APPENDIX C – Registration of Fueling Supply Equipment (FSE)

[Last Revised: June 2019]

Appendix C – Registration of FSE

Introduction

The registration of fueling supply equipment (FSE) in the LRT-CBTS is required for natural gas, electricity, propane, and hydrogen before they may report fuel quantities. FSE registration must be completed as required by section 95483.2(b)(8) of the LCFS regulation. It is recommended that FSE registration requests be submitted in the same quarter in which the fuel is dispensed.

Reporting entities must upload the completed FSE registration template with any necessary supporting documents into LRT-CBTS. The most updated FSE registration template is available on the LRT-CBTS home page. Upon FSE registration, the applicant will receive a unique LCFS FSE ID that must be used for reporting fuel quantities in the LRT-CBTS pursuant to section 95491.

For electricity, Reporting Entities providing the following electricity charging need to register FSE: non-residential EV charging, metered residential EV charging, electric cargo handling equipment (eCHE), electric power for ocean-going vessels (eOGV), electric transportation refrigeration unit (eTRU), and electric forklifts. Electric fixed guideway systems need to submit emails through correspondence to request the LRT Admin to assign FSE IDs to them.

If there are any modifications to the FSE post-registration, the FSE registration should be updated in the LRT-CBTS prior to uploading quarterly reporting data. Use the Correspondence tab in the LRT-CBTS to notify CARB of these changes.

Before proceeding with the FSE registration, it is recommended to review the following documents, as applicable:

LCFS Guidance 19-04 “Fueling Supply Equipment Registration”

LCFS_FSE_Registration Template

eCHE_eOGV_eTRU_Forklift_Equipment Detail Template

EDU_VIN_Submission_Non-metered_Incremental_Credit Template

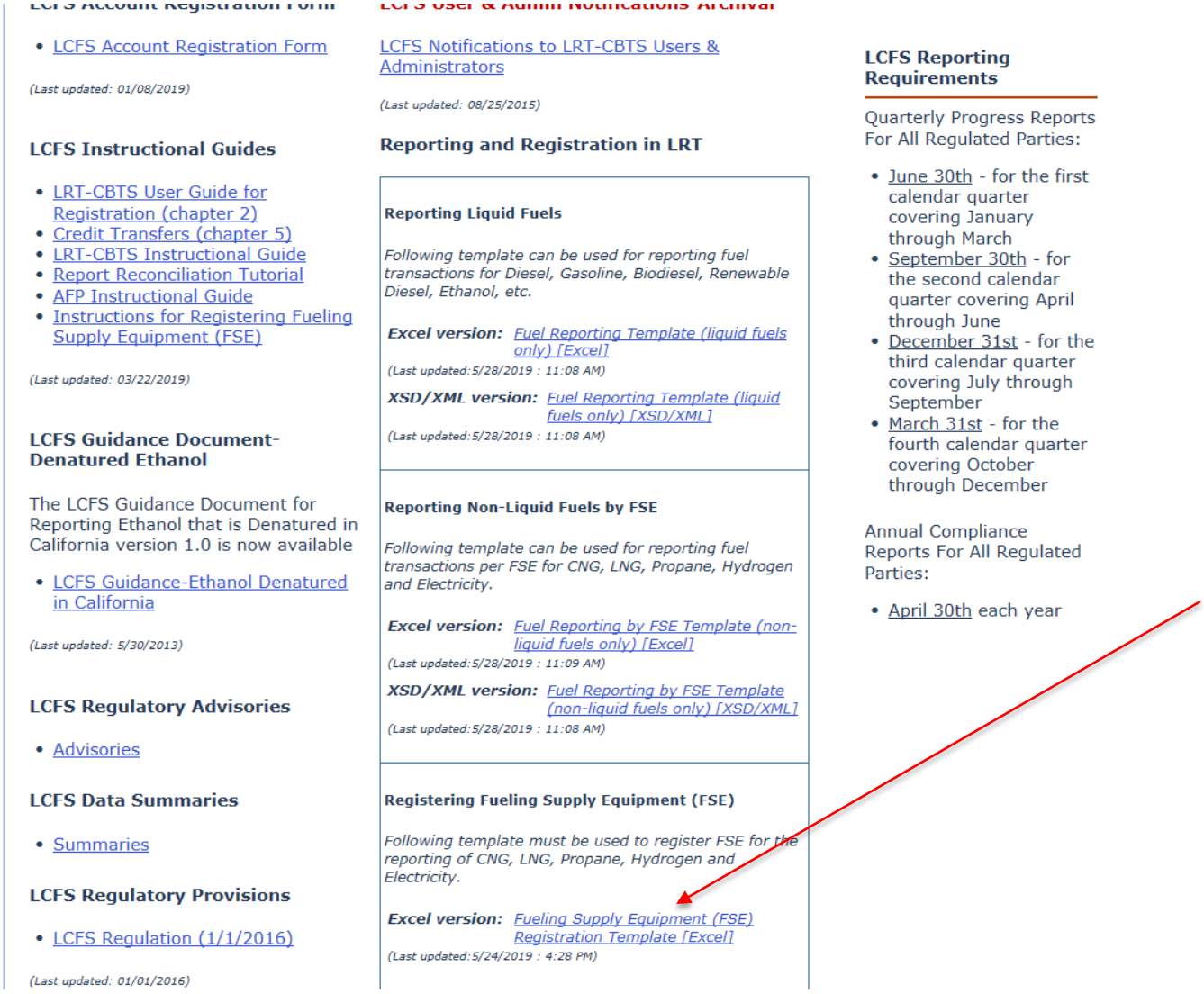
Prior to requesting FSE registration, an applicant must ensure that their **Organization Profile** in the LRT-CBTS identifies them as applicable for the particular fuel under Registration Categories. If an applicant is a designee, he/she must ensure that their organization is identified as such in their **Organization Profile**.

