

Alternative Fuel Portal (AFP) User Guide

Clean Fuel Standard Program Guidance

Ву

Climate Pollination and 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.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



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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 <u>WFRS-CBTS User Guide</u>.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 <u>table 6</u> of the <u>Clean</u> <u>Fuels Program Rule</u>.
- **Temporary fuel pathways**: All temporary fuel pathways listed in <u>Table 8</u> 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 <u>Secure Access Washington</u> (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 <u>WFRS-CBTS User Guide</u> before attempting to register for an account in AFP. You may also watch the <u>recording</u> 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 <u>Alternative Fuels Portal</u> (AFP) supports the online alternative fuel production facility registration process as well as providing the "portal" through which applications are submitted for new fuel pathway evaluation and certification. After you've entered the WFRS application, begin the AFP registration process by clicking the button that says "AFP Account"

Alternative	Fuels	Portal	(AFP)	
-------------	-------	--------	-------	--



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

Note: For assistance with AFP, please contact Ecology staff (Email: <u>WFRSAdmin@ecy.wa.gov</u>; 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.

Completing the "AFP Administrator Designation Form" The AFP Administrator Designation Form is provided here for download. This designated administrator who has primary responsibility for all information p Alternative Fuel Portal (AFP). The Administrator is responsible for all data su completed AFP Administrator Designation Form is required to be uploaded in	rovided as part of the registration process in the bmitted by the registering company. A
AFP Administrator Designation F	
Step 2 Cancel	Step 2. Upload "AFP Administrator Designation Form"
	Filename: Choose File AFP Administrator Designation Form.pdf
	Upload Cancel

Step 3

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



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 Com	ipany Details	All fields with an asterisk (*) MUST be completed
Authorization Form:	AFP Administrator Designation For	rm_fGtkP3QLMf2I.pdf
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: Con	apany Owner/Officer/Exe	ec. 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	
First Name: •		Niddle 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	
Usemame: •	Enter Username	
Password: *		Confirm Password: *
	Note: Password length must be between 10 Include at least one upper and lower	aud 16 alphaummeric characteri. case letter aud one numeric and one of these special characters @\$!%*?&
Security Questions		
		identification should your password need to be reset.
Security Question: *	Select	
Answer: *		
Security Question: *	Select	-
Answer: *	•	
	* Required	Click here when the form is complete

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

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

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

3.2.1 CFS System Use Agreement

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

CFS SYSTEM USE AGREEMENT
Terms of Use
ACCEPTANCE OF TERMS
The services that the Washington Department of Ecology("Washington Department of Ecology") provides to you are subject to the following Terms of Use ("TOU"). The Washington Department of Ecology reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request or when you login to the system.
DESCRIPTION OF SERVICES
Through its network of web and network applications, the Washington Department of Ecology provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.
I understand and agree to the terms of use for this system.
By 'Electronically Signing' as part of your WFRS-CBTS Registration or CFS Verification or AFP Registration, you are confirming that you, the user signed in and identified by the name above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under the Washington Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.
I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document. 🥑
Please type: "First Name Middle Initial Last Name" Example : John M Doe
By typing in my name I certify the above with my digital signature : Electronically Sign

3.3 Navigating the System

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



3.3.1 Accounts and Roles

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

3.3.2 AFP Tab Reference

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

Home	Prod Pro		FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondence			
Home		templa	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 P	rofile	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					a list of all available Fuel Pathway Codes (FPCs) in e filtered and exported to an Excel file.						
My Facilitie	es	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 Fue Pathway Re		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 tak	This tab provides access to a set of reports.								
Correspond	dence	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".

