



State of Oregon
Department of
Environmental
Quality

Clean Fuels Program Alternative Fuel Registration System (AFRS) User Guide

Oregon Department of Environmental Quality
Environmental Solutions Division
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Clean Fuels Program Reporting Tool	Username: <input type="text"/> Password: <input type="password"/> <div style="text-align: center;"><input type="button" value="Login"/></div>
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NEW USERS

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

Registering an Organization

Select "Register Organization" below if you are the designated administrator for CFP Quarterly and Annual Reporting and have not registered your organization. You will be assigned the Administrative 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 reports.

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 Registration Program. This is a voluntary program for registering production facilities and fuel pathway codes. Upon registration and approval of your account by ODEQ you will be able to login to the Alternative Fuels Registration System (AFRS) and register fuel pathway codes for your production facilities.

AFRS Registration

The Alternative Fuel Registration System (AFRS) allows users to register as an alternative fuel production company/facility. You may begin the registration process by selecting the **Register Fuel Producer** button (shown below) at the bottom of the CFP reporting tool login page.

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 Registration Program. This is a voluntary program for registering production facilities and fuel pathway codes. Upon registration and approval of your account by ODEQ you will be able to login to the Alternative Fuels Registration System (AFRS) and register fuel pathway codes for your production facilities.

[Register Fuel Producer](#)

There are 4 steps that you should complete for the online registration:

1. Download, save, and complete the *Account Administrator Designation Form* (a fillable PDF form)
2. Upload the completed *Account Administrator Designation Form*
3. Read and acknowledge the “AFRS General Use Conditions & Disclaimer” by checking the box
4. Complete and submit the CFP Alternate Fuel Producer Registration Form (3 sections)
 - a) Enter the Fuel Production Company Name and associated EPA Company ID for the company and associated information
 - b) Enter the profile details for the Company Representative
 - c) Enter the profile details for the Designated Administrator

All entries marked with an asterisk (*) are required.

Terms of Use – Alternate Fuel Producers

After your account is approved and activated, you are required to accept the Terms of System Use Agreements (TOU) for the system the first time you log in. As shown below, there are two sections of the TOU to read and acknowledge by checking the boxes following each section. As part of the registration process, you should enter your name and “electronically sign” the document. All users have access to the TOU for reference via a link on each web page of the application.

Welcome: Jane Miller for XYZ Biofuels Inc.

CFP System Use Agreement

Terms of Use

ACCEPTANCE OF TERMS

The services that the Clean Fuels Program of the Oregon Department of Environmental Quality ("DEQ") provides 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.

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

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.

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

Welcome: Jane Miller for XYZ Biofuels Inc.

CFP System Use Agreement

Terms of Use

ACCEPTANCE OF TERMS

The services that the Clean Fuels Program of the Oregon Department of Environmental Quality ("DEQ") provides 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.

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

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.

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 : Jane Miller

Electronically Sign

Adding a Facility and FPC or PPD – AFRS

You will see the tabs shown below once you are logged into the AFRS. The “My Facilities” tab is for adding facilities and for making Fuel Pathway Code (FPC) additions and updates or for submitting a Physical Pathway Demonstration (PPD) for approval. You may add a new facility or a previously CFP-registered facility.

Note: Initially, you will not see any facilities listed under the “My Facilities” tab. This might create some confusion, as there are facilities previously registered in the CFP online system. The most current status of any registered facility will appear under the “Registered Facilities” tab, including all those facilities which were registered earlier. The information displayed under the Registered Facilities tab will change as changes are made using the interface provided by “My Facilities.”

Home | Producer Profile | FPC | **My Facilities** | Registered Facilities | Reports

Welcome: Jane Miller for XYZ Biofuels Inc.

Fuel Producer Company Facilities

Fuel Producer Company: XYZ Biofuels Inc.
Company ID: 9998

Facility Name	Facility ID	Address	Latitude	Longitude	Action
No records to display.					

