



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

LRT Version v3.4946

Document Released:
April 2024

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
V3.4946	4/03/24	Current Version – MCON, LC/LEU, Project Report verification submission through Verification tab
V3.4928	2/21/23	Submission Procedure for Previously Deferred Report(s) Added
v3.4919	5/27/22	Resubmission Procedure Updated
v3.4919	4/6/22	Original Version

B. What's New?

In v3.4946

Added MCON, LC/LEU, and Project Report verification submission through the Verification tab.

In v3.4928

- New submission procedure for previously deferred report(s) added.

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, MCON, LC/LEU, or Project Report 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: XXXXXXXX
Password:

Login

Reset Password

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

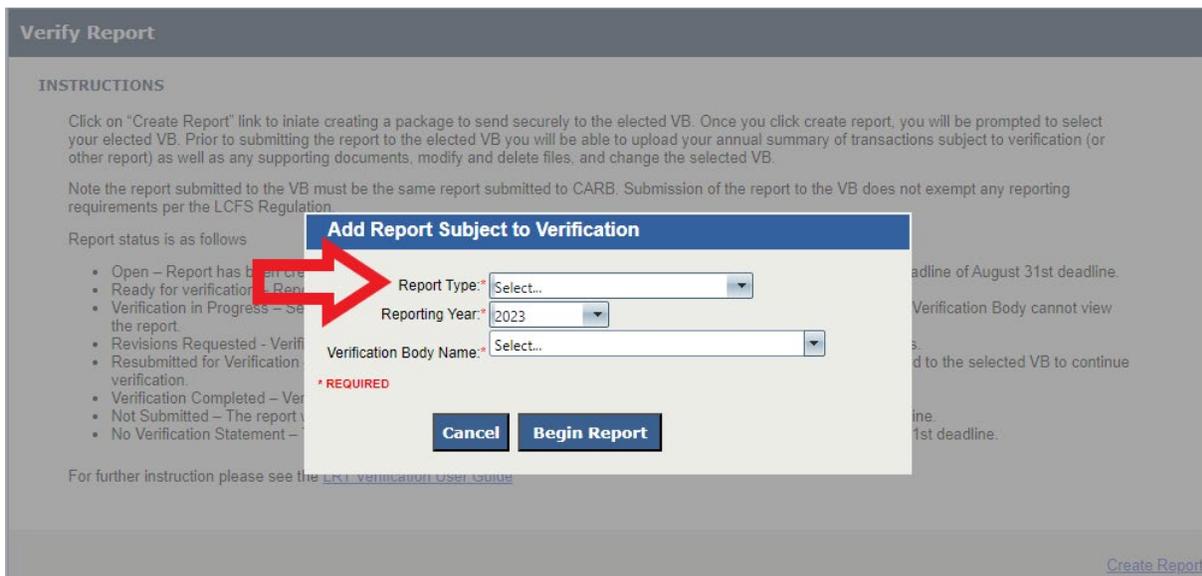
- Open – Report has been created and information may be entered, and documents may be uploaded prior to report deadline of August 31st deadline.
- Ready for verification – Report is submitted and routed to the previously selected VB.
- Verification in Progress – Selected Verification Body has acknowledged 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.



4. A prompt window "Add Report Subject to Verification" will appear.
 - a. Select the applicable report type from the "Report Type" drop-down menu.



- b. Select the contracted VB from the “Verification Body Name” drop-down menu. Please note that changing VB is allowed only before the initial report submission. Once submitted, the reporting party (RP) can no longer modify its elected VB on the report without CARB’s permission.

The screenshot displays the 'Verify Report' application interface. A modal dialog titled 'Add Report Subject to Verification' is open, featuring three dropdown menus: 'Report Type' (set to 'Select...'), 'Reporting Year' (set to '2023'), and 'Verification Body Name' (set to 'Select...'). A red arrow points to the 'Verification Body Name' dropdown. Below the dropdowns are 'Cancel' and 'Begin Report' buttons. The background shows instructions and a list of report statuses.

