



Low Carbon Fuel Standard Verification On-Line Tool User Guide

AFP-Verification Version v 3.4946

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The California Air Resources Board's (CARB) Low Carbon Fuel Standard (LCFS) regulation, which appears at sections 95480 to 95503 of title 17, California Code of Regulations, is designed to reduce greenhouse gas emissions associated with the life cycle of transportation fuels used in California. Unlike the regulation itself, this user guide does not have the force of law. It is not intended to and cannot establish new mandatory requirements beyond those that are already in the LCFS regulation, nor supplant, replace or amend any of the legal requirements of the regulation. Conversely, any omission or truncation of regulatory requirements does not relieve entities of their legal obligation to fully comply with all requirements of the regulation.

Disclaimer: CARB makes every reasonable effort to provide accurate and up-to-date information in this user guide, but makes no warranties or representations as to the accuracy of the content and assumes no liability or responsibility for any error or omission. CARB reserves the right to make changes to this user guide and/or to the products described in this user guide, at any time without notice. We welcome and appreciate your feedback. Please send your comments and suggestions to the email box lcsverify@arb.ca.gov, particularly if information in this guidance appears incorrect, misleading, or incomplete.

Table of Contents

A.	Version History	3
B.	What's New in This Version	3
C.	Creating a Verification Body (VB) Account in Verification On-Line Tool	3
D.	Logging In	3
E.	Homepage Navigation	6
F.	Updating VB Profile	7
G.	Change in VB Admin and Registration Form	9
H.	Updating User Profile	11
I.	Reviewing and Downloading Fuel Pathway Applications	12
J.	Returning Application to Fuel Reporting Entity for Revisions	17
K.	Submitting Validation Statements for Fuel Pathway Applications	20
L.	Reviewing and Downloading Annual Fuel Pathway Reports	23
M.	Returning Annual Fuel Pathway Report for Revisions	27
N.	Submitting Verification Statements for Annual Fuel Pathway Reports	29
O.	Reviewing and Downloading LRT Reports	31
P.	Returning LRT Report to Fuel Reporting Entity for Revisions	36
Q.	Submitting Verification Statements for LRT Reports	39
R.	Correspondence Between VB and CARB	41
S.	Contacting CARB	44

A. Version History

AFP-Verification Version #	Release Date	Download User Guide
V3.4946	8/01/2024	Current document
V3.4928	5/01/2023	Update
V3.4919	4/06/2022	Update
V3.4910	1/06/2022	Update
V3.3020	1/23/2020	Initial release

B. What's New in This Version

“Verify LRT Reports” tab now includes functionality for quarterly fuel transaction reports (QFTR), crude oil quarterly and annual volumes (MCON) reports, low complexity/low-energy-use (LC/LEU) refinery reports, and project reports.

C. Creating a Verification Body (VB) Account in Verification On-Line Tool

Upon accreditation, CARB will send VBs the “Registration Form for Account Administrators.” After the accredited verification body completes the form designating primary and secondary account representatives, CARB will register the VB in the Verification On-Line Tool and create an account for each representative. Both VB account representatives must be CARB accredited lead verifiers under the LCFS regulation. The system creates only two accounts for each VB.

If the verification team’s lead verifier is not the VB’s registered primary or secondary account representative, the primary or secondary account representative must log in to perform verification functions, such as submitting the final verification statement.

D. Logging In

1. When CARB creates a VB account, each account representative will receive two emails. The first email contains a username and link to the Verification On-Line Tool. The second email contains a temporary password.

2. To complete account set up, the account representative must select the link provided in the invite email which will lead to the LCFS on-line tool landing page. See Figure 1.

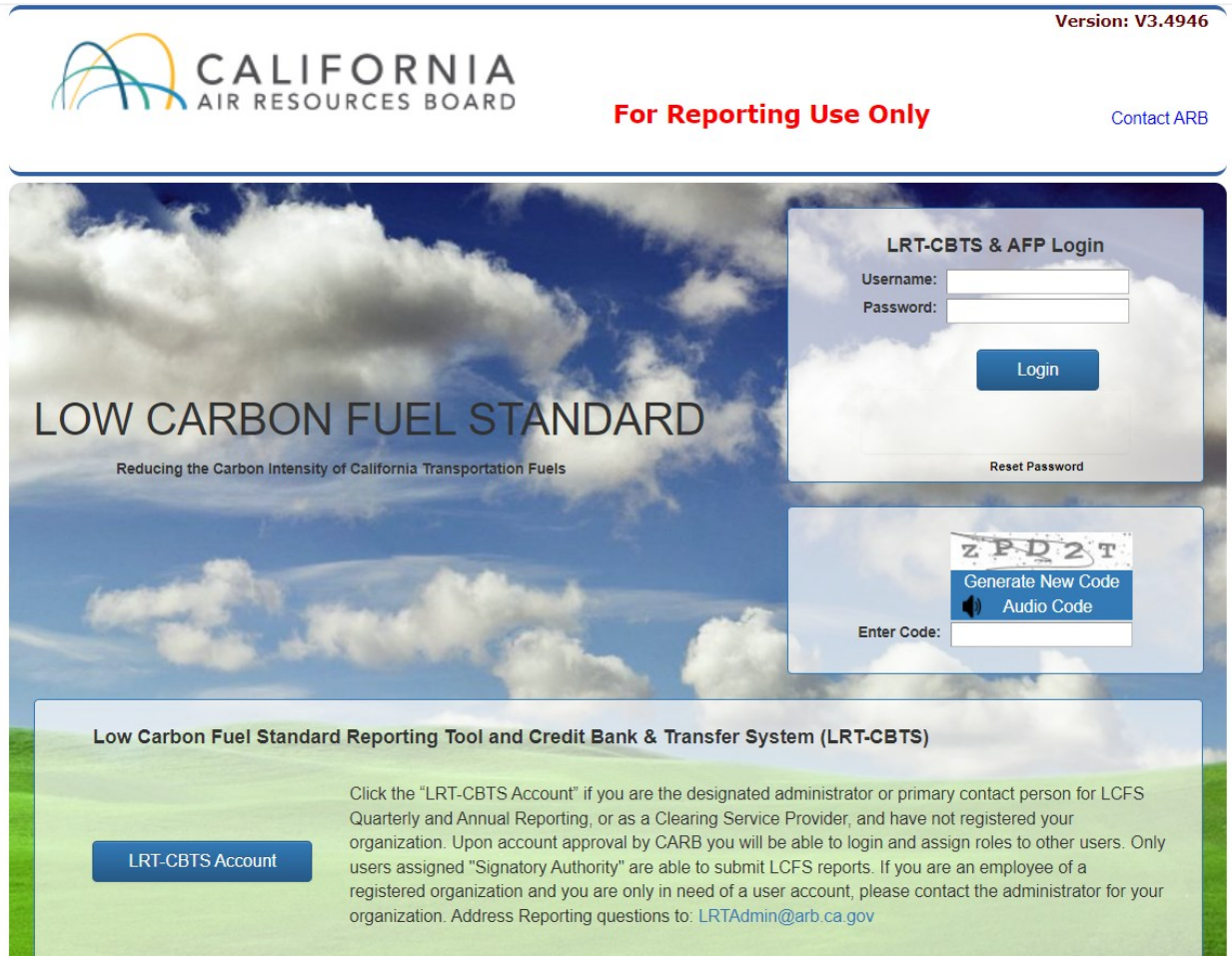


Figure 1. LCFS on-line tool landing page

3. Enter the emailed username and password, then select “Login.” During the first login, the system will prompt you to create a new password, establish security questions, and accept the use agreement (see following steps).
4. The username cannot be changed, but the password and security questions may be changed at any time. If you forget your password, select “Reset Password” and follow the instructions.

5. Passwords must be consistent with the password guidelines indicated on the password setup page. A pop-up window will confirm the password change.
6. When establishing security questions, remember that answers are case-sensitive. A confirmation pop-up window will appear.
7. Agree to the LCFS System Use Agreement by checking two boxes and providing your digital signature. See Figure 2.

LCFS System Use Agreement

[Terms of Use](#)

ACCEPTANCE OF TERMS

The services that the California Air Resources Board ("CARB") provides to you are subject to the following Terms of Use ("TOU"). CARB 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, CARB 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.

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

[Certification of Signatory Authority with Electronic Signature](#)

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

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

Please type: "First Name Middle Initial Last Name"
Example : John M Doe

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

[LCFS RT Home](#) | [Terms of Use](#) | [Visit ARB LCFS Page](#) | [Back to Top](#)

Figure 2. Accepting the LCFS system use agreement

8. After accepting the Use Agreement, the system will direct you to the LCFS Verification On-Line Tool homepage. See Figure 3. *Twenty minutes of inactivity may cause your session to expire.*

LCFS VERIFICATION ON-LINE TOOL

This is the LCFS Verification On-Line Tool to support LCFS verification services. The data uploaded to and contained within this system are regarded by CARB as business confidential pursuant to California law.

