

Oregon Clean Fuels Program and Greenhouse Gas Reporting Program

2021 Oregon Fuel Reporting System Updates
Training for Organizations Reporting to Both CFP and GHG RP

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Overview

- Review changes to online reporting system for entities that report to **both** the CFP and Greenhouse Gas Reporting Program (GHG RP)
- Review sign up and reporting process for CFP and GHG RP
- Common Reporting Issues
- New documentation available
- Questions will be taken at regular intervals as we discuss different aspects of the system and reporting

System Update - Background

- System update to streamline reporting of fuels to the CFP and the Greenhouse Gas Reporting Program (GHG RP) into one combined system
- New elements were added into the system from California's recent updates

System Update – Phased Implementation

- Phase 1: New transaction types for quarterly reporting in CFP to collect data for GHG Reporting Program
 - These have been in use for 2020 reporting
- Phase 2: New reporting elements for the Greenhouse Gas Reporting Program's (GHG RP) Annual Report and a few general updates to the system
 - These are in the latest update
- You will access the updated site from the same URL:
<https://cfprt.deq.state.or.us/>

Oregon fuels reporting updates

- The Clean Fuels Program Reporting Tool has a new name:
 - [Oregon Fuels Reporting System](#) or OFRS
- Entities which previously reported to the Greenhouse Gas RP through EZ-Fuels will be using the Oregon Fuels Reporting System beginning with the 2020 annual report
- The system is in the last stages of being updated and will be down for one full day on Tuesday, March 16. You should be able to use the system again on March 17. Let us know if you have any problems accessing the system after 9 a.m. on March 17.

New Additions – Sign in Page

- Reset Password
 - Security questions allow users to reset their own passwords
- Users reporting only to GHG RP who did not have an account in CFP will need to register as a regulated party
- **Note:** Registered parties reporting to CFP will need to fill out the [appropriate registration form](#) to register with the CFP before signing up to use the system.

Oregon Fuels Reporting System

Username:

Password:

[Reset Password](#)

AKP7N

[Generate New Code](#)

[Audio Code](#)

Enter Code:

Login

NEW USERS

Please contact the administrator for your organization if this is your first time using the Oregon Fuels Reporting System and you need a user account.

Registering an Organization

Select "Register Organization" below if you are the designated administrator for Oregon Fuels Reporting System and have not registered your organization in order to file reports with DEQ's Oregon Fuels Reporting System (OFRS) and/or Greenhouse Gas Reporting Program (GHG RP). You will be assigned the Administrator role for your organization upon registration and approval of your organization's account by DEQ. At that time you will be able to login and assign roles to other users. Only users given Signatory Authority may submit CFP and GHG RP reports.

Register Regulated Party

Registering a Fuel Producer

Register here if you are the designated administrator for an alternative fuel production company/facility and want to register in the CFP Alternative Fuels Portal. This is a program for registering fuel production facilities, requesting fuel pathway codes, and for facilitating the third party verification process for applicable facilities. Upon registration and approval of your account by DEQ you will be able to login to the Alternative Fuels Portal (AFP) and register your fuel production facilities.

Register Fuel Producer

New Additions – Registration Screen

Organization details, new **required** fields:

- Date and place of Incorporation
- Organization Contact Person

Primary and Secondary Representatives

- Two representatives needed
- Given Administrator role for company
- New **required** fields: User Names, Titles, Relationship to Organization
- Contact details

This is where those newly signing up for system will fill out the registration categories

- Those already registered in system will find this on the organization profile tab

OFRS Organization Registration

REGISTRATION REPORTING ENTITY IN LCFS

ORGANIZATION DETAILS

Acct. Reg. Form Letter: Notes on test cases_UJcSEpr1w2aY.pdf OFRS General Use Conditions

Organization Name: Steph's Fuel Depot FEIN: 15-5115511 (Federal Employer Identification Number)

Address Line 1: 700 NE Multnomah St Address Line 2: Enter Address Line 2

City: Portland State Or Province: Oregon

Zip Code: 97232 Country: UNITED STATES

Date of Incorporation: 02/23/2000 Place of Incorporation: Deep Space 9

Email: Enter Email

Do you want the email address entered above (which is optional) to be included in the list of Reporting Parties published on the DEQ website?

