



WFRS-CBTS User Guide

Clean Fuel Standard Program

By

Climate Pollution Reduction Program

Washington State Department of Ecology

Olympia, Washington

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Related Information

Visit our website to view additional [Clean Fuel Standard guidance documents](#).

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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

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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
FEIN	Federal Employer Identification Number
SA	Signatory Authority
SAW	Secure Access Washington
TOU	Terms of System Use
WFRS	Washington Fuel Reporting System

1. Introduction

The Washington Fuel Reporting System (WFRS) is part of an interactive, secured web-based data management 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. However, a separate account is needed to access AFP. AFP is not included in this user guide, but a similar user guide will be provided with instructions for registering in AFP. WFRS is designed to support the quarterly and annual reporting required by the Washington Clean Fuel Standard (CFS) of Reporting Parties (RP) subject to the regulation. CBTS supports the transfer of credits between buyers and sellers participating in the CFS.

2. Secure Access Washington and the Climate Portal

Before registering in WFRS-CBTS, you must have an account in [Secure Access Washington](#) (SAW). If you already have a SAW account, log in and continue to section 2.1 below for instructions on accessing the Climate Portal. If you do not have a SAW account, visit <https://secureaccess.wa.gov/myAccess/saw/select.do> to create one.

For step-by-step guidance on creating an individual SAW account, each user can watch Ecology’s [SAW tutorial video](#). Once you have created a SAW account, log in. You may be prompted to add authentication before continuing to section 2.1 to add the Climate portal to your SAW account.

Note: The username and password you create for your SAW account cannot be used for the WFRS-CBTS & AFP Login. The process outlined in section 3 of this document will guide you through registering for an account and setting up a new username and password in WFRS-CBTS.

Note: Each individual user needs to create their own SAW account with their personal business information. This should not be an organization level SAW account. Whenever a new user is added to an organization’s WFRS-CBTS account, that new user will need their own SAW account and will need to reference section 2.1 of this document to navigate from SAW to the WFRS-CBTS

2.1 Adding the Climate Portal to Your SAW Account.

Once you are logged into your SAW account, you need to add the Climate Portal to your SAW account before you can access WFRS-CBTS.

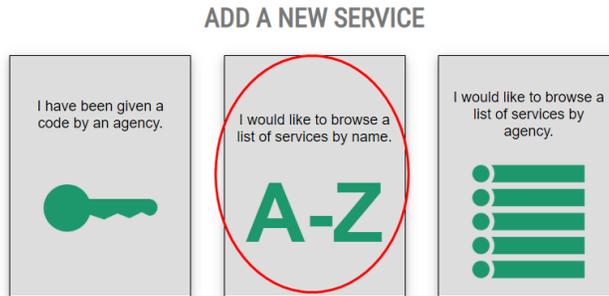
Step 1.

Select “ADD A NEW SERVICE”



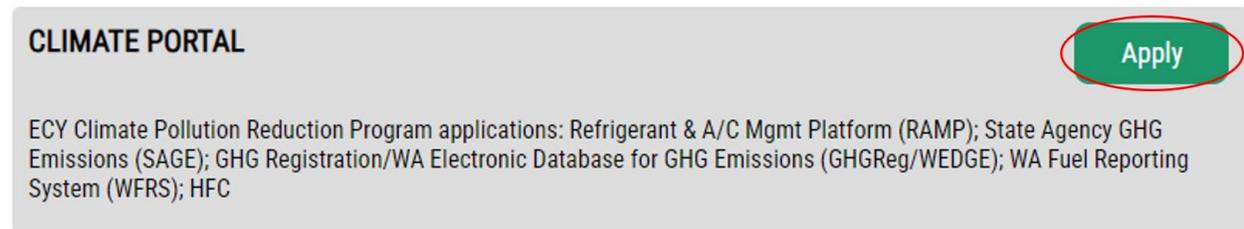
Step 2.

Click on the list of services A-Z

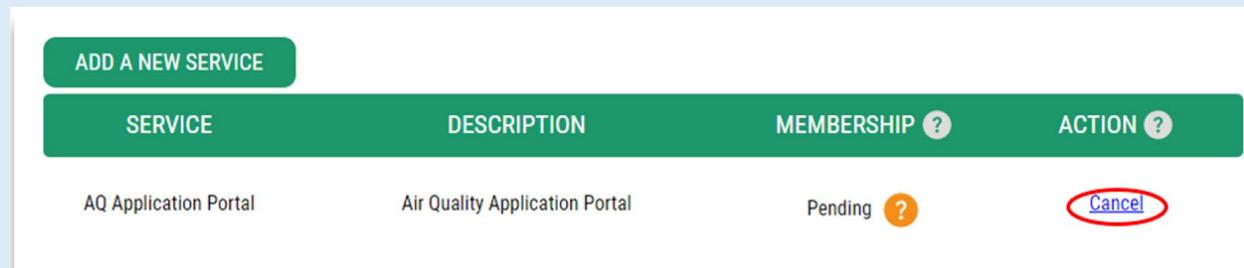


Step 3.

Scroll to find the "Climate Portal" and click "Apply".



Note: Approval for the Climate Portal is automatic. Occasionally, the automatic approval fails. If your MEMBERSHIP indicates "Pending", select "Cancel" and repeat steps 1-3.

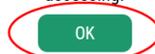


Step 4.

Select "OK"

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.



Step 5.

After adding the Climate Portal to your SAW account, you will see a list of your services. Go to the Climate portal and click “Access Now”.

Climate Portal provided by Department of Ecology Access Now

ECY Climate Pollution Reduction Program applications: Refrigerant & A/C Mgmt Platform (RAMP); State Agency GHG Emissions (SAGE); GHG Registration/WA Electronic Database for GHG Emissions (GHGReg/WEDGE); WA Fuel Reporting System (WFRS); HFC

[Contact the help desk for CPRPortal](#) [Remove from my list](#)

Step 6.

On the NOW ACCESSING page click “CONTINUE”.



You are now accessing Climate Portal provided by Department of Ecology. If you require assistance, the Climate Portal help desk can be reached at sdri461@ecy.wa.gov or (360) 628-2958.



2.2 Registering in the Climate Portal

After adding the Portal to your SAW account, you will need to register in the Climate Portal.

Step 1.

Enter, at minimum, your first and last name, phone number, and email address.

Enter Your Information				
Prefix	First Name*	Middle Name	Last Name*	Suffix
Phone*	Phone Ext.	Email*		

Step 2.

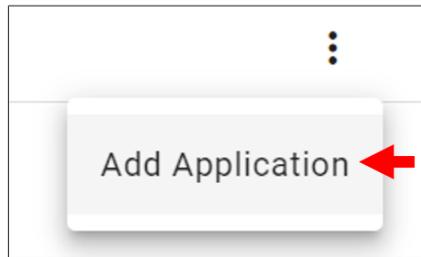
Indicate whether your business address is outside of the United States, fill in your address, then click "Submit".

Is your address outside the United States?				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
Address*		Address Line 2		
123 Street Name		Suite 202		
State*	County*	City*	Postal Code*	
Washington	King	Seattle	10566	
<input type="button" value="Submit"/>				

2.3 Adding WFRS to Your Climate Portal Account

Once you've created an account in the Climate Portal, you must select the application you need to access. The screen will show all applications available in the Portal. Look for the Washington Fuel Reporting System (WFRS) and click the three dots in the actions column to find the "Add Application".

Available Applications			
Application	Name	Description	Actions
SAGE	State Agency Greenhouse Gas Emissions	State Agency and Higher Education - Report greenho...	⋮
HFC	HFC Reduction Notification	Manufacturer reporting of HFC use in WA	⋮
GHGReg/WEDGE	Greenhouse Gas Registration	GHG Reporters and Verifiers – Register to report G...	⋮
WFRS	Washington Fuel Reporting System	Register for the Clean Fuel Standard Program. Use ...	⋮
RAMP	Refrigeration & Air Conditioning Management Platfo...	PUBLIC - Registration and reporting of refrigerant...	⋮



You will automatically be approved for the system and can now launch the application from your Portal Home page. After clicking "Go To WFRS", you will see the login screen for both WFRS-CBTS and AFP.



Home



My Applications



Add Application



Logout

Your Applications

WFRS

Washington Fuel Reporting System
Register for the Clean Fuel Standard
Program. Use this application to
access both WFRS-CBTS and AFP.

Go To WFRS



Add Application

Note: For assistance with the Climate Portal, please contact Ecology staff (Email: CPRPIT@ECY.WA.GOV).

3. WFRS-CBTS Account Registration

Organizations that participate in the CFS program must register for an account in [WFRS-CBTS](#). This is required for reporting, credit generation, and transfer purposes. Begin by clicking the button that says “WFRS-CBTS Account” pictured below. You will then be prompted through a four-step registration process.

Washington Fuel Reporting System and Credit Bank & Transfer System (WFRS-CBTS)



Click the "WFRS-CBTS Account" if you are the designated administrator or primary contact person for WFRS Quarterly and Annual Reporting and have not registered your organization. Upon account approval by Ecology you will be able to login and assign roles to other users. Only users assigned & not "Signatory Authority" are able to submit WFRS reports. If you are an employee of a registered organization and you are only in need of a user account, please contact the administrator for your organization. Address Reporting questions to: WFRSAdmin@ecy.wa.gov

Note: For assistance with WFRS or CBTS, please contact Ecology staff (Email: WFRSAdmin@ecy.wa.gov)

3.1 Registration Process Overview Flowchart

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

WFRS-CBTS Account Registration Process for Regulated and Opt-In Parties

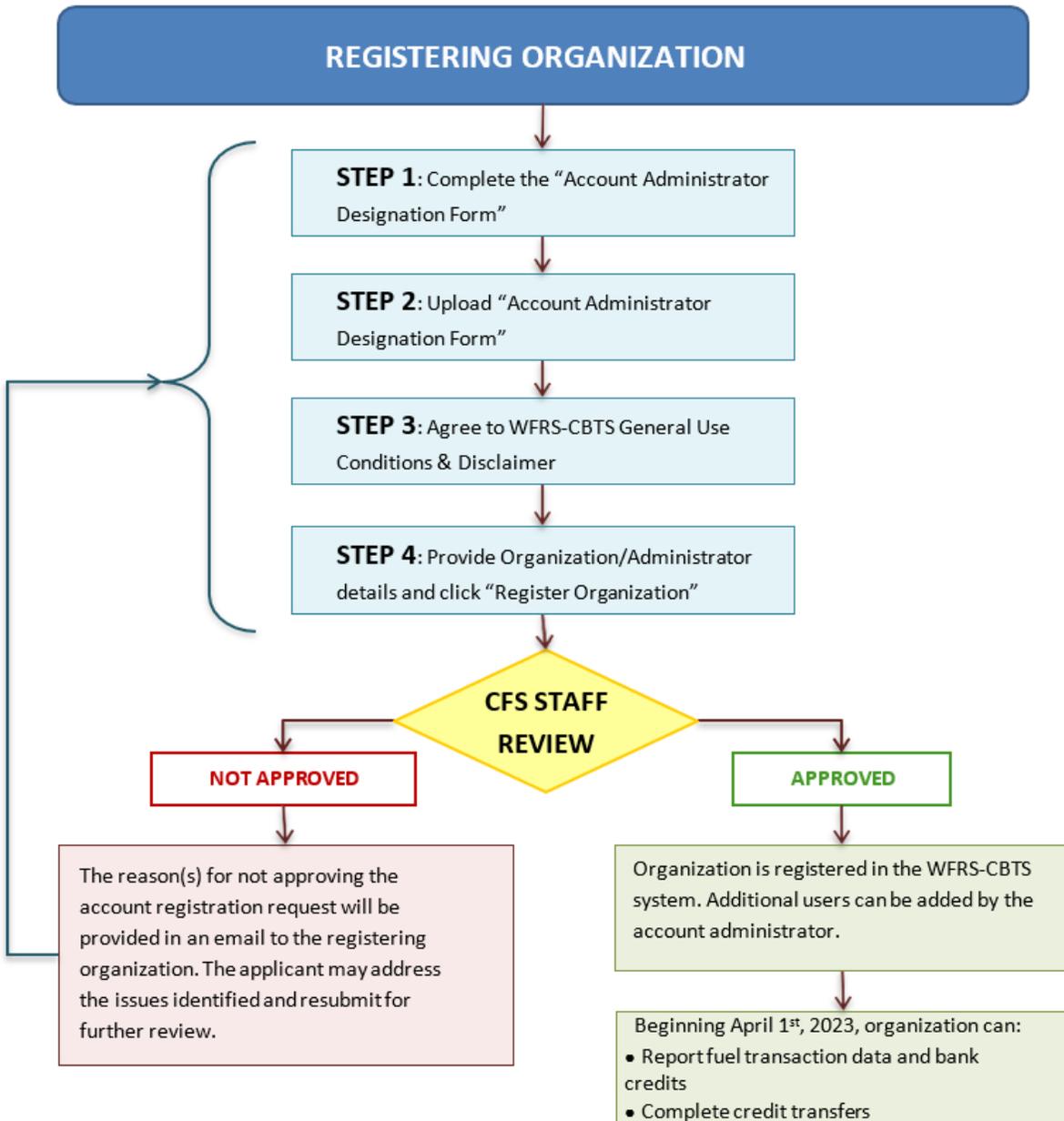


Figure 1 Account Registration Process Flowchart

3.2 CFS Organization Registration

WFRS-CBTS account 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

This step is a brief introduction to the WFRS-CBTS system and the eligibility for setting up an account in the system. The Administrator Designation Form is provided here for download and must be completed per the instructions and uploaded by the applicant in Step 2. The form downloads in a fillable PDF format (type enabled).

Step 1. Completing the WFRS-CBTS "Administrator Designation Form"

The CFS Data Management Systems are comprised of two tightly integrated modules including the Washington Fuel Reporting System (WFRS) and the Credit Bank & Transfer System (CBTS) along with the Alternative Fuels Portal (AFP). The WFRS supports the quarterly and annual reporting by Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure subject to the CFS. The CBTS supports the transfer of credits between buyers and sellers participating in the CFS. The registration involves a series of four steps before a request for an account registration can be submitted. The information provided is reviewed by the WFRS administrator for approval.

To establish an account in the WFRS-CBTS, Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure Owners must qualify pursuant to WAC 173-424-140, 173-424-200, 173-424-210, 173-424-220, or 173-424-560. Fuel Reporting Entities, Project Operators, and ZEV Fueling Infrastructure Owners that desire to establish separate accounts for separate subsidiaries must register each subsidiary separately. Each company that receives a user account must file quarterly and annual reports and demonstrate compliance separately.

