



Alternative Fuel Portal (AFP) User Guide

Clean Fuel Standard Program Guidance

By

Climate Pollution Reduction Program

Washington State Department of Ecology

Olympia, Washington

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Related Information

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Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

AFP User Guide

Clean Fuel Standard Program Guidance

Air Quality Program
Washington State Department of Ecology
Olympia, WA

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DEPARTMENT OF
ECOLOGY
State of Washington

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Acronyms

AFP	Alternate Fuels Portal
CBTS	Credit Bank & Transfer System
CFS	Clean Fuel Standard
Ecology	Washington State Department of Ecology
EPA	Environmental Protection Agency
FEIN	Federal Employer Identification Number
FPC	Fuel Pathway Codes
RFS	Renewable Fuel Standard
SA	Signatory Authority
SAW	Secure Access Washington
TOU	Terms of System Use
WFRS	Washington Fuel Reporting System

1. Introduction

The CFS data management system, also called Washington Fuel Reporting System (WFRS), is an interactive, secured web-based system which comprises the following three modules:

- Washington Fuel Reporting System (WFRS)
- Credit Bank & Transfer System (CBTS)
- Alternative Fuels Portal (AFP)

Although these three modules are related and share data, each has distinct functionality. WFRS and CBTS, referred to together as WFRS-CBTS, are closely integrated and can be accessed from the same account. WFRS-CBTS will not be discussed in this user guide but are covered separately in the [WFRS-CBTS User Guide](#).

In order to access AFP, a separate account is needed. AFP is designed to support facility registration, fuel pathway applications, and annual fuel pathway reports. This user guide provides instructions for AFP account registration, facility registration, and fuel pathway applications.

1.1 Who needs account in AFP?

If you are a producer or fuel reporting entity for transportation fuel with the following fuel pathway types:

- **Lookup table:** Fuel pathways for renewable electricity (**WAELEC002**) and electrolytic hydrogen produced using renewable electricity (**WAHYER**) listed in [table 6](#) of the [Clean Fuels Program Rule](#).
- **Temporary fuel pathways:** All temporary fuel pathways listed in [Table 8](#) of the rule, and additional temporary fuel pathways under WAC 173-424-610(11).
- **Tier 1:** All Tier 1 fuel pathways.
- **Tier 2:** All Tier 2 fuel pathways (starting October 1, 2024).

Then **YES** you **DO** need to register in AFP.

If you are a producer or supplier of transportation fuel and use fuel pathways that:

- **Lookup table:** Fuel pathways in table 6 other than renewable electricity (**WAELEC002**) and electrolytic hydrogen produced using renewable electricity (**WAHYER**).
- **Table 10.** All fuel pathways in [table 10](#) of the rule.

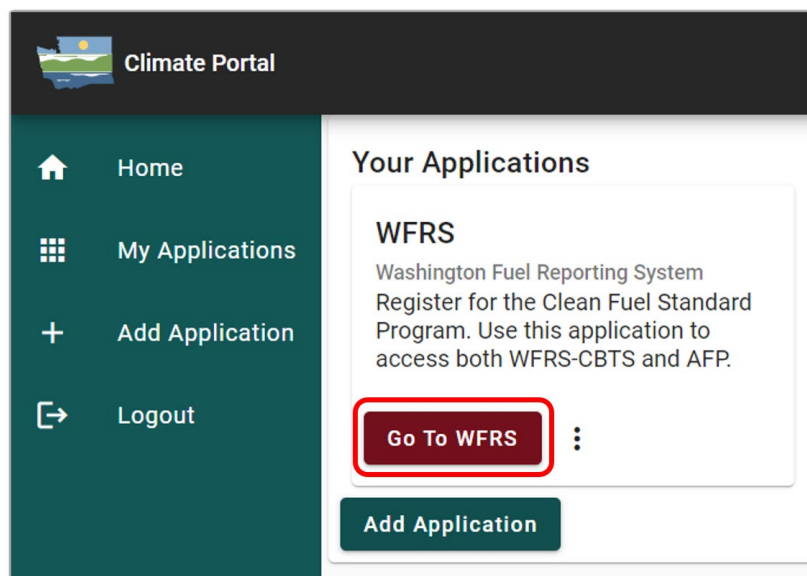
Then **NO** you do **NOT** need to register in AFP.

2. Secure Access Washington and the Climate Pollution Reduction Portal

Before registering for an account in AFP, you must have an account in [Secure Access Washington](#) (SAW) as well as the Climate Pollution Reduction Portal. If you have already made these accounts in the WFRS-CBTS account registration process, you do not need to repeat those steps here.

If you have not created accounts in SAW and the Climate Pollution Reduction Portal, please reference section 2 of the [WFRS-CBTS User Guide](#) before attempting to register for an account in AFP. You may also watch the [recording](#) of the January 12, 2023, training.

Once you have completed the steps outlined in section 2 of the WFRS-CBTS User Guide, you will have added the “Washington Fuels Reporting System (WFRS)” to your list of applications in the Climate Pollution Reduction Portal. The same application is used to access WFRS-CBTS and AFP. Click “Go To WFRS” to access AFP registration.



Note: After you have submitted your registration application in AFP and Ecology has activated your account, you will need to login through SAW to get to the Climate Pollution Reduction Portal each time you access the WFRS application. Both WFRS-CBTS and AFP are accessed through the WFRS application.

3. AFP Account Registration and Management

The [Alternative Fuels Portal](#) (AFP) supports the online alternative fuel production facility registration process as well as providing the “portal” through which applications are submitted for new fuel pathway evaluation and certification. After you’ve entered the WFRS application, begin the AFP registration process by clicking the button that says “AFP Account”

Alternative Fuels Portal (AFP)



Click the "AFP Account" button if you are the designated administrator for an alternative fuel production company/facility (biodiesel, ethanol, renewable diesel, biomethane, hydrogen) and want to access the AFP. This portal is for registering production facilities and fuel pathway codes and for utilizing the Fuel Pathway Evaluation Process. Upon approval of your account by Ecology you will be notified by email and will then be able to access the portal. Address questions to: WFRSAdmin@ecy.wa.gov

Note: For assistance with AFP, please contact Ecology staff (Email: WFRSAdmin@ecy.wa.gov; Phone: (564) 669-0219.)

