Alternative Fuel Portal (AFP) User Guide

Clean Fuel Standard Program Guidance

DEPARTMENT OF
ECOLOGY
State of Washington

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Related Information

Visit our website to view additional Clean Fuel Standard guidance documents.[1]

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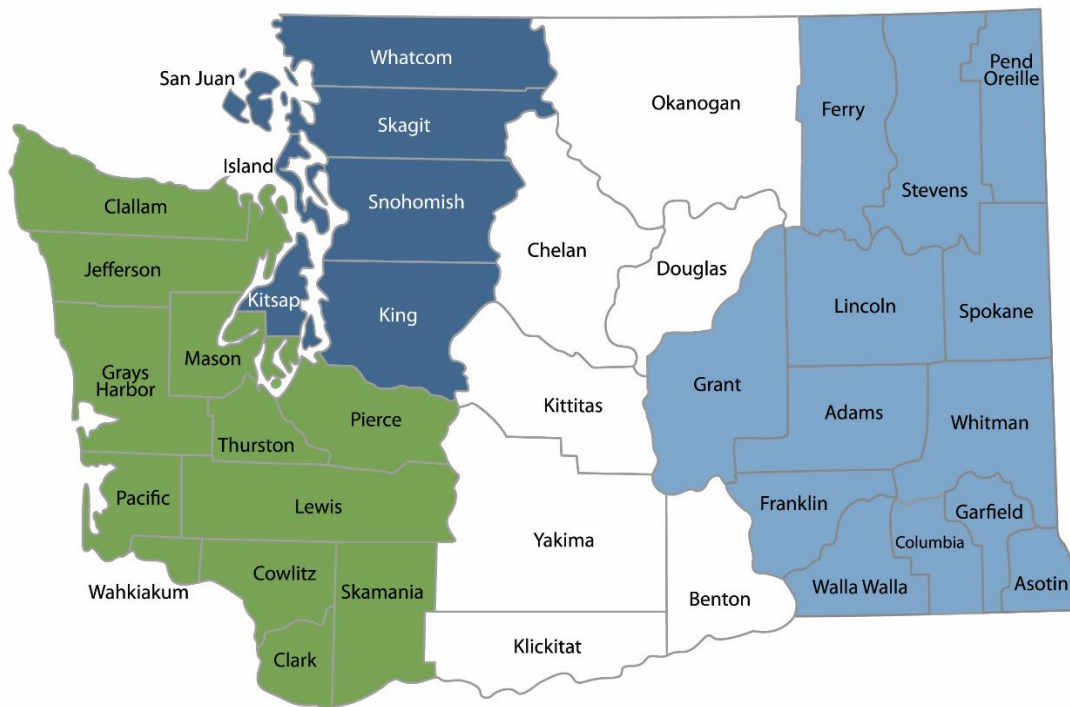[1] https://www.ezview.wa.gov/site/alias__1962/37847/clean_fuel_standard_guidance_documents.aspx

[2] https://ecology.wa.gov/Air-Climate/Climate-change/Reducing-greenhouse-gases/Clean-Fuel-Standard

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 |

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

AFP
User Guide

**Clean Fuel Standard
Program Guidance**

Air Quality Program

Washington State Department of Ecology

Olympia, WA

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Acronyms

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

1. Introduction

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

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

Although these three modules are related and share data, each has distinct functionality. WFRS and CBTS, referred to together as WFRS-CBTS, are closely integrated and can be accessed from the same account. WFRS-CBTS will not be discussed in this user guide but are covered separately in the WFRS-CBTS User Guide.[3]

