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Oregon Fuels Reporting System

Fuel Supply Equipment Registration User Guide



This document was prepared by
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1. Introduction



The registration of fueling supply equipment (FSE) in the Oregon Fuel Reporting System is required for electricity, hydrogen, and fossil and bio-based or renewable LPG, CNG, and LNG before fuel quantities may be reported. Registration requests for new FSE must be submitted in the first 45 days of the reporting period for which the fuel was dispensed in order for DEQ to process them for use in that reporting period.

Reporting entities must upload the completed FSE registration form and any necessary supporting documents into OFRS to submit the registration. The most updated FSE registration form is available on the OFRS home page upon log-in to the system. If DEQ approves the FSE registration, the applicant will receive a unique FSE ID number for each piece of registered fuel supply equipment that must be used for reporting fuel quantities.

For electricity, reporting entities registering fuel supply equipment or locations for the following categories must provide additional documentation: electric cargo handling equipment, electric power for ocean-going vessels, electric transportation refrigeration unit, and electric forklifts (e-forklifts).

If there are any modifications, such as a change in the vehicles in the fleet or if the equipment is out of service for more than 90 days, then those changes must be reported to DEQ prior to uploading quarterly report data. Email the Clean Fuels Program at OregonCleanFuels@deq.oregon.gov to notify the program of these changes.

Prior to requesting FSE registration, an applicant must ensure that their **Organization Profile** in the OFRS identifies them as applicable for the particular fuel under Registration Categories. If an applicant is an aggregator that has been designated by the credit generation, they must ensure that their organization is identified as such in their **Organization Profile** and that they have registered the designation and supplied the executed aggregator designation form there.



2. Fuel supply equipment registration: general

Go to the website for the OFRS. The URL is <https://cfprt.deq.state.or.us/Login.aspx>.

Login using your username and password that you created when registering your company's account in OFRS. You cannot proceed with the FSE registration without having an account in OFRS.



Oregon Fuels Reporting System

Username:

Password:

[Reset Password](#)



[Generate New Code](#)

 [Audio Code](#)

Enter Code:

Login

After logging in, download and complete the "Facility-Fueling Supply Equipment Registration Template" found on the Home Page tab, as shown below:

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

While this template is to be used by all fuel types, not all fields apply to every fuel type, as explained below. The following general tabs apply to all entities registering fuel supply equipment: Federal Employer Identification Number (FEIN), Designee Role, Designator FEIN, name of facility at which equipment is situated, street address of, latitude and longitude of equipment location, is the reporting entity owner or operator of the equipment, is the equipment operational, and date the equipment became operational.

Be sure the Company FEIN column contains your company's FEIN.

Columns A-I

Company Information (Credit Generator)			Fueling Facility Information					
Company FEIN	Designee Role, Yes or No?	Designator FEIN	Facility Name	Street Address	City Name	Zip Code	Latitude	Longitude

Columns T-V

Company Information (Credit generator)		Fueling Supply Equipment (FSE) Information	
Is the Company the Owner or Operator of the equipment?	Is Equipment Operational?	Date Equipment Became Operational (MM/DD/YYYY)	

The table below provides a description of columns A-I and columns T-V in the FSE registration form. In addition, there is a tab with Instructions in the template.

Column	Column Title	Description
A	Company FEIN	The Federal Employer Identification Number (FEIN) issued by the US Internal Revenue Service for the reporting entity submitting the Fueling Supply Equipment (FSE) Registration form. FEIN is a nine-digit number e.g., 12-3456789).
B	Designee Role, Yes or No?	Please enter "Yes" or "No" in this field to specify if you are designated as an aggregator by another entity to register each FSE. The Designee Role must be specified for each line item of FSE registration. Please note that the information under the "Designee Role" and "Designator FEIN" must be consistent with the OFRS registration regarding Aggregators. A designator must be added into the OFRS registration prior to the FSE registration.
C	Designator FEIN	If you enter "Yes" in the "Designee Role Yes or No?" column, include the Federal Employer Identification Number (FEIN) for the designator in the Designator FEIN field. Please note that the information under the "Designee Role" and "Designator FEIN" must be consistent with the OFRS registration regarding Designators. A designator must be added into your OFRS registration prior to the FSE registration.
D	Facility Name	The name used to identify the fueling facility in Oregon where the FSE is located (e.g., name of the CNG station, name of the H2 station, and name of the location where EV charger is located).
E	Street Address	The street address of the FSE in Oregon.
F	City Name	The name of the city in Oregon where the fueling facility is located. (Enter only the city name.)
G	Zip Code	The zip code in Oregon where the fueling facility is located.

