



Low Carbon Fuel Standard Reporting Tool (LRT) Verification User Guide

LRT Version v3.4919

Document Released:
May 2022

INTRODUCTION

The California Air Resources Board's (CARB) Low Carbon Fuel Standard 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 in your comments and suggestions to the email box LRTAdmin@arb.ca.gov, particularly if information in this guidance appears incorrect, misleading, or incomplete.

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A. Version History

LRT Version #	Release Date	Download User Guide
v3.4919	5/20/22	Current Version – Resubmission Procedure Updated
v3.4919	4/6/22	Original Version

B. What's New in v3.4919

- New function tab to facilitate verification of reports submitted to the LRT subject to verification has been added. Annual verification of the previous year's transactions subject to verification will now send the summary of transactions subject to verification to the elected verification body (VB) through this tab, and not through correspondence.
- Other reports subject to verification including the annual Marketable Crude Oil Name (MCON) volume report and quarterly or annual Project Reports will continue to submit the election of VB through correspondence.
- For general LRT account and reporting questions, please see the [LRT User Guide](#).

C. Acronyms

AFP	Alternative Fuel Portal
CARB	California Air Resources Board
CBTS	Credit Band and Transfer System
FRE	Fuel Reporting Entity
LCFS	Low Carbon Fuel Standard
LC/LEU	Low-Complexity / Low-Energy-Use Refinery Report
LRT	LCFS Reporting Tool
MCON	Marketable Crude Oil Name Volume Report
QFTR	Quarterly Fuel Transaction Report
RP	Reporting Party
TFB	Transportation Fuel Branch
VB	Verification Body

D. Submitting QFTR Annual Summary to Verification

The following instruction is supplemental guidance for [annual reporting and verification](#).

1. Go to the LRT-CBTS & AFP login page.



CA.GOV CALIFORNIA AIR RESOURCES BOARD

For Reporting Use Only Contact ARB

LOW CARBON FUEL STANDARD
(Reducing the Carbon Intensity of California Transportation Fuels)

LRT-CBTS & AFP Login

Username:

Password:

Login

Reset Password

19RJS

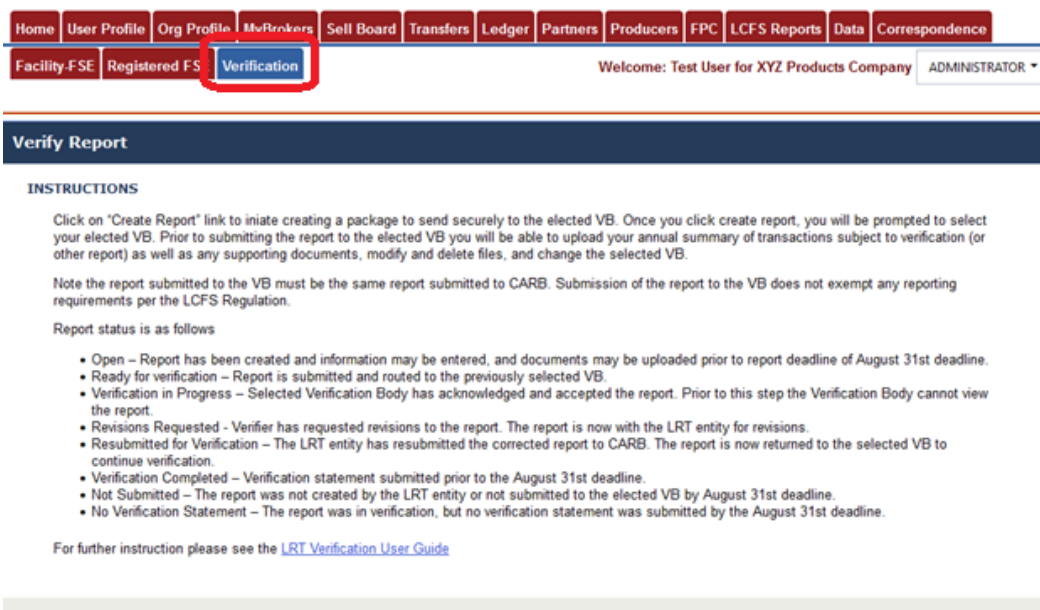
Generate New Code

Audio Code

Enter Code:

