

March 2021

Oregon Fuels Reporting System

User Guide for the Alternative Fuels Portal

Oregon Department of Environmental Quality
Clean Fuels Program



DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.

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AFP User Agreements

Terms of System Use Agreement

Acceptance of terms

The Services that the Clean Fuels Program and the Greenhouse Gas Reporting Program of the Oregon Department of Environmental Quality ("DEQ") provide to you are subject to the following Terms of Use. DEQ reserves the right to update the Terms of Use at any time without notice to you. The most current version of the Terms of Use will be provided to you upon your request and is available to you when you login to the system. You are responsible for checking the DEQ website for updates to the Terms of Use and are responsible for reading and understanding those changes. If you do not agree to the changes, you must stop using the Services.

Your continued use of the Services constitutes acceptance of changes to the Terms of Use.

Description of the Services

DEQ provides you with access to the web-based reporting tool for the Clean Fuels Program and the Greenhouse Gas Reporting program (collectively referred to as the "Services"). The Services, including any updates, enhancements or new features, are subject to these Terms of Use.

Use limitations

You may only use these Services for its intended use of complying with the reporting requirements of the Clean Fuels Program. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from these Services.

Privacy and protection of personal information

DEQ is committed to protecting the security of your personal and company information. We use a variety of security technologies and procedures to help protect your personal and company information from unauthorized access, use or disclosure. Access to personal and company information is limited to authorized system administrators and application developers. DEQ will treat the information you provide as confidential, except as required to be disclosed under the Oregon Public Records Law.

Notice specific to users of this software

IN NO EVENT SHALL DEQ, OR ITS RESPECTIVE SUPPLIERS BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR

PERFORMANCE OF SOFTWARE, DOCUMENTS, PROVISION OF OR FAILURE TO PROVIDE SERVICES OR INFORMATION AVAILABLE FROM THE SERVICES.

Member account, password and security

To connect to the Services, you completed the online registration process. Once your account is approved, your selected username and password can be used to access the system. You will be required to change the password on a regular basis. You are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you are entirely responsible for any and all activities that occur under your account. You agree to notify DEQ immediately of any unauthorized use of your account or any other breach of security. DEQ will not be liable for any loss that you may incur as a result of someone else using your password or account, either with or without your knowledge.

However, you could be held liable for losses incurred by the DEQ or another party due to someone else using your account or password. You may not use anyone else's account at any time. DEQ reserves the right, in its sole discretion, to terminate your access at any time, without notice.

No unlawful or prohibited use

As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any State of Oregon server or the network(s) connected to any State of Oregon server or interfere with any other party's use of any Services. You may not attempt to gain unauthorized access to any Services through hacking, password mining, or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

General terms

The laws of the State of Oregon govern all matters arising out of or relating to these Terms of Use. Any claim, action, suit, or proceeding (collectively referred to as "Claim") between DEQ and you that arises from or relates to the use of the Service shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this be construed as a waiver by DEQ of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise, from any Claim or the jurisdiction of any court. USER, BY USING THE SERVICE, HEREBY CONSENTS TO THE IN-PERSON AND JURISDICTION OF SAID COURTS.

Certification of Signatory Authority with Electronic Signature

By completing this electronic form, you are agreeing that you, the user, agree to the Terms of Use and that you acknowledge you are providing an “electronic signature,” as that term is defined in applicable federal and state laws, which shall be as effective, enforceable, and valid as if a paper version of the Terms of Use were delivered containing your original written signature.

Submittal of Reports

By clicking the “**Submit**” button, I certify that under penalty of law, I have personally examined and am aware of the information submitted in this report and all attached documents, and I believe that the submitted information is true, accurate, and complete, and further that I understand that knowingly submitting false information in this application may result in civil or criminal liability.

Introduction

The Oregon Fuels Reporting System (OFRS) was developed to support the requirements of the Clean Fuels Program ([OAR 340-253](#)) and the Greenhouse Gas Reporting Program ([OAR 340-215](#)). This user guide is for alternative fuel producers that must register with the Clean Fuels Program in order to apply for a fuel pathway code for their fuels.

If you are a Regulated Party looking for reporting guidance, please refer to the **OFRS Reporting Guide for Regulated Entities** for directions on that portion of the system.

You will find a link to the OFRS here: <https://cfprt.deq.state.or.us/>

Registering an Organization

To register an organization in the system, click the **"Register Fuel Producer"** button on the login page.