Important Note to LCFS Verification Body Account Representatives

The LCFS Verification On-Line Tool is for use by verification bodies (VB) to perform LCFS verification services pursuant to the LCFS Regulation. VBs accredited by CARB and registered in the system may be selected by regulated entity to use this tool to view reports submitted to CARB and subject to verification, to require modifications, and to submit verification statements.



LCFS Verification On-Line Tool Reference Documents

- [LCFS Verification On-Line Tool User Guide](#)
- [LCFS Verification On-Line Tool Registration Form](#)

Figure 3. LCFS Verification On-Line Tool Homepage

E. Homepage Navigation

1. Verifier function tabs are displayed at the top of the homepage, described in Table 1. Blue indicates the active tab.

Table 1. Description of Homepage Tabs

Tab	Functions
Home	<ul style="list-style-type: none"> -View current user and company -Download user guide -Download registration form to change admin
Verification Body Profile	<ul style="list-style-type: none"> -View VB profile and organization details -View primary and secondary admin details -Upload registration form to update account admin
User Profile	<ul style="list-style-type: none"> -Update primary and secondary admin details -Change your password and security questions -Send temporary passwords to other users
Validate Applications	<ul style="list-style-type: none"> -Review and download application documents -Send applications back to clients for revisions -Submit validation statements to CARB
Verify Annual Fuel Pathway Reports	<ul style="list-style-type: none"> -Review and download AFPR documents -Send reports back to clients for revisions -Submit verification statements to CARB
Verify LRT Reports	<ul style="list-style-type: none"> -Review and download QFTR, MCON, LC/LEU, and project report documents -Send reports back to clients for revisions -Submit verification statements to CARB
Correspondence	<ul style="list-style-type: none"> -Communicate with CARB -View correspondence history -Send sensitive files to CARB securely

F. Updating VB Profile

1. To update VB information, select the “Verification Body Profile” tab at the top of the homepage. In “Organization Details” the VB’s address, and place and date of incorporation may be changed. See Figure 4.

VERIFICATION BODY PROFILE

ORGANIZATION DETAILS

Acct. Reg. Form/Letter: * No file chosen

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

EO Number: *

Address Line 1: * Address Line 2:

City: * Country: *

State or Province: * Zip or Postal Code: *

Date of Incorporation: * Place of Incorporation: *

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Middle Initial:

Last Name: *

Title: * Relationship to the Organization: *

Business Phone:

Mobile Phone:

Email: *

User Name: *

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Middle Initial:

Last Name: *

Title: * Relationship to the Organization: *

Business Phone:

Mobile Phone:

Email: *

User Name: *

* REQUIRED

Figure 4. Verification Body Profile screen

2. To save changes to the VB profile, select “Submit Update” at the bottom of the page (see Figure 4). The system will notify CARB of these changes.
3. The primary and secondary account representatives are listed under “Organization Details.” Representatives cannot be modified directly on this screen. Instead, each representative may edit their own details on the “User Profile” tab, described in the next section. The username cannot be changed.
4. To change account administrators, upload a new registration form. See Section G, “Change in VB Admin and Registration Form,” of this user guide.

G. Change in VB Admin and Registration Form

1. To change VB account representatives (admin), complete the LCFS Verification Registration Form located at the bottom of the homepage. See Figure 3.
2. Scroll down to the On-Line Tool Reference Documents section. Select “LCFS Verification On-Line Tool Registration Form.” The downloadable form will open in a new window. See Figure 5.
3. Download and complete the registration form. Both primary and secondary representatives are required, pursuant to section 95483.2(c)(2)(B) of the LCFS Regulation. The VB account representatives must be CARB accredited lead verifiers under the LCFS regulation.

**CARB LCFS VERIFICATION ON-LINE TOOL
REGISTRATION FORM FOR ACCOUNT ADMINISTRATORS**

Instructions: Pursuant to sections 95483.2 (c), entities providing LCFS verification services must register for an account in the LCFS Verification On-Line Tool in order to support LCFS verification process. This form must be signed and dated by the business owner, a managing partner, or a corporate officer or another person with the authority to legally bind the organization/company. Both primary and secondary account representatives/administrators must also sign and date this form. Please email this form to LCFSVerify@arb.ca.gov. In addition, after you receive your login information, please upload this form as part of your LCFS on-line registration at this URL: <https://ssl.arb.ca.gov/lcfsrt/LogIn.aspx>

As _____ with authority to legally bind _____
(Title) (Organization/Company)
Federal Employer Identification Number (FEIN): _____ I, _____, am designating the following
(Type Name)
individuals as account representatives/administrators:

PRIMARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR

The Primary Account Representative/Administrator is: _____
(Type Name)

(Title) (Relationship to the Organization)

Account Representative/Administrator Attestation I certify under penalty of perjury under the laws of the State of California as follows: I was selected as the primary account representative or the secondary account representative, as applicable, by an agreement that is binding on all persons who have the legal right to submit information on behalf of the verification body. I have all the necessary authority to carry out the duties and responsibilities contained in California Code of Regulations, title 17, sections 95480 et seq. on behalf of such persons and that each such person shall be fully bound by my representations, actions, inactions, or submissions and by any order or decision issued to me by the Executive Officer or a court regarding the account.

Signature (Ink Only) _____ Date _____
Print Name _____

SECONDARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR

The Secondary Account Representative/Administrator is: _____
(Type Name)

(Title) (Relationship to the Organization)

Account Representative/Administrator Attestation I certify under penalty of perjury under the laws of the State of California as follows: I was selected as the primary account representative or the secondary account representative, as applicable, by an agreement that is binding on all persons who have the legal right to submit information on behalf of the verification body. I have all the necessary authority to carry out the duties and responsibilities contained in California Code of Regulations, title 17, sections 95480 et seq. on behalf of such persons and that each such person shall be fully bound by my representations, actions, inactions, or submissions and by any order or decision issued to me by the Executive Officer or a court regarding the account.

Signature (Ink Only) _____ Date _____
Print Name _____

OWNER/ MANAGING PARTNER/ OFFICER*

Signature of Owner/ Managing Partner/ Officer:

Signature (Ink Only) _____ Date _____
Print Name _____

*Only Owners, Managing Partners, or Officers, who have authority to legally bind the organization/company, should complete and sign this form.

Figure 5. LCFS verification account registration form

4. Upload the completed form on the “Verification Body Profile” page under “Organization Details.” Select “Choose File” or “Browse” to upload the new Registration Form for Account Administrators. See Figure 4.
5. After uploading the form, select “Submit Update” at the bottom of the page. A confirmation pop-up will appear (Figure 6). The system will notify CARB of these changes, and CARB will update the account as needed.

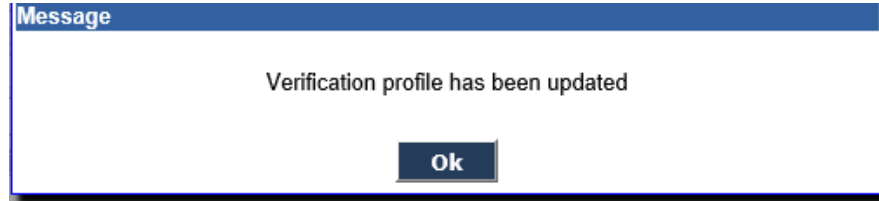


Figure 6. Pop-up window to confirm profile update

6. If an incorrect registration document is uploaded and needs to be replaced, select “Browse” to find and upload the correct file, and contact CARB at lcsverify@arb.ca.gov to alert staff of the new file. The system will not allow an account representative to replace the previous file themselves.

H. Updating User Profile

1. Select the “User Profile” tab. On this page, account representative’s contact information, password, and security questions may be updated. See Figure 7. To save changes, select “Submit Update.” The system will update account representative information on both the “User Profile” and “Verification Body Profile” tabs.

Manage User Profile

User Details

First Name: * VB Middle Initial:

Last Name: * User 1

Title: * Sr. Project Manager Relationship to the Organization: * Employee

Business Phone: * Mobile Phone:

Email: * Confirm Email: *

User Name And Password

User Name: *

Password: * [Change 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 @\$!%*?&

Security Questions

Security Question: * [Change Security Questions](#)

* REQUIRED

Submit Update

Full Name	Title	Relationship	Username	Email	User Locked	User Active	User Details	Password
VB User 1	Sr. Project Manager	Employee			No	Yes	See Details	Temp
	Sr. Project Manager	Employee			Yes	No	See Details	

Page size: 20 2 items in 1 pages

Figure 7. Editing user profile

- The “User Profile” tab displays all account users and the ability to send the other a temporary password. See Figure 7.