Low Carbon Fuel Standard Reporting Tool and Credit Bank & Transfer System (LRT-CBTS)

2. Navigate to the “Verification” tab at the top.



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

Facility FSE Registered FS **Verification**

Welcome: Test User for XYZ Products Company ADMINISTRATOR ▾

Verify Report

INSTRUCTIONS

Click on "Create Report" link to initiate creating a package to send securely to the elected VB. Once you click create report, you will be prompted to select your elected VB. Prior to submitting the report to the elected VB you will be able to upload your annual summary of transactions subject to verification (or other report) as well as any supporting documents, modify and delete files, and change the selected VB.

Note the report submitted to the VB must be the same report submitted to CARB. Submission of the report to the VB does not exempt any reporting requirements per the LCFS Regulation.

Report status is as follows

- 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 please see the [LRT Verification User Guide](#)

3. Select “Create Report” to begin the annual transaction summary report process. If you do not see the “Create Report” link, you are not eligible for verification of annual transactions. For any questions about transactions subject to verification, please email LCFSVerify@arb.ca.gov.

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete

There are no records to display

Create Report

4. A prompt window “Add Report Subject to Verification” will appear.
 - a. Select the “Quarterly Fuel Transactions Report” in the “Report Type” drop-down menu.

Note: Future version releases may include different reports subject to verification in the drop down menu including MCON, LC/LEU and annual Project Report.

Verify Report

INSTRUCTIONS

Click on “Create Report” link to initiate creating a package to send securely to the elected VB. Once you click create report, you will be prompted to select your elected VB (or other report) and

Note the report requirements p

Report status

- Open –
- Ready for
- Verification
- Revision
- Resubm
- 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 please see the [LRT Verification User Guide](#)

Create Report

Add Report Subject to Verification

Year: 2021

Report Type: Select...

Verification Body Name: Quarterly Fuel Transactions Report

* REQUIRED

Cancel Begin Report

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete

There are no records to display

- b. Select the contracted VB from the “Verification Body Name” drop-down menu.

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

Facility FSE Registered FSE Verification Welcome: Test User for XYZ Products Company ADMINISTRATOR ▾

Verify Report

INSTRUCTIONS

Click on "Create Report" link to initiate creating a package to send securely to the elected VB. Once you click create report, you will be prompted to select your elected V (or other report) and

Note the report requirements p

Report status

- Open
- Ready
- Verification
- Revision
- Resubmit
- Verification

• Open

• Ready

• Verification

• Revision

• Resubmit

• Verification

• 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 please see the [LRT Verification User Guide](#)

Add Report Subject to Verification

Year: 2021

Report Type: Select...

Verification Body Name: Select... * REQUIRED

Cancel Begin Report

- c. After selecting the report type and VB name, click on “Begin Report” to add the annual transaction summary report to the Verify Report homepage.

5. The Verify Report homepage: the following are required prior to submission of the transactions summary report package.
 - a. Review required document(s) – The annual summary of transactions subject to verification called “LCFS QFTR 202X.xls” is created by the system and will be added to this Verify Report homepage automatically when the report process begins. Download and review the system-generated annual transaction summary report.
 - b. Upload supplemental document(s) if necessary. Select “+Add File” to upload additional supporting document(s) to verification.
 - c. Attest to the report’s accuracy by selecting the check box by the attestation statement. The entity may also enter any comments for the VB in the Comments box.

Note I: The entity may also download the annual summary report with transactions subject to verification from the LRT-CBTS’s “Data” tab.


Note II: If the report is returned for revisions, the entity will need to make the correction and resubmit the revised report package **AFTER THE CORRECTION IS ACCEPTED BY CARB**. Note all correctable errors must be corrected prior to the completion of the verification services due August 31st. Refer to next section for resubmitting the revised summary report.

Facility FSE Registered FSE Verification Welcome: Test User for XYZ Products Company ADMINISTRATOR

Verify Report

Report Type: Quarterly Fuel Transactions Report Year: 2021
Status: Open Verification Body Name: VB, Inc.