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

1.1 Who needs account in AFP?

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

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

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

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

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

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

[3] https://apps.ecology.wa.gov/publications/documents/2202065.pdf

2. Secure Access Washington and the Air Quality Application Portal

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

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

Once you have completed the steps outlined in section 2 of the WFRS-CBTS User Guide, you will have added the "Washington Fuels Reporting System (WFRS)" to your list of applications in the Air Quality Application Portal. The same application is used to access WFRS-CBTS and AFP. Click "Go To WFRS" to access AFP registration.
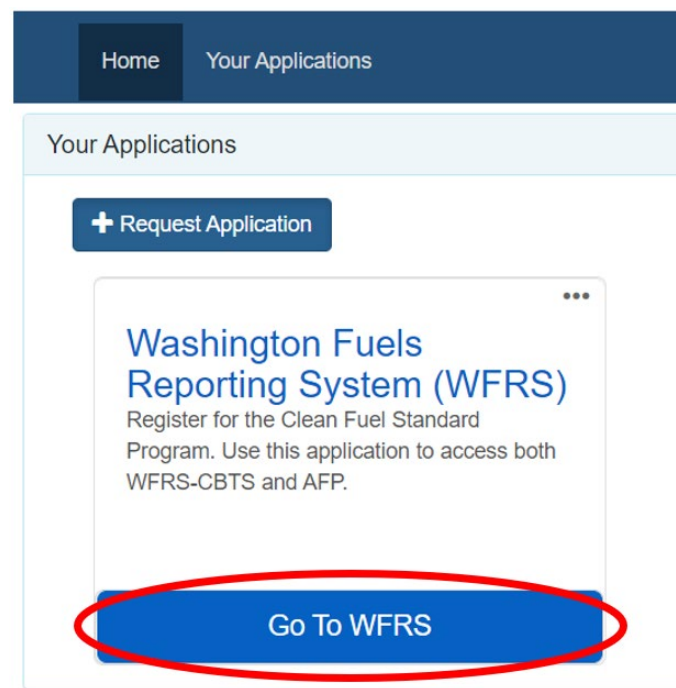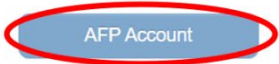
Note: After you have submitted your registration application in AFP and Ecology has activated your account, you will need to login through SAW to get to the Air Quality Application Portal each time you access the WFRS application. Both WFRS-CBTS and AFP are accessed through the WFRS application.