Oregon Fuels Reporting System

Username:

Password:

[Reset Password](#)

[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

[CFP Online System Home](#) [Visit CFP Home](#) [Visit GHG RP Home](#) [Back to Top](#)

Step 1. Download and complete the Account Registration Form, then Proceed to **Step 2.**

Step 1. Completing the "Account Administrator Designation Form"

The Alternative Fuels Portal (AFP) comprises the Alternative Fuel Registration Module (AFRM) and the Fuel Pathway Evaluation Module (FPEM). The AFRM supports the voluntary program created to assist regulated parties subject to the LCFS. The FPEM supports the LCFS alternative fuel pathway evaluation and certification process. The AFP is for use by any such alternative fuel producers to register alternative fuel production facilities for fuels that are being or can be sold, supplied, or offered for sale in Oregon. Fuel producers who are seeking pathway certification and facility registration should also request an AFP account. The registration involves a series of four steps before an account can be approved. The information provided is reviewed by the ARB administrator for approval. Download the [AFP User Guide](#) for the Alternative Fuels Portal if you are new user.

Completing the "Account Administrator Designation Form"

The Account Administrator Designation Form is provided here for download. This form is to be used to certify the person as the designated administrator who has primary responsibility for all information provided as part of the registration process in the AFP. The Administrator is responsible for all data submitted by the registering company. A completed Account Administrator Designation Form is required to be uploaded in Step 2 of the AFP registration process

[Account Administrator Designation Form](#)

Step 2 **Cancel**

Step 2. Attach the completed Account Registration Form submit it by clicking the **"Upload"** button.

Step 2. Upload "Account Administrator Designation Form"

Filename: No file chosen

Upload **Cancel**

Step 3. Accept the conditions for the use of the system

Step 3. AFP General Use Conditions & Disclaimer

Data Submittal

The accuracy of any information submitted through the Alternative Fuels Portal (AFP), including but not limited to any claimed CI values, and the verification of any such submitted information is the sole responsibility of the Alternative Fuel Producer that submitted the information. The DEQ makes no warranties, expressed, implied, or otherwise, as to the validity, accuracy, marketability, merchantability, or any other aspect of any information submitted under this registration program or any information published by DEQ as a result of or derived from this registration. No data, analysis, results, or other information that may be published by DEQ as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no LCFS credit derived from the registration data, analysis, results or other registration information published by DEQ shall constitute or be construed as instruments, securities, or any other form of property.

Verification

DEQ reserves the right to review and audit at any time any of the information submitted through this portal and, as a result, data, analysis, results, or other registration information published by DEQ are subject to change.

Attestation Form Submittal

In order to register a fuel pathway or to submit a fuel pathway for evaluation you will be required to complete and submit the appropriate attestation form. There are separate attestation forms required for registering a fuel pathway and for submitting an application package for fuel pathway evaluation. The forms are provided in the portal.

☐ I agree to these conditions.

Step 4

Cancel

Step 4. Enter the required information for your organization. Please be sure that the EPA Company ID and the FEIN submitted with the registration are correct. These are critical pieces of information for managing the organization within the system: the system imports company and facility information from the [EPA's registration list under Part 80](#). You must use the correct Company ID for each facility you wish to register in the program. If you do not have an EPA Company ID because your facility is not eligible for registration in the RFS, please check the box next to "We do not have an EPA company ID."

Fill out the rest of the form as indicated, and then hit the **"Submit"** button at the bottom of the screen.

Fuel Production Company Details

Authorization Form: Test PDF.pdf ☒ [AFP General Use Conditions](#)

EPA Company ID: ☐ We do not have an EPA company ID

Production Company: * FEIN: *

Address Line 1: * Address Line 2:

City: * Country: *

State or Province: Zip or Postal Code: *

Profile Details: Company Owner/Officer/Exec. Mngr.

Contact Legal Name: * Contact Title: *

Contact Business Phone: *

Contact Mobile Phone: Contact Fax Number:

Contact Email: * Confirm Contact Email: *

Contact Web site URL: *

User Profile Details: Designated Administrator

First Name: * Middle Initial:

Last Name: *

Title: *

Business Phone: * Fax Number:

Mobile Phone:

Email: * Confirm Email: *

Web site URL: *

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 @!%*?&

Security Questions

Select and answer two security questions provided below to help confirm your identification should your password need to be reset.

Security Question: *

Answer: *

Security Question: *

Answer: *

* Required

You will be notified by email when your account has been activated. This notification will

typically be within 24 hours of receipt Monday through Friday. After the account has been activated, you will be able to log into the system.
The first time you log into the system, you will be prompted to accept the Terms of Use (see Terms of System Use Agreement (in the screenshot below)).

OFRS User Agreements

[Terms of System Use Agreement](#)

ACCEPTANCE OF TERMS

I acknowledge that knowingly submitting false information in this report may result in civil or criminal liability.