See Details – This link will display contact details for users other than yourself.

Temp – This link will send a temporary password to a user. Use this feature if that user is unable to reset their own password.

I. Reviewing and Downloading Fuel Pathway Applications

- Fuel pathway validation may begin after (1) the fuel reporting entity has selected an accredited verification body in the Alternative Fuel Portal (AFP), (2) the fuel reporting entity submitted its application to CARB through the AFP, and (3) CARB has notified the VB by email that it meets the Notice of Verification Services and Conflict of Interest Assessment requirements pursuant to sections

95501(a) and 95503(e). Tier 2 applications must additionally pass CARB completeness review. The Conflict of Interest Assessment, Notice of Verification Services, and Verification Statement forms are available on the LCFS verification website: <https://ww2.arb.ca.gov/lcfs-verification>.

2. Once the fuel reporting entity has selected the VB and routed its application through CARB in AFP, the associated facilities will be visible in the “Facility” drop-down menu and tables on the “Validate Applications” tab. VBs are notified by email when they are selected by a fuel reporting entity. See Figure 8.

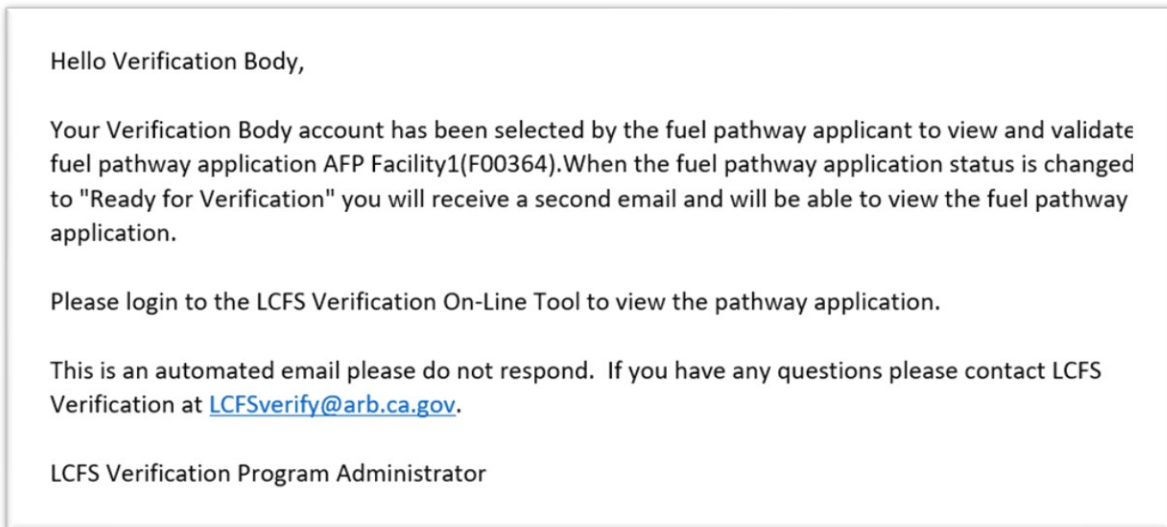


Figure 8. VB selected by Entity email notice

3. To view the list of applications ready for validation, select the “Validate Applications” tab. Use the drop-down menu to find a facility, select “Validate Applications,” and use the table filters to retrieve the application. See Figure 9.

Terminology related to “Validate Applications” Tab — Figures 9 and 10:

“Fuel production facility” is defined in section 95481 of the LCFS Regulation.

“Applications” include Tier 1 or Tier 2 calculators and supplemental documents as required. An application is associated with a fuel production facility and may include more than one fuel pathway.

“Fuel pathway applicant” is defined in section 95481 of the LCFS Regulation. A fuel pathway applicant (company) submits a separate application associated with each fuel production facility.

Validate Applications

Facility:

Validate Applications

Review in Progress List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>			
> AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify

Review Completed List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Provisional	Verification Outcome	Completed Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	
AFP Organization	C1133	AFP Facility1	F00364	B0024	Tier 2		1		Positive	10/29/2020 2:37:22 PM


Figure 9. Filter and search in the “Validate Applications” tab

- There are two tables on the “Validate Applications” tab: “Review in Progress List” and “Review Completed List.” The “Review in Progress List” table shows applications that are ready for validation or in progress. When applicable, applications validated in the past for a fuel pathway holder will display under the “Review Completed List.” In Figure 9, “AFP Facility 1” has one Tier 2 pathway application ready to be verified. Results may be filtered by entering text in the column boxes and pressing “Enter” on the keyboard. A filter icon (▼) allows for options like “Starts With” or “Does Not Contain.” Partial text searches will also retrieve results (e.g., “pos” in the “Verification Outcome” box will retrieve all validations with a positive outcome).

Validate Applications

Facility: **Validate Applications**



Review in Progress List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify


Review Completed List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Provisional	Verification Outcome	Completed Date
AFP Organization	C1133	AFP Facility1	F00364	B0024	Tier 2		1		Positive	10/29/2020 2:37:22 PM

Figure 10. View details and download files

- To view application details.** On the “Validate Applications” page, select “Verify” as shown in Figure 10. The LCFS Pathway Application screen will display details such as joint applicant, feedstock information, and downloadable documents (Figure 11). Application details may also be viewed by selecting the down arrow next to an application on the “Validate Applications” page. See Figure 12.
- To download application documents as zipped file.** On the “Validate Applications” page, select the download icon () to create a zipped folder for that application (Figure 10). The system uses the application number to name the zipped file. In Figure 10, the application number and zip file name are “B0195.” Extract the zipped files to access application documents, including the entity’s Attestation Letter, Tier 1 or Tier 2 Calculator, and other supporting documents.
- To view and download content individually.** On the “Validate Applications” page, select “Verify” (Figure 10) to view the LCFS Pathway Application screen. A fuel pathway applicant may have more than one application. Select the download icon () to retrieve individual documents (Figure 11). Individual files may be downloaded using the down arrow next to a pathway on the “Validate Applications” page. See Figure 12.

To view CARB staff comments. On the “Validate Applications” page, select “Verify” to view the LCFS Pathway Application screen. See Figure 10. At the bottom of the page there is a comment box labeled “CARB Comments” with feedback that CARB staff provided during the application’s review process. Be sure to review these notes. See Figure 11.


Version: V3.4946

NEW UAT SERVER
[Contact Us](#) [Sign out](#)

Home
Verification Body Profile
User Profile
Validate Applications
Verify Annual Fuel Pathway Reports
Verify LRT Reports
Correspondence

Welcome: VB User1 for Verification Body VB ADMIN

LCFS Pathway Application

Fuel Producer: AFP Organization	Facility Name: AFP Facility1	
Company ID: C1133	Facility ID: F00364	

Tier 2 Pathway Application # B0195

This application contains joint applicants
 This application contains multiple pathways
 This is a provisional application.
(If application contains multiple pathways, each pathway will be provisional)

Joint Applicant Company ID	Joint Applicant Company Name	Joint Applicant Facility ID	Joint Applicant Facility Name	Joint Applicant Role
4200	1 (ARB Test)	12345	CN	Brief description.

