

Low Carbon Fuel Standard Alternative Fuels Portal (AFP) User Guide

AFP Version v 3.4010

Document Released:
March 2021

CARB's 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.

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Table of Contents

Α.	Version History	3
В.	What's New in v3.4010	
C.	Creating an Account	
D.	Logging into the System	7
E.	Editing User Accounts	8
F.	Creating a Facility	10
G.	Submitting a New Pathway Application	13
Н.	Reviewing Pathway Details	19
l.	View Certified Pathway Details	20
J.	Providing Additional Information for an Application	23
K.	Accepting/Declining Staff Summary for an Application	24
L.	Reviewing Application Returned by Verification Body	25
М.	Submitting an Annual Report	26
N.	Contacting CARB	32

A. Version History

AFP Version #	Release Date	Download User Guide
v3.4010	03/24/2021	Current document
v3.3020	01/23/2020	±
v3.3011	11/19/2019	±
v3.3003	5/1/2019	<u>.</u>
v3.3002	4/4/2019	<u>.</u>
v2.9968	1/9/2019	±

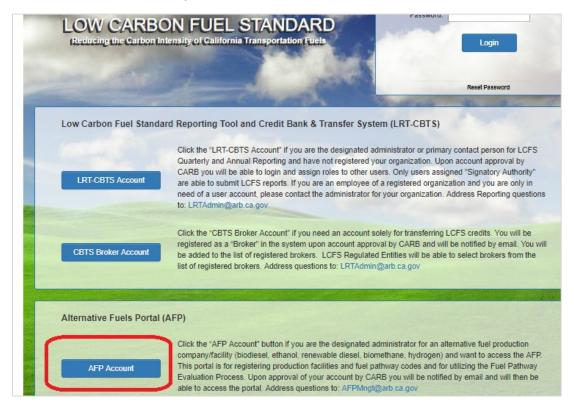
B. What's New in v3.4010

Submitting Annual Report

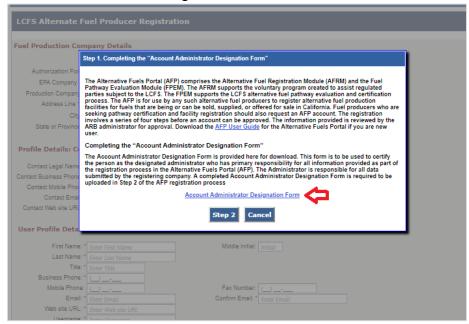
• General procedures for <u>Annual Report submission</u> in 2021.

C. Creating an Account

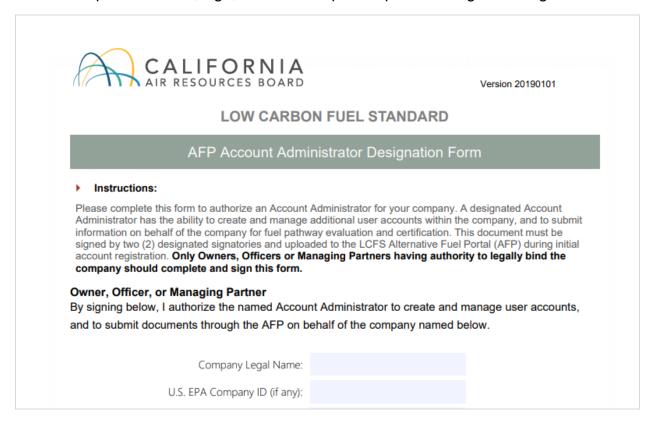
 If you do not currently have an account, go to the LRT-CBTS/AFP portal site and click "AFP Account" to create an account. If you have an account, log in with your current username and password.



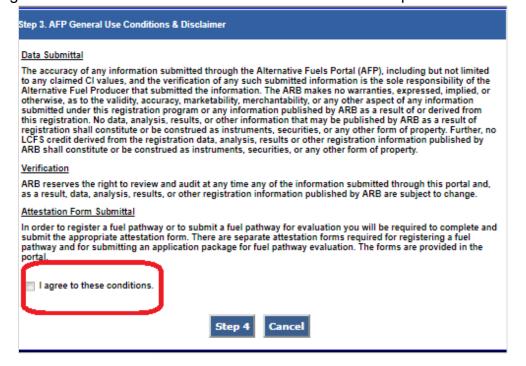
Download the AFP Admin Designation form.



3. Complete the form, sign, and click Step 2 to upload the signed Designation form.



4. Agree to the Use Condition and Disclaimer. Click on "Step 4".



5. Enter the company and contact information. If your company is registered with the EPA, select the EPA Company ID. Otherwise, check the box that indicates that you do not have an EPA Company ID. A CARB Company ID will be generated upon submission of your account information. Complete all information and submit the account activation application. Your account will be pending until activated by CARB.