I understand and agree to the terms of use for this system ☒

[Certification of Signatory Authority with Electronic Signature](#)

I acknowledge that knowingly submitting false information in this report may result in civil or criminal liability.

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 name Last name"
Example : John M Doe

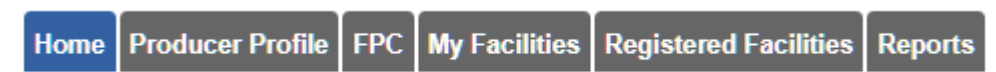
By typing in my name I certify the above with my digital signature : **Electronically Sign**

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

Ensure that you sign your name exactly as it is entered into the system (you can see your name at the top of the screen). If you do not, the system will not recognize your electronic signature.

Navigating the System

After logging in, you will be taken to the main screen. This screen will show any current system messages from DEQ. You will find a navigation bar at the top of the screen to access different functions within the system.

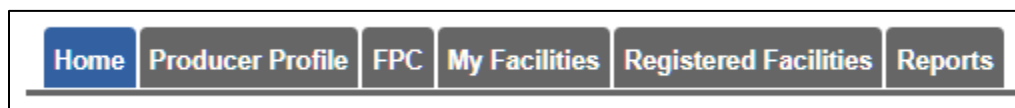


You will find links to program websites at the bottom of the screen, where you can find additional resources and guidance.

Accounts and Roles

When users log into the System, they are presented with different sets of tabs, depending on the authorization provided by the role assigned to them within their account. For the Alternative Fuels Portal, the two user role types are Admins and Users, and both types of users can perform the same actions in the AFP except that the Admin-level user can create additional users in the system. The Admin role is automatically assigned to the first user registered and must have the account authorization form signed. If you wish to switch Admin roles or the original Admin leaves the company, please contact DEQ staff.

OFRS/AFP Tab Reference



Home	This tab provides any notifications, administrative messages, and other information related to reporting requirements and the OFRS. It is the same for all account roles.
Producer Profile	This tab is available to all users for checking information related to the profile of the fuel production company. The admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts in this tab. It can also update the producer profile. The user role can update information about their user account in this tab.
FPC	This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in the CFP. This tab can also be filtered and exported to an Excel file.

My Facilities	On this tab, you can register your fuel production facility, or facilities, in the system. You can then select a verification body for that facility, view pathways, and submit fuel pathway applications for new pathways.
Registered Facilities	This tab displays a list of Alternative Fuel Producers registered in the OFRS. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.
Reports	The Reports tab provides access to a set of reports.

Managing User Accounts

The Administrator can add additional users to their account. To add a user account, click the **Produce Profile** Tab. On that tab, click the **"User Profiles"** button at the bottom:

Profile Details: Company Owner/Officer/Exec. Mngr.


Contact Legal Name: * Testy Tester
 Contact Business Phone: * 123 456-1234
 Contact Mobile Phone: *
 Contact Email: * peters.bill@deq.state.or.us
 Contact Web site URL: * oregon.gov/deq

Contact Title: * Testing
 Contact Fax Number: *
 Confirm Contact Email: * peters.bill@deq.state.or.us

User Profile Details: Executive User

First Name: * Test
 Middle Initial: *
 Last Name: * Testing
 Title: * Test
 Business Phone: * (112) 333-4444
 Mobile Phone: *
 Fax Number: *
 Web site URL: * oregon.gov/deq

Email: * peters.bill@deq.state.or.us
 Confirm Email: * peters.bill@deq.state.or.us
 Username: * CBATest1




Update User Profiles Back

On this screen, you can update your user profile. As an Admin-level user, you can add users and edit other users' profiles. Admin-level users can also send a temporary password by clicking the "Temp" link in the Password column. This tab is useful if a user has lost their password or creates an account for a new user and needs to send them their first password for the system. To add a user, click the **"Add User"** button.


First Name: * Enter First Name
 Middle Initial: *
 Last Name: * Enter Last Name
 Title: * Enter Title
 Business Phone: * () - -
 Mobile Phone: () - -
 Fax Number: () - -
 Web site URL: * Enter Web site URL

Email: * Enter Email
 Confirm Email: * Enter Email
 Username: * Enter Username

☐ User Locked
☐ User Active
☐ Password Reset Needed
☐ Security Question Reset Needed



Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Testing	CBATest1	ADMIN	peters.bill@deq.state	View	View	View	Temp
Test2 Test2	cbatest2	USER	peters.bill@deq.state		View	View	Temp



Add User Back

Enter the Name (First and Last), Title, Phone number, Email, and Username for the new user. Ensure that the "User Active" box is checked. Click the **"Add User"** button and then hit the Temp