Completing the WFRS-CBTS "Administrator Designation Form"

The Administrator Designation Form is provided below for download. This form is to be used to establish the "basis" for the registration and to certify the person as the Primary Account Representative/Administrator who has primary responsibility for all information provided as part of the registration process in the Washington Fuel Reporting System and Credit Bank & Transfer System (WFRS-CBTS). It also identifies a Secondary Account Representative/Administrator for the account. The Account Representatives/Administrators are responsible for all data submitted by the registering party and the account administration for the organization/company. A completed WFRS-CBTS Administrator Designation Form is required to be uploaded in Step 2 of the WFRS-CBTS registration process. See the instructions included in this form.

[Administrator Designation Form](#)

Step 2 **Cancel**

Download and fill in form before moving on to Step 2

Step 2

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

The screenshot shows a web interface for uploading a document. On the left, a text box titled "Completing the WFRS-CBTS 'Administrator Designation Form'" provides instructions. Below it is a link for the "Administrator Designation Form" and a "Step 2" button circled in red. A red arrow points from this button to a larger window titled "Step 2. Upload 'Account Registration Form'". This window contains a "Choose File" button, the filename "Administrator Designation Form.pdf", and an "Upload" button circled in red.

Step 3

Applicants must agree to WFRS-CBTS General Use Conditions & Disclaimer before they can proceed with the registration. Check the box to indicate that you agree, then click “Step 4”.

The screenshot shows a page titled "Step 3. WFRS-CBTS General Use Conditions & Disclaimer". It contains three sections: "Data Submittal", "Verification", and "Attestation Submittal Included With Quarterly and Annual Reports". At the bottom, there is a checkbox labeled "I agree to these conditions." which is checked and circled in red. Below the checkbox are "Step 4" and "Cancel" buttons, both circled in red.

Step 4

The applicant needs to provide organization and administrator details along with primary contact information after uploading the Administrator Designation Form onto this page. All fields marked with an asterisk (*) are mandatory.

The applicant also needs select a registration category. Once a category is selected you must check all the applicable fuels/blendstocks. System features related to each category will only be available if the correct fuels have been selected. If you fail to select all applicable fuels/blendstocks, you will be able to edit your organization information after registration.

If the applicant is a designee or an aggregator, see section 3.2.1 for additional instructions prior to submitting your registration.

Once the form is complete, select “Register Organization” to complete the application.

CFS ORGANIZATION REGISTRATION

REGISTRATION REPORTING ENTITY IN CFS

ORGANIZATION DETAILS

All fields with an asterisk (*) MUST be completed

Acct. Reg. Form Letter: Administrator Designation Form_rT0YzwqObh2L.pdf WFRS-CBTS General Use Conditions

Organization Name: * FEIN: * (Federal Employer Identification Number)

Address Line 1: * Address Line 2:

City: * State Or Province: * Washington

Zip Code: * Country: * UNITED STATES

Date of Incorporation: * Place of Incorporation: *

(OPTIONAL) Do you want the email address entered below to be included in the list of Reporting Parties published on the Ecology website?

Email: **Enter email only if checking the box**

ORGANIZATION CONTACT PERSON

Primary Contact Name: *

Business Phone: * Mobile Phone:

Email: *

PRIMARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Middle Initial:

Last Name: * Relationship to the Organization: *

Title: *

Business Phone: * Confirm Email: *

Mobile Phone:

Email: *

User Name: *

SECONDARY REPRESENTATIVE/ADMINISTRATOR DETAILS

First Name: * Middle Initial:

Last Name: * Relationship to the Organization: *

Title: *

Business Phone: * Confirm Email: *

Mobile Phone:

Email: *

User Name: *

REGISTRATION CATEGORIES

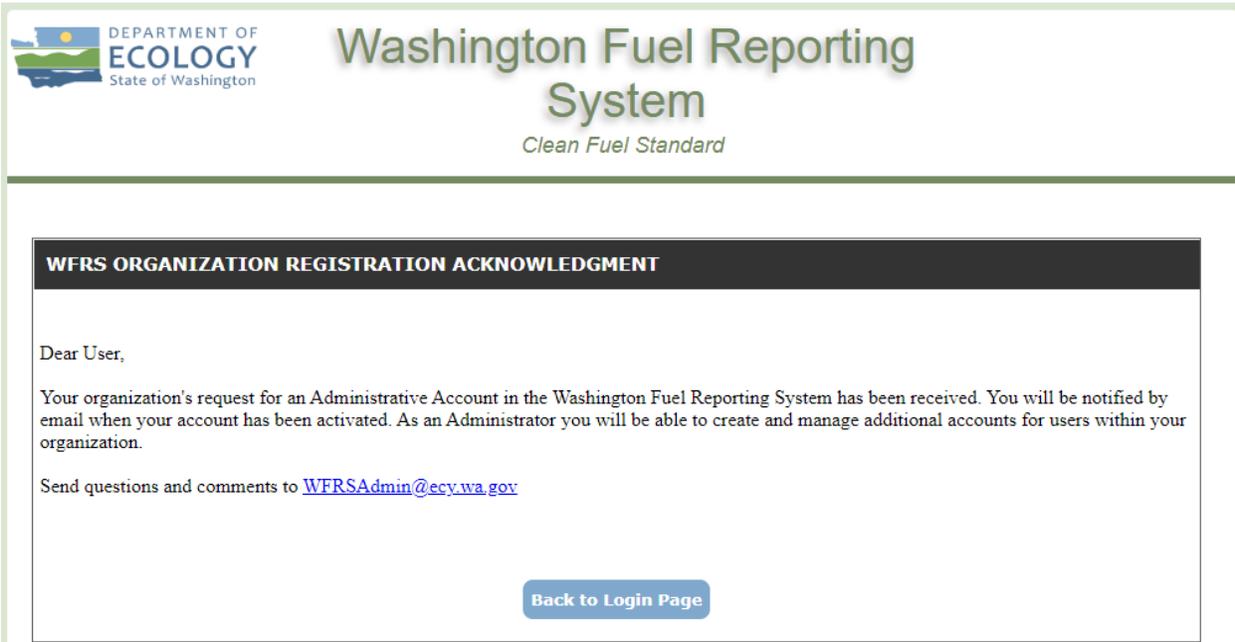
- FUEL REPORTING ENTITY **Select applicable category to see subcategories**
- PROJECT OPERATOR
- REV FUELING INFRASTRUCTURE OWNER

Click here after the application is completed

Register Organization

Back

Note: The usernames are not case-sensitive. For example, CFS_ADM and cfs_adm will be considered as the same username by the system. Whereas the passwords are case-sensitive i.e. PASSword, PassworD and password will be treated different by the system. In case you forget your password, please contact Ecology staff (Email: WFRSAdmin@ecy.wa.gov)



The screenshot shows the Washington Fuel Reporting System (WFRS) registration acknowledgment page. At the top left is the logo for the Department of Ecology, State of Washington. The main heading is "Washington Fuel Reporting System" with the tagline "Clean Fuel Standard" below it. A dark banner contains the text "WFRS ORGANIZATION REGISTRATION ACKNOWLEDGMENT". The main content area includes a greeting "Dear User," followed by a paragraph stating that the organization's request for an Administrative Account has been received and will be activated, with a notification by email. It also provides the contact email WFRSAdmin@ecy.wa.gov for questions. At the bottom center is a blue button labeled "Back to Login Page".

Once you submit your registration, your account will not be activated until it has been reviewed and approved by Ecology staff. Once it has been approved and activated, you will be sent three automated emails containing your account username, a temporary password, and a Security Identification Code (SIC). If the account is not approved, an explanation of the outstanding issues will be emailed to the registrant and an opportunity to resubmit the application will be provided.

Once your account has been activated, return to the [WFRS login page](#) and enter the username and temporary password contained in the automated emails. Once you have logged in, you will be prompted to accept the Terms of System Use and create a permanent password.

After your account in WFRS-CBTS has been activated and you have accepted the Terms of System Use, you will still be required to sign in through SAW and then launch WFRS through the Climate Portal each time you access your account.

3.2.1 Designator Registration

If an applicant is a designee or an aggregator and selects one or more fuel categories under propane, natural gas, hydrogen, or electricity, they must provide information about the designator by clicking on “Add Designator” tab as shown below:

DESIGNATOR ORGANIZATION/COMPANY DETAILS

Add Designator(s) Click here to add the designator

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

Provide details about the designating entity. All fields marked with an asterisk (*) are mandatory. Aggregators must upload a filled-out copy of the Aggregator Designation Form (found on the CFS webpage).

Designator Organization/Company Details

Designator Organization/Company Name: * Designator Organization/Company FEIN: * (Federal Employer Identification Number)

Designator Address Line 1: * Designator Address Line 2:

Designator City: * Designator State Or Province: *

Designator Zip Code: * Designator Country: *

Designator Primary Contact Name: * Designator Business Phone: *

Designator Email: *

Upload Contract: **Choose File** No file chosen

* REQUIRED

Upload the contract or Aggregator Designation Form

Add Click here to add the designator

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
No records to display.							

Designator Organization/Company Details

Designator Organization/Company Name: * Designator Organization/Company FEIN: * (Federal Employer Identification Number)

Designator Address Line 1: * Designator Address Line 2:

Designator City: * Designator State Or Province: *

Designator Zip Code: * Designator Country: *

Designator Primary Contact Name: * Designator Business Phone: *

Designator Email: *

Upload Contract: * No file chosen

* REQUIRED

Designator details have been added to the designee account

Designator Organization/Company Name	Designator Organization/Company FEIN	Designator Primary Contact Name	Designator Business Phone	Designator Email	Address	Download	Delete
Example Organization	12-3456789	Jane Doe	(123) 456-7891	jane@exampleorganization.com	123 Street Seattle 12345		

The designee must add all designators if the designee is representing more than one organization.

After adding a designator, click the Update Organization Profile button at the bottom of the page in order to save the registration.



3.2.2 Terms of System Use for WFRS-CBTS

Ecology staff will activate the account for the requesting user upon approval. **All users** are required to accept the Terms of System Use Agreement (TOU) for the system as part of their first login.

As shown below, there are two sections of the TOU that must be read and acknowledged. This is accomplished by checking the boxes that follow each of the two sections and entering the user's name to "Electronically Sign" the document. All users have access to the TOU for reference via a hyperlink on each web page of WFRS-CBTS.

CFS SYSTEM USER AGREEMENTS

[Terms of System Use Agreement](#)

ACCEPTANCE OF TERMS

The services that the Washington Department of Ecology ("ECOLGY") provides to you are subject to the following Terms of Use ("TOU"). ECOLGY 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, ECOLGY 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

[WFRS-CBTS User Certification with Electronic Signature](#)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations. A failure to timely notify Ecology of a possible misuse of my account may result in my liability for the information submitted; By signing, I agree to follow the terms stated herein. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using SMS with an electronic signature.

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 name Last name"
Example : John M Doe

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



3.3 Account Closure

If an organization has been registered in WFRS-CBTS and needs to close their account, they must comply with WAC 173-424-300(1)(f) and upload a completed copy of the [WFRS-CBTS Account Closure Form](#) using the Correspondence tab in WFRS-CBTS. Once submitted, the account closure request will be reviewed by Ecology and the registrant will be notified in writing that the registration has been canceled.

Organizations who close their accounts in WFRS-CBTS will still be responsible for the [CFS program fee](#) unless they are an opt-in participant under WAC 173-424-140(2) who has not reported transactions or generated credits within the compliance period.

3.3.1 Submitting an Account Closure Form

The Account Closure Form can be accessed from the Clean Fuel Standard Program Documents webpage or from the WFRS-CBTS home page as shown below:

REPORTING AND CREDIT BANK & TRANSFER SYSTEM

This is the Washington Fuels Reporting System. Any reported data contained within this system or submitted through this system will be regarded by the ECY as official reporting for the CFS.

Important Note to Reporting Parties

The accuracy of any information submitted through the Washington Fuels Reporting System, including but not limited to any claimed CI values, and the verification of any such submitted information are the sole responsibilities of the organization that submitted the information. The WA Department of Ecology makes no warranties, express, implied, or otherwise, as to the validity, accuracy, marketability, merchantability, or any other aspect of any information submitted under this registration program or any information published by WA Department of Ecology as a result of or derived from this registration.

Further, Washington State Department of Ecology ... [\[read more\]](#)

Alternative Fuel Production Facilities

Alternative fuel production facilities in the CFS are added only by registering the facility in the Alternative Fuels Portal (AFP).

For details regarding registering as an Alternative Fuel Producer, please contact us using CFS@ecy.wa.gov (CFS@ecy.wa.gov). If you have general CFS or WFRS-CBTS related questions, please [contact us](#).

WFRS-CBTS Reference Documents

WFRS-CBTS Administrator Designation Form

- [WFRS-CBTS Administrator Designation Form](#)

(Last updated: 12/28/2022)

WFRS-CBTS User Guide

- [WFRS-CBTS User Guide](#)

Clean Fuels Program Guidance

- [Guidance Document Library](#)

Clean Fuels Program Rule

- [Chapter 173-424 WAC](#)

WFRS-CBTS Account Closure form

- [WFRS-CBTS Account Closure form](#)

Reporting and Registration in WFRS

Reporting Liquid Fuels

Following template can be used for reporting fuel transactions for Diesel, Gasoline, Biodiesel, Renewable Diesel, Ethanol, etc.

Excel version: [Fuel Reporting Template \(liquid fuels only\) \[Excel\]](#)

(Last updated: 10/24/2023 : 11:20 AM)

XSD/XML version: [Fuel Reporting Template \(liquid fuels only\) \[XSD/XML\]](#)

(Last updated: 10/20/2023 : 1:02 PM)

Reporting Non-Liquid Fuels by FSE

Following template can be used for reporting fuel transactions per FSE for CNG, LNG, Propane, Hydrogen and Electricity.

Excel version: [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[Excel\]](#)

(Last updated: 10/24/2023 : 11:20 AM)

XSD/XML version: [Fuel Reporting by FSE Template \(non-liquid fuels only\) \[XSD/XML\]](#)

(Last updated: 10/20/2023 : 1:02 PM)

Registering Fueling Supply Equipment (FSE)

Following template must be used to register FSE for the reporting of CNG, LNG, Propane, Hydrogen and Electricity.