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)
B019501	Ethanol	Corn	Corn to ethanol pathway.	22.00
B019502	Ethanol	Sugar Beets	Sugar beets to ethanol pathway.	21.00

grdDocuments

Pathway Documents [+ Add File](#)

Date	Document Type	Document Name	Description	Date	Download	Delete
12/28/2021 10:09	Attestation Letter	Attestation Document.pdf		12/28/2021	↓	
12/28/2021 10:07	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-etch-calculator-corrected.xlsm		12/28/2021	↓	

CARB Comments:

Back
Return to Applicant
Return to CARB

Figure 11. LCFS Pathway Application details and CARB Comments

Home Verification Body Profile User Profile **Validate Applications** Verify Annual Fuel Pathway Reports Correspondence

Welcome: VB User1 for Verification Body VB ADMIN

Validate Applications

Facility: AFP Facility1 **Validate Applications**

Review in Progress List

Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Ready for Verification			Verify
Joint Applicant Company ID	Joint Applicant Company Name		Joint Applicant Facility ID	Joint Applicant Facility Name		Joint Applicant Role					
4200	1 (ARB Test)		12345	CN		Brief description.					
Pathway No.	Fuel Type	FeedStock	Applied Pathway Description				Applied CI (gCO2e/MJ)	Certified FPC			
B019501	Ethanol	Corn	Corn to ethanol pathway.				Direct Emission : 20 Land Use or Other Indirect Effect : 2 Total CI Value : 22				
B019502	Ethanol	Sugar Beets	Sugar beets to ethanol pathway.				Direct Emission : 19 Land Use or Other Indirect Effect : 2 Total CI Value : 21				
Document Type		Document Name		Description	Date	Download					
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)		tier 1-sugarcane-ethoh-calculator-corrected.xlsm			12/28/2021 10:07:44 AM						
Attestation Letter		Attestation Document.pdf			12/28/2021 10:09:06 AM						

Figure 12. Downloading pathway files

J. Returning Application to Fuel Reporting Entity for Revisions

1. To return an application to the applicant, go to the “Verify Applications” tab and select the application of interest using the dropdown menu and table filters. See Figures 9 and 10.
2. Select “Verify” to the right of the application to open the LCFS Pathway Application screen. See Figure 10.
3. To attach additional files for the applicant to receive, select “+Add File” and a pop-up window will appear to include other documents. See Figure 13.
4. When ready, select “Return to Applicant” at the bottom of the screen (Figure 13). *The “Return to Applicant” and “Return to CARB” buttons will disappear until the*

applicant resubmits their application, and the application status changes back to “Ready for Verification.”

Home Verification Body Profile User Profile **Validate Applications** Verify Annual Fuel Pathway Reports Correspondence

Welcome: VB User1 for Verification Body VB ADMIN

LCFS Pathway Application

Fuel Producer: AFP Organization Facility Name: AFP Facility1
 Company ID: C1133 Facility ID: F00364

Tier 2 Pathway Application # B0195

This application contains joint applicants
 This application contains multiple pathways
 This is a provisional application.
 (If application contains multiple pathways, each pathway will be provisional)

Joint Applicant Company ID	Joint Applicant Company Name	Joint Applicant Facility ID	Joint Applicant Facility Name	Joint Applicant Role
4200	1 (ARB Test)	12345	CN	Brief description.

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)
B019501	Ethanol	Corn	Corn to ethanol pathway.	22.00
B019502	Ethanol	Sugar Beets	Sugar beets to ethanol pathway.	21.00

grdDocuments

Pathway Documents + Add File

	Document Type	Document Name	Description	Date	Download	Delete
12/28/2021 10:09	Attestation Letter	Attestation Document.pdf		12/28/2021		
12/28/2021 10:07	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-etoH-calculator-corrected.xlsm		12/28/2021		

CARB Comments:

Back **Return to Applicant** **Return to CARB**

Figure 13. Returning application for revisions

- After selecting “Return to Applicant,” a pop-up window will appear requiring comments. See Figure 14. Include a brief explanation, such as “Nonconformance found - see issues log.” Then select “Submit.”

Return Application to Applicant

Comments: Revisions requested. Nonconformance found. See issues log.

58 (Max:10000)

* REQUIRED

Cancel Submit

Figure 14. Returning application with comments

6. A pop-up window will appear confirming the application was returned to the applicant for revisions. Select "OK." See Figure 15.

Pathway Application Submission Status

Application returned to Applicant

Ok

Figure 15. Pop-up window confirmation

7. The system will return to the "Validate Applications" screen, and the application status will change from "Ready for Verification" to "Revisions Requested." See Figure 16.

Validate Applications

Facility:

Validate Applications

Review in Progress List


Fuel Production Company	Company ID	Facility Name	Facility ID	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
AFP Organization	C1133	AFP Facility1	F00364	B0195	Tier 2	1	2	Revisions Requested			Verify

Figure 16. Application status change to revisions requested

- After returning the application to the fuel reporting entity, the latest copy can still be viewed and downloaded. *The system will remove the ability to submit a validation statement until the applicant corrects and resubmits the application. The application status will then change to “Resubmitted for Verification.”*
- The system will notify the VB by email when the applicant resubmits their application, and validation in the on-line tool may proceed.

K. Submitting Validation Statements for Fuel Pathway Applications

- To submit a validation statement to CARB, go to the “Validate Applications” tab and select the application of interest by using the dropdown menu and table filters.
- Select “Verify” to the right of the application to open the LCFS Pathway Application screen. See Figure 10.
- First, upload the validation statement by selecting “+Add File.” See Figure 13. Select “Verification Statement” as the document type (Figure 17). The verification team leader and independent reviewer must both sign the validation (verification) statement, which is provided on the CARB LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.

Upload Document

File Name:*

File or Document Type:* Select...

Select...

Verification Statement *

VB Supporting Document

Remarks:

(Max:500)

* REQUIRED

Document Type	File Name	Description	Download	Delete
Attestation Letter	AFP Attestation Letter.pdf		↓	
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xlsm		↓	
Supporting Document	Supporting Document.pdf		↓	

Figure 17. Adding files to application

4. After attaching the validation statement, select “Return to CARB” at the bottom of the LCFS Pathway Application screen. See Figure 13.
5. A pop-up form will appear. Choose the validation outcome (Figure 18).

Submit Verification Statement

Verification Outcome:* Positive

Comments:(required for Qualified Positive and Adverse statements)

Not applicable.

15 (Max:10000)

Pursuant to section 95501(c)(3)(D), the VB must provide the validation or verification statement to the entity required to contract for verification services and the Executive Officer, attesting whether the verification body has found the submitted application or report to be free of material misstatement, and whether the application or report is in conformance with the requirements of the regulation. For every qualified positive validation or verification statement, the verification body must explain the nonconformances contained within the application or report, and must cite the LCFS regulation sections(s) that corresponds to the nonconformance and why the nonconformances do not result in material misstatement. For every adverse validation statement, the VB must explain all nonconformances or material misstatements leading to the adverse validation statement and must cite the LCFS regulation section(s) that correspond to the nonconformance and material misstatement.

* REQUIRED

Cancel Submit

Figure 18. Submitting validation statement to CARB

6. Leave a brief explanation of the validation outcome in the comments box. Specific explanations for Qualified Positive and Adverse validation statements are required, pursuant to section 95501(c)(3)(D) of the LCFS Regulation. “Not applicable” may be entered in the comment box for a Positive validation statement. Check the box to confirm you have read and agree to its terms. Then select “Submit.” See Figure 18.
7. A pop-up window will confirm the system sent the validation statement to CARB. See Figure 19.

Pathway Application Submission Status

Application returned to ARB

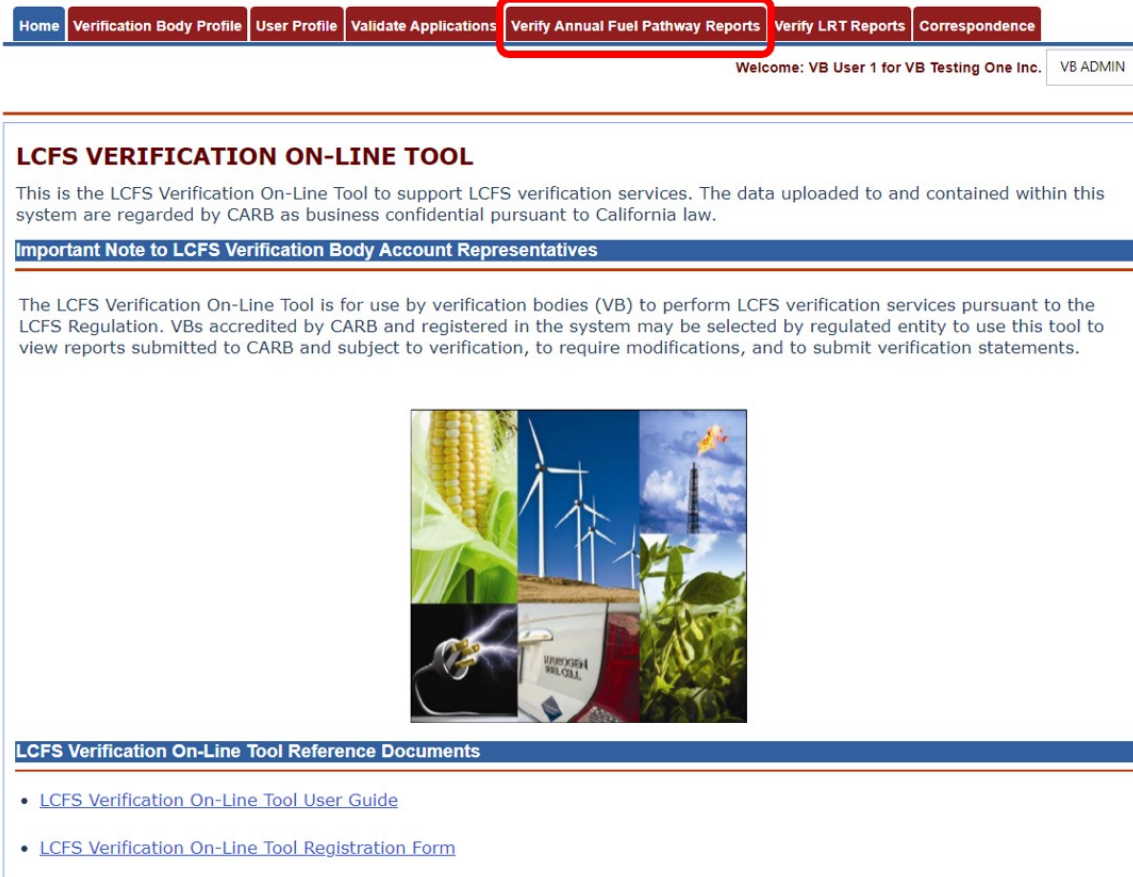
Ok

Figure 19. Pop-up window to confirm Validation Statement submission

8. The pathway application will automatically move from the “Review in Progress List” to the “Review Completed List” on the “Validate Applications” screen.