ORGANIZATION CONTACT PERSON

Primary Contact Name: Stephanie Summers Business Phone: (503) 229-5918 Mobile Phone: () - - - - -

Email: summers.stephanie@deq.state.or.us

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: Stephanie Middle Initial: Initial

Last Name: Summers Relationship to the Organization: Employee

Title: CFP Analyst

Business Phone: (503) 229-5918 Mobile Phone: () - - - - -

Email: summers.stephanie@deq.state.or.us Confirm Email: summers.stephanie@deq.state.or.us

User Name: SFDTest

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: Sammy Middle Initial: Initial

Last Name: Fahrenheit Relationship to the Organization: Owner

Title: Security

Business Phone: (503) 229-5918 Mobile Phone: () - - - - -

Email: summers.stephanie@deq.state.or.us Confirm Email: summers.stephanie@deq.state.or.us

User Name: SFDTest2

Is Finished Fuel Importer?

CFP REGISTRATION CATEGORIES

Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E1

Diesel fuel ("diesel fuel" or "ULSD") or B5

A fuel blend containing greater than 10 percent ethanol by volume

A fuel blend containing biomass-based diesel

Denatured fuel ethanol

Biomass-based diesel

Any other liquid or non-liquid fuel

Neat renewable hydrocarbon diesel

A credit generator for one or more fuels from the following list of "opt-in" fuels specified in OAR 340-263-0200(3) whichever applies to that fuel as selected below:

Electricity

Hydrogen

A hydrogen blend

Fossil CNG or LNG derived from North American sources

Bio-CNG

Bio-LNG

Bio-L-CNG

Liquefied Petroleum gas

GHG REGISTRATION CATEGORIES

Kerosene

Motor Gasoline

Distillate Fuel Oil (Distillate No. 1, ULSD No. 2, Distillate Fuel Oil No. 4)

Residual Fuel Oil

Aviation Fuels

Propane

Biomass-based fuels (Ethanol, Biodiesel, Renewable Diesel)

Other Petroleum Products

Register Organization Back

New Additions – Organization Profile/Sign up Screen

Action Item: Organization Profiles need to be updated by all organizations

All organizations:

- Update this screen with all fuels to be reported
- Update fuels under the program you are required to report to
- Reporting to both programs?
 - Select fuels under both CFP and GHG headings, including gasoline and diesel

CFP REGISTRATION CATEGORIES

- Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E1
- Diesel fuel ("diesel fuel" or "ULSD") or B5
- A fuel blend containing greater than 10 percent ethanol by volume
- A fuel blend containing biomass-based diesel
- Denatured fuel ethanol
- Biomass-based diesel
- Any other liquid or non-liquid fuel
- Neat renewable hydrocarbon diesel
- A credit generator for one or more fuels from the following list of "opt-in" fuels specified OAR 340-253-0200(3) whichever applies to that fuel as selected below:
 - Electricity
 - Hydrogen
 - A hydrogen blend
 - Fossil CNG or LNG derived from North American sources
 - Bio-CNG
 - Bio-LNG
 - Bio-L
 - Liqui

GHG REGISTRATION CATEGORIES

- Kerosene
- Motor Gasoline
- Distillate Fuel Oil (Distillate No.1, ULSD No.2, Distillate Fuel Oil No.4)
- Residual Fuel Oil
- Aviation Fuels
- Propane
- Biomass-based fuels (Ethanol, Biodiesel, Renewable Dese
- Other Petroleum Products

