transaction Details"* column.

Note: If there are documents to upload and to associate with the quarterly report, these can be uploaded using the "Upload Documents" link provided.

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Delete Fuel
Goto Details	Biodiesel	BIOD001	83.25	Heavy Duty Vehicles	0	0	gal	0	0	0	X
Goto Details	Electricity	ELC002_1	105.16	HDV- Fixed Guideway, Light Rail	100.000	0	kWh	0	0	37	X

Page size: 20

Credits/Credits on Hold/Deficit Totals (MT) : 0 0 37

[Upload Documents](#)

[Back To Reports Home](#)

- The “*LCFS Fuel Transaction Details*” table grid will appear with details of all the transactions associated with the combination of fuel name, fuel application, and fuel pathway code for the reporting party. If details are being entered for the first time for the combination of these three parameters, the table will indicate there are *No records to display*. To add transaction details select the **Add Transaction** button.

LCFS Fuel Transaction Details

Organization: Topical Fuels, Inc. Reporting Period: Quarter 1 , 2016 Report Status: Open

Fuel Name: Biodiesel Fuel Pathway (CI): BIOD001 (83.25)

Fuel Obligated Amount: 0 gal Fuel Balance: 0 MT Fuel Application: HDV

[Add Transaction](#)

Transactions

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Physical Pathway Code	Edit	Delete
No records to display.											

Page size: 50

[Back To Fuel Details](#)

- An online fuel transaction form will appear. Complete the form and click the **Add button**. (“*Business Partner*” refers to the counterparty in a specific transaction involving the reporting party. This can be either the buyer or seller of the fuel.)

LCFS Fuel Transaction Details

Organization: Topical Fuels, Inc. Reporting Period: Quarter 1, 2016 Report Status: Open
 Fuel Name: Biodiesel Fuel Pathway (CI): BIOD001 (83.25)
 Fuel Obligated Amount: 0 gal Fuel Balance: 0 MT Fuel Application: HDV

Transaction Details

Transaction Date * Business Partner *

Transaction Type * Biofuel Facility

Transaction Quantity * Physical Pathway Code *

Transaction Number * Transaction is an aggregated amount

Transaction Description



Note: Definitions of the Transaction Types can be found in [Appendix A](#) of this document. If you have any questions, please contact the LRT administrator (LRTAdmin@arb.ca.gov).

The transaction is added to the *Fuel Transaction* table grid as shown below. These fuel transactions are uploaded and ready for submittal as part of quarterly report. They are saved and available for further editing as needed. Select the Back to Fuel Details button when finished.

LCFS Fuel Transaction Details

Organization: Topical Fuels, Inc. Reporting Period: Quarter 1, 2016 Report Status: Open
 Fuel Name: Biodiesel Fuel Pathway (CI): BIOD001 (83.25)
 Fuel Obligated Amount: -100,000 gal Fuel Balance: -211 MT Fuel Application: HDV

Transactions

Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Physical Pathway Code	Edit	Delete
01/05/2016	bad63c33-7526-45f5-b96d-853f81e1e5ea	Sold with Obligation		-	100,000	Topical Fuels, Inc. (CI: BIOD001)	Biodiesel (CI: BIOD001)	False	PHY02	<input type="button" value="Edit"/>	<input type="button" value="X"/>

Page size: 50 1 items in 1 pages

4.1.2 XSD and XML File Upload

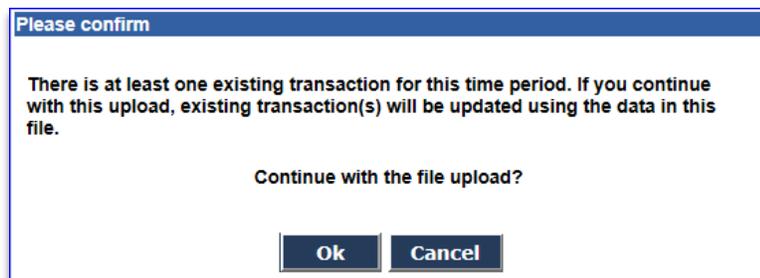
XML Upload:

To upload bulk fuel transactions in the LRT-CBTS, download the XML template from the Home page. Complete the XML file including all the fuel transactions and initiate the upload using the **Upload Report (XML or Excel)** button under the **LCFS Report** tab.



Upon upload, the system will validate the data in the file and report any data validation related errors to the user immediately upon processing. The system will upload any data that have been validated without errors. The user will need to troubleshoot any errors or data issues reported by the system and re-upload the file until no errors are reported. The system will calculate the credits and deficits associated with the uploaded fuel transaction data piecemeal as data are validated. The individual validated fuel transactions are then available online in report form with the credits and deficits calculated for immediate review.

Note: If there are existing fuel transactions already uploaded, the system will present the warning below. Upon uploading a modified XML or Excel file for the same time period will result in an update to the transactions based on any changes which have been made in the uploaded XML or Excel data file.



Excel Upload:

Download the Excel Template from Home page to upload bulk fuel transactions in LRT at one time



The template has a specific set of parameters that are the identical to the LRT for the manual entry/uploading of transactions. The first three columns are "*OrganizationFEIN (A)*", "*Year (B)*" and "*Quarter (C)*." All three entries in these columns must be identical from top to bottom or the system will not be able to process the data file.

The Organization FEIN is the Federal Employer Identification Number (FEIN) for the reporting party submitting the report.

The Year (B) and Quarter (C) columns have drop down selectors.

	A	B	C	D	E
1	OrganizationFein	Year	Quarter	FuelPathwayCode	Application
2					
3					
4					
5					
6					
7					
8					

Note: If you “Copy and Paste” to the template spreadsheet use only the “Paste as Value” option to keep the data on the spreadsheet looking orderly and organized. If you are having problems uploading your file, begin with a small test file of perhaps 2-3 transactions until the file processes successfully. You can always delete the transactions from the LRT and re-upload the file repeatedly. Note, as with an XML file, even if the message indicates “File processed successfully” there may be data validation issues associated with a file. The system outputs these errors in report form to the user.

Other columns with drop down selections include the “FuelPathway_Code”, “Application”, “Transaction_Type”, “PhysicalPathway_Code” and “Aggregation_Indicator.” There are tabs within the spreadsheet for these entries providing access to the various codes associated with these columns.

	A	B	C	D	E
	OrganizationFein	Year	Quarter	FuelPathwayCode	Application

- **Fuel Pathway Codes (Column D)**

Use the dropdown under “FuelPathway_Codes” column to locate the associated codes with each of the fuel pathways defined within the LRT system. Each Fuel Pathway Code has been assigned a value of carbon intensity (CI). Use only the codes listed here. The full “FuelPathwayCode” is a required entry.

- **Application (Column E)**

Select the “Application” tab to locate the associated category of vehicle consuming the fuel or the final application of fuel. This selection applies the corresponding Energy Economy Ratio (EER) to the fuel transaction for the correct type of application.

- **Transaction Type (Column F)**

Select the “Transaction_Type” tab to locate the associated codes identifying the various types of fuel transactions. These are used to indicate whether the LCFS obligation is being transferred or retained for each fuel transaction reported. A Transaction Type must be entered for each of the fuel transactions entered in the spreadsheet. The transaction types are listed further below in this guide.

- **Transaction Number (Column G)**

The “*TransactionNumber*” is a unique identifier assigned by the reporting party to a fuel transaction. They can be alphanumeric with dashes and underscores as needed. These numbers must each remain unique within this column or the file will have data validation errors upon upload.

- **Transaction Date (Column H)**

Enter the date of the fuel transaction in the “*TransactionDate*” column in the following date format “yyyy-mm-dd” (e.g., 2016-06-15)

- **Amount (Column I)**

Enter the amount (volume/quantity) of the fuel transacted (in “gallons” for liquid fuels, “scf” for natural gas, and “kWh” for electricity)

- **Business Partner ID (Column J)**

The “*Business Partner ID*” is a required field and is used to reconcile the reporting of fuel transactions in the LRT system between the reporting counterparties. The entry is an FEIN (Federal Employer ID Number) for the company in each fuel transaction. There is no drop-down for this entry. The appropriate FEIN needs to be entered into each of the corresponding cells.

In those cases where the “*Transaction Types*” are entered as “*Production*” or “*Import*”, there is no business partner, and the default –of “*Not Applicable*” should be entered. Use the FEIN “00-0000000” as the default in these cases.

- **EPA Company ID and EPA Facility ID (Column K and L)**

Select the Biofuel_Facilities tab in the spreadsheet to locate the associated codes for the production facilities. The corresponding “*EPACompanyID*” and “*EPAFacilityID*” are required entries for the fuel facility.

- **Physical Pathway Code (Column M)**

Select the Pathway_Codes tab to locate the associated codes for the Fuel Transportation Mode. These codes indicate the mode of transportation taken to bring the fuel into the State. The appropriate “*PhysicalPathwayCode*” is a required entry. This will be referred to as the Fuel Transportation Mode (FTM) in future iterations of the Excel reporting template.