Add Facility

At first login only, the name of the registered fuel production company is identified at the top of the web page with the Company ID. You may add a facility by clicking the **Add Facility** button. If the facility is an existing registered facility, the system will update only the facility specific information in the Registered Facilities (CFP “Producers”) Listing. It will not change the registered status of the facility in any way or change any of the registered FPCs or the status of any Physical Pathway Codes (PPC). The system will overwrite the current facility information within Registered Facilities with newly added information.

Facility Details

Fuel Producer Company: XYZ Biofuels Inc.
Company ID: 9998

Facility Name:
 Address Line 1:
 City:
 State or Province:
 Latitude (eg 38.581572):

Facility ID:
 Address Line 2:
 Country:
 Zip or Postal Code:
 Longitude (eg -121.494400):

Add Fuel Production Capacities

Fuel Name	Production Capacity	Action
There are no records to display		

Submit **Back**

When filling out the Facility Details form, be sure to enter the accurate GPS coordinates (to be used for mapping) as well as correctly enter the EPA Facility ID. Add the facility fuel production capacities by clicking the **Add Fuel Production Capacities** button. Click **Submit** when you are finished filling out the form.

Home | **Producer Profile** | FPC | **My Facilities** | Registered Facilities | Reports

Welcome: Jane Miller for XYZ Biofuels Inc.

Facility Details

Fuel Producer Company: XYZ Biofuels Inc.
Company ID: 9998

Facility Name:
 Address Line 1:
 City:
 State or Province:
 Latitude (eg 38.581572):

Facility ID:
 Address Line 2:
 Country:
 Zip or Postal Code:
 Longitude (eg -121.494400):

Add Fuel Production Capacities

Fuel Name	Production Capacity	Action
Ethanol	10000 gal	Edit
Biodiesel	20000 gal	Edit
RenewableDiesel	40000 gal	Edit

Submit **Back**

As shown below in the example, a new facility “Prime One” has been added under the Fuel Producer Company name: *XYZ Biofuels Inc. (Company ID=9998)*.

Selecting the arrow at the far left will expand the display for viewing the production capacities of the facility.

Fuel Producer Company Facilities						
Fuel Producer Company: XYZ Biofuels Inc. Company ID: 9998						
Facility Name	Facility ID	Address	Latitude	Longitude	Action	
Prime One	97977	100 Casebeer Rd, Bonanza, OR, US 97623	42.199604	-121.431360	✎	
Fuel Name			Production Capacity			
Ethanol			10000 gal			
Biodiesel			20000 gal			
Renewable Diesel			40000 gal			

[Add Facility](#)

In order to add or update a Fuel Pathway Code (FPC) or a Physical Pathway Code (PPC) for the facility, click the pencil icon under the “Action” column at the far right.

To add an FPC, click the **Add FPC** button.

Home | Producer Profile | FPC | **My Facilities** | Registered Facilities | Reports

Welcome: Jane Miller for XYZ Biofuels Inc.

Prime One - Facility Details

Fuel Producer Company: XYZ Biofuels Inc.
Company ID: 9998

Facility: Prime One
Facility ID: 97977

FPC	Description	CI (g/MJ)	Fuel Name	Status	Modified By	Created On	Details	Delete
There are no records to display								

[Add FPC](#) | [Back](#)

When adding an FPC, be sure to upload the completed AFRS Attestation Form as well as the required Engineering Report (e.g., RFS2 Engineering Report).

[Upload Documentation \(e.g., AFRS Attestation Form\)](#)

File Name:* Browse...