- Credit generator, aggregator, or receiving residential EV credits?
 - Select categories under the CFP Registration categories by selecting and expanding the "opt-in" section

New Additions: Organization Profile – Designated Aggregators

Action Item: Designator Fields

Designated aggregators:

- Click Add Designators button to get the pop up to register entities you are aggregating for
- Upload Aggregator Designation form on this page
- **You will need the FEIN of your designator to complete this step**

If you are a new registrant, this can be filled out during registration in the system

Next renewable hydrocarbon diesel

A credit generator for one or more fuels from the following list of "opt-in" fuels specified in OAR 340-253-0200(3) whichever applies to that fuel as selected below:

Electricity

Hydrogen

A hydrogen blend

Fossil CNG or LNG derived from North American sources

Bio-CNG

Bio-LNG

Bio-L-CNG

Liquefied Petroleum gas

Other Petroleum Products

FOR AGGREGATORS

DESIGNATOR ORGANIZATION/COMPANY DETAILS

Add Designator(s)

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
No records to display.							

Designator Organization/Company Details

Designator Organization/Company Name:

Designator Address Line 1:

Designator City:

Designator Zip Code:

Designator Primary Contact Name:

Designator Email:

Upload Aggregator Designation Form: No file chosen

Designator Organization/Company FEIN: (Federal Employer Identification Number)

Designator Address Line 2:

Designator State Or Province:

Designator Country:

Designator Business Phone:

* REQUIRED

Add **Cancel**

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
No records to display.							

New Additions: User Profile Tab

Action Items: New Fields

Required fields:

- Title
- Relationship to Organization
- Default Role
- Security Questions

Admin has ability to add users and to add/remove roles for users on this screen

Manage User Profile

User Details

First Name: * Middle Initial:

Last Name: *

Title: * Relationship to the Organization: *

Business Phone: *

Mobile Phone:

Email: * User Locked User Active

Confirm Email: * Password Reset Needed Security Question Reset Needed

User Role

Available Roles:

- CREDIT FACILITATOR
- CONTRIBUTOR
- REVIEWER
- VB ADMIN
- VERIFICATION MANAGER

User Role: *

Assigned Roles: *

- ADMINISTRATOR
- GHG USERS

Note: Assign the appropriate Role(s) with User Profile.

Default Role: * Signatory Authority Terms of Use

Data Tab

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

Select and answer two security questions provided below to help confirm your identification should your password need to be reset. [Change Security Questions](#)

Security Question: * [Change Security Questions](#)

Answer: *

Security Question: *

Answer: *

* REQUIRED

Full Name	Title	Relationship	Username	Role	Email	Signatory Authority	Data Tab Access	User Locked	User Active	User Details	Password
Stephanie Summers	CFP Analyst	Owner	GHGTestSS	GHG_USERS	summers.stephanie@deq.state.or.us	No	No	No	Yes	See Details	Temp

Page size:
1 items in 1 pages

Credit Generators/Aggregators: Registering Fuel Supply Equipment

- Updated FSE Registration Guide is available on the website on the [OFRS page](#)
- Updated FSE registration spreadsheet found on Home tab requires yes/no on if the entity registering is aggregating for another company
 - If yes, the FEIN of the company you are aggregating for is required to be uploaded in the spreadsheet for each FSE
- Propane FSE columns are now included
- [Fuel Supply Equipment detail form](#) required for:
 - Forklifts, eTRU, eCHE, and eOGV
 - Please note that eCHE and eOGV are being added in the current rulemaking going before the EQC for approval later this month and are not yet in our rules
- System now has the capability to handle start/stop dates for FSE

Reporting Process for CFP

CFP Reporting

- Remains largely the same as previous years of reporting
- Updated user guide contains detailed instructions on:
 - Adding fuels
 - Adding transactions
 - Adding Reporting Manually or by Upload
 - Submitting reporting

CFP Quarterly Reports

Reports From: To:

