



## Reporting Greenhouse Gas Emissions Online:

### A guide to EZ-Fuels for Fuel Distributors in Oregon

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This document instructs gasoline, diesel, propane, and aircraft fuel distributors on how to register and report annual fuel disbursement in Oregon to the Oregon Department of Environmental Quality. After verifying the company information and selecting the correct reporting year, reporters will need to enter fuel distribution data and submit the report to DEQ to complete the process.

#### What you'll need:

##### To Register:

- A valid email address.
- Fuel Supplier identification number – This is a five-digit number assigned to you by DEQ. If you don't know your company's ID number, contact DEQ's Greenhouse Gas Reporting Program at [GHGreport@deq.state.or.us](mailto:GHGreport@deq.state.or.us).

##### To Report:

- The net amount of fuel your company brought into the state of Oregon for use in Oregon.

Where to go: <http://www.deq.state.or.us/EZFuels/Default.aspx>

#### Additional information on reporting:

Protocol document: <http://www.deq.state.or.us/aq/factsheets/12aq023greenhousegas.pdf>

Greenhouse Gas Reporting Rule: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1538>

## Registration Process

Go to the main EZ-Fuels webpage (<http://www.deq.state.or.us/EZFuels/Default.aspx>) and click on “New User Registration” in the box located in the screen’s upper right-hand corner.



The image shows a login and registration form. It contains two input fields: 'User Name:' and 'Password:'. Below these fields is a 'Login' button. Underneath the button are two links: 'Forgot User Name or Password' and 'New User Registration'. A red arrow points to the 'New User Registration' link.

1. After clicking that link, you’ll see a New User Registration box that has several items to fill in. Enter your first name, last name, email address, phone number and job title (optional). You’ll also enter your company’s Fuel Supplier ID<sup>1</sup>.
2. Once you’ve entered your information, click on the **Send Request** button. You should receive a confirmation email with a link to complete the registration process.
3. The email will instruct you to create your own user name and password. Once you complete the registration process, you can log in to the tool and report.

**Note:** You only need to complete the registration process once. After the initial registration is complete you can log in directly with the user name and password you’ve created. If you’ve forgotten either of these, click the “Forgot your User Name or Password” found on the home page.

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<sup>1</sup> If you don’t have a Fuel Supplier ID or have forgotten the ID, contact DEQ's Greenhouse Gas Reporting Program at [GHGReport@deq.state.or.us](mailto:GHGReport@deq.state.or.us).

## Data Entry and Submittal Process

### Step #1: Log in and navigate to the Report Fuel page

1. To begin reporting, log in to EZ-Fuels Reporting Tool with the user name and password you created during the registration process. This will take you directly to the Company Information page displaying your company's address and contact information.
2. Verify the contact information on this page. If any information is incorrect or outdated, contact DEQ's Greenhouse Gas Program staff to update your account. Depending on the issue, you may need to create a new account. If you are a new user, please do not use a previous user's sign in and password. Create your own account with your information. This ensures that you will get notifications about the system and any questions about reporting will be directed to the correct person.
3. To begin reporting, click on **Report Fuel** in the navigation pane.

Fuel Distributor Reporting Tool: Company Information

**Supplier**

**NW Petroleum**  
5676 Mill NE  
Salem OR, 97302  
Supplier ID: 10747

**Registered User**

**Lady Bug**  
Report Bug  
5034448887  
elizabethmelbel@gmail.com

Log Off

DEQ

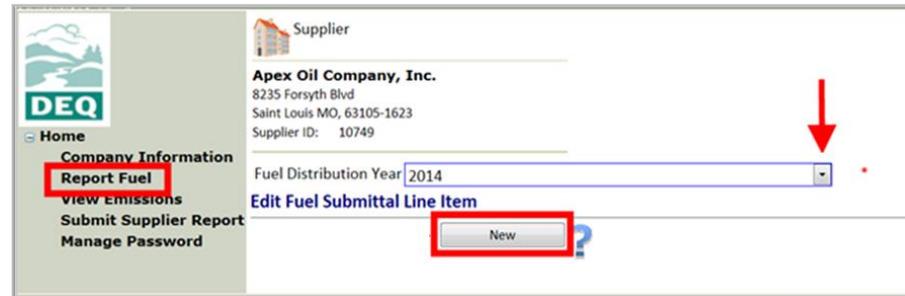
Home

- Company Information
- Report Fuel**
- View Emissions
- Submit Supplier Report
- Manage Password