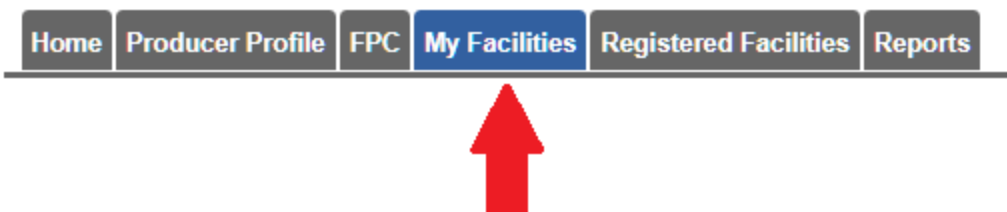
link for that user to send them a temporary password to log in for the first time.

The checkboxes on this screen are as follows:

- **User Locked:** Select to lock the user account and deselect to unlock a user's account.
- **User Active:** Select to ensure the user account is active and deselect to deactivate the account.
- **Password Reset Needed:** Select when a password reset is required.
- **Security Question Reset Needed:** Select when a user needs to reset their security questions and answers.

Adding a Facility

Step 1. Go to the My Facilities Tab.



Step 2. Once there, select the "Add Facility" button.

[Home](#) [Producer Profile](#) [FPC](#) [My Facilities](#) [Registered Facilities](#) [Reports](#)

Welcome: Test Testing for KERN OIL & REFINING CO

Fuel Producer Company Facilities

Fuel Producer Company: KERN OIL & REFINING CO
Company ID: 5038

	Facility Name	Facility ID	Address	Geographic Coordinates	UTM Coordinates	Facility Contact Details	Fuel Pathway Applications	Verification Body
>	BAKERSFIELD REFINERY KOR RDM	80105	7724 EAST PANAMA LANE, BAKERSFIELD, CA, US 93307	Latitude: 41.021987 Longitude: -98.874666		Name: Navigator Edric; Title: navigator; Phone#: (123) 123-1231; Email: peters.bill@deq.state.or.us; URL: oregon.gov/deq	View Pathways	Assign VB

Add Facility

[CFP Facility Home](#) [Terms of Use](#) [DEQ CFP RT Page](#) [Back to Top](#)

Step 3. Select the facility you want to register from the EPA Facility ID dropdown. If you do not have an EPA Company ID, click the checkbox on the right. If you do not see the facility you wish to register, which is associated with your EPA Company ID, please contact CFP staff at OregonCleanFuels@deq.state.or.us.

Some information on this screen will auto-populate from the EPA data that DEQ imports into the AFP. Fill out the rest of the required information, including the geographic coordinates of the facility. Please fill out the plant manager's details or an employee at the facility itself for the Facility Contact.

Then add the Fuel Production Capabilities of the facility by selecting the **"Add Fuel Production Capacities"** button.

Facility Details:
EPA Facility ID: ☐ We do not have an EPA company ID
Facility Name:
Address Line 1: Address Line 2:
City: Country:
State or Province: Zip or Postal Code:

Facility Geographic Coordinates:
Latitude: (e.g., 38.581572) Longitude: (e.g., -121.484400)

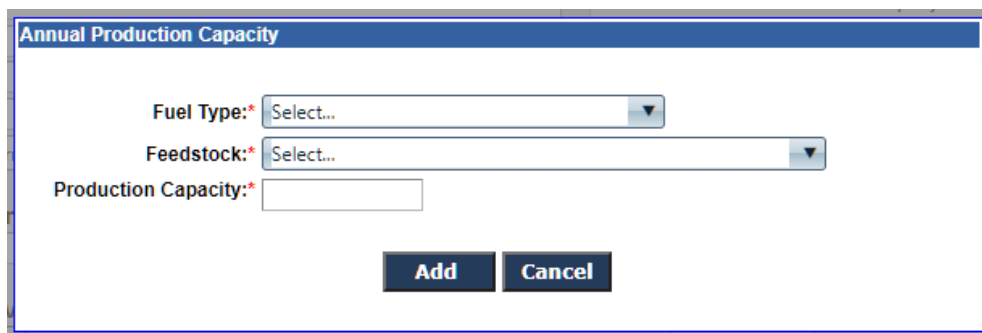
Facility Universal Transverse Mercator (UTM) Coordinates:
Hemisphere: (e.g., N) Zone: (e.g., 17)
Easting (E): (e.g., 630084) Northing (N): (e.g., 4833438)

Facility Contact Details:
Contact Legal Name: Contact Title:
Business Phone: Mobile Phone: Fax Number:
Email: Confirm Email:
Web site URL:

Add Fuel Production Capacities

Fuel Name	Production Capacity	Action
There are no records to display		

The following screen will appear. Select the fuel type and feedstock combinations that you reasonably expect your facility to produce, along with the annualized production capacity for each combination. For facilities producing liquid fuels, enter the production capability in gallons. For Electricity, please enter it in Kilowatt-Hours, and for fossil or renewable natural gas, enter it in standard cubic feet. For Hydrogen, please enter it in pounds.



