



Low Carbon Fuel Standard Verification On-Line Tool User Guide

AFP-Verification Version v 3.3020

Document Released:
January 2020

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 lcfsverify@arb.ca.gov, particularly if information in this guidance appears incorrect, misleading, or incomplete.

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A. Version History

AFP-Verification Version #	Release Date	Download User Guide
V3.3020	1/23/2020	Current document

B. What's New in This Version

Verification On-Line Tool function added to AFP.

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

CARB will send accredited VBs the "Registration Form for Account Administrators." After an accredited VB completes the form designating primary and secondary account representatives, CARB will register the VB in the Verification On-Line Tool and create the two user accounts. Both VB account representatives must be verifiers accredited by CARB to lead LCFS verification services. Only two account representatives will have access in the system.

If the VB has additional verification team leaders, the primary or secondary account representative must perform steps I, J, and K described below on behalf of the verification team leader.

D. Logging into the System

1. Once CARB creates your VB account, the two account representatives will each receive two emails. The first email is an invitation containing the username and link to Verification On-Line Tool. The second email contains a temporary password. When you first log in, the system will prompt you to change your password and select security questions. You cannot change your username.
2. To log in, click the link provided in your invite email, which will lead to the LCFS Alternative Fuels Portal (AFP) webpage. See Figure 1.



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NEW UAT SERVER

Contact ARB

LOW CARBON FUEL STANDARD

Reducing the Carbon Intensity of California Transportation Fuels

LRT-CBTS & AFP Login

Username:

Password:

Login

Reset Password

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

LRT-CBTS Account

Click the "LRT-CBTS Account" if you are the designated administrator or primary contact person for LCFS Quarterly and Annual Reporting and have not registered your organization. Upon account approval by CARB you will be able to login and assign roles to other users. Only users assigned "Signatory Authority" are able to submit LCFS reports. If you are an employee of a registered organization and you are only in need of a user account, please contact the administrator for your organization. Address Reporting questions to: LRTAdmin@arb.ca.gov

CBTS Broker Account

Click the "CBTS Broker Account" if you need an account solely for transferring LCFS credits. You will be registered as a "Broker" in the system upon account approval by CARB and will be notified by email. You will be added to the list of registered brokers. LCFS Regulated Entities will be able to select brokers from the list of registered brokers. Address questions to: LRTAdmin@arb.ca.gov

Alternative Fuels Portal (AFP)

AFP Account

Click the "AFP Account" button if you are the designated administrator for an alternative fuel production company/facility (biodiesel, ethanol, renewable diesel, biomethane, hydrogen) and want to access the AFP. This portal is for registering production facilities and fuel pathway codes and for utilizing the Fuel Pathway Evaluation Process. Upon approval of your account by CARB you will be notified by email and will then be

Figure 1. LCFS data management system landing page

3. Log in with your username and password. Your account must be active to log in to Verification On-Line Tool. If you forget your password, click "Reset Password" and follow the instructions. If you are a first time user, you need to create a new

password, establish your security questions, and accept the use agreement (see the following steps).

4. Create a new password. Your password must be consistent with the password guidelines. A pop-up window will confirm the password change.
5. Establish your security questions. Your answers are case-sensitive. A confirmation pop-op window will appear.
6. 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 : **Electronically Sign**

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

Figure 2. Accepting the LCFS system use agreement

7. After accepting the use agreement, the system will direct you to your verification 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 Administrators

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 responsible entities 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. Homepage of the LCFS Verification On-Line Tool

E. Homepage Navigation

1. Your account displays four tabs. The color *blue* indicates your active tab. Table 1 describes each tab.

Table 1. Description of the homepage tabs of the LCFS Verification On-Line Tool

Tab	Functions
Home	<ul style="list-style-type: none"> -Displays current user and company -Download user guide -Download registration form to change admin
Verification Body Profile	<ul style="list-style-type: none"> -Displays VB profile and organization details -Displays 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 user
Verify Applications	<ul style="list-style-type: none"> -View current contracted facilities -Review applications in progress -Review completed applications -Download application documents -Validate fuel pathway applications -Send applications back to applicants for revisions -Submit validation/verification statements to CARB

F. Updating VB Profile

1. Click the “Verification Body Profile” tab at the top of the homepage. In “Organization Details” you may update your VB’s address, and place and date of incorporation. See Figure 4.