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

5. The Verify Report homepage: the following are required prior to submission.
 - a. For QFTR or MCON: Review required document(s) – The annual summary of transactions subject to verification or MCON report 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. For LC/LEU or Project Report: Upload report by selecting “+Add File”, select the appropriate file or document type, and upload document.
 - c. Upload supplemental document(s) if necessary. Select “+Add File” to upload additional supporting document(s) to verification.
 - d. 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

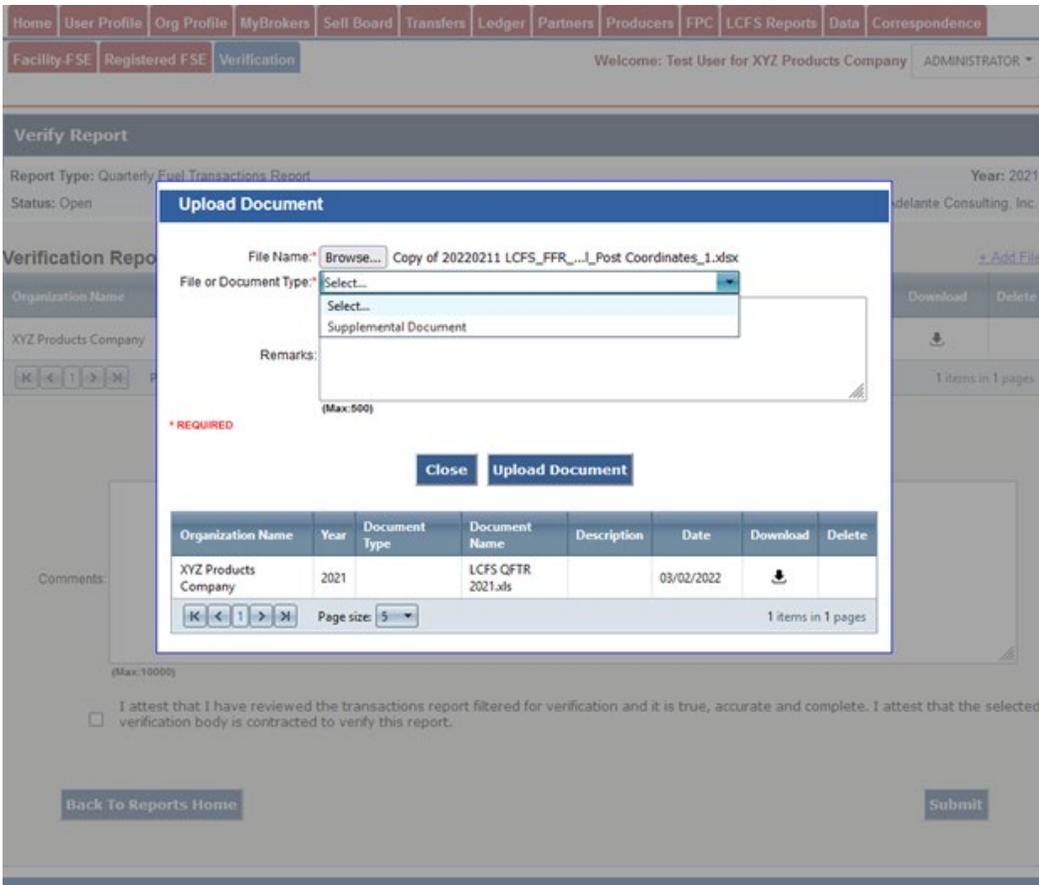
Comments:

(Max:10000)

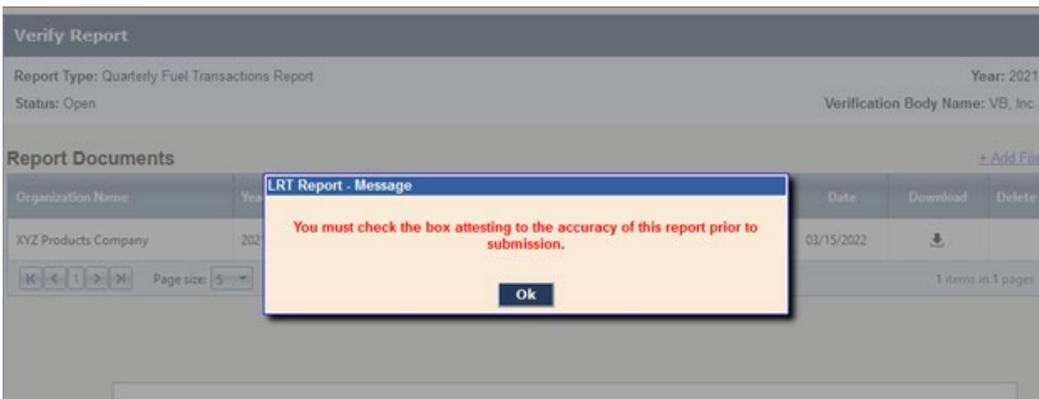
I attest that I have reviewed the transactions report filtered for verification and it is true, accurate and complete. I attest that the selected verification body is contracted to verify this report.