Home	Producer Profile	FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondence		
WFRS ALT	ERNATE FUE		R REGISTRA	TION					
Fuel Produc	tion Company	Details							
	,								
	T								
			Designation Form_p0	WOY8Kskphh.pdf			AFP General Use Cond		
	Producer: * Ecology ss Line 1: * 123 Test					Company ID: *	Enter Address Line 2	10-9876543	
Addre	City: * Lacev	t St.					UNITED STATES	-	
State or	Province: * Washing	aton	-		Zip	or Postal Code: *	12345		
		31011				l	12040		
Profile Deta	ils: Company (Owner/Offic	er/Exec. Mngr.						
Contact Leg	gal Name: * Test Ow	/ner				Contact Title:	* Owner		
Contact Busine	ss Phone: * 111 111	I-1111							
Contact Mo	bile Phone: 222 222	2-2222			(Contact Fax Numbe	#: 333 333-3333		
Conta	act Email: * WFRSA	dmin@ecy.wa.go	v		Conf	irm Contact Email:	* WFRSAdmin@ecy.w	a.gov	
Contact Web	site URL: * https://	ecology.wa.gov/							
User Drofile	Details: Execu	utivo Ucor							
USER Profile	Details: Exect	utive User							
Fi	rst Name: * Test					Email:	* WFRSAdmin@ecy.w	a.gov	
Mid	Idle Initial:					Confirm Email:	• WFRSAdmin@ecy.w	a.gov	
La	ast Name: * Admin					Username:			
	Title: * Fuel Pat	thway Staff							
Busine	ss Phone: * (444) 44	44-4444							
Mot	bile Phone: (555) 55	55-5555							
Fa	x Number: (666) 66	56-6666							
Web	site URL: * https://	ecology.wa.gov/							
			Up	date User I	Profiles Ba	ck			

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".

Home	Producer Profile	FPC		nnual Fuel Pathway Report	Registered Facilities	Reports	Correspon	dence	
USERS F	OR ECOLOG	Y TEST COMI	PANY						
uel Produ	ction Company	: Ecology Test	Company				Company	y ID: C1021	
		Enter Last Name Enter Title C	RL	Co	Username: * Enter	r Email r Email r Username ser Locked ser Active sssword Reset Nee curity Question R			
Fu	II Name Use	rname Role	Email	ŀ	Authorization Lette	er Archive	History	User Details	Password
Tes	st Admin test	admin ADMIN	WFRSAdmin@ecy.w	/a.gov	View		View	View	Temp
4				dd User	Back				ł

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

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

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

USERS FOR ECOLOGY TEST COMPANY										
Fuel Production Company: Eco	ology Test Company	/		Compa	ny ID: C1021					
First Name: * Test	t		Email: * WFRSAdmin@ecy.v	va.gov						
Middle Initial:										
Last Name: * Use										
Title: * Staf	ff									
Business Phone: * (777	7) 777-7777		User Locked							
Mobile Phone: (888	8) 888-8888		User Active							
Fax Number: (999	9) 999-9999		Password Reset N	eeded						
Web site URL: * ecy.	.wa.gov		Security Question	Reset Needed						
User Role: USE	R	-								
	Save Cancel									
Full Name Username	e Role	Email	Authorization Letter Archive	History	User Details	Password				
Test Admin testadmin	ADMIN WFR	SAdmin@ecy.wa.gov	View	<u>View</u>	View	Temp				
L*			Back			,				

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

Full Name	Username	Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin	testadmin	ADMIN	WFRSAdmin@ecy.wa.gov	View	<u>View</u>	View	<u>Temp</u>
Test User	testuser1	USER	WFRSAdmin@ecy.wa.gov		View	View	Temp
4							+

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 <u>WFRS-CBTS User Guide</u> for detailed instructions.