The dialog box titled "Annual Production Capacity" contains three input fields: "Fuel Type:*" with a dropdown menu showing "Select...", "Feedstock:*" with a dropdown menu showing "Select...", and "Production Capacity:*" with a text input field. At the bottom are "Add" and "Cancel" buttons.

When you are done, hit the **"Submit"** button to add the facility.

Adding a Fuel Pathway Application

First, go to the My Facilities Tab after you have added at least one Facility.

Step 1. Select the View Pathways link for the facility for which you are filing a fuel pathway application.

Fuel Producer Company Facilities								
Fuel Producer Company: KERN OIL & REFINING CO								
Company ID: 5038								
	Facility Name	Facility ID	Address	Geographic Coordinates	UTM Coordinates	Facility Contact Details	Fuel Pathway Applications	Verification Body
>	BAKERSFIELD REFINERY KOR RDM	80105	7724 EAST PANAMA LANE, BAKERSFIELD, CA, US 93307	Latitude: 41.021987 Longitude: -98.874666		Name: Navigator Edric; Title: navigator; Phone#: (123) 123-1231; Email: peters.bill@deq.state.or.us; URL: oregon.gov/deq	View Pathways	<button>Assign VB</button>
<div>Add Facility</div>								

Step 2. On this page, you can review the status of current pathway applications or review prior requests. In order to start a new one, select the Pathway Application Type (Tier 1, Tier 2, Lookup Table, or Temporary) from the dropdown list and hit the “**Go**” button. This example will show the Tier 1 Pathway Application process, but the workflow is the same for a Tier 2 application.

BAKERSFIELD REFINERY KOR RDM

Producer: KERN OIL & REFINING CO
Company ID: 5038
Facility: BAKERSFIELD REFINERY KOR RDM
Facility ID: 80105

Start New Application: Select **GO**

App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	Last Modified	Modified By	Documents	Print	Details	Export
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

There are no records to display

◀ ▶ 1 ▶ ▶▶

Page size: 20

0 items in 1 pages

Back

Step 3. On this page, you should select the checkboxes that apply to your application. There are also links to the general attestation letter, the specific attestation for pathways that include biomethane or biogas, and the simplified and full OR-GREET calculators and model.

Before DEQ approving any verifiers for use in the CFP, please remember to select the checkbox for "Applicant is choosing not to have this pathway verified before certification." If your application is for multiple pathways from the same production facility, check the "This application contains multiple pathways" box. Otherwise, you will only be allowed to request a single pathway from the application. When you are done, select the **"Next"** button.