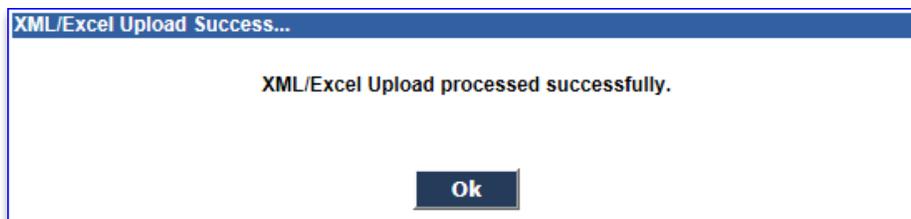
- **Aggregation Indicator (Column N)**

The "Aggregation Indicator" is a simple True/False entry. The entry is "True" when the "Amount" of the transaction is the result of aggregated sum of fuel transactions. These transactions should have the same "Business Partner" and the same "Biofuel Facility" in order to be submitted as an aggregated sum (an entry = "True"). "False" indicates that the record is an individual fuel transactions and not an aggregation.

- **Description (Column O)**

A "Description" can be added that will be associated with the fuel transaction. This entry is optional.

Once the transactions have been added to the template, the file is ready for upload into the LRT. The LRT system will validate the file and report any data validation issues found. Even if the system indicates that the "File Uploaded Successfully", there may still be individual transactions that were not processed successfully. These transactions will be identified for the user by the Transaction Number. Troubleshooting may be necessary in order for the system to accept all the fuel transaction data in the file. Some validation messages are cautionary warnings for the cases warranting further consideration.



4.1.3 Troubleshooting an XML or Excel File Upload

If instructions are not followed correctly, the XML and Excel file uploads will process with errors.

If the FEIN, Quarter and/or Year indicated in the file do not match the correct reporting period selected in the system or the correct Organization (the FEINs identify the Organizations uniquely in the system), then the following error message will result.



Other data validation errors are reported in an error log format. As indicated in this message the problem is often a result of file formatting issues. All formatting issues need to be resolved before the file can be processed and data validation error messages generated.

LRT-CBTS Process or Operational Error

An error has occurred and the LCFS Support Team has been notified. Please contact the LRT-CBTS Administrator for assistance if this error persists (LRTAdmin@arb.ca.gov). If you were attempting to upload a data file while this error occurred, it is often due to a formatting issue within the file (e.g., incorrect date format, non-numeric characters in numeric fields, etc.)

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The data validation messages provided to the user are generally self-explanatory and specific to the transaction number(s) - as shown in the 5 example messages below.

Row Description	Validation Message
Transaction Number: 1	Invalid Transaction Date for the quarter, value '2013-06-30'
Transaction Number: 1	Invalid Fuel Pathway Code to use amended carbon intensity (CI) values for LCFS Reports, value 'DieselULSD001'
Transaction Number: 2	Invalid Fuel Pathway Code to use amended carbon intensity (CI) values for LCFS Reports, value 'DieselULSD001'
Transaction Number: 2	Invalid Transaction Item Type Code, value 'Sold with an obligation transfer'
Transaction Number: 2	Invalid Business Partner '135401572'

4.1.4 Reporting a Credit “Spilt”

A split obligation can be reported in the LRT -as outlined in the following example:

A Buyer wants to buy 25,000 gallons of ethanol for blending but does not need ethanol with CI of **83.69 gCO₂e/MJ** to meet their compliance obligation requirements. They only need 16MT of credits from ethanol which equates to 25,000 gallons of ethanol with a CI of **90.10 gCO₂e/MJ**. The Seller has ethanol to sell that has a CI **83.69 gCO₂e/MJ**. Table 3 in section 95486 of the regulation provides Energy Density for Ethanol as 81.51 MJ/gal. The number of LCFS credits in 2016 for reporting 25,000 gallons of ethanol with a CI of 83.69 gCO₂e/MJ is **29 MT**. The Seller transfers all 25,000 gallons to the Buyer along with a compliance obligation valued at 16 credits. The Seller will retain the difference in the obligation equal to 13 credits.

Compliance CI (2016)	Actual Fuel CI	Proposed CI (for buyer needs)	Volume (gal)	Buyer’s Credits (MT)	Energy Density (MJ/gal)
-	83.69	90.10	25,000	16	81.51 (Ethanol)

The Regulated Party/Seller would report the following transactions:

- 25,000 gals of 83.69 gCO₂e/MJ CI ethanol reported as a transaction type “**Production**”
- 13,500 gals of 83.69 gCO₂e/MJ CI ethanol reported as transaction type “**Sold with obligation transfer**”
- 11,500 (25,000-13,500) gals of 83.69 gCO₂e/MJ ethanol reported as transaction type “**Sold without obligation transfer**”

The buying company identified as the “Business Partner” for both of the above transactions by the Seller.

The Regulated Party/Buyer would report two transactions:

- 13,500 gals of 83.69 gCO₂e/MJ CI ethanol reported as transaction type “**Purchased with obligation transfer**”
- 11,500 gals of 83.69 gCO₂e/MJ ethanol reported as transaction type “**Purchased without obligation transfer**”

Here, the selling company is identified as the “Business Partner” for both transactions by the Buyer. *(Note: Reporting the latter transaction is optional as there is no reporting “obligation.”)*

With this reporting, the Buyer will get 16 credits associated with 13,500 gallons in this case while the Seller retains the remainder 13 (out of 29 credits) in this case.

Note Regarding Splitting Credits: A fuel that is documented to have a CI of 83.69 gCO₂e/MJ by the biofuel facility records might be erroneously claimed to be 90.10 in the PTD. This can create problems during future audits. The issue with this is that while the reporting will be consistent with the PTD, the records checked for the biofuel facility will yield a different CI being produced. Therefore, it is recommended that both the buyer and seller be able to support the CI being reported in the PTDs with the mills production or registration records. The “clean” way of splitting credits is to calculate the number of credits the buyer needs (based on a CI 90.10, for example) and then back calculate the volume of fuel at the actual CI (e.g., 83.69) which will generate that many credits. Then sell the fuel at a CI of 83.69 and pass along the obligation for just enough volume that meets the need for credits by the buyer. For this example, a user should not report 90.10 gCO₂e/MJ in the system and use that same CI in the PTDs. That is inaccurate reporting and documenting the actual CI associated with the mill process for the fuel transacted.

4.1.5 Amending a Report

Amending a report means resubmitting a submitted report with updated information. On initial submission the quarterly reports are locked and cannot be amended directly by the reporting party. To amend a submitted report, the reporting party needs to request the LRT administrator to unlock the report and make it available for corrections.

Under LCFS quarterly reports, the reporting party will have the option to “Unlock Reports” after the report has been submitted.

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
> 2014	1			Initial Submission		Yes		Goto Report Details	Unlock Report	

Once the "Unlock Reports" option is selected, the user will be asked to provide a brief description –of the need of correction and attach a letter requesting to unlock the report. The "Report Status" will change to "Requested Submitted/Report Unlocked" when the request is submitted.

Request to Unlock Q1 2014 Report for Corrections

CRF# :

Briefly describe the need for the corrections to your quarterly report(s):

Letter Request (detailed):

Once a request to unlock report is submitted, the LRT administrator will review the request and act on it within 5 business days. An email will be sent to the user indicating that the report is unlocked for corrections or -has been denied by LRT administrator.

Note: Whenever a quarterly report is reopened for corrections the associated annual report is also reopened. As the annual report cannot be submitted unless all the corresponding quarterly reports are submitted, the corrected quarterly reports have to be submitted first followed by a resubmittal of the annual report.

Upon approval of the request, the quarterly report(s) is unlocked for corrective edits for two business days. The user should make the corrections and submit within two days or else the report will be locked-.

Successful Quarterly Report Submission

Report submission was successful and the report is now locked. It can be reopened for correction by selecting "Unlock Report".

The Credit Balance ledger will be updated after ARB approves the resubmitted amended report(s). Each time the report is reopened for corrections a snapshot of data is taken and stored in the LRT-CBTS system. This snapshot is for administrative review and potential future auditing purposes. The reporting parties have access to these data file snapshots as well.

4.1.6 Total Obligated Amount (TOA)

Total Obligated Amount refers to the amount of transportation fuel or blendstock (in gal, scf, kWh, kg) reported by a regulated party, which is used to calculate LCFS credits or deficits in the LRT-CBTS per equations in section 95486(b) of the LCFS. The system requires that the total obligated amount remains positive as an accumulative value over all quarters of reporting for each Fuel Pathway Code (FPC). This includes summing all uploaded data for each fuel name individually.