L. Reviewing and Downloading Annual Fuel Pathway Reports

1. Verification of annual fuel pathway reports may begin after (1) the fuel reporting entity has selected an accredited verification body in AFP, and (2) CARB has notified the VB by email that it meets the Notice of Verification Services and Conflict of Interest Assessment requirements pursuant to sections 95501(a) and 95503(e). The Conflict of Interest Assessment, Notice of Verification Services, and Verification Statement forms are available on the LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.
2. Once the fuel reporting entity has selected the VB and routed the report through AFP, the report will be visible when selecting the “Verify Annual Fuel Pathway Report” tab. VBs are notified by email when they are selected by a fuel reporting entity.
3. First, select the “Verify Annual Fuel Pathway Reports” tab. See Figure 20.



The screenshot displays the user interface of the LCFS Verification On-Line Tool. At the top, a navigation menu contains several tabs: Home, Verification Body Profile, User Profile, Validate Applications, Verify Annual Fuel Pathway Reports (highlighted with a red box), Verify LRT Reports, and Correspondence. Below the menu, a welcome message reads "Welcome: VB User 1 for VB Testing One Inc." next to a "VB ADMIN" button. The main content area is titled "LCFS VERIFICATION ON-LINE TOOL" and includes a brief description of the tool's purpose. A blue header section contains the text "Important Note to LCFS Verification Body Account Representatives". Below this, a paragraph explains that the tool is for use by verification bodies (VB) to perform LCFS verification services. A collage of images is displayed, featuring corn, wind turbines, a power plant, and a fuel pump. At the bottom, a blue header section titled "LCFS Verification On-Line Tool Reference Documents" lists two links: "LCFS Verification On-Line Tool User Guide" and "LCFS Verification On-Line Tool Registration Form".

Figure 20. Verify Annual Fuel Pathway Reports tab

- This tab opens the Annual Fuel Pathway Report page. Use the table filters to search for annual fuel pathway reports. You may filter results by entering text in the column boxes and pressing “Enter” on the keyboard. A filter icon (▼) allows for options like “Starts With” or “Does Not Contain.” Partial text searches will also retrieve results (e.g., “qual” in the “Verification Outcome” box will retrieve all verifications with a qualified positive outcome). See Figure 21.

Welcome: VB User1 for Verification Body VB ADMIN

Annual Fuel Pathway Report

INSTRUCTIONS

Prior to “submission to CARB” you must select the add file button and upload the Verification Statement. Once that is complete you may submit to CARB.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of March 31st deadline.
- Submit – Report has been successfully submitted to CARB.
- Ready for verification – For Tier 1 and Tier 2 fuel pathways, report is routed to previously selected Verification Body.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report
- Revisions Requested - Verifier requested revisions to the Annual Fuel Pathway Report. The report is now with the AFP entity for revisions.
- Resubmitted for Verification – The AFP entity has resubmitted the corrected report to CARB. The report is now returned to the selected Verification Body to continue verification.
- Verification Completed – Verification statement submitted prior to August 31st deadline.
- Not Submitted – Report has been created but was not submitted by the April 1st deadline.
- No Verification Statement – Report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification User Guide](#).

Review in Progress List

	Year	App No.	Producer & Facility	Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2020	A0137	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Resubmitted for Verification	12/15/21	AFP User2	Goto Report Details	View	
>	2020	80019	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 2	Verification Body		Revisions Requested	12/13/21	VB User4	Goto Report Details	View	



Figure 21. Annual Fuel Pathway Report page

Terminology related to “Verify Fuel Pathway Reports” Tab — Figure 21:

“Fuel production facility” is defined in section 95481 of the LCFS Regulation.

“Applications” include Tier 1 or Tier 2 calculators and supplemental documents as required. An application is associated with a fuel production facility and may include more than one fuel pathway.




“Fuel pathway applicant” is defined in section 95481 of the LCFS Regulation. A fuel pathway applicant (company) submits a separate application associated with each fuel production facility.

5. The table “Review in Progress List” shows annual reports that are ready for verification or in progress. When applicable, reports verified in the past for this fuel production facility will display under the “Review Completed List.”
6. **To view report details.** *Before allowing you to see report details, the system will make you confirm that you are the contracted VB.* On the “Verify Annual Fuel Pathway Reports” page, select “Go to Report Details” as shown in Figure 21. This opens the Annual Fuel Pathway Report screen (Figure 22). The report details may also be viewed by selecting the down arrow next to the report on the “Verify Annual Fuel Pathway Reports” page (Figure 23).
7. **To download report documents as zipped file.** On the “Verify Annual Fuel Pathway Reports” page, select the download icon () to create a zipped folder (Figure 21). The system names the zipped file after the application number and reporting year. In Figure 21, the first application number is “A0137” for reporting year “2020.” Extract zipped files to access report documents.
8. **To download files individually.** On the “Verify Annual Fuel Pathway Reports” page, select “Go to Report Details” to open the Annual Fuel Pathway Report screen. Select the download icon () to retrieve individual documents as shown in Figure 22. Individual files may also be downloaded by selecting the down arrow next to a report on the “Verify Annual Fuel Pathway Reports” page. See Figure 23.
9. **To view client comments.** On the “Verify Fuel Pathway Reports” page, select “Go to Report Details” to display the Annual Fuel Pathway Report screen. See Figure 21. At the bottom of the page there is a comment box labeled “Comments” from the fuel reporting entity (Figure 22).
10. **To verify the Operational CI.** The checkbox for each fuel pathway code under “Current CI” must be marked to submit a final verification statement. This indicates the verifier ensured the most recently reported CIs match the CI calculators that the verifier reviewed.

Annual Fuel Pathway Report

Fuel Producer: Random FPC Inc Company ID: C1183
 Facility Name: Random FPC Inco Production Center Facility ID: F00479
 Pathway Application Number: B0198 Year: 2022
 Status: Resubmitted for Verification Verification Body Name: VB Testing Two Inc.

Annual Fuel Pathway Report Documents [+ Add File](#)

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
Random FPC Inco Production Center (F00479)	B0198	2022	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	Test_MT.xlsx		02/27/2023		
Random FPC Inco Production Center (F00479)	B0198	2022	Verification Statement	statement.pdf		04/18/2023		

Page size: 5 2 items in 1 pages

Annual Fuel Pathway Report Operational CI

Year	Fuel Pathway	Operational CI	Date	Current CI
2022	CNG026801980200		101.00 04/17/2023	<input type="checkbox"/>
2022	CNG026801980100		100.00 04/17/2023	<input type="checkbox"/>
2022	CNG026801980400		99.00 02/27/2023	<input type="checkbox"/>
2022	CNG026801980300		98.00 02/27/2023	<input type="checkbox"/>
2022	CNG026801980200		97.00 02/27/2023	<input type="checkbox"/>
2022	CNG026801980100		96.00 02/27/2023	<input type="checkbox"/>
2022	CNG026801980500		95.00 02/27/2023	<input type="checkbox"/>

Page size: 20 7 items in 1 pages

Resubmitting 2022 AFPR with updated OpCIs.