LCFS Alternate Fu	uel Producer Registrat	ion					
Fuel Production Com	pany Details						
Authorization Form:		✓ AFP General Use Conditions					
EPA Company ID:	<u> </u>	▼ □ We do not have an EPA company ID					
Production Company.	Enter Fuel Production Company	FEIN: *					
Address Line 1: *	Enter Address Line 1	Address Line 2: Enter Address Line 2					
City: *	Enter City/Province	Country: * UNITED STATES T					
State or Province: *	California	Zip or Postal Code: *					
Profile Details: Com	npany Owner/Officer/Exe	c. Mngr.					
Contract Long Norman		Contract Titles 1					
Contact Legal Name: * Contact Business Phone: *	Enter Legal Name	Contact Title: * Enter Contact Title					
Contact Business Phone: ** Contact Mobile Phone:		Contact Fax Number:					
Contact Mobile Priorie: Contact Email: *							
	Enter Email	Confirm Contact Email: * Enter Email					
Contact Web site URL: *	Enter Contact Web site URL						
Haan Doofila Dataila	: Designated Administrate						
User Profile Details	: Designated Administrati	or					
First Name: *	Enter First Name	Middle Initial: Initial					
Last Name: *	Enter Last Name						
Title: *	Enter Title						
Business Phone: *	<u></u>						
Mobile Phone:	<u></u>	Fax Number: ()					
Email: *	Enter Email	Confirm Email: * Enter Email					
Web site URL: *	Enter Web site URL						
Username: *	Enter Username						
Password: *		Confirm 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 @\$1%*?&						
Security Questions	and a second and appending to						
	questions provided below to help conf	Irm your identification should your password need to be reset.					
•	quotatrio provided below to help com	,,					

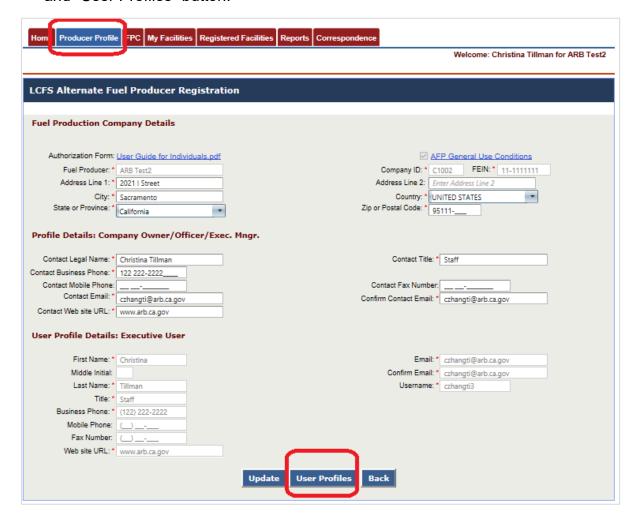
D. Logging into the System

 After your account is activated, go to the AFP log-in page at https://ssl.arb.ca.gov/LCFSRT/LoginV2.aspx. Enter your credentials and the screen codes. Your account must be active in order to log into the AFP. If you have forgotten your password, click "Reset Password" and follow the instructions to reset your password. If you need assistance, please contact CARB.

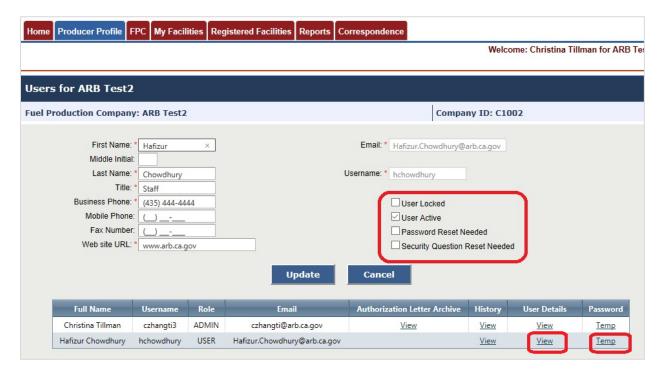


E. Editing User Accounts

1. Each user can edit his own user account profile. Click on "Producer Profile" tab and "User Profiles" button.



2. Click "View" to see the user's information. A standard User can edit his own information. If you are assigned the Admin¹ role, you can modify your own profile or those of other users.



For Admin users, the following user profile functions are available to enable you to administrate your company's user accounts.

User Locked – If a user has attempted to log in too many times without success, his account will be locked. You can unlock the account by unchecking the box.

User Active - You can activate or deactivate a user by checking this box. Inactivated users cannot log in to the system.

Password Reset Needed - You can set the account to require a password reset by checking this box. This will force the user to reset his password upon sign-in.

