Oregon Fuels Reporting System
Registering Fuel Supply Equipment

March 2021
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Introduction

The registration of fueling supply equipment (FSE) in the Oregon Fuel Reporting System (OFRS) is required for natural gas, electricity, propane, and hydrogen before fuel quantities may be reported. Registration requests should be submitted in the same quarter in which the fuel is dispensed.

Reporting entities must upload the completed FSE registration template with any necessary supporting documents into OFRS. The most updated FSE registration template is available on the OFRS home page. Upon FSE registration, the applicant will receive a unique FSE ID that must be used for reporting fuel quantities.

For electricity, reporting entities providing the following electricity charging need to register: non-residential EV charging, electric cargo handling equipment (eCHE), electric power for ocean-going vessels (eOGV), electric transportation refrigeration unit (eTRU), and electric forklifts.

If there are any modifications to the FSE post-registration, the FSE registration must be updated in the OFRS prior to uploading quarterly reporting data. Email the Clean Fuels Program (CFP) at OregonCleanFuels@deq.state.or.us 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 a designee, they must ensure that their organization is identified as such in their Organization Profile.
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 registration without having an account in OFRS first.

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

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**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

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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.

**Be sure the Company FEIN column contains your company’s FEIN.**

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Company FEIN</td>
<td>The Federal Employer Identification Number for the reporting entity submitting the Fueling Supply Equipment registration template. FEIN is a nine-digit number e.g., 12-3456789). If the entity is an aggregator they will need to fill out the information for the entity they are aggregating for in column C.</td>
</tr>
<tr>
<td>B</td>
<td>Designee Role (Yes or No)</td>
<td>Please enter “Yes” or “No” in this field to specify if you are an aggregator designated by another entity to register for each FSE being submitted. 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 designators. A designator must be included as part of the OFRS Designation profile prior to the FSE registration.</td>
</tr>
<tr>
<td>C</td>
<td>Designator FEIN</td>
<td>If you enter “Yes” in the “Designee Role Yes or No?” column, include the Federal Employer Identification Number 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 designator. A designator must be included as part of your OFRS organization profile prior to the registration.</td>
</tr>
<tr>
<td>D</td>
<td>Facility Name</td>
<td>The name used to identify the fueling facility in Oregon where the equipment is located (e.g., name of the CNG station, name of the H2 station, and name of the location where EV charger is located).</td>
</tr>
<tr>
<td>E</td>
<td>Facility Street Address</td>
<td>The street address of the FSE in Oregon.</td>
</tr>
<tr>
<td>F</td>
<td>City Name</td>
<td>The name of the city in Oregon where the equipment is located.</td>
</tr>
<tr>
<td>G</td>
<td>Zip Code</td>
<td>The zip code in Oregon where the equipment is located.</td>
</tr>
<tr>
<td>H</td>
<td>Latitude</td>
<td>Provide latitude coordinate for the fuel supply equipment 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 fuel supply equipment. Use of GPS devices for locating geo-</td>
</tr>
<tr>
<td>Column</td>
<td>Column Title</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>coordinates with adequate precision is recommended. <em>(Note: Latitude coordinate north of equator is always positive and that south of equator is always negative)</em></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Longitude</td>
<td>Provide longitude coordinate 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 fuel supply equipment. Use of GPS devices for locating geo-coordinates with adequate precision is recommended. <em>(Note: Longitude coordinate west of prime meridian is always negative and that east of prime meridian is always positive)</em></td>
</tr>
</tbody>
</table>
FSE registration – specific fuels

Natural gas (NG)

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

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.

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>CNG Utility Meter # /LNG Facility ID</td>
<td>The identifier for the CNG fueling facility meters as shown on the utility bills, which may be an alphanumeric identifier. If there are multiple CNG facilities being registered, provide a new record in the spreadsheet with a CNG Utility Meter # for each facility. <strong>Note:</strong> For LNG and L-CNG facilities, a copy of the most recent purchase invoice or bill of lading will need to be uploaded with the registration form. The record should clearly show the unique identifier assigned to a particular FSE.</td>
</tr>
<tr>
<td>K</td>
<td>CNG Utility Name /LNG Facility Owner</td>
<td>The name of the utility company providing the natural gas for the fueling facility meter as shown on the utility bills. For LNG or C-LNG, enter the name of the owner of the LNG/L-CNG facility.</td>
</tr>
</tbody>
</table>
**Propane**

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

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.

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Propane Fueling Station ID</td>
<td>The unique identifier for the propane fueling station as shown on the invoice or bill of lading.</td>
</tr>
<tr>
<td>M</td>
<td>Propane Fueling Station Owner</td>
<td>The name of the company that owns the propane fueling station.</td>
</tr>
</tbody>
</table>

**Hydrogen**

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

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

**Electricity**

In addition to filling columns A – I, electricity reporting entities have to fill columns O-R, 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.