Basically, it means that a cumulative sum of positive TOA from reporting Transaction Types like "Production", "Import", and "Purchase[s] with obligation transfer" maintain a positive net balance when including those Transaction Types which generate a negative TOA. In essence, a regulated party must have accumulated some amount of *positive obligation* before they can transfer it (which is a negative obligation) and so the sum of these positive and negative obligations must remain equal to or greater than zero. For example, a positive TOA from three transaction types must remain a greater sum in reporting than the negative sum of what is reported for "Sold with obligation transfer", "Export out of CA distribution system", and "Loss of Inventory". If the positive TOA is not equal or greater than negative TOA than it is a result of accounting error and means that the regulated party is selling, exporting, etc.,(which generates negative TOAs) what they don't have on-hand (positive TOAs).

4.2 Annual Reporting

The LCFS Annual Report can only be submitted when all the previous annual reports have been *submitted* and the Report Status for all quarterly reports for the compliance period are either *Initial Submission* or *Corrections have been approved by the ARB*. In the example below, all four quarterly reports have been submitted and have a "locked". They can be requested to be unlocked using the Unlock Report link. To view previously submitted annual reports, click on the **View Annual Reports** button.

LCFS Quarterly Reports											
Reports From:		Quarter 1	2014	To:	Quarter 4	2014	Go				
Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	
>	2014	4	03/03/2016	ARP_ADM_SA_2	Initial Submission	Yes		Goto Report Details	Unlock Report		
>	2014	3	03/03/2016	ARP_ADM_SA_2	Initial Submission	Yes		Goto Report Details	Unlock Report		
>	2014	2	03/03/2016	ARP_ADM_SA_2	Initial Submission	Yes		Goto Report Details	Unlock Report		
>	2014	1	03/03/2016	Arpit_UAT	Corrections have been approved by the ARB	Yes	Corrections accepted by ARB	Goto Report Details	Unlock Report		

View Annual Reports ←

On the LCFS Annual Reports Page below, the user is provided with a summarized overview of all the annual reports and the corresponding quarterly reports for the regulated party. The Annual Report for 2015 cannot be submitted unless the annual report for the previous year (2014) has been submitted. Additionally, to submit the 2015 Annual Report, all quarterly reports must be submitted for the compliance period. This includes the Q1 for 2015 in the example below. If there are no fuel transactions for one or more quarters, then a '0' volume amount is required to be reported. Reports for all 4 quarters must be submitted prior to submitting the annual report.

LCFS Annual Reports												
Year	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Credits Sold (MT)	Credits Purchased (MT)	Credits Purchased Jan - March of Next Year (MT)	Credits Exported (MT)	Credits Retired (MT)	Is Report Submitted?	Go to Annual Report	
> 2015	Open	Initial Submission	Initial Submission	Initial Submission	0	0	0	0	0	No	Go to Annual Report	
> 2016	Open	Report has not been created	Report has not been created	Report has not been created	0	0	0	0	0	No	Go to Annual Report	

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Once all the previous LCFS Annual Reports are all submitted and the corresponding quarterly reports are submitted and approved by ARB (where corrections were requested), then the regulated party can continue with the final submission of the Annual Report for the compliance year. In the example below it is the 2014 Annual Report being submitted.

LCFS Annual Reports												
Year	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Credits Sold (MT)	Credits Purchased (MT)	Credits Purchased Jan - March of Next Year (MT)	Credits Exported (MT)	Credits Retired (MT)	Is Report Submitted?	Go to Annual Report	
> 2013	Initial Submission	Open	Open	Initial Submission	0	0	0	0	0	Yes	Go to Annual Report	
> 2014	Corrections have been approved by the ARB	Initial Submission	Initial Submission	Initial Submission	0	0	0	0	0	No	Go to Annual Report	
> 2015	Open	Report has not been created	Report has not been created	Report has not been created	0	0	0	0	0	No	Go to Annual Report	
> 2016	Open	Open	Open	Report has not been created	0	0	0	0	0	No	Go to Annual Report	

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To continue with the submission of the Annual Report, select the "Go to Annual Report" link. The status of each of the Quarterly Reports is displayed with a summary of the fuel transactions

reported and credit/deficit account for each quarter. An annual summary is also provided under the quarterly statuses which covers regulated party's all the credit/deficit activity that year, as shown in the example on the next page.

The system calculates the number of credits to be retired for compliance (based on the deficits accumulated through the reporting year and any carried over deficits from previous reporting years). It automatically "deducts" the number of credits for retirement purposes and provides a final accounting of the credits and deficits to carry over to the next year.

This space left blank intentionally

Submit Annual Report

Organization: Topical Fuel
 Status: Open

Reporting Period: Annual 2014
 Submitted On: n/a
 Submitted By: n/a

Quarter 1, Status: Corrections have been approved by the ARB

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCod	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Biodiesel	BIOD001	83.25		1	-5,800,000	0	gal	0	0	10,095	Heavy Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2014 Q1: **0 0 10,095**

Quarter 2, Status: Initial Submission

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCod	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Biodiesel	BIOD001	83.25		1	8,500,000	0	gal	14,795	0	0	Heavy Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2014 Q2: **14,795 0 0**

Quarter 3, Status: Initial Submission

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCod	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Biodiesel	BIOD001	83.25		1	3,970,000	0	gal	6,910	0	0	Heavy Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2014 Q3: **6,910 0 0**

Quarter 4, Status: Initial Submission

Transactic Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCod	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Biodiesel	BIOD001	83.25		1	32,500,000	0	gal	56,569	0	0	Heavy Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2014 Q4: **56,569 0 0**

2014 Annual Summary :

	Credits (MT)	COH (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2013	6,092		0
Total Credits/Deficits (MT) in 2014	78,274		10,095
Total Credits (MT) Sold in 2014 (-)	0		
Total Credits (MT) Acquired in 2014	0		
Total Credits (MT) Purchased as Carryback Credits in 2015	0		
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2014 (-)	0	0	
Total Credits (MT) Pending Sale in 2014 (-)	0		
Total Credits (MT) Exported in 2014 (-) Exported to:	0		
Total Credits (MT) Retired in 2014 (-)	10095		10,095
Total Credits/Deficits (MT) Carried to 2015	74,271		0
Other Credits (MT) Pending in 2014	0		

I confirm the accuracy of my 2014 Annual Report submittal in the LRT system.

The submitter must affirm the accuracy of their Annual Report by checking the box provided and reading and confirming the short statement of accuracy. They can submit comments or upload documents as well beneath the annual summary grid.

I confirm the accuracy of my 2014 Annual Report submittal in the LRT System. **Ensure box is checked before submitting the Annual Report**

Legal Responsibility:
I, **James Tindel**, as person with Signatory Authority, am submitting this report on behalf of **Topicial Fuel**, with the understanding that the information contained in this report is considered an official submission to the Air Resources Board for purposes of compliance with the Low Carbon Fuels Standard (LCFS) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the California Penal Code, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

Upload Documents

File Name * Browse...
Document Type *
Remarks

Upload Document

Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
No records to display.						
Page size: 10						0 items in 1 pages

Comments

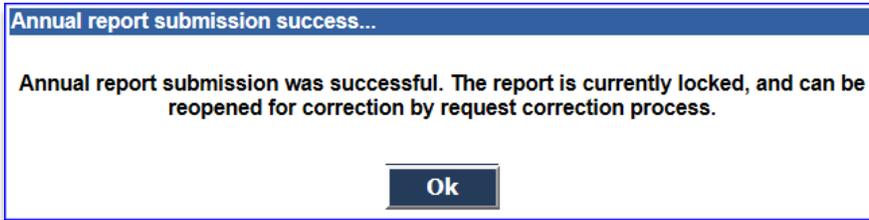
Add a Comment

After reviewing the annual summary and, and the addition of any comments and documents, the annual report can be “Saved” or “Submitted.”

Save Annual Report **Submit Annual Report** **Back To Annual Reports**

Note: Only Administrators with Signatory Authority are authorized to submit annual reports.

The following message will be displayed upon successful submission of the Annual Report.



The Credit Balance “Ledger” will be updated based on the submitted Annual Report. The submittal will also be reflected in the **LCFS Annual Reports**.

LCFS Annual Reports												
Year	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Credits Sold (MT)	Credits Purchased (MT)	Credits Purchased Jan - March of Next Year (MT)	Credits Exported (MT)	Credits Retired (MT)	Is Report Submitted?	Go to Annual Report	
> 2013	Initial Submission	Initial Submission	Initial Submission	Initial Submission	0	0	0	0	0	Yes	Go to Annual Report	
> 2014	Corrections have been approved by the ARB	Initial Submission	Initial Submission	Initial Submission	0	0	0	0	10095	Yes	Go to Annual Report	
> 2015	Open	Report has not been created	Report has not been created	Report has not been created	0	0	0	0	0	No	Go to Annual Report	
> 2016	Open	Open	Open	Report has not been created	0	0	0	0	0	No	Go to Annual Report	

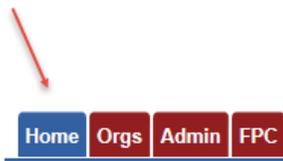
Back

Note: The results of the Annual Report submittal are reflected under the Credit Balance “Ledger” tab. The ledger provides either a “Summary To Date” or “Annual Summary” for each compliance year. More details on the Credit Balance Ledger and its options can also be found in Section 5. Credit Management and Transfers.

