California Environmental Protection Agency

Air Resources Board

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Air Resources Board

Low Carbon Fuel Standard

User Guide Version 1.2

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
CCM	Credit Clearance Market
CI	Carbon Intensity
CNG	Compressed Natural Gas
CRF	Correction Request Form
DMS	LCFS Data Management System
EV	Electric Vehicle
FEIN	Federal Employer Identification Number
FPC	Fuel Pathway Code
FSE	Fueling Supply Equipment
FTM	Fuel Transport Mode
LCFS	Low Carbon Fuels Standard
LNG	Liquefied Natural Gas
LRT	LCFS Reporting Tool
MCON	Marketable Crude Oil Name
PTD	Product Transfer Document
RP	Reporting Party
RU	Registration Upload
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 is an interactive, secured web-based system which comprises the following three modules:

LCFS Reporting Tool (LRT)
Credit Bank and Transfer System (CBTS)
Alternative Fuel Portal (AFP)

Although these three modules are related and share data, each has very distinct functionality. LRT and CBTS, referred to together as LRT-CBTS, are closely integrated and can be accessed from the same account. However, a separate account is needed to access AFP. AFP is not included in this user guide but it can be found here. 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 LRT reporting features as well as guidance for completing credit transfers in the CBTS. It describes the 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

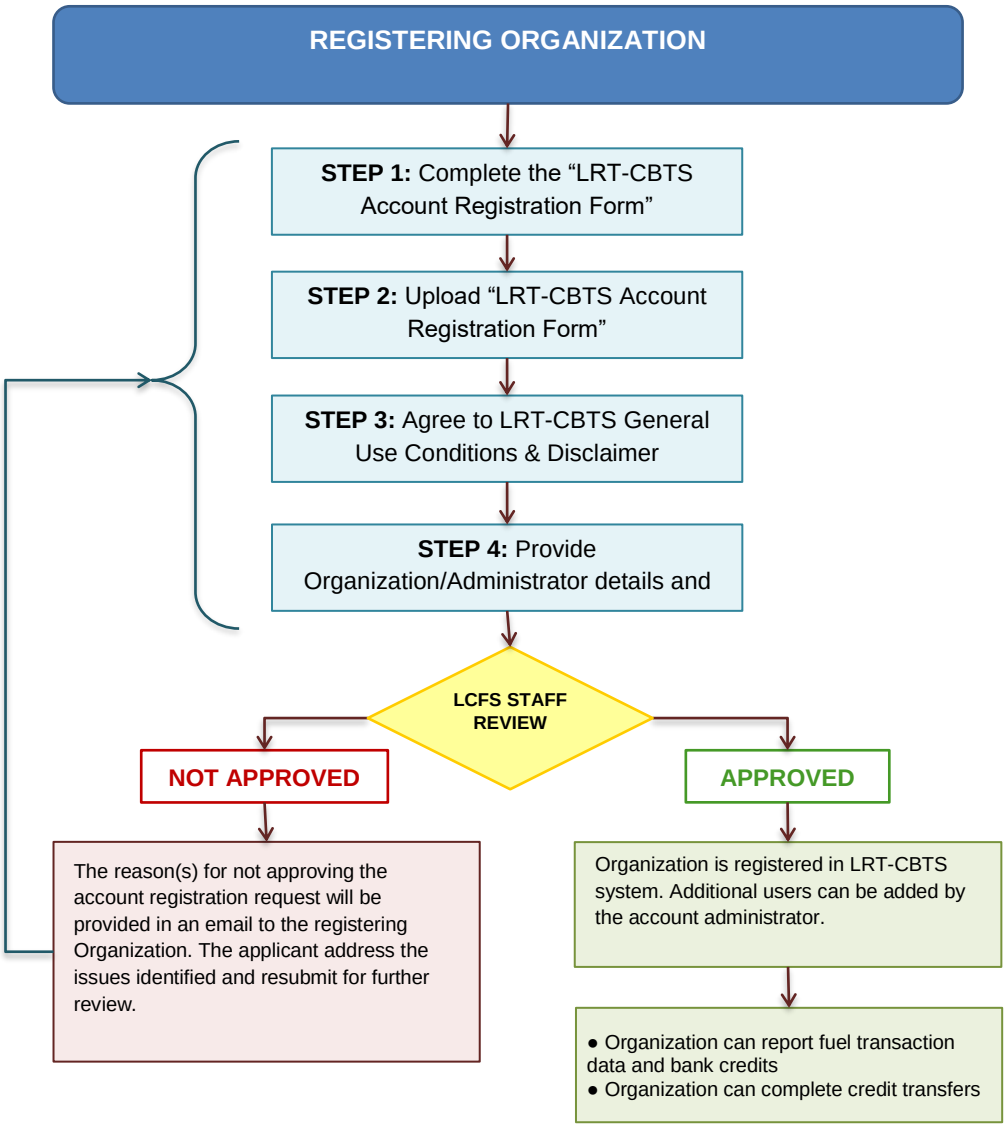
Organizations that intend to participate in the LCFS program must register for an account in the LRT for reporting purposes at: https://ssl.arb.ca.gov/lcfsrt/Login.aspx.

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 the LCFS, 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

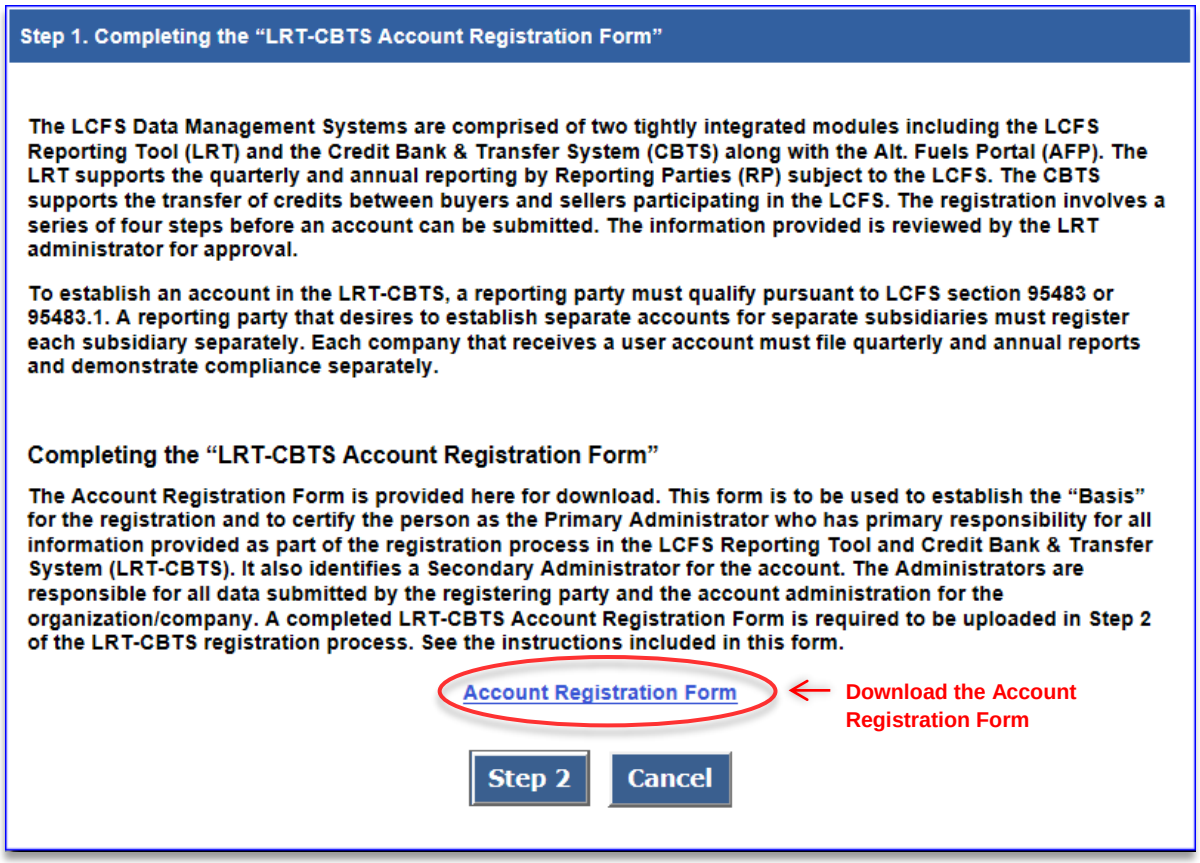


2.2 LCFS Organization Registration

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.

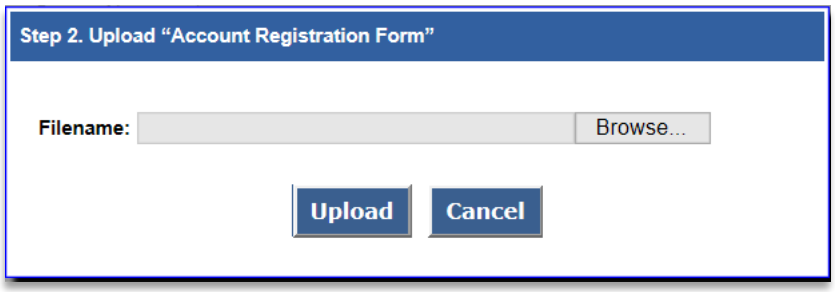
STEP 1

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).



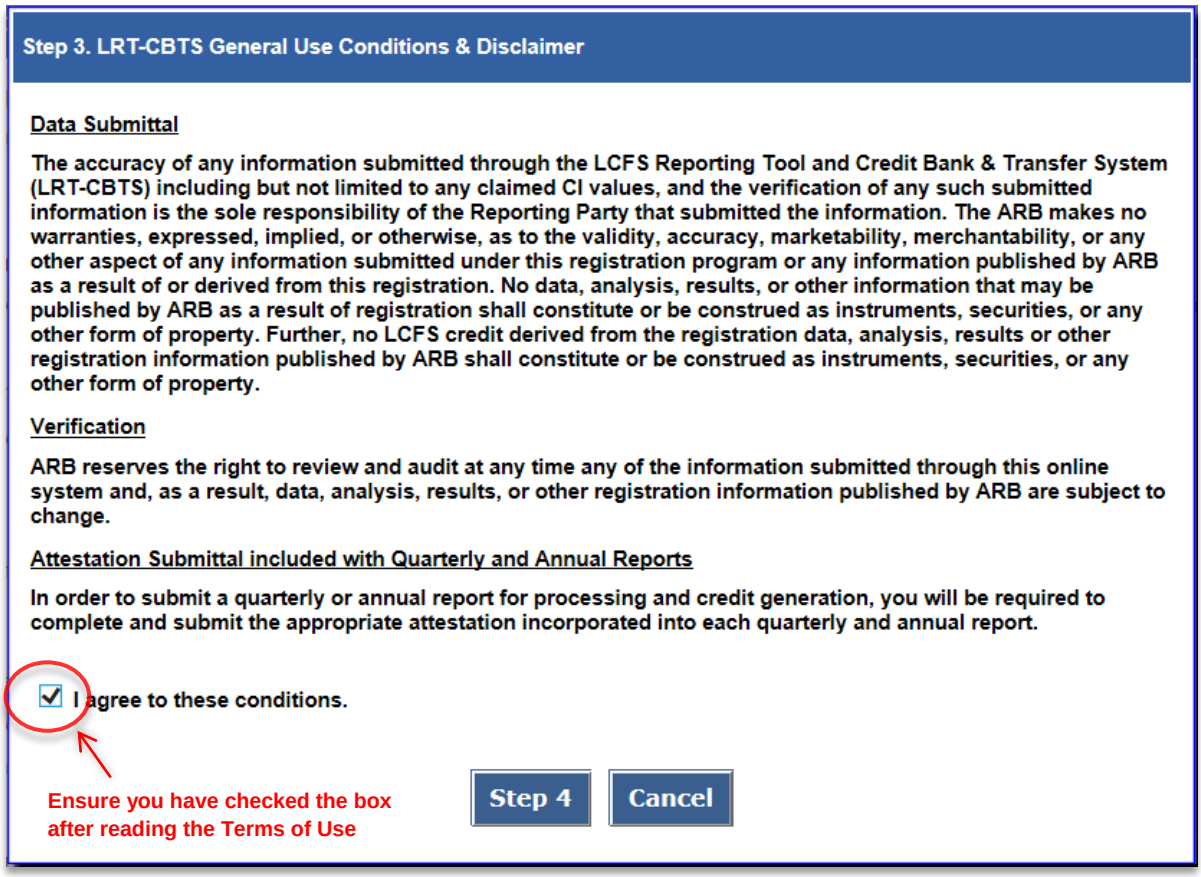
STEP 2

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 3

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



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 one or more 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
- ☐ 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 diesel for blending with CARB diesel, who is not otherwise subject to the 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: Account Registration Form_1OeMKIPfBFLB.pdf

☑ LRT-CBTS General Use Conditions

Organization Name: * Enter Organization Name

FEIN: (Federal Employer Identification Number)

Address Line 1: * Enter Address Line 1

Address Line 2: Enter Address Line 2

City: * Enter City

State Or Province: * California

Zip Code: * ___-___

Country: * UNITED STATES

Email: Enter 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?

Primary Contact

Primary Contact Name : * Enter Primary Contact Name

Business Phone: * (__) __-___-___

Mobile Phone: (__) __-___

Email: * Enter Email

Primary Administrator Details

First Name: * Enter First Name

Middle Initial: Initial

Last Name: * Enter Last Name

Business Phone: * (__) __-___-___

Mobile Phone: (__) __-___

Email: * Enter Email

Confirm Email: * Enter Email

User Name: * Enter User Name

Password: *

Confirm Password: *

Note: Password length must be between 10 and 16 alphanumeric characters.
Include at least one upper and lower case letter and one numeric and one of these special characters @$!%*?&

Register Organization | Back

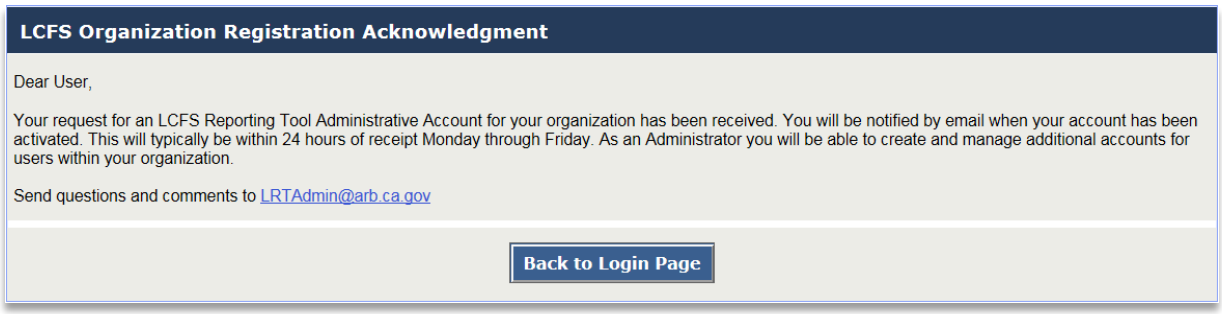
Ensure the box is checked

Click on the link to read full LRT-CBTS General Use Conditions

Enter email only if checking the box

Click here to complete the application

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****,* ***PasswordD*** *and* ***password*** *will be treated different by the system. In case you forget your password, please contact the LCFS Systems Administrator (Email: lrtadmin@arb.ca.gov; Phone: (916) 323-0023).*

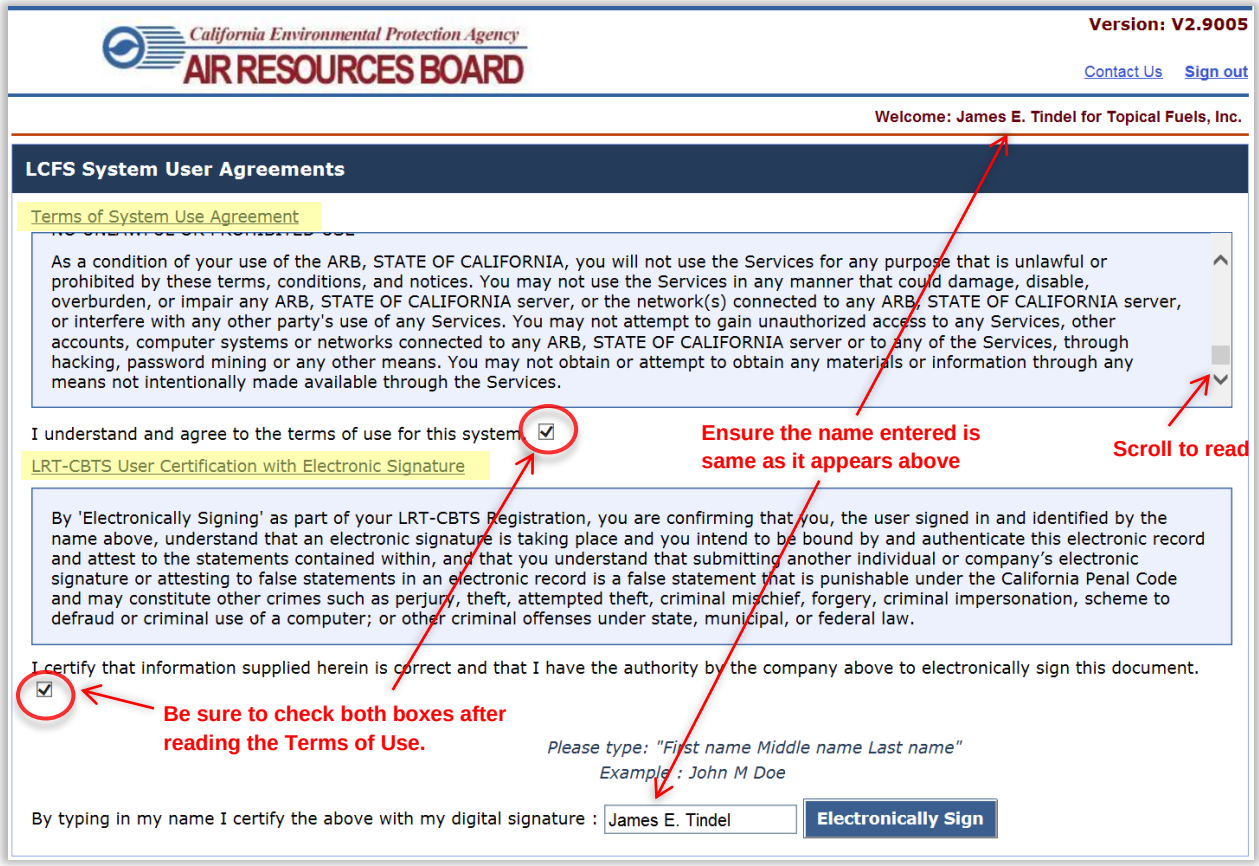


An automated email will be generated confirming receipt of the application which will be followed by another email notification indicating if the account has been approved or not. If approved, the account will be activated and a Security Identification Code(SIC) is sent via the system-automated email. 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.

2.2.1 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. TOU is shown in Appendix A.

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.



2.2.2 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.**

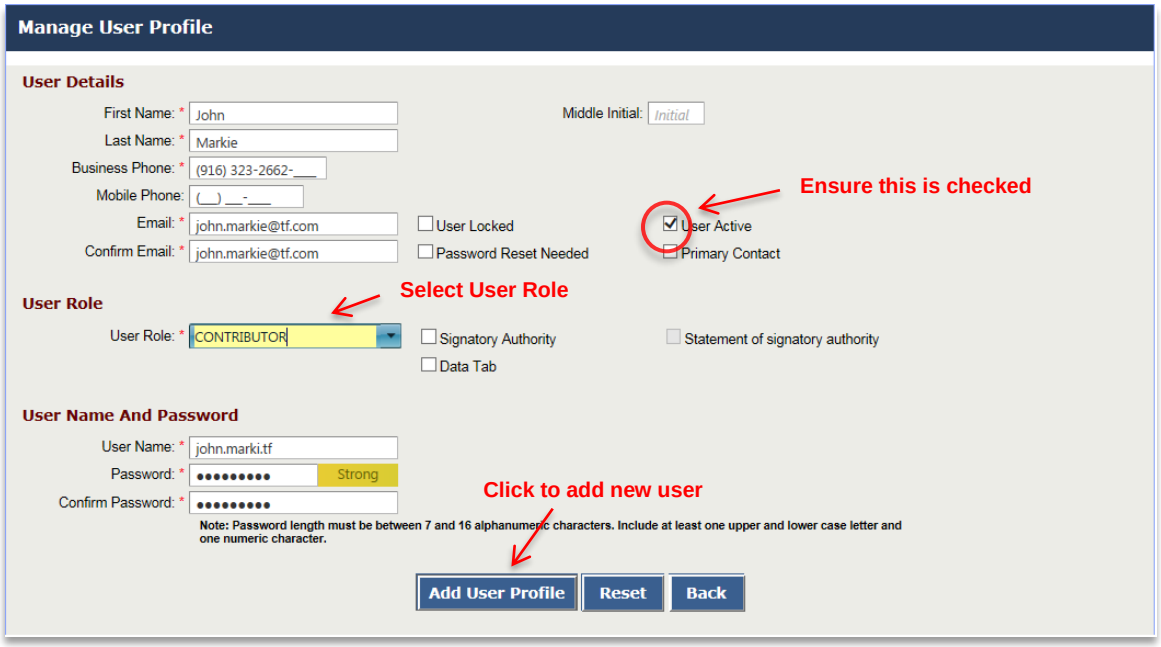
Step 2: Complete all the required fields marked under **User Details**. Select other options as required. (*Ensure User Active is checked for all new users)*

- **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 (which automated reports can be downloaded is discussed further in Appendix B.