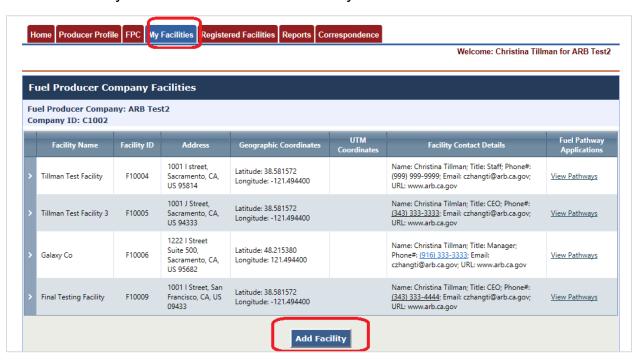
Security Question Reset Needed - You can set the account to require an update to security questions by checking this box. This will force the user to update his security questions upon sign-in.

Temp - Clicking this link will send a temporary password for a user. This is done if the user forgets his password or require a temporary password because he is unable to reset the password on his own.

¹ By default, the initial user registered in the AFP is an Admin. The Admin can be changed by submitting a new AFP Admin Designation form to CARB via Correspondence.

F. Creating a Facility

1. Go to "My Facilities" and click "Add Facility".



2. Enter the facility details. If your company is registered with the EPA, select the EPA Facility ID. Otherwise, check the box that indicates that you do not have an EPA Facility ID. A CARB Facility ID will be generated upon submission of your facility information. Enter all facility information and click "Submit" when done.

			Welcome: Christina Tillman for ARE
acility Details			
el Producer Compar mpany ID: C1002	ny: ARB Test2		
acility Details:			4
EPA Facility ID:		▼ □ We do not l	have an EPA company ID
Facility Name:			7
Address Line 1:*		Address Line 2:	
City:*		Country:* UNITED	STATES
State or Province:*	California	Zip or Postal Code:	
acility Geographic	Coordinates:		
Latitude:*	(e.g., 38.581572)	Longitude:*	(e.g., -121.494400)
acility Universal Ti	ransverse Mercator (UTM)	Coordinates:	
Hemisphere:		Zone:	(e.g., 17)
Easting (E):	(e.g., 630084)	Northing (N):	(e.g., 4833438)
	., , ,		
acility Contact Det	ails:		
Contact Legal Name: *		Contact Title: *	
Business Phone: *			
Mobile Phone:		Fax Number:	
Email: *		Confirm Email: *	
Web site URL: *			
		Alle to 1 11 0 111	
		Add Fuel Production Capacities	
		Fuel Name Production	on Capacity Action

3. Selecting a Verification Body (VB). Click the "Assign VB" button to select a VB that has been pre-registered in the LCFS. If you do not find your VB on the list, please contact CARB. Once selected, a VB can be changed but not removed.

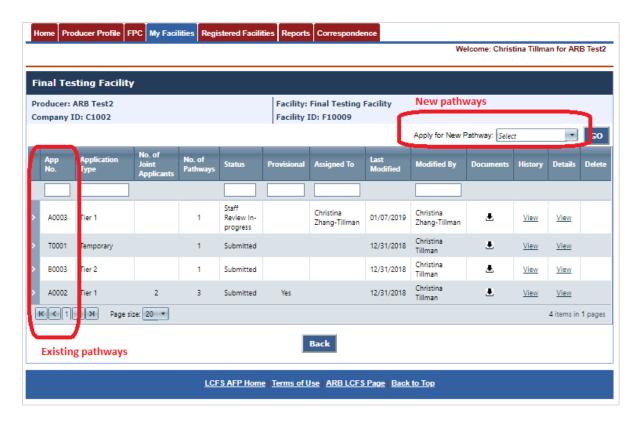




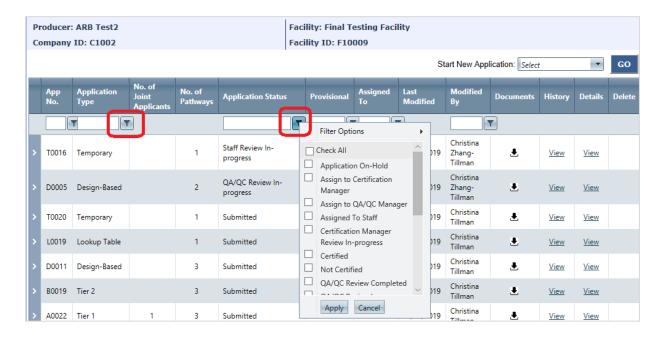
Note. Beginning January 1, 2020, a third-party validation statement for fuel pathway applications is required. It is important that your organization assigns a Verification Body (VB) to the registered production facility in order to ensure the application can be sent to the VB for validation.