Column	Column Title	Description
H	Latitude	Provide latitude coordinate for the FSE in units of decimal degrees up to at least 5 decimal digits with a precision of 10 meters or less. For a larger facility, greater than 10 meters precision is acceptable as long the coordinate does not overlap with any other nearby FSE. Use of GPS devices for locating geo-coordinates with adequate precision is recommended. (Note: Latitude coordinate north of equator is always positive and that south of equator is always negative)
I	Longitude	Provide longitude coordinate for the FSE in units of decimal degrees up to at least 5 decimal digits with a precision of 10 meters or less. For a larger facility greater than 10 meters precision is acceptable as long it does not overlap with any nearby FSE. Use of GPS devices for locating geo-coordinates with adequate precision is recommended. <i>(Note: Longitude coordinate west of prime meridian is always negative and that east of prime meridian is always positive)</i>
T	Is the Company the Owner or Operator of the equipment?	Please enter "Owner" or "Operator" in this field to specify if the company (credit generator) is the owner or operator of the equipment. "Is the Company the Owner or Operator of the equipment?" must be specified for each line item of the FSE registration. Please note that the information under "Is the Company the Owner or Operator of the equipment?" must be consistent with the supporting documents that will be attached to the OFRS registration along with the FSE registration.
U	Is Equipment Operational?	Please enter "Yes" or "No" in this field to specify if the equipment that you are registering is operational. "Is Equipment Operational?" must be specified for each line item of FSE registration. Please note that the information under "Is Equipment Operational?" must be consistent with the supporting documents that will be attached to the OFRS registration along with the FSE registration.
V	Date Equipment Became Operational (MM/DD/YYYY)	Please enter the Date, in MM/DD/YYYY format, for when the equipment became operational. Date Equipment Became Operational (MM/DD/YYYY) must be specified for each item of FSE registration. Please note that the information under "Is Equipment Operational?" and "Date Equipment Became Operational (MM/DD/YYYY)" must be consistent with the supporting documents attached to the OFRS registration along with the FSE registration.

3. FSE registration – specific fuels

3.1 Natural gas (NG)

In addition to filling columns A – I and columns T-V, NG reporting entities have to fill columns J-K, as shown below:

Natural Gas (NG) Fueling Supply Equipment	
CNG Utility Meter# / LNG Fueling Station ID	CNG Utility Name/LNG Station Owner

The table below provides a description of columns J-K.

Natural gas fuel reporting entities are required to provide the utility meter number at the equipment location, name of the utility company, and a copy of the most recent utility bill. Liquid natural gas providers submit a unique identifier associated with the equipment used for their own fuel accounting or financial accounting or other purposes and a copy of invoice or bill of lading for the most recent LNG delivery.

Column	Column Title	Description
J	CNG Utility Meter# / LNG Fueling Station ID	The identifier for the CNG compressors is the utility meter number as shown on the utility bills, which may be an alphanumeric identifier. If there are multiple CNG compressors being registered, provide a new record in the spreadsheet with a CNG Utility Meter # for each of them. For LNG and L-CNG facilities, provide the unique identifier associated with the FSE that is assigned for fuel accounting or financial accounting or other purposes. Upload a copy of most recent invoice or bill of lading for the fuel delivered to the fueling facility which clearly shows the unique identifier being assigned to the registered FSE.
K	CNG Utility Name/LNG Station Owner	The name of the utility company providing the natural gas for the fueling facility FSE meter as shown on the utility bills. For LNG or C-LNG, enter the name of the owner of the LNG/L-CNG facility.

3.2 Propane

In addition to filling columns A – I and columns T-V, propane reporting entities have to fill columns L-M, as shown below:

Propane Fueling Supply Equipment	
Fueling Station ID	Fueling Station Owner

The table below provides a description of columns L-M.

Propane fuel reporting entities are required to provide a unique identifier associated with the FSE used for their

own fuel accounting or financial accounting or other purposes. In addition, they have to upload a copy of the most recent purchase invoice or bill of lading for the fuel delivered to the fueling facility.

Column	Column Title	Description
L	Propane Fueling Station ID	Provide the unique identifier associated with the FSE assigned for fuel accounting or financial accounting or other purposes. Upload a copy of most recent invoice or bill of lading for the fuel delivered to the fueling facility that clearly shows the unique identifier assigned to the FSE being registered.
M	Propane Fueling Station Owner	The name of the company that owns the Propane Fueling Station.