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

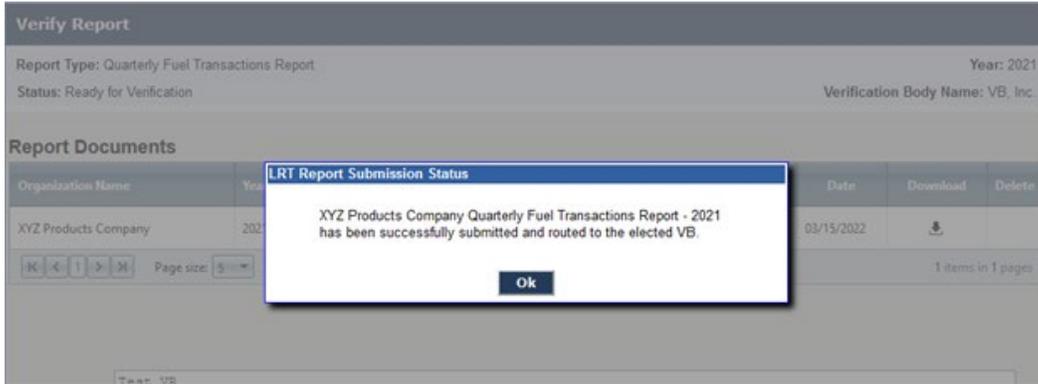
- (Optional) To upload supplemental document(s) – after selecting the “+Add File” link, the “Upload Document” window will appear. Select the “Supplement Document” option from the “File or Document Type” drop-down menu. Then click “Browse” and add any additional supporting file/document to the submission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



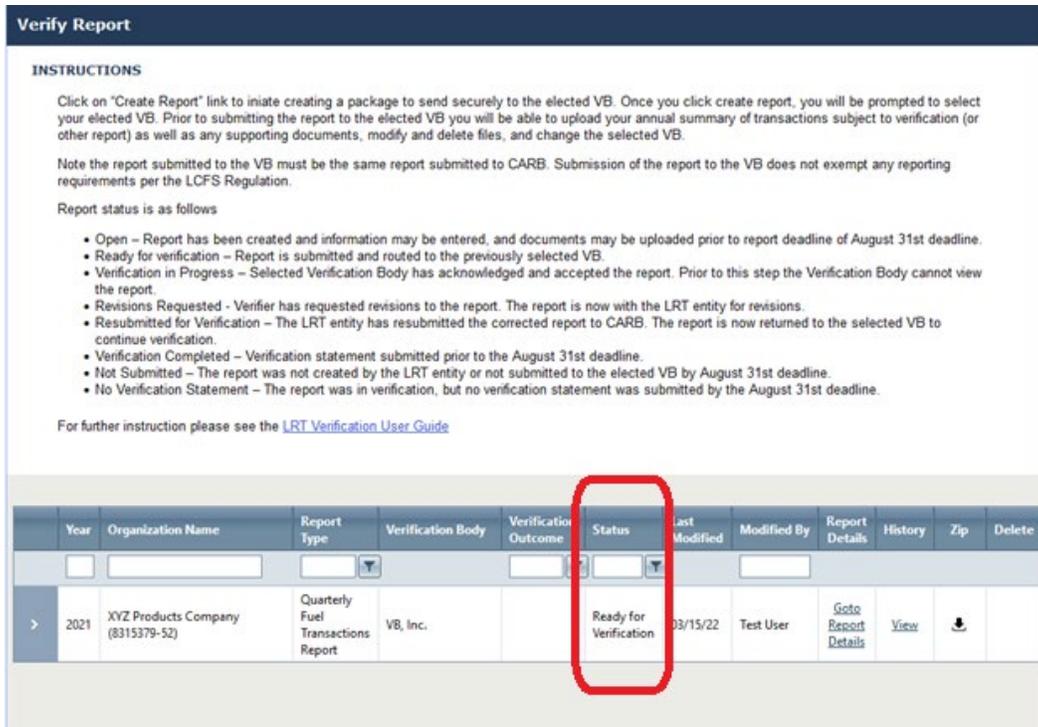
7. Click "Submit" on the Verify Report homepage to completing the verification report submission and routing to the elected VB.
 - a. An error message will appear if the entity tries to submit WITHOUT ATTESTING to the report's accuracy.



- 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.



- 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 Verification Reports

- 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”).

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	[Redacted]	[Redacted]	Revisions Requested	04/01/22	[Redacted]	View			
Document Type			Document Name			Description		Date	Download		
Report Subject to Verification			LCFS QFTR 2021.xls					03/04/2022	Download		

- For QFTRs: 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**. CARB will attach the revised transactions summary report to the entity’s existing transactions report package. The entity would also receive a notification email from the LRT verification system about the revised transaction summary report and a reminder to complete the resubmission process. 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.

Verify Report

Report Type: Quarterly Fuel Transactions Report **Year:** 2021
Status: Revisions Requested **Verification Body Name:** ~~Academe 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		

Page size: 5 1 items in 1 pages

VB Comments: *

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. 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.