VERIFICATION BODY PROFILE

ORGANIZATION DETAILS

Acct. Reg. Form/Letter: * [2020 Registration Form_ToQZAsocLGVf.pdf](#) [Browse...](#)

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

[Submit Update](#)

Figure 4. Verification Body profile screen

- To save changes to your VB profile, click “Submit Update” at the bottom of the page (see Figure 4). System will notify CARB of these changes.
- Under “Organization Details” are your two account administrators — the primary and secondary representatives. You cannot modify representatives directly on


this screen. Instead, each user can edit his or her own details on the “User Profile” tab, described in the next section. The User Name cannot be edited.

4. If you need to change account administrators, you must upload a new registration form. See Section H, “Change in VB Admin and Registration Form,” in this user guide.

G. Updating User Profile

1. Select the “User Profile” tab. On this screen, you may update your user contact information, password, and security questions. See Figure 5. To save changes to your contact information, click “Submit Update.” The system will update your user information on both the “User Profile” and “Verification Body Profile” tabs.

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NEW UAT SERVER

[Contact Us](#) [Sign out](#)

Home
Verification Body Profile
User Profile
Verify Applications

Welcome: Linda Walker for VB 1 VB ADMIN

Manage User Profile

User Details

First Name: *

Last Name: *

Title: *

Business Phone: *

Email: *

Middle Initial:

Relationship to the Organization: *

Mobile Phone: () - -

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
Linda Walker	CEO	Employee	Linda.Walker	name@vb.com	No	Yes	See Details	Temp
John Stevens	Director	Employee	John.Stevens	name@vb.com	No	Yes	See Details	Temp

⏪ ⏩ 1 ⏴ ⏵

Page size: 20

2 items in 1 pages

Figure 5. Editing the details of the user profile

2. The “User Profile” tab also displays other user details and the ability to send a user a temporary password. See Figure 5.

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

Temp – Clicking this link will send a temporary password to a user. Use this feature if the account holder is unable to reset the password on his or her own.

H. Change in VB Admin and Registration Form

1. To change your VB’s account representatives (admin), you must fill out a new registration form provided on the homepage. Once completed, you will upload this document to the “Verification Body Profile” tab.
2. First, click the “Home” tab. This will direct you to the homepage of the LCFS Verification On-Line Tool. See Figure 3.
3. Scroll down to the On-Line Tool Reference Documents section. Click “LCFS Verification On-Line Tool Registration Form.” The downloadable form will open in a new window. See Figure 6. 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 verifiers accredited by CARB to lead LCFS verification services.

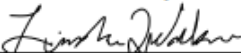
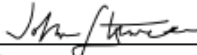
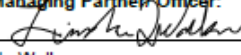
LCFS VERIFICATION ACCOUNT REGISTRATION FORM	
Instructions: Organizations must register for an account in the LCFS Verification in order to support LRT/AFP verification process. This form must be signed and dated by the business owner, a managing partner, or a corporate officer or another person with the authority to legally bind the organization/company. Both primary and secondary account representatives/ administrators must sign and date this form. In addition to completing the form, you must upload a cover letter on organization/company letterhead indicating your eligibility to participate in LCFS Verification (as a Verification Body) pursuant to sections 95483.2 (c). Please upload this form together with the letter printed on letterhead as part of your LCFS registration at this URL: https://ssl.arb.ca.gov/lcfsrt/Login.aspx	
As <u>CEO</u> (Title)	with authority to legally bind <u>VB 1</u> (Organization/Company)
Federal Employer Identification Number (FEIN): <u>10-0000334</u>	I, <u>Linda Walker</u> , am designating the following (Type Name)
individuals as account representatives/administrators:	
PRIMARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR	
The Primary Account Representative/Administrator is: <u>Linda Walker</u> (Type Name)	
<u>CEO</u> (Title)	<u>Owner/ Employee</u> (Relationship to the Organization)
<i>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.</i>	
Signature (Ink Only) <u></u>	Date <u>01/16/2020</u>
Print Name <u>Linda Walker</u>	
SECONDARY ACCOUNT REPRESENTATIVE/ADMINISTRATOR	
The Secondary Account Representative/Administrator is: <u>John Stevens</u> (Type Name)	
<u>Director</u> (Title)	<u>Employee</u> (Relationship to the Organization)
<i>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.</i>	
Signature (Ink Only) <u></u>	Date <u>01/16/2020</u>
Print Name <u>John Stevens</u>	
OWNER/ MANAGING PARTNER/ OFFICER*	
Signature of Owner/ Managing Partner/ Officer: <u></u>	
Signature (Ink Only)	Date <u>1/16/2020</u>
Print Name <u>Linda Walker</u>	
*Only Owners, Managing Partners, or Officers responsible for the organization/company's fuel production or supply facilities and having authority to legally bind the organization/company should complete and sign this form.	
Page 1 of 1	

Figure 6. LCFS verification account registration form

4. To upload your completed form, select the “Verification Body Profile” tab. Under “Organization Details,” click “Browse” to upload your registration form. See Figure 4.
5. Click “Submit Update.” A confirmation pop-up will appear (see Figure 7). The system will notify CARB of your changes, and CARB will update your account as needed.