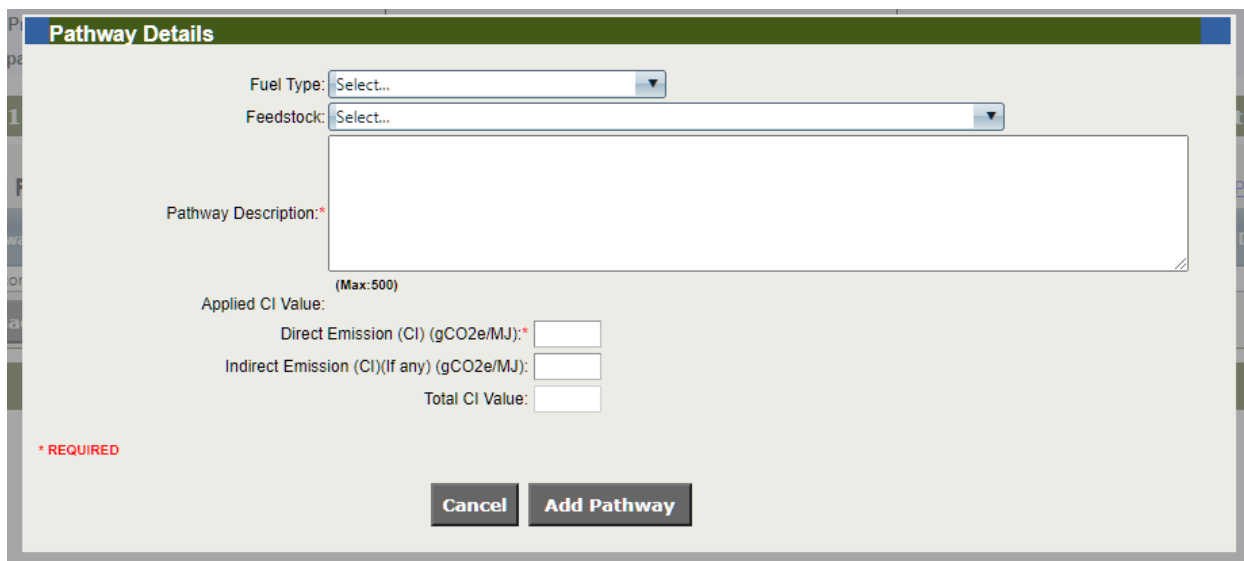
LCFS Pathway Application		
Fuel Producer: KERN OIL & REFINING CO Company ID: 5038	Facility Name: BAKERSFIELD REFINERY KOR RDM Facility ID: 80105	
Tier 1 Pathway		Application #
<div> <div>INSTRUCTIONS</div> <div> <input type="checkbox"/> Applicant is choosing not to have this pathway verified prior to certification of this pathway. <input type="checkbox"/> This application is for recertification of a currently-approved pathway (or pathways) under the California LCFS <input type="checkbox"/> This application contains joint applicants <input type="checkbox"/> This application contains multiple pathways <input type="checkbox"/> This is a provisional application. (If application contains multiple pathways, each pathway will be provisional) </div> </div> <div> <div>Back</div> <div>Cancel</div> <div> Templates and Calculators <ul style="list-style-type: none"> General Attestation Letter Biomethane/Biogas AFP Attestation Letter Simplified CI and OR-GREET Calculators </div> <div>Next</div> </div>		

Step 4. On this page, select the **"Add Pathway"** link.

LCFS Pathway Application						
Fuel Producer: KERN OIL & REFINING CO Company ID: 5038		Facility Name: BAKERSFIELD REFINERY KOR RDM Facility ID: 80105				
Tier 1 Pathway						Application #
Fuel Pathways + Add Pathway						
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
No records to display.						
<div>Back</div> <div>Cancel</div>						

Next, fill out the information requested in this dialog box, selecting the applicable fuel type and feedstock combo. You will then provide a proposed description for the pathway and your own estimated carbon intensity values for that pathway.

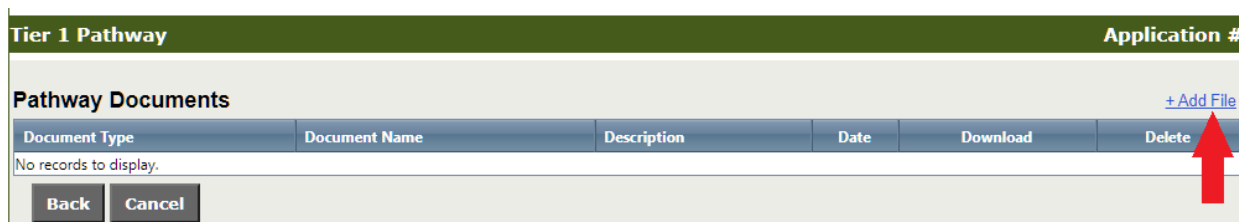
If you have multiple pathways, you will go through this dialog multiple times until you have added all of them to the pathway application. When you are done, hit the **"Add Pathway"** button to proceed.



The "Pathway Details" dialog box contains the following fields and controls:

- Fuel Type:** A dropdown menu with "Select..." as the placeholder.
- Feedstock:** A dropdown menu with "Select..." as the placeholder.
- Pathway Description:** A large text area with a red asterisk indicating it is required. A note "(Max:500)" is displayed below the text area.
- Applied CI Value:** A label for the section containing three input fields:
 - Direct Emission (CI) (gCO2e/MJ):** A required field indicated by a red asterisk.
 - Indirect Emission (CI)(If any) (gCO2e/MJ):** An optional field.
 - Total CI Value:** A field for the sum of direct and indirect emissions.
- * REQUIRED:** A red label indicating which fields are mandatory.
- Buttons:** "Cancel" and "Add Pathway" buttons at the bottom.

Step 5. On this page, you will upload the necessary documentation for DEQ to review the pathway application. To upload documents, spreadsheets, and attestations, click the **"Add File"** button.



The "Tier 1 Pathway" page displays the "Application #" and a "Pathway Documents" section. The section includes a table with the following columns: Document Type, Document Name, Description, Date, Download, and Delete. A red arrow points to the "Delete" column header. Below the table, it states "No records to display." and provides "Back" and "Cancel" buttons. A "+ Add File" link is located in the top right corner of the document section.