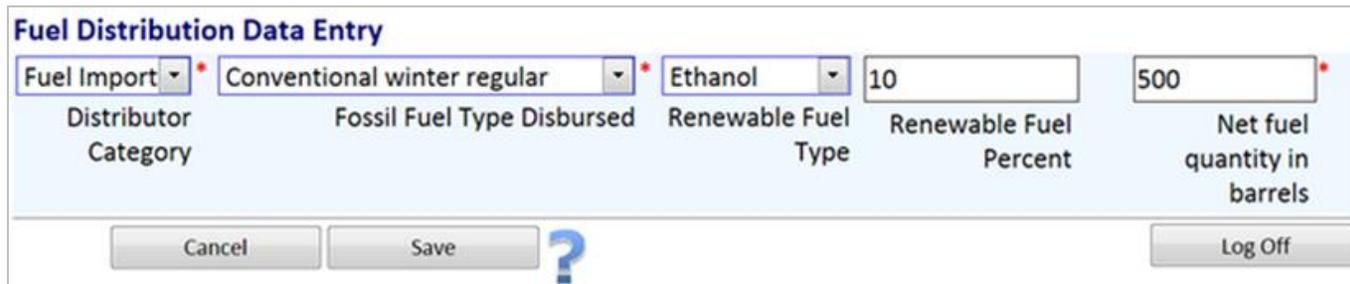
## Data Entry and Submittal Process

### Step #2: Enter fuel data

1. Select a Fuel Distribution Year from the drop-down menu, then click the **New** button.



2. Choose a Distributor Category<sup>2</sup> as well as a fuel type from the Fossil Fuel Type Disbursed<sup>3</sup>.



3. If your fuel is blended with a renewable fuel (biodiesel or ethanol) select the renewable fuel it is blended with in the Renewable Fuel Type drop down. Enter the percent of the blend that is renewable in the Renewable Fuel Percent box. If it's not blended, don't select or enter anything.

<sup>2</sup> Distributor categories include position holders and fuel importers. The fundamental distinction between the distributor categories is whether or not a fuel brought into Oregon is stored at one of Oregon's terminal facilities described in the position holder category. A fuel distributor may report using one or both categories.

<sup>3</sup> DEQ's reporting uses fuel types and emission factors derived from the federal greenhouse gas reporting rules for suppliers of petroleum products (40 CFR Part 98 [Subpart MM](#), finalized by the U.S. Environmental Protection Agency on Oct. 30, 2009 and amended Nov. 29, 2013).

## Data Entry and Submittal Process

4. Finally, enter the net fuel quantity in barrels<sup>4</sup>. If a fossil fuel was blended with ethanol or biodiesel, report the combined, total volume of the fuel mixture.

Fuel Distribution Year 2011 \*

**Fuel Distribution Data Entry**

Distributor Category: Fuel Importer \*  
Fossil Fuel Type Disbursed: Conventional summer midgrade \*  
Renewable Fuel Type: Ethanol  
Renewable Fuel Percent: 10 %  
Net fuel quantity in barrels: \*

Distributor Category	Fossil Fuel Type	Renewable Fuel Type	Percent Renewable Fuel	Net Fuel Quantity in Barrels	
Fuel Importer	Conventional summer regular	Biodiesel	15%	100,000	<a href="#">Select</a>
Fuel Importer	Conventional summer midgrade	Biodiesel	25%	15,000	<a href="#">Select</a>

Cancel Save ?