Comments:

[Back](#) [Request Revisions](#) [Submit to CARB](#)

Figure 22. Annual fuel pathway report details

Review in Progress List








Year	App No.	Producer & Facility	Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip																																																				
2020	A0209	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Verification In-progress	12/31/21	VB User1	Goto Report Details	View																																																					
<table border="1"> <thead> <tr> <th>Facility Name</th> <th>Application Number</th> <th>Year</th> <th>Document Type</th> <th>Document Name</th> <th>Description</th> <th>Date</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>AFP Facility1 (F00364)</td> <td>A0209</td> <td>2020</td> <td>Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)</td> <td>tier 1-sugarcane-ethoh-calculator-corrected.xlsm</td> <td></td> <td>12/31/2021</td> <td></td> </tr> <tr> <td>AFP Facility1 (F00364)</td> <td>A0209</td> <td>2020</td> <td>Supporting Document</td> <td>supporting document.pdf</td> <td></td> <td>12/31/2021</td> <td></td> </tr> <tr> <th>Year</th> <th>Fuel Pathway</th> <th colspan="4">Operational CI</th> <th>Date</th> </tr> <tr> <td>2020</td> <td>ETH009XXXXX0100</td> <td colspan="4"></td> <td>59.00 12/31/2021</td> </tr> <tr> <td>2020</td> <td>ETH009XXXXX0200</td> <td colspan="4"></td> <td>40.00 12/31/2021</td> </tr> <tr> <td>2020</td> <td>ETH009XXXXX0300</td> <td colspan="4"></td> <td>45.00 12/31/2021</td> </tr> </tbody> </table>												Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	AFP Facility1 (F00364)	A0209	2020	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-ethoh-calculator-corrected.xlsm		12/31/2021		AFP Facility1 (F00364)	A0209	2020	Supporting Document	supporting document.pdf		12/31/2021		Year	Fuel Pathway	Operational CI				Date	2020	ETH009XXXXX0100					59.00 12/31/2021	2020	ETH009XXXXX0200					40.00 12/31/2021	2020	ETH009XXXXX0300					45.00 12/31/2021
Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download																																																								
AFP Facility1 (F00364)	A0209	2020	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier 1-sugarcane-ethoh-calculator-corrected.xlsm		12/31/2021																																																									
AFP Facility1 (F00364)	A0209	2020	Supporting Document	supporting document.pdf		12/31/2021																																																									
Year	Fuel Pathway	Operational CI				Date																																																									
2020	ETH009XXXXX0100					59.00 12/31/2021																																																									
2020	ETH009XXXXX0200					40.00 12/31/2021																																																									
2020	ETH009XXXXX0300					45.00 12/31/2021																																																									

Figure 23. Downloading individual files from Review in Progress table

M. Returning Annual Fuel Pathway Report for Revisions

1. To return a report to the applicant for revisions, go to the “Verify Annual Fuel Pathway Reports” tab, select the report of interest, then select “Go to Report Details.” The Annual Fuel Pathway Report screen will display (Figure 24).
2. To include additional files with the report being returned to the applicant, select “+Add File” (Figure 24). A pop-up window will appear to upload documents.
3. At the bottom of the Annual Fuel Pathway Report screen, select “Request Revisions.” See Figure 24. *When a report is returned, the “Request Revisions” and “Submit to CARB” buttons will disappear until the applicant resubmits the report and its status changes to “Resubmitted for Verification.”*

Annual Fuel Pathway Report

Fuel Producer: Random FPC Inc Company ID: C1183
 Facility Name: Random FPC Inco Production Center Facility ID: F00479
 Pathway Application Number: B0198 Year: 2022
 Status: Resubmitted for Verification Verification Body Name: VB Testing Two Inc.

Annual Fuel Pathway Report Documents + Add File

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
Random FPC Inco Production Center (F00479)	B0198	2022	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	Test_MT.xlsx		02/27/2023		
Random FPC Inco Production Center (F00479)	B0198	2022	Verification Statement	statement.pdf		04/18/2023		

Page size: 5 2 items in 1 pages

Annual Fuel Pathway Report Operational CI

Year	Fuel Pathway	Operational CI	Date	Current CI
2022	CNG026B01980200	101.00	04/17/2023	<input type="checkbox"/>
2022	CNG026B01980100	100.00	04/17/2023	<input type="checkbox"/>
2022	CNG026B01980400	99.00	02/27/2023	<input type="checkbox"/>
2022	CNG026B01980300	98.00	02/27/2023	<input type="checkbox"/>
2022	CNG026B01980200	97.00	02/27/2023	<input type="checkbox"/>
2022	CNG026B01980100	96.00	02/27/2023	<input type="checkbox"/>
2022	CNG026B01980500	95.00	02/27/2023	<input type="checkbox"/>

Page size: 20 7 items in 1 pages

Comments:

Back Request Revisions Submit to CARB

Figure 24. Returning report for revisions

4. A pop-up window will appear requiring comments. Include a brief explanation, then select “Submit.”
5. A pop-up window will confirm the report was sent back to the applicant for revisions.
6. The system will return to the “Verify Annual Fuel Pathway Reports” screen, and the verification status will change from “Ready for Verification” to “Revisions Requested.” See Figure 25.

Annual Fuel Pathway Report

INSTRUCTIONS

Prior to "submission to CARB" you must select the add file button and upload the Verification Statement. Once that is complete you may submit to CARB.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of March 31st deadline.
- Submit – Report has been successfully submitted to CARB.
- Ready for verification – For Tier 1 and Tier 2 fuel pathways, report is routed to previously selected Verification Body.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report
- Revisions Requested - Verifier requested revisions to the Annual Fuel Pathway Report. The report is now with the AFP entity for revisions.
- Resubmitted for Verification – The AFP entity has resubmitted the corrected report to CARB. The report is now returned to the selected Verification Body to continue verification.
- Verification Completed – Verification statement submitted prior to August 31st deadline.
- Not Submitted – Report has been created but was not submitted by the April 1st deadline.
- No Verification Statement – Report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification User Guide](#).

Review in Progress List

	Year	App No.	Producer & Facility	Application Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
>	2020	A0209	Fuel Producer: AFP Organization (C1133) Facility Name: AFP Facility1 (F00364)	Tier 1	Verification Body		Revisions Requested	12/31/21	VB User1	Go to Report Details	View	

Figure 25. Report status change to revisions requested

7. After returning the report to the fuel reporting entity, the latest copy may still be viewed and downloaded. *The system will remove the ability to submit a verification statement until the applicant corrects and resubmits the report. The report status will then change to "Resubmitted for Verification."*

8. Account representatives will be notified by email when the applicant resubmits their report, and verification in the on-line tool may proceed.

N. Submitting Verification Statements for Annual Fuel Pathway Reports

1. To submit a verification statement to CARB, go to the "Verify Annual Fuel Pathway Reports" tab and select the report of interest. Then select "Go to Report Details." See Figure 21.
2. On the Annual Fuel Pathway Report screen, upload the verification statement by selecting "+Add File." See Figure 24. Choose "Verification Statement" as the document type. The verification team leader and independent reviewer must both

sign the verification statement, which is provided on the CARB LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.

3. Checkmark the “Current CI” box for each fuel pathway code to indicate the verifier ensured the calculator’s operational CI matches the latest reported operational CI in the Verification On-Line Tool. Unmarked checkboxes will cause the system to return an error message when attempting to submit a verification statement. See Figure 22 and 24.
4. At the bottom of the LCFS Pathway Application screen, select “Submit to CARB.” See Figure 24.
5. A pop-up form will appear. Choose the verification outcome (Figure 26).

Submit Verification Statement

Verification Outcome: * Positive

Comments: (required for Qualified Positive and Adverse statements)

(Max:2500)

Pursuant to section 95501(c)(3)(D), the VB must provide the validation or verification statement to the entity required to contract for verification services and the Executive Officer, attesting whether the verification body has found the submitted application or report to be free of material misstatement, and whether the application or report is in conformance with the requirements of the regulation. For every qualified positive validation or verification statement, the verification body must explain the nonconformances contained within the application or report, and must cite the LCFS regulation sections(s) that corresponds to the nonconformance and why the nonconformances do not result in material misstatement. For every adverse validation statement, the VB must explain all nonconformances or material misstatements leading to the adverse validation statement and must cite the LCFS regulation section(s) that correspond to the nonconformance and material misstatement.

* REQUIRED

Cancel Submit

Figure 26. Submitting verification statement to CARB

6. Leave a brief explanation of the verification outcome in the comments box. Specific explanations for Qualified Positive and Adverse verification statements are required, pursuant to section 95501(c)(3)(D) of the LCFS Regulation. “Not applicable” may be entered in the comment box for a Positive verification

statement. Check the box to confirm you have read and agree to its terms. Then select “Submit.”

