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|  | **State of Oregon Department of Environmental Quality** |
| **Temporary Fuel Pathway Application** |
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# Introduction

The information you provide herein is essential in determining the completeness of your temporary fuel pathway application. Please ensure you have all the forms required for your specific pathway before you begin the application.

# Requirements

* A regulated party or credit generator that has purchased a fuel without a carbon intensity must submit a request to DEQ for permission to use a temporary fuel pathway code found in Table 9 under OAR 340-253-8010 or a temporary fuel pathway code otherwise approved and posted by DEQ under OAR 340-253-0450(11)[[1]](#footnote-1).
* The request to use temporary fuel pathway code(s) must be submitted within 45 days of the end of the calendar quarter for which the applicant seeks to use the temporary fuel pathway code(s).
* The request must be submitted using the template letter provided below.
	+ Insert the required text into the letter and complete all entries (typed).
	+ Uploading the same letter is acceptable when applying for multiple temporary fuel pathway codes.
	+ Scan and upload the completed letter to the [Alternative Fuels Portal](https://cfprt.deq.state.or.us/Login.aspx?ReturnUrl=/) (AFP) using the “Document Type” selection specified as “Temporary FPC Request Form” (or “Application”).
* Complete the **Applicant Questionnaire for Temporary Pathway Application** provided below. Upload the completed questionnaire to the AFP.
* If DEQ grants a request to use a temporary fuel pathway code, credits and deficits may be generated subject to the quarterly reporting provisions in OAR 340-253-0630.

# Template letter

<Letterhead>

Date:

To: Clean Fuels Program Staff

Re: Temporary Fuel Pathway Application

I, \_\_\_\_\_\_<insert Full Name>\_\_\_\_\_\_, as account administrator am requesting on behalf of \_\_\_\_\_\_\_<insert Company Name>\_\_\_\_\_\_\_\_ (Company ID: \_\_<4 digit ID>\_\_) that this company is allowed to report using the temporary pathway code(s) \_\_\_<insert temporary fuel pathway code(s) from Table 9>\_\_ for the following two consecutive quarters: <insert quarters, e.g., Q4 2022 through Q1 2023>. These temporary fuel pathway code(s) will be applied to the \_\_<insert Facility Name>\_\_ facility (Facility ID: \_\_<5 digit ID>\_\_).

<State the rationale for requesting the temporary fuel pathway code(s) and submission of any supporting information (like invoices for specific feedstock)>

We understand that temporary fuel pathway code(s) will only be reported for a limited period of two consecutive quarters until facility-specific replacement fuel pathway(s) are certified for reporting under the Oregon DEQ Clean Fuels Program. We will submit fuel pathway application(s) for <define the fuel pathway, e.g., canola oil-based renewable diesel>\_ by \_\_<insert quarter and year, e.g., Q1 2023>\_. We understand the application for the fuel pathway must be submitted through the Alternative Fuels Portal without delay upon receiving approval of the temporary fuel pathway code(s) or we will be out of compliance with the DEQ, and the temporary pathway will be deactivated.

We understand credits and deficits may be generated using the temporary fuel pathway code(s) subject to the quarterly reporting provisions in OAR 340-253-0630.

<Signature block>

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| A picture containing icon  Description automatically generated | **Oregon Department of Environmental Quality** |
| Applicant Questionnaire for Temporary Pathway Application |

**Instructions**: Please complete this questionnaire and zip this document with all relevant supporting documents (invoices, receipts, etc.) into one zipped file and return it to CFP via the AFP portal.

Ensure to also include the application’s “Attestation Letter” and “Request for a Temporary Fuel Pathway” within the application materials.

**Temporary Pathway Application Number(s)**: \_\_\_\_\_\_\_\_\_

**Reporting Quarters**: \_\_\_\_

**A. Applicant Information**

1. Company Name and ID:

2. Facility Name(s) and ID:

3. Is this a new Temporary Pathway application or extension of a previously approved application? If it is an extension, please indicate the previous FPC and quarters for which that pathway was approved.

4. Have you applied for a regular (Tier 1 or Tier 2) fuel pathway application? If not, when do you anticipate you will submit one?

5. Do you have a consultant? If so, what is the company name?

6. Please provide any company information such as Executive Team information, product information, and website URL, if available.

**B. Facility Operations Details**

7. What finished fuel is this facility producing?

8. Is your facility currently in operation? How long has the facility been in operation? Please provide several months of energy receipts or invoices (NG, electricity, etc.).

9. For the fuel that you are requesting a Temporary Pathway application, have you shipped any fuel to California or Oregon? If so, how many units? Please provide several months of fuel sales receipts or invoices.

10. How many units of feedstock associated with this Temporary Pathway request are you using? Provide feedstock description and origin information, if known. Please provide several months of feedstock receipts or invoices.

11. Other than the feedstock in the previous questions, what other feedstock(s) are you using in the facility? What are the sources of the feedstock(s)? On an annual basis, how many units of fuel are you producing from ALL the feedstock(s) in your facility?

12. Does this facility participate in the Renewable Fuel Standard program? If not, has it ever?

13. If the facility is a landfill, what is the annual fuel production amount from the landfill? Is this landfill registered with LMOP?

14. Is this facility a California Compliance Offset Protocol Livestock Project? If not, has it ever participated in CARB’s Offsets program?

15. Provide a Description of the pathway and processes:

**C. Applicants Comments (optional)**

**D. Additional Supporting Documents (checklist)**

☐ Several months of pipeline injection records. Confirm addresses and/or company names match facilities information in AFP.

☐ Several months of energy receipts or invoices (NG, electricity, etc.). Confirm addresses and/or company names match facilities information in AFP.

☐ RFS Engineering Report (if applicable)

**For Livestock (Dairy and Swine) Projects:**

Feel free to combine the first three items listed here in one document. This will help staff understand your project and provide guidance for your upcoming provisional Tier 1/Tier 2 application.

☐ Provide a Description of the pathway and processes, that may include:

- where manure is being sourced (farm facility name and address),

- when the farms were established,

- description of historic manure management practice(s) prior to BCS installation

- when the BCS was installed and began producing biogas

- description of how manure, biogas, and biomethane are transported between facilities (if applicable)

☐ Process flow diagram identifying the source(s) of manure, manure management process including any separation, anaerobic digester(s), upgrading facility, power generation, transportation modes, flaring, or other information

☐ Aerial images of the farm, digester and upgrading facility with labels

☐ Air permits for anaerobic digester and (if applicable) upgrading facility

☐ Confirm addresses and/or company names match all facilities information in AFP.

Non-discrimination statementDEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ’s [Civil Rights and Environmental Justice page](https://www.oregon.gov/deq/about-us/Pages/titleVIaccess.aspx).

1. View the [Oregon Department of Environmental Quality Clean Fuels Program Regulations](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=269333) [↑](#footnote-ref-1)