Report Documents

Organization Name	Year	Document Type	Document Name	Description	Date	Download	Delete
XYZ Products Company	2021	Report Subject to Verification	LCFS QFTR 2021.xls		03/15/2022		

Page size: 5 1 items in 1 pages

Comments:
 (Max: 10000)

☐ I attest that I have reviewed the transactions report filtered for verification and it is true, accurate and complete. I attest that the selected verification body is contracted to verify this report.

[Back To Reports Home](#) [Submit](#)

6. (Optional) To upload supplemental document(s) – after selecting the “+Add File” link, the “Upload Document” window will appear. Select the “Supplemental Document” option from the “File or Document Type” drop-down menu. Then click “Browse” and add any additional supporting file/document to the submission package. All uploaded document(s) will show up at the table in the upload screen.

The screenshot shows a web application interface for verifying reports. The top navigation bar includes links like Home, User Profile, Org Profile, MyBrokers, Sell Board, Transfers, Ledger, Partners, Producers, FPC, LCFS Reports, Data, and Correspondence. The main header shows the user is logged in as 'Test User for XYZ Products Company' with an 'ADMINISTRATOR' role. The 'Verify Report' section is active, displaying 'Report Type: Quarterly Fuel Transactions Report' and 'Status: Open'. A modal window titled 'Upload Document' is open, allowing the user to upload a file. The modal includes fields for 'File Name' (with a 'Browse...' button), 'File or Document Type' (a dropdown menu currently showing 'Supplemental Document'), and a 'Remarks' text area (with a '(Max:500)' limit). Below the modal, there is a table listing uploaded documents. The table has columns: Organization Name, Year, Document Type, Document Name, Description, Date, Download, and Delete. One document is listed: 'XYZ Products Company' for the year '2021', with 'Document Type' 'LCFS QFTR 2021.xls', 'Date' '03/02/2022', and a download icon. The modal also has 'Close' and 'Upload Document' buttons. At the bottom of the page, there is a checkbox for attestation and a 'Submit' button.

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

Facility FSE Registered FSE Verification Welcome: Test User for XYZ Products Company ADMINISTRATOR

Verify Report

Report Type: Quarterly Fuel Transactions Report Year: 2021

Status: Open delante Consulting, Inc.

Verification Report

Organization Name XYZ Products Company

Organization Name Year Document Type Document Name Description Date Download Delete

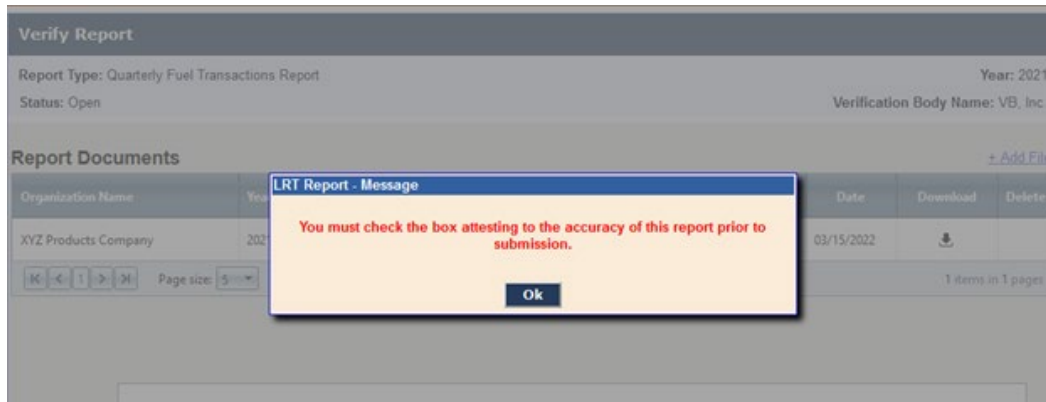
XYZ Products Company 2021 LCFS QFTR 2021.xls 03/02/2022

