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

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<th>Release Date</th>
<th>Download User Guide</th>
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<tr>
<td>v3.4919</td>
<td>5/20/22</td>
<td>Current Version – Resubmission Procedure Updated</td>
</tr>
<tr>
<td>v3.4919</td>
<td>4/6/22</td>
<td>Original Version</td>
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</table>

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>AFP</td>
<td>Alternative Fuel Portal</td>
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<td>CARB</td>
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<td>CBTS</td>
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<td>FRE</td>
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<td>VB</td>
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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.

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


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

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.
6. (Optional) To upload supplemental document(s) – after selecting the “+Add File” link, the “Upload Document” window will appear. Select the “Supplement 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.
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.

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

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.
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.

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.

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.**

   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.
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.