Enter New Record Data and Click 'Save'

5. When you're finished entering this information, click the **Save** button. You'll receive a message on the screen that the information you entered was saved successfully.
6. To enter additional data for the same reporting year, start the process over by clicking on **New**.

<sup>4</sup> Report net fuel quantities by fuel type, where fuel measurements are adjusted to standard temperature and pressure (60 degrees Fahrenheit and 1 atmosphere). One barrel is equal to 42 gallons.

## Tips for Using EZ-Fuels

### Step #3: Editing and Deleting Fuel Entries

Entered data can be deleted or edited for reporting years that have not been submitted.

1. Select the distribution year you'd like to edit in the Fuel Distribution Year drop down.
2. Click the **Select** link to the far right of the line of data you'd like to edit.

The screenshot shows the 'Fuel Distributor Reporting Tool: Enter Fuel Throughputs' interface. At the top, a green checkmark icon and the text 'Your Record Was Updated Successfully' are displayed. Below this, the 'Supplier' information for 'Apex Oil Company, Inc.' is shown, including the address '8235 Forsyth Blvd, Saint Louis MO, 63105-1623' and 'Supplier ID: 10749'. To the right, the 'Registered User' information for 'Liz Pysar' is shown, including the phone number '503-555-1212' and email 'elizabeth.pysar@state.or.us'. A dropdown menu for 'Fuel Distribution Year' is set to '2014'. Below this is the 'Fuel Distribution Data Entry' section, which contains a table with the following data:

Fuel Importer	Conventional winter regular	Ethanol	10%	500	Select

Below the table are buttons for 'New', a question mark icon, and 'Log Off'. A red arrow points to the 'Select' link in the table. At the bottom left, there is a globe icon and the text 'Your Record Was Updated Successfully'.

3. You may now:
  - Click the **Edit** button to make changes to any information you entered. After making changes, click the **Save** button.
  - Click the **Delete** button if you need to completely delete all information for a particular line of data.
  - Click **Cancel** if you need to back out of this screen without making any changes.

**Note:** Submitted reports cannot be edited until you have un-submitted the report through the Submit Supplier Report page. Locked reports cannot be edited or unlocked without contacting DEQ staff.

## Data Entry and Submittal Process

### Step #4 View Emissions

In View Emissions, you may view, download, and print a report of calculated emissions.

- To run this report, first go to the **Report Fuel** screen and select the appropriate fuel distribution year (Step 1 in the image below).

Oregon Department of Environmental Quality

Fuel Distributor Reporting Tool > Enter Fuel Throughputs

Company  
Pounder Oil Service, Inc.  
Corbett OR,  
Supplier ID: 10501

Fuel Distribution Year: 2014

Fuel Distribution Data Entry

Distributor Category	Fossil Fuel Type	Renewable Fuel Type	Percent
Fuel Importer	Conventional summer midgrade		
Fuel Importer	Conventional summer premium	Ethanol	3%

- When you click the View Emissions link, the report will run for the year that you selected. A sample report is shown below.