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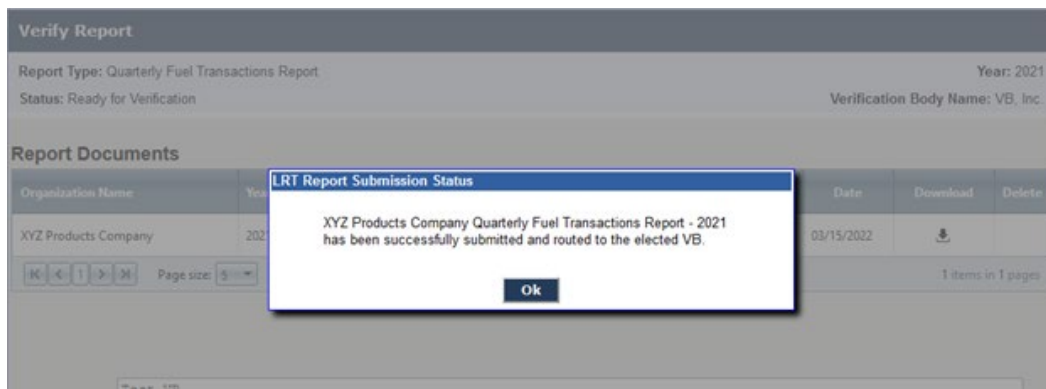
I attest that I have reviewed the transactions report filtered for verification and it is true, accurate and complete. I attest that the selected verification body is contracted to verify this report.

Back To Reports Home Submit

7. Click “Submit” on the Verify Report homepage to completing the verification report submission and routing to the elected VB.
 - a. An error message will appear if the entity tries to submit WITHOUT ATTESTING to the report’s accuracy.



- b. A message confirming successful report submission and routing to the elected VB.



8. The Verify Report homepage will display status of the verification report submission.
 - a. Successful submission will show a “Ready for Verification” status for the report subject to verification.
 - b. The submission status will change depending on the verification progress made by the elected VB. Refer to the Instructions at the homepage for details.

Verify Report

INSTRUCTIONS

Click on “Create Report” link to initiate creating a package to send securely to the elected VB. Once you click create report, you will be prompted to select your elected VB. Prior to submitting the report to the elected VB you will be able to upload your annual summary of transactions subject to verification (or other report) as well as any supporting documents, modify and delete files, and change the selected VB.

Note the report submitted to the VB must be the same report submitted to CARB. Submission of the report to the VB does not exempt any reporting requirements per the LCFS Regulation.

Report status is as follows

- 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 please see the [LRT Verification User Guide](#)

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete
>	2021	XYZ Products Company (8315379-52)	Quarterly Fuel Transactions Report	VB, Inc.	Ready for Verification	03/15/22	Test User	Go to Report Details	View	Download	

9. The LRT verification system will email the entity to confirmation of report submission and to notify the elected VB for the verification queue and acknowledgement.

E. Resubmitting QFTR Annual Summary Report

1. If an error is found and/or additional information is required, the VB will return the report to the reporting entity for revisions. The report status will change to “Revisions Requested” and the History will show the progress to-date. The entity can also see the specific VB admin who has requested the information (“Modified By”) and when the report was returned (“Last Modified”).
2. If the report is returned by the VB for revisions, the reporting entity will need to make the corrections and resubmit the revised transactions verification package **AFTER THE CORRECTION PROCESS IS COMPLETED AND THE REVISED TRANSACTION SUMMARY REPORT IS GENERATED BY CARB**. Note all correctable errors must be corrected prior to the completion of the verification services due August 31st. Refer to the fuel transactions data correction process from the [LRT User Guide](#).

Verify Report

INSTRUCTIONS

Click on “Create Report” link to initiate creating a package to send securely to the elected VB. Once you click create report, you will be prompted to select your elected VB. Prior to submitting the report to the elected VB you will be able to upload your annual summary of transactions subject to verification (or other report) as well as any supporting documents, modify and delete files, and change the selected VB.

Note the report submitted to the VB must be the same report submitted to CARB. Submission of the report to the VB does not exempt any reporting requirements per the LCFS Regulation.