4.3 Marketable Crude Oil Name (MCON) Reporting

The system provides a separate template for reporting any Marketable Crude Oil Name (MCON). According to the LCFS regulation, a producer of CARBOB, gasoline, or diesel fuel must report, for each of its refineries, the MCON or other crude oil name designation, volume (in gal), and Country (or State) of origin for each crude supplied to the refinery during the quarter.

The current process for reporting MCON involves use of the template available on the LRT-CBTS Home Page found under *Technical Files*.



Technical Files

[XSD for XML file upload](#)

Last updated: 3/18/2016 : 8:00 PM

- [Release Notes for XSD file](#)

[Excel Template for file upload.](#)

Last updated: 3/18/2016 : 8:01 PM

- [Release Notes for Excel file](#)

[Annual Compliance Reporting
Templates for Electricity](#)

Last updated: 4/5/2013

[2013 Reporting Template for
MCON](#)

Last updated: 8/24/2013

The MCON report template is comprised of three columns. MCON reports will include quarterly data for “Country of Origin”, “Crude Identifier” and “Volume” (reported in gallons).

Use the drop down under “Country of Origin” and “Crude Identifier” tab to select and manually enter the “Volume” in gallons. The Country of origin and crude identifier selections are provided in the “Crude Identifier” sheet.

	A	B	C
1	Country of Origin	Crude Identifier	Volume (gallons)
2			
3			
4			
5			
6			
7			
8			
9			
10			

The screenshot shows an Excel spreadsheet with three columns: A (Country of Origin), B (Crude Identifier), and C (Volume (gallons)). Red arrows point to dropdown menus in the first two columns. The bottom tab bar shows 'MCON' and 'CrudeIdentifier' (circled in red).

Complete and save the MCON Report for the quarter and upload it. Use the *Upload Document* link option near the bottom of the LCFS Quarterly Report Details Page shown below.

LCFS Quarterly Report Details

Organization: Topical Fuel Reporting Period: Quarter 1, 2016
 Status: Open

LCFS CI Requirements for 2016: Gasoline/Gasoline Substitute Fuels = 96.5 gCO2/MJ Diesel/Diesel Substitute Fuels = 99.97 gCO2/MJ

Add New Fuel

Fuel Name *
 Fuel Application *
 Fuel Pathway Code *

Carbon Intensity (g/MJ) : Fuel Units : Energy Economy Ratio :

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Delete Fuel
Goto Details	Biodiesel	BIOD001	83.25	Heavy Duty Vehicles	200,000	0	gal	422	0	0	<input type="button" value="X"/>

Page size: 20 1 items in 1 pages

Credits/Credits on Hold/Deficit Totals (MT) : **422** 0 0

[Upload Documents](#)

5 LCFS Credit Management and Transfers

Credit Bank and Transfer System (CBTS) is closely integrated with LRT. It works with the LRT to ensure proper accounting and documentation of credit transfers.

5.1 Credit Generation

Credits and Deficits are calculated by the LRT and generated in the CBTS based on fuel transaction data submitted in quarterly reports. The calculation is according to the equation in section 95486 (b)(3) of LCFS regulation.

$$Credits_i^{XD} / Deficits_i^{XD} (MT) = (CI_{standard}^{XD} - CI_{reported}^{XD}) \times E_{displaced}^{XD} \times C$$

Where:

$Credits_i^{XD} / Deficits_i^{XD} (MT)$ is either the amount of LCFS credits generated (a zero or positive value), or deficits incurred (a negative value), in metric tons, by a fuel or blendstock under the average carbon intensity requirement for gasoline ($XD = \text{"gasoline"}$) or diesel ($XD = \text{"diesel"}$);

$CI_{standard}^{XD}$ is the average carbon intensity requirement of either gasoline (XD = “gasoline”) or diesel fuel (XD = “diesel”) for a given year as provided in sections 95484(b) and (c), respectively.

$$CI_{reported}^{XD} = \frac{CI_i}{EER^{XD}}$$

$$E_{displaced}^{XD} = E_i \times EER^{XD}$$

$$C = 1.0 \times 10^{-6} \frac{(MT)}{(gCO_2e)}$$

Below is a sample calculation of what is used in the system.

Example: This sample calculation is for a biodiesel fuel transaction that is “*Sold with Obligation*”.

$CI_{standard}^{Diesel} 2016$ (average CI for Diesel Fuel for 2016)	=	99.97 gCO ₂ e/MJ
$CI_{reported}^{Diesel} 2016$ (CI of Biodiesel BIOD001)	=	83.25 gCO ₂ e/MJ
Volume of Biodiesel (CI 83.25 gCO ₂ e/MJ)	=	200,000 gallons
EER (Energy Economy Ratio for Biomass-based diesel blends)	=	1.0
Energy Density (FAME Biomass-based diesel)	=	126.13 MJ/gal
C (used to convert credits to units of metric tons from gCO ₂ e)	=	1.0x10 ⁻⁶ MT/gCO ₂ e

$$\begin{aligned} Credits^{Diesel} / Deficits^{Diesel} (MT) &= \left(99.97 - \frac{83.25}{1.0} \right) \times (200,000 \times 1.0 \times 126.13) \times (1.0 \times 10^{-6}) \\ &= 421.78 MT \\ &\approx \mathbf{422 MT} \end{aligned}$$

The LRT system rounds off the credits to nearest whole number for the obligation determined for each Fuel Pathway Code entered. Thus 421.78 MT will be recorded as **422 MT** in the ledger. Also, as the fuel is “*Sold with Obligation*”, which is a transaction with a negative obligation, the seller would see a deficit of 422 MT in their account. The buyer would see 422 MT of credits when they report this same fuel transaction as “*Purchased with Obligation*.”

5.2 Credit Balance Ledger

The Credit Balance Ledger is available under the **Ledger** tab available only to the assigned role of *Administrator with Signatory Authority* or *Credit Facilitator*.



The Ledger provides year-by-year tally of credits and deficits for the registered party to review. See below. It displays a “*Summary To Date*” or “*Annual Summary*” for each year depending on the status of the annual report at the time of viewing. A summary report is available for each year that can be expanded using the arrows on the left of the “Compliance Year”.

Credit Balance							Print Balance
Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary		
<div style="border: 1px solid red; padding: 2px;"> ▼ 2015 </div>	74,271	0	74,271	03/04/2016	Summary To Date		
<div style="border: 1px solid red; padding: 2px;"> ▶ 2014 </div>	74,271	0	74,271	03/04/2016	Annual Summary		
<div style="border: 1px solid red; padding: 2px;"> ▶ 2013 </div>	6,092	0	6,092	03/03/2016	Annual Summary		

Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	Deficits (MT)	Documents	TIDN
	03/04/2016	Credits Carried Over	74,271			
			74,271	0		

Click arrows here to expand/collapse reports for each Compliance Year

When the summary for a year is expanded, the “*Credit Generated*”, “*Deficits Generated*”, “*Credit Adjusted*”, “*Credits Exported*”, “*Credits Retired*” and “*Credits Carried Over*” totals are displayed on individual lines. These summaries also show the “*Net Balance*”. The final adjusted net of credits plus deficits from the previous year are carried over to the next year.

Credit Balance							Print Balance
Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary		
2015	74,271	0	74,271	03/04/2016	Summary To Date		
Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	Deficits (MT)	Documents	TIDN	
	03/04/2016	Credits Carried Over	74,271	0			
2014	74,271	0	74,271	03/04/2016	Annual Summary		
Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	Deficits (MT)	Documents	TIDN	
	03/03/2016	Credits Carried Over	6,092				
1	03/03/2016	Credits Generated	0				
1	03/03/2016	Credits Adjusted	348				
1	03/03/2016	Deficits Generated		0			
1	03/04/2016	Credits Adjusted	(348)				
1	03/04/2016	Deficits Adjusted		10,095			
2	03/03/2016	Credits Generated	14,795				
2	03/03/2016	Deficits Generated		0			
3	03/03/2016	Credits Generated	6,910				
3	03/03/2016	Deficits Generated		0			
4	03/03/2016	Credits Generated	56,569				
4	03/03/2016	Deficits Generated		0			
	03/04/2016	Credits Retired	(10,095)	(10,095)			
	03/04/2016	Credits Exported	0				
2013	6,092	0	6,092	03/03/2016	Annual Summary		

5.2.1 Summary To Date

This option is available when Annual Report for a reporting year has been started but not submitted. Selecting the “*Summary To Date*” link option pops-up a window summary of Regulated Party’s all the credit related activities and transactions for that year. It also provides compliance position of the Regulated Party. The values under *Summary To Date* gets updated as the compliance year proceeds and quarterly reports are updated.