3.3 Hydrogen

In addition to filling columns A – I and columns T-V, hydrogen fuel reporting entities have to fill column N, as shown below:

Hydrogen (H2) Fueling Supply Equipment
Hydrogen Fueling Station ID

The table below provides a description of columns N

Fuel reporting provider entities for hydrogen need to provide a serial number or station identifier.

Column	Column Title	Description
N	Hydrogen Fueling Station ID	Unique Identifier assigned to the hydrogen fueling equipment.

3.4 Electricity

In addition to filling columns A – I and columns T-V, electricity reporting entities have to fill columns O-Q and S, as shown below. In addition, some electricity categories must provide additional information as explained in more detail in the following sections.

If there are multiple FSEs at the same location, each unique piece of equipment must be registered separately. This system will indicate whether the same FSE registration submittals have already been submitted by you or by some another party.

Electricity Fueling Supply Equipment (FSE)				
Charging Type	EV-FSE Serial #	EV-FSE Manufacturer	VIN (For Residential Incremental Crediting Only)	Capacity of Charger (kW)

The table below provides a description of columns O-S.

Column	Column Title	Description
O	Charging Type	Electric transportation charging types and the Electric Vehicle Fuel Supply Equipment (EV-FSE) type used for charging.
P	EV-FSE Serial #	The serial number of the Electric Vehicle Fuel Supply Equipment (EV-FSE) assigned by the Original Equipment Manufacturer (OEM).
Q	EV-FSE Manufacturer	The name of the Original Equipment Manufacturer (OEM) of the Electric Vehicle Fuel Supply Equipment (EV-FSE).
R	VIN	Field reserved for cases where a specific vehicle may need to be registered as FSE in the future.
S	Capacity of Charger (kW)	The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity.

Below is a more detailed explanation of what information needs to be provided in each column for specific electricity reporting categories:

3.4.1 Non-residential EV charging

In addition to filling columns A – I and columns T-V, non-residential EV charging reporting entities have to fill columns O-Q and S, as follows:

Column	Column Title	Description
O	Charging Type	<p>This column helps identify the type of charging and the Electric Vehicle Fuel Supply Equipment (EV-FSE) type used for charging.</p> <ul style="list-style-type: none"> • Select Non-Residential (Level 2) if the FSE is a level-2 (SAE J1772 connector) charger used for non- residential charging of electric LDV/MDV. • Select Non-Residential (DCFC – CHAdeMO) if the FSE is a Direct Current Fast Charger (DCFC) supporting only CHAdeMO charging protocol used for non-residential charging of electric LDV/MDV. • Select Non-Residential (DCFC – CCS) if the FSE is a DCFC supporting only CCS charging protocol used for non-residential charging of electric LDV/MDV. • Select Non-Residential (DCFC – Tesla) if the FSE is a DCFC supporting only Tesla charging protocol used for non-residential charging of electric LDV/MDV. • Select On-road Heavy Duty EV Charging if the FSE is charging equipment for on-road electric Heavy-Duty Vehicles. This category includes both level 2 and fast charging Heavy Duty Vehicle chargers.
P	EV-FSE Serial #	Provide the serial number assigned to each EV-FSE by the Original Equipment Manufacturer (OEM).
Q	EV-FSE Manufacturer	The name of the OEM of the EV-FSE must be provided in this field.

S	Capacity of Charger (kW)	The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity.
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3.4.2 Electric Cargo Handling Equipment (eCHE)

In addition to filling columns A – I and columns T-V, eCHE reporting entities have to fill columns O-Q and S as shown below. In addition to this FSE Registration form, the reporting entities will also have to submit an FSE Detail Sheet (see section 4).

Column	Column Title	Description
O	Charging Type	Select eCHE as the charging type for the EV-FSE.
P	EV-FSE Serial #	Provide the OEM assigned serial number to the metering equipment used to measure the electricity supplied to eligible eCHE. If there are multiple equipment capable of measuring the electricity dispensed to eligible transportation application at the facility or location, each piece of equipment can be registered as a separate FSE.
Q	EV-FSE Manufacturer	Provide the name of the OEM of the metering equipment referred to in Column P. In addition, a list of equipment being charged at the registered facility or location needs to be provided using the FSE Detail Sheet (see section 4).
S	Capacity of Charger (kW)	The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity. If a vehicle with an onboard charger or telematics is being registered, then the on-board charger's instantaneous capacity expressed in KW should be used.