Excel version: [Fueling Supply Equipment \(FSE\) Registration Template \[Excel\]](#)

(Last updated: 10/20/2023 : 1:02 PM)

CFS Reporting Requirements

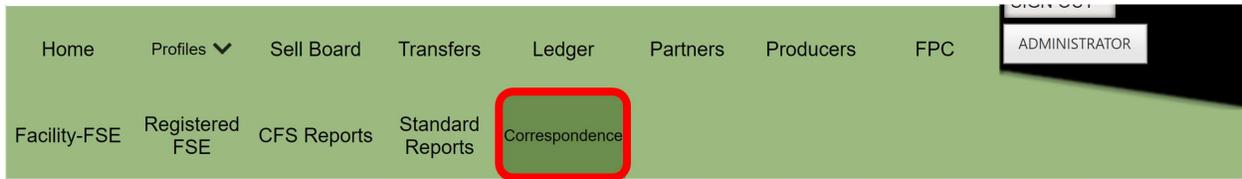
Quarterly Progress Reports For All Regulated Parties:

- June 30th - for the first calendar quarter covering January through March
- September 30th - for the second calendar quarter covering April through June
- December 31st - for the third calendar quarter covering July through September
- March 31st - for the fourth calendar quarter covering October through December

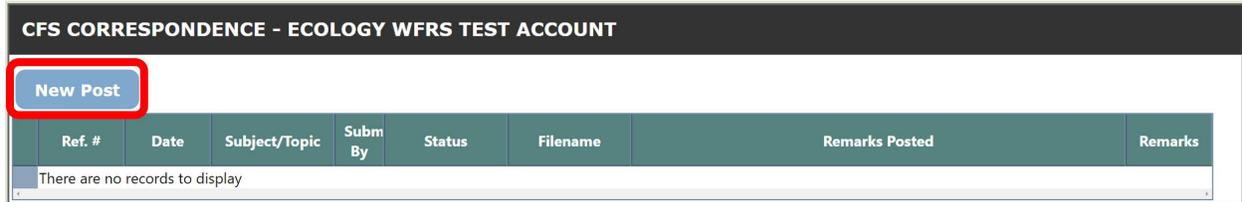
Annual Compliance Reports For All Regulated Parties:

- April 30th each year

Once the form has been completed, log in to WFRS-CBTS and click “Correspondence” in the navigation bar at the top of the page.



Click “New Post” to begin the upload process.



A popup window will appear. Indicate “Account Closure – *Company Name*” as the subject and include any relevant remarks. Select “Post New issue” from the Action dropdown menu. Once all fields are complete, click “Choose File” to upload the completed Account Closure Form, then click “Submit”.

Note: If an opt-in organization is withdrawing from the CFS program they will not be responsible for the CFS Program Fee if they have not reported transactions or generated credits within the compliance period. If the fee has already been invoiced, they will need to include the invoice number in the “Remarks” box and indicate that the invoice should be retracted. However, if an opt-in organization has reported transactions and generated credits before withdrawal, they are responsible for payment of the fee for that calendar year.

3.3.2 Completing the Account Closure Form on Behalf of a Designator

Ecology must be notified when an aggregator’s authorization to act on behalf of a credit generator or regulated party has been withdrawn. Any credits generated by the designator that remain in the aggregator’s account should be handled in accordance with the existing contract between that designator and the aggregator.

If an aggregator needs to submit a request to withdraw a designator from the CFS program on behalf of the designator, they are required to submit a copy of the Account Closure Form that includes the designating organization’s information. The form must be signed and dated by a person from the designating organization with authority to legally bind the company. During the upload process outlined in section 3.3.1, the aggregator should include the designating organization’s name and FEIN in the correspondence remarks.

Designators should not be deleted from the Aggregator’s organization profile until Ecology has notified the Aggregator in writing that the registration has been canceled.

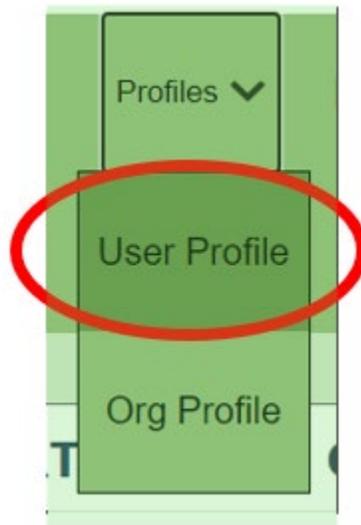
4. User Accounts and Roles

4.1 Adding User Accounts

Additional user accounts can be added by the account administrators of the registered organization. To add a new user account, follow these steps.

Step 1

Go to the **Profiles** tab and select **User Profile**. A form will appear requesting **User Details, User Role, Username** and **Password**.



Step 2

Complete all the required fields marked under **User Details**. Select other options as required. (**User Active** must be checked for all new users before they can use their account)

- **User Locked:** Select to lock the user account.
- **User Active:** Select to ensure user account is active.
- **Password Reset:** Select when a password reset is required.

Step 3

Select the [User Role](#) from the list of available roles and click the arrow to assign the role to the user. User roles include Administrator, Credit Facilitator, Contributor, and Reviewer.

- **Signatory Authority:** Select if the user needs signatory authority to submit quarterly/annual CFS reports. This designation is not available to all user roles, but only to Administrators and Reviewers.
- **Data Tab:** Select to provide the user account access to CFS reported data for download

Step 4

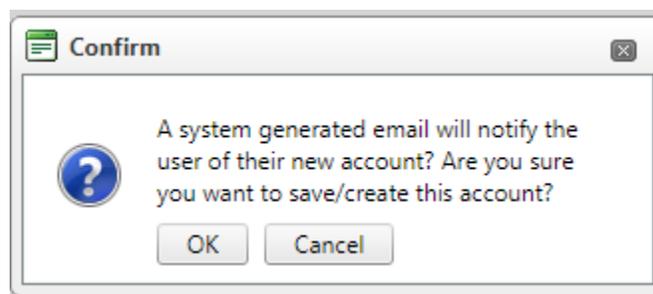
Create a **username** for the user and click **Add User Profile**.

The screenshot shows the 'MANAGE USER PROFILE' form. It is divided into several sections:

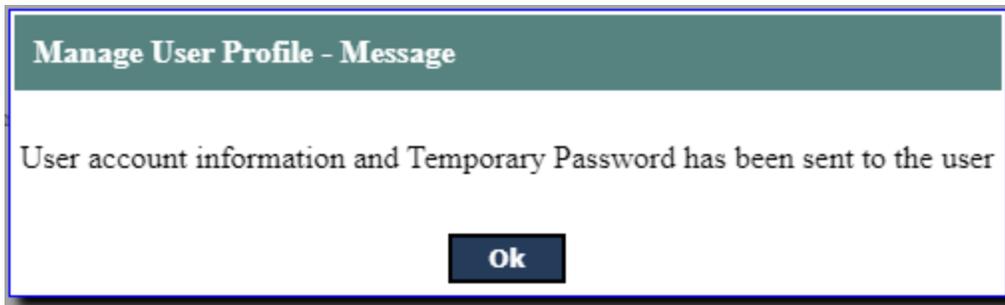
- User Details:** Includes fields for First Name, Last Name, Title, Middle Initial, Business Phone, Mobile Phone, Email, and Confirm Email. There are also checkboxes for 'User Locked', 'Password Reset Needed', 'User Active' (which is checked and circled in red with the annotation 'Ensure this is checked'), and 'Security Question Reset Needed'. A dropdown menu for 'Relationship to the Organization' is set to 'Choose a Rela...'.
- User Role:** Features two columns: 'Available Roles' (ADMINISTRATOR, CREDIT FACILITATOR, CONTRIBUTOR, REVIEWER) and 'Assigned Roles'. A red arrow points to the 'Available Roles' list with the annotation 'Select user role'. Below this is a 'Note: Assign the appropriate Role(s) with User Profile.' and a 'Default Role' dropdown set to 'Choose a Role'. There are also checkboxes for 'Signatory Authority', 'Data Tab', and 'Terms of Use'.
- User Name And Password:** Includes a 'User Name' field with a red asterisk and the text '* REQUIRED' below it.

At the bottom of the form, there are three buttons: 'Add User Profile', 'Reset', and 'Back'. A red arrow points to the 'Add User Profile' button with the annotation 'Click to add new profile'.

After you click **Add User Profile**, a pop-up box will appear notifying you that the new user will receive a system generated email. Click **OK**.



The newly added user will get two emails with user account information and a temporary password. You will get the following message:

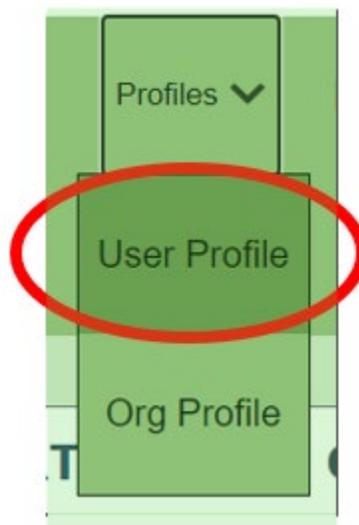


4.2 User Profile Management

The existing user (account) profile can only be updated by the account administrator. To update an existing user profile, follow these steps:

Step 1

Go to User Profile tab. A grid table containing a list of existing user accounts will be displayed below the new user top section of the page.



Step 2

Under the user profile you want to update go to “User Details” and click on “See Details”.

Full Name	Title	Relationship	Username	Role	Email	Signatory Authority	Data Tab Access	User Locked	User Active	User Details	Password
-----------	-------	--------------	----------	------	-------	---------------------	-----------------	-------------	-------------	--------------	----------

Step 3

This will repopulate the fields in the form with the information included for the user account. To complete this step, make the required updates and click Update User Profile.

An Admin with Signatory Authority can prompt the system to generate a temporary password by clicking the “Temp Password” button below.

	Title	Relationship	Username	Role	Email	Signatory Authority	Data Tab Access	Primary Contact	Secondary Contact	User Locked	User Active	User Details	Password
by y	CFS Program Analyst	Employee	audreyTESTprod	ADMIN	asta461@ecy.wa.gov	Yes	Yes	Yes	No	No	Yes	See Details	Temp

If a user account becomes locked after too many failed login attempts, an Admin can click “See Details” and check the “user locked” box to unlock the account.

4.3 Accounts and Roles

When users log into WFRS, they are presented with different sets of tabs, depending on the authorization provided by the role assigned to them within their account. A number of roles can be assigned by the initial “Regulated Party” administrator. “Managing User Profiles” will walk you through how to update role type for existing user accounts. The roles and the associated tabs available to those users for accessing WFRS are described below.

Note: A registered party must have at least one active Admin with Signatory Authority at all times. If the the primary admin leaves the company without designating a new admin, the registered party will not be able to create new user accounts, change roles of user, and risks not being able to submit a quarterly report on time.

Admin with Signatory Authority (SA) - This account has authorization to establish and activate user accounts for the registered organization; upload data in LRT; submit Quarterly and Annual Reports; initiate and view all credit transfers and credit transfer activity; and access to the Credit Balance Ledger for the organization. Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by the Admin (SA) individuals. Administrators with signatory authority are emailed the Security Identification Code (SIC) for their organization. (The Credit Facilitators (CF) for the organization also receive the emails containing the SIC and notices of transfer activities).

All registered parties must have at least 1 active user with this role at all time. If the only employee with Admin SA leaves the company, other users will get locked out of updating settings and reporting data.



Admin without Signatory Authority (w/o SA) - An administrator without the signatory authorization can establish and activate user accounts for the registered organization as well as the ability to upload data. They cannot “Submit” reports in WFRS. There is no authorization to access the functions related to CFS credit banking, credit transfers, or FSE tabs.

Note: After registering an organization with WFRS, the persons associated with the initial two accounts are assigned the role of Administrator with Signatory Authority.



Contributor with Signatory Authority (SA) - This role is authorized to upload data and submit reports. No authorization is provided to add or modify user accounts, or to perform credit transfers.



Contributor without Signatory Authority (w/o SA) - Those users with this role are authorized to upload data in preparation for quarterly report submittals. They are not authorized to submit reports, or to add or modify user accounts.



Reviewer Role (no Signatory Authority) - Users with the “Reviewer” role are authorized to access all the reporting activities in a Read-Only mode and update their own user account profile. This role cannot be given signatory authorization.



Credit Facilitator - The credit facilitator (CF) role does not provide an ability to submit WFRS Reports but –does allow for review of all reporting activity for the organization. A user with a CF role can initiate and complete credit transfers, add credits to the Sell Board listing and access the Incoming and Outgoing Credit Transfer Logs. Corresponding CBTS “system generated” emails regarding credit transfer activities (initiating/submitting, accepting, and recalling) are received by credit facilitator(s). They also receive emails with the Security Identification Code for the organization(s) they are authorized to represent. (Note: Administrators (SA) also receive these emails.)



4.4 Organization Profile Management

Updating Organization Contact, Primary Representative, and Secondary Representative

To update the users assigned as primary and secondary account representatives on your org profile page, you'll need to upload an updated administrator designation form then scroll down and click "update organization profile". Once that's been successfully uploaded, email WFRSAdmin@ecy.wa.gov to indicate the change and confirm the update. Ecology staff will update the org profile with the information from the new administrative designation form.

ORGANIZATION PROFILE

ORGANIZATION DETAILS

Acct. Reg. Form Letter: * [Administrator Designation Form - Test_ScXMh1aYWaO9.pdf](#) * [LRT-CBTS General Use Conditions](#)

Organizational Name: * Federal Employer Identification Number (FEIN): *

Address Line 1: * Address Line 2:

City: * State Or Province: *

Zip Code: * Country: *

Active: **Yes**

Date of Incorporation: * Place of Incorporation: *

(OPTIONAL) Do you want the email address entered below to be included in the list of Reporting Parties published on the Ecology website?

Email:

ORGANIZATION CONTACT PERSON

Primary Contact Name: *

Business Phone: * Mobile Phone:

Email: *

Changing Organization Name

If your company underwent a transition that resulted in a company name change, contact Ecology staff by emailing WFRSAdmin@ecy.wa.gov or upload the name change request via Correspondence tab. Ecology IT will make the change.

5. Quarterly Reporting

Each reporting party must submit a quarterly report which includes a compilation of all fuel transaction records for each transportation fuel used or distributed in the quarter. Quarterly reports must meet the requirements specified in WAC 173-424-420

Reporting parties must complete an initial data upload for quarterly reports in WFRS within the first 45 days of the reporting period. During the subsequent 45 days, reporters for liquid fuels must use the reconciliation reports provided in WFRS to make any necessary corrections.

Reporting is due on the dates listed below, or the next business day if the due date falls on a weekend or holiday.

Quarterly Progress Reports For All Regulated Parties:

- June 30th - for the first calendar quarter covering January through March
- September 30th - for the second calendar quarter covering April through June
- January 10th - for the third calendar quarter covering July through September
- March 31st - for the fourth calendar quarter covering October through December

Reporting parties with no fuel transactions still must submit a quarterly report with zero transactions.

There are multiple ways to upload fuel transactions into WFRS:

1. **Manual Online Entry:** This can be used for uploading a small number of transactions or for reporting fuel transactions that can be readily aggregated into just a handful of transactions (if each aggregation is with same business partner and production facility), or for reporting “no transactions” when there were no fuel transactions in the reporting quarter.
2. **XML Upload:** Multiple fuel transactions can be uploaded in XML format as per the system generated XSD (XML Schema Definition). The XSD is available under the Home tab. There are separate XSD for liquid and non-liquid fuels.
3. **Excel Upload:** Multiple fuel transactions can also be uploaded in Excel format using the templates available under the Home tab. There are separate Excel templates for liquid and non-liquid fuels.