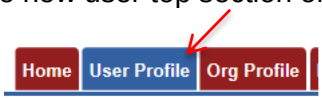
Step 4: Create a **username** and **password** for the user and click **Add User Profile**.



2.2.3 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**.

2.3 Fueling Supply Equipment (FSE) Registration

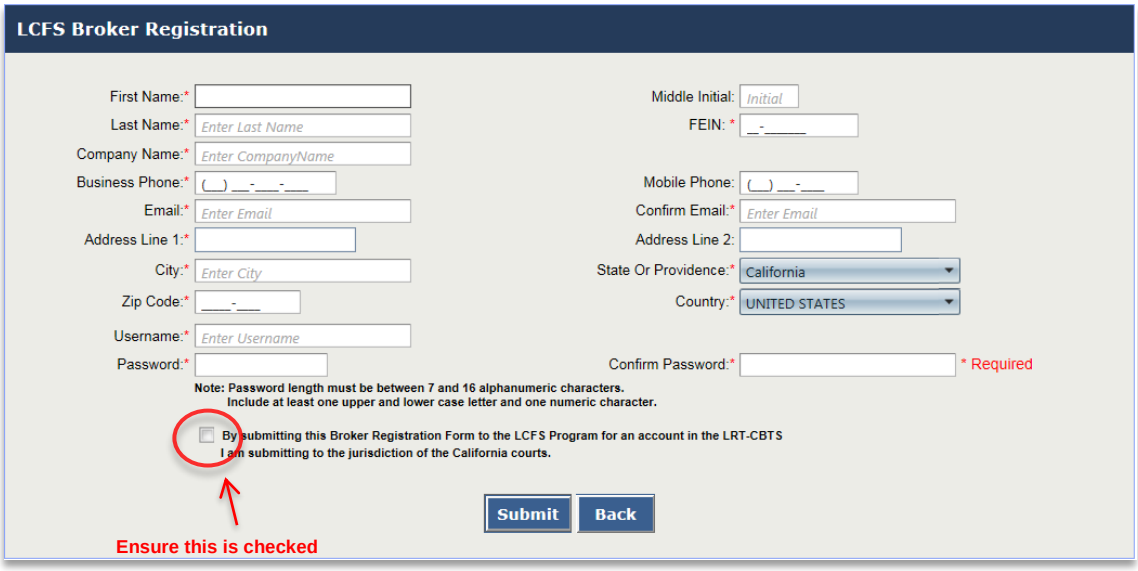
FSE registration applies to natural gas, electricity[1](public & private access EV charging, EV fleets, and electric forklifts), and hydrogen fuel providers. FSE registration requirements are described in a user guide titled "Instructions for Registration of Fueling Supply Equipment (FSE)" included in Appendix C.

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.

[1] Only the RPs providing the following electricity charging need to register FSE: public access charging, fleet charging, private access charging, and electric forklift charging as defined in 95483(e)(2), (3), (4), and (7), respectively. Residential EV charging and fixed guideway systems are exempt from the FSE registration requirements.



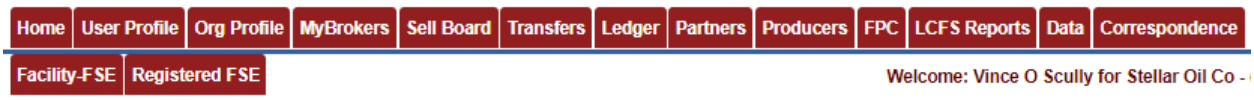
3 LRT-CBTS User Accounts and Roles

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.*



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.

Facility-FSE This tab provides access for CNG, LNG, electricity, and hydrogen fuel providers to register their FSE.

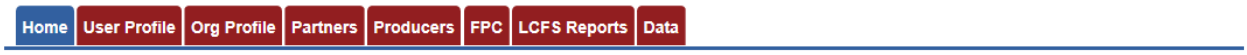
Registered FSE This tab displays a list of registered FSE by the particular organization.

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.

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.

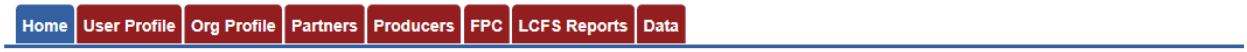


3.4 Contributor Role without Signatory Authority (w/o SA)

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.

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.



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"*

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".

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 for liquid fuels shall use the reconciliation reports provided in the LRT-CBTS and, in conjunction with counterparties, complete any necessary report corrections. It is important to note that reporters with no fuel transactions for a particular quarter still have to submit the quarterly report with "zero" transactions.

The annual compliance and quarterly progress reports must be submitted on-line using the LRT-CBTS, an interactive, secured internet web-based system. The LRT-CBTS is available at: www.arb.ca.gov/lcfsrt. The reporting quarterly and annual timeline can be found here. The annual compliance calendar can be found here.

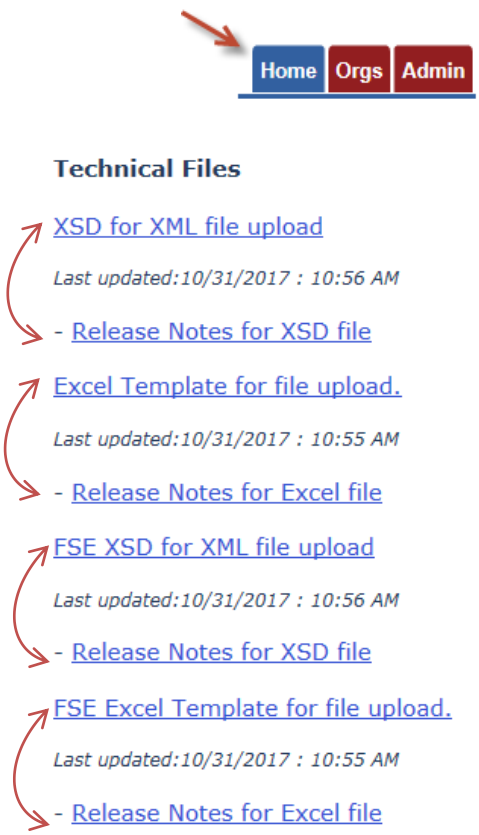
4.1 Quarterly Reporting - Reporting a Fuel Transaction

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 done by the system. 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 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), or for reporting “no transactions” when there were no fuel transactions in the reporting quarter.
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.
4. **FSE XML or Excel Upload:** Fuel transactions for FSE of natural gas, electricity, and hydrogen fuel providers can be uploaded in either xml or excel format using templates available under the Home tab as shown below.



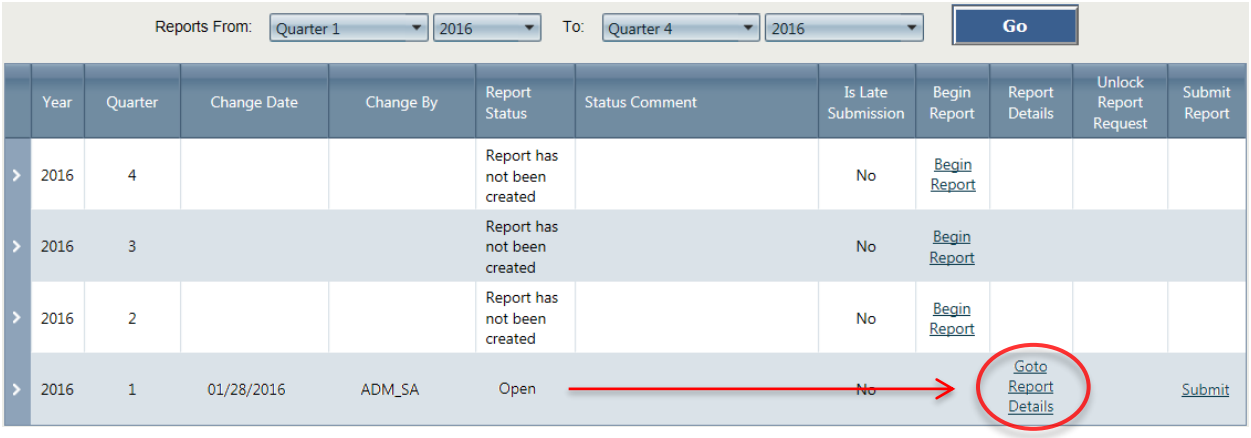
The Release Notes are provided with each version of the XSD and Excel Template, documenting changes made since the last release.

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.



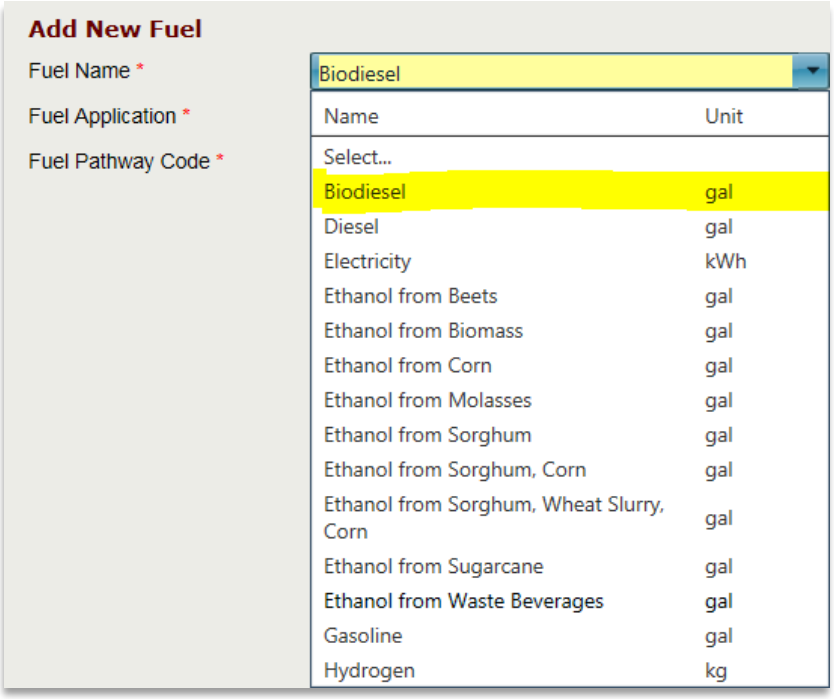
Manual Entry Upload:

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:

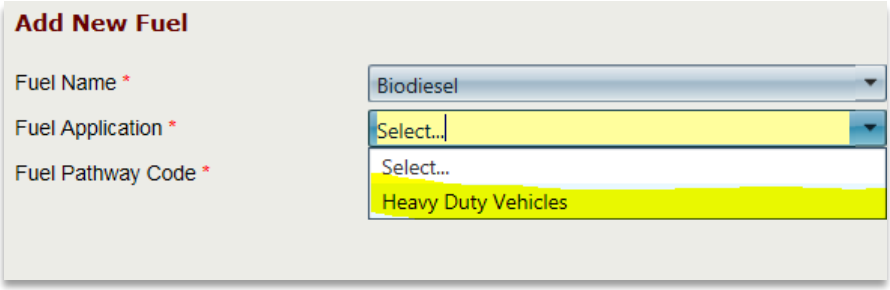
- Fuel Name
- Fuel Application
- Fuel Pathway Code

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.

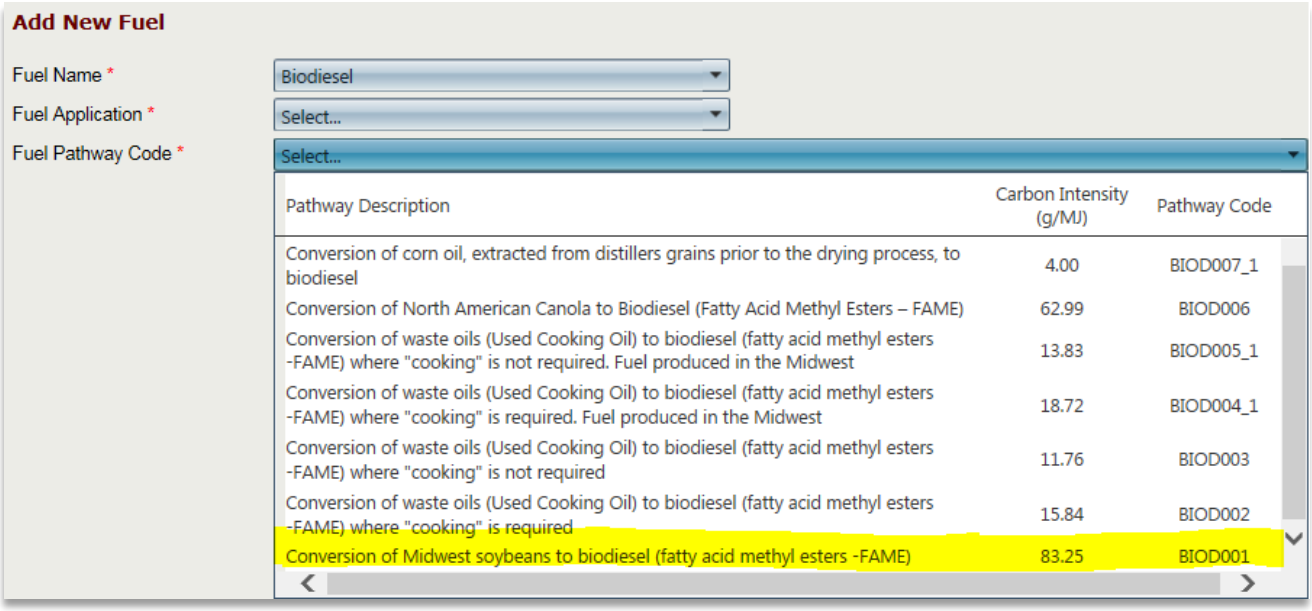
1. The Fuel Name is *"Biodiesel" (which is reported in units of gal).*



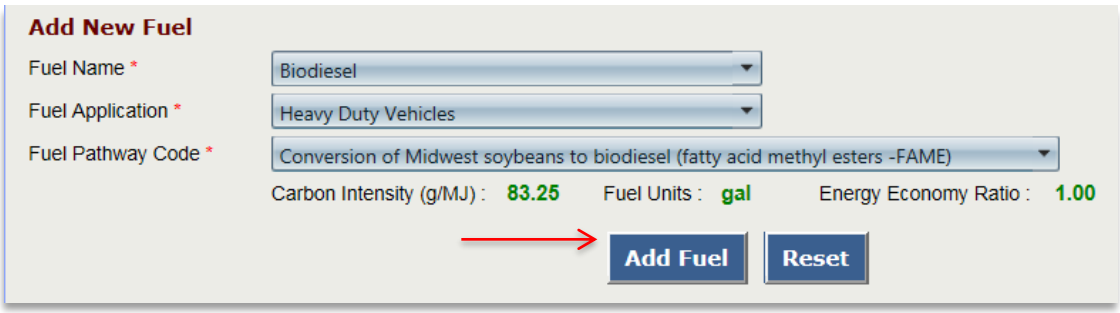
2. The Fuel Application is *"Heavy Duty Vehicles".*



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).*

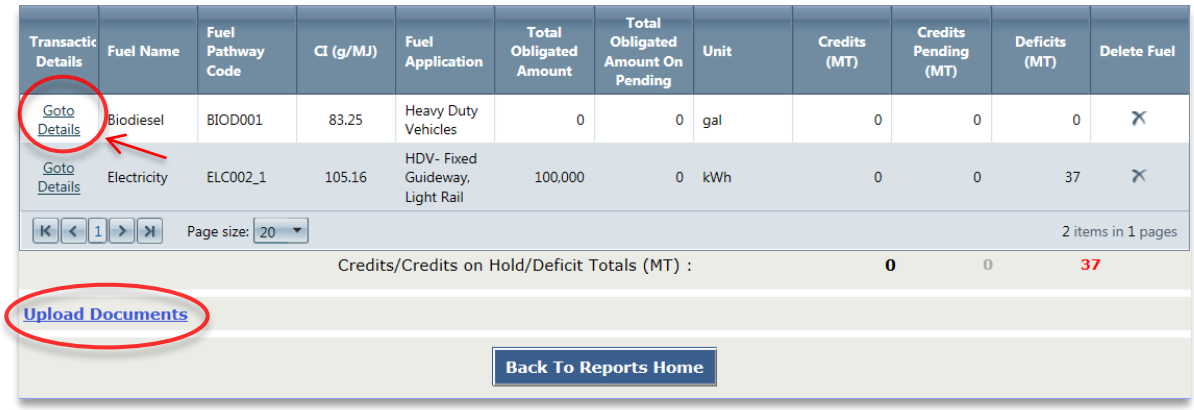


4. Make the three drop down menu selections and click on the Add Fuel button (below). The *Carbon Intensity*, *Fuel Units,* and *Energy Economy Ratio* as shown below the three menu selections reflect these current selections. These will change accordingly as the Fuel Name, Fuel Application, and Fuel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



5. A new entry will appear in the Fuel Name/FPC table grid. To add the actual fuel transaction amounts associated with this fuel select <u>Go to Details</u> 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	
Goto Details	Electricity	ELC002_1	105.16	HDV- Fixed Guideway, Light Rail	100,000	0	kWh	0	0	37	

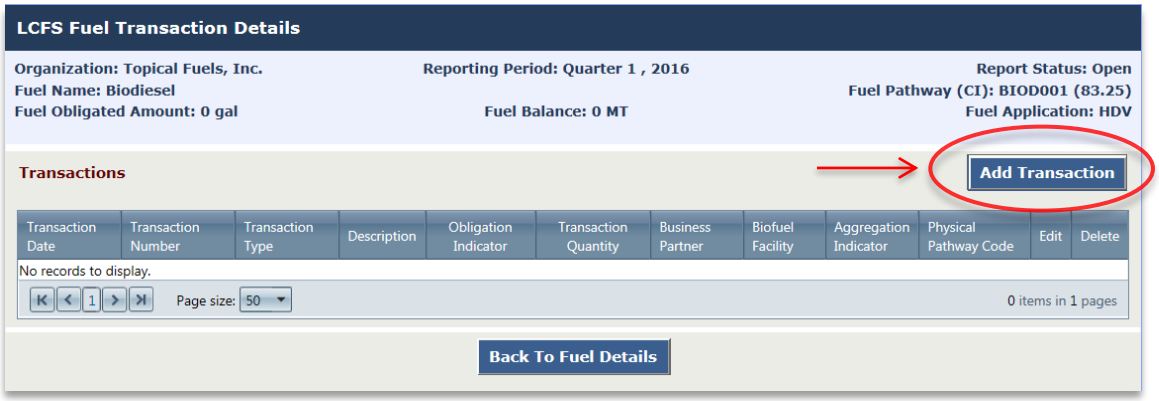
Page size: 20 — 2 items in 1 pages

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

Upload Documents

Back To Reports Home

6. 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.
Fuel Name: Biodiesel
Fuel Obligated Amount: 0 gal