Document Type:*

Description: (Max:500)

AFRS Attestation (required) ←

Engineering Report (required)

Supporting Documents

Upload Document

To add a Physical Pathway Code (PPC), click the **Add PPC** button:

Prime One - Facility Details

Fuel Producer Company: XYZ Biofuels Inc. Facility: Prime One
 Company ID: 9998 Facility ID: 97977

FPC	Description	CI (g/MJ)	Fuel Name	Status	Modified By	Created On	Details	Delete
> ORBIOD004	Oregon default - Canola biodiesel	57.84	Biodiesel	Pending	Jane Miller	02/01/2016	See Details	✕
> ORRNWD001	Oregon default - Corn oil renewable diesel	33.64	Renewable Diesel	Pending	Jane Miller	02/01/2016	See Details	✕
> ORETHC002	Oregon default - MW corn; dry mill; NG; Oregon production	64.68	Ethanol	Pending	Jane Miller	02/01/2016	See Details	✕

Add FPC **Back**

PPC Requested	PPC Requested - Description	PPC Assigned	PPC Assigned - Description	FPC	Status	Modified By	Created On	Details	Delete	PPD
There are no records to display										

Add PPC **Back**

On the Physical Pathway Demonstration Details screen, in addition to filling out information about the map segment, you will have to upload a map that demonstrates the physical pathway from the production facility to Oregon.

Add Map Segment

[Upload Documentation \(e.g., Maps.BOL\)](#)

File Name:* C:\Users\lepysar\Desktop\cleanfuelsimages\cfp.png Browse...

Document Type:* Map (required)

Description: Map (required) ←

Supporting Documents (Max:500)

Upload Document

Document Name	Document Type	Description	Download
No records to display.			

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Below is a fully expanded view of all the entries associated for this facility.

Prime One - Facility Details

Fuel Producer Company: XYZ Biofuels Inc.						Facility: Prime One			
Company ID: 9998						Facility ID: 97977			

FPC	Description	CI (g/MJ)	Fuel Name	Status	Modified By	Created On	Details	Delete
ORBIOD004	Oregon default - Canola biodiesel	57.84	Biodiesel	Pending	Jane Miller	02/01/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		20000 gal		15000 gal				
ORRNWD000	Oregon default - Corn oil renewable diesel	33.64	Renewable Diesel	Pending	Jane Miller	02/01/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		40000 gal		30000 gal				
ORETHC002	Oregon default - MW corn; dry mill; NG; Oregon production	64.68	Ethanol	Pending	Jane Miller	02/01/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		10000 gal		7500 gal				

PPC Requested	PPC Requested - Description	PPC Assigned	PPC Assigned - Description	FPC	Status	Modified By	Created On	Details	Delete	PPD
PHY01	Fuel produced in Oregon			Biodiesel ORBIOD004 (57.84)	Pending	Jane Miller	02/01/2016	See Details		
SEG#	Physical Pathway Segment Description	Mode of Transportation for the Segment	Role of Company	Title Holder	Fuel Amount	Starting Location	Ending Location	Date at Ending Location	Documentation Provided & Comments	
1	Segment 1	Truck	Owner	XYZ Biofuels Inc	5000 gal	Bonanza, OR	Portland, OR	12/30/2015	comments	

Any newly added FPC or Physical Pathway Demonstration (PPD) will be placed in “Pending” status awaiting approval. The user can delete the FPC when it is “Pending,” prior to approval. Once approved, the facility will be updated in the Registered Facilities list.

Prime One - Facility Details

Fuel Producer Company: XYZ Biofuels Inc. Company ID: 9998						Facility: Prime One Facility ID: 97977			
--	--	--	--	--	--	---	--	--	--

FPC	Description	CI (g/MJ)	Fuel Name	Status	Modified By	Created On	Details	Delete
ORRNWD001	Oregon default - Corn oil renewable diesel	33.64	Renewable Diesel	Pending	Jane Miller	02/01/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		40000 gal		30000 gal				
ORBIOD004	Oregon default - Canola biodiesel	57.84	Biodiesel	Approved	AFRS AdminE	02/09/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		20000 gal		15000 gal				
ORETHC002	Oregon default - MW corn; dry mill; NG; Oregon production	64.68	Ethanol	Approved	AFRS AdminE	02/09/2016	See Details	
Year of Annual Estimates		Annual Production Volume		Annual Sales Volume to Oregon				
2015		10000 gal		7500 gal				