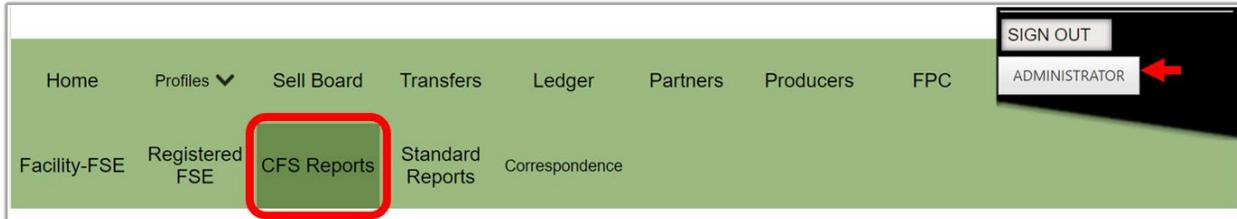
Fuel transactions can be uploaded by a user with the “Contributor” role to prepare the quarterly reports. The final report must be submitted by either a user with the “Administrator” role or a user with the “Contributor” role who has been granted “Signatory Authority” in their User Profile.

For information on how to add or change user roles, see Section 4 of this document.

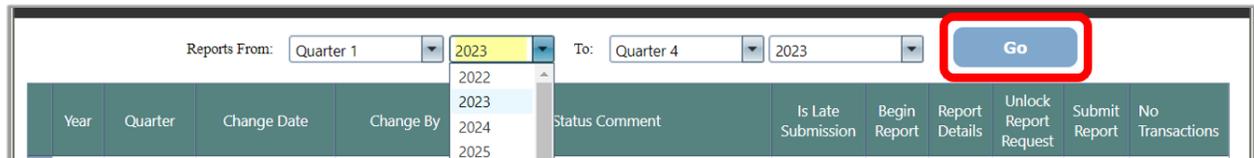
The following sections will provide instructions for completing and submitting quarterly reports in WFRS.

5.1 Opening a Quarterly Report

To begin a quarterly report, log in to WFRS as either a “Contributor” or an “Administrator” role. Click on the “CFS Reports” tab in the navigation bar at the top of the page.



In the CFS Reports tab, you will need to select the correct quarter and year if it does not already appear in the reports table. Click the “Go” button when you have made your selection.



Click “Begin Report” next to the correct quarter and year to open a report. Once a report is open, data can be uploaded into the system. If the report has already been opened, there will be a link labeled “Goto Report Details” that you can click to continue uploading data.

Note: You will only be able to access reports for quarters that the organization was registered for. For example, if you register during calendar quarter 2 you will not be able to access reports for quarter 1 of that year.

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	1			Report has not been created		No	Begin Report				<input type="checkbox"/>

When the report is opened, you will have the option to upload an XML or Excel template, add Fuels and transactions manually, and upload documents associated with this report.

Upload Report (XML or Excel)

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Carbon Intensity (g/MJ) : Fuel Units : Energy Economy Ratio :

Add Fuel **Reset**

For Liquid Fuels :
See the *Indicative Credits/Deficits for Reported Fuel Transactions* under the Data tab

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Amount Generating Credits/Deficits	Unit	Credits (MT)	Deficits (MT)	Delete Fuel	
No records to display.											
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="⌂"/> Page size: <input type="text" value="20"/> 0 items in 1 pages											
Credits/Deficit Totals (MT) :								0	0		

Upload Documents

Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
No records to display.						
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="⌂"/> Page size: <input type="text" value="10"/> 0 items in 1 pages						

Back To Reports Home

If there are documents to upload with the quarterly report, click “Upload Documents” near the bottom of the page. Once this button is clicked, there will be a “Choose File” button where you can select documents from your computer. You will also need to indicate a document type from the dropdown menu. Click “Upload Document” when you have selected the relevant document.

Upload Documents

File Name * No file chosen

Document Type *

Remarks

Upload Document

You will see all uploaded documents in a table at the bottom of the page.

Transactions												
Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	UPTime	Transaction Included In Credits/Deficits Calculation?	Edit	Delete
No records to display.												
Page size: 50										0 items in 1 pages		

A fuel transaction form will appear. You will need to enter data into the following fields:

- **Transaction Date** – This can be a single date for an individual transaction. Or, if you are submitting aggregated data, use the last day of the compliance period.
- **Business Partner** – Select the name of your business partner from the dropdown menu. If you do not have a business partner for this transaction, select “Undefined”.
- **Transaction Type** – Select whichever is appropriate to describe the transaction. The transaction types are listed and described in section 5.4 of this document.
- **Fuel Production Facility** – This selection is required if you are reporting a biofuel. Facilities associated with the fuel pathway code will appear in the dropdown menu. If you are not reporting a biofuel, you may leave this field blank.
- **Transaction Quantity** – Enter the volume of fuel involved in this transaction for this fuel pathway.
- **Transaction Number** – You may create a unique transaction number or leave the system generated number.
- **Aggregated Amount** – Check the box if this entry represents a series of transactions over the compliance period.
- **Transaction Description** – Use this optional field as needed to provide additional transaction details.

Once you’ve entered the fuel transaction information, click the “Add” button to save the transaction.

Transaction Details

Transaction Date * ←

Transaction Type * ←

Business Partner * ←

Fuel Production Facility ←

Transaction Quantity * ←

Transaction Number * ←

Transaction is an aggregated amount ←

Transaction Description

Transactions

The transaction will be added to the transaction table and are now ready for submission as part of the quarterly report. You can edit any transactions you have uploaded by clicking the “Edit” link in the transaction table next to the relevant transaction.

Transactions												Add Transaction
Transaction Date	Transaction Number	Transaction Type	Description	Obligation Indicator	Transaction Quantity	Business Partner	Biofuel Facility	Aggregation Indicator	Uptime	Transaction Included In Credits/Deficits Calculation?	Edit	Delete
01/15/2023	ae2bf85b-671b-4033-a831-ff91e263b164	Import within the bulk system		+	75,000.00	Undefined (00-0000000)		True		Yes	Edit	X

Page size: 50 | 1 items in 1 pages

[Back To Fuel Details](#)

When you are finished adding transactions for this fuel pathway, click the “Back to Fuel Details” button to repeat this process for other fuels and transactions.

Transaction Included In Credits/Deficits Calculation?
Yes
No
N/A

In the Fuel Transaction Details table, there is a column indicating whether each transaction is included in the credit/deficit calculation. For purchases with obligation and sales with obligation, this column will only indicate “Yes” for transactions where both business partners have **reconciled** and both business partners have **submitted** their reports. WFRS will check submitted reports and issue credits once per quarter on the quarterly reporting deadline.

If the column indicates “No” it means the transaction has not been reconciled or one or more business partners have not submitted the report. If the column continues to indicate “No” after the transaction has been reconciled and both reports have been submitted, the system will update this column on the following Wednesday.

The column will indicate “N/A” if the transaction does not increase your total obligated amount. In this case you will also see “o” in the Obligation Indicator column.

The final report should indicate either “Yes” or “N/A” for all transactions.

5.3 Adding Quarterly Data Using XML or Excel Templates

If you have many transactions or want to enter them all at once, you can use the XSD for XML file upload or Excel Template for File Upload, found on the Home page of WFRS. There are separate templates for liquid fuels and non-liquid fuels, so be sure to download the applicable file. These templates are updated regularly with new fuel pathway codes and other changes. Ensure that you download a fresh copy of the file for each quarter.

Reporting Liquid Fuels

Following template can be used for reporting fuel transactions for Diesel, Gasoline, Biodiesel, Renewable Diesel, Ethanol, etc.

Excel version: [Fuel Reporting Template \(liquid fuels only\). \[Excel\]](#)
(Last updated: 5/1/2023 : 6:21 AM)

XSD/XML version: [Fuel Reporting Template \(liquid fuels only\). \[XSD/XML\]](#)
(Last updated: 5/1/2023 : 6:21 AM)

Reporting Non-Liquid Fuels by FSE

Following template can be used for reporting fuel transactions per FSE for CNG, LNG, Propane, Hydrogen and Electricity.

Excel version: [Fuel Reporting by FSE Template \(non-liquid fuels only\). \[Excel\]](#)
(Last updated: 5/1/2023 : 6:21 AM)

XSD/XML version: [Fuel Reporting by FSE Template \(non-liquid fuels only\). \[XSD/XML\]](#)
(Last updated: 5/1/2023 : 6:21 AM)

The template has parameters that are identical to those for manual reporting in WFRS. Below is a description of the required information in each column of the excel template.

- **Organization FEIN (Column A):** The Organization FEIN is the Federal Employer Identification Number (FEIN) for the reporting party submitting the report.
- **Year (Column B) & Quarter (Column C):** Choose the year and quarter from the dropdown menus.
- **Fuel Pathway Codes (Column D):** Choose a Fuel Pathway Code from the dropdown menu. Each Fuel Pathway Code (FPC) has been assigned a value of carbon intensity (CI). You can review the full list of current FPCs in the “FuelPathway_Codes” sheet of the excel template. Use only the codes listed here.
- **Application (Column E):** Choose the application type from the dropdown menu. The application selection applies the corresponding Energy Economy Ratio (EER) to the fuel transaction.
- **Transaction Type (Column F):** Choose the transaction type from the dropdown menu. These are used to indicate whether the CFS obligation is being transferred or retained for each fuel transaction reported. A transaction type must be chosen for each of the fuel transactions entered in the spreadsheet. The transaction types are listed and described in section 5.4 of this document.
- **Transaction Number (Column G):** This is a unique identifier assigned by the reporting party to a fuel transaction. They can be alphanumeric with dashes and underscores as needed. These numbers must each remain unique within this column or the file will have data validation errors upon upload.
- **Transaction Date (Column H):** Enter the date of the fuel transaction in this column in the date format “yyyy-mm-dd” (e.g., 2023-06-15).
- **Amount (Column I):** Enter the amount (volume/quantity) of the fuel transacted (in “gallons” for liquid fuels, “therms” for natural gas, “kWh” for electricity, and “kg” for hydrogen).
- **Business Partner ID (Column J):** The “Business Partner ID” is a required field and is used to reconcile the reporting of fuel transactions in the LRT system between the reporting counterparties. The entry is the FEIN (Federal Employer ID Number) for the company in each fuel transaction. There is no dropdown for this entry. The appropriate FEIN needs to be entered into each of the corresponding cells. In cases where there is no business partner, use the FEIN “00-0000000” as the default.
- **EPA Company ID and EPA Facility ID (Column K and L):** This is required when reporting biofuels. You can view a full list of current biofuel facilities and their associated IDs in the “Biofuel_Facilities” sheet of the excel template.
- **Aggregation Indicator (Column N):** The “Aggregation Indicator” is a simple True/False entry. The entry is “True” when the “Amount” of the transaction is the result of aggregated sum of fuel transactions. These transactions should have the same “Business

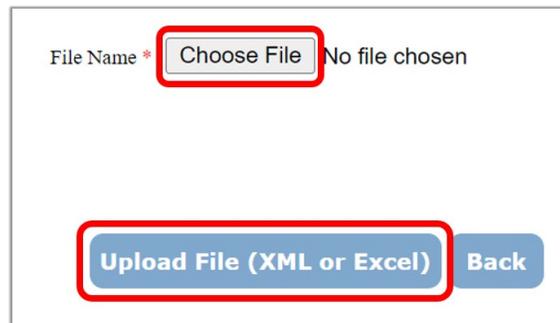
Partner” and the same “Biofuel Facility” in order to be submitted as an aggregated sum (an entry = “True”). “False” indicates that the record is an individual fuel transaction and not an aggregation.

- **Description (Column O):** A “Description” can be added that will be associated with the fuel transaction. This entry is optional.
- **FSE ID (Column P) (For non-liquid fuels only):** If you have downloaded the template for non-liquid fuels, there is an additional column in the template for the FSE ID. An FSE ID is assigned when the FSE is registered and the file cannot be uploaded without it.

Once the transactions have been added to the template, the file is ready for upload into the WFRS. To upload the file, open the quarterly report as described in section 5.1 of this document. When you have opened the report click the “Upload Report (XML or Excel)” button.



Choose the file you have created and then upload the file.



Upon file upload, the system will validate the data in the file and report any data validation related errors to the user immediately upon processing. You will need to fix any errors included in the file and reupload. **Even if the system indicates that the “File Uploaded Successfully”, there may still be individual transactions that were not processed successfully.** These transactions will be identified for the user by the Transaction Number. Troubleshooting may be necessary in order for the system to accept all the fuel transaction data in the file. Some validation messages are cautionary warnings for the cases warranting further consideration.

If the file was uploaded without errors, you will be taken back to the CFS Quarterly Report Details and you will see that your transactions have been added.