3.4.3 Electric Power for Ocean-Going Vessels

In addition to filling columns A – I and columns T-V, eOGV reporting entities have to fill columns O-Q and S as shown below.

Column	Column Title	Description
O	Charging Type	Select eOGV as the charging type.
P	EV-FSE Serial #	Provide the OEM-assigned serial number to the metering equipment used to measure the electricity supplied to eligible eOGV. If there are multiple pieces of equipment capable of measuring the electricity dispensed to eligible transportation applications at the facility or location (ie, each berth has a separate meter), each piece of metering equipment must be registered as a

		separate FSE.
Q	EV-FSE Manufacturer	Provide the name of the OEM of the metering equipment referred to in Column P. In addition, a list of equipment being charged at the registered facility or location needs to be provided using the FSE Detail (see section 4)
S	Capacity of Charger (kW)	The instantaneous capacity of the charger to deliver electricity to a vessel, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity.

3.4.4 Electric Transportation Refrigeration Unit

In addition to filling columns A – I and columns T-V, eTRU reporting entities have to fill columns O-Q and S as shown below. In addition to this FSE Registration form, the reporting entities will also have to submit an FSE Detail Sheet (see section 4).

Column	Column Title	Description
O	Charging Type	Select eTRU as the charging type.
P	EV-FSE Serial #	Provide the OEM assigned serial number for each eTRU being registered.
Q	EV-FSE Manufacturer	Provide the name of the OEM of the eTRU referred to in Column P. In addition, a list of eTRUs being charged at the registered facility or location needs to be provided using the FSE Detail (see section 4)
S	Capacity of Charger (kW)	The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity. If a vehicle with an onboard charger or telematics is being registered, then the on-board charger's instantaneous capacity expressed in KW should be used.

3.4.5 Electric forklifts (eforklifts)

In addition to filling columns A – I and columns T-V, electric forklifts reporting entities have to fill columns O-Q and S as shown below. In addition to this FSE Registration form, the reporting entities will also have to submit an FSE Detail Sheet (see section 4).

Column	Column Title	Description
O	Charging Type	Select e-forklifts as the charging type Electric Vehicle Fuel Supply Equipment (EV-FSE) type used for charging.
P	EV-FSE Serial #	Provide the serial number or a unique identifier for each location where the electric forklifts are being charged.

Q	EV-FSE Manufacturer	Provide the name of the OEM of the electric forklift referred to in Column P. In addition, a list of equipment being charged at the registered facility or location needs to be provided using the FSE Detail (see section 4)
S	Capacity of Charger (kW)	<p>The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity.</p> <p>Note: For FSE being registered using the estimation methodology prior to it expiring in Q3 2023, the reporting entity should use the estimation method to calculate this value as follows: Using the maximum number of forklifts that could be expected to operate at a facility, calculate the total per-day charging that those forklifts would charge using the estimation methodology spreadsheet. Sum the kWh per forklift per quarter for the facility (column L in that spreadsheet) and then divide that number by the number of days in the quarter and then 24 in order to get the maximum expected KW charging for that facility. This only applies to FSE registrations that involve the estimation methodology, for registrations of forklift chargers or circuits then you would obtain the values normally.</p>

3.4.5 Electric Ground Service Equipment

In addition to filling columns A – I and columns T-V, electric airport ground service equipment reporting entities have to fill columns O-Q and S as shown below. In addition to this FSE Registration form, the reporting entities will also have to submit an FSE Detail Sheet (see section 4).

Column	Column Title	Description
O	Charging Type	Select electric ground service equipment as the charging type.
P	EV-FSE Serial #	Provide the Original Equipment Manufacturer-assigned serial number for the electric ground service charging equipment.
Q	EV-FSE Manufacturer	Provide the name of the OEM of the electric charging equipment referred to in Column P. In addition, a list of equipment being charged at the registered facility or location needs to be provided using the FSE Detail (see section 4)
S	Capacity of Charger (kW)	<p>The instantaneous capacity of the charger to deliver electricity to a vehicle, expressed in kilowatts. In cases where the FSE being registered is a circuit with multiple chargers, then the value provided here is the sum of the capacity of all of the chargers on that circuit or the circuit's rated capacity.</p> <p>If a vehicle with an onboard charger or telematics is being registered, then the on-board charger's instantaneous capacity expressed in KW should be used.</p>

4. FSE Detail Sheet

The FSE Detail Sheet provides the description of information that needs to be provided in each column as shown below. This template needs to be uploaded with the FSE registration form as described in the next section "Upload Process". [View the FSE Detail Sheet.](#)

The table below provides a description of columns A – Q.