3.4.1 Editing an Existing User Account

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

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

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

USERS FOR ECOLOG	Y TEST СОМРА	NY				
Fuel Production Company	: Ecology Test Cor	npany		Compar	y ID: C1021	
First Name: *	Test		Email: * WFRSAdmin@ecy	wa.gov		
Middle Initial:			Confirm Email: * WFRSAdmin@ecy.	wa.gov		
Last Name: *	User]	Username: * testuser1			
Title: *	Staff					
Business Phone: *	(777) 777-7777		User Locked			
Mobile Phone:	(888) 888-8888		🗹 User Active			
Fax Number:	(999) 999-9999		Password Reset 1	Needed		
Web site URL: *	ecy.wa.gov		Security Question	n Reset Needed)	
User Role: *	USER	-				
		Update	Cancel			
Full Name User	name Role	Email	Authorization Letter Archive	History	User Details	Password
Test Admin testa	dmin ADMIN	WFRSAdmin@ecy.wa.gov	View	<u>View</u>	<u>View</u>	Temp
Test User testu	user1 USER	WFRSAdmin@ecy.wa.gov		<u>View</u>	<u>View</u>	<u>Temp</u>
3		Add User	Back			

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 signin.

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".

Home	Producer Profile	FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondenc	ce	
FUEL PRO	DUCER COMP	ANY FACII	LITIES						
Fuel Produce Company ID	er Company: Ecolo : C1016	ogy Test Org	anization						
Facility	Name Facility I	ID Addı		graphic rdinates	UTM Coordinates	Facility Contact I	Details	Fuel Pathway Applica	itions
No records t	o display.								Þ
				Add F	acility				

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 <u>WFRSAdmin@ecy.wa.gov</u> 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 no	ot have an EPA company ID
Facility Name:*		
Address Line 1:*	Address Line 2:	
City:*	Country:* UNIT	ED 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) Co	Zone:	
Easting (E)	Northing (N):	(e.g., 17)
Lasting (E): (e.g., 630084)	to any (c).	(e.g., 4833438)
Facility Contact Details:		
Contact Legal Name: *	Contact Title: *	
Business Phone: *		Fill in facility information
Mobile Phone:	Fax Number:	before adding fuel
Email: *	Confirm Email: *	production capacities
Web site URL: *		· · · · · · · · · · · · · · · · · · ·
	Add Fuel Production Capacities	
		ction Capacity Action
There are no records to display	У	b
	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".

Annual Production Capacit	y
Fuel Type:*	Select
Feedstock:*	
Production Capacity:*	
	Add Cancel

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

Fuel Name	Production Capacity	Action
Alternative Jet Fuel from Used Cooking Oil/Waste Oil (UCO)	90000000 gal	Edit
4		+
Submit Back	3	

5. Submitting a Fuel Pathway Application

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

	Home	Producer Profile	FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondence	
F	UEL PRODU	CER COMPAN	IY FACIL	ITIES					
	el Producer Co ompany ID: C10 Facility Name		y Test Orga Addre		ohic Coordinates	UTM	Faci	lity Contact Details	Fuel Pathway
>	Ecology Test facil		123 Test St. Lacey, WA, 12345	"Latitude: 3		Coordinates	Name: Test Fac Phone#: (123) WFRSAdmin@ https://ecology	ility Manager; Title: Manager 456-7890; Email: ecy.wa.gov; URL: /.wa.gov/Air-Climate/Climate ing-greenhouse-gases/Clean	<u>View Pathways</u>
•					Add F	acility			b

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.

No Type Joint Pathwaye Application Status Provisional To Me	Start New Application:
App Application Joint No. of Application Status Provisional To Me	Tier
Applicants	ast Modified Documer Tier 2 Aodified By Documer Consign-Based
	Feedstock-Only Lookup Table
There are no records to display	Temporary
K C 1 > H Page size: 20 -	Unterns in 1 pages

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.

TIER 1 PATHWAY					APPLIC	
Fuel Pathways					+ A	dd Path
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied Cl (gCO2e/MJ)	Delete	Details
No records to display.						
Back Can	cel					,

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.