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report
> 2020	4			Report has not been created		No	Begin Report			
> 2020	3			Report has not been created		No				
> 2020	2	12/14/2020	SSTest	Corrections submitted for review		Yes		<input type="button" value="Go to Report Details"/>		
> 2020	1	12/13/2020	CASSLRT	Corrections have been approved by the ODEQ	accepted	Yes		<input type="button" value="Go to Report Details"/>	Unlock Report	

Only receiving Residential EV Credits? Ensure the credit balance tab will reflect an accurate credit balance:

- Submit “no transaction” reports quarterly
- Submit annual report

CFP Reporting: Adding Fuels

Add:

- Fuel Name
- Fuel Application
- Fuel Pathway Code

Add New Fuel

Fuel Name * Electricity

Fuel Application * Select...

Fuel Pathway Code *

Transactic Details	Fuel Name	Fuel Pathway Code
No records to display.		

Navigation: [Previous] [1] [Next] Page

Select...
Heavy Duty Vehicles
HDV/Off-Road - Aerial Tram (pre-2012)
HDV/Off-Road - Fxd Gwy LR Expansion (post-2012)
HDV/Off-Road - Fxd Gwy LR System (pre-2012)
HDV/Off-Road - SC Expansion (post-2012)
HDV/Off-Road - SC System (pre-2012)
HDV-Battery EV or Plug-in Hybrid EV Bus
HDV-Battery EV or Plug-in Hybrid EV Truck
HDV-Electric Forklift
HDV-Electric TRU (eTRU)
Light Duty or Medium Duty Vehicles
LDV/MDV-Battery EV or Plug-in Hybrid EV
LDV/MDV-Electric Motorcycle

CFP Reporting: Adding Transactions

Add:

- Transaction Date
- Transaction Type
- Transaction Quantity
- Transaction Number
- Business Partner
- Biofuel Facility, if needed
- Check the box if aggregated
- Transaction Description

CFP Fuel Transaction Details

Organization: ABC Inc. Reporting Period: Quarter 1, 2015 Report Status: Corrections in progress
Fuel Name: Gasoline Fuel Balance: 0 MT Fuel Pathway (CI): ORGAS001 (89.40)
Fuel Obligated Amount: 0 gal Fuel Application: LDV/MDV

Transaction Details

Transaction Date * 03/31/2015 Business Partner * Undefined

Transaction Type * Import into Oregon Biofuel Facility Select...

Transaction Quantity * 50,000 Physical Pathway Code * Fuel produced in Oregon

Transaction Number * 11bf63ce-ffc-47d5-8599-8916a Transaction is an aggregated amount

Transaction Description

Add **Cancel**

CFP Reporting: Uploading Transactions

Technical Files found on home tab can be used to enter many transactions at one time

Technical Files

[XSD for XML file upload](#)

- last updated 2/10/2021 5:06 PM
- [release notes](#)

[Excel Template for file upload](#)

- last updated 2/10/2021 5:06 PM
- [release notes](#)

[Facility - Fueling Supply Equipment\(FSE\) Registration Template](#)

- last updated 2/10/2021 5:08 PM

[FSE XSD for XML file upload](#)

- last updated 2/10/2021 5:06 PM

[FSE Excel Template for file upload](#)

- last updated 2/10/2021 5:06 PM

Non-FSE Reporting

FSE Reporting

Regulated Entities/Transaction Types: Import and Position holder transactions

- Import transactions:
 - Import within the bulk system: fuel is going to a terminal or directly to a Producer to be dispensed or used for production
 - Import outside the bulk system: fuel is going to intermediate storage or directly to retail sites
 - Import (and export) transactions should tag the Undefined business partner (14-9876543)
- Position holder transactions:
 - **All sales below the rack must be reported** whether the fuel is staying in state or being exported
 - **Position holder sale for export:** fuel is going to be exported, tag business partner, can aggregate by business partner and month or quarter, can tag Undefined (14-9876543) business partner if that company is not registered in system
 - **Position holder sale without obligation:** fuel is being delivered in state, tag business partner or can aggregate to Undefined (14-9876543) business partner by month and quarter
 - **Purchase below the rack for export:** must be used by entity buying fuel below the rack and exporting, tag and aggregate by business partner and month or quarter, and must also use an Export out of Oregon distribution system transaction for those gallons