Reporting Period: Quarter 1 , 2016
Fuel Balance: 0 MT

Report Status: Open
Fuel Pathway (CI): BIOD001 (83.25)
Fuel Application: HDV

Transactions

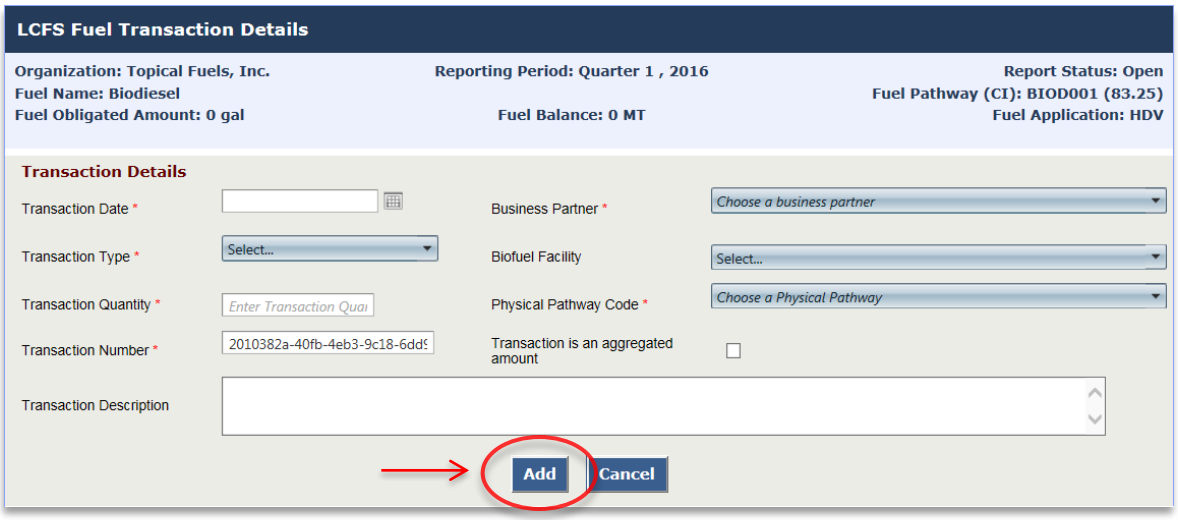
Add Transaction

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 — 0 items in 1 pages

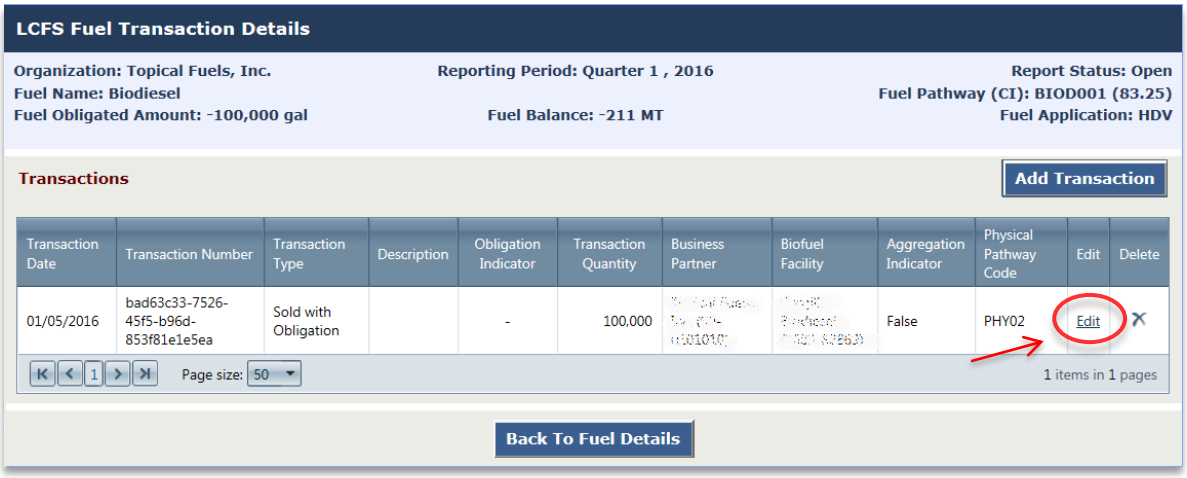
Back To Fuel Details

7. 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.)*

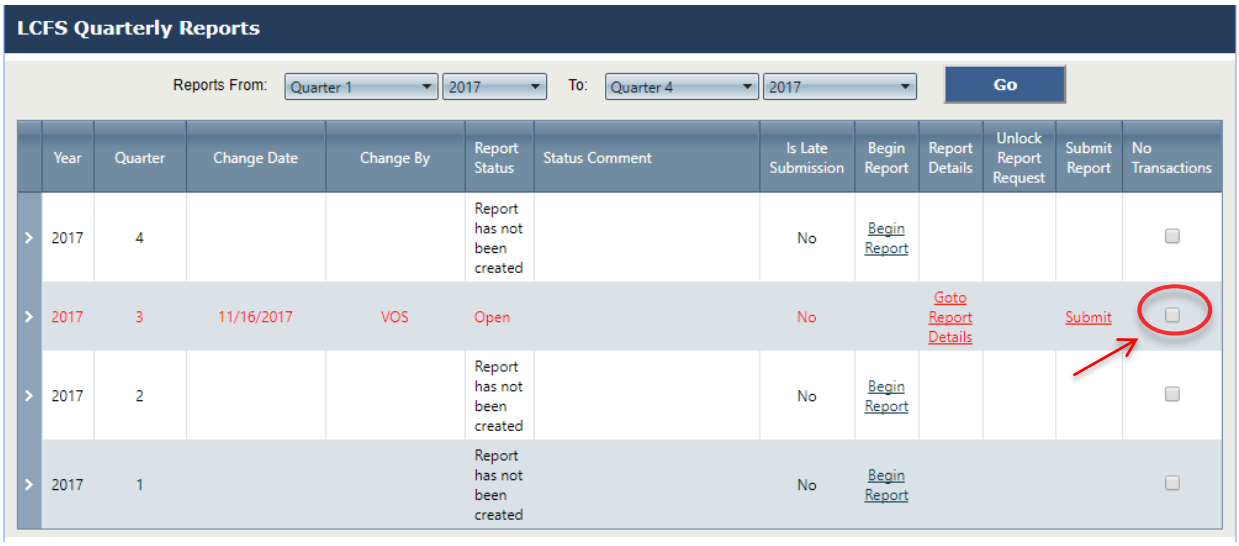


Note: *Definitions of the Transaction Types can be found in* ***Appendix D*** *of this document. If you have any questions, please contact the LRT administrator (LRTAdmin@arb.ca.gov).*

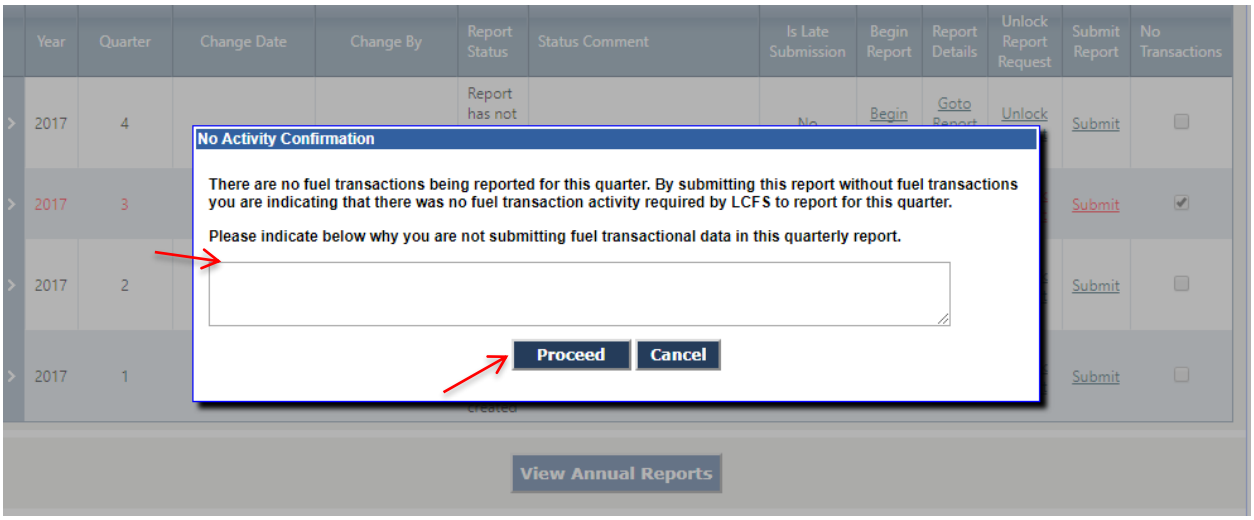
The transaction is added to the *Fuel Transaction* table grid as shown below. These fuel transactions are uploaded and ready for submittal as part of quarterly report. They are saved and available for further editing as needed. Select the Back to Fuel Details button when finished.



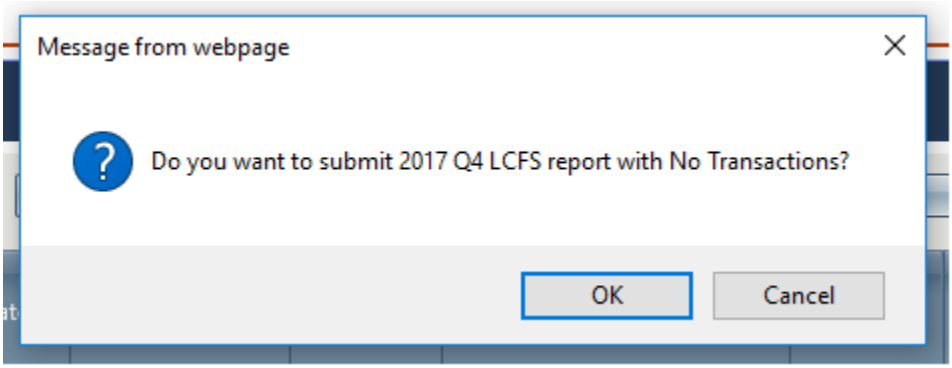
8. If there are no fuel transactions, check “No Transaction” box as shown below.



A pop-up box will be shown that requires to provide an explanation why there is no fuel data to be reported in a particular quarter, as shown below. After filling the box, click on "Proceed" button to submit the report.



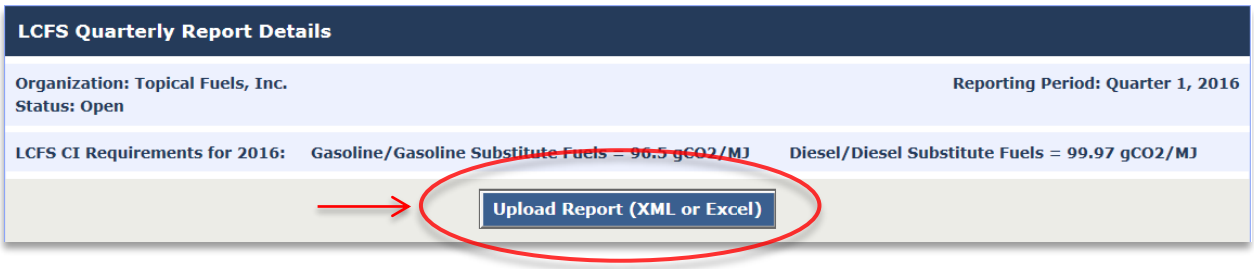
When the box is checked and the Submit link is selected, a dialog message is displayed as below. The user clicks OK and the report is submitted.



4.1.2 XSD and XML File Upload

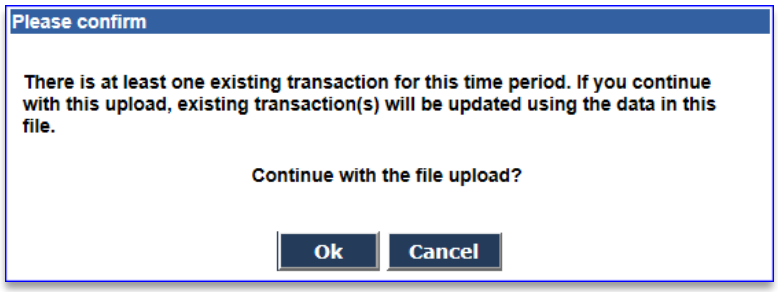
XML Upload:

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

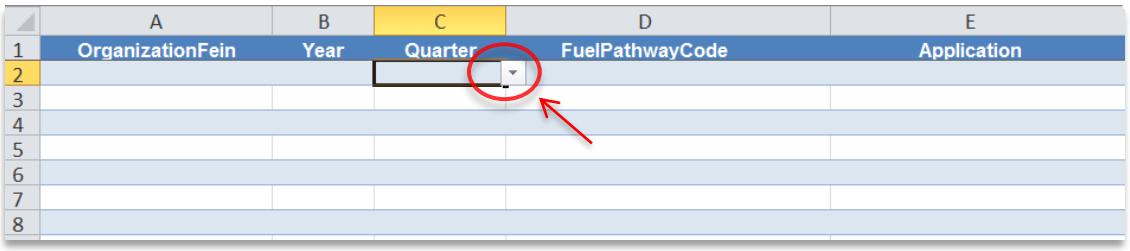
The template has a specific set of parameters that are the identical to the LRT for the manual entry/uploading of transactions. The first three columns are "*OrganizationFEIN (A)*", "*Year (B)*" and "*Quarter (C)*." All three entries in these columns must be <u>identical from top to bottom or the system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

- **Organization FEIN (Column A)**

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

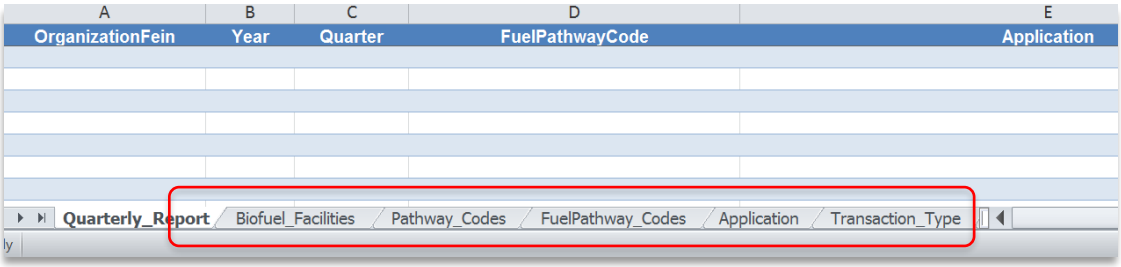
- **Year (Column B) & Quarter (Column C)**

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



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.



- **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, "kWh" for electricity, and "kg" for hydrogen).

- **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 PhysicalPathwayCodes 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.

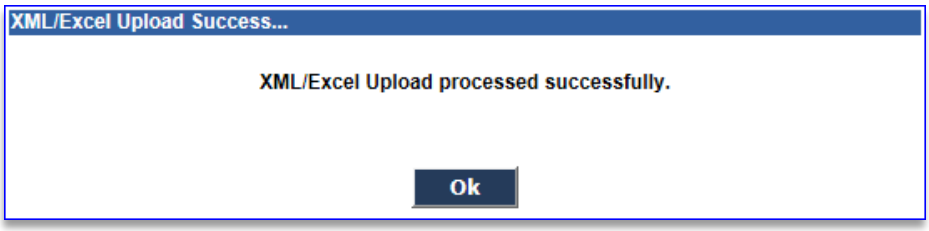
- **Aggregation Indicator (Column N)**

  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)**

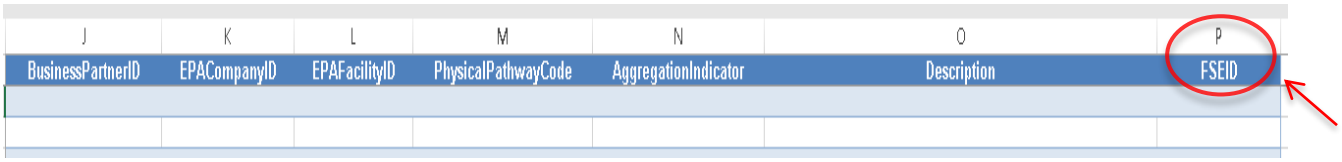
  A *"Description"* can be added that will be associated with the fuel transaction. This entry is optional.

  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 FSE XML or Excel File Upload

FSE fuel transaction data can be uploaded either as XML or Excel file. The same process applies for filling the information in Columns A-O (as described above in section 4.1.2). The FSE template has an additional column (P) titled "FSEID" as shown below. FSE ID was assigned when the FSE was registered and the file cannot be uploaded without it.

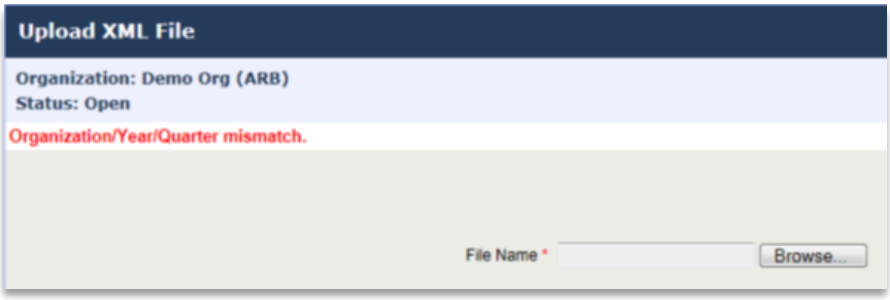


J	K	L	M	N	O	P
BusinessPartnerID	EPACompanyID	EPAFacilityID	PhysicalPathwayCode	AggregationIndicator	Description	FSEID

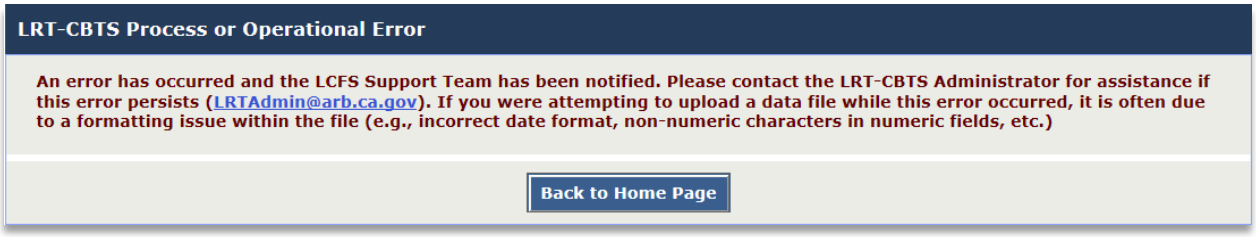
4.1.4 Troubleshooting an XML or Excel File Upload

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

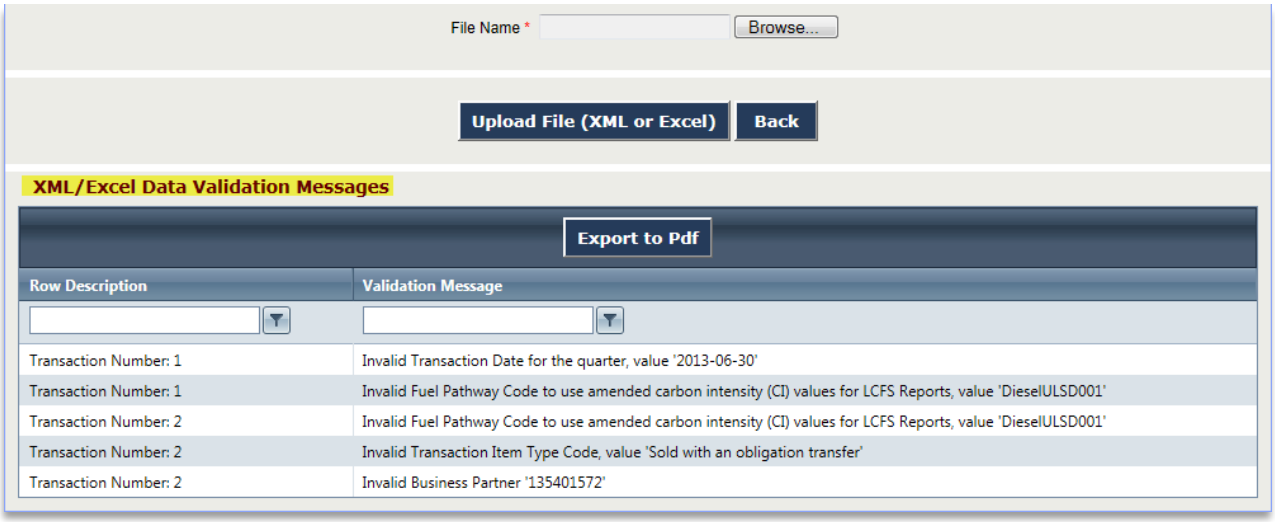
If the FEIN, Quarter and/or Year indicated in the file do not match the correct reporting period selected in the system or the correct Organization (the FEINs identify the Organizations uniquely in the system), then the following error message will result.



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.



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'

4.1.5 Reporting a Credit "Split"

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 *gCO_2e/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 *gCO_2e/MJ***. The Seller has ethanol to sell that has a CI **83.69 *gCO_2e/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 *gCO_2e/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)

<u>The Regulated Party/Seller would report the following transactions:</u>

- 25,000 gals of 83.69 *gCO_2e/MJ* CI ethanol reported as a transaction type "***Production***"
- 13,500 gals of 83.69 *gCO_2e/MJ* CI ethanol reported as transaction type "***Sold with obligation transfer***"
- 11,500 (25,000-13,500) gals of 83.69 *gCO_2e/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.

<u>The Regulated Party/Buyer would report two transactions:</u>

- 13,500 gals of 83.69 *gCO_2e/MJ* CI ethanol reported as transaction type "***Purchased with obligation transfe***r"
- 11,500 gals of 83.69 *gCO_2e/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 gCO_2e/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 gCO_2e/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.*

4.1.6 Total Obligated Amount (TOA)

Total Obligated Amount (TOA) 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.