G. Submitting a New Pathway Application

1. Under the facility for which you wish to submit an application, click "View Pathways". A Pathway Summary List is shown with existing fuel pathways, if any. A new pathway can be initiated by selecting the type of pathway and clicking "Go".



a. **Filters**. Option 1. If you have many existing pathways and want to filter the view, click on the selectable filter options on certain columns to narrow the specific record attribute. For instance, if you want to see all Tier 1 pathways that are in certification, select "Tier 1" in the *Application Type* and then "Certification Manager Review In-progress" in *Application Status*.



b. **Filters**. Option 2. You can also filter by entering text in specific column boxes and hit "Enter". For instance, in *Application Type* column, you can enter the text 'Tier 1" and click "Enter" to view all Tier 1 applications. You can also enter a partial text such as "temp" to retrieve all records containing this text.



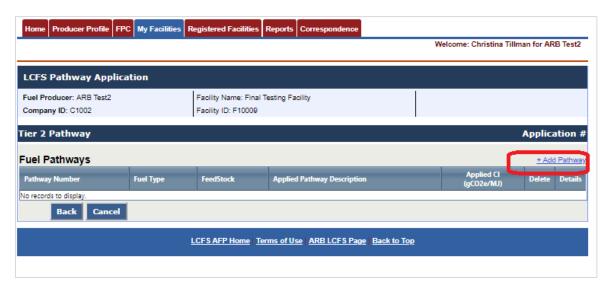
2. In the Pathway Applications page, check the boxes that are relevant to your application. Download the applicable templates and calculators. Open the "Instructions" box on the application for general guidance. If you need assistance, please contact CARB. Click "Next" to continue.



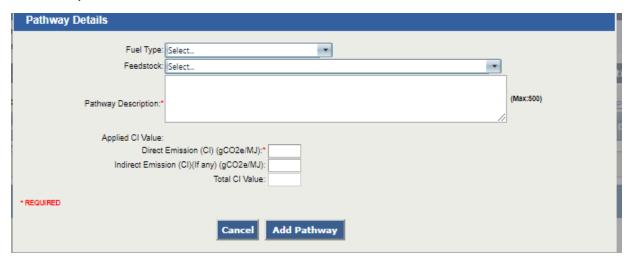
3. Add Joint Applicant (optional). If you did not check the "This application contains joint applicant" box in the previous step, this screen will not be shown. Click "Next" to continue.



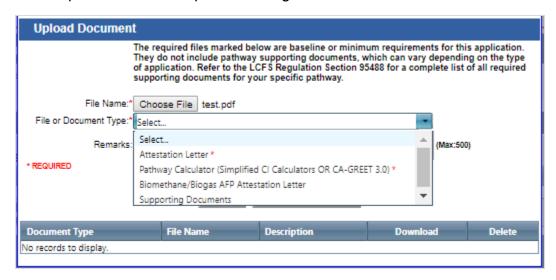
4. Click "Add Pathway" to add a pathway to the application. A Pathway Details popup window is shown. Enter the pathway details. If you have designated your application to have multiple pathways, you must add more than one pathway to continue. Click "Next" to continue.



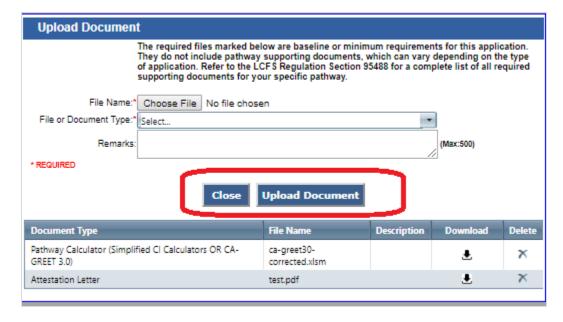
5. Pathway Details pop-up window. Add pathway details such as fuel, feedstock, pathway description, and the CI for which you are applying. For Temporary and Lookup Table pathways, the CI and pathway descriptions are pre-defined. For Tier 1, Tier 2, and Design-Based pathways, you must enter the CI and pathway description.



6. Add supporting documents. Click "Add File" to upload the required supporting documents. The required documents denoted by * are the baseline minimum requirements for AFP submission only. They do not include all required documents for your pathway. Please contact CARB if you have any questions about required documents per LCFS regulation section 95488.