3.1 AFP Registration Process Overview Flowchart

To obtain an AFP account, each producer must complete the registration process as instructed in this section. The figure below provides an overview of the four-step account registration process in AFP.

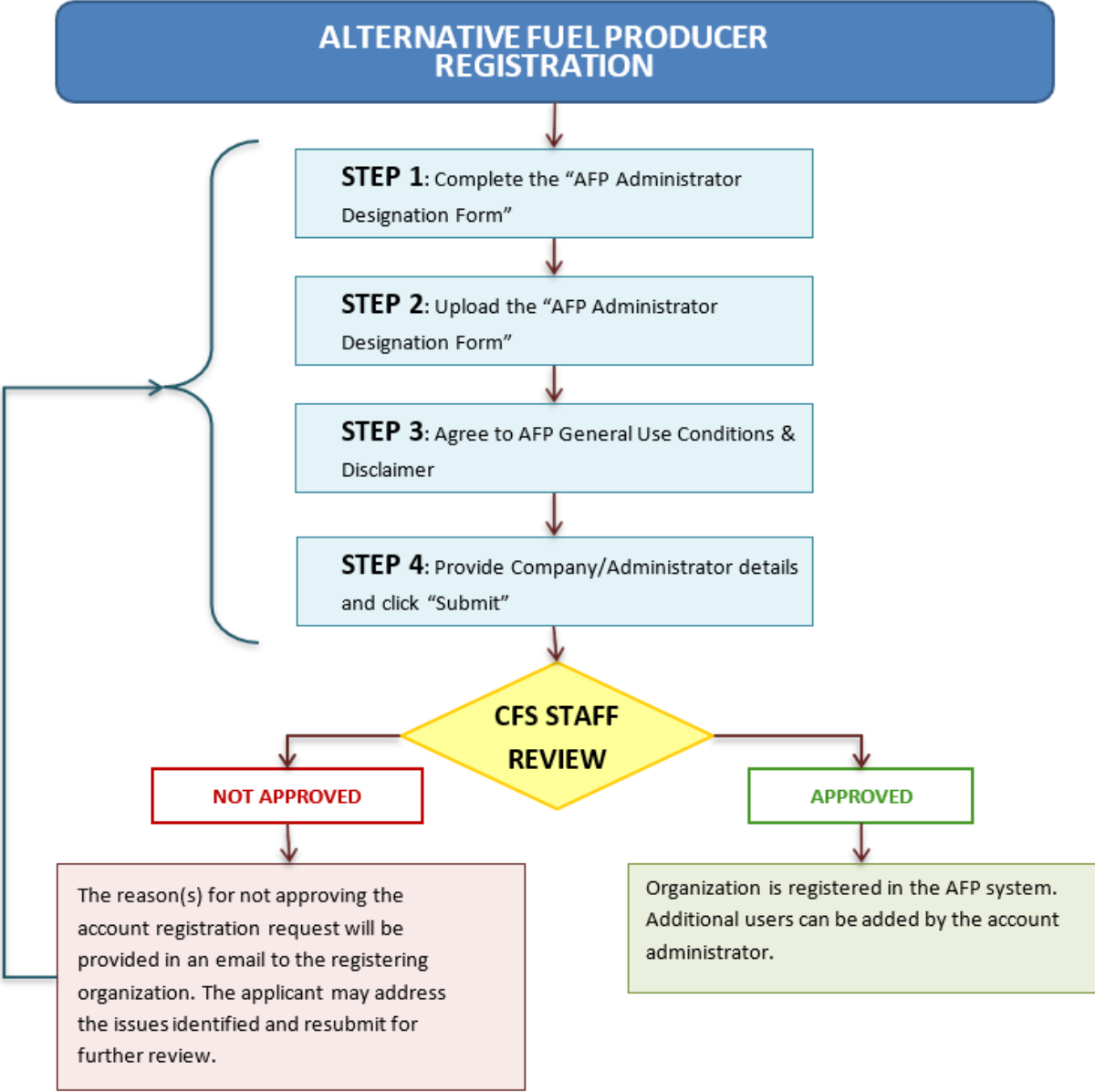


Figure 1 AFP Registration Process Flowchart

3.2 Alternative Fuel Producer Registration

AFP registration involves a series of four steps before an account registration request can be submitted. The provided information is reviewed by Ecology staff for approval.

Step 1

Download, save, and complete the AFP Account Administrator Designation Form: a fillable pdf form which is accessible to download in Step 1. Completing the “AFP Account Administrator Designation Form”.

Step 1. Completing the "AFP Administrator Designation Form"

The Alternative Fuel Portal (AFP) comprises the Alternative Fuel Registration Module (AFRM) and the Fuel Pathway Evaluation Module (FPEM). The AFRM supports the voluntary program created to assist regulated parties subject to the CFS. The FPEM supports the CFS alternative fuel pathway evaluation and certification process. The AFP is for use by any such alternative fuel producers to register alternative fuel production facilities for fuels that are being or can be sold, supplied, or offered for sale in Washington. Fuel producers who are seeking pathway certification and facility registration should also request an AFP account. The registration involves a series of four steps before an account can be approved. The information provided is reviewed by the Ecology staff for approval. Download the AFP User Guide for the Alternative Fuel Portal if you are new user.

Completing the "AFP Administrator Designation Form"

The AFP Administrator Designation Form is provided here for download. This form is to be used to certify the person as the designated administrator who has primary responsibility for all information provided as part of the registration process in the Alternative Fuel Portal (AFP). The Administrator is responsible for all data submitted by the registering company. A completed AFP Administrator Designation Form is required to be uploaded in Step 2 of the AFP registration process

[AFP Administrator Designation Form](#)

Step 2 **Cancel**

Download and complete form before moving on to Step 2

Step 2

After you have completed and signed the AFP Administrator Designation Form, save it in PDF format. Click “Step 2” and upload the completed form using the upload button as shown below.