5. 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: [Redacted]

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		

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

Returned for testing the new correction request process.

VB Comments:*

Add any comments to VB.

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

Note: revised transactions summary report won't appear for MCON, LC/LEU, and Project Report revisions.

6. 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	05/11/22	Joann Martin	Goto Report Details	View		

7. The LRT verification system will email the elected VB of the resubmission.

F. Previously Deferred Fuel Transactions Verification

Note: Fuel reporting entities may be eligible to defer verification of their Quarter Fuel Transactions Reports. The eligibility requirements are specified in the [Annual Reporting and Verification](#) document.

1. If the entity is eligible and would like to voluntarily defer the verification report during the reporting period, select the “**Deferred Verification (§95500(b)(2)(B) or §95500(c)(2)(B))**” option as Verification Body from the drop-down menu while creating the annual verification report for the transaction summary (QFTR).

The screenshot shows the 'Verify Report' interface with a modal dialog titled 'Assign Verification Body'. The dialog contains the following information:

- Report Type: Quarterly Fuel Transactions Report
- Year: 2021
- Organization Name: Deferred Verification (§95500(b)(2)(B) or §95500(c)(2)(B))

Buttons for 'Cancel' and 'Assign VB' are visible at the bottom of the dialog. A red arrow points to the 'Organization Name' dropdown menu.

2. The volunteer is required to complete the remaining submission process as stated in the previous section. However, the verification submission will be deferred and routed to CARB directly.

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete
> 2021	Netty USA Limited (03)	Quarterly Fuel Transactions Report	Deferred Verification (§95500(b)(2)(B) or §95500(c)(2)(B))		Ready for Verification	01/27/23	LRT Admin	Goto Report Details	View		

3. For any concerns or questions regarding the eligibility of deferral and the status of the deferred verification report, please email LCFSVerify@arb.ca.gov.

G. Submitting Previously Deferred Verification Report (QFTR)

Note: For reporting via the LRT Verification system, those previously deferred reports will need to be unlocked by CARB before initiating verification.

1. Reporting entities with any previously deferred verification reports that require verification in the current compliance period, **ONCE THEIR REPORTS ARE UNLOCKED BY CARB**, must update their VB selection from the “deferred verification” status to their contracted VB for verification.

Year	Organization Name	Report Type	Verification Body	Verification Outcome	Status	Last Modified	Modified By	Report Details	History	Zip	Delete
2021	Stellar Oil Co - (Test Org.) (5656565-65)	Quarterly Fuel Transactions Report	Deferred Verification (995500(b)(2)(B) or 995500(c)(2)(B))		Revisions Requested	02/21/23	Simon Cheung	Goto Report Details	View		

Note: A red arrow points to the 'Modify VB' button located below the 'Deferred Verification' text in the 'Verification Body' column.

2. The reporting entity **MUST** complete the remaining submission process as stated in the previous section of this guide. The entity must review and confirm the updated annual transactions summary file from the Report Documents table, and then attest to the report’s accuracy, include any comments, and submit the whole report package to the elected VB for review.
3. The Verify Report homepage will update the report status for the previously deferred report(s). Successful submission 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	Stellar Oil Co - (Test Org.) (5656565-65)	Quarterly Fuel Transactions Report	Santa Claus Cares, LLC		Resubmitted for Verification	02/21/23	Simon Cheung	Goto Report Details	View		

Note: Red boxes highlight the 'Verification Body' and 'Status' columns in the updated row.

4. The LRT verification system will email the elected VB of the submission. Reporting entity will receive a system message when the VB selection is changed from the “deferred verification” status to the elected VB.
5. For any questions about the submission process for the previously deferred verification reports, please email LRTAdmin@arb.ca.gov.

H. 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 tabs: Home, User Profile, Org Profile, MyBrokers, Sell Board, Transfers, Ledger, Partners, Producers, FPC, LCFS Reports, Dat, Correspondence (highlighted with a red circle), and Verification. 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, displaying "There are no records to display". At the bottom of the page, there are links for "LCFS RT Home", "Terms of Use", "Visit ARB LCFS Page", and "Back to Top".

- 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 "New Post" form in the LRT system. The form is titled "LCFS Correspondence - New Post" and is set to "Post To : Topical Fuels & Energy LLC (ARB Test)". It includes the following fields and controls:

- Ref. # :** A text input field.
- Subject/Topic:** A text input field.
- Remarks: *** A large text area for entering the message content.
- Action: *** A dropdown menu currently showing "---Select---
- Filename:** A "Choose File" button followed by the text "No file chosen".
- Submit** and **Cancel** buttons at the bottom of the form.

- 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
 C4644	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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