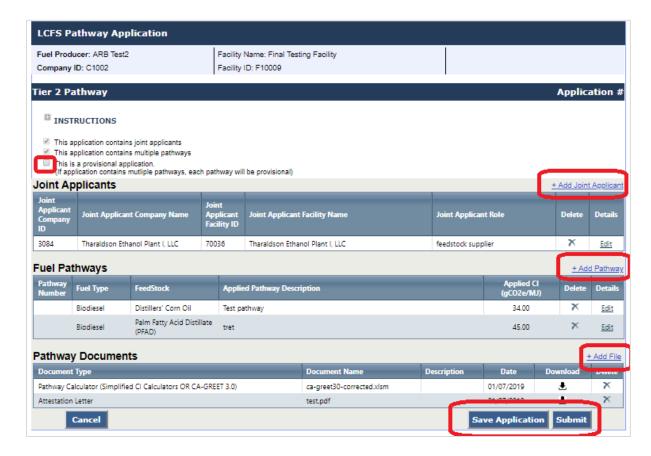


7. Click "Upload Document" to add all files to your application. Click "Close" when done. Click "Next" to proceed to application review.



Note. <u>File Size Limit</u>. There is a limit of 1GB per file during upload. Exceeding this limit could cause your file to not upload.

8. Review the application information. Edit as necessary by changing the information on the application. You can still delete or add information at this stage. You can save the application for future review or submit the application. An application number will be automatically generated upon save or submission. If you choose to save the application, you can continue to edit the application in the future. If you choose to submit the application, the application will be locked upon submission and cannot be edited.

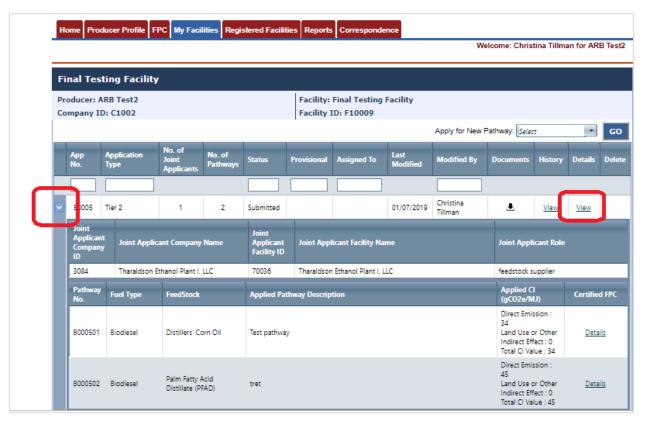


9. Submit the application. Enter any optional comments regarding the application. Click "Submit".



H. Reviewing Pathway Details

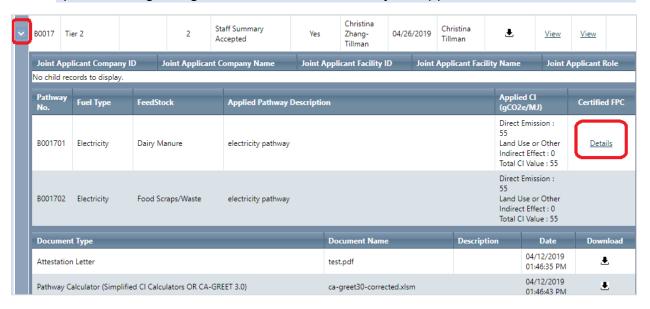
1. Go to the facility under which the application was submitted. Click "View Pathways". For the application of interest, you can expand the application details window on the left to see the joint applicant(s), if any, specific pathway(s) details, and documents submitted. You can also select "View" under the Details column to open the application to view the details. For applications that are 'Saved' and have not been submitted, you can continue to edit the application. For applications that are 'Submitted' or are being processed by CARB, the application will open in read-only mode and cannot be edited.



I. View Certified Pathway Details

1. For application submitted on or after January 8, 2019, full detailed certification information for each certified pathway is available and displayed with history tracking. Under each application number, open the additional information by clicking on the expansion triangle. Click the certification "Details" link for a pathway to view the certification information.

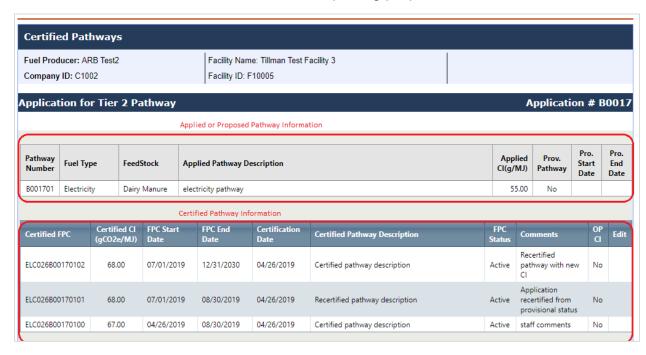
Note. In some cases, a pathway may not have a certification "Details" link. This occurs when a) the application is in review and is not yet certified; b) the application is certified but a pathway (part of a multi-pathway package) is not certified or c) the application is rejected. Please contact CARB if you have questions regarding the certification details of your application.



View Certification Details for Tier 1 (A) and Tier 2 (B) Pathways.