Document Type	Document Name	Description	Date	Download	Delete
No records to display.					

That will bring up this dialog box, where you will select the file you wish to upload, label the document type, add any remarks needed to clarify what the file is and what it contains, and then hit the **"Upload Document"** button. Repeat as needed until you have provided all of the necessary documentation for DEQ to review the pathway request.

Upload Document

The required files marked below are baseline or minimum requirements for this application. They do not include pathway supporting documents, which can vary depending on the type of application. Refer to the requirements for the Fuel Pathway Applications under OAR 340-253-0450.

File Name:*

Choose File

No file chosen

File or Document Type:*

Select...

Select...

Attestation Letter *

Pathway Calculator (Simplified CI Calculators OR-GREET 3.0) *

Annual Fuel Pathway Report

Biomethane/Biogas AFP Attestation Letter

Remarks:

(Max:500)

* REQUIRED

Close

Upload Document

Document Type	File Name	Description	Download	Delete
No records to display.				

If you have any questions on what must be provided for DEQ to review your pathway, please consult the rules or email DEQ staff at OregonCleanFuels@deq.state.or.us. When done, close the dialog box and hit the **"Submit"** button.

Tier 1 Pathway

Application #

INSTRUCTIONS

☒ Applicant is choosing not to have this pathway verified prior to certification of this pathway.
☐ This application is for recertification of a currently-approved pathway (or pathways) under the California LCFS
☐ 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)

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO ₂ e/MJ)	Delete	Details
	Biodiesel	Corn Oil	test	30.00	✕	Edit

Pathway Documents

+ Add File

Document Type	Document Name	Description	Date	Download	Delete
Pathway Calculator (Simplified CI Calculators OR-GREET 3.0)	CalculatedCIs_SSedits.xlsx		03/09/2021	⬇	✕
Attestation Letter	Test PDF.pdf		03/09/2021	⬇	✕

Cancel

Save Application

Submit

Step 6. On this screen, please review your pathway application and your selections. You can choose to save the application if you still need to prepare and upload additional documentation. When the application is complete, submit it for DEQ staff to review. You may provide additional comments about the pathway when you select the **"Submit"** button. You will be notified by email when DEQ staff takes action on the application (e.g., begins the application review process).

Once you have submitted a pathway application, you may receive a **Request for Information** from DEQ staff through the system. If that occurs, log into the system, go to the My Facilities Tab, click on the My Pathways link for that facility, and then select the button in the details tab as shown below.

Start New Application: Select GO

App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	Last Modified	Modified By	Documents	History	Details	Delete
OR-0003	Tier 1		1	Request For Information			03/09/2021	Bill Peters		View		

Joint Applicant Company ID Joint Applicant Company Name Joint Applicant Facility ID Joint Applicant Facility Name Joint Applicant Role

You will see comments from DEQ staff on your application with the **Request for Information** at the bottom of the screen (as seen in the example below).

Tier 1 Pathway Application # OR-0003

INSTRUCTIONS

- ☒ Applicant is choosing not to have this pathway verified prior to certification of this pathway.
- ☐ This application is for recertification of a currently-approved pathway (or pathways) under the California LCFS
- ☐ 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)

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
OR-000301	Ethanol	Corn Cobs	test	30.00		View

Pathway Documents [+ Add File](#)

Document Type	Document Name	Description	Date	Download	Delete
Pathway Calculator (Simplified CI Calculators OR-GREET 3.0)	CalculatedCIs_SSedits.xlsx		03/09/2021		
Attestation Letter	Test PDF.pdf		03/09/2021		

You failed to provide a document.

Comments: *

Back Resubmit

Please upload any additional documentation requested using the **"Add File"** link and then

“Resubmit” the pathway. When you resubmit the pathway application, you may provide additional comments, including responses to any questions asked by DEQ staff.

If DEQ staff determine that the application is complete, in accordance with the Oregon Administrative Rules, and should be certified. In that case, they will **Deem the Application Complete**, which you will be notified of via an email from the system.

You must then log in and view the pathway application, using the same steps as you would use to review a Request for Information.

On the screen below, a Staff Summary file will have been added under Pathway Documents that includes the proposed CI values that DEQ would certify the pathway or pathways at, submitted pathway descriptions that will be available to all users of the ORFS, and the conditions under which DEQ is willing to certify the pathway. If you have any questions about the staff summary, please email OregonCleanFuels@deq.state.or.us.

If you accept the staff summary, click the **“Accept Staff Summary”** button. DEQ staff will then certify the fuel pathway codes in the application and make them available for use in the Reporting Tool portion of the system. You will be notified via an email from the system when the fuel pathway codes are certified.