Oregon Department of Environmental Quality

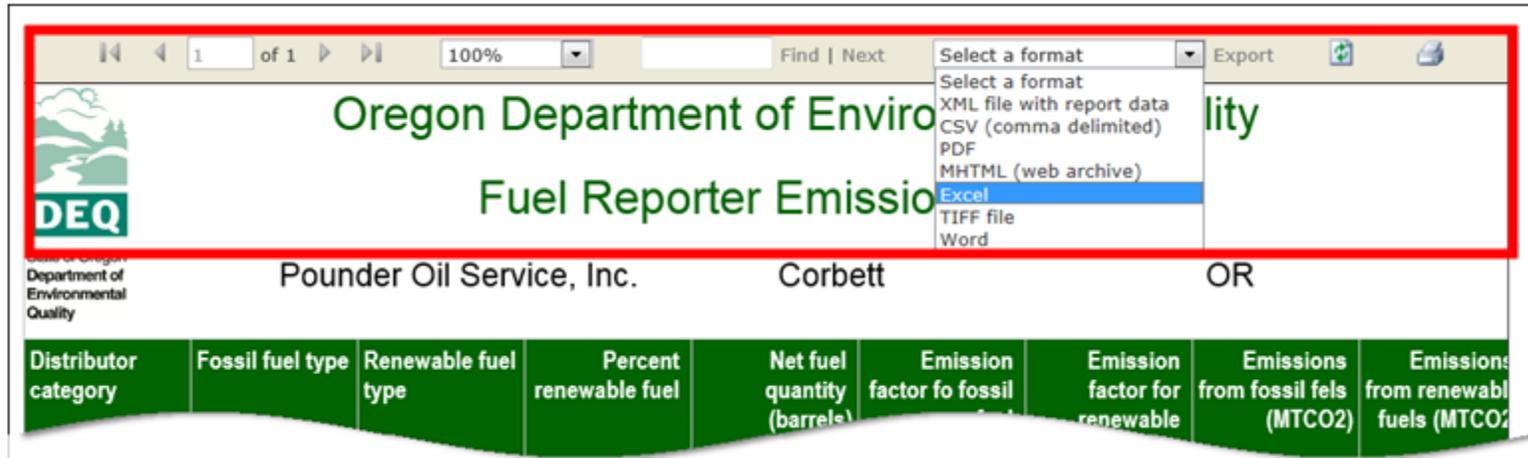
Fuel Reporter Emission Report

Pounder Oil Service, Inc. Corbett OR

Distributor category	Fossil fuel type	Renewable fuel type	Percent renewable fuel	Net fuel quantity (barrels)	Emission factor for fossil fuel	Emission factor for renewable fuels	Emissions from fossil fuels (MTCO2)	Emissions from renewable fuels (MTCO2)
Fuel Importer	Conventional summer midgrade			5000.00	0.3758		1879.00	
Fuel Importer	Conventional summer premium	Ethanol	3.00%	1000.00	0.3763	0.2422	365.01	7.2
Position Holder	Conventional winter premium	Ethanol	5.00%	15000.00	0.3705	0.2422	5279.63	181.6
Fuel Importer	Reformulated summer premium	Ethanol	5.00%	10000.00	0.3670	0.2422	3486.50	121.1
Fuel Importer	Distillate fuel oil no. 1			5000.00	0.4264		2132.00	
Fuel Importer	Aviation gasoline	Biodiesel	10.00%	10000.00	0.3490	0.3957	3141.00	365.7
				<b>Total Fossil Fuel Emissions</b>	<b>Total Renewable Fuel Emissions</b>		<b>Total Combined Emissions</b>	
				16283	706		16989	

## Data Entry and Submittal Process

- At the top of the report page, you'll see options for changing the report's size, as well as for exporting and printing the report. To export to a Microsoft Excel spreadsheet, for example, click the drop-down menu that shows **Select a format**, choose Excel, then click **Export**. Your computer may prompt you to save or open the file.



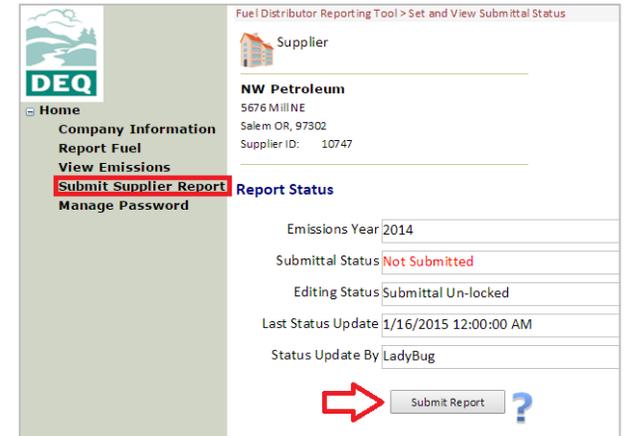
- If you're finished viewing a report and wish to return to another screen of the fuel reporting tool, click your web browser's **Back** button.