5.4 Fuel Transaction Types Available for Use in WFRS

Fuel Transaction Types	Description	Obligation Indicator
eCHE Fueling	For reporting electricity used to charge electric cargo handling equipment.	+
eGSE (Ground Support Equipment) Fueling	For reporting electricity used to charge electric ground support equipment.	+
eOGV Fueling	For reporting electricity used to charge electric ocean-going vessels.	+
EV Charging	For reporting electricity used to charge electric vehicles.	+
Exempt fuel use - Aircraft	For reporting exempt fuel delivered for use in aircraft.	-
Exempt fuel use - Farm vehicles, tractors, implements of husbandry	For reporting exempt fuel delivered for use in farm vehicles, tractors, or implements of husbandry.	-
Exempt fuel use - Locomotives	For reporting exempt fuel delivered for use in locomotives.	-
Exempt fuel use - Military tactical and support vehicle and equipment	For reporting exempt fuel delivered for use in military tactical and support vehicle and equipment.	-
Exempt fuel use - Motor trucks primary used to transport logs	For reporting gallons delivered for use in motor trucks primarily used to transport logs.	-
Exempt fuel use - Off-highway construction vehicles which must meet WAC 173-424-130	For reporting exempt fuel delivered for use in off-highway construction vehicles as defined in WAC 173-424-130. The covered vehicles for this transaction cannot be designed primarily to transport persons or property; can only be operated on highways incidentally; and are used primarily for construction work.	-
Exempt fuel use - Watercraft	For reporting exempt fuel delivered for use in watercraft	
Export out of WA distribution system	For reporting fuel being transported out of the Washington distribution system. If you report a "Purchase below the rack for export", you must also add "Export out of Washington distribution system" transaction for those gallons.	-
Fixed Guideway Electricity Fueling	For reporting electricity used to charge fixed guideway systems.	+
Forklift Electricity Fueling	For reporting electricity used to electric forklifts.	+
Forklift Hydrogen Fueling	For reporting hydrogen used to fuel forklifts.	+

Fuel Transaction Types	Description	Obligation Indicator
Gain of Inventory	For reporting a gain of inventory from physical changes in the fuel or moving fuel from one quarter into another for reporting.	+
H2/FCV Fueling	For reporting hydrogen fuel cell vehicle fueling.	+
Import outside of the bulk system	For reporting fuel imported by truck, barge, or rail into intermediate storage owned by a single entity which then delivers it directly to the end user or a retail gas station. Fuel imported by any mode directly to a retail gas station, card lock, or otherwise being delivered directly to the end user of the fuel.	+
Import within the bulk system	For reporting fuel used by entities importing fuel into the state of Washington and placing it into the bulk system. Bulk system means the fuel distribution system consisting of refineries, pipelines, vessels, and terminals. The “bulk system” definition excludes intermediate storage, which is generally owned by a single party and is used to temporarily hold finished fuels before being delivered to the end user or a retail gas station.	+
Initial 2023 inventory	All regulated fuels held in bulk storage in the state on January 1, 2023, are subject to the program and must be reported as the initial inventory of fuels by regulated parties. This requirement does not apply to fuels stored outside of the bulk system, as defined in WAC 173-424-110 (28).	+
Loss of inventory	For reporting fuel used for loss of inventory from physical changes to the fuel or when moving fuel from one quarter to the other.	-
NGV Fueling	For reporting natural gas vehicle fueling.	+
Not used for transportation	For reporting fuels that are being delivered for non-transportation use.	-
Position Holder Sale for Export	For reporting position holder sales where the bill of lading is for an out of state destination or the purchaser reports that the fuel was exported out of state. If the exporting party is in the system, tag them as the business partner, otherwise alert CFS Staff.	-

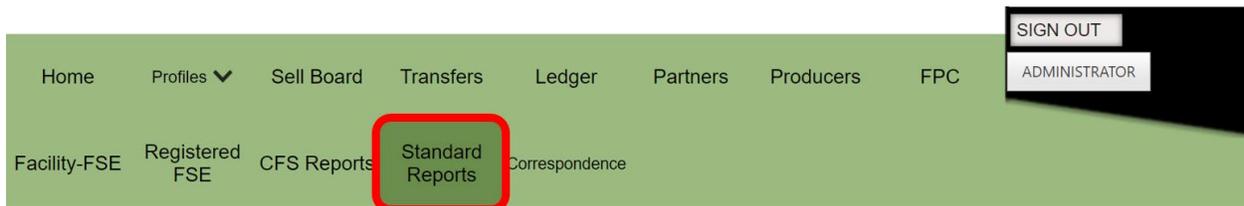
Fuel Transaction Types	Description	Obligation Indicator
	This transaction does not report an export. It should be reconciled with a Purchase Below the Rack for Export and followed by an Export out of the WA distribution System.	
Position Holder Sale without obligation	For reporting position holder sales for gallons staying in the state. This can be aggregated on a monthly or quarterly basis. If through reconciliation it is found that the gallons were exported, the position holder must change the transaction type from the Position holder sale without obligation to Position holder sale for Export. For this transaction type sales to entities not registered in WFRS may aggregate and report those sales in a single transaction using the “Undefined” business partner	0
Production for Import	This means the transportation fuel was produced outside of Washington and imported into Washington for use in transportation. This transaction type is to be reported by out-of-state producers who claim the initial CFS obligation for fuel imported into Washington.	+
Production in Washington	For reporting fuels produced in Washington.	+
Propane/LPG Fueling	For reporting liquefied petroleum gas vehicle fueling.	+
Purchase below the rack for Export	For reporting purchases below the rack for export, tag the position holder as the business partner. If using Purchase below the rack for export, an “Export out of Washington distribution system” transaction for those gallons must also be added to the reporting.	+
Purchased with obligation transfer	For reporting fuel purchased above the rack where obligation is being passed to the buyer.	+
Purchased without obligation transfer	For reporting fuel purchased above the rack where obligation is not being passed to the buyer. Also for reporting fuels purchased below the rack that are going to exempt uses or being transported to a production facility where obligation is not being passed from the seller to the buyer.	0

Fuel Transaction Types	Description	Obligation Indicator
Sold with obligation transfer	For reporting fuel sold above the rack where obligation is being passed to the purchaser. Also for reporting fuels sold below the rack going to exempt uses or being transported to a production facility in Washington where obligation is being transferred to the buyer.	-
Sold without obligation transfer	For reporting fuel sold above the rack where obligation is not being passed to the purchaser. Also for reporting fuels sold below the rack that are going to exempt uses or being transported to a production facility in Oregon where obligation is not being passed to the buyer.	0

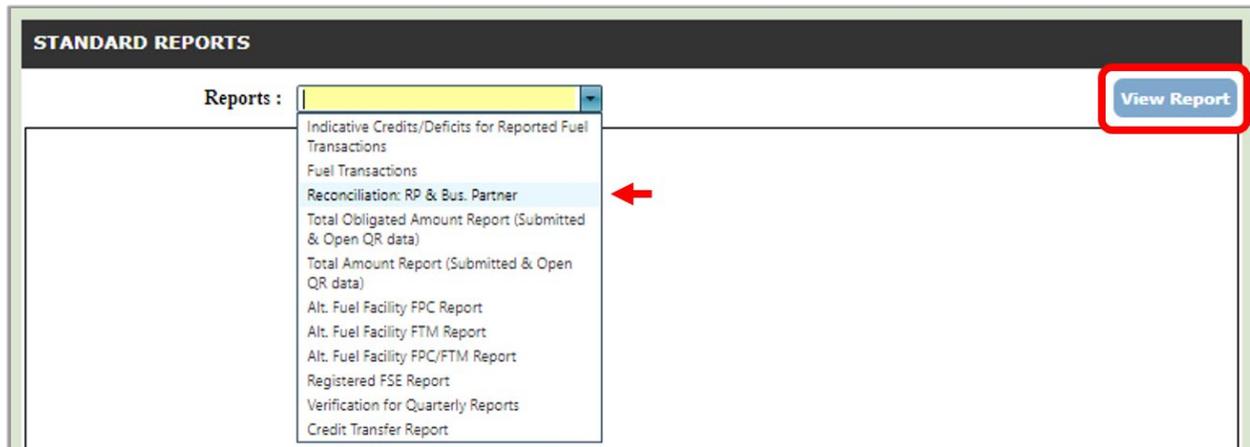
5.5 Reconciling Transactions with Business Partners

Reporting parties are required to upload (not submit) fuel transaction data into the WFRS within 45 days of the end of the reporting quarter. This is to allow for a second 45-day period for reconciliation of the reported transactions by each regulated party (RP) prior to the quarterly reporting deadlines.

An online CFS reconciliation report supports the reconciliation of reports between reporting parties and their business partners (BP). This report can be accessed by visiting the “Standard Reports” tab in WFRS. Note the “Standard Reports” tab is only made available to those users with an ADMIN role in the RP’s account. Other users will not see this tab.



In the “Standard Reports” tab, select the “Reconciliation: RP & Bus. Partner” from the dropdown menu, then click the “View Report” button.



You will be asked to select a quarter and a year prior to viewing the report. Once you have opened the correct report, you will need to review for any discrepancies between you and your business partners. The “Remarks” column will describe differences that need to be corrected. Ensure that all discrepancies are resolved before attempting to submit a report. Below is an example of what you will see in the “Remarks” column.

Remarks
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
No Discrepancy
No Discrepancy
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC
No Discrepancy
Discrepancy in a Non-Obligated Amount found between RP and BP report for this FPC

Credits and deficits for certain transactions will not be calculated until business partners are reconciled and both parties have submitted their reports. Credits and Deficits will not be issued for any transactions until the reporting period is closed.

5.6 Submitting a Quarterly Report

Once you have uploaded quarterly data and reconciled transactions with business partners, your report is ready to submit. At this stage, your report status will indicate “Open” to view any previously uploaded data prior to submission you can click “Goto Report Details”. Once you have ensured that all the necessary data has been uploaded, click “Submit”.

Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	4			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	3			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	2			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	1	04/27/2023	ECYtest	Open		No	Goto Report Details			Submit	<input type="checkbox"/>

A summary of fuel details will appear for each fuel. You can click “Goto Details” if you want to make changes to individual transactions within each fuel type. If the information is accurate, click the “Submit Quarterly Report” button.

Quarterly Fuel Details

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	EER	Total Obligated Amount	Reconciled Total Obligated Amount	Total Obligated Amount On Hold	Unit	Credits (MT)	Credits on Hold (MT)	Deficits (MT)	Fuel Application
Goto Details	Gasoline	WAGAS001	100.46	1	75,000	75,000	0	gal	0	0	19	Light Duty or Medium Duty Vehicles

Page size: 50 1 items in 1 pages

Credits/Credits on Hold/Deficit Totals (MT) : 0 0 19

Uploaded Documents

Document Name	Document Type	Submitter By	Submitted On	Remarks	Download
No records to display.					

Page size: 10 0 items in 1 pages

Comments

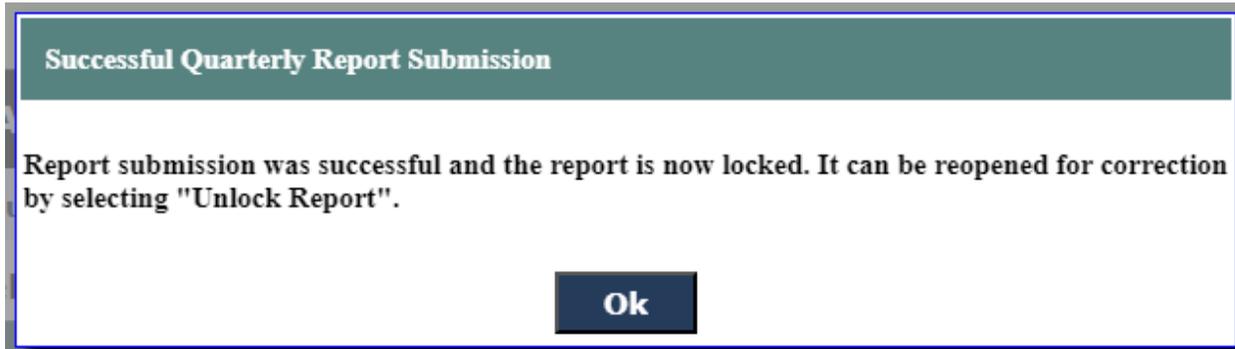
Legal Responsibility:

I, _____, as person with Signatory Authority, am submitting this report on behalf of _____, with the understanding that the information contained in this report is considered an official submission to the Air Resources Board for purposes of compliance with the Low Carbon Fuels Standard (LCFS) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the California Penal Code, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

Submit Quarterly Report
Back To Reports Home

If your submission is successful, you will get the following message:

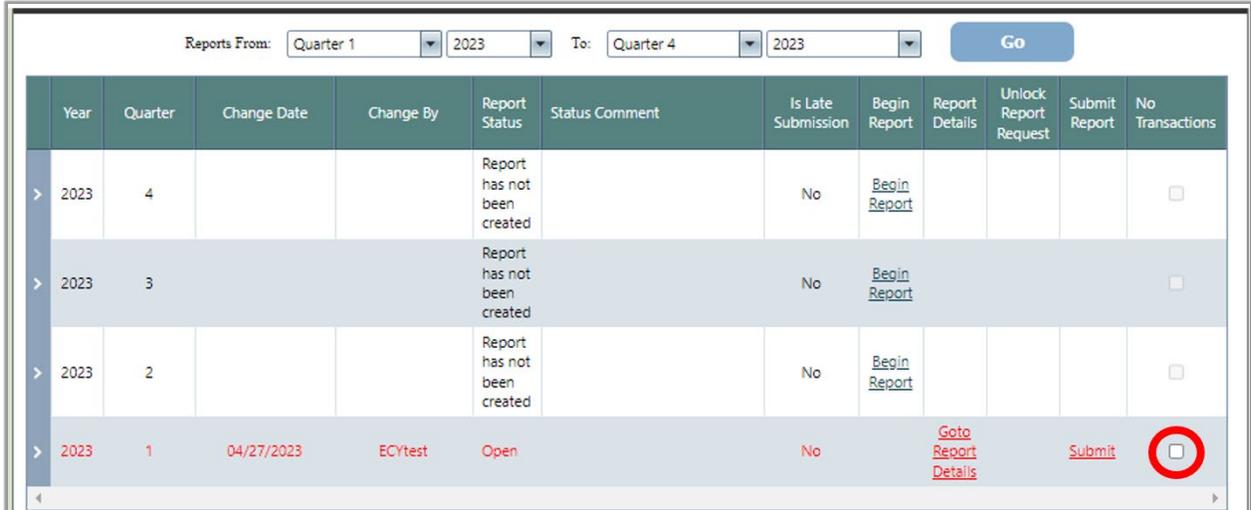


Your report status will change to "Initial Report Submission" and the report will be locked. This prevents any edits or corrections at that time. You must submit a request to unlock a report in order to make edits.

Once the report has been submitted, credits will be generated on the deadline. These credits do not expire and can be sold or retired for compliance in any future program year.

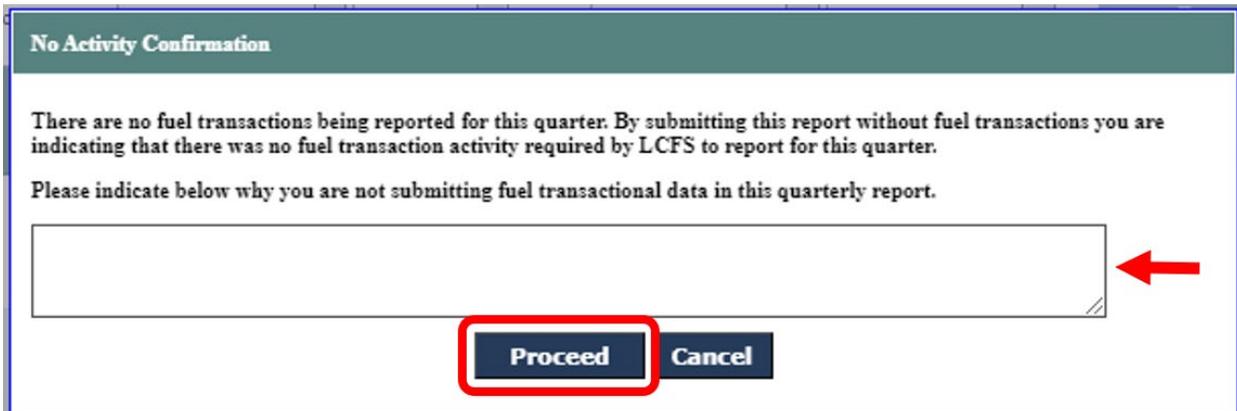
5.7 Submitting a Quarterly Report with Zero Transactions

If you have no transactions to report for the quarter, check the box in the “No Transactions” column next to the applicable report in the “CFS reports” tab.