Regulated Entities/Transaction Types: Import and Position holder transactions

Position holder sale transaction example:

- If Company B buys fuel below the rack from Company A and then exports it out of state:
 - Company A reports this as a Position holder sale for export and selects Company B as the business partner in the transaction
 - Company B reports the transaction as a Purchase below the rack for export and selects Company A as the business partner
 - Company B also enters another transaction “Export out of the Oregon distribution system” and selects the Undefined business partner for that transaction

Regulated Entities/Transaction types: Purchase/Sale with/without Obligation

Purchase or Sale with or without obligation

- Use for:
 - Transactions above the rack
 - Sales below the rack going to in state Producers
 - Producers will report their sales as Position holder sales
 - Sales below the rack going to exempt uses
 - “Flash sales”
 - Seller owning fuel in terminal reports as Sale with or without obligation
 - Second party owns fuel momentarily before selling to entity picking up below rack
 - Second party reports sale to third party using one of the Position holder transaction types and must tag business partner
 - Third party reports purchase if the fuel is being exported as Purchase below the rack for export

Regulated Entities/Transaction types: Purchase/Sale with/without Obligation

Purchase with or without obligation and Sale with or without obligation example:

- Company A sells fuel to Company B at the rack and Company B immediately sell it to Company C, who is buying it below the rack and indicates it will be delivered it in state
- This is a “flash sale”
 - In this case, Company A reports the sale to Company B as a Sale with or without obligation and selects Company B as the business partner
 - Company B reports the purchase as a Purchase with or without obligation and selects Company A as the business partner
 - Company B reports the sale to Company C as a Position holder sale without obligation and selects Company C as the business partner
 - Company C would not be required to report the purchase, as it is being delivered in state
- Company C ends up delivering the fuel out of state instead of in state
 - If Company C ended up delivering the fuel out of state after the purchase, Company C informs Company B of that change or the companies would discover the discrepancy during the reconciliation period
 - Company B updates the transaction in their reporting as a Position holder sale for export
 - Company C updates their reporting to Purchase below the rack for export and adds an Export out of Oregon distribution system transaction for those gallons

CFP Reporting: Reconciling with Business Partners

- For those reporters reporting transactions with business partners, the second half of the 3 month reporting period for each quarter should be used to reconcile transactions with those business partners

Home User Profile Org Profile Buy (0) & Sell (0) Credit Transfers Credit Balance Partners Producers FPC CFP Reports Annual Reports Data

RptReviews Facility-FSE Registered FSE

Welcome: Stephanie Summers for Electric Bugaloo

Standard Reports

Reports : Reconciliation: RP & Bus. Partner

Quarter (optional) : Quarter

Year : Year

View Report

Submit screen: CFP Quarterly Report

Once transactions are submitted, use the submit button on the CFP Reports tab to submit for the reporting period



Organization: 3rd Time Charm Reporting Period: Quarter 1, 2020 Status: Corrections in progress

Quarterly Fuel Details

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	EER	Total Obligated Amount	Total Obligated Amount On Hold	Unit	Credits (MT)	Credits on Hold (MT)	Deficit (MT)	Fuel Application
Go to Details	B20 Diesel	ORLSD003_1	79.98	1	1,100,000	0	gal	2,380	0	0	Heavy Duty Vehicle
Go to Details	B5 Diesel	ORLSD002_2	98.74	1	400,000	0	gal	0	0	112	Heavy Duty Vehicle
Go to Details	E10 Gasoline	ORGAS002_2	98.06	1	300,000	0	gal	0	0	87	Light Duty or Medium Duty Vehicles
Go to Details	Gasoline	ORGAS001_1	106.14	1	700,000	0	gal	0	0	388	Light Duty or Medium Duty Vehicles