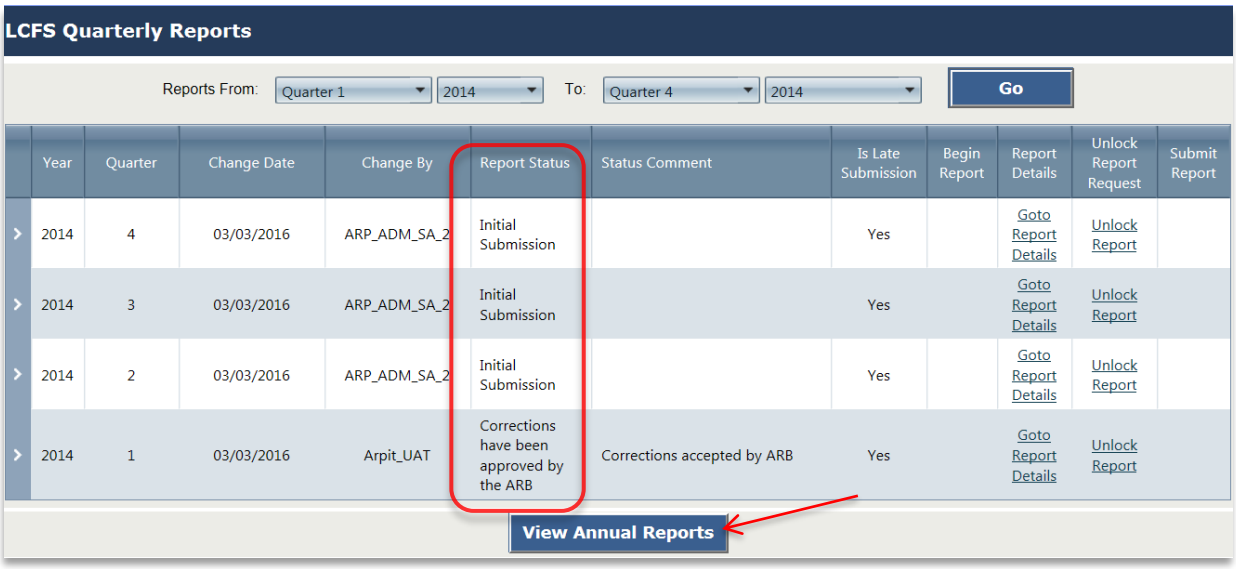
TOA is the sum of all fuel transactions (reported in LRT-CBTS) with a positive obligation indicator (+) (i.e., production in California, production for import, import, purchased with obligation, gain in inventory) minus the sum of all transactions with a negative obligation indicator (-) (i.e., export, sold with obligation, loss of inventory, not used for transportation);

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.



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	Corrections accepted by ARB	Yes		Goto Report Details	Unlock Report	

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. In the example shown, 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

Back

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 2016 Annual Report being submitted.

	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
Organization: [redacted]												
>	2017	Initial Submission	Initial Submission	[illegible]	[illegible]	[illegible]	[illegible]	0	0	0	No	Go to Annual Report
>	2016	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	817	694659	0	0	1870913	Yes	Go to Annual Report
>	2015	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	0	312857	18547	0	712545	Yes	Go to Annual Report
>	2014	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	0	34639	4506	0	749036	Yes	Go to Annual Report

2016 Annual Report can be submitted now

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.

The annual summary is also provided in the lower portion of the report (under the quarterly statuses) which covers regulated party's all the credit/deficit activity that year, as shown in the example below. 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. The types of credits shown in the annual summary are defined in Appendix ?

Submit Annual Report

Organization: Stellar Oil Co - (Test Org.)
Status: Open

Reporting Period: Annual 2016
Submitted On: n/a
Submitted By: n/a

Quarter 1, Status: Initial Submission

Transactio Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
No report fuels exist.												

Page size: 50 — 0 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2016 Q1: **0** 0 **0**

Quarter 2, Status: Corrections in progress

Transactio Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
No report fuels exist.												

Page size: 50 — 0 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2016 Q2: **0** 0 **0**

Quarter 3, Status: Not Submitted

Transactio Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Diesel	ULSD001_2	102.01		1	-2,303,742	0	gal	632	0	0	Heavy Duty Vehicles
Goto Details	Gasoline	CBOB001_2	99.78		1	96,258,327	0	gal	0	0	37,739	Light Duty or Medium Duty Vehicles

Page size: 50 — 2 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2016 Q3: **632** 0 **37,739**

Quarter 4, Status: Not Submitted

Transactio Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCo	EER	Total Obligated Amount	Total Obligated Amount On Pending	Unit	Credits (MT)	Credits Pending (MT)	Deficits (MT)	Fuel Application
Goto Details	Diesel	ULSD001_2	102.01		1	-2,303,742	0	gal	632	0	0	Heavy Duty Vehicles
Goto Details	Electricity	ELC002_1	105.16		3.4	2,426	0	kWh	2	0	0	LDV/MDV-BEV, or PHEV
Goto Details	Gasoline	CBOB001_2	99.78		1	96,258,327	0	gal	0	0	37,739	Light Duty or Medium Duty Vehicles
Goto Details	Renewable Diesel	RDU200L	16.89		1	-55,555	0	gal	0	0	598	Heavy Duty Vehicles

Page size: 50 — 4 items in 1 pages

Credits/Credits Pending/Deficit Totals (MT) in 2016 Q4: **634** 0 **38,337**

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.

2016 Annual Summary :

	Credits (MT)	COH (MT)	CCM Credits (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2015	0			0
Total Credits/Deficits (MT) in 2016	1,266			76,076
Total Credits (MT) Sold in 2016 (-)	0			
Total Credits (MT) Acquired in 2016	0			
Total Credits (MT) Purchased as Carryback Credits in 2017	0			
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2016 (-)	0	0		
Total Credits (MT) Pending Sale in 2016 (-)	0			
Total Credits (MT) Exported in 2016 (-)	0			
Total Credits (MT) Retired in 2016 (-)	1,266			1,266
Total Credits (MT) Pledged for CCM in 2016 (-)	0		0	
Total Credits/Deficits (MT) Carried to 2017	0			74,810

Other Credits (MT) Pending in 2016	0

I confirm the accuracy of my 2016 Annual Report submittal in the LRT System. ☐ ← **Ensure box is checked before submitting the Annual Report**

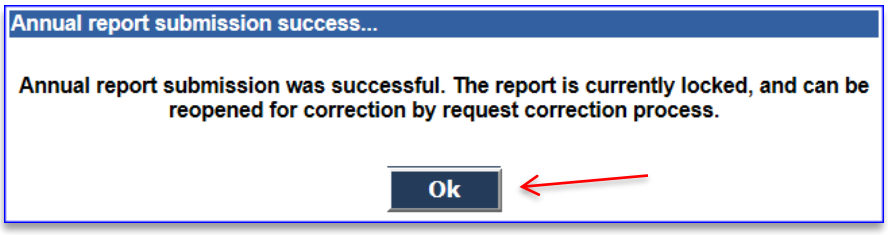
Upload Documents ←

Comments

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

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**.

	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
Organization:												
	2017	Initial Submission	Initial Submission	Initial Submission	Open	0	0	0	0	0	No	Go to Annual Report
	2016	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	817	694659	0	0	1870913	Yes	Go to Annual Report
	2015	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	0	312857	18547	0	712545	Yes	Go to Annual Report
	2014	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	Corrections have been approved by the ARB	0	34639	4506	0	749036	Yes	Go to Annual Report

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.*

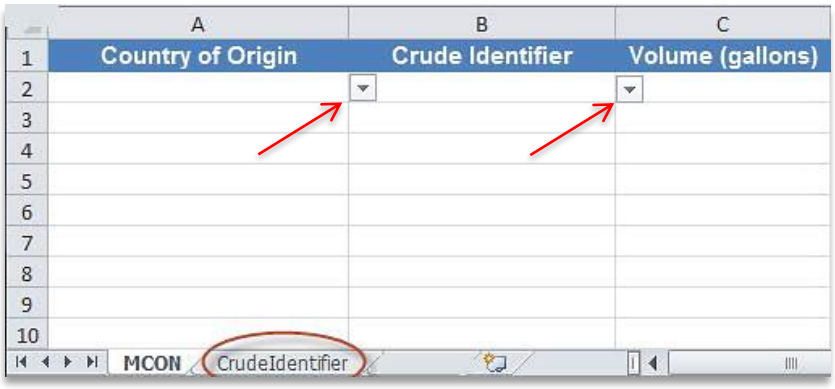
4.3 Marketable Crude Oil Name (MCON) Reporting

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.

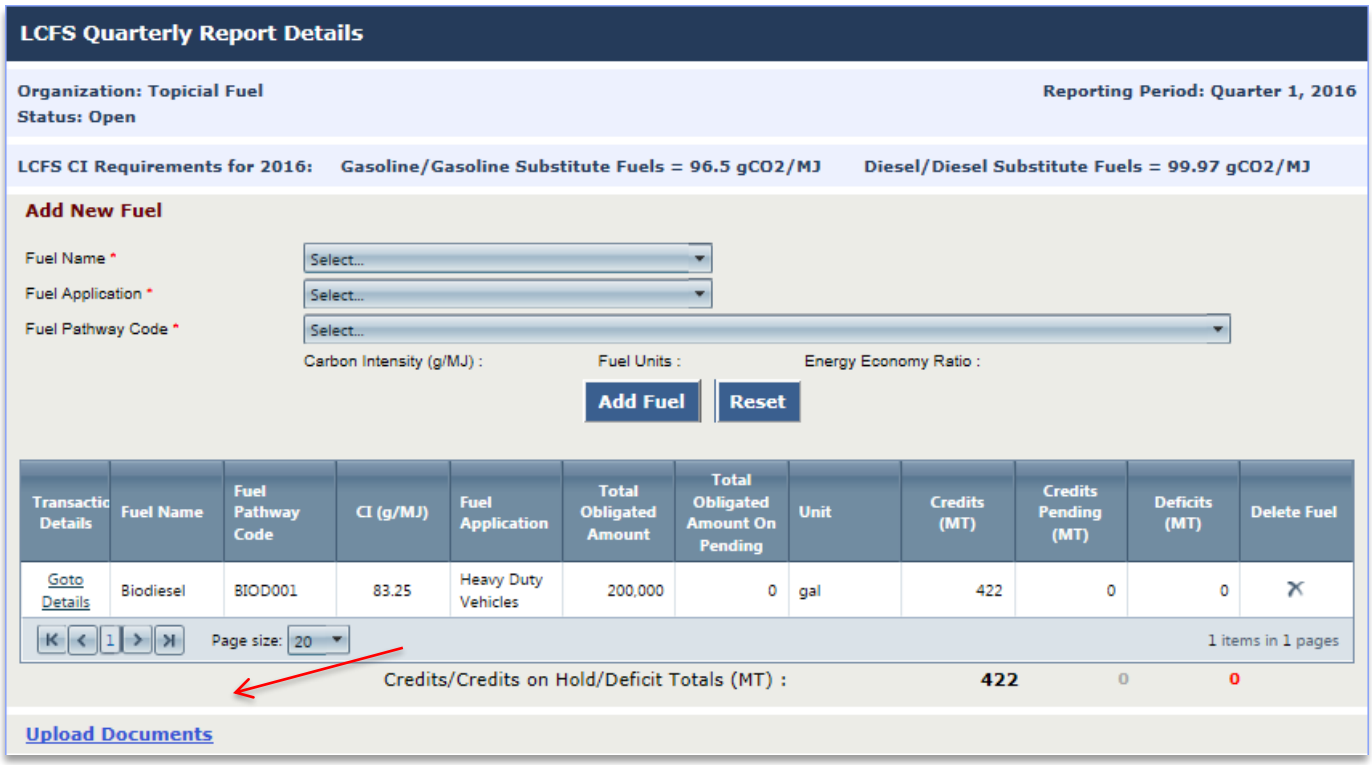
The current process for reporting MCON involves use of the template available on the LRT-CBTS Home Page found under *Technical Files*.

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.



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.



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.

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

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 = “gasoline”) or diesel (XD = ”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.

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

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

$$C = 1.0x10^{-6} \frac{(MT)}{(gCO_2e)}$$

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"*:

$CI_{standard\ 2016}^{Diesel}$ *(average CI for Diesel Fuel for 2016)*	=	99.97 gCO2e/MJ
$CI_{reported\ 2016}^{Diesel}$ *(CI of Biodiesel BIOD001)*	=	83.25 gCO2e/MJ
Volume of Biodiesel (CI 83.25 gCO2e/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 gCO2e)	=	$1.0x10^{-6}$ MT/gCO2e

$$Credits^{Diesel}/Deficits^{Diesel}\ (MT) = \left(99.97 - \frac{83.25}{1.0}\right) \times (200{,}000 \times 1.0 \times 126.13) \times (1.0 \times 10^{-6})$$

$$= 421.78\ MT$$

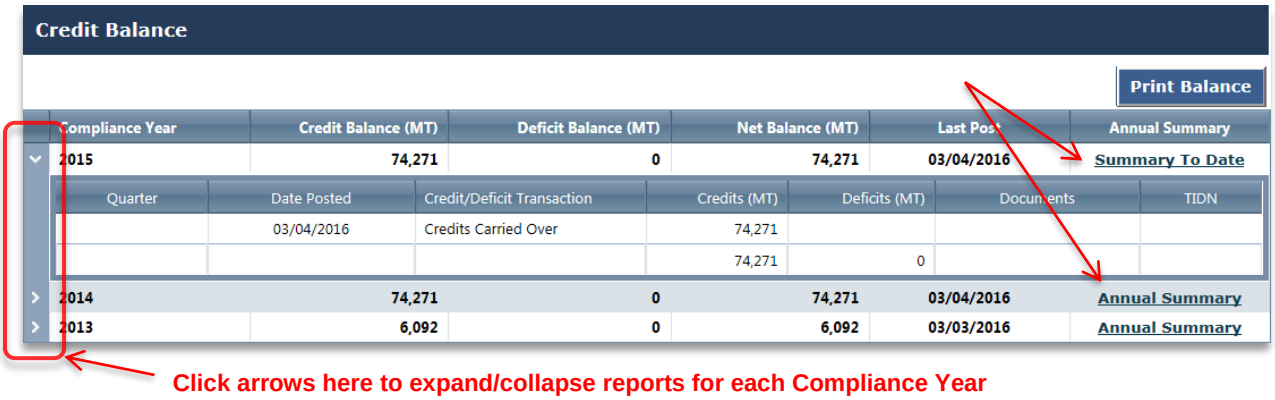
$$\approx \mathbf{422\ MT}$$

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".



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. All possible credit transaction types are described in Appendix E.

Credit Balance

Organization:

Export To Excel | Print Balance

Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary
2017	38,530	0	38,530	12/05/2017	Summary To Date

Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	CCM Credits (MT)	Deficits (MT)	Documents	TIDN
	04/28/2017	Credits Carried Over	12,097				
1	06/29/2017	Credits Generated	7,613				
1	06/29/2017	Deficits Generated			0		
2	08/15/2017	Credits Generated	8,901				
2	08/15/2017	Deficits Generated			0		
3	12/05/2017	Credits Generated	9,919				
3	12/05/2017	Deficits Generated			0		
			38,530	0	0		

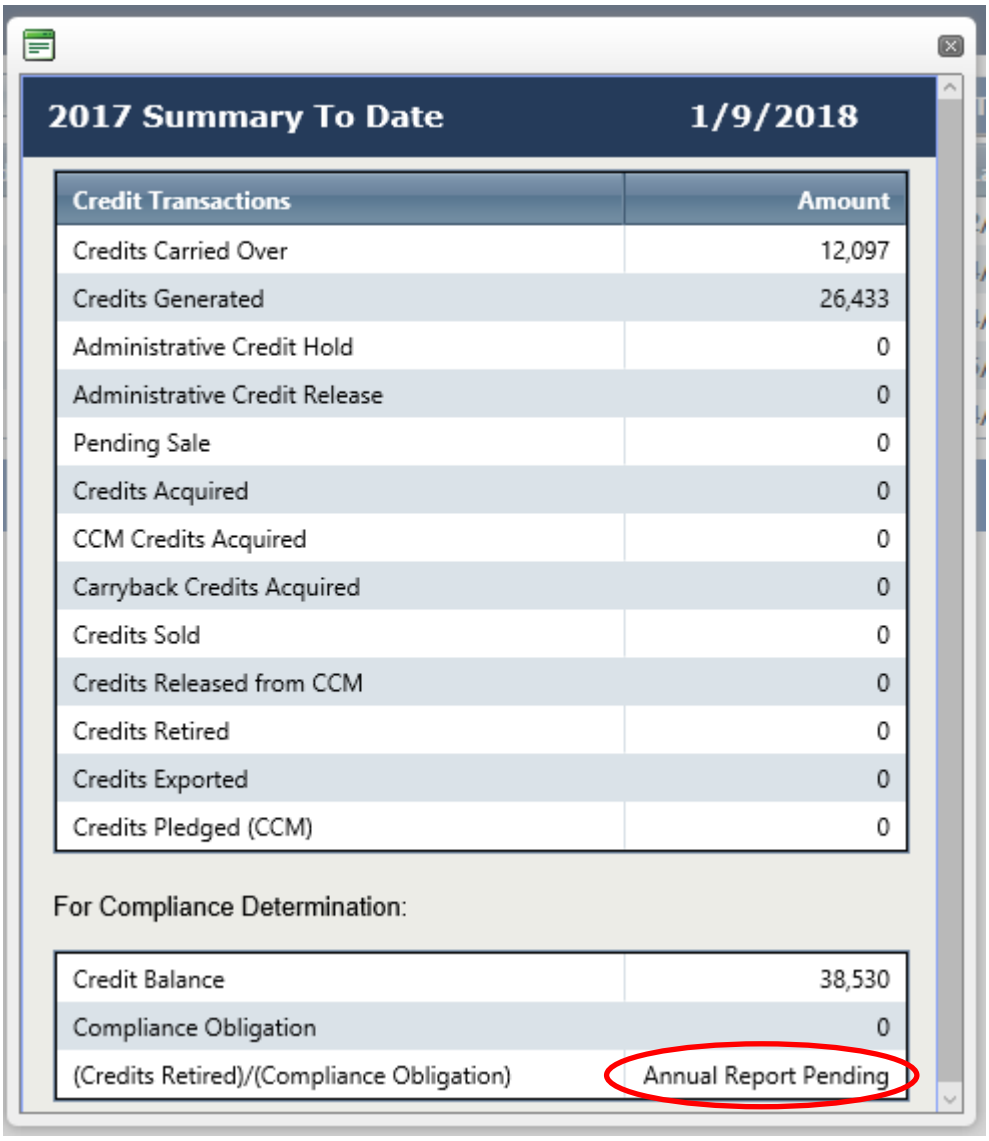
Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary
2016	12,097	0	12,097	04/28/2017	Annual Summary

Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	CCM Credits (MT)	Deficits (MT)	Documents	TIDN
	04/28/2016	Credits Carried Over	17,911				
1	06/30/2016	Credits Generated	4,555				
1	06/30/2016	Deficits Generated			0		
2	09/06/2016	Credits Generated	5,403				
2	09/06/2016	Deficits Generated			0		
3	09/16/2016	Credits Sold	(27,869)				1796
3	01/03/2017	Credits Generated	5,834				
3	01/03/2017	Deficits Generated			0		
4	03/27/2017	Credits Generated	6,263				
4	03/27/2017	Deficits Generated			0		
	04/28/2017	Credits Retired	0				
	04/28/2017	Credits Exported	0				
			12,097	0	0		

Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary
2015	17,911	0	17,911	04/28/2016	Annual Summary

4.2.1 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. All possible credit transaction types are described in Appendix E.