Tier 1 Pathway

Application # OR-0003

INSTRUCTIONS

☒ Applicant is choosing not to have this pathway verified prior to certification of this pathway.

☐ This application is for recertification of a currently-approved pathway (or pathways) under the California LCFS

☐ 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)

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO ₂ e/MJ)	Delete	Details
OR-000301	Ethanol	Corn Cobs	test	30.00		View

Pathway Documents

Document Type	Document Name	Description	Date	Download	Delete
Pathway Calculator (Simplified CI Calculators OR-GREET 3.0)	CalculatedCIs_SSedits.xlsx		03/09/2021		
Attestation Letter	Test PDF.pdf		03/09/2021		

Back

Accept Staff Summary

Decline Staff Summary

If you do not accept the staff summary and do not wish to move forward with this pathway application, click the **“Decline Staff Summary.”** Once that button is clicked, the pathway is locked and cannot be acted upon, and you must submit a new pathway application in order to receive a fuel pathway code for your facility.

Requesting a Temporary Fuel Pathway

Go to the My Facilities Tab after adding at least one facility, and then click the View Pathways link for the facility for which you are filing the temporary fuel pathway code request.

Step 1. From the dropdown, select the Temporary option, and then hit the “Go” button.

BAKERSFIELD REFINERY KOR RDM

Producer: KERN OIL & REFINING CO
Company ID: 5038

Facility: BAKERSFIELD REFINERY KOR RDM
Facility ID: 80105

Start New Application: Select **GO**

App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	Last Modified	Modified By	Documents	Pathways	Details	Actions

There are no records to display

Page size: 20 0 items in 1 pages

Back

Step 2. Download and fill out the general attestation form and the temporary pathway application, a letter template that you must put on your company letterhead, fill out, and upload later on in the application. Hit the next button when you are ready to proceed.

LCFS Pathway Application

Fuel Producer: KERN OIL & REFINING CO
Company ID: 5038

Facility Name: BAKERSFIELD REFINERY KOR RDM
Facility ID: 80105

Temporary Pathway Application #

INSTRUCTIONS


Templates

- [General Attestation Letter](#)
- [Temporary Pathway Application](#)

Back **Cancel** **Next**

Step 3. Click the “Add Pathway” link, and then on the next screen, select the fuel and feedstock combo for which you wish to apply for a temporary fuel pathway code. The fuel and feedstock combination you choose will select the temporary fuel pathway code for which you are eligible.

Temporary Pathway					Application #
Fuel Pathways					+ Add Pathway
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete Details
No records to display.					
<input type="button" value="Back"/> <input type="button" value="Cancel"/>					




Once you have selected the combination, hit the **"Add Pathway"** button and then click the **"Next"** button.

Pathway Details	
Fuel Type:	Ethanol
Feedstock:	Corn
Pathway Description:*	Temporary Fuel Pathway Code for Ethanol produced from Corn using Grid electricity, natural gas, and/o
Applied CI Value:	(Max:500)
Direct Emission (CI) (gCO2e/MJ):*	77.80
Indirect Emission (CI)(If any) (gCO2e/MJ):	
Total CI Value:	77.80
* REQUIRED	
<input type="button" value="Cancel"/> <input type="button" value="Add Pathway"/>	

Step 4. Click the **"Add File"** link, and then use the Upload Document dialog box to upload the complete attestation, application letter, and supporting documentation for the Temporary Fuel Pathway Code Request. When you are done, close the dialog and hit the **"Next"** button.

Temporary Pathway					Application #
Pathway Documents					+ Add File
Document Type	Document Name	Description	Date	Download	Delete
No records to display.					
<input type="button" value="Back"/> <input type="button" value="Cancel"/>					



Step 5. On this screen, you can submit the application by hitting the “**Submit**” button or save the application if you need to add additional documentation later. Once you have submitted the application, you will be notified via an email from the system when DEQ staff have acted upon it.

Temporary Pathway					Application #	
Fuel Pathways						
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
	Ethanol	Corn	Temporary Fuel Pathway Code for Ethanol produced from Corn using Grid electricity, natural gas, and/or renewables	77.80	X	<input type="button" value="Edit"/>
Pathway Documents + Add File						
Document Type	Document Name	Description	Date	Download	Delete	
Temporary Pathway Application on Letterhead	Test PDF.pdf		03/09/2021		X	
Attestation Letter	Test PDF.pdf		03/09/2021		X	
<input type="button" value="Cancel"/>				<input type="button" value="Save Application"/>		<input type="button" value="Submit"/>