Year	Quarter	Change Date	Change By	Report Status	Status Comment	Is Late Submission	Begin Report	Report Details	Unlock Report Request	Submit Report	No Transactions
> 2023	4			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	3			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	2			Report has not been created		No	Begin Report				<input type="checkbox"/>
> 2023	1	04/27/2023	ECYtest	Open		No		Goto Report Details		Submit	<input checked="" type="checkbox"/>

A pop-up box will appear that requires you to provide an explanation why there is no fuel data to be reported in a particular quarter, as shown below. After writing an explanation, click “Proceed” to submit the report.



No Activity Confirmation

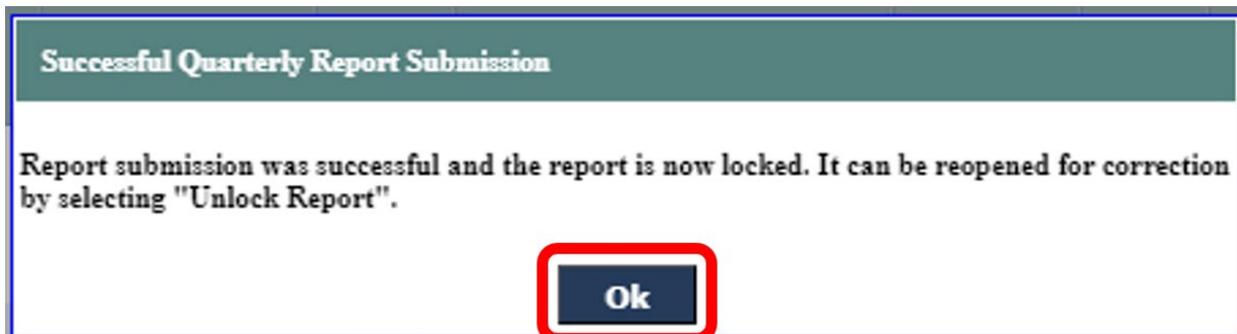
There are no fuel transactions being reported for this quarter. By submitting this report without fuel transactions you are indicating that there was no fuel transaction activity required by LCFS to report for this quarter.

Please indicate below why you are not submitting fuel transactional data in this quarterly report.

←

Proceed **Cancel**

When the box is checked and the Submit link is selected, a dialog message is displayed as below. Click “OK” and the report is submitted.



Successful Quarterly Report Submission

Report submission was successful and the report is now locked. It can be reopened for correction by selecting "Unlock Report".

Ok

5.8 Correction Request Process

Regulated parties are responsible for ensuring that reports are complete and accurate at the time they are submitted. If errors are discovered after the deadline, Ecology should be notified immediately through the correction request process. Correction requests will be reviewed and approved on a case-by-case basis. Permission to correct a report does not preclude enforcement based on misreporting.

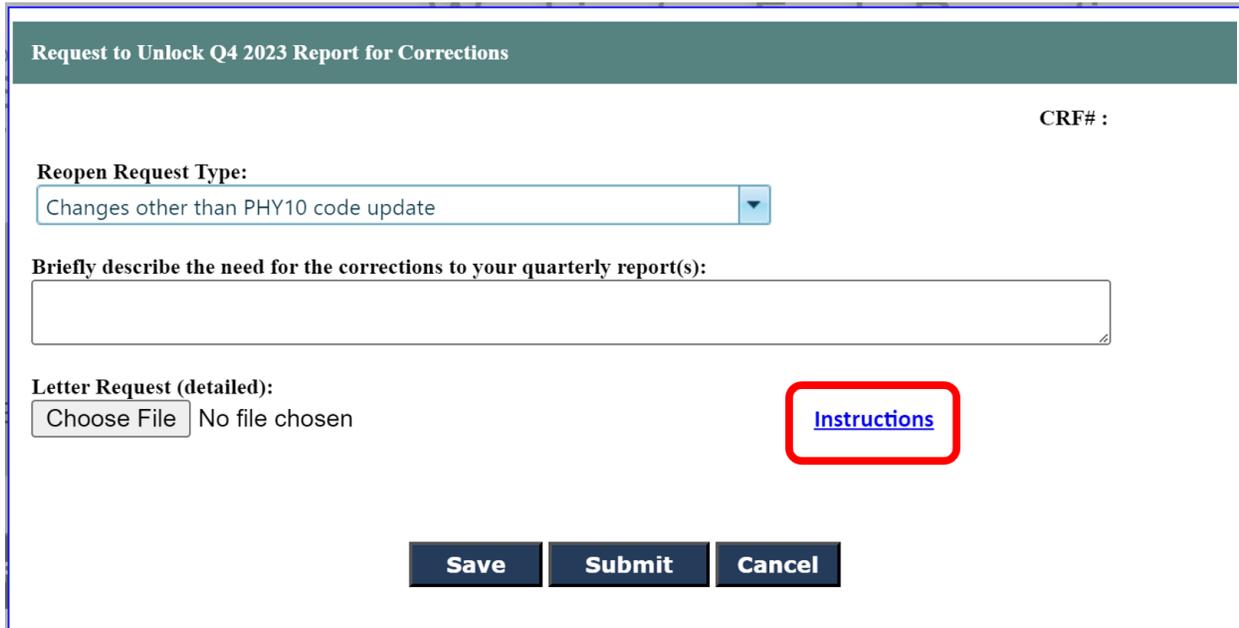
Note: WAC 173-424-420(10) does not allow credit generation or elimination of deficits after the quarterly reporting deadline. If corrections result in retroactive credit generation or deficit reduction, CFS staff will make an administrative credit or deficit adjustment.

In order to submit a correction request, click on the “CFS Reports” tab in the navigation bar at the top of the page. In the CFS Quarterly Reports table, the click “Unlock Report” for the quarter you wish to unlock.



>	2023	1	05/01/2023	ECYtest	Initial Submission	test	No	Goto Report Details	Unlock Report	<input type="checkbox"/>
---	------	---	------------	---------	--------------------	------	----	-------------------------------------	-------------------------------	--------------------------

A popup window with instructions will appear as shown below.



Request to Unlock Q4 2023 Report for Corrections

CRF# :

Reopen Request Type:
Changes other than PHY10 code update

Briefly describe the need for the corrections to your quarterly report(s):

Letter Request (detailed):
 No file chosen

[Instructions](#)

Click the link to read the full instructions for preparing a correction request letter. This letter must include each of the following sections:

1. The quarter and year to be corrected
2. Identify each FPC to be adjusted

3. Provide the overall change in volume being reported for each FPC
4. Provide an estimate of the credits gained or lost through the change
5. Provide a statement of why the records were initially incorrect

Once you have prepared the letter, use the text box to provide a brief description of the reason for the unlock request. Then, click “Choose File” and upload the correction request letter.

Click “Submit” when all the information has been entered. CFS staff will review your request as time allows and either approve or deny it. If your request is approved, you will receive an email notifying you that the report has been unlocked. You will also be notified if your request is not approved.

After the report is open for editing, a snapshot of the current data will be available to the user and to CFS reporting staff. To view, download the Excel file at the bottom of the Quarterly Report Details page.

The corrective edits should be completed as soon as possible. Once complete, the report must be resubmitted following the submission instructions in section 5.6 of this user guide.

Reopening a quarterly report also reopens the associated annual report (if the annual report has already been submitted). After corrections are completed to a quarterly report and the report submitted, the associated annual report has to be resubmitted as well.

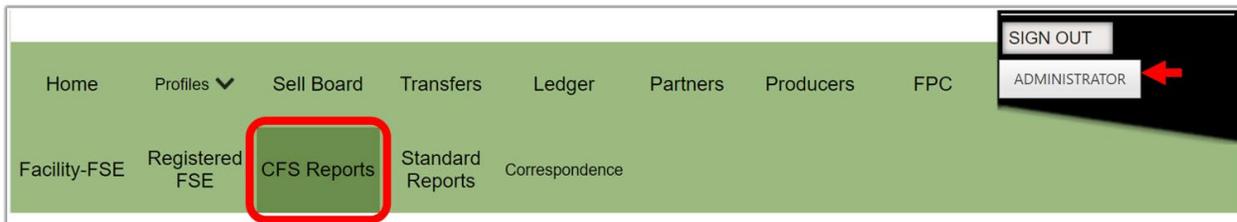
6. Annual Reporting

Each reporting party must submit an annual report once a year, which is a summary of the four quarterly reports submitted that year, and an attestation that all reports are accurate. Annual reports must meet the requirements specified in WAC 173-424-430.

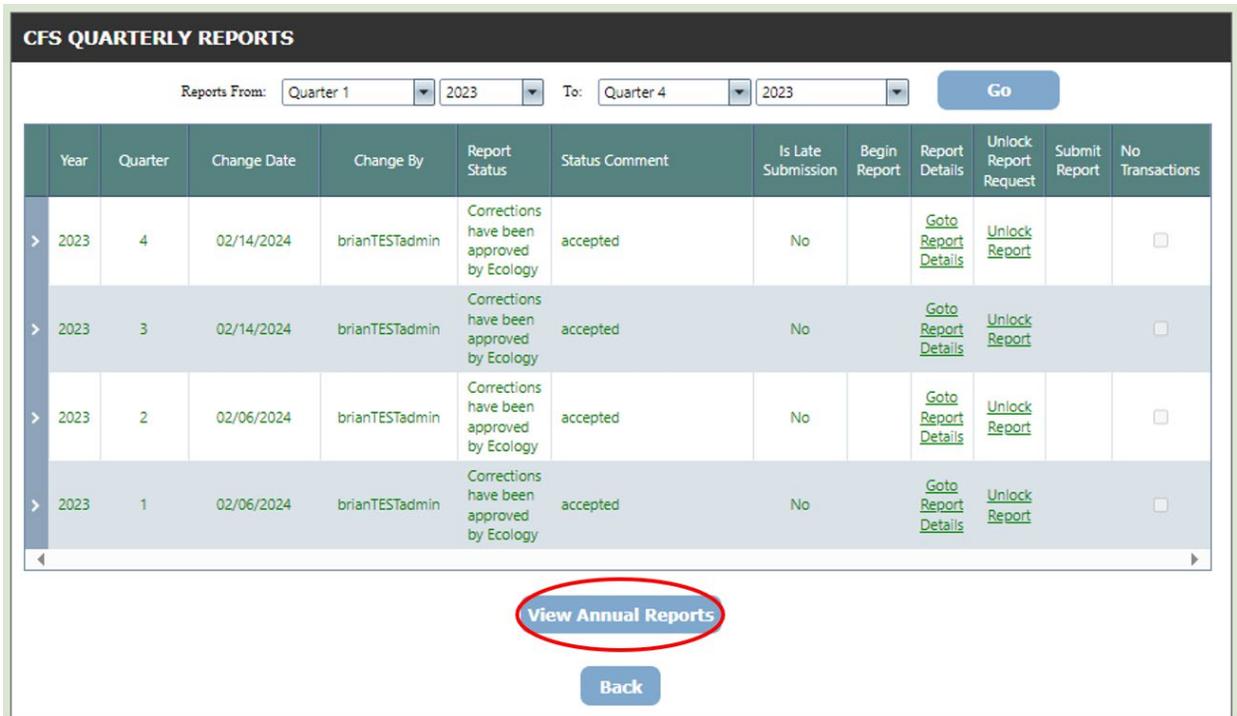
Annual Reports open on April 1st of each year and must be submitted no later than April 30th.

You may not submit the Annual Report unless you have submitted all previous quarterly and annual reports, and the Report Status is either “Initial Report Submission” or “Corrections have been approved by Ecology” for each previous quarterly report.

To begin an annual report, log in to WFRS as either a “Contributor” or an “Administrator” role. Click on the “CFS Reports” tab in the navigation bar at the top of the page.



From there, click “View Annual Reports” at the bottom of the page.



Click “Go To Annual Report” on the year you wish to open.

WFRS ANNUAL REPORTS											
Year	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Credits Sold (MT)	Credits Purchased (MT)	Credits Purchased Jan - March of Next Year (MT)	Credits Exported (MT)	Credits Retired (MT)	Is Report Submitted?	Go to Annual Report
> 2023	Corrections have been approved by Ecology	0	0	0	0	14713	No	Go to Annual Report			

[Back](#)

Here you will see a summary of all your quarterly reports for that year. If you click “Go to Details” on any fuel type it will take you back to the quarterly reports page. Any errors identified in quarterly reports must be corrected prior to the submission of your annual report. Instructions on making corrections to quarterly reports are outlined in section 5.8 of this user guide.

At the bottom of the Annual Report page, you will see the Annual Summary. Here is a summary of your credits and deficits for the year and what you will carry over to the next year. The system calculates the number of credits to be retired for compliance (based on the deficits accumulated through the reporting year and any carried over deficits from previous reporting years). It automatically “deducts” the number of credits for retirement purposes and provides a final accounting of the credits and deficits to carry over to the next year.

Note: Credits that are generated or bought in any year can be used to meet the compliance obligation for the current year. For example, credits bought in 2023 can be retired to meet the compliance obligation for 2024 or any subsequent year. At the end of each compliance period, each regulated party must meet its compliance obligation by demonstrating through submission of its annual report that it has retired a number of credits equal to its deficits. More about this requirement can be found in WAC 173-424-500.

Note: Upon submission of the 2023 annual report, organizations with both deficits and credits will see credits automatically retired as described above. Because the initial two-year CFS compliance period covers both 2023 and 2024 reporting years, Ecology can adjust credit and deficit balances to reverse credit retirement upon request by the organization who wishes to wait to retire credits until the 2024 annual report is submitted. Going forward, each compliance period will be one year, and credits must be retired annually.

2023 Annual Summary :

	Credits (MT)	COH (MT)	CCM Credits (MT)	Deficits (MT)
Total Credits/Deficits (MT) Carried Over from 2022	0			0
Total Credits/Deficits (MT) in 2023	14,759			2,127
Total Credits (MT) Sold in 2023 (-)	0			
Total Credits (MT) Acquired in 2023	0			
Total Credits (MT) Purchased as Carryback Credits in 2024	0			
Total Administrative Credits Withheld /Total Administrative Credit Holds (MT) in 2023 (-)	0	0		
Total Credits (MT) Pending Sale in 2023 (-)	0			
Total Credits (MT) Exported in 2023 (-) Exported to:	<input type="text" value="0"/>			
Total Credits (MT) Retired in 2023 (-)	<input type="text" value="2127"/>			2,127
Total Credits (MT) Pledged for CCM in 2023 (-)	<input type="text" value="0"/>		0	
Total Credits/Deficits (MT) Carried to 2024	12,632			0

Other Credits (MT) Pending in 2023

I confirm the accuracy of my 2023 Annual Report submittal in the LRT System.