2017 Summary To Date **1/9/2018**

Credit Transactions	Amount
Credits Carried Over	12,097
Credits Generated	26,433
Administrative Credit Hold	0
Administrative Credit Release	0
Pending Sale	0
Credits Acquired	0
CCM Credits Acquired	0
Carryback Credits Acquired	0
Credits Sold	0
Credits Released from CCM	0
Credits Retired	0
Credits Exported	0
Credits Pledged (CCM)	0

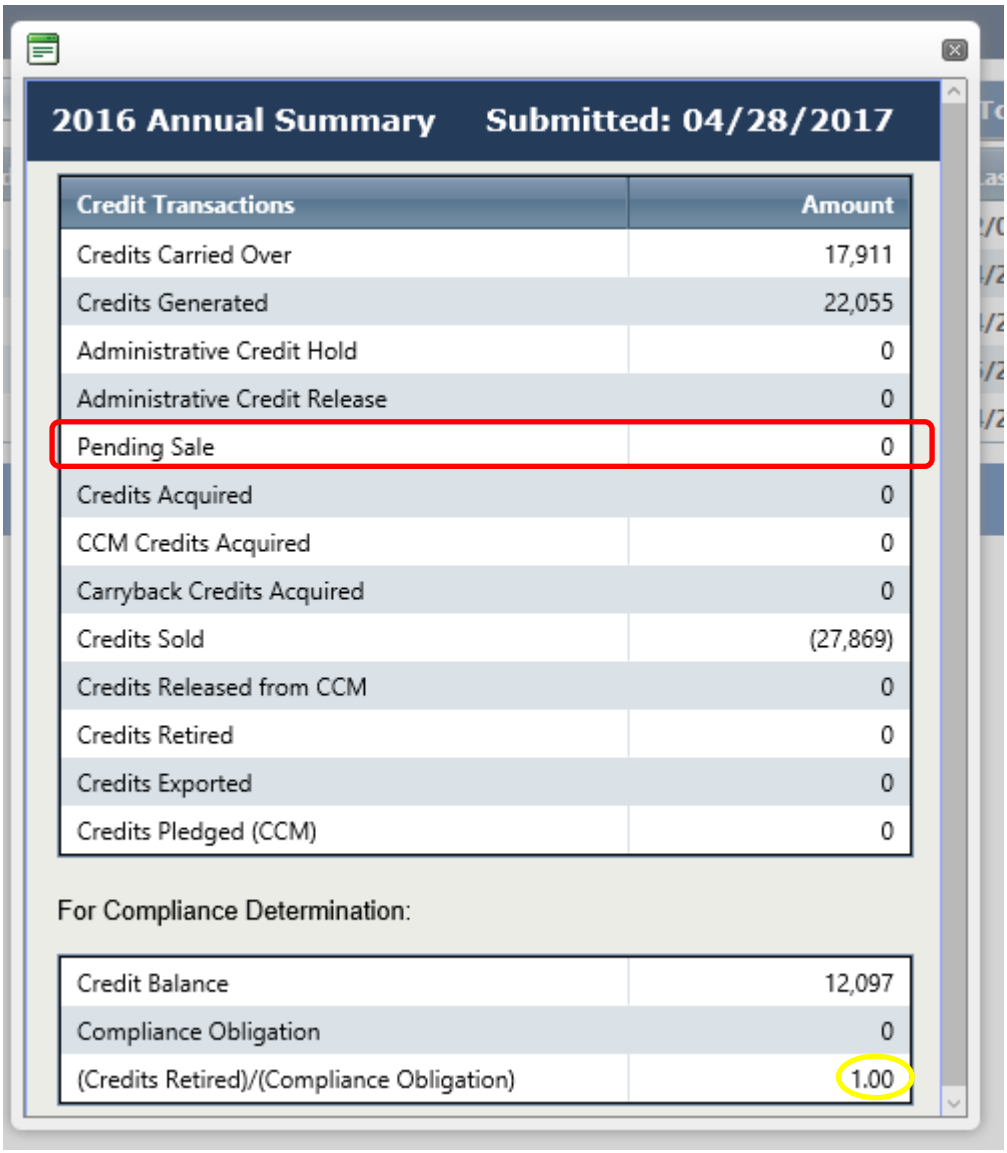
For Compliance Determination:

Credit Balance	38,530
Compliance Obligation	0
(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 2016.*

4.2.2 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.



2016 Annual Summary Submitted: 04/28/2017

Credit Transactions	Amount
Credits Carried Over	17,911
Credits Generated	22,055
Administrative Credit Hold	0
Administrative Credit Release	0
Pending Sale	0
Credits Acquired	0
CCM Credits Acquired	0
Carryback Credits Acquired	0
Credits Sold	(27,869)
Credits Released from CCM	0
Credits Retired	0
Credits Exported	0
Credits Pledged (CCM)	0

For Compliance Determination:

Credit Balance	12,097
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:

$$\textbf{Credit Balance} = \left(\sum_{i}^{n} \textbf{Credits}_{\textbf{Carried Over}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Generated}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Acquired}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Carryback Acquired}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Adjusted}}\right) - \left(\sum_{i}^{n} \textbf{Credits}_{\textbf{Retired}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Sold}} + \sum_{i}^{n} \textbf{Credits}_{\textbf{Exported}}\right)$$

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

$$\textbf{Compliance Obligation} = \sum_{i}^{n} \textbf{Deficits}_{\textbf{Generated}} + \sum_{i}^{n} \textbf{Deficits}_{\textbf{Adjusted}} + \sum_{i}^{n} \textbf{Deficits}_{\textbf{Carried Over}}$$

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”.

4.3 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 F 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.

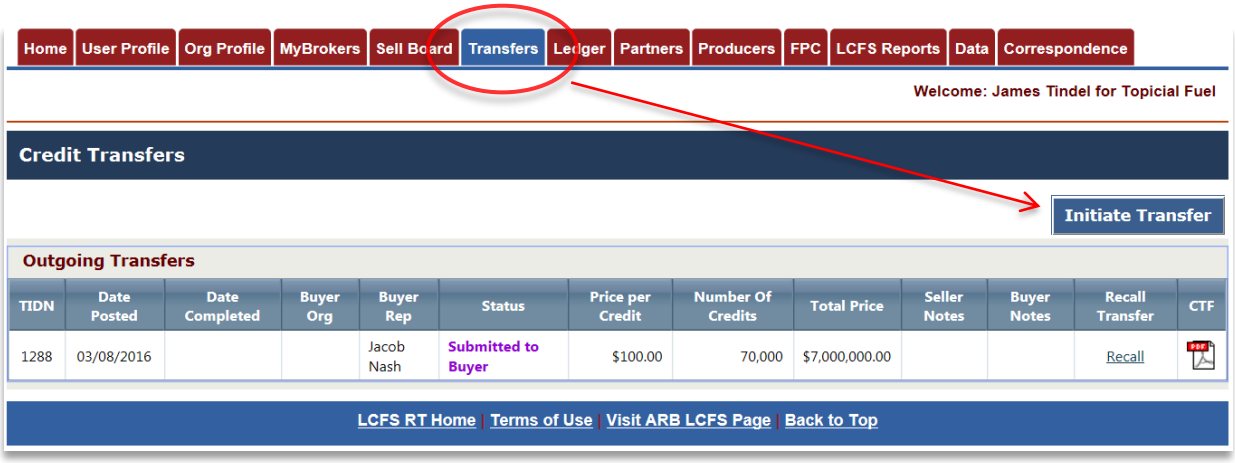
Scenario #9 - This is *Double-Blind* with Seller Broker (S-Brkr) initiating the transfer and the Buyer Broker (B-Brkr) completing the transfer. Anonymity provided for both the Seller and the Buyer.

The next section describes four different examples of scenarios explaining how each scenario are "executed" within the system.

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

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.

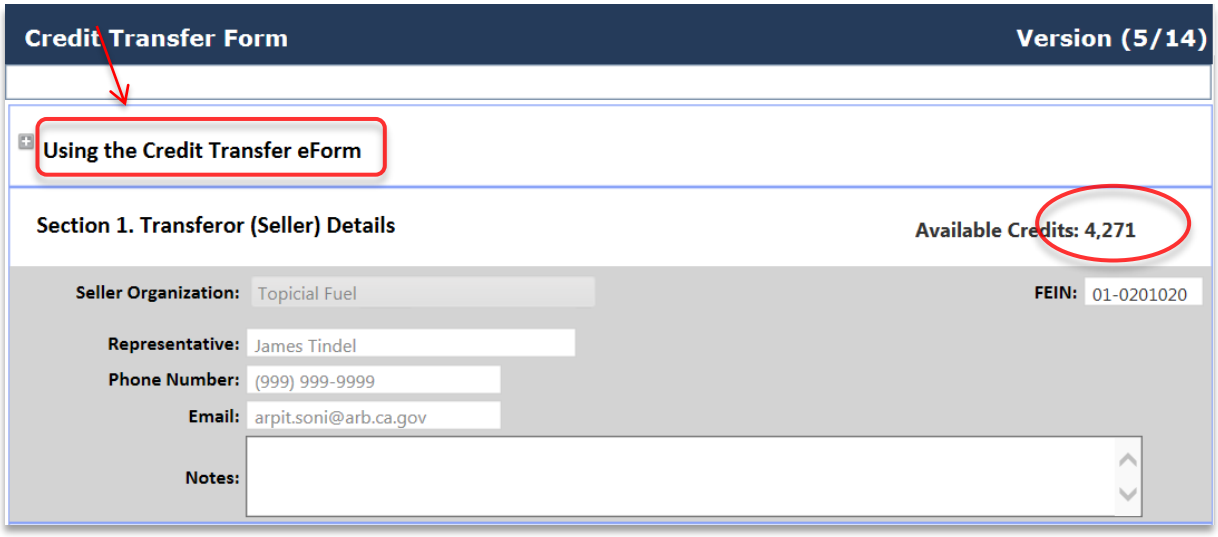


The Credit Transfer eForm will open with these four sections:

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.



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 processsed, 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:

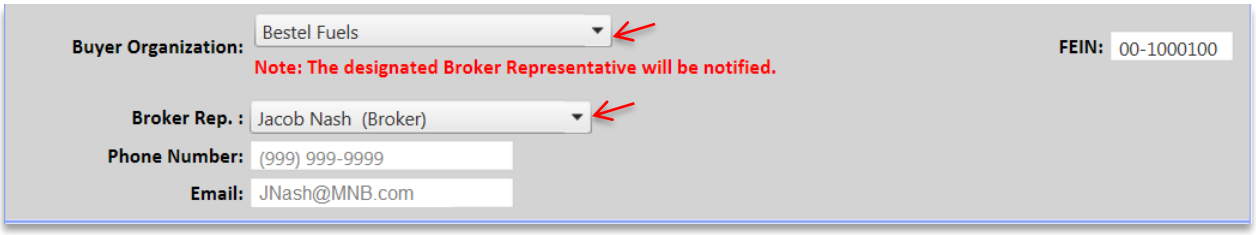
The LCFS Credit Transfer eForm is to be completed by the Seller/Broker and submitted online using the CBTS to the Buyer/Broker to initiate a transfer of LCFS credits. The Buyer/Broker then completes the form and "Submits" the transfer transaction. It then is processed and recorded and the Seller and 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

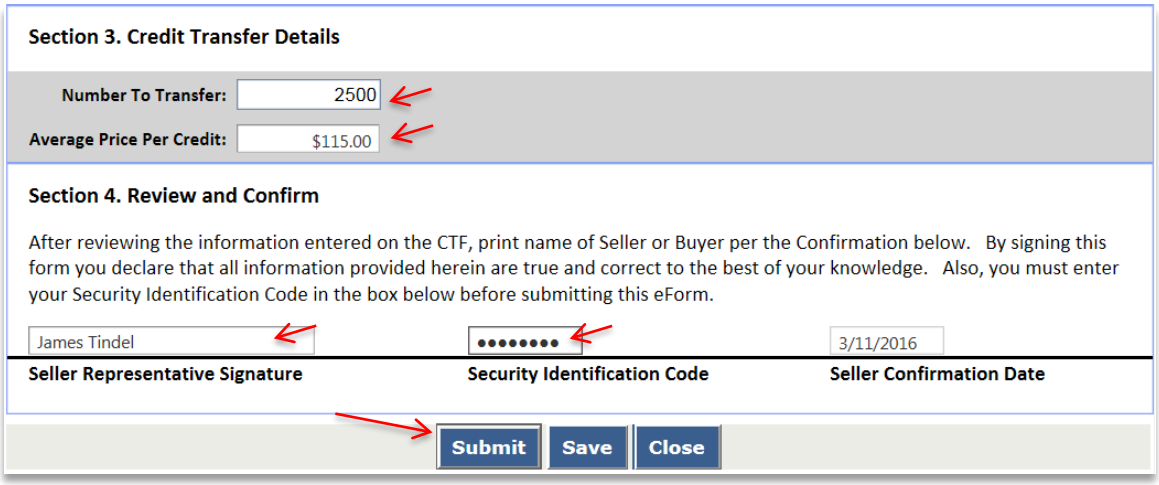
Please note: The information submitted is subject to ARB review. The Seller, Buyer or Broker may be contacted by ARB regarding recorded credit transfer transactions.

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.



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.*



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).

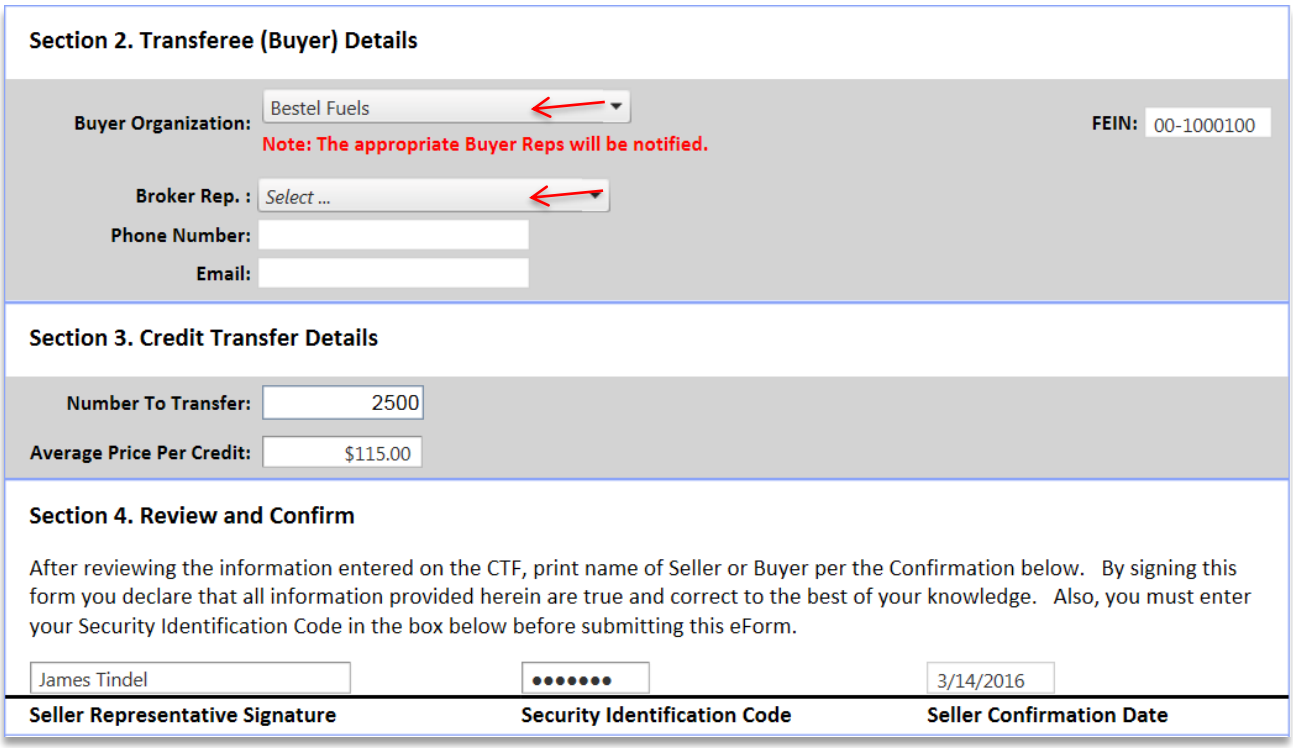
The SIC was provided via email to the Seller (to those accounts with Admin (SA) and CF roles). when their LRT-CBTS account was originally approved. The eForm is then submitted to the Buyer's Broker for completion.

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

4.3.2 Seller Organization Initiated Credit Transfer to Buyer (Scenario #1 – Appx. F)

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.

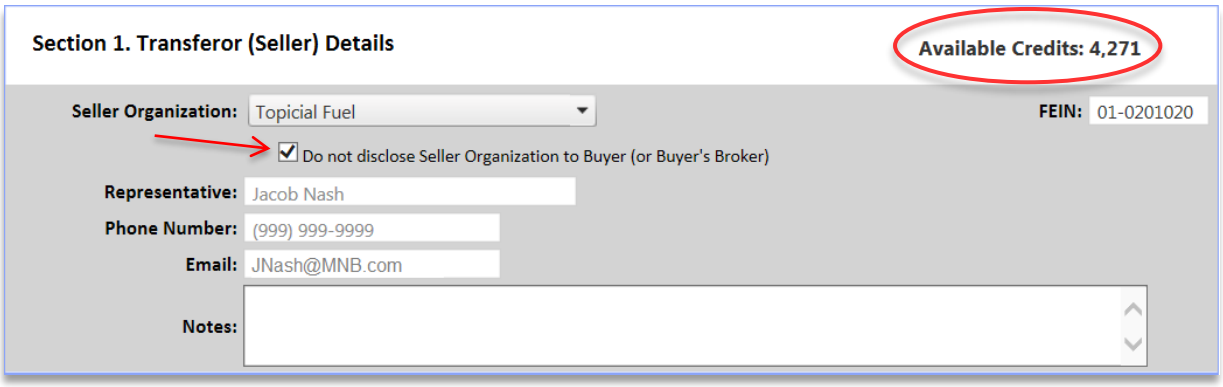
The whole process is same as shown in the previous example, except in *Section 2* of the *e-Form* the Seller does not selects the Broker Representative. This allows the credit transfer to go directly to the Seller Organization's users registered as Administrator or Credit Facilitator.



4.3.3 Seller Side (Broker) Initiated Credit Transfer (Scenario #7 – Appx. F)

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.

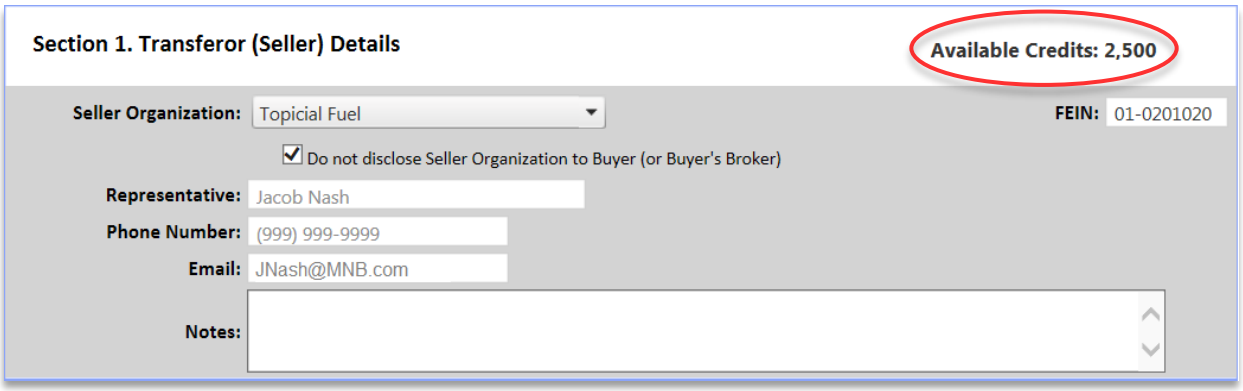
The Seller's Broker (S-Brkr) completes the four short sections of the Credit Transfer eForm and submits it. The contact information for the Seller Representative is auto-populated on the form. In this case it is the broker initiating the transfer and selects the Seller Organization. Seller Organization's 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).