Completing the "AFP Administrator Designation Form"

The AFP Administrator Designation Form is provided here for download. This form is to be used to certify the person as the designated administrator who has primary responsibility for all information provided as part of the registration process in the Alternative Fuel Portal (AFP). The Administrator is responsible for all data submitted by the registering company. A completed AFP Administrator Designation Form is required to be uploaded in Step 2 of the AFP registration process

[AFP Administrator Designation Form](#)

The screenshot shows a web interface for Step 2. At the top, there is a header "Step 2. Upload 'AFP Administrator Designation Form'". Below the header, there are two buttons: "Step 2" (circled in red) and "Cancel". A red arrow points from the "Step 2" button to a file upload area. The file upload area has a label "Filename:" followed by a "Choose File" button and the text "AFP Administrator Designation Form.pdf". Below the file upload area, there are two buttons: "Upload" (circled in red) and "Cancel".

Step 3

Read the "AFP General Use Conditions & Disclaimer" and indicate that you agree by checking the box. Click "Step 4" to continue.

The screenshot shows a web interface for Step 3. At the top, there is a header "Step 3. AFP General Use Conditions & Disclaimer". Below the header, there are three sections: "Data Submittal", "Verification", and "Attestation Form Submittal". Each section contains a paragraph of text. At the bottom of the page, there is a checkbox labeled "I agree to these conditions." which is checked and circled in red. Below the checkbox, there are two buttons: "Step 4" (circled in red) and "Cancel".

Step 4

On the Fuel Producer Registration page, fill in details about the fuel production company, the company owner, and the designated administrator. All fields marked with an asterisk (*) are mandatory.

If your company is registered in the Renewable Fuel Standard (RFS) program with the EPA, select the EPA Company ID. Otherwise, check the box that indicates that you do not have an EPA Company ID and a CFS Company ID will be generated upon submission of your account information.

Once you complete all the required information on the form, click “Submit”. Your account will be pending until activated by Ecology.

CFS FUEL PRODUCER REGISTRATION

Fuel Production Company Details

All fields with an asterisk (*) MUST be completed

Authorization Form: AFP Administrator Designation Form_fGtKp3QLMf2I.pdf [AFP General Use Conditions](#)

EPA Company ID: We do not have an EPA company ID

Production Company: * FEIN: *

Address Line 1: * Address Line 2:

City: * Country: UNITED STATES

State or Province: Washington Zip or Postal Code: *

Profile Details: Company Owner/Officer/Exec. Mngr.

Contact Legal Name: * Contact Title:

Contact Business Phone: *

Contact Mobile Phone: Contact Fax Number:

Contact Email: * Confirm Contact Email:

Contact Web site URL: *

User Profile Details: Designated Administrator

First Name: * Middle Initial:

Last Name: *

Title:

Business Phone: * Fax Number:

Mobile Phone: Confirm Email:

Email: *

Web site URL:

Username: Password: * Confirm Password: *

Note: Password length must be between 10 and 16 alphanumeric characters.
Include at least one upper and lower case letter and one numeric and one of these special characters: @!%*?&

Security Questions

Select and answer two security questions provided below to help confirm your identification should your password need to be reset.

Security Question: *

Answer:

Security Question: *

Answer:

* Required

Click here when the form is complete

Note: If you indicate that you do not have an EPA Company ID, you will be assigned a CFS Company ID. You will be able to view your CFS Company ID by clicking the "Producer Profile" tab after your account has been approved.

After Ecology has approved a user account application, the AFP account administrator of your company will receive an AFP system-generated email. If the user’s application was not approved, the account administrator will also receive an email providing an opportunity to resubmit a revised registration for review. Instructions will accompany the email.

Once your account has been activated, return to the AFP login page. Getting to the AFP login page will require logging into your SAW account, accessing the Air Quality Application Portal, then launching the WFRS application. Once you have accessed the login page, use the username and password you created during the registration application process. After you have logged in, you will be prompted to accept the Terms of System Use.

3.2.1 CFS System Use Agreement

After an AFP account is approved and activated, the user will be required to accept the Terms of Use (TOU) at first log in. As shown below, there are two sections of the TOU that need to be read and acknowledged by checking boxes that follow each section. The user then must enter their full name (same name as at the top right of the web page) and “Electronically Sign” the document. All users have access to the TOU for reference via a link on each web page of the application.

CFS SYSTEM USE AGREEMENT

[Terms of Use](#)

ACCEPTANCE OF TERMS

The services that the Washington Department of Ecology("Washington Department of Ecology") provides to you are subject to the following Terms of Use ("TOU"). The Washington Department of Ecology reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request or when you login to the system.

DESCRIPTION OF SERVICES

Through its network of web and network applications, the Washington Department of Ecology provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.

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

[Certification of Signatory Authority with Electronic Signature](#)

By 'Electronically Signing' as part of your WFRS-CBTS Registration or CFS Verification or AFP Registration, you are confirming that you, the user signed in and identified by the name above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under the Washington Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.

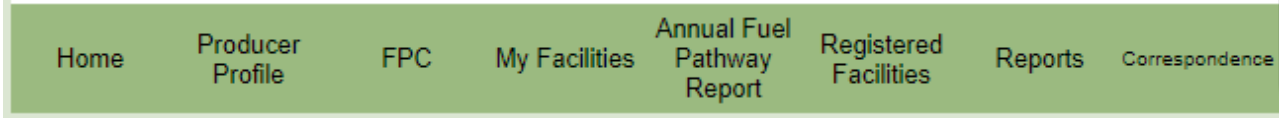
I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document.

Please type: "First Name Middle Initial Last Name"
Example : John M Doe

By typing in my name I certify the above with my digital signature : **Electronically Sign**

3.3 Navigating the System

After logging in, you will be directed to the AFP home tab. The screen will now show any current system messages from Ecology. On this page you will also find links to additional resources and guidance.



3.3.1 Accounts and Roles

There are two user role types in the AFP system. The **Admin** role and the **User** role can both perform the same actions in AFP except that the Admin role can create additional users and edit existing users in the system. The Admin role is automatically assigned to the first user registered and must have a copy of the AFP Administrator Designation Form signed by an owner/officer/managing partner from the fuel production company in order to be approved. If you wish to switch Admin roles or the original Admin leaves the company, the Admin can be changed by submitting a new AFP Administrator Designation Form through the Correspondence tab.

3.3.2 AFP Tab Reference

At the top of the page there will be a navigation bar that can be used to access different functions within the AFP.