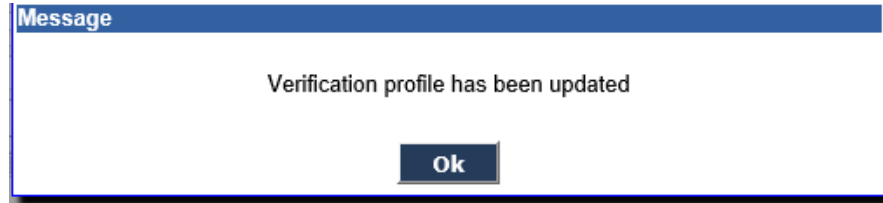


Figure 7. A pop-up window to confirm the submission of update

6. If you upload an incorrect registration document and need to replace it, click “Browse” to find and upload another file, and contact CARB at lcfsverify@arb.ca.gov to remove the incorrect file. The system will not allow you to remove the document on your own.

I. Reviewing and Downloading Fuel Pathway Applications

1. Note that fuel pathway validation services may begin (1) after the fuel pathway applicant has selected its accredited verification body in the AFP and then submitted its application to CARB via the AFP and (2) when the verification body meets the requirements in section 95501(a) regarding timing and CARB approvals of Conflict of Interest and Notice of Verification Services. The Conflict of Interest, Notice of Verification Services, and Verification Statement forms will be available on the LCFS verification webpage.

Select the “Verify Applications” tab to see the list of associated “facilities.” The fuel production facility will be visible in your “Facility” drop-down menu once the applicant has selected your VB to verify an application and then submitted the

application to CARB via the AFP. See Figure 8. Use the drop-down to select your desired facility, and then click the “Verify Applications” button.

Terminology in “Verify Applications” Sheet — Figures 8 and 9:

“Facility” means a “fuel production facility.” “Fuel production facility” is a defined term in section 95481 of the LCFS Regulation.

“Application” contains the Tier 1 or Tier 2 Calculator and supplemental documents as required. An “application” is associated with a “fuel production facility” and may include more than one fuel pathway. For example, an ethanol fuel production facility would include in its application the fuel pathways specific to starch ethanol and to fiber ethanol. A “fuel pathway applicant (company)” submits a separate application associated with each “fuel production facility.” “Fuel pathway applicant” is a defined term in section 95481 of the LCFS Regulation.

Home Verification Body Profile User Profile Verify Applications

Welcome: Linda Walker for VB 1 VB ADMIN

Verify Applications

Facility: **Verify Applications**

Review in Progress List

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"/>			
There are no records to display							

Review Completed List


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"/>	
There are no records to display						

Figure 8. Information included in the “Verify Applications” tab

- There are two tables: “Review in Progress List” and “Review Completed List.” See Figure 9. The table “Review in Progress List” shows applications that are ready for verification or in progress. When applicable, applications verified in the past for this fuel production facility will display under the “Review Completed List.” In this case, facility “a” has one Tier 1 pathway application ready for verification. You can filter your results by entering text in the column boxes and pressing “Enter” on your keyboard. Partial text such as “pos” will also retrieve results.

Verify Applications

 Facility:
[Verify Applications](#)
Review in Progress List

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"/>			
>	A0218	Tier 1	1	1	Ready for verification		Verify

Review Completed List

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"/>	
There are no records to display						

Figure 9. Review in Progress List and Review Completed List of pathway applications

- To download the zipped file.** On the “Verify Applications” page, click the download icon to create a zipped folder for that application. See Figure 9. By default, the system names the zipped folder after the application number. In this case, the application number is “A0218.” Extract these files to access application documents, including the applicant’s Attestation Letter, Tier 1 or Tier 2 Calculator, and other supporting documents.
- To view and download content individually.** You have two options to view and download individual application documents. On the “Verify Applications” page, click “Verify.” See Figure 9. The system will direct you to the LCFS Pathway Application screen, with details such as joint applicant and feedstock information. See Figure 10. The “Fuel Producer” and “Company ID” refers to the fuel pathway applicant. As noted above, a fuel pathway applicant (company) may have more than one application. Each application is associated with a fuel production facility. You can also see what documents the application includes. Click the download icon to retrieve individual documents.