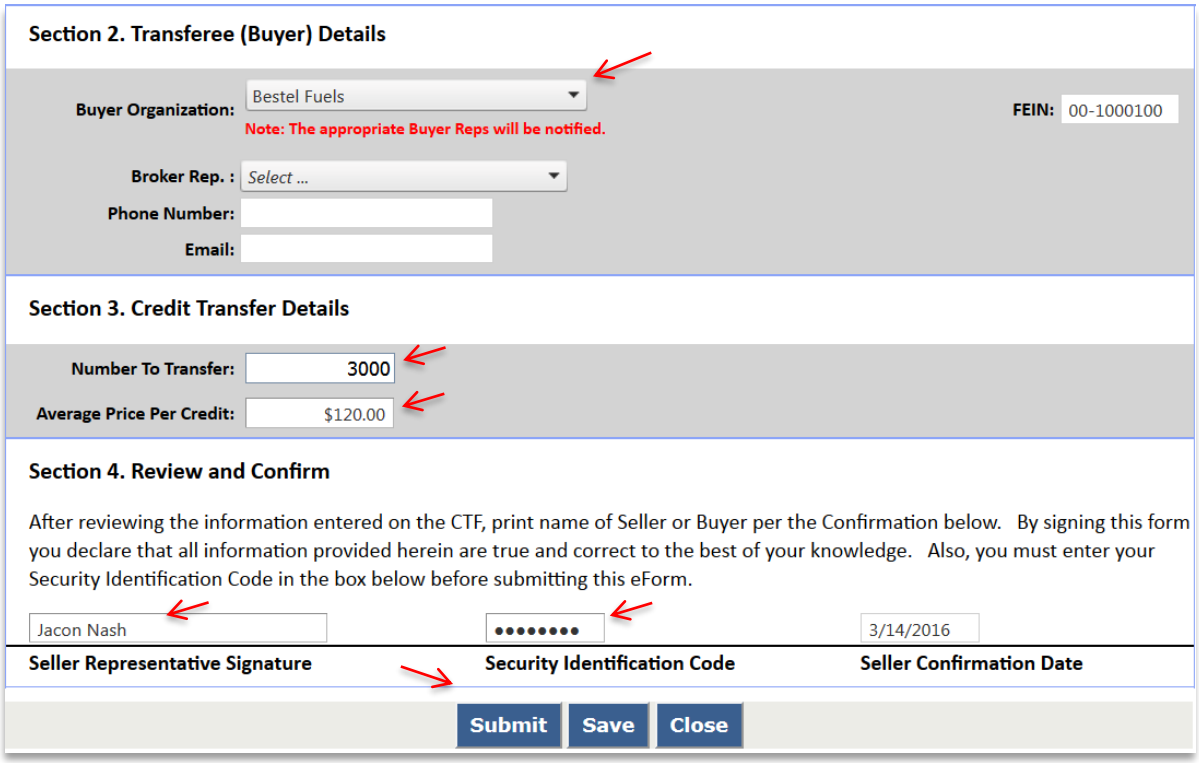
Once the Seller Organization is selected by the Broker, the total number of credits available for transfer is displayed at the top-right of the eForm. This number may also be limited based upon the buy-sell limits established by the Seller Organization for the broker. The process for setting credit transfer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



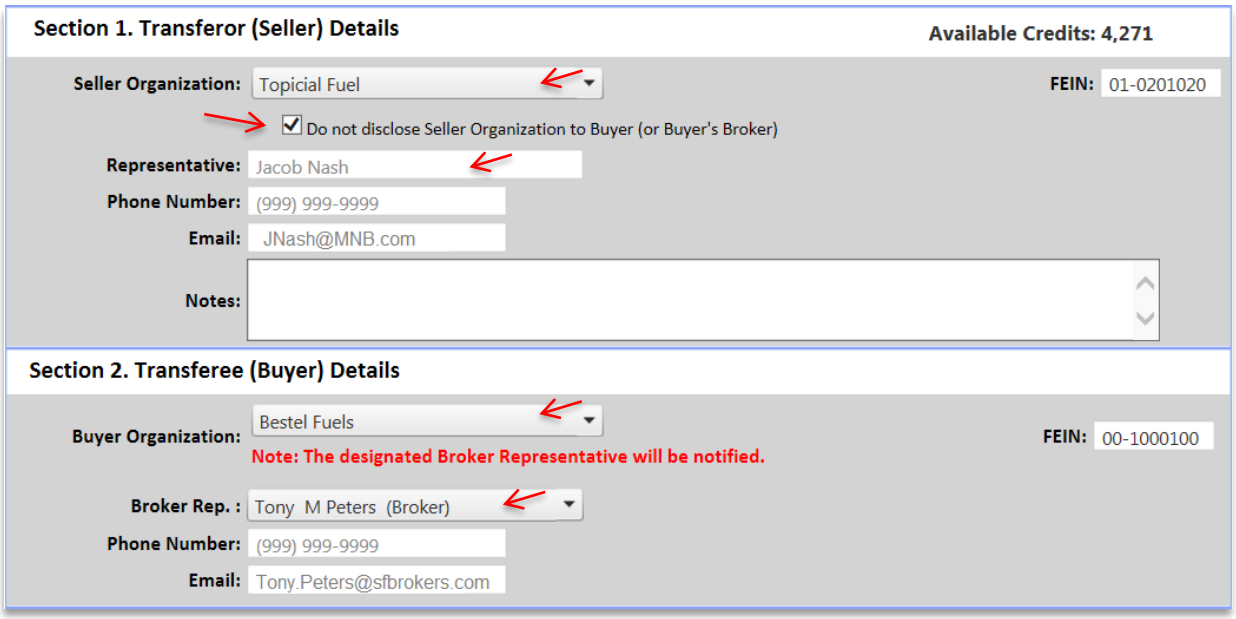
In **Section 2** of the Credit Transfer Form, the Seller Broker (S-Brkr) selects the Buyer Organization from the drop down list. The Seller (S-Brkr) fills in **Section 3** with the quantity of credits to be transferred and the average price per credit. A signature and a Security Identification Code (SIC) 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.



4.3.4 Seller Side (Broker) Initiated Credit Transfer (Scenario #8 – Appx. F)

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.



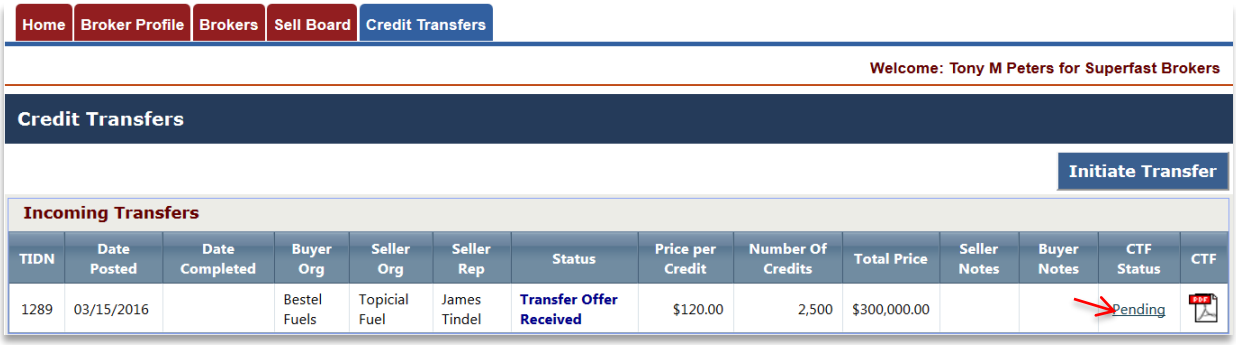
Once both the Buyer Broker completes the transaction, the transfer will be reflected in the *Credit Balance Ledger* of both the Seller and Buyer Organizations.

***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.*

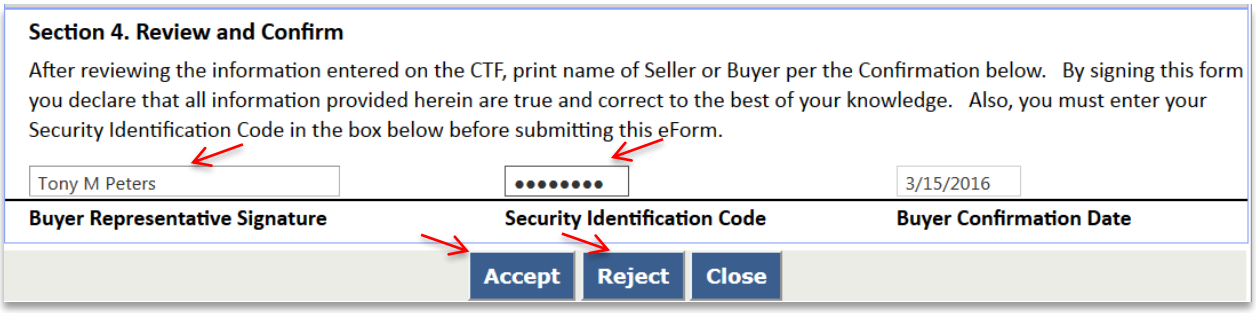
4.4 Completing an Incoming Transfer

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.



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.

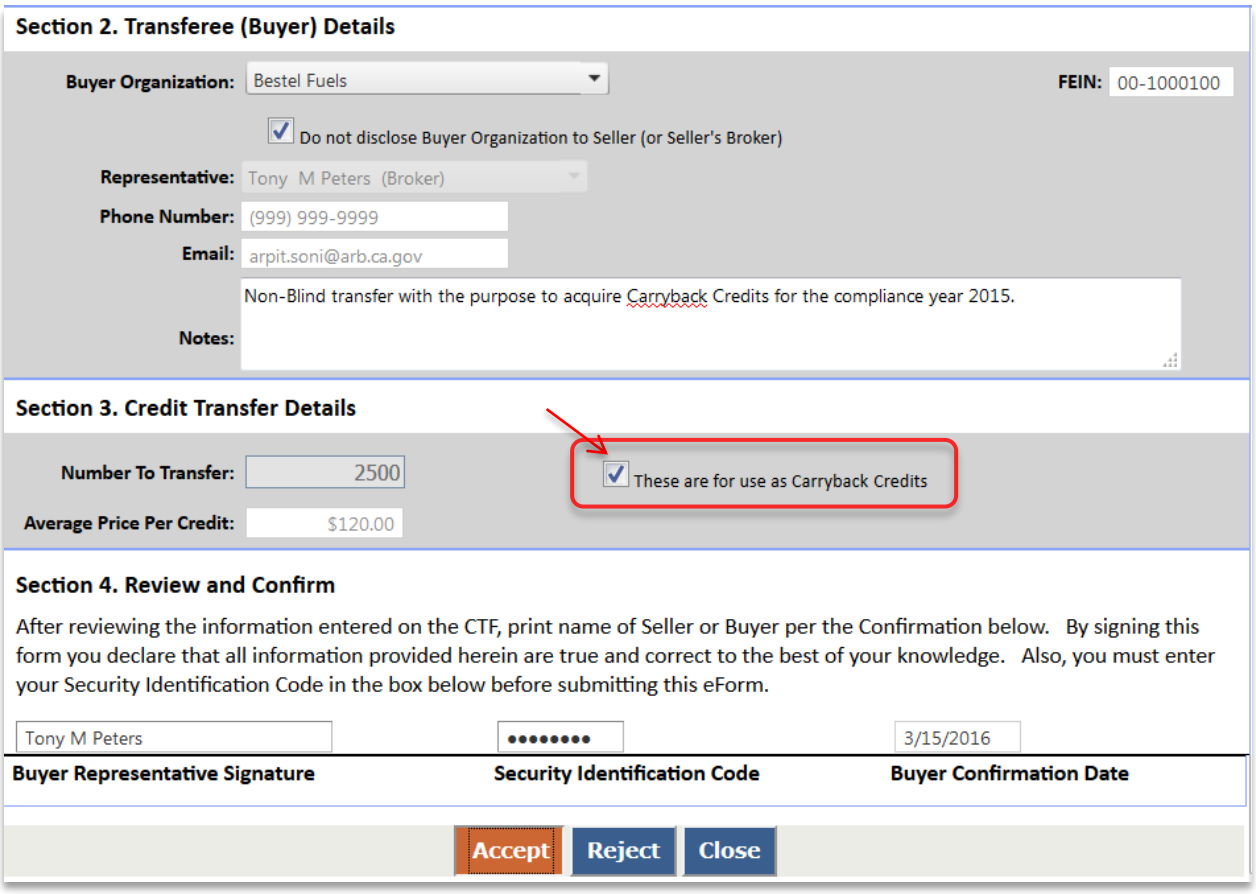


Note: *The Buyer, Seller and Broker can always add comments in the eForm when initiating or completing a transfer.*

4.5 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.

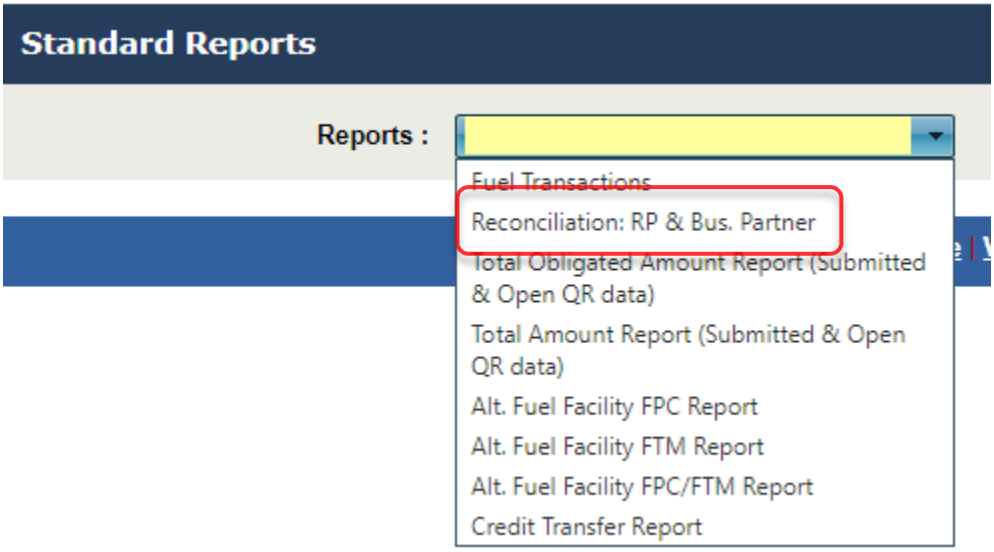


5 LCFS Report Reconciliation Process

Reporting parties are required to upload (not "submit") fuel transaction data into the LRT within 45 days of the end of the reporting quarter. This is to allow for a second 45 day period for reconciliation of the reporting by each regulated party (RP) prior to the quarterly reporting deadlines. An online LCFS reconciliation reports support the reconciliation of reporting between reporting parties and their business partners (BP). These apply to RPs that have uploaded data and included either of the following Transaction Types: *Purchased with or without Obligation* or *Sold with or without Obligation.*

To access these reports the user must have an LRT account. Once logged into the system they select the "Data" tab to begin using these reports. Note the Data tab is only made available to those users with an ADMIN role in the RP's account. Other RP users will not see this tab.

The “reconciliation” report accessible under this tab is shown below.



Reporting Party & Business Partner Report (Reconciliation: RP & Bus. Partner) or “BP-RP Report”, compares RP's fuel transactions reported into the LRT with those of their BP(s). Fuel amounts reported in LRT will affect credit balances hence accurate reporting is essential. The purpose of this report is to compare each fuel amount per Fuel Pathway Code (FPC) and Transaction Type (eg., Sold with Obligation, Purchased with Obligation, Sold without Obligation, Purchased without Obligation) reported between the RP and their business partner(s).

5.1 Reconciliation: RP & Business Partner Report (RP-BP Report)

As mentioned previously, the Reconciliation: RP & Business Partner Report provides a comparison of data that have been uploaded by the regulated party in the system with the data uploaded by those business partners reported by the RP. Data are available for inclusion in either report immediately upon upload. The report provides “Remarks” for each record in the BP-RP report enabling the regulated party to determine the relevant reporting status of the reported volumes of their business partners.

The “Remarks” used in this report are listed below:

Reconciliation “Remarks”	
No.	***Standard Remarks indicating status of Business Partner reporting***
1	*Regulated party not identified in business partner report for this fuel pathway code.*
2	*Business Partner report opened for corrections; Currently pending resubmission.*
3	*Business Partner report pending initial submission.*
4	*Business Partner Report Submitted.*

No.	Business Partner reported a transaction type that is inconsistent with RP's reporting
1	Transaction Type reported is: Import
2	Transaction Type reported is: Export
3	Transaction Type reported is: Lost (Loss of inventory)
4	Transaction Type is: Not used for Transportation
5	Transaction Type reported is: Purchased with Obligation
6	Transaction Type reported is: Purchased without Obligation
7	Transaction Type reported is: Sold with Obligation
8	Transaction Type reported is: Sold without Obligation

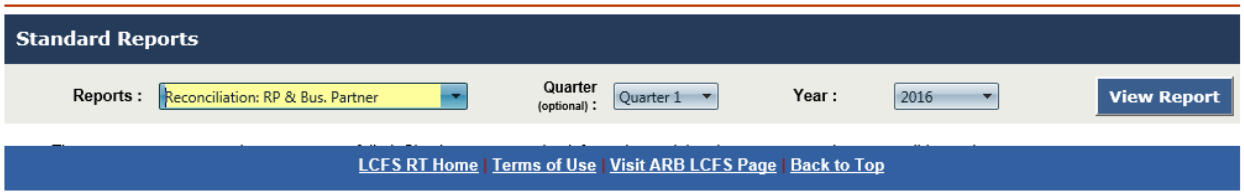
Note: Only one in the second set of Remarks (1-8 above) will be displayed for a given FPC reported if multiple "inconsistencies" exist in the reported data (e.g., Import, Export, Not used for transportation, etc.)

Below is a sample of "Remarks" displayed in this column from the RP-BP report:

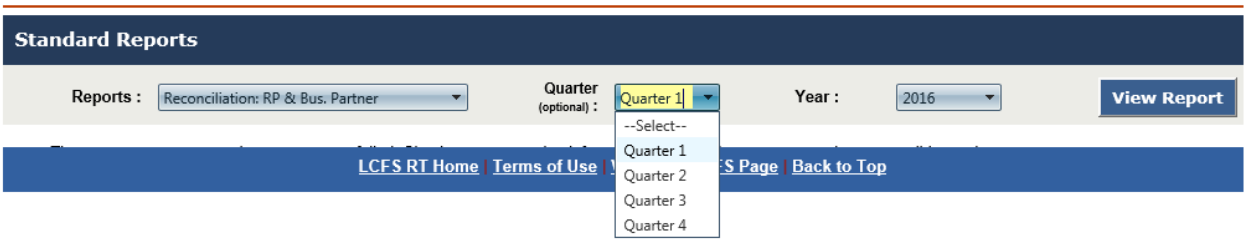
Remarks
Regulated party not identified in business partner report for this fuel pathway code.
Transaction Type reported is Import

5.2 Using the "Reconciliation: RP & Business Partner" Report

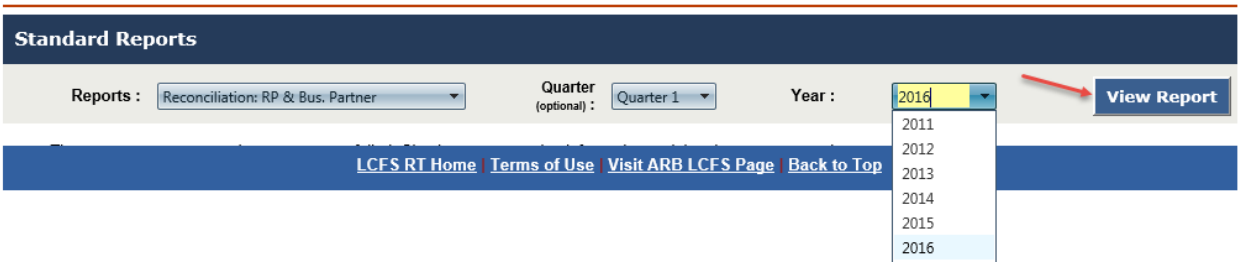
Step 1. From the Data tab select the report from "Reports:" drop down selector below.



Step 2. Select the Quarter next:

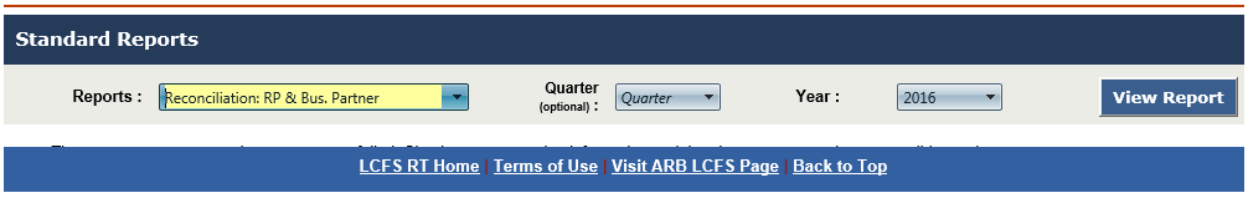


Step 3. Select the Year and then click the **View Report** button:



Note: If the report is not generated (or not clearly/properly generated) try using the Internet Explore (IE) browser (if presently using another browser).

To obtain a report for the entire year do not select a "Quarter" (an optional selection).



5.3 Viewing the BP-RP Report

The top portion of the resulting report is shown below. Transactions reported by RP are shown in green columns, transactions reported by BP are shown in blue columns, and differences between them are shown in yellow columns.

RP Sold Obligated Amount Difference = RP Sold with Obligation - BP Purchased with Obligation

RP Purchased Obligated Amount Difference = RP Purchased with Obligation - BP Sold with Obligation

RP Sold without Obligated Amount Difference = RP Sold without Obligation - BP Purchased without Obligation

RP Purchased without Obligated Amount Difference = RP Purchased without Obligation - BP Sold without Obligation

Year	Quarter	Business Partner	Fuel Name	Amount "Units"	FPC	RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Amount Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Amount Difference	RP Sold without Obligation	BP Purchased without Obligation	RP Sold without Obligated Amount Difference

(report continued)

RP Purchased without Obligation	BP Sold without Obligation	RP Purchased without Obligated Amount Difference	RP Report Status	BP Report Status	Remarks

Upon running the report the system will display what has been reported by the RP where there is a match with one or more business parties and Fuel Pathway Code (FPC). Below are some examples of situations that might be encountered in these reports. Some will require effort to reconcile between partners.