	Fuel Type:	
	Feedstock: Pathway Description:*	Select
pathway details	Applied CI Value: Direc	(Max:500) t Emission (CI) (gCO2e/MJ):* sion (CI)(If any) (gCO2e/MJ): Total CI Value:
* REQUIRED		

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

TIER 1 PATHWAY APPLICATION Fuel Pathways							
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied Cl (gCO2e/MJ)	Delete	Details	
	Compressed Natural Gas (CNG)	North American Fossil NG	Test	77.98	×	<u>Edit</u>	
4	Back Cano	cel			Ne	ext	

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

TIER 1 PATHWAY Pathway Documents					APPLICATIO
Document Type	Document Name	Description	Date	Download	Delete
No records to display.					

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

Upload Document							
	not include path	way supporting Regulation W	g documents, which ca AC 173-424-610 for a c	num requirements for thi n vary depending on the t complete list of all require	ype of application.		
File Name:*	Choose File	No file chos	sen				
File or Document Type:*	Select			-			
The of Decoment Type.	Select						
	Attestation Letter *						
	Pathway Calculator (Simplified CI Calculators OR WA-GREET 3.0) *						
Remarks:	Annual Fuel Pathway Report						
	Biomethane/Biogas AFP Attestation Letter						
	Supporting Do	cument					
* REQUIRED							
		Close	Upload Docume	nt			
Document Type	File Na	me	Description	Download	Delete		
No records to display.							
4							

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.

 This This This (If ap 	is a provisional app plication contains n	multiple pathways	y will be provisional)					
Fuel Pat Pathway Number	thways Fuel Type	FeedStock	Applied Pathway Des	cription		Applied (gCO2e/N		Details
	Compressed Natural Gas (CNG)	North American Fossil NG	Test			77.98	÷	<u>Edit</u>
Pathway	y Documents						-	+ Add
Documen	nt Type			Document Name	Description	Date	Download	Delete
	alculator (Simplifi	ed CI Calculators OR CA-GR	EET 3.0)	Pathway Calculator.xlsm		02/15/2023	٤	×
Pathway C	arealater (simplin							

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

Pathway Application Submission Confirmation
Submit additional comments (optional)
(Max:10000) Cancel (Submit)

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

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

Produ	icer: Ecology Te	st Organizat	ion			F	acility: Ecolo	gy Test fac	ility			
Company ID: C1016 Facility ID: F00014												
							St	art New Ap	plication: Se	elect		•
Apr No.		No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	Last Modified	Modified By	Documents	History	Details	Delete
		T		T		7	T		7			
	022 Tier 1		1	Request For Information		Stacey Audrey	02/15/2023	Stacey Audrey	÷	View	View	

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".

Applied CI (gCO2e/MJ		Details
(gCO2e/MJ		Details
(gCO2e/MJ		Details
77.98		<u>View</u>
		+ Add I
Date	Download	Delete
2/15/2023	₹	
2/15/2023	٠	
	2/15/2023	2/15/2023

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.	6
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.

F	lome	ducer ofile	FPC	My Facilities	Annual Fuel Pathway Report	Registered Facilities	Reports	Correspondence	
FU	EL PRODUCEF	COMPAN	IY FACILI	TIES					
	l Producer Comp Ipany ID: C1016		-			UTM			Fuel Pathway
	Facility Name	Facility ID	Addres	is Geograp	ohic Coordinates	Coordinates		ity Contact Details	Applications
> E	cology Test facility	F00014	123 Test St., Lacey, WA, 1 12345	IS Latitude: :	88.581572 : -121.494400		Phone#: (123) 4 WFRSAdmin@e https://ecology	ility Manager; Title: Manager; 156-7890; Email: ecy.wa.gov; URL: .wa.gov/Air-Climate/Climate ng-greenhouse-gases/Clean-	<u>View Pathways</u>
4					Add F	acility			×

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

	r: Ecology Tes / ID: C1016	st Organizati	on				Facility: Ecolo Facility ID: F0		cility		
							S	tart New A	pplication:		
App No.	Application Type	No. of Joint Applicants	No. of Pathways	Application Status	Provisional	Assigned To	l Last Modified	Modified By	Document	Tier 1 Tier 2 Design-Based Feedstock-Only	elete
	T	T		T		7	T		T	Lookup Table	
> A0022	Tier 1		1	Certification Manager Review In-progress		Stacey Audrey	02/15/2023	Stacey Audrey	£	Temporary <u>View</u> <u>View</u>	

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.