For AB class of applications, the "Certified Pathways" page shows all certified information including historical certification details. The original applied pathway information (user-proposed fuel, feedstock, pathway description, and CI) is shown in the top section and the corresponding information for all certified pathway(s) is displayed underneath. Each time a pathway is certified (such as from provisional status to regular), a new FPC is generated and added to the table, with the latest certified value shown first.

Note. Certified FPC statuses are shown as "Active" or "Inactive". To allow for reporting and credit generation, the FPC status will remain "Active" even if the effective time period for a FPC has expired. For instance, a FPC showing an End Date of 4/30/2019 will remain active for reporting purposes.



3. View Certification Details for Temporary (T) and Lookup Table (L) Pathways.

For TL class of applications, the Certified Pathway page shows the original pathway information submitted by the user and the corresponding certified pathway with only one FPC.

T and L pathways cannot be recertified. For T pathways, the user must re-apply once the pathway has expired.



- J. Providing Additional Information for an Application
- A CARB Application Analyst may require additional information about your application. If this is the case, you will receive an AFP notification by email with a request for information similar to the following:

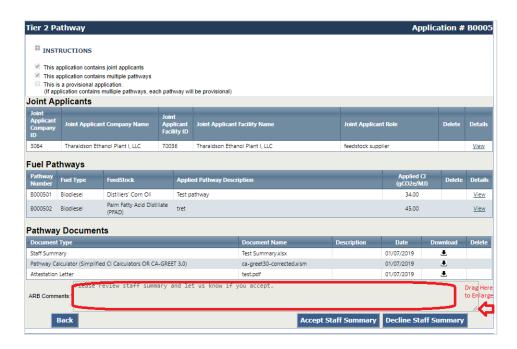
"AFP Applicant,

A Request for Information for B0005 has been entered and submitted.

Specific details of the Request for Information are contained in the comments field of the application. To access the application, log into the Alt. Fuel Portal (AFP).

AFP System"

2. Log into the AFP to retrieve the specific application by going to "My Facilities" then "View Pathways". Open the application by clicking "View" under Details column. A note from CARB will indicate the additional requirements. The document upload function in the application also becomes available so that you can provide additional documents. Click "Add File" to upload any additional documents. Click "Resubmit" when done. Enter an optional message and click "Submit".



If the Comments field does not show the full message, enlarge the field by dragging on the lower right corner.

K. Accepting/Declining Staff Summary for an Application

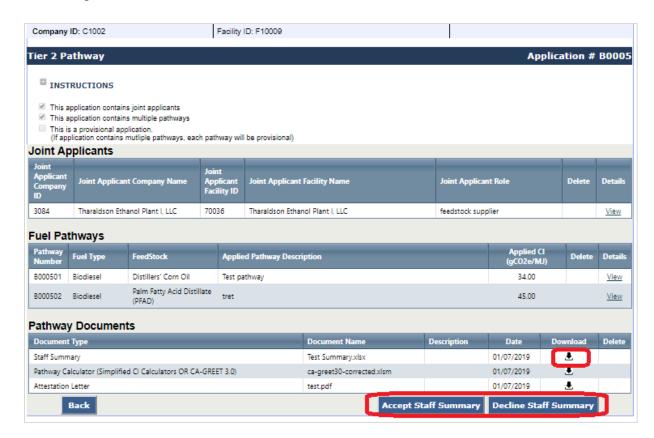
1. When Staff Summary is ready for review, you will be notified by email with a message similar to the following:

"Fuel Producer: ARB Test2 (C1002) Facility Name: Final Testing Facility (F10009)

AFP Applicant,

The evaluation of your fuel pathway application "B0005" has been completed. The resulting "Staff Summary" has been posted in your application for review. To access the application, log into the Alt. Fuel Portal (AFP). Access the Staff Summary in the AFP by selecting the pathway application from the "Submitted Applications" and then selecting the View link in the details column for this application."

2. Go to "My Facilities", "View Pathways", and select the specific application. Download a copy of the Staff Summary by clicking the download arrow. (A Staff Summary can be either an Excel CI Summary or a Word Pathway Summary document, depending on whether the pathway is Tier 1 or Tier 2). After reviewing the Staff Summary, accept or decline the Summary by clicking on the designated button.



L. Reviewing Application Returned by Verification Body

1. If additional information is required, the VB will return the application for your review. The application status will change to "Revision Requested" and the History will show the progress to-date. You can also see the specific VB that has requested the information ("Modified By") and when the application was returned ("Last Modified").