3. AFP Account Registration and Management

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

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

3.1 AFP Registration Process Overview Flowchart

To obtain an AFP account, each producer must complete the registration process as instructed in this section. The figure below provides an overview of the four-step account registration process in AFP.
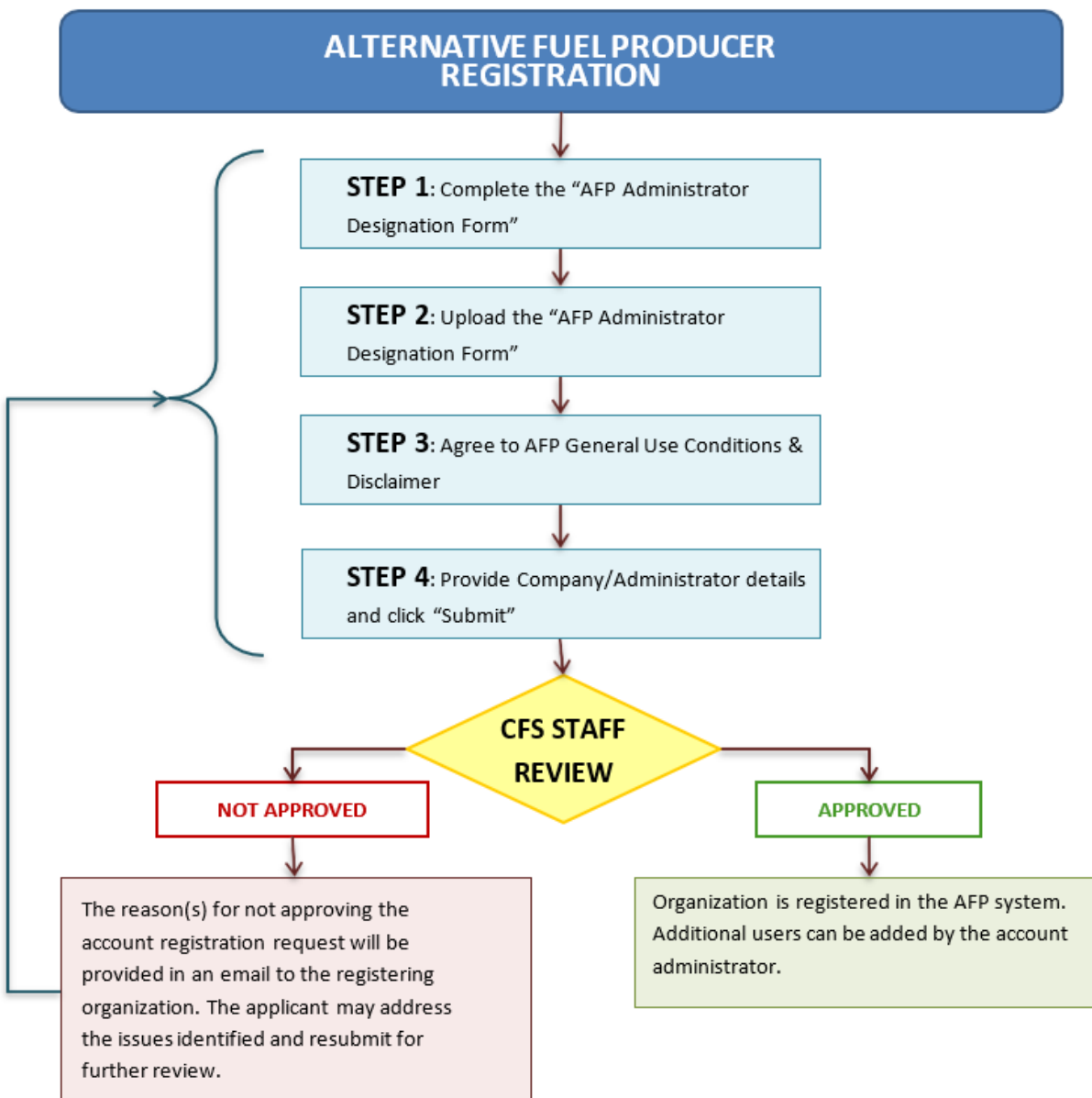
Figure 1 AFP Registration Process Flowchart

3.2 Alternative Fuel Producer Registration

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

Step 1

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

Step 2

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

Step 3

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

Step 3. AFP General Use Conditions & Disclaimer

Data Submittal

The accuracy of any information submitted through the Alternative Fuel Portal (AFP), including but not limited to any claimed CI values, and the verification of any such submitted information is the sole responsibility of the Alternative Fuel Producer that submitted the information. Ecology makes no warranties, expressed, 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 Ecology as a result of or derived from this registration. No data, analysis, results, or other information that may be published by Ecology as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no CFS credit derived from the registration data, analysis, results or other registration information published by Ecology shall constitute or be construed as instruments, securities, or any other form of property.

Verification

Ecology reserves the right to review and audit at any time any of the information submitted through this portal and, as a result, data, analysis, results, or other registration information published by Ecology are subject to change.

Attestation Form Submittal

In order to register a fuel pathway or to submit a fuel pathway for evaluation you will be required to complete and submit the appropriate attestation form. There are separate attestation forms required for registering a fuel pathway and for submitting an application package for fuel pathway evaluation. The forms are provided in the portal.

☑ I agree to these conditions.

[Step 4] [Cancel]

Step 4

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

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

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

CFS FUEL PRODUCER REGISTRATION

Fuel Production Company Details

All fields with an asterisk (*) MUST be completed

Authorization Form: AFP Administrator Designation Form_fGtkP3QLMf2I.pdf ☑ AFP General Use Conditions

EPA Company ID: [▼] ☐ We do not have an EPA company ID

Production Company: * [Enter Fuel Production Company] FEIN: * [__-_____]

Address Line 1: * [Enter Address Line 1] Address Line 2: [Enter Address Line 2]

City: * [Enter City/Province] Country: * [UNITED STATES ▼]

State or Province: * [Washington ▼] Zip or Postal Code: * [_____-___]