Home	Producer Profile	FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondence
------	------------------	-----	---------------	----------------------------	-----------------------	---------	----------------

- Home** This tab provides any notifications, administrative messages, forms and templates, and other information related to reporting requirements and the WFRS. It is the same for all account roles.
- Producer Profile** This tab is available to all users for checking information related to the profile of the fuel production company. The User role can update information about their user account in this tab. The Admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts in this tab. It can also be used to update the producer profile.
- FPC** This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in the CFS. This tab can also be filtered and exported to an Excel file.
- My Facilities** On this tab, you can register your fuel production facility, or facilities, in the system. You can then select a verification body for that facility, view pathways, and submit fuel pathway applications for new pathways.
- Annual Fuel Pathway Report** This tab is used to submit annual fuel pathway reports.
- Registered Facilities** This tab displays a list of Alternative Fuel Producers registered in AFP. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.
- Reports** This tab provides access to a set of reports.
- Correspondence** This tab can be used to submit comments or questions to Ecology, or to upload other information requested by Ecology.

3.4 Managing User Accounts

Once your organization has an account in AFP, you can add additional users or edit existing user accounts by visiting the Producer Profile tab and clicking “User Profiles”.

WFRS ALTERNATE FUEL PRODUCER REGISTRATION

Fuel Production Company Details

Authorization Form: [Test_AFP Administrator Designation Form_p0WOY8Kskphh.pdf](#) **AFP General Use Conditions**

Fuel Producer: * Ecology Test Company
Address Line 1: * 123 Test St.
City: * Lacey
State or Province: * Washington

Company ID: * C1021 FEIN: * 10-9876543
Address Line 2: Enter Address Line 2
Country: * UNITED STATES
Zip or Postal Code: * 12345-____

Profile Details: Company Owner/Officer/Exec. Mngr.

Contact Legal Name: * Test Owner
Contact Business Phone: * 111 111-1111____
Contact Mobile Phone: 222 222-2222____
Contact Email: * WFRSAdmin@ecy.wa.gov
Contact Web site URL: * https://ecology.wa.gov/

Contact Title: * Owner
Contact Fax Number: 333 333-3333____
Confirm Contact Email: * WFRSAdmin@ecy.wa.gov

User Profile Details: Executive User

First Name: * Test
Middle Initial:
Last Name: * Admin
Title: * Fuel Pathway Staff
Business Phone: * (444) 444-4444
Mobile Phone: (555) 555-5555
Fax Number: (666) 666-6666
Web site URL: * https://ecology.wa.gov/

Email: * WFRSAdmin@ecy.wa.gov
Confirm Email: * WFRSAdmin@ecy.wa.gov
Username: * testadmin

[Update](#) [User Profiles](#) [Back](#)

3.4.2 Adding Additional Users

After visiting the “Producer Profile” tab and clicking “User Profiles” as described above, the Admin level user has the option to add new users to the company account. Begin by clicking “Add User”.

USERS FOR ECOLOGY TEST COMPANY

Fuel Production Company: Ecology Test Company | Company ID: C1021

First Name: * Enter First Name
Middle Initial:
Last Name: * Enter Last Name
Title: * Enter Title
Business Phone: * () _ - _
Mobile Phone: () _ - _
Fax Number: () _ - _
Web site URL: * Enter Web site URL
User Role: * ---Select---

Email: * Enter Email
Confirm Email: * Enter Email
Username: * Enter Username

User Locked
 User Active
 Password Reset Needed
 Security Question Reset Needed

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	View	View	Temp

Add User **Back**

Fill in the required fields with the new user’s information. You will need to assign them the “User” role unless you intend to assign a new Admin by submitting a new AFP Administrator Designation Form though the Correspondence tab. The Admin role and the User role can both perform the same actions in AFP except that the Admin role can create additional users and edit existing users in the system.

In order for the new user to access their account you will need to ensure that the “User Active” box is checked.

Click “Save” to create the new user’s account.

USERS FOR ECOLOGY TEST COMPANY

Fuel Production Company: Ecology Test Company Company ID: C1021

First Name: *
 Email: *

Middle Initial:
 Confirm Email: *

Last Name: *
 Username: *

Title: *

Business Phone: *
 User Locked

Mobile Phone:
 User Active

Fax Number:
 Password Reset Needed

Web site URL: *
 Security Question Reset Needed

User Role:

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	View	View	Temp

After you save an additional user, they will receive a system-generated email containing their username. Before they can log in, you will need to visit the table of existing users and click “Temp” to send the new user a temporary password for their first login.

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	View	View	Temp
Test User	testuser1	USER	WFRSAdmin@ecy.wa.gov		View	View	Temp

Note: Each additional user will need to set up their own individual SAW account and an Air Quality Application Portal Account before they can log in to AFP. Please reference section 2 of the [WFRS-CBTS User Guide](#) for detailed instructions.

3.4.1 Editing an Existing User Account

A standard user can edit their own information. A user who has been assigned the Admin role can modify their own profile as well as those of other users. To edit an existing account, go to the “Producer Profile” tab and click “User Profiles”. Scroll to the table that lists the names of each user and under User Details, click “View”.

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	View	View	Temp
Test User	testuser1	USER	WFRSAdmin@ecy.wa.gov		View	View	Temp

There you will see the selected user’s profile details. If necessary, the Admin role has the ability to edit other users’ contact information and other details. If changes are made to a user profile, you will need to click “Update” to save those changes.

USERS FOR ECOLOGY TEST COMPANY

Fuel Production Company: Ecology Test Company | Company ID: C1021

First Name: *

Middle Initial:

Last Name: *

Title: *

Business Phone: *

Mobile Phone:

Fax Number:

Web site URL: *

User Role: *

Email: *

Confirm Email: *

Username: *

User Locked

User Active

Password Reset Needed

Security Question Reset Needed

➔

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	View	View	Temp
Test User	testuser1	USER	WFRSAdmin@ecy.wa.gov		View	View	Temp

The following user profile functions are available to the Admin role to allow them to administrate the company's user accounts.

User Locked – If a user has attempted to log in too many times without success, their account will be locked. You can unlock the account by unchecking the box.

User Active - You can activate or deactivate a user by checking this box. Inactivated users cannot log in to the system.

Password Reset Needed - You can set the account to require a password reset by checking this box. This will force the user to reset their password upon sign-in.