2015 Summary To Date		4/25/2016
Credit Transactions	Amount	
Credits Carried Over	0	
Credits Generated	0	
Administrative Credit Hold	0	
Pending Sale	0	
Credits Acquired	0	
Carryback Credits Acquired	0	
Credits Sold	0	
Credits Retired	0	
Credits Exported	0	
Credits Pledged (CCM)	0	
For Compliance Determination:		
Credit Balance	0	
Compliance Obligation	15,671	
(Credits Retired)/(Compliance Obligation)	Annual Report Pending	

Note: Annual Report Pending will be replaced with the actual value which will be calculated when the corresponding Annual Report is submitted for the Compliance Year. The final value should be “1.0” as shown below meaning that the compliance obligation has been met for the compliance year, in this case 2015.

5.2.2 Annual Summary

The “Annual Summary” contains the same information as the “Summary To Date” but constitutes a “final” summary and reflects the totals available at the time of the last submittal.

2015 Annual Summary Submitted: 04/03/2016	
Credit Transactions	Amount
Credits Carried Over	384
Credits Generated	2,366
Administrative Credit Hold	0
Pending Sale	0
Credits Acquired	0
Carryback Credits Acquired	0
Credits Sold	0
Credits Retired	0
Credits Exported	(201)
Credits Pledged (CCM)	(2,001)

For Compliance Determination:

Credit Balance	548
Compliance Obligation	0
(Credits Retired)/(Compliance Obligation)	1.00

The “*Pending Sale*” amount is always zero in the *Annual Summary* as no credit transfers can be pending at the time an annual report is submitted. The LRT-CBTS will require that all pending sales are cleared before it will accept the annual report.

The *Credit Balance* is calculated using the following summing equation:

$$\begin{aligned}
 \text{Credit Balance} = & \left(\sum_i^n \text{Credits}_{\text{Carried Over}} + \sum_i^n \text{Credits}_{\text{Generated}} + \sum_i^n \text{Credits}_{\text{Acquired}} + \sum_i^n \text{Credits}_{\text{Carryback Acquired}} \right. \\
 & \left. + \sum_i^n \text{Credits}_{\text{Adjusted}} \right) - \left(\sum_i^n \text{Credits}_{\text{Retired}} + \sum_i^n \text{Credits}_{\text{Sold}} + \sum_i^n \text{Credits}_{\text{Exported}} \right)
 \end{aligned}$$

The *Compliance Obligation* is calculated using the following summing equation:

$$\text{Compliance Obligation} = \sum_i^n \text{Deficits}_{\text{Generated}} + \sum_i^n \text{Deficits}_{\text{Adjusted}} + \sum_i^n \text{Deficits}_{\text{Carried Over}}$$

At the moment the annual report is submitted the resulting calculated ratio of (Credits Retired)/Compliance Obligation) is shown as 1.00 above, which means “in compliance”.

5.3 Credit Transfer Scenarios

CBTS was designed to accommodate nine different credit transfer scenarios involving various combinations of either Seller (CF or Admin (SA)), or Seller Broker (S-Brkr), or Buyer Broker (B-Brkr) and a Buyer (CF or Admin (SA)). The [Appendix C](#) of the user guide is for reference and is a flow matrix format of the various LCFS Credit Transfer Scenarios 1-9. These are briefly described below.

The scenarios encompass transactions of the following four types:

1. **Non-Blind:** All information is displayed to the participants in the transfer.
2. **Seller-Blind:** Seller is “blind” to the identity of the buyer i.e. buyer’s identity is not disclosed to seller (seller’s identity is disclosed to buyer).
3. **Buyer-Blind:** Buyer is “blind” to the identity of the seller i.e. seller’s identity is not disclosed to buyer (buyer’s identity is disclosed to buyer).
4. **Double-Blind:** Neither the seller nor the buyer are aware of the other party in the credit transfer transaction.

***Note:** In all transfers except Scenario #1-4, the default settings provided some degree of anonymity for sellers and/or buyers where a broker is involved. This can be modified in the different scenarios depending of the selections made by the broker while setting up the transfer.*

Scenario #1 – This is a *Non-Blind* transaction with Seller Credit Facilitator (S-CF) or Seller Admin (SA) initiating the transfer and the Buyer Credit Facilitator (S-CF) or Buyer Admin (SA) completing the transfer. No anonymity for either party.

Scenario #2 - This is *Non-Blind* with Seller Credit Facilitator (S-CF) or Seller Admin (SA) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. No anonymity for either party.

Scenario #3 - This is *Non-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Credit Facilitator (B-CF) or Buyer Admin (SA) completing the transfer. No anonymity for either party.

Scenario #4 - This is *Non-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. No anonymity for either party.

Scenario #5 - This is *Seller-Blind* with Seller Credit Facilitator (S-CF) or Seller Admin (SA) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. (No Buyer Organization is selected by Seller, only the B-Brkr is selected.) Anonymity for the Buyer only

Scenario #6 - This is *Seller-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. (No Buyer Organization is selected by S-Brkr, only the B-Brkr is selected.) Anonymity for the Buyer only

Scenario #7 - This is *Buyer-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Credit Facilitator (S-CF) or Buyer Admin (SA) completing the transfer. Anonymity for the Seller only.

Scenario #8 - This is *Buyer-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. Anonymity for the Seller only.

Scenario #9 - This is *Double-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. Anonymity provided for both the Seller and the Buyer.

The next section describes three different examples of scenarios explaining how each scenario are “executed” within the system.

5.3.1 Seller Organization Initiated Credit Transfer to Buyer-Brkr (Scenario #2 – Appx. C)

The following is a step-by-step example explaining the execution of scenario #2. This is a transfer by the Seller Organization to the Buyer Broker (B-Brkr) and is “*Non-Blind*” transfer *i.e.* Seller’s Identity will be revealed to the Buyer. In this Example, Topical Fuel is the Seller, Bestel Fuels is the Buyer and Jacob Nash is the Broker representing the Buyer.

To initiate a credit transfer, the Seller selects the **Credit Transfers** tab and clicks the “*Initiate Transfer*” button.

The screenshot shows the LCFS RT system interface. At the top, a navigation bar contains several tabs: Home, User Profile, Org Profile, MyBrokers, Sell Board, **Transfers** (circled in red), Ledger, Partners, Producers, FPC, LCFS Reports, Data, and Correspondence. Below the navigation bar, a welcome message reads "Welcome: James Tindel for Topical Fuel". The main content area is titled "Credit Transfers" and features an "Initiate Transfer" button, which is pointed to by a red arrow. Below this, there is a table titled "Outgoing Transfers" with the following data:

TIDN	Date Posted	Date Completed	Buyer Org	Buyer Rep	Status	Price per Credit	Number Of Credits	Total Price	Seller Notes	Buyer Notes	Recall Transfer	CTF
1288	03/08/2016			Jacob Nash	Submitted to Buyer	\$100.00	70,000	\$7,000,000.00			Recall	

At the bottom of the interface, there are links for "LCFS RT Home", "Terms of Use", "Visit ARB LCFS Page", and "Back to Top".

The Credit Transfer eForm will open with these four sections:

- 1) Transferor (Seller) Details Section
- 2) Transferee (Buyer) Details Section
- 3) Credit Transfer Details Section
- 4) Review and Confirm

Note: Any quarterly or annual reporting that is past-due (not submitted by the deadline) will result in preventing a seller or buyer from initiating and completing credit transfers. CBTS will not allow credit transfers to occur after April 30th if the Annual Report for the previous compliance period has not been submitted. This is true regardless of whether the regulated party is the seller or the buyer. Once the Annual Report is submitted, credit transfers can be initiated by the seller and completed by the buyer organizations. Same is applicable to quarterly reports.

Section 1: Transferor (Seller) Details The system auto-populates the “Seller Organization” along with the contact information for their “Representative”. The FEIN is displayed to ensure identification of the seller organization. The upper right corner displays the total credits available for transferring. **If there are no credits available for transfer then it displays blank.** The organization must first generate credits before they can begin transferring credits. In this example, Topical Fuels have 4,271 credits available that they can transfer.

Credit Transfer Form Version (5/14)

Using the Credit Transfer eForm

Section 1. Transferor (Seller) Details Available Credits: 4,271

Seller Organization: Topical Fuel FEIN: 01-0201020

Representative: James Tindel

Phone Number: (999) 999-9999

Email: arpit.soni@arb.ca.gov

Notes:

Note: See the above “Using the Credit Transfer eForm” which provides details about the eform with instruction on how to use it below.