7. A pop-up window will confirm the system has sent the verification statement to CARB. See Figure 27.

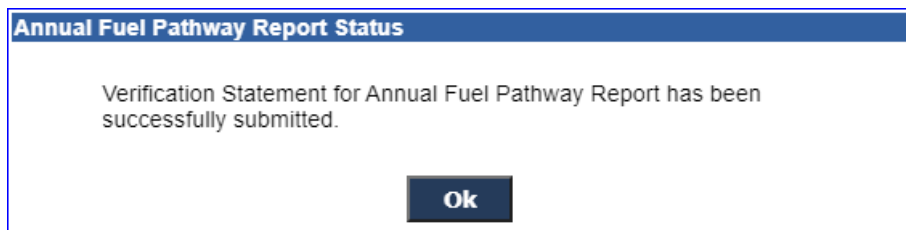


Figure 27. Pop-up window confirming submission of Verification Statement

8. After submitting the Verification Statement, the report will move to the “Review Completed List” on the Verify Annual Fuel Pathway Applications tab, and its status will change to “Verification Completed.”

O. Reviewing and Downloading LRT Reports

1. This feature allows verifiers to perform verification services for Quarterly Fuel Transactions Reports, Crude Oil Quarterly and Annual Volumes Reports, Low-Complexity/Low-Energy-Use Refinery Reports, and Project Reports.
2. Verification may begin after (1) the fuel reporting entity has selected an accredited verification body in the LCFS Reporting Tool (LRT), (2) the applicant submitted its report to CARB in LRT, and (3) CARB has notified the VB by email that it meets the requirements in section 95501(a) regarding the Conflict of Interest Assessment and Notice of Verification Services. The Conflict of Interest Assessment, Notice of Verification Services, and Verification Statement forms are available on the LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.
3. Once the fuel reporting entity selects the VB and routes its report through CARB in LRT, the report will be visible on the “Verify LRT Reports” tab (Figure 28). VBs are notified by email when they are selected by a fuel reporting entity.

LCFS VERIFICATION ON-LINE TOOL

This is the LCFS Verification On-Line Tool to support LCFS verification services. The data uploaded to and contained within this system are regarded by CARB as business confidential pursuant to California law.

Important Note to LCFS Verification Body Account Representatives

The LCFS Verification On-Line Tool is for use by verification bodies (VB) to perform LCFS verification services pursuant to the LCFS Regulation. VBs accredited by CARB and registered in the system may be selected by regulated entity to use this tool to view reports submitted to CARB and subject to verification, to require modifications, and to submit verification statements.



Figure 28. Verify LRT Reports tab

- To view the list of LRT reports ready for verification, select the “Verify LRT Reports” tab (Figure 28). There are two tables on this screen: “Review in Progress List” and “Review Completed List.” The “Review in Progress List” table shows reports that are ready for verification or are in progress. When applicable, reports verified in the past will display under the “Review Completed List.” Results may be filtered by entering text in the column boxes and pressing “Enter” on the keyboard. A filter icon (▼) allows for options like “Starts With” or “Does Not Contain.” Partial text searches will also retrieve results (e.g., “qual” in the “Verification Outcome” box will retrieve all verifications with a qualified positive outcome). See Figure 29.

Verify LRT Report

INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report.
- Revisions Requested - Verifier has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Resubmitted for Verification	03/29/22	LRT User 1	Go to Report Details	View	Download

Review Completed List

Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 29. Filter and search in the "Verify LRT Reports" tab

5. **To view LRT report details.** On the "Verify LRT Reports" page, select "Go to Report Details" as shown in Figure 30. The LRT Report screen will open with details such as report type, data year, status, and downloadable documents (Figure 31). Report details may also be viewed by selecting the down arrow next to a report on the "Verify LRT Reports" page. See Figure 32.

Verify LRT Report

INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:



- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report.
- Revisions Requested - Verifier has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	2023	Facility 1 (Test Org.)	Project Report (Annual)	VB Testing One Inc.		Ready for Verification	07/10/24		Goto Report Details	View	
>	2023	Facility 1 (Test Org.)	MCON Report	VB Testing One Inc.		Resubmitted for Verification	07/02/24		Goto Report Details	View	
>	2023	Facility 1 (Test Org.)	LC/LEU Report	VB Testing One Inc.		Verification In-progress	07/02/24		Goto Report Details	View	
>	2021	Facility 2	Quarterly Fuel Transactions Report	VB Testing One Inc.		Verification In-progress	02/21/24		Goto Report Details	View	

Figure 30. Viewing LRT report details

- To download documents as zipped file.** On the "Verify LRT Reports" page, select the download icon () to create a zipped folder for that report (Figure 30). The system uses the organization name and data year to name the zipped file. Extract the zipped files to access LRT documents such as quarterly fuel transactions reports, and other supporting documents.
- To view and download content individually.** On the "Verify LRT Reports" page, select "Go to Report Details" (Figure 30) to open the LRT Report screen. Select the download icon () to retrieve individual documents (Figure 31).

Individual files may be downloaded by selecting the down arrow to the left of a report on the “Verify LRT Report” page. See Figure 32.

8. **To view comments.** On the “Verify LRT Reports” page, select “Go to Report Details” to open the LRT Report screen. At the bottom of the page there is a comment box labeled “Comments” with the latest comment from the verifier or fuel reporting entity. See Figures 30 and 31.

CALIFORNIA AIR RESOURCES BOARD Version: V3.4919

NEW UAT SERVER [Contact Us](#) [Sign out](#)

Home Verification Body Profile User Profile Validate Applications Verify Annual Fuel Pathway Reports **Verify LRT Reports** Correspondence

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

LRT Report

Report Type: Quarterly Fuel Transactions Report Year: 2021
Status: Resubmitted for Verification Verification Body Name: VB Testing One Inc.

Report Documents

[+ Add File](#)

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		
Report Subject to Verification	LCFS QFTR 2021_js19JbbIKcK1.xlsx	corrected report	03/29/2022		

Page size: 5 4 items in 1 pages

Comments: Corrections made.

[Back](#) [Request Revisions](#) [Submit to CARB](#)

[LCFS RT Home](#) [Terms of Use](#) [Visit ARB LCFS Page](#) [Back to Top](#)

Figure 31. LRT Report details and comments

Verify LRT Report

INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report.
- Revisions Requested - Verifier has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
▼	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Resubmitted for Verification	03/29/22	LRT User 1	Goto Report Details	View	
		Document Type	Document Name		Description		Date	Download			
		Report Subject to Verification	LCFS QFTR 2021.xls				03/28/2022				
		Supplemental Document	Qrtly Report Details.xlsx				03/28/2022				
		VB Supporting Document	Issues Log.xlsx		See issues log for corrections.		03/29/2022				
		Report Subject to Verification	LCFS QFTR 2021_is19JbbKcK1.xlsx		corrected report		03/29/2022				

Figure 32. Downloading individual documents

P. Returning LRT Report to Fuel Reporting Entity for Revisions

1. To return an LRT report to the fuel reporting entity for revisions, go to the "Verify LRT Reports" tab and select the report of interest using the dropdown menu and table filters. See Figure 29.
2. Select "Go to Report Details" to the right of the report to open the LRT Report details screen. See Figure 30.
3. To include additional files with the report for the fuel reporting entity to receive, select "+Add File" and a pop-up window will appear to upload supporting documents. See Figure 33.

- At the bottom of the LRT Report screen, select “Request Revisions.” See Figure 33. *When a report is returned for revisions, the “Request Revisions” and “Submit to CARB” buttons disappear until the fuel reporting entity resubmits the report and the report status changes to “Resubmitted for Verification.”*

The screenshot shows the California Air Resources Board (ARB) LRT Report interface. At the top, the ARB logo and 'CALIFORNIA AIR RESOURCES BOARD' are visible, along with the version 'V3.4919' and 'NEW UAT SERVER' banner. A navigation menu includes 'Home', 'Verification Body Profile', 'User Profile', 'Validate Applications', 'Verify Annual Fuel Pathway Reports', 'Verify LRT Reports', and 'Correspondence'. The user is logged in as 'VB ADMIN'.

The main content area displays the 'LRT Report' details:

- Report Type: Quarterly Fuel Transactions Report
- Status: Resubmitted for Verification
- Year: 2021
- Verification Body Name: VB Testing One Inc.

Below the report details is the 'Report Documents' section, which includes a '+ Add File' button and a table of documents:

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		
Report Subject to Verification	LCFS QFTR 2021_is19JbbIKcK1.xlsx	corrected report	03/29/2022		

At the bottom of the report area, there is a 'Comments:' text area containing the text 'Corrections made.' and two buttons: 'Request Revisions' and 'Submit to CARB', both of which are highlighted with red boxes in the image.

Figure 33. Returning LRT report for revisions

- After selecting “Request Revisions,” a pop-up window will appear requiring comments. See Figure 34. Indicate revision requests with a brief explanation, such as “Error found. See issues log.” Then select “Submit.”