Page size: 50 4 items in 1 pages

Credits/Credits on Hold/Deficit Totals (MT) : 2,380 0 667

Uploaded Documents

Document Name	Document Type	Submitter By	Submitted On	Remarks	Download
CFP Fuel Transactions_7awqLk1WWhu5	Fuel Transactions	CASS User	12/14/2020 12:17:38 AM	Fuel Transactions archived by System	Download
CFP Fuel Transactions_gh5V8ghyuh5	Fuel Transactions	CASS User	12/11/2020 10:52:17 AM	Fuel Transactions archived by System	Download

Page size: 10 2 items in 1 pages

Aggregated quarterly volumes for GHG Annual Report

Fuel Type	Transaction Type	Total Volume in Gallons
Gasoline	Import outside of the bulk system	400000
B5 Diesel	Import outside of the bulk system	400000
B20 Diesel	Import outside of the bulk system	800000
E10 Gasoline	Import outside of the bulk system	300000
Gasoline	Position Holder Sale without obligation	150000

Page size: 10 8 items in 1 pages

Comments

Legal Responsibility:
 I, **Stephanie Summers**, as person with Signatory Authority, am submitting this report on behalf of **3rd Time Charm**, with the understanding that the information contained in the report is considered an official submission to Oregon Department of Environmental Quality for purposes of compliance with the Clean Fuels Program (CFP) regulation.
 Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the Oregon Penal Code, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

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

Aggregated quarterly volumes for GHG Annual Report

Fuel Type	Transaction Type	Total Volume in Gallons
Renewable Diesel	Import outside of the bulk system	30000
Gasoline	Import outside of the bulk system	400000
B5 Diesel	Import outside of the bulk system	400000
B20 Diesel	Import outside of the bulk system	800000
E10 Gasoline	Import outside of the bulk system	300000

Page size: 10 5 items in 1 pages

Submit screen: CFP Annual Report

- Annual Report tab
- Summary of all 4 quarters and an annual summary table
- Check the accuracy confirmation box and click Submit Annual Report

Home User Profile Org Profile Buy (0) & Sell (0) Credit Transfers Credit Balance Partners Producers FPC CFP Reports **Annual Reports** Data

RptReviews Facility-FSE Registered FSE

Welcome: Stephanie Summers for Electric Bugaloo

Annual Reports

Clean Fuels Program				
Year	Due Date	Submitted	Annual Report	
> 2020	04/30/2021	No	Go to Report	

2020 Annual Summary :

	Credits (MT)	COH (MT)	CCM Credits (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2019	0			0
Total Credits/Deficits (MT) in 2020	0			0
Total Credits (MT) Sold in 2020 (-)	0			
Total Credits (MT) Acquired in 2020	0			
Total Credits (MT) Purchased as Carryback Credits in 2021	0			
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2020 (-)	0	0		
Total Credits (MT) Pending Sale in 2020 (-)	0			
Total Credits (MT) Exported in 2020 (-)	0			
Total Credits (MT) Retired in 2020 (-)	0			0
Total Credits (MT) Pledged for CCM in 2020 (-)	0		0	
Total Credits/Deficits (MT) Carried to 2021	0			0
Other Credits (MT) Pending in 2020	0			

I confirm the accuracy of my 2020 Annual Report submittal in the LRT System.