EMPORARY PATHWAY	APPLICATION #
You have elected to begin a CFS Temporary pathway application. The information you provide herein is important in determining the completeness of your application. Please ensure you have all the forms required for your specific pathway by downloading the applicable template from "Templates" before you begin the application. Additionally, refer to the CFS Regulation Section 173-424-610 to determine the specific supporting document(s) required for your pathway, if any.	
Click "Next" to begin.	
	General Attestation Letter • <u>Temporary Pathway Application</u>
Back Cancel	Next

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

EMPORARY PATHWAY						CATIO
Fuel Pathways					+ A	dd Path
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied Cl (gCO2e/MJ)	Delete	Details
No records to display.						

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

Producer	Redictored
Pathway Details	
Fuel Type:	Ethanol
Feedstock:	Corn
	Corn, grid electricity, natural gas, and/or renewables
Pathway Description:*	
Applied CI Value:	(Max:500)
	eet Emission (CI) (gCO2e/MJ):* 90.00
	ission (CI)(If any) (gCO2e/MJ):
Indirect En	
	Total CI Value: 90.00
* REQUIRED	
- Legoner	
	Cancel Add Pathway

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

EMPOR	RARY PATH	IWAY			APPLIC	CATIO
Fuel Pat	thways					
Pathway Number	Fuel Type	FeedStock	Applied Pathway Description	Applied Cl (gCO2e/MJ)	Delete	Details
	Ethanol	Corn	Corn, grid electricity, natural gas, and/or renewables	90.00	X	Edit

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

TEMPORARY PATHW	AY				APPLICATION #
Pathway Documents					+ Add File
Document Type	Document Name	Description	Date	Download	Delete
No records to display.					
4					÷
Back Cance					

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

Upload Document						
	not include path	way supportin Regulation Se	g documents, which ection 173-424-610 fo	nimum requirements can vary depending o or a complete list of all	n the type of ap	plication.
File Name:*	Choose File	No file chos	sen			
File or Document Type:*	Select				•	
Remarks: * REQUIRED	(Max:500)	Close	Upload Docun	nent		
Document Type	File Na	me	Description	Dowr	nload	Delete
No records to display.						
						^ ·

Publication 23-02-001 Page 35 AFP User Guide March 2025 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.

	RARY PATH	IWAY				APPLI	CATIO
F uel Pat Pathway Number	Fuel Type	FeedStock	Applied Pathway Description		Applied (gCO2e/N		Details
	Ethanol Corn Corn, grid electricity, natural gas, and/or renewables					×	r da
l	Ethanol	Corn	Corn, grid electricity, natural gas, and/or renewables		90.00	~	Edit
athway	y Document		Corn, grid electricity, natural gas, and/or renewables Document Name	Description	Date	Download	+ Add Delete
Documen	y Document t Type			Description			+ Add]

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 30^{th} 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 <u>WAC 173-424-610 (9)(g)(iii)</u>. These requirements are summarized in the Annual Fuel Pathway Report Requirements guidance document which is available on the <u>CFS Program Documents webpage</u>.

Below are instructions on uploading required documents and submitting an AFPR

	Home	Producer Profile	FPC	My Facilities	Annual Fuel Pathway Reports 🗸	Registered Facilities	Reports	Correspondence
[2023			
	CFS ALT	ERNATIV	E FUELS	S PORTAL				
				tal (AFP) for off arded by Ecolog				y information. The data uploaded to and Washington law.
	Important	Note to AFP D	esignated.	Administrators		_		

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.