Report status is as follows

- 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 please see the [LRT Verification User Guide](#)

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete
2021	Topical Fuels & Energy LLC (ARB Test) (0102030-40)	Quarterly Fuel Transactions Report	California Fuel Exchange	Completed	Revisions Requested	04/01/22	California Fuel Exchange	Goto Report Details	View		
Document Type			Document Name		Description		Date	Download			
Report Subject to Verification			LCFS QFTR 2021.xls				03/04/2022				

3. Click on “Go to Report Details” to see the full report submission and the VB’s comments.

Verify Report

Report Type: Quarterly Fuel Transactions Report **Year:** 2021
Status: Revisions Requested **Verification Body Name:** ~~Academic Consulting Inc.~~

Report Documents [+ Add File](#)

Organization Name	Year	Document Type	Document Name	Description	Date	Download	Delete
Topical Fuels & Energy LLC (ARB Test)	2021	Report Subject to Verification	LCFS QFTR 2021.xls		03/04/2022		

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VB Comments:

Please correct report.

Comments:
(Max:10000)

☐ I attest that I have reviewed the transactions report filtered for verification and it is true, accurate and complete. I attest that the selected verification body is contracted to verify this report.

[Back To Reports Home](#) [Resubmit](#)

4. After the reporting entity has completed the corrections and the changes are accepted by CARB, CARB will generate and attach the revised transactions summary report to the entity’s existing transactions report package. The entity would also receive a notification email from LRT verification system about the revised transaction summary report and a reminder to complete the resubmission process.
5. To complete the resubmission, go back to the “Verification” tab, review and confirm the revised transactions summary report from the Report Documents table. Note additional file(s) may present if entity has added additional supporting document(s) to the report package.

For any questions about revised transactions summary report subject to verification, please email LRTAdmin@arb.ca.gov.

6. The entity will attest to the report’s accuracy again, include any comments, and resubmit the whole report package to the elected VB for review.

Verify Report

Report Type: Quarterly Fuel Transactions Report **Year:** 2021
Status: Revisions Requested **Verification Body Name:** Adelante Consulting, Inc.

Report Documents [+ Add File](#)

Organization Name	Year	Document Type	Document Name	Description	Date	Download	Delete
Topical Fuels & Energy LLC (ARB Test)	2021	Report Subject to Verification	LCFS QFTR 2021.xls		03/04/2022		
Topical Fuels & Energy LLC (ARB Test)	2021	Report Subject to Verification	LCFS QFTR 2021 Revised.xlsx	Revised annual transaction summary report.	04/01/2022		
Topical Fuels & Energy LLC (ARB Test)	2021	Report Subject to Verification	LCFS QFTR 2021.xls		05/11/2022		

Page size: 5 3 items in 1 pages

The revised transactions summary report added by LRT-CBTS admin after acceptance of correction.

VB Comments: Returned for testing the new correction request process.

Comments: Add any comments to VB.

(Max:10000)

☐ I attest that I have reviewed the transactions report filtered for verification and it is true, accurate and complete. I attest that the selected verification body is contracted to verify this report.

[Back To Reports Home](#) [Resubmit](#)

7. The Verify Report homepage will update the status of the resubmission for the report subject to verification.

a. Successful resubmission will show a “Resubmitted for Verification” status.

	Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete
>	2021	Topical Fuels & Energy LLC (ARB Test) (0102030-40)	Quarterly Fuel Transactions Report	Adelante Consulting, Inc.		Resubmitted for Verification	5/11/22	Joann Martin	Goto Report Details	View		

8. The LRT verification system will email both the reporting entity and the elected VB of the resubmission.

F. Deferring Fuel Transactions Verification

Note: Fuel reporting entities may be eligible to defer verification of their Quarter Fuel Transactions Reports. The eligibility requirement is specified in the [Annual Reporting and Verification](#) document. If any questions regarding the eligibility for deferral of transactions verification, please email LCFSVerify@arb.ca.gov.

1. If the entity is eligible for deferred verification, select “**Deferred Verification (§95500(b)(2)(B) or §95500(c)(2)(B))**” as Verification Body from the drop-down menu, instead of the contracted VB for verification.