2. Click "View" under Details to see the full application and the VB's comments. If needed, add more documents by clicking "+Add File"

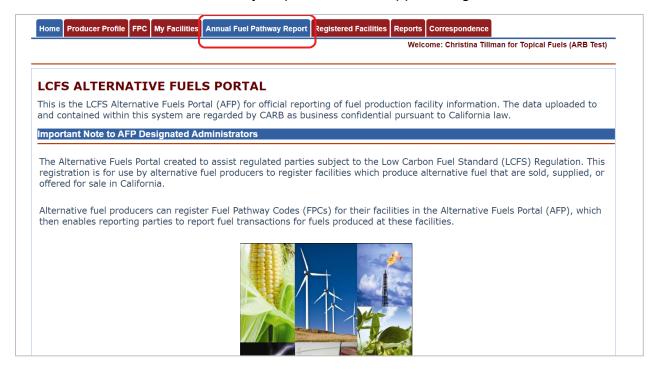


3. Click "Resubmit" when done. Add additional comments, if any.

M. Submitting an Annual Report

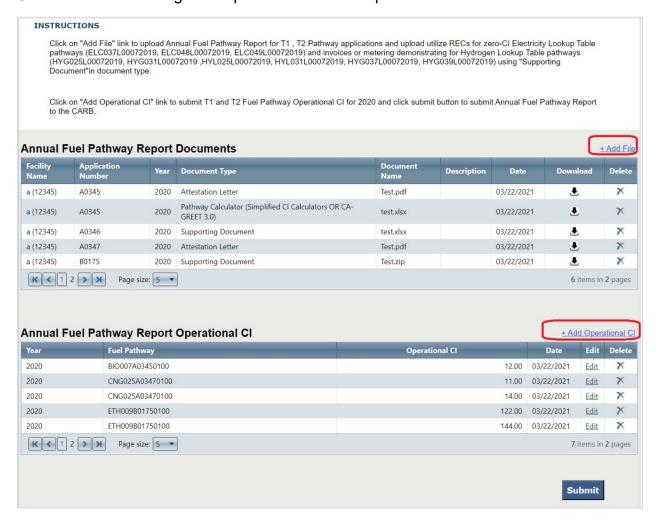
The following is supplemental guidance for the 2021 Annual Report submission for entities with certified CA-GREET3.0 Tier 1, Tier 2, and Look-up Table pathways in 2019 to 2020. For full guidance, please see the <u>Annual Reporting and Verification User Guide</u> released on March 16, 2021.

1. Go to the Annual Fuel Pathway Report tab in the upper navigation bar.

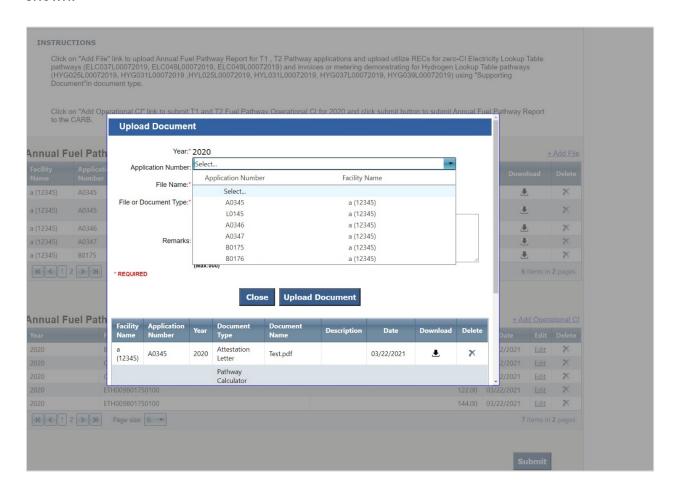


- 2. The Annual Report submission screen requires you to:
 - Upload a Pathway Calculator (Simplified CI Calculator or CAGREET 3.0),
 Attestation Letter, and Supporting Documents, and
 - b. Add operational CI data.

Click "+Add File" to begin file upload for Annual Report documents.



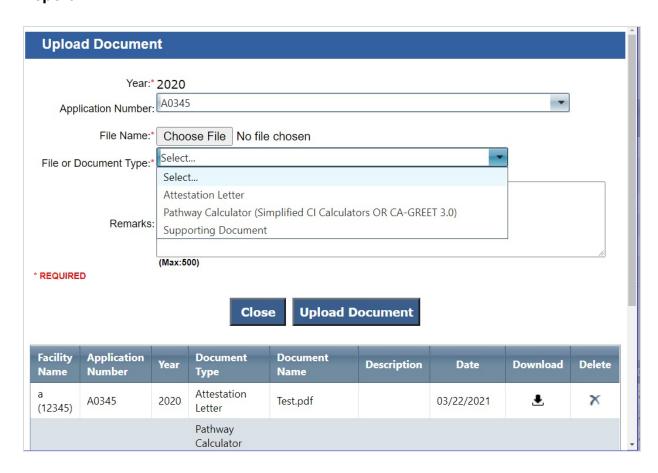
3. Select a certified application. A list of previously certified applications by facility is shown.