[Upload Documents](#)

Comments

Greenhouse Gas Annual Report

Fuel Suppliers and In-State Producers

- Required to report emissions from combustion of all fuels supplied within Oregon ([OAR 340-215-0110](#))
- Emissions quantified using methodology in 40 C.F.R. part 98, subpart MM for CO₂ emissions and subpart C for CH₄ and N₂O emissions

Current Reporting Requirements

Applicability

- Applies to all fossil and biomass-derived fuel types
- Applies to any person who:
 1. Is subject to the Oregon Motor Vehicle and Aircraft Fuel Dealer Tax
 2. Is subject to the Oregon Use Fuel Tax, **OR**
 3. Produces, imports, sells, or distributes at least 5,500 **gallons** of gasoline, distillate fuel oil, biofuels, or aircraft fuel (or 10,500 **gallons** of propane) in a year.

Current Reporting Requirements

Applicability

- To reduce duplicative reporting and compliance costs, DEQ only requires reporting from two categories of supplier:
 - 1. Position Holders:** Company that disburses fuel from a terminal

Terminal: Large fuel storage and distribution facility, generally supplied by a pipeline, rail, or vessel.

Current Reporting Requirements

Applicability

- To reduce duplicative reporting and compliance costs, DEQ only requires reporting from two categories of supplier:
2. **Fuel Importers:** Company that imports fuels from outside Oregon.
 - Only applies to fuels that do not go to a Terminal
 - Most often applies to fuel imported by truck

Greenhouse Gas Annual Report

- New transaction types transfer data from CFP reporting to GHG reporting

- “Position Holder Sale Without Obligation” →

“Position Holder”

- “Import Outside the Bulk System” →

“Fuel Importer”

Greenhouse Gas Annual Report

Key Reporting Changes:

- All volumes reported in gallons (not barrels)
- Separately add any non-CFP fuels (e.g. propane, aviation fuel)
- Blended fuel types must be input separately

100 gallons of B20 = 80 gallons of diesel + 20 gallons of biodiesel

Greenhouse Gas Annual Report

How to Report

Home | User Profile | Org Profile | Buy (1) & Sell (1) | Credit Transfers | Credit Balance | Partners | Producers | FPC | CFP Report | **Annual Reports** | Data

RptReviews

Welcome: Test H for MTestH

Annual Reports

Clean Fuels Program				
	Year	Due Date	Submitted	Annual Report
>	2020	04/30/2021	No	Go to Report

GHG Reporting Program					
	Year	Due Date	Submitted	Annual Report	Unlock Report
>	2020	04/30/2021	No	Go to Report	Unlock

[CFP Online System Home](#) | [Terms of Use](#) | [Visit CFP Home](#) | [Visit GHG RP Home](#) | [Back to Top](#)



Greenhouse Gas Annual Report

Aggregated Volumes from your CFP Quarterly Reports

Position Holder (Gasoline)

+ Add new record

Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO ₂ e)				Total	
		CO ₂	CH ₄	N ₂ O			
Gasoline formulation unknown	10000 gal	89.60	0.10	0.24	89.93		
<input type="text" value="0"/>		0.00	0.00	0.00	0.00	<input type="button" value="Save Record"/> <input type="button" value="Delete"/>	
Gasoline formulation unknown	10000 gal	89.6	0.1	0.24	89.93		
Conventional summer regular							
Conventional summer midgrade							
Conventional summer premium							
Conventional winter regular							
Conventional winter midgrade							
Conventional winter premium							
Reformulated summer regular							
Reformulated summer midgrade							
Reformulated summer premium							
Reformulated winter regular							
Reformulated winter midgrade							
Reformulated winter premium							



Select gasoline type

Greenhouse Gas Annual Report

Aggregated Volumes from your CFP Quarterly Reports

Position Holder (Gasoline)

+ Add new record

Fuel Type	Fuel Amount (gal)	Anthropogenic Emissions (MTCO2e)				Total	
		CO2	CH4	N2O			
Gasoline formulation unknown	5000 gal	44.80	0.05	0.12	44.96		
Conventional summer regular	5000 gal	44.68	0.05	0.12	44.85	<input type="button" value="Edit"/>	
Total	10000 gal	89.48	0.1	0.24	89.81		