The screenshot shows a dialog box titled "Request revisions to LRT Report". It features a text area for comments with the text "Error found. See issues log." and a character count "29 (Max:10000)". A red asterisk and the word "REQUIRED" are positioned to the left of the text area. At the bottom, there are "Cancel" and "Submit" buttons.

Figure 34. Returning LRT report with comments

6. A pop-up window will appear, confirming the system has returned the report to the fuel reporting entity for revisions. Select "OK." See Figure 35.

The screenshot shows a pop-up window titled "LRT Report Status". The message inside reads "LRT Report returned to LRT entity for revisions." and there is an "Ok" button at the bottom center.

Figure 35. Pop-up window confirming revisions request

7. The system will return to the "Verify LRT Reports" screen, and the report status will change to "Revisions Requested." See Figure 36.

Verify LRT Report

INSTRUCTIONS

Click on "View" link to initiate verification of said report. You must acknowledge that you have been contracted to verify the report prior to viewing the report's details. Prior to submission to CARB you must upload the Verification Statement.

Report Status:

- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- Verification in Progress – Selected Verification Body has acknowledged and accepted the report. Prior to this step the Verification Body cannot view the report.
- Revisions Requested - Verifier has requested revisions to the report. The report is now with the LRT entity for revisions.
- Resubmitted for Verification – The LRT entity has resubmitted the corrected report to CARB. The report is now returned to the selected VB to continue verification.
- Verification Completed – Verification statement submitted prior to the August 31st deadline.
- Not Submitted – The report was not created by the LRT entity or not submitted to the elected VB by August 31st deadline.
- No Verification Statement – The report was in verification, but no verification statement was submitted by the August 31st deadline.

For further instruction, see the [Verification On-Line Tool User Guide](#)

Review in Progress List

	Year	Organization Name	Report Type	Verification Body Name	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
>	2021	Random Testing One Inc (9999999-90)	Quarterly Fuel Transactions Report	VB Testing One Inc.		Revisions Requested	04/13/22	VB User 1	Goto Report Details	View	Download

Figure 36. LRT report status change to revisions requested

8. After returning the report for revisions, the latest copy can still be viewed and downloaded. *The system will remove the ability to submit a verification statement until the fuel reporting entity corrects and resubmits the report. The report status will then change to "Resubmitted for Verification."*
9. The system will notify the VB by email when the fuel reporting entity resubmits the report to the VB through LRT, indicating the revised report is ready for verification.

Q. Submitting Verification Statements for LRT Reports

1. To submit a verification statement for LRT reports such as quarterly fuel transactions reports, go to the "Verify LRT Reports" tab and find the report of interest by using the table filters.

2. Select “Go to Report Details” to the right of the report to view the LRT Report screen. See Figures 30 and 31.
3. First, upload the verification statement by selecting “+Add File.” See Figure 33. Select “Verification Statement” as the document type (Figure 37). The verification team leader and independent reviewer must both sign the verification statement, which is provided on the CARB LCFS verification webpage: <https://ww2.arb.ca.gov/lcfs-verification>.

Upload Document

File Name:* No file chosen

File or Document Type:*

- Select...
- Verification Statement
- VB Supporting Document

Remarks:
(Max:500)

* REQUIRED

Document Type	Document Name	Description	Date	Download	Delete
Report Subject to Verification	LCFS QFTR 2021.xls		03/28/2022		
Supplemental Document	Qrtly Report Details.xlsx		03/28/2022		
VB Supporting Document	Issues Log.xlsx	See issues log for corrections.	03/29/2022		

Figure 37. Adding files to the LRT Report screen

4. Upload the verification statement document. Then, at the bottom of the LRT Report screen, select “Submit to CARB.” See Figure 33.
5. A pop-up form will appear. Choose the verification outcome (Figure 38).

Submit Verification Statement

Verification Outcome:* Positive

Comments:(required for Qualified Positive and Adverse statements)

(Max:2500)

Pursuant to section 95501(c)(3)(D), the VB must provide the validation or verification statement to the entity required to contract for verification services and the Executive Officer, attesting whether the verification body has found the submitted application or report to be free of material misstatement, and whether the application or report is in conformance with the requirements of the regulation. For every qualified positive validation or verification statement, the verification body must explain the nonconformances contained within the application or report, and must cite the LCFS regulation sections(s) that corresponds to the nonconformance and why the nonconformances do not result in material misstatement. For every adverse validation statement, the VB must explain all nonconformances or material misstatements leading to the adverse validation statement and must cite the LCFS regulation section(s) that correspond to the nonconformance and material misstatement.

* REQUIRED

Cancel Submit

Figure 38. Submitting verification statement to CARB

6. Leave a brief explanation of the verification outcome in the comments box. Specific explanations for Qualified Positive and Adverse validation statements are required, pursuant to section 95501(c)(3)(D) of the LCFS Regulation. “Not applicable” may be entered in the comment box for a Positive validation statement. Check the box to confirm you have read and agree to its terms, then select “Submit.”
7. A pop-up window will confirm the system has sent the validation statement to CARB.
8. On the “Verify LRT Reports” screen, the report will automatically move from the “Review in Progress List” to the “Review Completed List.”

R. Correspondence Between VB and CARB

1. The correspondence function enables secure direct communications between VBs and CARB within the Verification On-Line Tool. VBs may securely send and receive sensitive business documents and messages and keep an organized record of verification service communications. To use the VB correspondence

function, select the “Correspondence” tab. A window will appear showing the correspondence history between the VB and CARB (Figure 39).

Version: V3.4919

CALIFORNIA AIR RESOURCES BOARD

NEW UAT SERVER

Contact Us Sign out

Home Verification Body Profile User Profile Validate Applications Verify Annual Fuel Pathway Reports Verify LRT Reports **Correspondence**

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

Verification Body Correspondence

Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post
> C442-1	ARB Correspondence	08/30/2021 12:56:42 PM	Positive Verification Statement for Quarterly Fuel Transactions Report;				Review/Respond	
> C348-1	ARB Correspondence	08/18/2021 01:18:34 PM	Notice of Potential for Adverse Verification Statement for Quarterly Fuel Transactions Report;				Review/Respond	

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Figure 39. VB correspondence tab

- To start a new correspondence, select the “New Post” button at the bottom of the page. A pop-up window will appear to enter information and upload attachments. See Figure 40. To attach multiple files in a single correspondence, zip the files together and submit a single zip file attachment.

Verification Body: VB 1

Correspondence #:

Subject/Topic *:
Submission of documents
23 (Max:1000)

Comments: *
See attachments.
17 (Max:10000)

Filename: Browse...

Note: Multiple files may be zipped together and uploaded as a single file.

Save Submit Cancel

* REQUIRED

Figure 40. Correspondence pop-up window

3. Select "Submit" to send the correspondence to CARB, or select "Save" to edit and send out later. "Cancel" will erase the post.
4. Once submitted, a pop-up window will confirm the correspondence was sent to CARB. See Figure 41.



Figure 41. Pop-up window to confirm correspondence submission

5. To view previous correspondence details, select the left arrow to expand a particular post (Figure 42). Select the download icon (📄) in the "Download" column to retrieve attachments. Review, update, or respond to a correspondence post by selecting "Review/Respond" under the "Remarks" column. The "Post" column in some cases has a "Recall" link which allows you to retract a correspondence post when applicable. The most recent message sent to CARB may be recalled. CARB may also recall messages, in which case, an automated recall email will notify the VB.

- The correspondence numbers indicated by the "Corr. #" column do not always follow a consecutive or ascending pattern, but they are not affecting the correspondence function in any way.

Home Verification Body Profile User Profile Validate Applications Verify Annual Fuel Pathway Reports Verify LRT Reports Correspondence

Welcome: VB User 1 for VB Testing One Inc. VB ADMIN

Verification Body Correspondence

Corr. #	Status	Date	Subject/Topic	Filename	Submitted By	Download	Remarks	Post
▼ C740	VB Correspondence	04/20/2022 10:49:17 AM	Qualified Positive Verification Statement		VB User 1		Review/Respond	Recall
No child records to display.								
> C442-1	ARB Correspondence	08/30/2021 12:56:42 PM	Positive Verification Statement for Quarterly Fuel Transactions Report;				Review/Respond	
> C348-1	ARB Correspondence	08/18/2021 01:18:34 PM	Notice of Potential for Adverse Verification Statement for Quarterly Fuel Transactions Report;				Review/Respond	

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Figure 42. Reviewing and responding to correspondence post

S. Contacting CARB

If you have questions regarding the above information, please contact us at lcsverify@arb.ca.gov.