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

Contact Legal Name: * [Enter Legal Name] Contact Title: * [Enter Contact Title]

Contact Business Phone: * [(__) ___-___-____]

Contact Mobile Phone: * [(__) ___-____] Contact Fax Number: [(__) ___-___-____]

Contact Email: * [Enter Email] Confirm Contact Email: * [Enter Email]

Contact Web site URL: * [Enter Contact Web site URL]

User Profile Details: Designated Administrator

First Name: * [Enter First Name] Middle Initial: [Initial]

Last Name: * [Enter Last Name]

Title: * [Enter Title]

Business Phone: * [(__) ___-___-____]

Mobile Phone: [(__) ___-____] Fax Number: [(__) ___-___-____]

Email: * [Enter Email] Confirm Email: * [Enter Email]

Web site URL: * [Enter Web site URL]

Username: * [Enter Username]

Password: * [_____] Confirm Password: * [_____]

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

Security Questions

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

Security Question: * [---Select--- ▼]

Answer: * [_____]

Security Question: * [---Select--- ▼]

Answer: * [_____]

* Required

Click here when the form is complete

[Submit] [Back]

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

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

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

3.2.1 CFS System Use Agreement

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

3.3 Navigating the System

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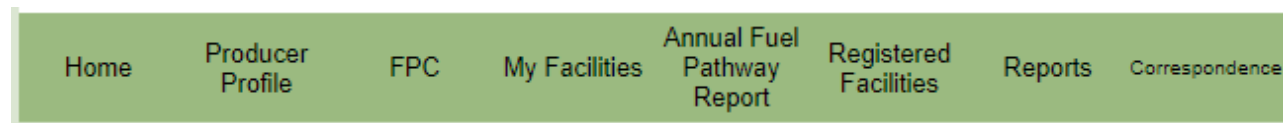
3.3.1 Accounts and Roles

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

3.3.2 AFP Tab Reference

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

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

Home This tab provides any notifications, administrative messages, forms and templates, and other information related to reporting requirements and the WFRS. It is the same for all account roles.

Producer Profile This tab is available to all users for checking information related to the profile of the fuel production company. The User role can update information about their user account in this tab. The Admin role can also establish and activate new user accounts for the registered organization and manage existing user accounts in this tab. It can also be used to update the producer profile.

FPC This tab provides access to a list of all available Fuel Pathway Codes (FPCs) in the CFS. This tab can also be filtered and exported to an Excel file.

My Facilities On this tab, you can register your fuel production facility, or facilities, in the system. You can then select a verification body for that facility, view pathways, and submit fuel pathway applications for new pathways.

Annual Fuel Pathway Report This tab is used to submit annual fuel pathway reports.

Registered Facilities This tab displays a list of Alternative Fuel Producers registered in AFP. Information can be filtered by fuel type and fuel pathway codes and exported to an Excel file.

Reports This tab provides access to a set of reports.

Correspondence This tab can be used to submit comments or questions to Ecology, or to upload other information requested be Ecology.

3.4 Managing User Accounts

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

3.4.2 Adding Additional Users

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

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

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

Click "Save" to create the new user's account.

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

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

3.4.1 Editing an Existing User Account

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

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

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

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

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

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

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

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

4. Adding a Facility

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

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

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

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

FACILITY DETAILS

Fuel Producer Company: Ecology Test Organization
Company ID: C1016

Facility Details:

EPA Facility ID: [_____] ▾   ☐ We do not have an EPA company ID
Facility Name:* [_____]
Address Line 1:* [_____]   Address Line 2: [_____]
City:* [_____]   Country:* [UNITED STATES ▾]
State or Province:* [Washington ▾]   Zip or Postal Code:* [____-____]

Facility Geographic Coordinates:

Latitude:* [_____] (e.g., 38.581572)   Longitude:* [_____] (e.g., -121.494400)

Facility Universal Transverse Mercator (UTM) Coordinates:

Hemisphere: [N ▾] (e.g., N)   Zone: [____] (e.g., 17)
Easting (E): [____] (e.g., 630084)   Northing (N): [____] (e.g., 4833438)

Facility Contact Details:

Contact Legal Name: * [_____]   Contact Title: * [_____]
Business Phone: * [___ ___-_____]
Mobile Phone: [___ ___-_____]   Fax Number: [___ ___-_____]
Email: * [_____]   Confirm Email: * [_____]
Web site URL: * [_____]

Fill in facility information before adding fuel production capacities

(Add Fuel Production Capacities)

Fuel Name	Production Capacity	Action
There are no records to display		

(Submit) (Back)

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

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

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

5. Submitting a Fuel Pathway Application

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

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

After selecting your application type, click the plus sign next to the INSTRUCTIONS heading to view instructions for your application type. Next, check the any relevant boxes to indicate

whether your application contains joint applicants, multiple pathways, or is a provisional application. If your application is for multiple pathways from the same production facility, be sure to check the "This application contains multiple pathways" box. Otherwise, you will only be allowed to request a single pathway from the application.

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

When you've checked the necessary boxes and completed the applicable documents, click the "Next" button.

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

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

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

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

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

An Upload Document pop-up window will appear. In this window, you will choose the file you wish to upload, select a document type, and add any remarks needed to clarify what the file is and what it contains. When this is complete, click the "Upload Document" button. Repeat as needed until you have provided all of the necessary documentation required for Ecology staff to review the fuel pathway application.

Upload Document

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

File Name:* Choose File   No file chosen

File or Document Type:* Select...

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

Remarks:

* REQUIRED

Close   Upload Document

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

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

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

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

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

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

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

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

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

Pathway Application Submission Confirmation

Submit additional comments (optional)

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

112 (Max:10000)

[Cancel]   [**Submit**]

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

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

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

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

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

6. Requesting a Temporary Fuel Pathway

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

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

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

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

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

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

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

An Upload Document pop-up window will appear. You will upload the General Attestation Letter, the Temporary Pathway Application form, and any other necessary supporting documentation here. To do so, choose the file you wish to upload, select a document type, and add any remarks needed to clarify what the file is and what it contains. When this is complete, click the "Upload Document" button. Repeat as needed until you have provided all of the necessary documentation required for Ecology staff to review the fuel pathway application.

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

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

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

7. Submitting an Annual Fuel Pathway Report

For all fuel pathway holders, other than electric utilities, the annual fuel pathway report (AFPR) must be submitted in AFP no later than March 31st of each calendar year.

For electric utilities, the AFPR must be submitted no later than June 30th per WAC 173-424-630(7) and to accommodate the schedule of residential electricity crediting. The AFPR must meet the requirements and include the documentation specified in WAC 173-424-610 (9)(g)(iii). These requirements are summarized in the Annual Fuel Pathway Report Requirements guidance document which is available on the CFS Program Documents webpage.

Below are instructions on uploading required documents and submitting an AFPR

To begin an AFPR, log in to AFP and click on the "Annual Fuel Pathway Reports" tab in the navigation bar at the top of the page, and select the reporting year.

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

Upload Document

Year:* 2023

Application Number: [Select... ▼] ⬅

File Name:* [Choose File] No file chosen ⬅

File or Document Type:* [Select... ▼] ⬅

Remarks: [   ]

(Max:500)

* REQUIRED

[Close] [**Upload Document**]

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

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

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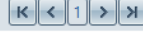

Then, select the FPC associated with the fuel pathway; and enter the Operational CI value and then click "Add Operational CI" to update the AFPR.

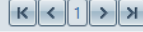**Annual Fuel Pathway Report Documents**   + Create AFP Report

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

| ⏮ | ◀ | 1 | ▶ | ⏭ | Page size: 5 ▼ | | 2 items in 1 pages |

Annual Fuel Pathway Report Operational CI   + Add Operational CI

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

| ⏮ | ◀ | 1 | ▶ | ⏭ | Page size: 5 ▼ | | 1 items in 1 pages |

Submit

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