4. For *each* certified Tier 1 and Tier 2 application, upload the Pathway Calculator (Simplified CI Calculator or CAGREET 3.0) and Supporting Documents. For a Lookup Table application, the Pathway Calculator is not required.

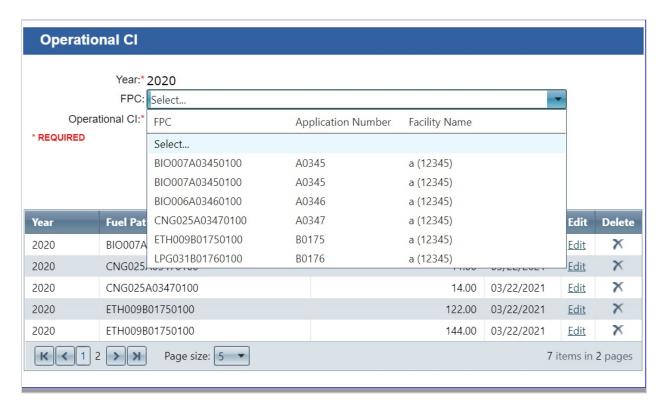
Select a file type, and click "Upload Document" to upload the file. If needed, you can delete the document. When all files are uploaded, click "Close" to close the popup window.

Note. The Attestation Letter must be uploaded for each facility. If you have multiple applications per facility, you can choose to upload the Attestation Letter under each application or one copy with the first application. You must upload at least one copy of the Attestation Letter per facility in order to submit your Annual Report.



5. Add Operational CI data. Click "+ Add Operational" CI to begin. Select a certified FPC.

Note. For Tier1 and Tier2 fuel pathways subject to verification, you must enter the "Operational CI". The Operational CI does not include the margin of safety as provided at the time of fuel pathway certification.

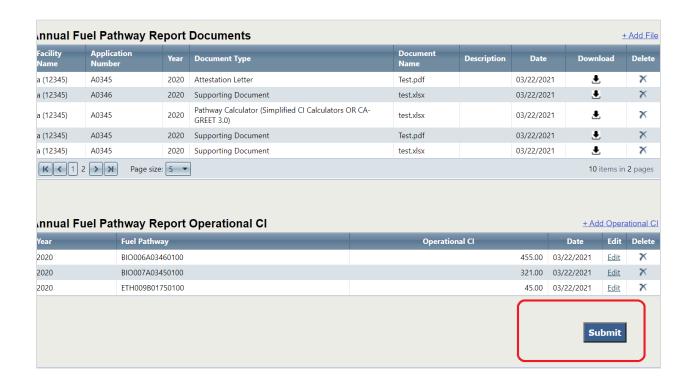


6. For each certified FPC, enter the Operational CI data.



7. When all data entry are complete, double-check your Annual Report and Operational CI data. Click "Submit" to send the report to CARB.

Once Submitted, the Annual Report and Operational CI information cannot be changed. If edits are required, please contact CARB.



N. Contacting CARB

- 1. For general questions regarding the AFP system, please contact AFPMngt@arb.ca.gov.
- 2. For questions regarding application process and timeline, please contact your assigned Application Analyst.
- If you are submitting pathway-related communications or providing business confidential information as required by your application, please use the AFP Correspondence module to submit all information. <u>Do not use email.</u>



4. To send a message via Correspondence, select a facility and click "New Post". Select an application number, if applicable. If your application was submitted prior to January 8, 2019, select an application from "Legacy Tier 1" or "Legacy Tier 2" dropdown. For applications submitted on or after January 8, 2019, select an application from "Application Number". Enter the "Subject/Topic" of the message and relevant "Comments". If you have any files to upload, select the file and upload to the message. Click "Save" to save only or "Submit" to send the message.

Fuel Facility Correspondence – New Post					
Facility Name *: Tillmar		Correspondence # *:			
Legacy Tier 1 App. #:	SELECT T1 APPLICATION	-	Selection Instructions		
Legacy Tier 2 App. #:	SELECT T2 APPLICATION	-			
Application Number:	SELECT PAYWAY APPLICATION	-			
Subject/Topic *:					
			1 (Max:1000)		
Comments: *					
			(Max:10000)		
Filename:	Choose File No file chosen		(MAX.10000)		
	Save Submit Cancel				
* REQUIRED					

5. To review, respond, or recall a message from Correspondence, select the facility under which the message was sent. Check the Correspondence ID to ensure you are viewing the correct message. A message history is shown by clicking on the expansion triangle next to the Correspondence ID. Click "Review/Respond" to view and respond to a message, or "Recall" to recall the message.