As a second option, you may also view and download individual files by clicking the down arrow next to your pathway on the “Verify Applications” page. See Figure 11.

LCFS Pathway Application

Fuel Producer: 1 (ARB Test)

Company ID: 11

Facility Name: a

Facility ID: 12345




Tier 1 Pathway

Application # A0203

☒ 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
3337	Abengoa Bioenergy of Indiana	70199	Abengoa Bioenergy of Indiana	[NA]

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)
A020301	Biodiesel	Canola Oil	[NA]	25.00

Document Type	Document Name	Description	Date	Download	Delete
Supporting Document	Supporting Document.pdf		12/13/2019		
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xlsm		12/13/2019		
Attestation Letter	AFP Attestation Letter.pdf		12/13/2019		

CARB Comments:

Ready for verification.

Back

Return to Applicant

Submit Verification Statement

Figure 10. The LCFS Pathway Application screen

Verify Applications

Facility:

Verify Applications

Review in Progress List

	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details																				
▼	A0218	Tier 1	1	1	Revisions Requested			Verify																				
<table> <thead> <tr> <th>Joint Applicant Company ID</th> <th>Joint Applicant Company Name</th> <th>Joint Applicant Facility ID</th> <th>Joint Applicant Facility Name</th> <th>Joint Applicant Role</th> </tr> </thead> <tbody> <tr> <td>5049</td> <td>Absolute Energy, LLC</td> <td>70144</td> <td>Absolute Energy, LLC</td> <td>Joint applicant.</td> </tr> </tbody> </table>									Joint Applicant Company ID	Joint Applicant Company Name	Joint Applicant Facility ID	Joint Applicant Facility Name	Joint Applicant Role	5049	Absolute Energy, LLC	70144	Absolute Energy, LLC	Joint applicant.										
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5049	Absolute Energy, LLC	70144	Absolute Energy, LLC	Joint applicant.																								
<table> <thead> <tr> <th>Pathway No.</th> <th>Fuel Type</th> <th>FeedStock</th> <th>Applied Pathway Description</th> <th>Applied CI (gCO2e/MJ)</th> <th>Certified FPC</th> </tr> </thead> <tbody> <tr> <td>A021801</td> <td>Compressed Natural Gas (CNG)</td> <td>Swine Manure</td> <td>[NA]</td> <td>Direct Emission : 5 Land Use or Other Indirect Effect : 1 Total CI Value : 6</td> <td></td> </tr> </tbody> </table>									Pathway No.	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Certified FPC	A021801	Compressed Natural Gas (CNG)	Swine Manure	[NA]	Direct Emission : 5 Land Use or Other Indirect Effect : 1 Total CI Value : 6									
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A021801	Compressed Natural Gas (CNG)	Swine Manure	[NA]	Direct Emission : 5 Land Use or Other Indirect Effect : 1 Total CI Value : 6																								
<table> <thead> <tr> <th>Document Type</th> <th>Document Name</th> <th>Description</th> <th>Date</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>Supporting Document</td> <td>Supporting Document.pdf</td> <td></td> <td>01/17/2020 08:32:54 AM</td> <td></td> </tr> <tr> <td>Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)</td> <td>tier1-sfe-calculator.xlsm</td> <td></td> <td>01/17/2020 08:33:03 AM</td> <td></td> </tr> <tr> <td>Attestation Letter</td> <td>AFP Attestation Letter.pdf</td> <td></td> <td>01/17/2020 08:33:11 AM</td> <td></td> </tr> </tbody> </table>									Document Type	Document Name	Description	Date	Download	Supporting Document	Supporting Document.pdf		01/17/2020 08:32:54 AM		Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xlsm		01/17/2020 08:33:03 AM		Attestation Letter	AFP Attestation Letter.pdf		01/17/2020 08:33:11 AM	
Document Type	Document Name	Description	Date	Download																								
Supporting Document	Supporting Document.pdf		01/17/2020 08:32:54 AM																									
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xlsm		01/17/2020 08:33:03 AM																									
Attestation Letter	AFP Attestation Letter.pdf		01/17/2020 08:33:11 AM																									

Figure 11. Downloading pathway contents from Review in Progress List

J. Returning to Applicant for Revisions

1. To return an application to the applicant for revisions, go to the “Verify Applications” tab and select your facility of interest. Then click “Verify Applications.” See Figure 8.
2. Click “Verify” to the right of the application. See Figure 9. The system will direct you to the LCFS Pathway Application screen.
3. To add files for the applicant to see with your return, click “+Add File” and a pop-up window will appear to upload your supporting documents. See Figure 12.
4. At the bottom of the LCFS Pathway Application screen, click “Return to Applicant.” See Figure 12. *After you return the application, these buttons will disappear until the applicant resubmits the application and the application status changes back to “Ready for Verification.”*