Column	Column Title	Description
A	Quarter and year FSE is/was initially registered for reporting	Please enter Year and Quarter combinations from the drop-down list in this field to specify when was the FSE initially registered in OFRS. The "Quarter and year FSE is/was initially registered for reporting" must be specified for each line item of the FSE Registration Form. Please note that the information under "Quarter and year FSE is/was initially registered for reporting" must be consistent with the supporting documents attached to the OFRS registration along with the FSE Registration Form.
B	Date Fleet Information was last collected or updated (MM/DD/YYYY)	Please enter the Date, in MM/DD/YYYY format, for when the fleet information was last collected or updated. "Date Fleet Information was last collected or updated (MM/DD/YYYY)" must be specified for each item of the FSE Registration Form.
C	Registered Party Name	The company name for the registered entity submitting the FSE Registration Form.
D	Registered Party FEIN	The Federal Employer Identification Number (FEIN) for the registered entity submitting the FSE Registration Form. FEIN is a nine-digit number e.g., 12-3456789).
E	Is the Registered Party the Owner or Operator of the equipment?	Please enter "Owner" or "Operator" in this field to specify if the registered entity is the owner or operator of the equipment. "Is the Registered Party the Owner or Operator of the equipment?" must be specified for each line item of the FSE registration. Please note that the information under "Is the Registered Party the Owner or Operator of the equipment?" must be consistent with the supporting documents that will be attached to the OFRS registration along with the FSE Registration Form.
F	Aggregator (if applicable)	The company name for the aggregator designated by the registered entity submitting the FSE Registration Form.
G	Aggregator FEIN (if applicable)	The FEIN for the aggregator designated by the registered entity submitting the FSE Registration Form. FEIN is a nine-digit number e.g., 12-3456789).
H	Application Type	Electric transportation charging types. These are off-road equipment types.
I	Equipment Type (for eCHE)	These are off-road electric Cargo Handling Equipment (eCHE) types being charged.
J	Vehicle OEM Name	The name of the Original Equipment Manufacturer (OEM) of the Electric Vehicle/Equipment.

K	Vehicle OEM Issued Unique Identifier	The unique identifier or serial number of the Electric Vehicle/Equipment assigned by the OEM.
L	Model Year	The model year of the Electric Vehicle/Equipment provided by the OEM.
M	Address - Facility where the equipment is generally located	The street address, city, and zip code in Oregon where the fueling equipment or registered vehicles are generally located.
N	Is the Equipment Currently Operational at the facility? (Y or N)	Please enter "Yes" or "No" in this field to specify if the equipment that you are registering is operational. "Is the Equipment Currently Operational at the facility?" must be specified for each line item of the FSE Registration Form. Please note that the information under "Is the Equipment Currently Operational at the facility?" must be consistent with the supporting documents that will be attached to the OFRS registration along with the FSE Registration Form.
O	When was the equipment first placed into service at the Facility (MM/DD/YYYY)	Please enter the Date, in MM/DD/YYYY format, for when the equipment was first placed into service at the facility. "When was the equipment first placed into service at the Facility (MM/DD/YYYY)" must be specified for each item of the FSE Detail Sheet. Only for application type other than e-forklift, you may type "Unknown" if you don't have a date.. The text should be typed without quotation marks and should be typed exactly as shown. Please note that the information under "Is the Equipment Currently Operational at the facility?" and "When was the equipment first placed into service at the Facility (MM/DD/YYYY)" must be consistent with the supporting documents attached to the OFRS registration along with the FSE Registration Form.
P	When was the equipment taken out of service at the Facility (MM/DD/YYYY)	Please enter the Date, in MM/DD/YYYY format, for when the equipment was taken out of service at the facility. "When was the equipment taken out of service at the Facility (MM/DD/YYYY)" must be specified for each item of the FSE Registration Form. If the equipment is still in service, please type "In Service". Only for application type other than e-forklift, you may type "Unknown" if you don't have a date. Both texts, "In Service" and "Unknown", should be typed without quotation marks and should be typed exactly as shown. Please note that the information under "Is the Equipment Currently Operational at the facility?" and "When was the equipment taken out of service at the Facility (MM/DD/YYYY)" must be consistent with the supporting documents attached to the OFRS registration along with the FSE Registration Form.
Q	Calculation method for kWh consumption (For e-forklifts only)	Please enter "Estimated" or "Metered" in this field to specify the calculation methodology that will be used to report e-forklift-related electricity consumption. "Calculation method for kWh consumption (For e-forklifts only)" must be specified for each item of the FSE Registration Form. Please note that the information under "Calculation method for kWh consumption (For e-forklifts only)" must be consistent with the supporting documents attached to the OFRS registration along with the FSE Registration Form.