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Charging Type</td>
<td>Electric transportation charging types and the Electric Vehicle FSE type used</td>
</tr>
<tr>
<td>P</td>
<td>EV-FSE Serial #</td>
<td>The serial number of the Electric Vehicle FSE assigned by the OEM</td>
</tr>
<tr>
<td>Q</td>
<td>EV-FSE Manufacturer</td>
<td>The name of the OEM of the Electric Vehicle FSE</td>
</tr>
</tbody>
</table>

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

**Non-residential EV charging**
In addition to filling columns A – I, non-residential EV charging reporting entities have to fill columns O-Q, as follows:

**Column O**: This column helps identify the type of charging and the Electric Vehicle FSE type used for charging.
- Select Non-Residential (Level 2) if the FSE is associated with a level-2 (SAE J1772) charger used for non-residential charging of electric LDV/MDV.
- Select Non-Residential (DCFC – CHAdeMO) if the FSE is associated with 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 associated with a Direct Current Fast Charger (DCFC) supporting only CCS charging protocol used for non-residential charging of electric LDV/MDV.
- Select Non-Residential (DCFC – Tesla) if the FSE is associated with a Direct Current Fast Charger (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 associated with a charging equipment for on-road electric HDV.

**Column P**: Provide the serial number assigned to each EV-FSE by the OEM.

**Column Q**: Provide the name of the OEM of the EV-FSE.
**Electric Cargo Handling Equipment (eCHE)**

In addition to filling columns A – I, eCHE reporting entities have to fill columns O-Q, as follows:

- **Column O:** Select eCHE as the charging type.
- **Column P:** Provide the Original Equipment Manufacturer 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.
- **Column Q:** 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 Fuel Supply Equipment Detail Template, as shown below.

The template 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 template as described in the next section “Upload Process”.

---

**Fuel Reporting Entity Name**

(Enter entity name as registered in LRT-CBTS)

**Fuel Reporting Entity FEIN**

(Enter entity FEIN as registered in LRT-CBTS)

**Quarter of Submission**

**Year of Submission**

**Date Data Collected/Last Updated**

(MM/DD/YYYY)

**INSTRUCTIONS**

1. In column A, select the appropriate CFP application from the pull down list.
2. In column B, select the equipment type from the pull down list to register for CFP credit generation purposes.
3. In column C, enter the name of the Original Equipment Manufacturer (OEM).
4. In column D, enter the unique serial number or identifier assigned by the OEM.
5. In column E, enter the VIN assigned to the equipment by Department of Motor Vehicles (DMV) or US Department of Transportation (DOT), if applicable. Otherwise enter NA.
6. Column F is reserved for DEQ use only. PLEASE LEAVE BLANK.
7. Quarter and Year of submission refers to the quarter and year when this data is submitted to DEQ. Select from the pull down list.
8. Date of Data Collection/Update refers to the date equipment information as reported here, was last collected or updated.
Electric Power for Ocean-Going Vessels (eOGV)
In addition to filling columns A – I, eOGV reporting entities have to fill columns O-Q, as follows:

Column O: Select eOGV as the charging type.
Column P: Provide the Original Equipment Manufacturer 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, each piece of equipment may be registered as a separate FSE.
Column Q: 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 Fuel Supply Equipment Detail Template, as shown above under Electric Cargo Handling Equipment (eCHE) category.

Electric Transportation Refrigeration Unit (eTRU)
In addition to filling columns A – I, eTRU reporting entities have to fill columns O-Q, as follows:

Column O: Select eTRU as the charging type.
Column P: Provide the Original Equipment Manufacturer assigned serial number to each eTRU.
Column Q: Provide the name of the OEM of the eTRU.
In addition, a list of equipment being charged at the registered facility or location needs to be provided using the Fuel Supply Equipment Detail Template, as shown above under Electric Cargo Handling Equipment category.

Electric forklifts
In addition to filling columns A – I, electric forklifts reporting entities have to fill columns O-Q, as follows:

Column O: Select eForklifts as the charging type.
Column P: Provide the Original Equipment Manufacturer assigned serial number to each electric forklift.
Column Q: Provide the name of the OEM of the electric forklift.
In addition, a list of equipment being charged at the registered facility or location needs to be provided using the Fuel Supply Equipment Detail Template, as shown above under Electric Cargo Handling Equipment category.
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.

Select the File or Document Type, as applicable to your fuel, and then browse and upload the corresponding file. Add Remarks, if desired.
Upload each document separately using the “Upload Document” button.

When done uploading all relevant documents, click on “Submit” the file(s).
Confirm the submission by clicking OK in the pop-up window.

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

```
Facility-FSE Registration - Message

Facility-FSE registration file was not submitted due to data validation errors. Please review and resolve the validation errors shown and resubmit the file.
```

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.

**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.
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.

Use the “Expand/Collapse” on the top left to see the “Status” of each record processed.
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.
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 template, then the following message will appear as a validation error message:

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:

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 template, 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.
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.

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

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