5.3.1 *Reconciliation - Example 1. Correct Reporting* - Reporting Party (RP) reporting is consistent with their Business Partner(s) (BP)

The ideal situation is to have all the reporting consistently "match-up". The RP and the BP have reported the correct transactions and the amounts reported are identical (large and small differences can occur). The RP Sold (and Purchased) Obligated Volume Difference columns both display a difference of "0".

RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Vol. Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Vol. Difference
52000	52000	0	0	0	0
0	0	0	50001	50001	0

The Remarks indicate that the Business Partners report is still open and their report has not been submitted at this time. No changes should be necessary to this reporting.

Business partner report pending initial submission.

5.3.2 Reconciliation Example 2. Transaction Types Reported Incorrectly - Both parties reported a Purchase with Obligation (or Sold with Obligation)

Here either the Reporting Party (RP) or the Business Party (BP) should be reporting a "Sold with Obligation" transaction. Instead both are reporting a purchase with obligation transfer from each other.

RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Vol. Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Vol. Difference
0	52000	-52000	52000	0	52000

Below either the RP or the BP should be reporting a "Purchased with Obligation" transaction type. Instead both parties are reporting a sales transaction with obligation transfer to each other.

RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Vol. Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Vol. Difference
66789	0	66789	0	61234	-61234

The two volume difference columns display a difference relative to the data reported by the regulated party. If the business party has reported a greater volume than the RP, the difference volume columns will display a minus (-). Ideally, differences in reported volumes should be "0". The maximum "acceptable" difference(s) in reported volumes are typically less than 50 gallons (or less than one LCFS credit equivalent).

In either of the above situations, the related Remarks indicate that the Business Partner's report is still open and has not been submitted yet. They can readily make any necessary changes to their report until it is officially "Submitted".

Business partner report pending initial submission.

5.3.3 *Reconciliation Example 3. Business Partner Report Missing* - Regulated Party (RP) Purchased with Obligation but no corresponding Business Partner reporting

The RP in this example has reported but there is no corresponding reporting from the business partner.

RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Vol. Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Vol. Difference
90453	0	90453	0	0	0

The Remarks are indicating that the uploaded data for the report does not include a transaction entry for the Business Partner for this specific fuel. It has not been uploaded into the system at this time.

Regulated party not identified in business partner report for this fuel pathway code.

5.3.4 *Reconciliation Example 4. Incorrect Volumes Reported* - Reporting Party (RP) Sold with Obligation and Business Partner (BP) Purchased with Obligation

Here the RP and BP have each reported the correct transactions but the amounts reported are different. The RP Sold Obligated Volume Difference column shows a difference in the amount

reported of 2000. The difference is relative to the amount reported by the reporting party, therefore the minus (-).

RP Sold with Obligation	BP Purchased with Obligation	RP Sold Obligated Vol. Difference	RP Purchased with Obligation	BP Sold with Obligation	RP Purchased Obligated Vol. Difference
48000	50000	-2000	0	0	0

The Remarks indicate that the business partner's report is still open and their report has not been submitted at this time. Any desired changes can be readily made to their report as necessary. The RP can also readily make corrections in their reported data any time prior to report submittal.

Business partner report pending initial submission.

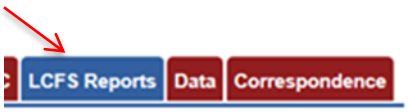
6 LCFS Correction Request Process

The LCFS quarterly reports must be complete and accurate at the time they are submitted into LRT-CBTS. Reporting organizations are strictly liable for misreporting data in the first instance and may be subject to penalties for each day a report remains incorrect. Therefore, RPs are encouraged to correct their reported data as soon as inaccuracies are discovered. The following paragraphs describe the correction request process.

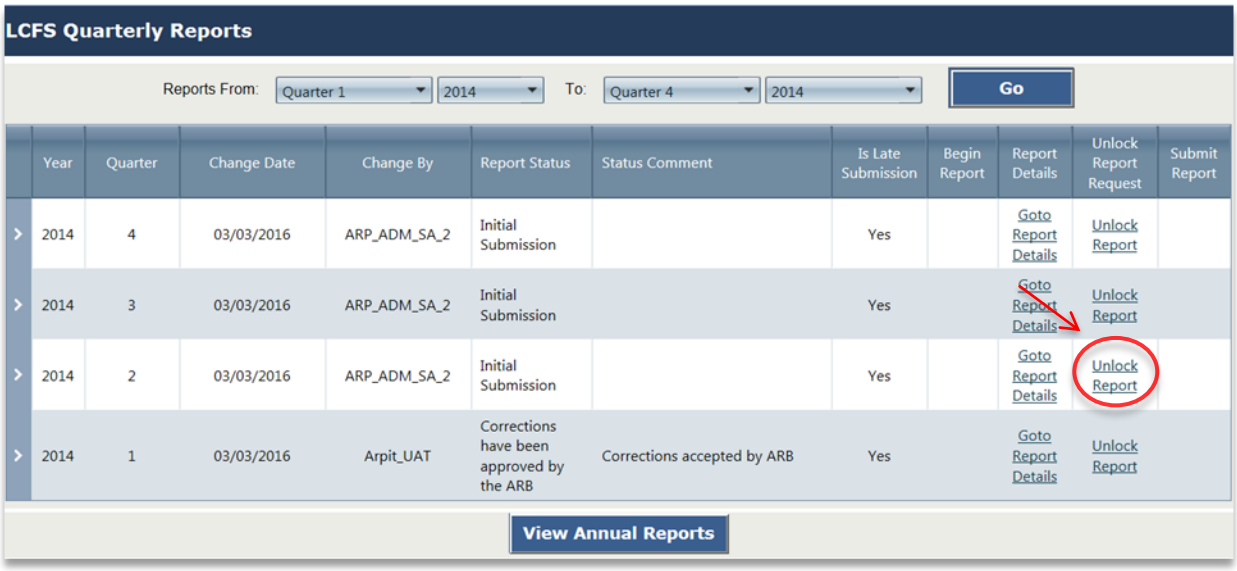
On initial submission, the quarterly reports are locked and cannot be amended directly by the reporting party. Changing a report can only be done through correction request procedure. The RPs need to request from the LRT administrator to unlock a previously-submitted report and make it available for corrections. RPs that completely missed the deadline to submit their quarterly reports are not eligible to make a correction request.

Report correction requests will be reviewed and approved on a case-by-case basis. An online process for requesting and completing report corrections consists of the following steps:

1. Click on the tab "LCFS Reports"



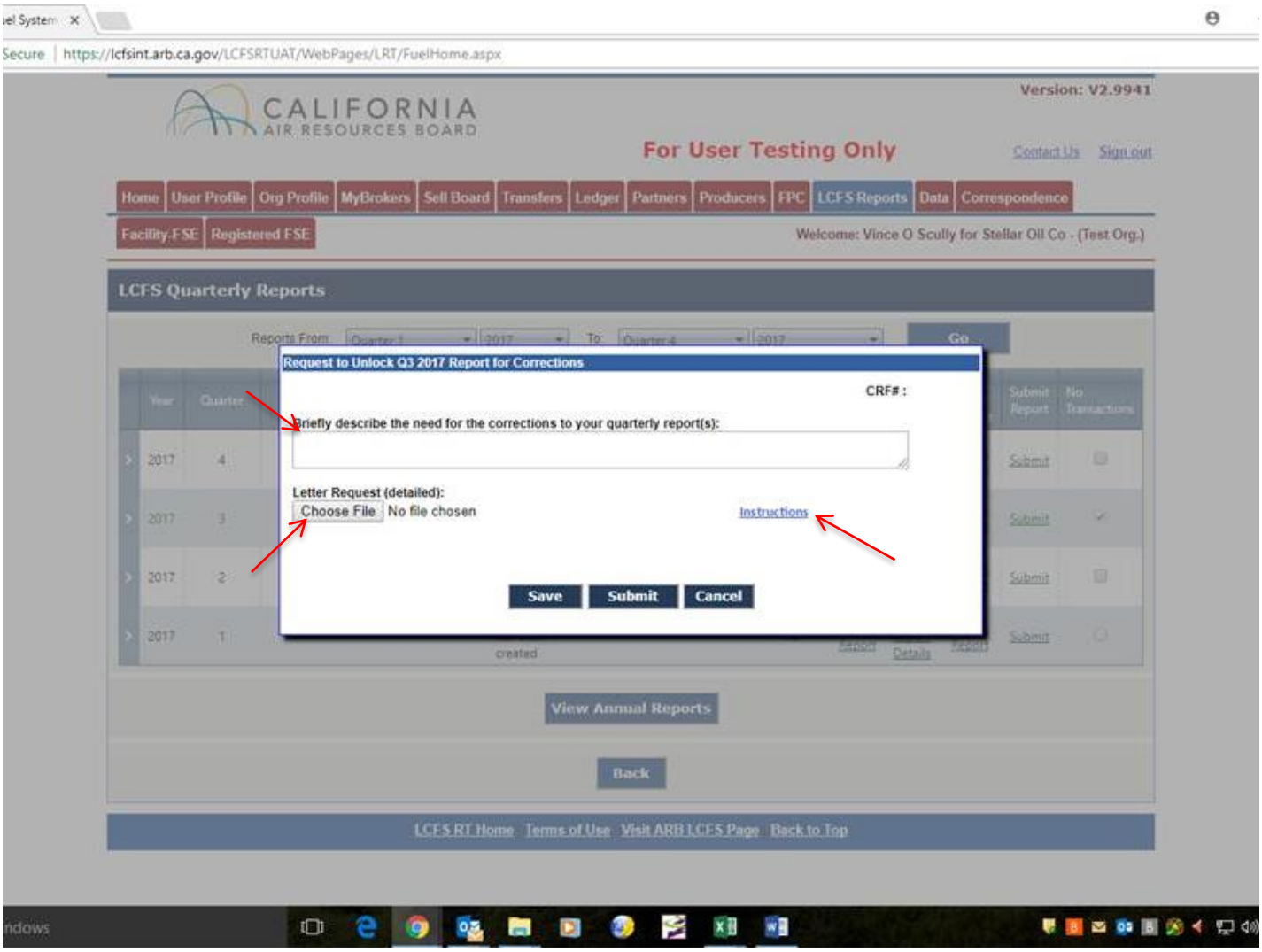
2. Unlock the quarterly report that needs to be corrected by clicking on "Unlock Report"



Step 3. Provide the brief description in the pop-up box (as shown below) of the need for the correction and a request letter on company letterhead specifying the following (this information can be viewed by clicking on “Instructions” tab:

A. Year and quarter for which the correction is requested
B. FPC
C. The records to be changed associated with that FPC
D. The overall change of reported volume (+/-) for that FPC
E. An estimate of the change to Credits or Deficits associated with the FPC upon correction
F. A statement of why the records were initially incorrect (e.g., An error occurred when our employee John Smith, due to a typographical error, entered incorrect data regarding our May 12th purchase of fuel from [Company X]; A misunderstanding occurred between Joe Doe in our company and Jane Smith at [Company Y], whereby Mr. Doe thought he was purchasing 25,000 barrels of Z in late March, but Ms. Smith thought she was selling that fuel in early April – a different quarter.
G. Provide information in A-F for each additional FPC for the same quarter and year, if multiple FPCs need to be corrected

Multiple quarterly report correction requests may be consolidated into one signed letter and the same letter uploaded for each quarter where you are requesting to make a correction.



Step 4. Upload and submit the request letter;

Step 5. Correction Request submittal is reviewed by LRT-CBTS Administrator who determines whether the request is complete. In case the request letter is not uploaded or the information provided in the request letter is not complete, the RP will receive an email explaining why the request was not approved and ask for resubmission of the letter;

Step 6. RP is notified when the request is approved and upon approval, the quarterly report is unlocked for corrective edits that need to be done within 48 hrs (weekends & holidays excluded); however, even if the corrected report is submitted within 48 hrs but it is past the deadline for quarterly reporting, RP will not receive the credits as there are no retroactive credits allowed under LCFS.

Step 7. Corrected report is resubmitted by the RP administrator during the 48 hour open period; however, if the corrected report is resubmitted past the quarterly reporting deadline, RP will not receive any credits

Step 8. Reopening a quarterly report also reopens the associated annual report (if the annual report has already been submitted). After corrections are completed to a quarterly report and the report submitted, the associated annual report has to be resubmitted as well.

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.

7 LCFS Credit Clearance Market (CCM)

The LCFS regulation[2], includes a provision for holding a Credit Clearance Market (CCM) that provides additional compliance flexibility to regulated parties who have not met their previous year-end obligation. If that happens, the Executive Officer (EO) will issue to all LCFS regulated parties and credit generators a call for credits to be "pledged" for sale in the CCM. The EO will also set the maximum price set for credits to be sold in CCM.

Regulated parties and credit generators pledging credits for sale into the CCM must report the amount of credits being committed for this purpose (see instructions below) to the Executive Officer in their Annual Compliance Report (on or before May 1, 2018). The amount of credits pledged will be withheld from sale in the regular ongoing LCFS market until the EO determines whether a CCM will occur this year.

Eligibility

Only regulated parties and credit generators that demonstrated compliance for year 2017 pursuant to section 95485(a) can pledge credits for sale into the 2018 CCM.

Timeline

The Executive Officer will announce whether CCM will occur by May 15, 2018. If a CCM does occur, the EO will post additional market information on the LCFS web site on or before June 1, 2018.

If CCM <u>does not occur</u> this year all the pledged credits will be released back into the appropriate accounts where they will be available for transfer in the ongoing LCFS credit market.

[2] Pursuant to California Code of Regulations, Title 17, section 95485 (c)(3)(A)

If CCM will occur then:

1. On or before June 1, 2018 the EO will post on the LCFS website the name of each party that did not meet its compliance demonstration requirement for 2017 and the number of credits that each party is obligated to acquire as their pro-rata share; and

2. On or before June 1, 2018 the EO will post on the LCFS website the name of each party that has pledged to provide credits for sale in the CCM and the number of credits that each party has agreed to provide.

3. From June 1 to July 31, 2018 a regulated party subject to section 95485(c)(1) must acquire credits pledged into the CCM to be retired toward compliance in 2017.

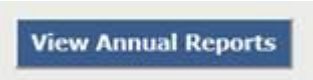
See also attached the CCM timeline in Appendix G.

How to Pledge CCM Credits

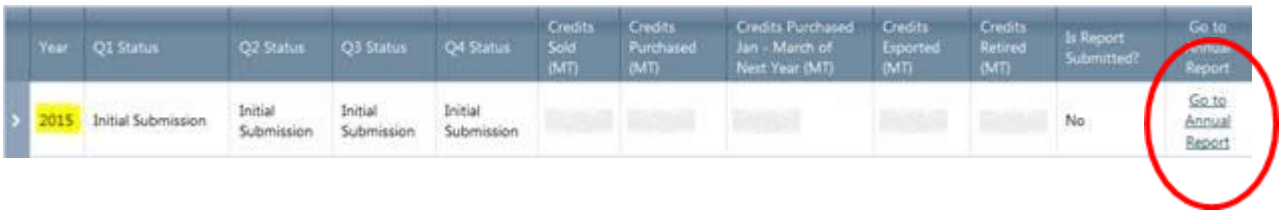
Credits can be designated for sale in the CCM as part of the 2017 Annual Compliance Report submittal in the LRT-CBTS by following the steps 1-4 below:

Step 1. Select **LCFS Reports in the LRT-CBTS**

Step 2. Click the **View Annual Reports** button



Step 3. Select **Go to Annual Reports** for 2016 report



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	Initial Submission	Initial Submission	Initial Submission	Initial Submission						No	Go to Annual Report

Step 4. Enter the number of credits to be pledged and submit the Annual Report.

2016 Annual Summary :

	Credits (MT)	COH (MT)	CCM Credits (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2015	73,871			0
Total Credits/Deficits (MT) in 2016	8,720			0
Total Credits (MT) Sold in 2016 (-)	0			
Total Credits (MT) Acquired in 2016	0			
Total Credits (MT) Purchased as Carryback Credits in 2017	0			
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2016 (-)	0	0		
Total Credits (MT) Pending Sale in 2016 (-)	0			
Total Credits (MT) Exported in 2016 (-) Exported to:	0			
Total Credits (MT) Retired in 2016 (-)	0			0
Total Credits (MT) Pledged for CCM in 2017 (-)	6000		6000	
Total Credits/Deficits (MT) Carried to 2017	76,591			0
Other Credits (MT) Pending in 2016	0			

Save Annual Report | Submit Annual Report | Back To Annual Reports

How to Buy CCM Credits

The RPs that need to purchase the CCM credits to meet their compliance obligation will be notified by ARB about the availability of CCM credits. The buyer will then follow the same procedure for buying credits as described in section 5 of this user guide. When the appropriate number of CCM credits are transferred into the buyers account and the compliance obligation is met, the balance in the annual report will be adjusted and the annual report must be submitted.

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APPENDIX A - 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.

NOTICE SPECIFIC TO USERS OF THIS SOFTWARE

Any software that is made available from the Services ("Software") is the copyrighted work of the ARB, STATE OF CALIFORNIA and/or its programmers.

WITHOUT LIMITING THE FOREGOING, COPYING OR REPRODUCTION OF THE SOFTWARE TO ANY OTHER SERVER OR LOCATION FOR FURTHER REPRODUCTION OR REDISTRIBUTION IS EXPRESSLY PROHIBITED, UNLESS SUCH REPRODUCTION OR REDISTRIBUTION IS EXPRESSLY PERMITTED BY THE LICENSE AGREEMENT ACCOMPANYING SUCH SOFTWARE.

NOTICES REGARDING SOFTWARE, DOCUMENTS AND SERVICES AVAILABLE ON THIS WEB SITE:

IN NO EVENT SHALL THE ARB, STATE OF CALIFORNIA AND/OR ITS RESPECTIVE SUPPLIERS BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF SOFTWARE, DOCUMENTS, PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR INFORMATION AVAILABLE FROM THE SERVICES.

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.

APPENDIX B - Reports Available for LRT Users under Data Tab

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 or sold with or without obligation by BPs.

3) **Total Obligated Amount Report (Submitted & Open QR data):** This report provides RP's TOA per fuel and FPC. TOA is the sum of all fuel transactions (reported in LRT-CBTS) with a positive obligation indicator (+) (i.e., production in California, production for import, import, purchased with obligation, gain in inventory) minus the sum of all transactions with a negative obligation indicator (-) (i.e., export, sold with obligation, loss of inventory, not used for transportation);

4) **Total Amount Report (Submitted & Open QR data):** This report provides RP's TA per fuel and FPC. TA is the sum of all fuel transactions (reported in LRT-CBTS) with a positive indicator (+) (i.e., production in California, production for import, import, purchased with obligation, purchased without obligation, gain in inventory) minus the sum of all transactions with a negative indicator (-) (i.e., export, sold with obligation, sold without obligation, loss of inventory, not used for transportation);

5) **Alternate Fuel Facility FPC Report:** This report provides 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).

6) **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.

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

8) **Credit Transfer Report**: This report summarizes all credit transfers between the buyer and the seller, including all relevant information such as dates, number of credits, credit price etc.

APPENDIX C – Registration of Fueling Supply Equipment (FSE)

Appendix C – Registration of FSE

Introduction

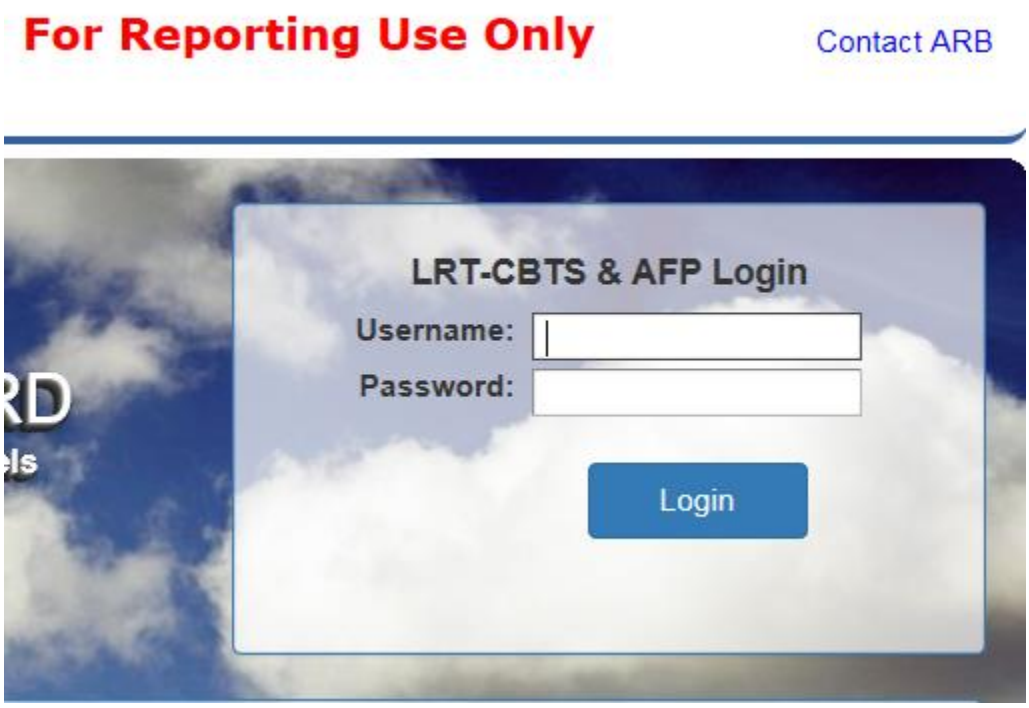
The registration of fueling supply equipment (FSE) in the LRT-CBTS beginning in Q1 2017 is to facilitate compliance with reporting requirements for natural gas, electricity, and hydrogen pursuant to section 95491 of the LCFS regulation. This registration is intended to improve the data quality and help prevent potential double counting of fuel amounts dispensed from FSE in California. If there are any post-registration changes (e.g., FSE removed, replaced or added), the FSE registration should be updated in the LRT-CBTS prior to quarterly reporting. Use the Correspondence tab in the LRT-CBTS to notify ARB of these changes.