5. Upload process

Select the Facility-FSE tab (If this tab is not displayed see Troubleshooting Example #2 below) and upload the file using the "Upload Registration Documents". See button below.

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

Facility-Fueling Supply Equipment (FSE) Registration & Supporting Documentation

Uploading Instructions: Along with the Facility-FSE Excel file, please upload an additional **required** document that meets the following:

- For CNG: An invoice from that utility showing the CNG equipment has been used
- For LNG: Documents showing the owner and fueling station number, and an invoice showing the delivery of LNG to the fueling equipment
- For Propane: An invoice or other documentation demonstrating fuel delivery to the equipment
- For Electricity: Depending on the type of electricity FSE being registered, different documents will be required.

For the registration of these FSE, either we need to have them select in the GUI what type of equipment they are registering or have them upload the registration excel first and use that to determine the required documents that must be uploaded prior to the registration being submitted.

Upload Registration Documents

Facility-FSE Registration Uploads

Export Excel

Registration Upload No.	Document Name	RP Name	Modified By	Modified On
<input type="text"/>	<input type="text"/>		<input type="text"/>	

Select the File or Document Type, as applicable to your fuel, and then browse and upload the corresponding file. Add Remarks, if desired.

Upload Document

File Name:*

Choose File

No file chosen

File or Document Type:*

Select...

Remarks:

(Max:500)

Upload Document

Cancel

Document Type	File Name	Description	Download	Delete
No records to display.				
Page size: 20				
0 items in 1 pages				

* REQUIRED

Upload Document

File Name:* No file chosen

File or Document Type:*

Remarks: (Max:500)

Document Type	File Name	Description	Download	Delete
Facility-FSE Registration Excel File	CFP_FFR_Excel.xlsx			

Page size:

1 items in 1 pages

* REQUIRED

Confirm the submission by clicking OK in the pop-up window.

ofrsstg.deq.state.or.us says
Submit Facility-FSE Registration?

After processing the file, a message will show up indicating that the upload was successful, and that the registration is queued for review. Click "Ok".

Facility-FSE Registration - Message
Uploaded registration file of Facility-FSE submitted and queued for review.
Login periodically to check the status of these Facility-FSE registrations.

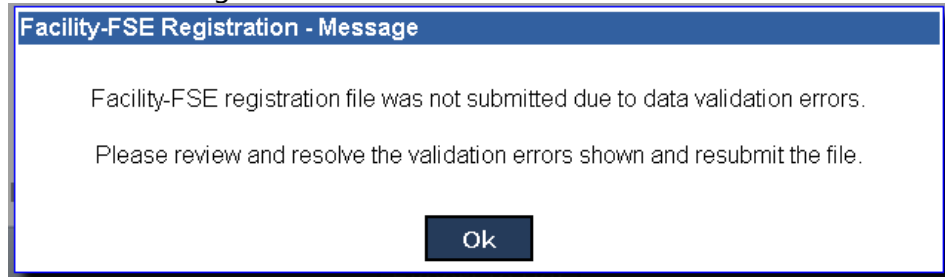
After that, **Registration Upload Number** "RU-10634" (see examples below) will be created to identify the specific instance of the registration file upload.

Facility-FSE Registration Uploads					Export Excel
Registration Upload No.	Document Name	RP Name	Modified By	Modified On	
<input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/> <input type="button" value="v"/>		<input type="text" value=""/> <input type="button" value="v"/>		
▶ RU-10376	CFP_FFR_Excel.xlsx		Stephanie Summers	01/13/2023	

6. Troubleshooting errors

Below are some examples of potential error messages.

Any data validation errors from processing of the file will be accompanied with the message below. The actual validation errors will also reference RU-10634 and indicate the row number in the file where the data validation issue is occurring.



Some examples of Data Validation Error Messages are provided below. These are typical of the kinds of messages that may be encountered after a file is processed by the system.

6.1 Troubleshoot example #1

Data Validation Error Messages from submittal of subsequent upload "RU-10034". This error is a result of the latitude is outside of Oregon, which will be indicated with these messages.