The screenshot shows a web application interface for fuel reporting. At the top, there is a navigation bar with links: Home, User Profile, Org Profile, MyBrokers, Sell Board, Transfers, Ledger, Partners, Producers, FPC, LCFS Reports, Data, and Correspondence. Below this is a sub-navigation bar with Facility FSE, Registered FSE, and Verification. A welcome message reads: 'Welcome: Test User for XYZ Products Company ADMINISTRATOR *'. The main section is titled 'Verify Report' and contains 'INSTRUCTIONS' on the left. A modal dialog box titled 'Add Report Subject to Verification' is open in the center. It contains three dropdown menus: 'Year' (set to 2021), 'Report Type' (set to 'Select...'), and 'Verification Body Name' (set to 'Select...'). A red arrow points to the 'Verification Body Name' dropdown, and a red asterisk with the word 'REQUIRED' is next to it. At the bottom of the dialog are 'Cancel' and 'Begin Report' buttons. The background shows a list of report statuses on the left and a list of report details on the right.

2. The entity will still need to complete the remaining report process as stated in the previous section from this guide; attach any supporting document as necessary, and attest to the report's accuracy before sending the submission package. The deferred verification submission WILL NOT be routed to any VB but to CARB only.
3. For any concerns regarding the status of the deferred verification report, please email LCFSVerify@arb.ca.gov.

G. Contacting CARB

1. For general questions regarding the LRT system and the Verification function, please contact LRTAdmin@arb.ca.gov.
2. For questions regarding any returned report subject to verification from the verification body, please contact your elected VB.
3. If you are submitting communications related to report subject to verification or providing business confidential information as required by the LRT system, please use the LRT's Correspondence to submit all information. **Do not use email.**

The screenshot shows the top navigation bar of the LRT system with the following links: Home, User Profile, Org Profile, MyBrokers, Sell Board, Transfers, Ledger, Partners, Producers, FPC, LCFS Reports, Dat, Correspondence, and Verification. The 'Correspondence' link is highlighted with a red box. Below the navigation bar, a welcome message reads: 'Welcome: (ARB Test) for Topical Fuels & Energy LLC (ARB Test) ADMINISTRATOR'. The main content area is titled 'LCFS Correspondence - Topical Fuels & Energy LLC (ARB Test)'. It features a 'New Post' button with a red arrow pointing to it, and a table with columns: Ref. #, Date, Subject/Topic, Submitter By, Status, Filename, Remarks Posted, and Remarks. The table is currently empty, with a message 'There are no records to display'.

- a. To send a message via Correspondence, click on “New Post”. Enter the “Subject/Topic” of the message and relevant “Remarks”. Select “Post New Question” option from the “Action” drop-down menu. If attaching file(s), select “Choose File” and upload to the message. Click “Submit” to send the message.

The screenshot shows the 'LCFS Correspondence - New Post' form. It includes the following fields and controls:

- Post To :** Topical Fuels & Energy LLC (ARB Test)
- Ref. # :** (empty text field)
- Subject/Topic:** (empty text field)
- Remarks: *** (empty text area)
- Action: *** (drop-down menu with '---Select---' selected)
- Filename:** Choose File (button) No file chosen (text)
- Submit** (button) **Cancel** (button)

- b. A message history is shown in the table. Check the Correspondence ID to ensure you are viewing the correct message. To review or respond to the message, click on the expansion triangle next to the Correspondence ID. For additional instructions, refer to the Correspondence section in the [LRT User Guide](#).

Home	User Profile	Org Profile	MyBrokers	Sell Board	Transfers	Ledger	Partners	Producers	FPC	LCFS Reports	Data	Correspondence	Verification
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Welcome: (ARB Test) for Topical Fuels & Energy LLC (ARB Test) ADMINISTRATOR

LCFS Correspondence - Topical Fuels & Energy LLC (ARB Test)

New Post

Ref. #	Date	Subject/Topic	Submitted By	Status	Filename	Remarks Posted	Remarks
<div> <div></div> <div>C4644</div> </div>	04/01/2022 09:39:48 AM	Annual Transaction Summary Subject to Verification	Joann E Martin	Post New Question		Cannot upload multiple supporting documents. Please help. Thanks.	Add

Ref. #	Date	Subject/Topic	Submitted By	Status	Filename	Remarks
No child records to display.						

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