## Data Entry and Submittal Process

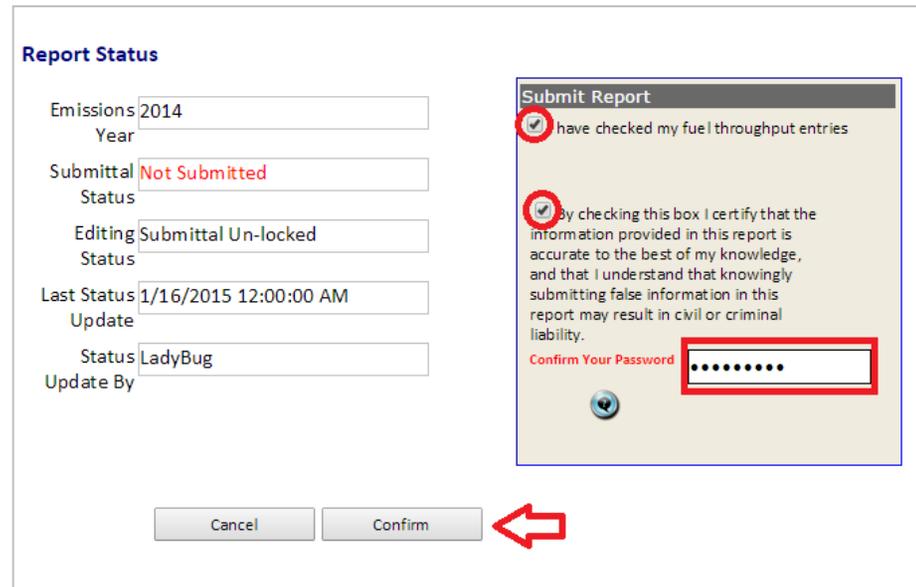
### Step #5 Submit Supplier Report

The final step required to complete the reporting process is to certify and submit the reported data. Please note submitted reports cannot be edited unless a reporter goes through the un-submit process.

1. In **Report Fuel**, select the **Fuel Distribution Year** you would like to submit data for.
2. In the navigation pane, click on **Submit Supplier Report**.
3. After confirming details on the page, click on **Submit Report** and check the two boxes certifying your data's validity.
4. Enter your password and click **Confirm**. You'll receive a message that your record was updated.
5. You may now select a different distribution year by navigating through **Report Fuel**, or you may log off if you've completed reporting.



The screenshot shows the 'Fuel Distributor Reporting Tool > Set and View Submittal Status' page. On the left, a navigation pane includes 'Home', 'Company Information', 'Report Fuel', 'View Emissions', 'Submit Supplier Report' (highlighted with a red box), and 'Manage Password'. The main content area displays 'Supplier' information for 'NW Petroleum' (5676 Mill NE, Salem OR, 97302, Supplier ID: 10747). Below this, the 'Report Status' section shows: Emissions Year: 2014; Submittal Status: Not Submitted; Editing Status: Submittal Un-locked; Last Status Update: 1/16/2015 12:00:00 AM; Status Update By: LadyBug. A red arrow points to the 'Submit Report' button, which has a question mark icon next to it.



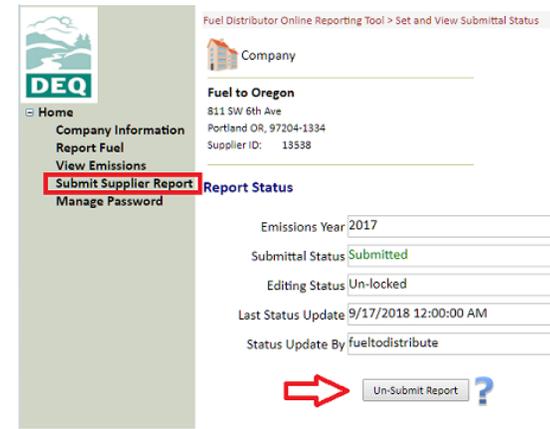
The screenshot shows the 'Report Status' section with the following details: Emissions Year: 2014; Submittal Status: Not Submitted; Editing Status: Submittal Un-locked; Last Status Update: 1/16/2015 12:00:00 AM; Status Update By: LadyBug. A 'Submit Report' dialog box is open, containing two checked checkboxes: 'I have checked my fuel throughput entries' and 'By checking this box I certify that the information provided in this report is accurate to the best of my knowledge, and that I understand that knowingly submitting false information in this report may result in civil or criminal liability.' Below the checkboxes is a 'Confirm Your Password' field with a red box around it and a password mask. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons, with a red arrow pointing to the 'Confirm' button.