(F00001)	039 2			Document Name	Description	Date	Dow	nload	Delete
afpZEV facility		2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/202	14 3	₽.	
(F00001)	039 2	2023	Pathway Calculator (Simplified Cl Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/202	14 3	₽	
К < 1 > >	Page size: 5	-					2	2 items in	1 pages
4									
Annual Fuel Pa	thway Repo	ort O	perational CI				<u>+</u> 4	Add Ope	erationa
Annual Fuel Pa _{Year}	thway Report		perational CI	Operati	onal Cl		<u>+ A</u> Date	Add Ope Edit	
Year	, I		•	Operati	onal Cl	80.00			
	Fuel Pathway BIOWA006A003	390100	•	Operati	onal CI	80.00	Date 03/13/2024		Delete

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



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 <u>CFS Program Documents webpage</u>.

Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Downloa	d Delete
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/2024	4 👱	
afpZEV facility (F00001)	A0039	2023	Pathway Calculator (Simplified Cl Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/2024	4 🕭	
К < 1 >	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	5 🔻					2 iter	ns in 1 pages
6								
Annual Fue	l Pathway Re	port C	Operational CI				+ Add	<u>Operationa</u>
Annual Fue _{Year}	l Pathway Re Fuel Pathw	•	Operational CI	Opera	ional Cl			<u>Operationa</u> dit Delete
Year	•	- ay	-	Opera	ional Cl	80.00		
Year	Fuel Pathw BIOWA006/	- /ay 40039010	-	Opera	ional CI	80.00	Date E 03/13/2024	
Year 2023	Fuel Pathw BIOWA006/	- /ay 40039010	-	Opera	ional CI	80.00	Date E 03/13/2024	dit Delete
Year 2023	Fuel Pathw BIOWA006/	- /ay 40039010	-	Орега	ional Cl	80.00	Date E 03/13/2024	dit Delete
Year 2023	Fuel Pathw BIOWA006/	- /ay 40039010	-	Орега	ional Cl	80.00	Date E 03/13/2024	dit Delete

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".

Operation	al CI				
Oper * REQUIRED	Year:* 2023 FPC: Select ational CI:* Close Add	d Operational CI		•	-
Year	Fuel Pathway	Operational CI	Date	Edit	Delete
2023	BIOWA006A00390100	80.00	03/13/2024		
К < 1	> > Page size: 5 -		1 i	tems in	1 pages
4					

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 Re	eport D	ocuments				<u>+ (</u>	Create A	AFP Rep
Facility Name	Application Number	Year	Document Type	Document Name	Description	Date	Dowr	nload	Delete
afpZEV facility (F00001)	A0039	2023	Attestation Letter	Test_WFRS Administrator Designation Form.pdf	TEST	03/13/202	4 1	Ŀ	
afpZEV facility (F00001)	A0039	2023	Pathway Calculator (Simplified Cl Calculators OR WA-GREET 3.0)	Test4_CFS_FSE_Registration.xlsx	test	03/13/202	4 🛃	Ŀ	
К<1>	> Page size	: 5 🔻					2	items in	1 pages
									P
*									
,									
Annual Fuel	Pathway Ro	eport C	Pperational CI				<u>+ A</u>	.dd Ope	rational
	Pathway Ro Fuel Pathw	-	perational CI	Operati	onal Cl		<u>+ A</u> Date	<u>.dd Ope</u> Edit	rational Delete
Year		vay		Operati	onal Cl	80.00			rational Delete
Year	Fuel Pathy BIOWA006	vay A0039010		Operati	onal Cl	80.00	Date 03/13/2024	Edit	
Year 2023	Fuel Pathy BIOWA006	vay A0039010		Operati	onal Cl	80.00	Date 03/13/2024	Edit	Delete
Year 2023	Fuel Pathy BIOWA006	vay A0039010		Operati	onal Cl	80.00	Date 03/13/2024	Edit	Delete
Year 2023	Fuel Pathy BIOWA006	vay A0039010		Operati	onal Cl	80.00	Date 03/13/2024	Edit	Delete
Year 2023	Fuel Pathy BIOWA006	vay A0039010		Operati	onal Cl	80.00	Date 03/13/2024	Edit	Delete

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.