Legal Responsibility:
 I, **Brian Goldgeier**, as person with Signatory Authority, am submitting this report on behalf of **test**, with the understanding that the information contained in this report is considered an official submission to the Washington State Department of Ecology for purposes of compliance with the Clean Fuel Standard (CFS) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the RCW 9A.76.175, RCW 40.16.030, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

[Upload Documents](#)

Comments

[Add a Comment](#)

[Save Annual Report](#) [Submit Annual Report](#) [Back To Annual Reports](#)

Before submitting, you must click the check box confirming the accuracy of your annual report. If you upload a document or add a comment but are not ready to submit the whole report, you can click “Save Annual Report” to save the documents and comments.

When you are ready to submit, click “Submit Annual Report”.

Note: While users with the Administrator role and the Contributor role may open and review annual reports, only users with the Administrator role and Signatory Authority can submit annual reports.

Once the annual report has been submitted, the credit and deficit balance will be updated in the “Ledger” tab.

7. Marketable Crude Oil Name (MCON) Reporting

The CFS regulation requires producers of gasoline or diesel fuel to report, for each of its refineries, the Marketable Crude Oil Name (MCON) or other crude oil name designation, volume, and country of origin for each crude supplied to the refinery during the quarter.

Note: For the 2023 reporting year, MCON reporting for the entire year should be submitted once as part of annual reporting. Beginning in Q1, 2024, MCON reporting must be completed as part of quarterly reporting.

A separate template for MCON reporting is provided in the [CFS Program Documents webpage](#).

Templates

- [Fueling Supply Equipment \(FSE\) Registration Template](#) – This template is required for all FSE registrations
- [Fueling Supply Equipment \(FSE\) Detail Sheet Template](#) – This template is required for FSE registrations involving eCHE, eGSE, eOGV, eTRU, Forklifts, or EV Trucks (Yard Trucks)
- [Clean Fuel Standard Obligation Calculator](#) - This template allows participants to estimate credit/deficit amounts
- [Marketable Crude Oil Name \(MCON\) Reporting Template](#) - This template must be submitted by producers of gasoline or diesel fuel each quarter as an attachment to the CFS quarterly report in WFRS.

The MCON report template is comprised of three columns. MCON reports will include quarterly data for “*County of Origin*”, “*Crude Identifier*” and “*Volume*” (reported in gallons).

Use the drop down under the “*County of Origin*” and “*Crude Identifier*” tabs to select and manually enter the “*Volume*” in gallons. The Country of origin and crude identifier selections are provided in the “*Crude Identifier*” sheet.

	A	B	C
1	Country of Origin	Crude Identifier	Volume (gallons)
2			
3	(Select from drop down)	(Select from drop down)	(Enter manually)
4			
5			
6			
7			
8			
9			
10			

The screenshot shows a spreadsheet with three columns: A (Country of Origin), B (Crude Identifier), and C (Volume (gallons)). Row 1 is the header. Row 2 is empty. Row 3 contains red text instructions: "(Select from drop down)" under column A, "(Select from drop down)" under column B, and "(Enter manually)" under column C. The spreadsheet has a tab labeled "MCON" and another tab labeled "CrudeIdentifier".

Complete and save the MCON Report for the quarter and upload it. Use the *Upload Document* link option near the bottom of the WFRS Quarterly Report Details Page shown below.

CFS CI Requirements for 2023: Gasoline/Gasoline Substitute Fuels = 98.44 gCO2/MJ Diesel/Diesel Substitute Fuels = 99.61 gCO2/MJ
Alternative Jet Fuel/Jet Fuel Substitute Fuels = 99.61 gCO2/MJ

[Upload Report \(XML or Excel\)](#)

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Carbon Intensity (g/MJ) : Fuel Units : Energy Economy Ratio :

[Add Fuel](#) [Reset](#)

For Liquid Fuels :
See the *Indicative Credits/Deficits for Reported Fuel Transactions* under the Data tab

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Fuel Application	Total Obligated Amount	Amount Generating Credits/Deficits	Unit	Credits (MT)	Deficits (MT)	Delete Fuel
No records to display.										
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="X"/>								Page size: 20	0 items in 1 pages	

Credits/Deficit Totals (MT) : 0 0

[Upload Documents](#)

Document Name	Document Type	Submitted By	Submitted On	Remarks	Download	Delete
No records to display.						
<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1"/> <input type="button" value="→"/> <input type="button" value="X"/>					Page size: 10	0 items in 1 pages

CREDIT BALANCE

[Export To Excel](#)

[Print Balance](#)

Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary		
2024	4,000	0	4,000	07/17/2024	Summary To Date		
Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	CCM Credits (MT)	Deficits (MT)	Documents	TIDN
	06/17/2024	Deficits Carried Over			139,534		
1	06/10/2024	Credits Generated	0				
1	06/10/2024	Deficits Generated			0		
1	07/17/2024	Administrative Credit Adjustment (+)	144,534				
3	07/17/2024	Credits Sold	(1,000)				2013
	07/17/2024	Credits Retired	(139,534)		(139,534)		
	07/17/2024	Credits Exported	0				
			4,000	0	0		
2023	3,974	139,279	(135,305)	06/17/2024	Annual Summary		
Quarter	Date Posted	Credit/Deficit Transaction	Credits (MT)	CCM Credits (MT)	Deficits (MT)	Documents	TIDN
1	11/21/2023	Credits Generated	0				
1	11/21/2023	Deficits Generated			519,560		
2	11/21/2023	Credits Generated	382,536				
2	11/21/2023	Credits Adjusted	4,229				
2	11/21/2023	Deficits Generated			2,504		
4	04/02/2024	Credits Generated	19				
4	04/02/2024	Deficits Generated			0		
4	05/29/2024	Deficits Adjusted			25		
	06/17/2024	Credits Retired	(382,810)		(382,810)		
	06/17/2024	Credits Exported	0				
			3,974	0	139,279		

All possible credit transaction types are described below:

Types of Credit Transactions	Description
Administrative Credit Adjustment (-)	Credits removed as a result of an Ecology administrative or enforcement action;
Administrative Credit Adjustment (+)	Credits added as a result of an Ecology administrative or enforcement action;
Administrative Credit Hold	Credits placed “on hold” that cannot be transferred or used to meet a compliance obligation as a result of an Ecology administrative or enforcement action;
Administrative Credit Release	Credits released back to an account that were previously put “on hold” as a result of an Ecology administrative or enforcement action;
Administrative Deficit Adjustment (+)	Deficits added as a result of an Ecology administrative or enforcement action;

Types of Credit Transactions	Description
Carryback Credits Acquired	Credits acquired by a regulated party during the “Extended Period” of January 1st through March 31st that can be used to meet a compliance obligation for the previous year
CCM Credit Sale Pending	Credits from the CCM that have been offered to a buyer, but the sale transaction and credit transfer have not yet been accepted by the buyer;
CCM Credits Acquired	Credits that are purchased specifically from the CCM;
CCM Credits Pledged	Credits pledged into to the CCM at the time the annual report is submitted (these credits are “carried over” in the CBTS Ledger from the previous to the current compliance period);
CCM Credits Released	Unsold pledged credits from the CCM that are released to the original pledging regulated party account after the completion of the CCM;
CCM Credits Sold	Credits that were pledged to the CCM and sold to a regulated party;
CCM Pledge Carryover	CCM credits pledged in the previous compliance period annual report carried over to current compliance period and available through the CCM;
Credit Sale Pending	Credits that have been offered to a buyer, but the sale transaction and credit transfer have not yet been accepted by the buyer (not a CCM related transfer);
Credits Acquired	Credits that are purchased during the current compliance period acquired (does not include any CCM or Carryback Credits acquired);
Credits Adjusted	Credits adjusted per the quarterly report correction submitted by the regulated party;
Credits Carried Over	Credits that are carried over from the previous to the subsequent compliance period at the time an annual report is submitted;
Credits Generated	Credits that are generated at the time a quarterly report is submitted
Credits Retired	Credits used (consumed) within CBTS to cancel out “Deficits” during the current compliance period at the time an annual report is submitted;
Credits Sold	Credits that are sold or otherwise transferred during the current compliance period (does not include any CCM credits sold);
Deficits Adjusted	Deficits adjusted per the quarterly report correction submitted by the regulated party;

Types of Credit Transactions	Description
Deficits Carried Over	Deficits that are carried over from the previous to the subsequent compliance period at the time an annual report is submitted;
Deficits Generated	Deficits that are generated at the time a quarterly report is submitted
Retroactive Credit Adjustment	Retroactive Credit Adjustment
Retroactive Deficit Adjustment	Retroactive Deficit Adjustment

8.1.1 Summary-to-date

This option is available when Annual Report for a reporting year has been started but not submitted. Selecting the “Summary to Date” link option pops-up a window summary of the Regulated Party’s credit related activities and transactions for that year. It also provides compliance position of the Regulated Party. The values under Summary To Date gets updated as the compliance year proceeds and quarterly reports are updated.

2024 SUMMARY TO DATE		6/17/2024
Credit Transactions		Amount
Credits Carried Over		0
Credits Generated		0
Administrative Credit Hold		0
Administrative Credit Release		0
Credit Sale Pending		0
Credits Acquired		0
CCM Credits Acquired		0
Carryback Credits Acquired		0
Credits Sold		0
CCM Credits Released		0
Credits Retired		0
Credits Exported		0
CCM Credits Pledged		0

For Compliance Determination:

Credit Balance	0
Compliance Obligation	0
(Credits Retired)/(Compliance Obligation)	Annual Report Pending

Note: Annual Report Pending will be replaced with the actual value which will be calculated when the corresponding Annual Report is submitted for the Compliance Year. The final value should be “1.0” meaning that the compliance obligation has been met for the compliance year, in this case 2024.

8.1.2 Annual Summary

The “Annual Summary” contains the same information as the “Summary To Date” but constitutes a “final” summary and reflects the totals available at the time of the last submittal.



The screenshot shows a window titled "WFRS | Balance Annual Summary" with a close button. The main content area has a dark header with "2023 ANNUAL SUMMARY" and "SUBMITTED: 06/17/2024". Below this is a table with two columns: "Credit Transactions" and "Amount". The table lists various credit transactions and their corresponding amounts. Below the table is a section titled "For Compliance Determination:" followed by a smaller table with three rows: "Credit Balance", "Compliance Obligation", and "(Credits Retired)/(Compliance Obligation)".

Credit Transactions	Amount
Credits Carried Over	0
Credits Generated	14,986
Administrative Credit Hold	0
Administrative Credit Release	0
Credit Sale Pending	0
Credits Acquired	0
CCM Credits Acquired	0
Carryback Credits Acquired	0
Credits Sold	0
CCM Credits Released	0
Credits Retired	(2,328)
Credits Exported	0
CCM Credits Pledged	0

For Compliance Determination:

Credit Balance	12,658
Compliance Obligation	2,328
(Credits Retired)/(Compliance Obligation)	1.00

The “Credit Sale Pending” amount is always zero in the Annual Summary as no credit transfers can be pending at the time an annual report is submitted. The WFRS-CBTS will require that all pending sales are cleared before it will accept the annual report.

The Credit Balance is calculated using the following summing equation:

Credit Balance = (Credits Generated + Credits Acquired + Credits Carried Over) – (Credits Retired + Credits Sold + Credits on Hold)

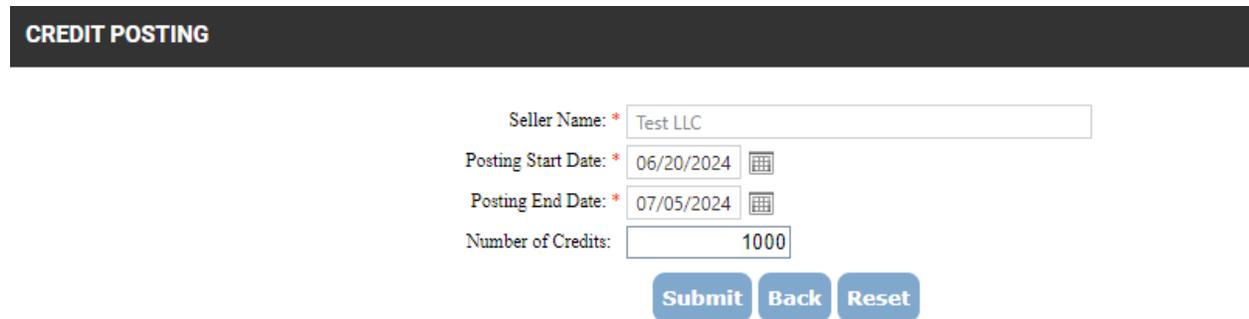
8.2 Sell Board

If a company doesn't have an agreement with another company to buy credits, they can post credits to the **Sell Board** on the navigation bar. The Sell Board is available only to the assigned role of Administrator with Signatory Authority or Credit Facilitator. They may also view the screen to determine which other organizations are looking to sell credits.

To access this screen, click the **Sell Board** tab.

To post credits, click the **Posting Credits for Sale** button.

Note: A party cannot buy or sell credits until they have generated credits or deficits through quarterly reporting.



The screenshot shows a form titled "CREDIT POSTING" with the following fields and buttons:

- Seller Name: * Test LLC
- Posting Start Date: * 06/20/2024 (with a calendar icon)
- Posting End Date: * 07/05/2024 (with a calendar icon)
- Number of Credits: 1000
- Buttons: Submit, Back, Reset

Once you have generated credits, you can post by following the directions below.



The screenshot shows a screen titled "CREDITS TO SELL" with a table and buttons:

- Buttons: Posting Credits for Sale (highlighted with a red box), Disclaimer
- Table with columns: Posting Dates, Number of Credits, Name, Company, Email, Business Phone, Edit, Delete
- Table content: There are no records to display

On the Credit Posting screen, enter the start and end dates by clicking on the small calendar icons to choose dates. Enter the number of credits for sale, then click the **Submit** button.

CREDIT POSTING

Seller Name: *

Posting Start Date: *

Posting End Date: *

Number of Credits:

WFRS Credit Posting in CBTS:

The posting of CFS credits in CBTS is provided for the convenience of regulated parties in search of additional CFS credits.

Disclaimer:

No part of the credit posting process is to be construed as any kind of certification of CFS credits by Ecology or by the CFS Program. Ecology does not certify any of the CFS credits posted for sale by regulated parties provided on this list.

You will be taken back to the main Sell Board screen and will see your new credit posting there. You may click the pencil icon to edit the credit posting or click the X to delete it.