Credit Transfer Form**Version (5/14)** ^ **Using the Credit Transfer eForm**

The Low Carbon Fuel Standard (LCFS) Credit Transfer e Form (CTeF) is used by the Air Resources Board (ARB) for initiating transfers of LCFS credits online between the Transferor (Seller) and the Transferee (Buyer) as well as to document the transfer. The CBTS system records the information submitted and adjusts the credit balance of the Seller and Buyer after the electronic form (eForm) is completed and processed, as required under section 95488 of the LCFS Regulation.

The eForm is used to submit a credit transfer agreement, regardless of the number of credits transferred and the price per unit credit. The eForm is submitted to initiate an actual transfer. Those credits which have been "banked" in the LCFS system can then be transferred.

The Buyer and Seller representatives (Credit Facilitator (CF) or Broker) must have an account in the LCFS System in order to complete and submit the LCFS Credit Transfer eForm. The regulated party account administrators with signatory authority can authorize a broker representative, or a credit facilitator representative within their company, to act on their behalf. Regulated party administrators with signatory authority automatically authorized to transfer credits.

Instructions:

The LCFS Credit Transfer eForm is to be completed by the Seller/Broker and submitted online using the CBTS to the Buyer/Broker to initiate a transfer of LCFS credits. The Buyer/Broker then completes the form and "Submits" the transfer transaction. It then is processed and recorded and the Seller and Buyer are notified by email. The Buyer/Broker may reject the transfer in their Incoming Transfer Log.

The following information is necessary to complete this eForm:

1. Seller (with CF or Broker name); Buyer Organization Name (with CF or Broker)
2. The number of credits to transfer and the average price per credit (both required)
3. Buyer/Seller Security Identification Codes (required) which are emailed to users

Please note: The information submitted is subject to ARB review. The Seller, Buyer or Broker may be contacted by ARB regarding recorded credit transfer transactions.

 v

Under **Section 2: Transferee (Buyer) Details** the Seller will select the Buyer Organization to which the credits are to be transferred. The Seller Broker then select a Broker authorized to represent the Buyer. Once the Buyer is selected, the Broker list is modified and only the Brokers authorized by that Buyer will appear. However, if a Seller wants to select any other broker registered in the CBTS then they can do that without selecting a Buyer Organization. An unfiltered list of brokers is displayed in the drop down as long as a Buyer Organization has not been selected. This is the case when credits are to be acted upon by the Buyer-Broker.

Buyer Organization: Bestel Fuels ← FEIN: 00-1000100
Note: The designated Broker Representative will be notified.
 Broker Rep. : Jacob Nash (Broker) ←
 Phone Number: (999) 999-9999
 Email: JNash@MNB.com

In this example, Jacob Nash is one of the brokers authorized by Bestel Fuels (Buyer) and is selected by Topical Fuel (Seller) to complete the transfer on behalf of Bestel Fuels. Bestel Fuels will receive a notification email from the system once the credit transfer is completed. The resulting transfer will be posted to the Buyer's ledger.

Note: CBTS produces system generated notification emails to the various parties involved whenever a credit transfer is initiated or completed. If a Representative Broker is not selected, the transfer notification emails will be emailed to the all the users with Admin (SA) and Credit Facilitators (CF) role in the selected Buyer Organization's account. If a Representative Broker is selected from the drop down list, then only the Broker will receive these emails.

Section 3. Credit Transfer Details

Number To Transfer: 2500 ←
 Average Price Per Credit: \$115.00 ←

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

James Tindel ← •••••• ← 3/11/2016
 Seller Representative Signature Security Identification Code Seller Confirmation Date

← **Submit** **Save** **Close**

The Seller completes **Section 3: Credit Transfer Details** of the eForm by entering the number of credits to transfer and the average price per credit. In **Section 4: Review and Confirm**, the

Seller Representative is required provide signature and the Security Identification Code (SIC). The SIC was provided via email to the Seller (to those accounts with Admin (SA) and CF roles). when their LRT-CBTS account was originally approved. The eForm is then submitted to the Buyer’s Broker for completion.

Note: A new Security Identification Code (SIC) can be provided by contacting the LCFS Systems Administrator.

5.3.2 Seller Organization Initiated Credit Transfer to Buyer (Scenario #1 – Appx. C)

This is a transfer by the Seller Organization to the Buyer Organization and is a “Non-Blind” transfer *i.e.* Seller’s Identity will be revealed to the Buyer. This is same as the previous example (scenario #2), but now the credits are being transferred directly to the Buyer Organization and no Buyer or Seller Brokers are involved. Here Topical Fuel is the Seller, Bestel Fuels is the Buyer and no Broker is involved.

The whole process is same as shown in the previous example, except in *Section 2* of the *e-Form* the Seller does not select the Broker Representative. This allows the credit transfer to go directly to the Seller Organization’s users registered as Administrator or Credit Facilitator.

Section 2. Transferee (Buyer) Details		
Buyer Organization:	Bestel Fuels	FEIN: 00-1000100
	Note: The appropriate Buyer Reps will be notified.	
Broker Rep.:	Select ...	
Phone Number:		
Email:		
Section 3. Credit Transfer Details		
Number To Transfer:	2500	
Average Price Per Credit:	\$115.00	
Section 4. Review and Confirm		
After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.		
James Tindel	●●●●●●	3/14/2016
Seller Representative Signature	Security Identification Code	Seller Confirmation Date

5.3.3 Seller Side (Broker) Initiated Credit Transfer (Scenario #7 – Appx. C)

In the following example a Seller Broker initiates a credit transfer on behalf of a Seller without disclosing Seller's identity to the Buyer. This is a *Buyer-Blind* transfer and represents scenarios #7. In this example, Jacob Nash is the Seller Broker for Topical Fuels which is the Seller Organization and Bestel Fuels is the Buyer Organization.

The Seller's Broker (S-Brkr) completes the four short sections of the Credit Transfer eForm and submits it. The contact information for the Seller Representative is auto-populated on the form. In this case it is the broker initiating the transfer and selects the Seller Organization. Seller Organization's identity will not be disclosed to the Buyer side as indicated by the checked box. Unchecking this box, will result in the identity of the Seller Organization being disclosed to the Buyer (or Buyer's Broker, if a broker is involved on the buy end of the transfer).

Section 1. Transferor (Seller) Details

Available Credits: 4,271

Seller Organization: Topical Fuel FEIN: 01-0201020

Do not disclose Seller Organization to Buyer (or Buyer's Broker)

Representative: Jacob Nash

Phone Number: (999) 999-9999

Email: JNash@MNB.com

Notes:

Once the Seller Organization is selected by the Broker, the total number of credits available for transfer is displayed at the top-right of the eForm. This number may also be limited based upon the buy-sell limits established by the Seller Organization for the broker. The process for setting credit transfer limits for is discussed in *Setting Broker Profile* section of this user guide.

Topical Fuel has added *Jacob Nash* to their list of Broker Representatives and placed no limits for the Broker on their buy and sell transfers. Initially, the Broker is limited by the available credits of the Seller Organization, which are currently 4,271. This number will change depending on other *Topical Fuel's* credit transfer activity.

In the next transfer, the broker has again selected Topical Fuels. In the interim, the company has placed a sell limit of 2,500 (for a single sell transaction) for the Broker *Jacob Nash*. Thus, the total number of available credits for transfer to the Broker displayed is 2,500. Again, by default the Seller is not disclosed to the Buyer and everything else remains unchanged as in above case.

Section 1. Transferor (Seller) Details Available Credits: 2,500

Seller Organization: Topical Fuel **FEIN:** 01-0201020

Do not disclose Seller Organization to Buyer (or Buyer's Broker)

Representative: Jacob Nash

Phone Number: (999) 999-9999

Email: JNash@MNB.com

Notes:

In **Section 2** of the Credit Transfer Form, the Seller Broker (S-Brkr) selects the Buyer Organization from the drop down list. The Seller (S-Brkr) fills in **Section 3** with the quantity of credits to be transferred and the average price per credit. A signature and a Security Identification Code (SIC) are required entries in **Section 4** before submitting the eForm. Once submitted, the buyer will be notified of the incoming transfer request by the Seller Broker via email.

Section 2. Transferee (Buyer) Details

Buyer Organization: Bestel Fuels **FEIN:** 00-1000100

Note: The appropriate Buyer Reps will be notified.

Broker Rep. : Select ...

Phone Number:

Email:

Section 3. Credit Transfer Details

Number To Transfer:

Average Price Per Credit:

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

Seller Representative Signature **Security Identification Code** **Seller Confirmation Date**

5.3.4 Seller Side (Broker) Initiated Credit Transfer (Scenario #8 – Appx. C)

In the following example, a Seller Broker (S-Brkr) initiates a credit transfer on behalf of a Seller without disclosing the seller’s identity to the Buyer Broker (B-Brkr). This is a *Buyer-Blind* transfer and represents scenarios #8. Jacob Nash (S-Brkr) is the Broker Representative for Topical Fuels, the seller. Tony M Peters (B-Brkr) is the Broker Representative for the Bestel Fuels the buyer.