Submitted Facility-FSE File Validation Errors		
Export to Pdf		
Registration Upload No.	Row Number	Validation Error Messages
	<input type="text"/>	<input type="text"/>
RU-10034	3	Invalid Latitude, value '70.000001'
RU-10034	4	Invalid Latitude, value '70.000002'
RU-10034	5	Invalid Latitude, value '70.000003'
RU-10034	6	Invalid Latitude, value '70.000004'
RU-10034	7	Invalid Latitude, value '70.000005'
RU-10034	8	Invalid Latitude, value '70.000006'
RU-10034	9	Invalid Latitude, value '70.000007'
RU-10034	10	Invalid Latitude, value '70.000008'
Page size: 20		
Facility-FSE Registration Uploads		
Registration Upload No.	RP Name	Document Name
	<input type="text"/>	<input type="text"/>
> RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx
> RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx

6.2 Troubleshoot example #2

Data Validation Error Messages from submittal of the next upload "RU-10035". Two of the equipment records have already been processed successfully in the prior uploads as indicated.

Submitted Facility-FSE File Validation Errors

Export to Pdf

Registration Upload No.	Row Number	Validation Error Messages
RU-10035	8	Natural Gas (NG) Facility Information, value 'MYMETER-6 , SMUD' has been submitted more than once "RU-10033"
RU-10035	10	Natural Gas (NG) Facility Information, value 'MYMETER-8 , LAP&W' has been submitted more than once "RU-10034"

1

Page size: 20

2 items in 1 pages

Facility-FSE Registration Uploads

	Registration Upload No.	RP Name	Document Name	Modified By	Modified On	Download
>	RU-10035	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
>	RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
>	RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	

1

Page size: 250

3 items in 1 pages

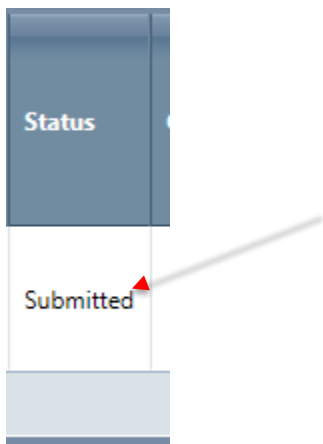
Use the "Expand/Collapse" on the top left to see the "Status" of each record processed.

Facility-FSE Registration Uploads

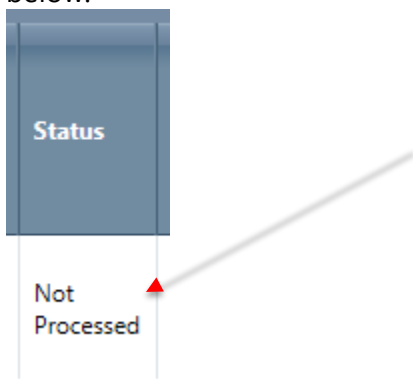
Export Excel

Registration Upload No.		Document Name			RP Name		Modified By			Modified On					
<div></div>		<div></div>			<div></div>		<div></div>			<div></div>					
> RU-10634		LCFS_FFR_Excel Test1.xlsx			Not Applicable		Jing Yuan			03/18/2019					
✓ RU-10633		LCFS_FFR_Excel Test1.xlsx			Not Applicable		Jing Yuan			03/18/2019					
Document Type				Document Name				Description				Date	Download		
Facility-FSE Registration Excel File				LCFS_FFR_Excel Test1.xlsx								03/18/2019			
Row Num.	Facility Name	Address	Geographic Coordinates	CNG Utility Meter# / LNG Facility ID	CNG Utility Name / LNG Facility Owner	Propane Fueling Station ID	Propane Fueling Station Owner	H2 SOSS Fueling Station ID	Charging Type	EVSE Serial No	EVSE Manf.	VIN	Status	Comments	FSE Facility ID/FSE ID
> 3	ABC 1	123 main st sacramento 95814	Latitude: 38.597493 Longitude: -121.481144						e-forklift	ABC1 001	ABC1		Not Processed		
<div><div></div><div></div><div></div><div></div><div></div></div> Page size: <div>250</div> 1 items in 1 pages															
> RU-10632		LCFS_FFR_Excel Test2.xlsx			Not Applicable		Jing Yuan			03/18/2019					
Document Type				Document Name				Description				Date	Download		
Facility-FSE Registration Excel File				LCFS_FFR_Excel Test2.xlsx								03/18/2019			
Row Num.	Facility Name	Address	Geographic Coordinates	CNG Utility Meter# / LNG Facility ID	CNG Utility Name / LNG Facility Owner	Propane Fueling Station ID	Propane Fueling Station Owner	H2 SOSS Fueling Station ID	Charging Type	EVSE Serial No	EVSE Manf.	VIN	Status	Comments	FSE Facility ID/FSE ID
> 3	ABC 1	sacramento 95814							Residential incremental – On-Vehicle (telematics)			JA3215H1XCU008893	Submitted		
<div><div></div><div></div><div></div><div></div><div></div></div> Page size: <div>250</div> 1 items in 1 pages															

Check the status of each record to be sure they have processed successfully. If the application has been processed successfully for an individual FSE, then the status shows "submitted".