If other organizations have credits available to sell, you will see them here as well:

CREDITS TO SELL

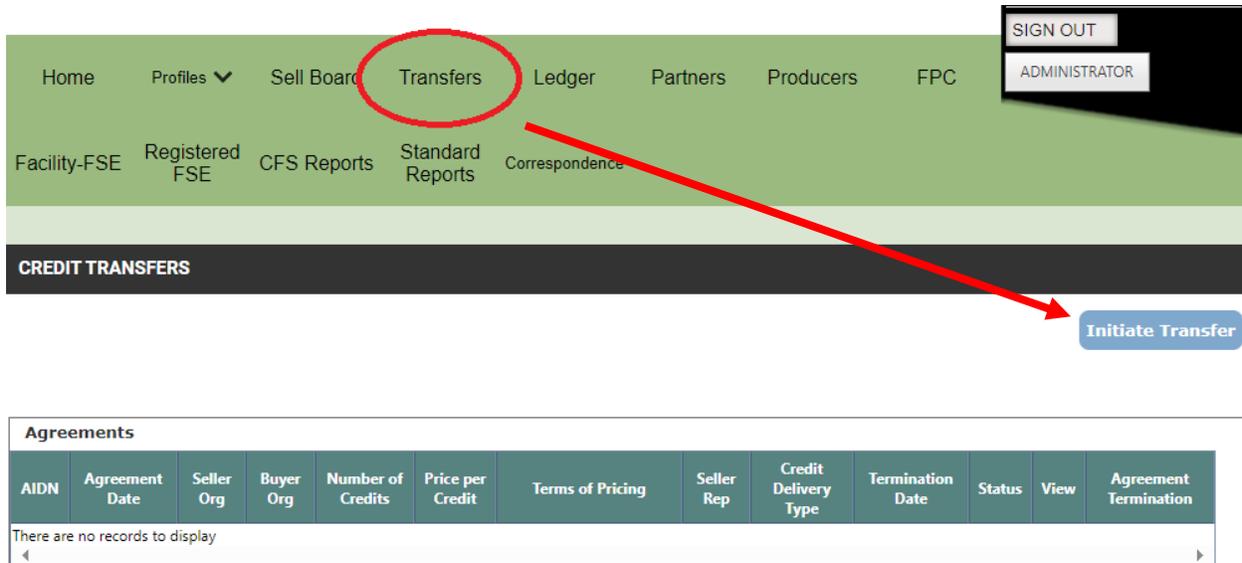
[Disclaimer](#)

Posting Dates	Number of Credits	Name	Company	Email	Business Phone	Edit	Delete
07/17/24 - 07/27/24	1,000	Test User	Test LLC	ocol461@ecy.wa.gov	(360) 810-0418		
07/17/24 - 07/24/24	500	Bruce W	FCI/HRI Test	ocol461@ecy.wa.gov	(360) 810-0418		

8.3 Initiating a Transfer

The following is a step-by-step example explaining the execution of a credit transfer. This is a transfer by the Seller Organization to the Buyer. In this example, Test LLC is the seller, HRI/FCI Test is the buyer.

To initiate a credit transfer, the Seller selects the **Credit Transfers** tab and clicks the “Initiate Transfer” button.



The screenshot shows the top navigation bar of the CBTS system. The 'Transfers' tab is circled in red, and a red arrow points from it to the 'Initiate Transfer' button. The user is logged in as 'ADMINISTRATOR'.

Agreements												
AIDN	Agreement Date	Seller Org	Buyer Org	Number of Credits	Price per Credit	Terms of Pricing	Seller Rep	Credit Delivery Type	Termination Date	Status	View	Agreement Termination
There are no records to display												

The Credit Transfer eForm will open with these four sections:

1. Transferor (Seller) Details Section
2. Transferee (Buyer) Details Section
3. Credit Transfer Details Section
4. Review and Confirm

Note: Any quarterly or annual reporting that is past-due (not submitted by the deadline) will prevent a seller or buyer from initiating and completing credit transfers. CBTS will not allow credit transfers to occur after April 30th if the Annual Report for the previous compliance period has not been submitted. This is true regardless of whether the regulated party is the seller or the buyer. Once the Annual Report is submitted, credit transfers can be initiated by the seller and completed by the buyer. The same is applicable to quarterly reports.

Completing a Credit Transfer

The Clean Fuel Standard (CFS) Credit Transfer e Form (CTeF) is used by the Washington Department of Ecology (Ecology) for initiating transfers of CFS credits online between the Transferor (Seller) and the Transferee (Buyer) as well as to document the transfer. The CBTS system records the information submitted and adjusts the credit balance of the Seller and Buyer after the electronic form (eForm) is completed and processed, as required under WAC 173-424-530.

The eForm is used to submit a credit transfer agreement, regardless of the number of credits transferred and the price per unit credit. The eForm is submitted to initiate an actual transfer. Those credits which have been "banked" in the CFS system can then be transferred.

The Buyer and Seller representatives must have an account in the CFS System in order to complete and submit the CFS Credit Transfer eForm. The regulated party account administrators with signatory authority can authorize a credit facilitator representative within their company, to act on their behalf. Regulated party administrators with signatory authority are automatically authorized to transfer credits.

Instructions:

The CFS Credit Transfer eForm is to be completed by the Seller and submitted online using the CBTS to the Buyer to initiate a transfer of CFS credits. The Buyer then must complete the form and "Submit" the transfer transaction. The transaction is then processed and recorded and the Seller and Buyer are notified by email. The Buyer may reject the transfer in their Incoming Transfer Log.

The following information is necessary to complete this eForm:

- 1. Seller Organization Name (with name of the Organization Representative); Buyer Organization Name (with name of the Organization Representative)
- 2. The number of credits to transfer and the average price per credit (both required)
- 3. Buyer/Seller Security Identification Codes (required), which are emailed to users at the time of registration

Please note: The information submitted is subject to Ecology review. The Seller, or Buyer may be contacted by Ecology regarding recorded credit transfer transactions.

Note: See the above "Completing a Credit Transfer" which provides details about the eform with instruction on how to use it below.

Section 1: Transferor (seller) Details The system auto-populates the "Seller" Organization" along with the contact information for their "Representative". The FEIN is displayed to ensure identification of the seller organization. The upper right corner displays the total credits available for transferring. If there are no credits available for transfer, then it displays blank. The organization must first generate credits before they can begin transferring credits. In this example, Test LLC has 4,745 credits available that they can transfer.

Section 1. Transferor (Seller) Details		Available Credits: 4,745
Seller Organization:	Test LLC	FEIN: 55-4145151
Agreement Date:	07/17/2024	
Representative:	Test User	
Phone Number:	(360) 810-0418	
Email:	ocol461@ecy.wa.gov	
Notes:	<div style="border: 1px solid gray; height: 30px;"></div>	

Under **Section 2: Transferee (Buyer) Details** the Seller will select the Buyer Organization to which the credits are to be transferred. An unfiltered list of registered parties is displayed in the drop down as long as a Buyer Organization has not been selected.

Section 2. Transferee (Buyer) Details

Buyer Organization: FCI/HRI Test FEIN: 55-1937462

Note: The appropriate Buyer Reps will be notified.

Phone Number:

Email:

Note: CBTS produces system generated notification emails to the various parties involved whenever a credit transfer is initiated or completed. Notification emails will be emailed to the all the users with Admin (SA) and Credit Facilitators (CF) role in the selected Buyer Organization’s account.

Section 3. Credit Transfer Details

Number To Transfer:

Average Price Per Credit:

Price per credit in USD (\$) not available

Terms of Pricing:

(A description of the "Terms of Pricing" helps Ecology better understand and administer the CFS credit market.)

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

<input style="width: 95%;" type="text" value="Test User"/>	<input style="width: 95%;" type="text" value="*****"/>	<input style="width: 95%;" type="text" value="7/17/2024"/>
Seller Representative Signature	Security Identification Code	Seller Confirmation Date

Submit Save Close

The Seller completes Section 3: Credit Transfer Details of the eForm by entering the number of credits to transfer and the average price per credit. In Section 4: Review and Confirm, the Seller Representative is required provide signature and the Security Identification Code (SIC).

The SIC was provided via email to the Seller (to those accounts with Admin (SA) and CF roles) with the subject **CFS Credit Bank & Transfer System (CBTS) Security Identification Code**. The SIC is only provided once when the WFRS-CBTS account was originally approved. The eForm is then submitted to the Buyer for completion.

The WFRS system generates notification emails which are sent to all Admin and Credit Facilitator users in the selected Buyer Organization account, whenever a credit transfer is initiated or completed. The Seller will also receive these emails. In addition, the Seller will see the new transfer under the Outgoing Transfers section, with the status of “Submitted to Buyer.” Note that the transfer can be recalled by clicking the **Recall** link.

When the Buyer accepts the credits, both the Buyer and Seller will receive an email confirmation message. The Seller will see that the status has changed to “Credits Transferred.”

8.4 Completing an Incoming Transfer

When a transfer is initiated from the seller, the buyer receives a CBTS generated email notification of an “Incoming Credit” transfer along with the Transfer Identification Number (TIDN). The details for this incoming transfer are located under the **Credit Transfer** tab. A log of the transfer will also appear as “Outgoing Transfers” in the logs for the Seller. However, it will not be reflected on the Buyer’s end until the transaction is complete.

CREDIT TRANSFERS															
															Initiate Transfer
Incoming Transfers															
TIDN	Type Of Transfer	AIDN	Agreement Date	Date of Closing	Transfer Posted	Transfer Expiration Date	Transfer Completed (or Expired)	Seller Org	Seller Rep	Clearing Service Provider	Transfer Status	Price per Credit	Number Of Credits	CTF Status	CTF
2013	Type 1		07/17/2024		07/17/2024	7/27/2024		Test LLC	Test User		Transfer Offer Received	\$50.00	1,000	Pending	

Selecting the “Pending” option under CTF Status will open the eForm for the transaction. To complete the Incoming Transfer the Buyer will have to complete the Section 4 of eForm and need to “Accept” or “Reject” the incoming transfer.

Section 4. Review and Confirm

After reviewing the information entered on the CTF, print name of Seller or Buyer per the Confirmation below. By signing this form you declare that all information provided herein are true and correct to the best of your knowledge. Also, you must enter your Security Identification Code in the box below before submitting this eForm.

Bruce W	*****	7/17/2024
Buyer Representative Signature	Security Identification Code	Buyer Confirmation Date

Accept
Reject
Close

8.5 Carryback Credits

A regulated party may acquire additional credits during the “extended period” of January 1st through April 30th. These credits can be designated by the buyer as Carryback Credits (CBCs) at the time the credit transfer is completed. They are posted in the ledger in quarter four of the previous year. The credits can then be used to meet a compliance obligation for the compliance period year immediately preceding the extended period. All CBC transfers must be initiated in the WFRS-CBTS by April 30th and completed within 10 calendar days to be available in the account as CBCs. To mark and use credits as Carryback Credits, the buyer will need to select the Carryback Credits checkbox in Section 3 of eForm as shown below. These credits will be reported in Q4 of the previous compliance period for the Buyer Credit Balance Ledger and in Q1 of the current compliance period for the Seller.

Note: Credits purchased between January 1st and April 30th 2025 will not be able to be used for 2024 compliance unless they are purchased as carry back credits

Section 3. Credit Transfer Details

Number To Transfer:

Average Price Per Credit:

These are for use as Carryback Credits

8.6 Credit Clearance Market

The CFS regulation, includes a provision for holding a Credit Clearance Market (CCM) that provides additional compliance flexibility to regulated parties who have not met their previous year-end obligation. If that happens, Ecology will issue to all CFS regulated parties and credit generators a call for credits to be “pledged” for sale in the CCM. Ecology will also set the maximum price for credits to be sold in CCM.

Regulated parties and credit generators pledging credits for sale into the CCM must report the amount of credits being committed for this purpose (see instructions below) to Ecology in their Annual Compliance Report (on or before April 30th). The number of credits pledged will be withheld from sale in the regular ongoing CFS market until Ecology determines whether a CCM will occur this year.

Eligibility

Only regulated parties and credit generators that demonstrated compliance for a year pursuant to WAC 173-424-500 can pledge credits for sale into the CCM.

Timeline

Ecology will announce whether CCM will occur by May 15. If a CCM does occur, Ecology will post additional market information on the CFS web site on or before June 1.

If CCM does not occur this year all the pledged credits will be released back into the appropriate accounts where they will be available for transfer in the ongoing CFS credit market.

If CCM will occur then:

1. On or before June 1st, Ecology will post on the CFS website the name of each party that did not meet its compliance demonstration requirement for the year and the number of credits that each party is obligated to acquire as their pro-rata share; and
2. On or before June 1st, Ecology will post on the CFS website the name of each party that has pledged to provide credits for sale in the CCM and the number of credits that each party has agreed to provide.
3. From June 1st to July 31st, a regulated party subject to WAC 173-424-570 must acquire credits pledged into the CCM to be retired toward compliance.

See attached CCM timeline in [Figure 2](#).

How to Pledge CCM Credits

Credits can be designated for sale in the CCM as part of the Annual Compliance Report submittal in the WFRS-CBTS by following the steps 1-4 below:

Step 1. Select CFS Reports in the WFRS-CBTS

Step 2. Click the View Annual Reports button

Step 3. Select **Go to Annual Reports** for the appropriate year

Step 4. Enter the number of credits to be pledged and submit the Annual Report.

Note: CCM sellers must meet the conditions outlined in WAC 173-424-570 (4)(b)(i-iv).

How to Initiate CCM Transfer

Seller View:

Step 1. Initiate transfer on Transfer board.

Step 2. Select an eligible CCM buyer

Step 3. The seller will need to check the “These are CCM Credits” check box in section 3 in order for the credits to go to the CCM. The check box will not appear until an eligible CCM buyer is entered. Once this box is selected, the number of credits you have pledged to the CCM buyer will display in the upper right corner.

Section 3. Credit Transfer Details

These are CCM Credits

Number To Transfer:

Average Price Per Credit:

Price per credit in USD (\$) not available

Terms of Pricing:

(A description of the "Terms of Pricing" helps Ecology better understand and administer the CFS credit market.)

Step 4. Complete the rest of the form as described in section 8.4 of this user guide.

How to Buy CCM Credits

The RPs that need to purchase the CCM credits to meet their compliance obligation will be notified by Ecology about the availability of CCM credits. The buyer will then follow the same procedure for buying credits as described in section 8.4 of this user guide except they will need to confirm the "These are CCM Credits" box in section 3 is checked. When the appropriate number of CCM credits are transferred into the buyers account and the compliance obligation is met, the balance in the annual report will be adjusted and the amended annual report must be submitted by August 31st.

Buyer view:

Section 3. Credit Transfer Details

These are CCM Credits

Number To Transfer:

Average Price Per Credit:

Price per credit in USD (\$) not available

Terms of Pricing:

(A description of the "Terms of Pricing" helps Ecology better understand and administer the CFS credit market.)

Note: All pledged credits are only available to be sold for the CCM. When the CCM ends, any pledged credits not sold will be released back to the sellers account.

Figure 2 CFS Credit Clearance Market (CCM) Timeline