Specified fuel type is removed from the unknown total

Greenhouse Gas Annual Report

Biofuels are listed together at the bottom of the CFP aggregate data

Other Fuels ^

Supplier Type	Fuel Name	Fuel Amount (Gal)	Biogenic Emissions (MTCO ₂ e)	Anthropogenic Emissions (MTCO ₂ e)		Total (MTCO ₂ e)
			CO ₂	CH ₄	N ₂ O	
Fuel Importer	Biodiesel	500	4.71	0.00	0.00	4.71
Position Holder	Biodiesel	2000	18.84	0.01	0.01	18.86
Fuel Importer	Ethanol	1000	5.77	0.00	0.00	5.77
Position Holder	Ethanol	0	0.00	0.00	0.00	0.00
	Total	3500	29.32	0.01	0.01	29.34

Greenhouse Gas Annual Report

Reporting GHG-only fuels

GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO ₂ e)				Total MTCO ₂ e
			Anthropogenic Emissions			Biogenic Emissions	
			CO ₂	CH ₄	N ₂ O	CO ₂	

No records to display.

Greenhouse Gas Emissions (MTCO ₂ e)				Total MTCO ₂ e
Anthropogenic Emissions			Biogenic Emissions	
CO ₂	CH ₄	N ₂ O	CO ₂	

There are no records to display

Save


Submit

Greenhouse Gas Annual Report

Reporting GHG-only fuels

GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO ₂ e)				Total MTCO ₂ e	
			Anthropogenic Emissions			Biogenic Emissions		
			CO ₂	CH ₄	N ₂ O	CO ₂		
Fuel Importer	Aviation gasoline	10000						 Save Record Delete

Greenhouse Gas Annual Report

GHG Reporting

+ Add new record

Supplier Type	Fuel Type	Fuel Amount (Gallons)	Greenhouse Gas Emissions (MTCO ₂ e)				Total MTCO ₂ e
			Anthropogenic Emissions			Biogenic Emissions	
			CO ₂	CH ₄	N ₂ O	CO ₂	
Fuel Importer	Aviation gasoline	10000 gal	83.10	0.09	0.21	0	83.39

Greenhouse Gas Emissions (MTCO ₂ e)					Total MTCO ₂ e
Anthropogenic Emissions			Biogenic Emissions		
CO ₂	CH ₄	N ₂ O	CO ₂		

There are no records to display

Save



Submit

What to check for when reporting and submitting

- Make sure transactions are behaving as you would expect for CFP reporting and GHG reporting
- Check the “Aggregated quarterly transactions for GHG Reporting” table at the bottom of the **Submit** screen of the CFP quarterly report to ensure fuels are summing correctly
- When submitting CFP quarterly report, review for correctness, reconcile with business partners, and submit – do the same when submitting the CFP annual report
- When submitting GHG annual report, add data as requested/needed, review for correctness and submit

Important Reporting Dates

CFP Program

Report	Period Covered	Deadline
First calendar quarter	January - March	June 30
Second calendar quarter	April - June	September 30
Third calendar quarter	July - September	December 31
Fourth calendar quarter	October - December	March 31
Annual Report	January – December	April 30

GHG Program

Annual Report	January – December	April 30
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Common Reporting Issues

CFP Reporting

- Not including import or position holder transactions
- Position holders not reporting below the rack sales for volumes staying in state
- Below the rack exporters not reporting Export out of Oregon Distribution system for those gallons
- Not reconciling with business partners before submitting report

GHG Fuels Reporting

- Position Holder vs. Fuel Importer

Resources

CFP Reporting

- [OFRS Reporting Guide](#)
- [FSE Registration Guide](#)
- [FSE Detail Form](#)
- [FAQ](#)

Greenhouse Gas Reporting Resources and Forms

- Reporting Protocol
- How to Determine Fuel Type
- OFRS User Guides

Questions?

CFP Reporting

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