## Data Entry and Submittal Process

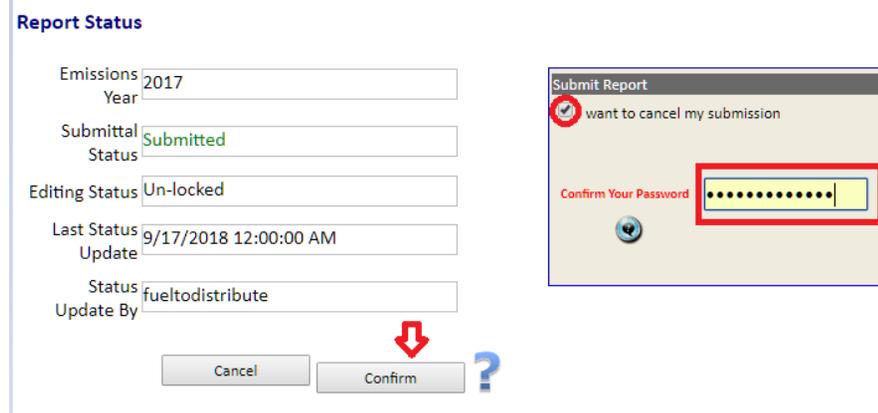
### Step #6: Un-submitting a report

If you find you have made an error in the current or previous years, you will need to un-submit your report and enter the correct data.

1. In **Report Fuel** screen, select the **Fuel Distribution Year** for which you would like to un-submit data.
2. In the navigation pane, click on **Submit Supplier Report**.



3. Click on Un-Submit Report button.
4. Check the “I want to cancel my submission” check box in the pop up box on the right side and confirm your password, then click the confirm button at the bottom of the screen.



## Data Entry and Submittal Process

5. You can now navigate to the Report Fuel Screen.
6. Click Select next to the the data that you want to change.
7. Click edit (or delete, depending on what you need to do) once the data is highlighted red.

Distributor Category	Fossil Fuel Type	Renewable Fuel Type	Percent Renewable Fuel	Net Fuel Quantity in Barrels	
Position Holder	Conventional summer regular	Ethanol	10%	4,500	Select 
Fuel Importer	Distillate fuel oil no. 1			4,500	Select
Fuel Importer	Distillate fuel oil no. 2 (e.g. heating oil and road diesel)	Biodiesel	5%	4,500	Select

New 

8. Edit any information that needs to be updated and click Save.
9. Re-submit your data using steps in Step #5.

Fuel Distribution Year: 2017 Submit Report

Fuel Distribution Data Entry

Distributor Category	Fossil Fuel Type Disbursed	Renewable Fuel Type	Renewable Fuel Percent	Net fuel quantity in barrels
Position Ho	Conventional summer regular	Ethanol	10 %	4500

Distributor Category	Fossil Fuel Type	Renewable Fuel Type	Percent Renewable Fuel	Net Fuel Quantity in Barrels
Fuel Importer	Distillate fuel oil no. 1			4,500
Fuel Importer	Distillate fuel oil no. 2 (e.g. heating oil and road diesel)	Biodiesel	5%	4,500

Cancel  Save 

## Tips for Using EZ-Fuels

- Write down your username when you create it during the registration process.
- Export a copy of your emissions from the **View Emissions** tab for your records.
- The **Report Fuel** page is the only place to select the year you'd like to report, view, and submit.
- Locked Reports are not accessible for editing. If you'd like to edit a locked report, you must first contact the DEQ Greenhouse Gas Reporting program.