Security Question Reset Needed - You can set the account to require an update to security questions by checking this box. This will force the user to update their security questions upon sign-in.

Temp - Clicking this link will send a temporary password for a user. This is done if the user forgets their password or requires a temporary password because they are unable to reset the password on their own.

4. Adding a Facility

Before you can apply for a Fuel Pathway, you will need to add any fuel production facilities that produce or import fuels into Washington. For fuel reporting entities that supply electricity, the company will be registered as the facility, and check the box next to 'We do not have an EPA company ID'.

To begin, go to the "My Facilities" tab and click "Add Facility".

Home Producer Profile FPC **My Facilities** Annual Fuel Pathway Report Registered Facilities Reports Correspondence

FUEL PRODUCER COMPANY FACILITIES

Fuel Producer Company: Ecology Test Organization
Company ID: C1016

Facility Name	Facility ID	Address	Geographic Coordinates	UTM Coordinates	Facility Contact Details	Fuel Pathway Applications
No records to display.						

Add Facility

Select the facility you want to register from the EPA Facility ID dropdown. If you do not have an EPA Company ID, click the checkbox on the right. If you have an EPA ID, but do not see the facility you wish to register (which is associated with your EPA Company ID), please contact CFS staff at WFRSAdmin@ecy.wa.gov before attempting to register your facility.

Some information on this screen will auto-populate from the EPA data that ECY imports into the AFP. Fill out the rest of the required information, including the geographic coordinates of the facility. Please fill out the plant manager's details or an employee at the facility itself for the Facility Contact.

FACILITY DETAILS

Fuel Producer Company: Ecology Test Organization
Company ID: C1016

Facility Details:

EPA Facility ID: We do not have an EPA company ID

Facility Name:

Address Line 1: Address Line 2:

City: Country:

State or Province: Zip or Postal Code:

Facility Geographic Coordinates:

Latitude: (e.g., 38.581572) Longitude: (e.g., -121.494400)

Facility Universal Transverse Mercator (UTM) Coordinates:

Hemisphere: (e.g., N) Zone: (e.g., 17)

Easting (E): (e.g., 630084) Northing (N): (e.g., 4833438)

Facility Contact Details:

Contact Legal Name: Contact Title:

Business Phone: Fax Number:

Mobile Phone: Confirm Email:

Email:

Web site URL:

Add Fuel Production Capacities

Fuel Name	Production Capacity	Action
There are no records to display		

After you fill in the facility details, add the Fuel Production Capacities of the facility by selecting the “Add Fuel Production Capacities” button.

The following screen will appear. Select the fuel type and feedstock combinations that you reasonably expect your facility to produce, along with the annualized production capacity for each combination. For facilities producing liquid fuels, enter the production capability in gallons. For Electricity, enter it in Kilowatt-Hours. For fossil or renewable natural gas, enter it in standard cubic feet. For Hydrogen, enter it in pounds. Once you’ve entered your expected annual production capacity, click “Add”.

Annual Production Capacity

Fuel Type:* ←

Feedstock:* ←

Production Capacity:*

Add **Cancel**

You may also edit the production capacity information at a later date. Once you've filled in your facility information and added production capacities, click "Submit" to add the facility.

Fuel Name	Production Capacity	Action
Alternative Jet Fuel from Used Cooking Oil/Waste Oil (UCO)	90000000 gal	Edit

Submit **Back**

5. Submitting a Fuel Pathway Application

In order to submit a Fuel Pathway application, you must have added at least one facility. To begin a new Fuel Pathway application, go to the “My Facilities” tab, where you will see a list of the facilities you have added to your account. Next to the facility for which you are filing a fuel pathway application, click the “View Pathways” link.

Home Producer Profile FPC **My Facilities** Annual Fuel Pathway Report Registered Facilities Reports Correspondence

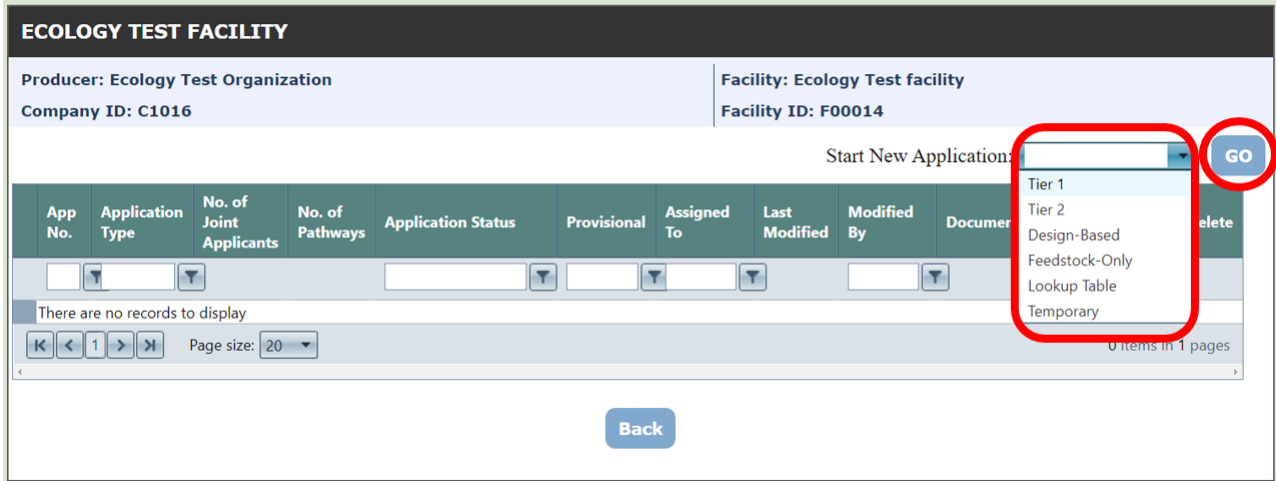
FUEL PRODUCER COMPANY FACILITIES

Fuel Producer Company: Ecology Test Organization
Company ID: C1016

Facility Name	Facility ID	Address	Geographic Coordinates	UTM Coordinates	Facility Contact Details	Fuel Pathway Applications
> Ecology Test facility	F00014	123 Test St., Lacey, WA, US 12345	Latitude: 38.581572 Longitude: -121.494400		Name: Test Facility Manager; Title: Manager; Phone#: (123) 456-7890; Email: WFRSAdmin@ecy.wa.gov; URL: https://ecology.wa.gov/Air-Climate/Climate- change/Reducing-greenhouse-gases/Clean- Fuel-Standard	View Pathways

[Add Facility](#)

After clicking “View Pathways” you will see all existing pathways for the selected facility. Here you can also review the status of current pathway applications or review prior requests. In order to start a new application, click on the dropdown menu labeled “Start New Application” and select a pathway application type (Tier 1, Tier 2, Lookup Table, or Temporary), then, click the “Go” button. This example will show the Tier 1 Pathway Application process, but the workflow is the same for a Tier 2 application.



