



Instructions for the Natural Gas Supplier Allocation Distribution Form

Background

The “Natural Gas Supplier Allocation Distribution Form” can be found in the Allowance Allocation section of the [Cap-and-Trade Program Guidance and Forms](#) webpage. The “Natural Gas Supplier Allocation Distribution Form” enables natural gas suppliers to specify to the California Air Resources Board (CARB) each year the percentage of their total allocated allowances to be consigned to auction as part of the Cap-and-Trade Program.

The Cap-and-Trade Regulation (Regulation) specifies that natural gas suppliers participating in the Cap-and-Trade Program have until September 1 each year to inform CARB how to distribute the allowances that CARB will allocate to them by October 24 for the following budget year. For example, by **September 1, 2022**, natural gas suppliers must inform CARB of the consignment percentage for the allowances allocated by October 24, 2022 from the 2023 budget year.

Allocated allowances are distributed into either the natural gas supplier’s compliance account or limited use holding account. The purpose of this form is to specify the percentage of allocated allowances that CARB should place into each of these accounts. If a natural gas supplier fails to inform CARB of its distribution preference by the deadline, CARB will automatically place all allocated allowances for the following budget year into the supplier’s limited use holding account.

This form is provided for clarity and convenience only, and it does not supersede any law or regulation.

Instructions

- 1) In box 1, enter the natural gas supplier legal entity name used in the Compliance Instrument Tracking System Service (CITSS).
- 2) In box 2, enter the natural gas supplier mailing address used in CITSS.
- 3) In box 3, enter the natural gas supplier’s CARB ID. The CARB ID is a unique number assigned by CARB under the Mandatory Reporting Regulation.
- 4) In box 4, enter the natural gas supplier’s CITSS ID.
- 5) In box 5, enter the percentage of the natural gas supplier’s total allocated allowances to be placed into its limited use holding account (LUHA). When placing allowances

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into the LUHA, CARB will multiply this percentage by the natural gas supplier's total allowance allocation for that year and round down to the nearest whole allowance. **All allowances placed in the LUHA must be consigned to auction during the following calendar year.**

- a. Pursuant to section 95893(b)(1)(A) and Table 9-6 of the Regulation, the minimum percentage of allocated vintage 2023 allowances that can be placed into a natural gas supplier's LUHA is 65 percent. The remaining allowances will be placed into the natural gas supplier's compliance account. Cell F3 will automatically calculate the remaining percentage of total allocated allowances, which will be placed into the natural gas supplier's compliance account.
- 6) Box 6 lists the allowance budget year from which the allowances are being allocated. Forms submitted with a September 1, 2022 deadline apply to allocation from the 2023 allowance budget year.
- 7) In section 7, the CITSS primary account representative or alternate account representative for the natural gas supplier must print their name, sign, and date the certification. Handwritten and electronic signatures are accepted.

Submitting Completed Forms

The information requested in the form must be received by CARB each year no later than September 1 (or the first business day thereafter if September 1 is not a business day). CARB requests that natural gas suppliers email two versions of the form as attachments to ngs-allocation@arb.ca.gov.

1. The completed Excel workbook; and
2. A PDF version of the "Main Form" tab of the completed Excel workbook that includes the signature of the primary account representative or an alternate account representative.

Questions may be directed to ngs-allocation@arb.ca.gov.