For electricity, only the RPs providing the following electricity charging need to register FSE: public access EV charging, EV fleet charging, private access EV charging, and electric forklift charging as defined in 95483(e)(2), (3), (4), and (7), respectively. Residential EV charging and fixed guideway systems are exempt from the FSE registration requirement. The EDUs that reports residential EV charging and the fixed guideway operators need to submit emails through correspondence to request the LRT Admin to assign FSE IDs to them.

FSE Registration

Use the website for the LCFS Reporting Tool (LRT). The URL is www.arb.ca.gov/lcfsrt

(This website is identified **For Reporting Use Only** as indicated on the Login Page.)



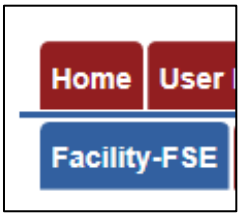
Log into the LRT-CBTS and download and complete the “Facility-Fueling Supply Equipment (FSE) Registration Template” found on the **Home Page** and which is shown below:

C	D	E	F	G	H	I
Fueling Facility Information					Natural Gas (NG) Fueling Supply Equipment	
Facility Street No. & Name	City Name	Zip Code	Latitude	Longitude	CNG Utility Meter# / LNG Facility ID	CNG Utility Name/LNG Facility Owner

J	K	L	M
Hydrogen (H_2) Fueling Supply Equipment		Electric Vehicle (EV) Fueling Supply Equipment (FSE)	
H_2 Dispenser ID	H_2 Station Identifier	EV-FSE Serial #	EV-FSE Manufacturer

The following general tabs apply to all entities registering FSE: Federal Employer Identification Number (FEIN), name of facility at which FSE is situated, street address of FSE, latitude and longitude of FSE location. Be sure the FEIN column is your company's FEIN. The NG providers are required to provide the natural gas utility meter number at the FSE location, name of the utility company, and a copy of the most recent utility bill. LNG providers submit a unique identifier associated with the FSE used for their own fuel accounting or financial accounting or other purposes and a copy of invoice or bill of lading for the most recent LNG delivery. Fuel reporting entities for hydrogen need to provide the FSE Dispenser ID as assigned by CARB or assigned under any other program or standard such as in National Renewable Energy Laboratory (NREL) National Fuel Cell Technology Evaluation Center’s Hydrogen Station Infrastructure Data Template. If there are multiple dispensers at a facility, provide a new record in the spreadsheet with a Dispenser ID for each unique dispenser. If no Dispenser ID is currently available, enter the unique identifier for the equipment used by the company/utility to identify the device, preferably Dispenser Serial Number. Electricity providers submit the serial number assigned to the FSE by the original equipment manufacturer (OEM) and the name of OEM. If there are multiple FSEs at the same location, each unique piece of equipment must be registered separately. This system will indicate whether the same FSE registration submittals have already been submitted by you or by some another party.

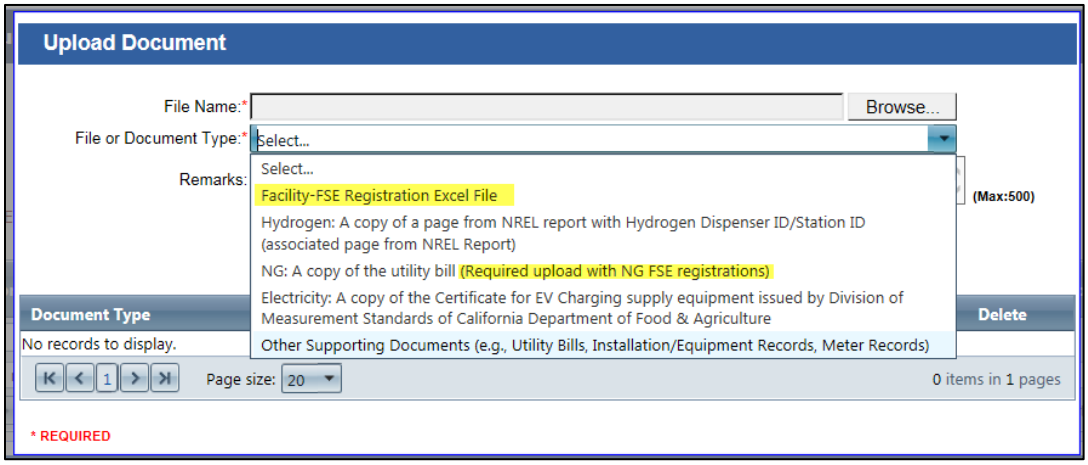
Select the **Facility-FSE** tab (If this tab is not displayed see Troubleshooting Example #2 below) and upload the file using the “Upload Registration Documents”. See button below.



Note: A copy of the utility bill and a copy of the invoice are required documents to be uploaded for each CNG facility and LNG/L-CNG facility, respectively, entered in the template file.

Select the **File or Document Type** and then browse and upload the corresponding file.

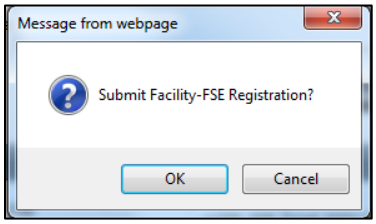
Add Remarks if desired and...



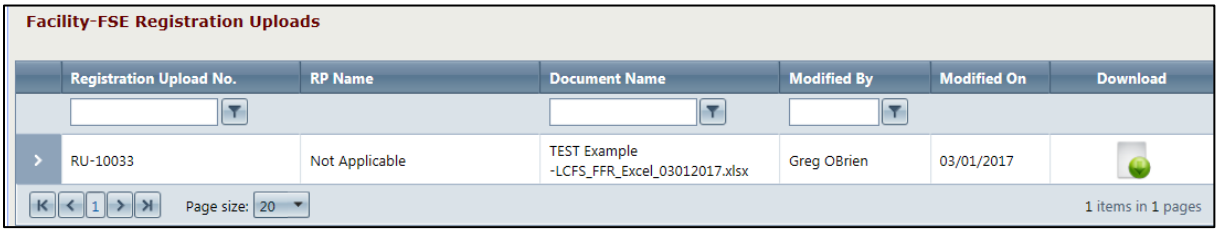
… upload each document separately using the “Upload Document” button

… and then “Submit” the file(s)

… and then confirm the submission by clicking OK in the pop-up window



After processing the file, a **Registration Upload Number** “RU-10033” (example below) has been created to identify the specific instance of the registration file upload.



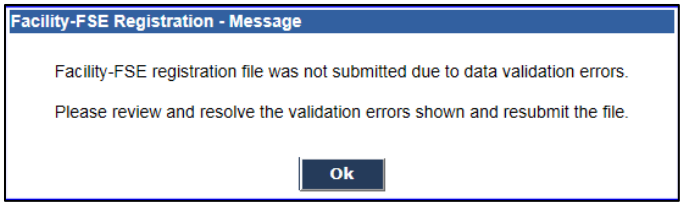
Facility-FSE Registration Uploads

Registration Upload No.	RP Name	Document Name	Modified By	Modified On	Download
RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	

Page size: 20 — 1 items in 1 pages

Troubleshooting Errors

Any data validation errors from processing of the file will be accompanied with the message below. The actual validation errors will also reference RU-10033 and indicate the row number in the file where the data validation issue is occurring.



Facility-FSE Registration - Message

Facility-FSE registration file was not submitted due to data validation errors.

Please review and resolve the validation errors shown and resubmit the file.

Ok

Some examples of Data Validation Error Messages are provided below. These are typical of the kinds of messages that may be encountered after a file is processed by the system.

Troubleshoot Example# 1

Data Validation Error Messages from submittal of subsequent upload “RU-10034”. This error is a result of the Latitude is outside of California, which will be indicated with these messages.

Submitted Facility-FSE File Validation Errors

Export to Pdf

Registration Upload No.	Row Number	Validation Error Messages
RU-10034	3	Invalid Latitude, value '70.000001'
RU-10034	4	Invalid Latitude, value '70.000002'
RU-10034	5	Invalid Latitude, value '70.000003'
RU-10034	6	Invalid Latitude, value '70.000004'
RU-10034	7	Invalid Latitude, value '70.000005'
RU-10034	8	Invalid Latitude, value '70.000006'
RU-10034	9	Invalid Latitude, value '70.000007'
RU-10034	10	Invalid Latitude, value '70.000008'

1 Page size: 20

Facility-FSE Registration Uploads

Registration Upload No.	RP Name	Document Name
RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx
RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx

Troubleshoot Example# 2

Data Validation Error Messages from submittal of the next upload “RU-10035”. Two of the equipment records have already been processed successfully in the prior uploads as indicated.

Submitted Facility-FSE File Validation Errors

Export to Pdf

Registration Upload No.	Row Number	Validation Error Messages
RU-10035	8	Natural Gas (NG) Facility Information, value 'MYMETER-6 , SMUD' has been submitted more than once "RU-10033"
RU-10035	10	Natural Gas (NG) Facility Information, value 'MYMETER-8 , LAP&W' has been submitted more than once " RU-10034 '

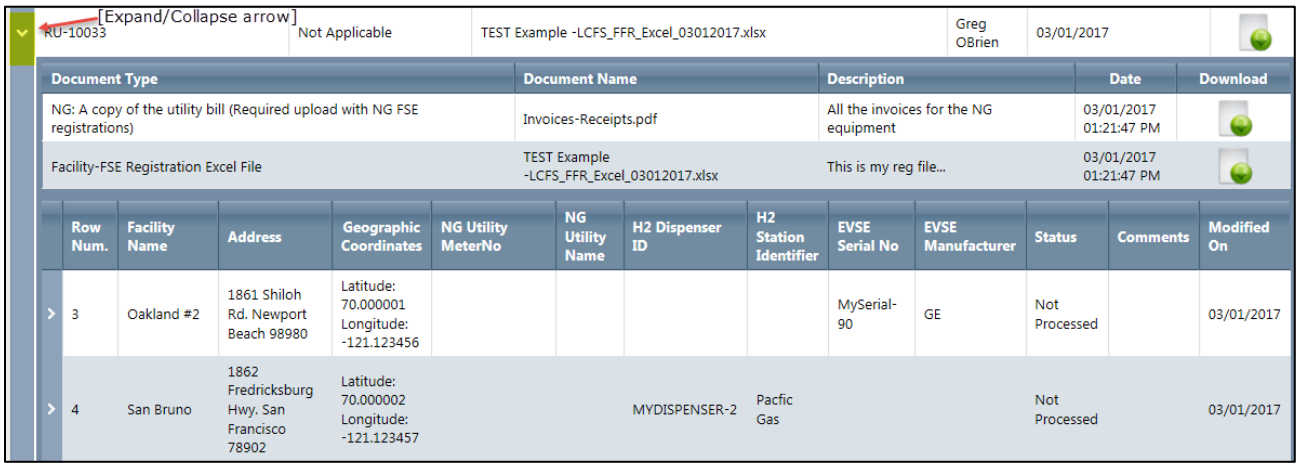
1 Page size: 20 2 items in 1 pages

Facility-FSE Registration Uploads

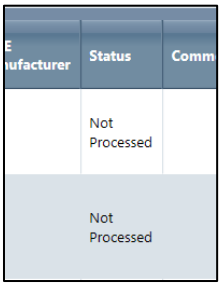
Registration Upload No.	RP Name	Document Name	Modified By	Modified On	Download
RU-10035	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	

1 Page size: 250 3 items in 1 pages

Use the “Expand/Collapse” on the top left to see the “Status” of each record processed.



Check the status of each record to be sure they have processed successfully. These two records (Row Num. 3 and 4) have “Not Processed”.



These records need to be corrected in the file (from information provided in the data validation error messages) and the file re-uploaded and resubmitted.

Repeat the process of correcting records in the file and submitting the file until the status of all registered equipment indicate that they have been processed. This will essentially be a compilation of what file records have processed successfully in the sequence of file uploads (each identified with a unique “RU” number).

If the Facility-FSE tab does not appear there are two possible reasons for this:

1) The user that logged in does not have an Admin role with “Signatory Authority”.
2) The **Organization Profile** needs to be updated to include a checked box for one or more of the selections below. The organization profile then needs to be updated using the “Update Organization Profile” button shown below.

Organization Profile

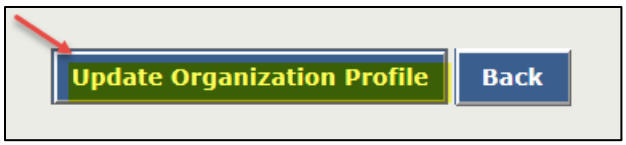
Organization Details

Select one or more 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
- ☐ 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 diesel for blending with CARB diesel, who is not otherwise subject to the 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).



APPENDIX D – Transaction Types in LRT-CBTS

Appendix D - Transaction Types in LRT

Below is a list of transaction types used in LRT-CBTS. 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)).

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 Electricity Fueling:** 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 Electricity Fueling:** This refers to the fuel electricity used to operate to forklifts.

15) **Forklift Hydrogen Fueling**: This refers to the fuel hydrogen used to operate to forklifts.

16) **NGV Fueling:** This means the dispensing of natural gas at a fueling station designed for fueling natural gas vehicles.

17) **H2/FCV Fueling:** This means the dispensing hydrogen at a fueling station designed for fueling hydrogen/fuel cell vehicles.

APPENDIX E – Credit Transaction Types

Appendix E – Credit Transaction Types

CBTS Transaction Type	CBTS Transaction Type Description
Administrative Credit Adjustment (+)	Credits added as a result of a California Air Resources Board (CARB) administrative or enforcement action;
Administrative Credit Adjustment (-)	Credits removed as a result of an CARB administrative or enforcement action;
Administrative Credit Hold	Credits placed "on hold" as a result of an ARB administrative or enforcement action. These credits cannot be transferred, exported or used to meet a compliance obligation;
Administrative Credit Release	Credits released back to an account that were previously put "on hold" as a result of an CARB administrative or enforcement action;
Administrative Deficit Adjustment (+)	Deficits added as a result of an CARB administrative or enforcement action;
Carryback Credits Acquired	Credits acquired by a regulated party during the "Extended Period" of January 1st through March 31st that can be used to meet a compliance obligation for the previous year pursuant to section 95486(a)(4);
Credits Acquired	Credits that are purchased during the current compliance period pursuant to section 95486(a)(1) (does not include any CCM or Carryback Credits acquired);
Credits Adjusted	Credits adjusted per the a quarterly report correction submitted by the regulated party;
Credits Carried Over	Credits that are carried over from the previous to the subsequent compliance period at the time an annual report is submitted;
Credits Exported	Credits that are exported to a GHG program outside of the LCFS for the current compliance period as reported in the annual report submitted;
Credits Generated	Credits that are generated at the time a quarterly report is submitted pursuant to sections 95486(a) and 95489;
Credits Retired	Credits used (consumed) within CBTS to cancel out "Deficits" during the current compliance period at the time an annual report is submitted;
Credit Sale Pending	Credits that have been offered to a buyer but the sale transaction and credit transfer have not yet been accepted by the buyer (not a CCM related transfer);
Credits Sold	Credits that are sold or otherwise transferred during the current compliance period (does not include any CCM credits sold);

CCM Credits Acquired	Credits that are purchased specifically from the CCM;
CCM Credits Pledged	Credits pledged into to the CCM at the time the annual report is submitted (these credits are "carried over" in the CBTS Ledger from the previous to the current compliance period);
CCM Credits Released	Unsold pledged credits from the CCM that are released to the original pledging regulated party account after the completion of the CCM;
CCM Credits Sold	Credits that were pledged to the CCM and sold to a regulated party;
CCM Credit Sale Pending	Credits from the CCM that have been offered to a buyer but the sale transaction and credit transfer have not yet been accepted by the buyer;
CCM Pledge Carryover	CCM credits pledged in the previous compliance period annual report carried over to current compliance period and available through the CCM;
Deficits Adjusted	Deficits adjusted per the a quarterly report correction submitted by the regulated party;
Deficits Carried Over	Deficits that are carried over from the previous to the subsequent compliance period at the time an annual report is submitted;
Deficits Generated	Deficits that are generated at the time a quarterly report is submitted pursuant to sections 95486(a) and 95489;
Deficit Interest (5% Annual)	Regulated Parties with an Accumulated Deficit are charged 5 percent interest applied annually to all deficits in a regulated party's Accumulated Deficit account pursuant to section 95485(c)(5)(A) applied on each May 1st.

APPENDIX F - LCFS Credit Transfer Scenarios

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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

Definitions:

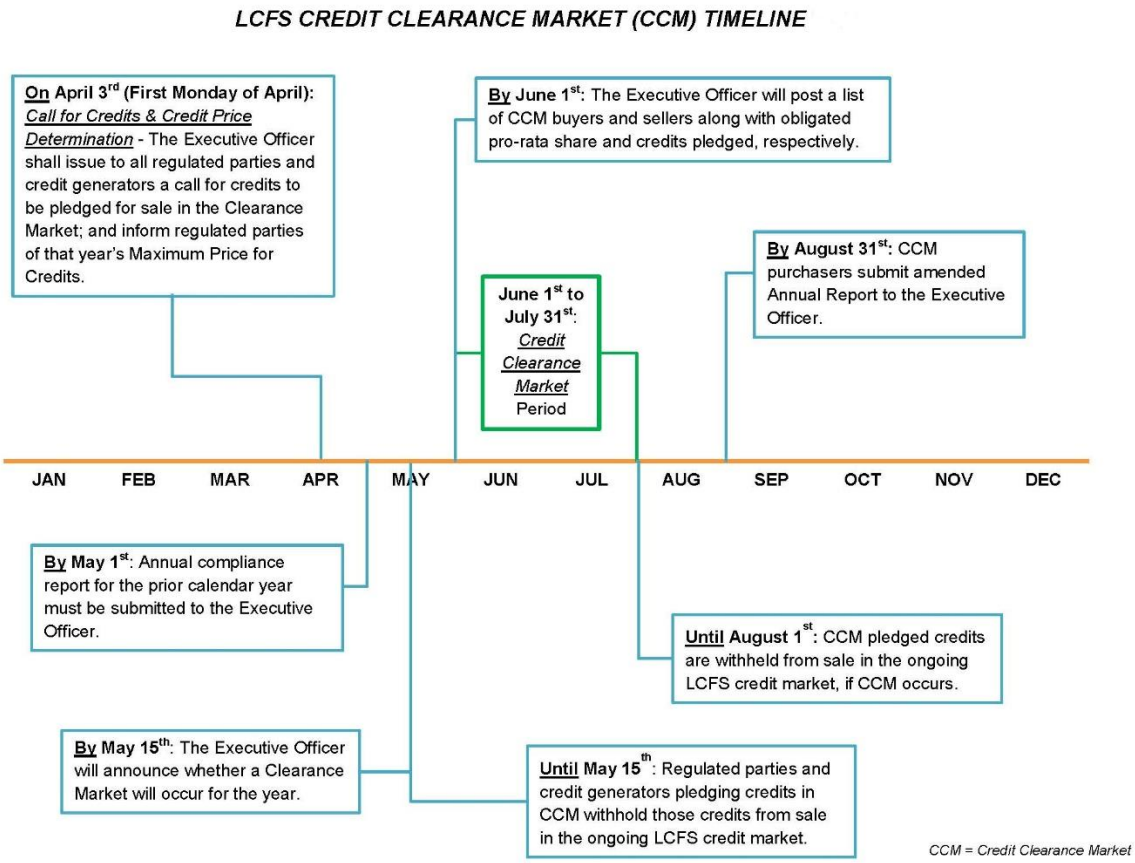
CBC : Carryback Credits

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 G - LCFS CREDIT CLEARANCE MARKET (CCM) TIMELINE

Appendix F - LCFS Credit Clearance Market (CCM) Timeline