After selecting your application type, click the plus sign next to the INSTRUCTIONS heading to view instructions for your application type. Next, check the any relevant boxes to indicate whether your application contains joint applicants, multiple pathways, or is a provisional application. If your application is for multiple pathways from the same production facility, be sure to check the “This application contains multiple pathways” box. Otherwise, you will only be allowed to request a single pathway from the application.

There are links provided for the general attestation letter, the specific attestation required for pathways that include biomethane or biogas, and the simplified and full WA-GREET carbon intensity calculators and model. Download the applicable templates and calculators required for your application and complete before moving forward.

When you’ve checked the necessary boxes and completed the applicable documents, click the “Next” button.

TIER 1 PATHWAY
APPLICATION #

+

INSTRUCTIONS

This application contains joint applicants
 This application contains multiple pathways
 This is a provisional application.
(If application contains multiple pathways, each pathway will be provisional)

Templates and Calculators

- [General Attestation Letter](#)
- [Biomethane/Biogas AFP Attestation Letter](#)
- [Simplified CI and CA-GREET Calculators](#)

Back Cancel

→ Next

Click the link that says "+ Add Pathway" and a Pathway Details pop-up window will appear.

TIER 1 PATHWAY
APPLICATION #

Fuel Pathways

+ Add Pathway

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO ₂ e/MJ)	Delete	Details
No records to display.						

Back Cancel

Fill out the information requested in the Pathway Details window, selecting the applicable fuel type and feedstock combination. You will then provide a proposed description for the pathway and your own estimated carbon intensity values for that pathway. For Temporary and Lookup Table pathways, the carbon intensity and pathway descriptions are pre-defined.

If you have multiple pathways, you will go through this dialog multiple times until you have added all of them to the pathway application. When you are done, click the "Add Pathway" button to proceed.

Pathway Details

Fuel Type:

Feedstock:

Pathway Description: *

(Max:500)

Applied CI Value:

Direct Emission (CI) (gCO2e/MJ):*

Indirect Emission (CI)(If any) (gCO2e/MJ):

Total CI Value:

* REQUIRED

Once you've added your fuel pathway, click the "Next" button.

TIER 1 PATHWAY **APPLICATION #**

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
	Compressed Natural Gas (CNG)	North American Fossil NG	Test	77.98	X	Edit

You will need to upload the necessary documentation required for Ecology Staff to review the fuel pathway application. To upload documents, spreadsheets, and attestations, click the "Add File" link.

TIER 1 PATHWAY **APPLICATION #**

Pathway Documents [+ Add File](#)

Document Type	Document Name	Description	Date	Download	Delete
No records to display.					

An Upload Document pop-up window will appear. In this window, you will choose the file you wish to upload, select a document type, and add any remarks needed to clarify what the file is and what it contains. When this is complete, click the "Upload Document" button. Repeat as

needed until you have provided all of the necessary documentation required for Ecology staff to review the fuel pathway application.

Upload Document

The required files marked below are baseline or minimum requirements for this application. They do not include pathway supporting documents, which can vary depending on the type of application. Refer to the CFS Regulation WAC 173-424-610 for a complete list of all required supporting documents for your specific pathway.

File Name:* Choose File No file chosen

File or Document Type:* Select...

Remarks:

- Select...
- Attestation Letter *
- Pathway Calculator (Simplified CI Calculators OR WA-GREET 3.0) *
- Annual Fuel Pathway Report
- Biomethane/Biogas AFP Attestation Letter
- Supporting Document

* REQUIRED

Close Upload Document

Document Type	File Name	Description	Download	Delete
No records to display.				

When you have uploaded the necessary documents, click the “Close” button to return to your fuel pathway application. After returning to your fuel pathway application, click the “Next” button to continue.

You will see a screen with all of your application details. Review the application information and edit as necessary. You will be able to delete or add information at this stage. You can also choose to save the application for future review if you need to prepare and upload additional documentation, add an additional pathway, or add a joint applicant. If you save the application, you can continue to edit the application in the future.

When you have reviewed your application, click the “Submit” button.

TIER 1 PATHWAY
APPLICATION #

INSTRUCTIONS

- This application contains joint applicants
- This application contains multiple pathways
- This is a provisional application.
(If application contains multiple pathways, each pathway will be provisional)

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
	Compressed Natural Gas (CNG)	North American Fossil NG	Test	77.98		

Pathway Documents [+ Add File](#)

Document Type	Document Name	Description	Date	Download	Delete
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	Pathway Calculator.xlsm		02/15/2023		
Attestation Letter	AFP Attestation Letter.pdf		02/15/2023		

Cancel

Save Application
Submit

A confirmation window will appear. Enter any optional comments about the application, then click the “Submit” button. Once you submit the application, the application will be locked and cannot be edited.

Pathway Application Submission Confirmation

Submit additional comments (optional)

(Max:10000)

Cancel

Submit

You will be notified by email when Ecology staff takes action on the application (e.g., begins the application review process).

Once you have submitted a pathway application, you may receive a Request for Information from Ecology through system generated emails. If this occurs, log into the AFP system, go to the “My Facilities” tab, click on the “View Pathways” link for the facility, and then select the “View” link in the details column.

ECOLOGY TEST FACILITY												
Producer: Ecology Test Organization Company ID: C1016						Facility: Ecology Test facility Facility ID: F00014						
											Start New Application: <input type="text" value="Select"/>	<input type="button" value="GO"/>
App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	Last Modified	Modified By	Documents	History	Details	Delete
>	A0022	Tier 1	1	Request For Information		Stacey Audrey	02/15/2023	Stacey Audrey		View	View	
Page size: 20											1 items in 1 pages	

You will see comments from Ecology Staff clarifying what information is missing in your application (as seen in example below). Upload additional documents using the “Add File” link, then click “Resubmit”.