[Home](#)
[Verification Body Profile](#)
[User Profile](#)
[Verify Applications](#)

Welcome: Linda Walker for VB 1
VB ADMIN

LCFS Pathway Application

Fuel Producer: 1 (ARB Test)	Facility Name: a
Company ID: 11	Facility ID: 12345

Tier 1 Pathway

☒ 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
3337	Abengoa Bioenergy of Indiana	70199	Abengoa Bioenergy of Indiana	[NA]

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)
A020301	Biodiesel	Canola Oil	[NA]	25.00

grdDocuments

Pathway Documents

+ Add File

	Document Type	Document Name	Description	Date	Download	Delete
12/18/2019 11:11	Verification Statement	2019 LCFS Verification Registration Form.pdf		12/18/2019		
12/18/2019 11:09	Attestation Letter	2019 LCFS Verification Registration Form.pdf		12/18/2019		
12/13/2019 03:31	Supporting Document	Supporting Document.pdf		12/13/2019		
12/13/2019 03:31	Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	tier1-sfe-calculator.xlsm		12/13/2019		
12/13/2019 03:30	Attestation Letter	AFP Attestation Letter.pdf		12/13/2019		

CARB Comments:

Certified.

Back
Return to Applicant
Return to CARB

Figure 12. Returning application for revisions

- A pop-up window will appear requiring comments for your return. See Figure 13. Indicate your revision request with a brief explanation, such as "Revisions requested. Nonconformance found. See issues log." Then click "Submit."

Return Application to Applicant

Comments:

Revisions requested. Nonconformance found. See issues log.

* REQUIRED

58 (Max:10000)

Cancel Submit

Figure 13. Return application to applicant with comments requesting revisions

6. A pop-up window will appear, confirming the system has returned the application to the applicant for revisions. Click “OK.” See Figure 14.

Pathway Application Submission Status

Application returned to Applicant

Ok

Figure 14. A pop-up window to confirm the submission of revision requests

7. The system will take you back to the “Verify Applications” screen, and the application status will change from “Ready for Verification” to “Revisions Requested.” See Figure 15.

[Home](#)
[Verification Body Profile](#)
[User Profile](#)
[Verify Applications](#)

Welcome: Linda Walker for VB 1
 VB ADMIN

Verify Applications

Facility:
Verify Applications

Review in Progress List

	App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Documents	Details
>	A0218	Tier 1	1	1	Revisions Requested			Verify

Figure 15. Snapshot showing application status update to revisions requested

- After returning the application to the applicant, you can still view and download your latest copy. *The system will remove your ability to submit a validation statement until the applicant corrects and resubmits the application. The application status will then change back to “Ready for Verification.”*
- System will notify you by email when the applicant resubmits its application, and verification steps in Verification On-Line Tool may proceed.

K. Submitting a Verification Statement

- To submit a validation/verification statement to CARB, go to the “Verify Applications” tab and select your facility of interest. Then click “Verify Applications.” See Figure 8.
- Click “Verify” to the right of the application. See Figure 9. The system will direct you to the LCFS Pathway Application screen.
- First, upload your validation or verification statement by clicking “+Add File.” See Figure 12. Select “Verification Statement” as your document type. See Figure 16. Note that the verification team leader and the independent reviewer must sign the validation or verification statement provided on the CARB LCFS verification webpage.

Upload Document

File Name:*

Browse...

File or Document Type:*

Select...

Select...

Verification Statement *

Remarks:

VB Supporting Document

(Max:500)

* REQUIRED

Close

Upload Document




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 16. Adding files to Application

- After attaching your statement, at the bottom of the LCFS Pathway Application screen, click “Return to CARB.” See Figure 12.

5. A pop-up form will appear. Select your verification outcome. See Figure 17.

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.

☒ 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 17. Submit validation/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 confirming you have read and agree to its requirements. Then click “Submit.” See Figure 17.
7. A pop-up window will confirm the system has sent your verification statement to CARB. See Figure 18.

Pathway Application Submission Status

Application returned to ARB

Ok

Figure 18. A pop-up window to confirm the submission of Verification Statement

8. Once CARB acknowledges the verification statement, the applicant will see its application status change to “Verification Acknowledged.”

L. Contacting CARB

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