If the submittal has not been successful for the FSE, then "Not Processed" will appear in the status box as shown below:



This record needs to be corrected in the file (from information provided in the data validation error messages) and the file re-uploaded and resubmitted.

Repeat the process of correcting records in the file and submitting the file until the status of all registered FSE indicate that they have been processed and their status appears as "Submitted". This will essentially be a compilation of what file records have processed successfully in the sequence of file uploads (each identified with a unique "RU" number).

If the Facility-FSE tab does not appear there are two possible reasons for this:

- 1) The user that logged in does not have an Admin role with "Signatory Authority".
- 2) The Organization Profile needs to be updated to include a checked box for one or more of the selections below. After making any changes to the organization profile, please click on "Update Organization Profile" button (as shown below) to ensure that the changes have been incorporated in the account.

CFP REGISTRATION CATEGORIES

- ☒ Conventional gasoline blendstock for oxygenate blending ("gasoline" or "CBOB") or E10
- ☒ 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 340-253-0200(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 (Propane)

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

FOR AGGREGATORS

DESIGNATOR ORGANIZATION/COMPANY DETAILS

Add Designator(s)

Update Organization Profile


Back

6.3 Troubleshoot example #3

If the applicant is not the FSE owner, documentation must be provided in the OFRS account demonstrating that the owner designated the applicant entity to register the FSE and act as the fuel reporting entity and credit generator on its behalf. This documentation must include the name and address of the entity that owns the FSE. If this documentation was not provided yet the applicant said they were a designee in the FSE registration form, then the following message will appear as a validation error message:

Submitted Facility-FSE File Validation Errors

Export to Pdf

Reg. Upload File ID-File Row	Validation Error Messages
	<input type="text"/> 
RU-10375-3	Inconsistent Designee Information with RP registration Designee, value '810862766'
RU-10375-4	Inconsistent Designee Information with RP registration Designee, value '810862766'
RU-10375-5	Inconsistent Designee Information with RP registration Designee, value '853943702'

To fix this error, the fuel reporting entity needs to log into their OFRS account to update the organization profile and upload proper documentation as shown below:

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.							

[Register Organization](#) [Back](#)

This error also could be caused by inconsistency between information provided in the organization profile in the OFRS account and the information provided in the FSE registration form, such as a difference between the FEIN numbers. In this case, review the information provided in the template and correct any errors and re-upload the template.

7. Approval process

After the successful submittal, CFP staff is notified and will review the FSE registration application. If all required information is included and correct, staff will approve the application. In which case, the applicant will receive an email with the FSE ID for each registered FSE and these FSE IDs have to be used for quarterly reporting of the fuel amount.

If the application is not approved, the applicant will be notified via email. In this case, the applicant needs to log back into the system and click on the button Facility-FSE to see the comments why the application was not approved.

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

Then expand the pertinent application and see the comments explaining why the application was not approved.

Facility-FSE Registration Uploads [Export Excel](#)

Registration Upload No.	Document Name	RP Name	Modified By	Modified On
RU-10634	LCFS_FFR_Excel Test1.xlsx	Not Applicable	Jing Yuan	03/18/2019

Document Type	Document Name	Description	Date	Download
Facility-FSE Registration Excel File	LCFS_FFR_Excel Test1.xlsx		03/18/2019	Download

Row Num.	Facility Name	Address	Geographic Coordinates	CNG Utility Meter# / LNG Facility ID	CNG Utility Name / LNG Facility Owner	Propane Fueling Station ID	Propane Fueling Station Owner	H2 SOSS Fueling Station ID	Charging Type	EVSE Serial No	EVSE Manf.	VIN	Status	Comments	FSE Facility ID/FSE ID
3	ABC 1	123 main st sacramento 95814	Latitude: 38.597493 Longitude: -121.481144						e-forklift	10001	ABC1		Submitted		

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After addressing the comments from CFP, re-upload and re-submit the appropriate documents following the same steps described above.