TIER 1 PATHWAY
APPLICATION # A0022

INSTRUCTIONS

- This application contains joint applicants
- This application contains multiple pathways
- This is a provisional application.
(If application contains multiple pathways, each pathway will be provisional)

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
A002201	Compressed Natural Gas (CNG)	North American Fossil NG	Test	77.98		View

Pathway Documents

Document Type	Document Name	Description	Date	Download	Delete
Pathway Calculator (Simplified CI Calculators OR CA-GREET 3.0)	Pathway Calculator.xlsm		02/15/2023		
Attestation Letter	AFP Attestation Letter.pdf		02/15/2023		

[+ Add File](#)

Comments: *

You failed to provide a document.

[Back](#) [Resubmit](#)

A confirmation window will appear. You may provide additional comments, including responses to any questions asked by Ecology Staff in the Request for Information.

Pathway Application Submission Confirmation

Submit additional comments (optional)

Additional comments, including responses to any questions asked by Ecology Staff in the Request for Information.

112 (Max:10000)

[Cancel](#) [Submit](#)

If Ecology staff determine that the application is complete, they will add a Staff Summary file to your application. You will be notified via email that the Staff Summary is ready for your review.

You must then log into the AFP system, go to the “My Facilities” tab, click on the “View Pathways” link for the facility, and then select the “View” link in the details column. You will see a Staff Summary file that includes the Ecology’s proposed CI values for your application, pathway descriptions that will be visible to all WFRS and AFP users, and the conditions under which Ecology is willing to certify the pathway.

Note: If you have questions about the Staff Summary, please email WFRSAdmin@ecy.wa.gov.

If you accept the staff summary, click the “Accept Staff Summary” button. Ecology Staff will then certify the fuel pathway codes in the application and make them available for use in the WFRS-CBTS system. You will be notified via email when the fuel pathway codes are certified.

If you do not accept the staff summary and do not wish to move forward with this pathway application, click the “Decline Staff Summary” button. When you click this button, the pathway is locked and cannot be edited. You must submit a new pathway application in order to receive a fuel pathway code for your facility.

6. Requesting a Temporary Fuel Pathway

To request a Temporary Fuel Pathway, go to the “My Facilities” Tab after adding at least one facility, then click the “View Pathways” link for the facility for which you are requesting a temporary fuel pathway code.

The screenshot shows the 'My Facilities' tab selected in the top navigation bar. Below the navigation bar, the page title is 'FUEL PRODUCER COMPANY FACILITIES'. Underneath, it displays 'Fuel Producer Company: Ecology Test Organization' and 'Company ID: C1016'. A table lists facilities with columns for Facility Name, Facility ID, Address, Geographic Coordinates, UTM Coordinates, Facility Contact Details, and Fuel Pathway Applications. The 'Ecology Test facility' is listed with Facility ID F00014. The 'View Pathways' link in the 'Fuel Pathway Applications' column is circled in red. Below the table is an 'Add Facility' button.

From the “Start New Application” dropdown menu, select the “Temporary” option, then click the “Go” button.

The screenshot shows the 'Start New Application' dropdown menu open. The 'Temporary' option is selected and highlighted with a red box. The 'GO' button is also circled in red. Below the dropdown is a table with columns: App No., Application Type, No. of Joint Applicants, No. of Pathways, Application Status, Provisional, Assigned To, Last Modified, Modified By, Document, and delete. The first row shows App No. A0022, Application Type Tier 1, No. of Joint Applicants 1, Application Status Certification Manager Review In-progress, Assigned To Stacey Audrey, Last Modified 02/15/2023, Modified By Stacey Audrey, and Document with a download icon and two 'View' links. At the bottom, there are navigation buttons and a page size dropdown set to 20, with '1 items in 1 pages' displayed.

Click the plus sign next to the INSTRUCTIONS heading to view instructions for your Temporary pathway application. Download and fill out the General Attestation Letter and the Temporary Pathway Application form. Click the “Next” button when you are ready to proceed.

TEMPORARY PATHWAY **APPLICATION #**

INSTRUCTIONS

You have elected to begin a CFS Temporary pathway application. The information you provide herein is important in determining the completeness of your application. Please ensure you have all the forms required for your specific pathway by downloading the applicable template from “Templates” before you begin the application. Additionally, refer to the CFS Regulation Section 173-424-610 to determine the specific supporting document(s) required for your pathway, if any.

Click “Next” to begin.

Templates

- [General Attestation Letter](#)
- [Temporary Pathway Application](#)

Back **Cancel** → **Next**

Click the “Add Pathway” link and a Pathway Details pop-up window will appear.

TEMPORARY PATHWAY **APPLICATION #**

Fuel Pathways [+ Add Pathway](#)

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO ₂ e/MJ)	Delete	Details
No records to display.						

Back **Cancel**

For Temporary pathways, the carbon intensity and pathway descriptions in this window are pre-defined. Select the fuel and feedstock combination for which you wish to apply for a temporary fuel pathway code, then click the “Add Pathway” button.

Pathway Details

Fuel Type: Ethanol

Feedstock: Corn

Pathway Description: Corn, grid electricity, natural gas, and/or renewables
(Max:500)

Applied CI Value:

Direct Emission (CI) (gCO2e/MJ):* 90.00

Indirect Emission (CI)(If any) (gCO2e/MJ):

Total CI Value: 90.00

* REQUIRED

Cancel Add Pathway

Once you've added your Temporary fuel pathway, click the "Next" button.

TEMPORARY PATHWAY APPLICATION #

Fuel Pathways

Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
	Ethanol	Corn	Corn, grid electricity, natural gas, and/or renewables	90.00	X	Edit

Back Cancel Next

Click the "Add File" link to upload supporting documents.

TEMPORARY PATHWAY APPLICATION #

Pathway Documents + Add File

Document Type	Document Name	Description	Date	Download	Delete
No records to display.					