Add FPC
Back

PPC Requested	PPC Requested - Description	PPC Assigned	PPC Assigned - Description	FPC	Status	Modified By	Created On	Details	Delete	PPD
PHY01	Fuel produced in Oregon	PHY01	Fuel produced in Oregon	Biodiesel ORBIOD004 (57.84)	Approved	AFRS AdminC	02/09/2016	See Details		
SEG#	Physical Pathway Segment Description	Mode of Transportation for the Segment	Role of Company	Title Holder	Fuel Amount	Starting Location	Ending Location	Date at Ending Location	Documentation Provided & Comments	
1	Segment 1	Truck	Owner	XYZ Biofuels Inc	5000 gal	Bonanza, OR	Portland, OR	12/30/2015	comments	

Add PPC
Back

In this example, the FPCs ORBIOD004 and ORETHC002 have been approved, as displayed in the Registered Facilities below. The FPC ORRNWD005 is still pending approval and therefore is not displayed there. The PPD has been approved, indicated by the PHY01 Physical Pathway Code. Notice that the Facility is “Active,” as are the FPCs ORBIOD004 and ORETHC002, and the PPC PHY01.

Alternative Fuel Registered Facilities

Fuel Name: **Export Excel**

Fuel Pathway Code:

Company Name	Company ID	Address	Producer Status																																				
> Western Plains Energy	4740	3022 County Road 18, Oakley, KS, US 67748	Active																																				
> XYZ Biofuels Inc. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Facility Name</th> <th>Facility ID</th> <th>Address</th> <th>Facility Status</th> </tr> </thead> <tbody> <tr> <td>> Prime One</td> <td>97977</td> <td>100 Casebeer Rd, Bonanza, OR, US 97623</td> <td style="border: 1px solid red; border-radius: 50%; text-align: center;">Active</td> </tr> <tr> <td colspan="2">Fuel Pathway Code</td> <td>Description</td> <td>CI (g/MJ)</td> <td>Fuel Name</td> <td>FPC Status</td> </tr> <tr> <td colspan="2">ORBiod004</td> <td>Oregon default - Canola biodiesel</td> <td>57.84</td> <td>Biodiesel</td> <td style="border: 1px solid red; border-radius: 50%; text-align: center;">Active</td> </tr> <tr> <td colspan="2">ORETHC002</td> <td>Oregon default - MW corn; dry mill; NG; Oregon production</td> <td>64.68</td> <td>Ethanol</td> <td style="border: 1px solid red; border-radius: 50%; text-align: center;">Active</td> </tr> <tr> <td colspan="2">Physical Pathway Code</td> <td>Description</td> <td colspan="2">PPC Status</td> </tr> <tr> <td colspan="2">PHY01</td> <td>Fuel produced in Oregon</td> <td colspan="2" style="border: 1px solid red; border-radius: 50%; text-align: center;">Active</td> </tr> </tbody> </table>	Facility Name	Facility ID	Address	Facility Status	> Prime One	97977	100 Casebeer Rd, Bonanza, OR, US 97623	Active	Fuel Pathway Code		Description	CI (g/MJ)	Fuel Name	FPC Status	ORBiod004		Oregon default - Canola biodiesel	57.84	Biodiesel	Active	ORETHC002		Oregon default - MW corn; dry mill; NG; Oregon production	64.68	Ethanol	Active	Physical Pathway Code		Description	PPC Status		PHY01		Fuel produced in Oregon	Active		9998	811 SW 6th Ave, Portland, OR, US 97204	Active
Facility Name	Facility ID	Address	Facility Status																																				
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Physical Pathway Code		Description	PPC Status																																				
PHY01		Fuel produced in Oregon	Active																																				
> Superior One	97979	100 Black Butte Rd, Fossil, OR, US 97830	Active																																				
> Yokayo Biofuels, Inc	4667	350 Orr Springs Rd, Ukiah, CA, US 95482	Active																																				
> Yuma Ethanol	4735	38480 County Road H, Yuma, Colorado, US 80759	Active																																				

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Once all of these are registered and active in the AFRS, CFP regulated parties can successfully upload fuel transactions in the CFP online system for this facility referencing these FPCs and PPC.