The whole process is identical to that shown in the previous example except in *Section 2* of the *e-Form*. The Seller Broker will select a Broker “Representative” after selecting the Buyer Organization. The option to not disclose the Seller’s identity is checked.

Section 1. Transferor (Seller) Details Available Credits: 4,271

Seller Organization: Topical Fuel FEIN: 01-0201020

Do not disclose Seller Organization to Buyer (or Buyer's Broker)

Representative: Jacob Nash

Phone Number: (999) 999-9999

Email: JNash@MNB.com

Notes:

Section 2. Transferee (Buyer) Details

Buyer Organization: Bestel Fuels FEIN: 00-1000100

Note: The designated Broker Representative will be notified.

Broker Rep.: Tony M Peters (Broker)

Phone Number: (999) 999-9999

Email: Tony.Peters@sfbrokers.com

Once both the Buyer Broker completes the transaction, the transfer will be reflected in the *Credit Balance Ledger* of both the Seller and Buyer Organizations.

Note: The same broker can represent both the Seller and Buyer Organizations. For this to occur both Organizations must authorize that Broker to .transfer credits on their behalf.

5.4 Completing an Incoming Transfer

The above example was a non-blind transaction where Jacob Nash (S-Brkr) initiated a transfer of 2,500 credits on behalf of Topical Fuels (Seller) at an average price of \$120 to Bestel Fuels (Buyer) through Tony Peters (B-Brkr). Here the B-Brkr receives a CBTS generated email notification of an “*Incoming Credit*” transfer along with the Transfer Identification Number

(TIDN). The details for this Incoming Transfer are located under the **Credit Transfer** tab. A log of the transfer will also appear as “*Outgoing Transfers*” in the logs for both the Seller and S-Brkr. However, it will not be reflected at the Bestel Fuel (Buyer) end until the B-Broker completes the transaction.

TIDN	Date Posted	Date Completed	Buyer Org	Seller Org	Seller Rep	Status	Price per Credit	Number Of Credits	Total Price	Seller Notes	Buyer Notes	CTF Status	CTF
1289	03/15/2016		Bestel Fuels	Topical Fuel	James Tindel	Transfer Offer Received	\$120.00	2,500	\$300,000.00			Pending	

Selecting the “*Pending*” option under *CTF Status* will open the eForm for the transaction with TIDN 1289. Note this is a non-blind scenario, the Buyer can see the Seller Org and the Seller Rep (in this case its S-Brkr, it can also be the employee of the Topical Fuel). To complete the *Incoming Transfer* the Buyer side (in this case it is B-Brkr) will have to complete the Section 4 of eForm and need to “*Accept*” or “*Reject*” the Incoming Transfer.

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

Tony M Peters ●●●●●● 3/15/2016

Buyer Representative Signature Security Identification Code Buyer Confirmation Date

Accept **Reject** **Close**

Note: The Buyer, Seller and Broker can always add comments in the eForm when initiating or completing a transfer.

5.5 Carryback Credits

A regulated party may acquire additional credits during the “extended period” of January 1st through March 31st. These credits can be designated by the buyer as Carryback Credits (CBCs) at the time the credit transfer is completed. They are posted the ledger in quarter four of the previous year. The credits can then be used to meet a compliance obligation for the compliance period year immediately preceding the extended period. All CBC transfers must be initiated in the LRT-CBTS by March 31st and completed within 10 calendar days to be available in the account as CBSs. To mark and use credits as Carryback Credits, the buyer will need to select the Carryback Credits checkbox in Section 3 of eForm as shown below. These credits will

be reported in Q4 of the previous compliance period for the Buyer Credit Balance Ledger and in Q1 of the current compliance period for the Seller.

Section 2. Transferee (Buyer) Details

Buyer Organization: Bestel Fuels **FEIN:** 00-1000100

Do not disclose Buyer Organization to Seller (or Seller's Broker)

Representative: Tony M Peters (Broker)

Phone Number: (999) 999-9999

Email: arpit.soni@arb.ca.gov

Notes: Non-Blind transfer with the purpose to acquire Carryback Credits for the compliance year 2015.

Section 3. Credit Transfer Details

Number To Transfer: 2500 These are for use as Carryback Credits

Average Price Per Credit: \$120.00

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

Tony M Peters	••••••••	3/15/2016
Buyer Representative Signature	Security Identification Code	Buyer Confirmation Date

Accept Reject Close

6 LCFS Correction Request Process (TBA)

(TBA - To be added in near future)

7 LCFS Credit Clearance Market (CCM) (TBA)

(TBA - To be added in near future)

8 LCFS Report Reconciliation Process (TBA)

(TBA - To be added in near future)

9 LCFS Alternative Fuels Portal (TBA)

(TBA - To be added in near future)

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APPENDIX A

LCFS Transaction Types

Section 95481(a) (77) of LCFS regulation provides definition of different “Transaction Type” as following:

- (A) *“Production in California” means the transportation fuel was produced at a facility in California for use in California;*
- (B) *“Production for Import” means the transportation fuel was produced outside of California and imported into California for use in transportation. This transaction type is to be reported by out-of-state producers who claim the initial LCFS obligation for fuel imported into California.*
- (C) *“Import” means the transportation fuel was produced outside of California and later brought by any party other than its producer into California for use in transportation. This transaction type is to be reported by non-producers who claim the initial LCFS obligation for out-of-state fuel imported into California.*
- (D) *“Purchased with Obligation” means the transportation fuel was purchased with the compliance obligation from a reporting party;*
- (E) *“Purchased without Obligation” means the transportation fuel was purchased without the compliance obligation from a reporting party;*
- (F) *“Sold with Obligation” means the transportation fuel was sold with the compliance obligation by a reporting party;*
- (G) *“Sold without Obligation” means the transportation fuel was sold without the compliance obligation by a reporting party;*
- (H) *“Export” means a transportation fuel was reported with compliance obligation under the LCFS but was later exported outside of California;*
- (I) *“Loss of Inventory” means the fuel entered the California fuel pool but was not used due to volume loss;*
- (J) *“Gain of Inventory” means the fuel entered the California fuel pool due to a volume gain;*
- (K) *“Not Used for Transportation” means a transportation fuel was reported with compliance obligation under the LCFS but was later not used for transportation purposes in California or otherwise determined to be exempt under section 95482(d);*
- (L) *“EV Charging” means providing electricity to recharge EVs;*
- (M) *“Fixed Guideway Charging” means fueling light rail or heavy rail, exclusive right-of-way bus operations, or trolley coaches with electricity;*

- (N) “Forklift Fueling” means providing fuel (electricity, hydrogen, etc.) to forklifts;
(O) “NGV Fueling” means the dispensing of natural gas at a fueling station designed for fueling natural gas vehicles.

The attached descriptions provide more information for these same transaction types as referred in LRT. The transaction types are important in determining how the credits/deficits associated with fuel transactions are applied within an account report (+, -, ‘o’ (o=no change)).

Transaction Types in LRT

- 1) **Production in California:** The LCFS regulated party is responsible for the LCFS compliance obligation when they produce a transportation fuel used in California. The producer, with respect to any transportation fuel, is the entity (regulated party) that owns the fuel when it is supplied from the production facility.

Note 1: If the carbon intensity is above the carbon intensity “standard” set within the LCFS then they will accumulate “deficits” when the production of the fuel is reported in the LRT. If the fuel has a CI below the standard (for the given year) the fuel has “credit” value.

Note 2: A producer includes an “out-of-state producer,” which is a producer of a fuel that has its production facility for that fuel located outside California and has opted into the LCFS.

- 2) **Production for import:** This means the transportation fuel was produced outside of California and imported into California for use in transportation. This transaction type is to be reported by out-of-state producers who claim the initial LCFS obligation for fuel imported into California.
- 3) **Import:** The regulation defines the importer as the person (regulated party) who owns the transportation fuel or blendstock, in the transportation equipment (rail cars, cargo tanker trucks, and pipelines) that held or carried the product, at the point the equipment entered California.
- 4) **Purchased with Obligation:** The Seller transfers the LCFS compliance obligation to the Buyer along with the fuel volume. The Buyer becomes the regulated party for this fuel and reports the transaction as “Purchased with obligation transfer.” The Product Transfer Document (PTD) must indicate the transaction type: Purchased with obligation transfer.
- 5) **Purchased without Obligation:** The Buyer purchases and receives a fuel volume but the LCFS compliance obligation is retained by the Seller. The Seller is responsible for the compliance obligation under LCFS. The Buyer does not become the regulated party for this

fuel and reports the transaction as “Purchased without obligation transfer.” The Product Transfer Document (PTD) must indicate the transaction type: Purchased without obligation transfer.