Back Cancel

An Upload Document pop-up window will appear. You will upload the General Attestation Letter, the Temporary Pathway Application form, and any other necessary supporting documentation here. To do so, choose the file you wish to upload, select a document type, and add any remarks needed to clarify what the file is and what it contains. When this is complete, click the "Upload

Document” button. Repeat as needed until you have provided all of the necessary documentation required for Ecology staff to review the fuel pathway application.

Upload Document

The required files marked below are baseline or minimum requirements for this application. They do not include pathway supporting documents, which can vary depending on the type of application. Refer to the CFS Regulation Section 173-424-610 for a complete list of all required supporting documents for your specific pathway.

File Name:* No file chosen

File or Document Type:*

Remarks:*
(Max:500)

*** REQUIRED**

Document Type	File Name	Description	Download	Delete
No records to display.				

When you have uploaded the necessary documents, click the “Close” button to return to your fuel pathway application. After returning to your fuel pathway application, click the “Next” button to continue.

You can submit the application by clicking the “Submit” button or save your work by clicking the “Save Application” button.

TEMPORARY PATHWAY					APPLICATION #	
Fuel Pathways						
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied CI (gCO2e/MJ)	Delete	Details
	Ethanol	Corn	Corn, grid electricity, natural gas, and/or renewables	90.00	X	Edit
Pathway Documents + Add File						
Document Type	Document Name	Description	Date	Download	Delete	
Temporary Pathway Application on Letterhead	Temporary Pathway Application.pdf		02/15/2023	Download	X	
Attestation Letter	Attestation Letter.pdf		02/15/2023	Download	X	
Cancel		Save Application Submit				

Once you have submitted the application, you will be notified via email when Ecology Staff approves, rejects, or requests more information on your application.

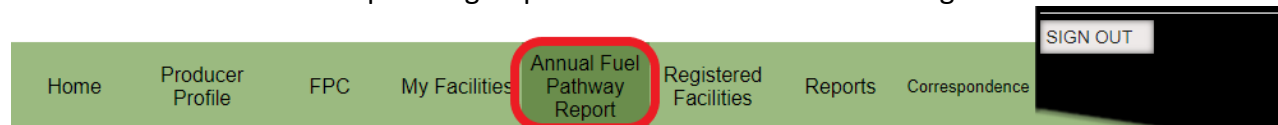
7. Submitting an Annual Fuel Pathway Report

Each fuel pathway holder must submit an annual fuel pathway report (AFPR) in AFP no later than March 31st of each calendar year.

Note: The deadline for the 2023 AFPR has been extended to April 15, 2024

The AFPR must meet the requirements and include the documentation specified in [WAC 173-424-610 \(9\)\(g\)\(iii\)](#). These requirements are summarized in the Annual Fuel Pathway Report Requirements guidance document which is available on the [CFS Program Documents webpage](#).

Below are instructions on uploading required documents and submitting an AFPR



To begin an AFPR, log in to AFP and click on the “Annual Fuel Pathway Report” tab in the navigation bar at the top of the page.

Annual Fuel Pathway Report Documents

[+ Create AFP Report](#)

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/2024		
afpZEV facility (F00001)	A0039	2023	Pathway Calculator (Simplified CI Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/2024		

Navigation: [Back] [Previous] [1] [Next] [Forward] Page size: 5 2 items in 1 pages

Annual Fuel Pathway Report Operational CI

[+ Add Operational CI](#)

Year	Fuel Pathway	Operational CI	Date	Edit	Delete
2023	BIOWA006A00390100	80.00	03/13/2024		


Navigation: [Back] [Previous] [1] [Next] [Forward] Page size: 5 1 items in 1 pages


[Submit](#)


Click on “Create AFP Report” to begin uploading required documents for Ecology certified Tier 1, Tier 2, and Lookup Table fuel pathways subject to annual reporting pursuant to CFS rule WAC 173-424-420(9).

Upload Document

Year:* 2023

Application Number: 

File Name:* No file chosen 

File or Document Type:* 



Remarks:

(Max:500)

* REQUIRED

Close

Upload Document

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/2024	
afpZEV facility	A0039	2023	Pathway Calculator (Simplified CI	Test4_CFS_FSE_Registration.xlsx	test	03/13/2024	

An upload document window will appear. Select the pathway application number for your facility, choose the file to upload, select the document type, then click "Upload Document". Repeat these steps for each of the required documents for each certified fuel pathway. For details on what documents are required, see the Annual Fuel Pathway Report Requirements guidance document which is available on the [CFS Program Documents webpage](#).

Annual Fuel Pathway Report Documents

[+ Create AFP Report](#)

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/2024		
afpZEV facility (F00001)	A0039	2023	Pathway Calculator (Simplified CI Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/2024		

Page size: 5 | 2 items in 1 pages

Annual Fuel Pathway Report Operational CI

[+ Add Operational CI](#)

Year	Fuel Pathway	Operational CI	Date	Edit	Delete
2023	BIOWA006A00390100	80.00	03/13/2024		

Page size: 5 | 1 items in 1 pages

Submit

For Tier 1 and Tier 2 fuel pathways, the report must include the Operational CI of the fuel pathway. The Operational CI does not include the margin of safety as provided at the time of fuel pathway certification. Start by clicking “Add Operational CI”.

Operational CI

Year: 2023

FPC:

Operational CI:

* REQUIRED

Close [Add Operational CI](#)

Year	Fuel Pathway	Operational CI	Date	Edit	Delete
2023	BIOWA006A00390100	80.00	03/13/2024		

Page size: 5 | 1 items in 1 pages

Then, select the FPC associated with the fuel pathway; and enter the Operational CI value and then click “Add Operational CI” to update the AFPR.

Annual Fuel Pathway Report Documents [+ Create AFP Report](#)

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Download	Delete
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/2024		
afpZEV facility (F00001)	A0039	2023	Pathway Calculator (Simplified CI Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/2024		

Page size: 5 2 items in 1 pages

Annual Fuel Pathway Report Operational CI [+ Add Operational CI](#)

Year	Fuel Pathway	Operational CI	Date	Edit	Delete
2023	BIOWA006A00390100	80.00	03/13/2024		

Page size: 5 1 items in 1 pages

Once appropriate documents and fields have been updated for each fuel pathway, click the “submit” button to submit Annual Fuel Pathway Report(s) to Ecology.