- 6) **Sold with Obligation:** The LCFS compliance obligation for the fuel “Amount” (or volume) transfers by default when ownership transfers to another party. This compliance “obligation” can be retained by the Seller if agreed upon with the Buyer. When the fuel is sold with obligation transfers to the Buyer who assumes responsibility for the LCFS Credits/Deficits associated with that volume of fuel. The Buyer becomes the regulated party for compliance purposes under the LCFS. The Product Transfer Document (PTD) must indicate the transaction type: Sold with obligation transfer.
- 7) **Sold without Obligation:** The Seller can retain the LCFS compliance obligation if they choose. The Seller may want to do this to accumulate LCFS credits when reporting to the LRT (this assumes the fuel has a low CI value). The Seller reports the transaction as “Sold without obligation transfer.” The Product Transfer Document (PTD) must indicate the transaction type: Sold without obligation.
- 8) **Export:** A volume of fuel that is transferred directly from within the State to somewhere outside the State.
- 9) **Loss of Inventory:** This designates a volume of fuel that cannot be accounted for and is therefore reported as a “loss.”
- 10) **Gain of Inventory:** This means the fuel entered the California fuel pool due to a volume gain.
- 11) **Not Used for Transportation:** This designates a fuel transaction where the fuel was originally intended for transportation use but was redirected to a non-transportation purpose. Therefore, the fuel does not meet the definition for “transportation fuel.”
- 12) **EV Charging:** This refers to the electricity provided to charge Electric Vehicles (EVs)
- 13) **Fixed Guideway Charging:** -Refers to electricity used for fueling of light rail or heavy rail, exclusive right-of-way bus operations, or trolley coaches with electricity
- 14) **Forklift Fueling:** This refers to the fuel (electricity, hydrogen, etc.) used to operate to forklifts.
- 15) **NGV Fueling:** This means the dispensing of natural gas at a fueling station designed for fueling natural gas vehicles.

APPENDIX B

Reports Available for LRT Users under Data Tab

The **Data Tab** is available to all the user roles for a Regulated Party and the following automated reports which can be downloaded by the user. Broker accounts don't have this feature available.

- 1) **Fuel Transactions:** This report provides a list of all transactions associated with *Quarterly Reports* irrespective of the Report *"Status"*. The report includes data from all *"Unlocked"* reports that are either *"Open"* or have *"Corrections in Progress"*.
- 2) **Reconciliation: RP & Business Partner:** This report compares the fuel transactions reported into the LRT between the Regulated Party (RP) and their Business Partners (BPs). This report includes FPCs and fuel volumes reported in the LCFS system by all the BPs and covers fuels purchased with obligation or sold with obligation by BPs.
- 3) **Reconciliation: Business Partner FPCs & RP:** This report is intended to assist the RP by providing information regarding what FPCs and fuel volumes are being reported into the LRT-CBTS by all BPs that have identified your organization/company as their Business Partner. This report includes the FPCs and Transaction Type (e.g., Purchased with Obligation, Sold with Obligation) reported by BPs.
- 4) **Alternate Fuel Facility FPC Report:** This report provides a names of all the Alternate Fuels Facilities in the system with their EPA Facility ID, Address, FPCs, CIs and Status (if they are active or not).
- 5) **Alternate Fuel Facility FTM Report:** This report is same as the previous report but it provides Fuel Transportation Mode (FTM) for the Alternate Fuels Facilities instead of FPCs.

Alternate Fuel Facility FPC/FTM Report: This report is a combined version of last two reports.

APPENDIX C

LCFS Credit Transfer Scenarios

Scenario # and Type	Seller	Seller Brkr	Seller Anonymity (Seller or S-Brkr action)	Buyer Org or Broker Selection (Seller or S-Brkr action)	Buyer Anonymity (Buyer or B-Brkr Action)	CBCs Selection (1st Qtr. – Buyer & B-Brkr Action)	Email Notifications
1. Non-Blind	Seller	--	Not Available	Buyer	Not Available	Y/N	Seller/Buyer
2. Non-Blind	Seller	--	Not Available	B-Brkr	Not Selected	Y/N	Seller/B-Brkr/Buyer
3. Non-Blind	--	S-Brkr	Not Selected	Buyer	Not Selected	Y/N	Seller/S-Brkr/Buyer
4. Non-Blind	--	S-Brkr	Not Selected	B-Brkr	Not Selected	Y/N	Seller/S-Brkr/B-Brkr/Buyer
5. Seller-Blind	Seller	--	Not Available	B-Brkr	Selected	Y/N	Seller/B-Brkr/Buyer
6. Seller-Blind	--	S-Brkr	Not Selected	B-Brkr	Selected	Y/N	Seller/S-Brkr/B-Brkr/Buyer
7. Buyer-Blind	--	S-Brkr	Selected	Buyer	Not Selected	Y/N	Seller/S-Brkr/Buyer
8. Buyer-Blind	--	S-Brkr	Selected	B-Brkr	Not Selected	Y/N	Seller/S-Brkr/B-Brkr/Buyer
9. Double-Blind	--	S-Brkr	Selected	B-Brkr	Selected	Y/N	Seller/S-Brkr/B-Brkr/Buyer

CBC : Carryback Credits

Seller : User with Admin (SA) or Credit Facilitator role, representing the Registered Organization selling the credits

S-Brkr : Broker representing the Seller Registered Organization

Buyer : User with Admin (SA) or Credit Facilitator role, representing the Registered Organization buying the credits

B-Brkr : Broker representing the Buyer Registered Organization

APPENDIX D

Terms of System Use Agreement

ACCEPTANCE OF TERMS

The services that the California Air Resources Board ("ARB, STATE OF CALIFORNIA") provides to you are subject to the following Terms of Use ("TOU"). The California Air Resources Board reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request or when you login to the system.

DESCRIPTION OF SERVICES

Through its network of web and network applications, the ARB, STATE OF CALIFORNIA provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.

PERSONAL AND NON-COMMERCIAL USE LIMITATION

Unless otherwise specified, the Services are for professional and commercial use only. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from these Services.

PRIVACY AND PROTECTION OF PERSONAL INFORMATION

The ARB, STATE OF CALIFORNIA is committed to protecting the security of your personal and company information. We use a variety of security technologies and procedures to help protect your personal and company information from unauthorized access, use, or disclosure. For example, we store the personal and company information you provide on computer servers with limited access that are located in controlled facilities. Access to personal and company information is limited to authorized users and application developers/testers.

Further, the ARB, STATE OF CALIFORNIA respects your right to privacy. Government Code section 11019.9 provides that all departments and agencies of the State of California shall enact and maintain a permanent privacy policy, in adherence with the Information Practices Act of 1977 (Civil Code section 1798 et seq.), that includes, but not necessarily limited to, the following principles to protect your right to privacy when viewing our pages on our Internet site:

- a. Personally identifiable information may only be obtained through lawful means.
- b. The purposes for which personally identifiable data are collected shall be specified at or prior to the time of collection, and any subsequent use of the data shall be limited to and consistent with the fulfillment of those purposes previously specified.
- c. Personal data may not be disclosed, made available, or otherwise used for a purpose other than those specified, except with the consent of the subject of the data, or as required by law or regulation.
- d. Personal data collected shall be relevant to the purpose for which it is needed.
- e. The general means by which personal data is protected against loss, unauthorized access, use, modification, or disclosure shall be posted, unless the disclosure of those general means would compromise legitimate agency objectives or law enforcement purposes.

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MEMBER ACCOUNT, PASSWORD, AND SECURITY

To connect to the ARB, STATE OF CALIFORNIA “Low Carbon Fuel Standard”, you completed the online registration form. Once your account is approved, your selected username and password can be used to access the system. You will be required to change the account information on a regular basis. You are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you are entirely responsible for any and all activities that occur under your account. You agree to notify the ARB, STATE OF CALIFORNIA immediately of any unauthorized use of your account or any other breach of security. The ARB, STATE OF CALIFORNIA will not be liable for any loss that you may incur as a result of someone else using your password or account, either with or without your knowledge. However, you could be held liable for losses incurred by the ARB, STATE OF CALIFORNIA or another party due to someone else using your account or password. You may not use anyone else’s account at any time. The ARB, STATE OF CALIFORNIA reserves the right, in its sole discretion, to terminate your access at any time, without notice.

The software will contain a section that will allow a representative of a company to digitally sign documents. This digital signature will be a legal and binding signature, pursuant to California Civil Code 1633.7. The digital signature will be linked to the username and password and a Security Identification Code, which will be unique to the user.

NO UNLAWFUL OR PROHIBITED USE

As a condition of your use of the ARB, STATE OF CALIFORNIA, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any ARB, STATE OF CALIFORNIA server, or the network(s) connected to any ARB, STATE OF CALIFORNIA server, or interfere with any other party's use of any Services. You may not attempt to gain unauthorized access to any Services, other accounts, computer systems or networks connected to any ARB, STATE OF CALIFORNIA server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

LRT-CBTS User Certification with Electronic Signature

By 'Electronically Signing' as part of your LRT-CBTS Registration or AFP Registration, you are confirming that you, the user signed in and identified by the name above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under the California Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.