FSE Registration - General

Go to the website for the LCFS Reporting Tool (LRT). The URL is www.arb.ca.gov/lcfsrt

Login to the LRT-CBTS using your username and password that you created when registering your company's account in LRT-CBTS. You cannot proceed with the FSE registration without having an account in LRT-CBTS first.

After logging into the LRT-CBTS, download and complete the "Facility-Fueling Supply Equipment (FSE) Registration Template" found on the LRT Home Page, as shown below:



- LCFS Account Registration Form

(Last updated: 01/08/2019)

LCFS Instructional Guides

- LRT-CBTS User Guide for Registration (chapter 2)
- Credit Transfers (chapter 5)
- LRT-CBTS Instructional Guide
- Report Reconciliation Tutorial
- AFP Instructional Guide
- Instructions for Registering Fueling Supply Equipment (FSE)

(Last updated: 03/22/2019)

LCFS Guidance Document-Denatured Ethanol

The LCFS Guidance Document for Reporting Ethanol that is Denatured in California version 1.0 is now available

- LCFS Guidance-Ethanol Denatured in California

(Last updated: 5/30/2013)

LCFS Regulatory Advisories

- Advisories

LCFS Data Summaries

- Summaries

LCFS Regulatory Provisions

- LCFS Regulation (1/1/2016)

(Last updated: 01/01/2016)

LCFS Notifications to LRT-CBTS Users & Administrators

(Last updated: 08/25/2015)

Reporting and Registration in LRT

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:5/28/2019 : 11:08 AM)

XSD/XML version: *Fuel Reporting Template (liquid fuels only) [XSD/XML]*
(Last updated:5/28/2019 : 11:08 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:5/28/2019 : 11:09 AM)

XSD/XML version: *Fuel Reporting by FSE Template (non-liquid fuels only) [XSD/XML]*
(Last updated:5/28/2019 : 11:08 AM)

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:5/24/2019 : 4:28 PM)

LCFS 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

While this template is to be used by all fuel types, not all fields apply to every fuel type as explained below. The following general tabs apply to all entities registering FSE: Federal Employer Identification Number (FEIN), Designee Role, Designator FEIN, name of facility at which FSE is situated, street address of FSE, latitude and longitude of FSE location. Be sure the FEIN column is your company's FEIN.

	A	B	C	D	E	F	G	H	I
2	Company FEIN	Designee Role, Yes or No?	Designator FEIN	Facility Name	Facility Street No. & Name	City Name	Zip Code	Latitude	Longitude
3									

The table below provides a description of columns A-I in the FSE registration template. In addition, there is a tab with "Instructions" in the template.

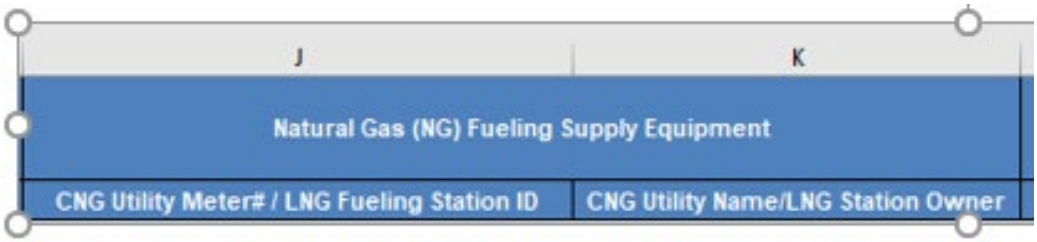
Column	Column Title	Description
A	**Company FEIN**	The Federal Employer Identification Number (FEIN) for the reporting entity submitting the Fueling Supply Equipment (FSE) Registration Template. FEIN is a nine-digit number e.g., 12-3456789).
B	**Designee Role (Yes or No)**	Please enter "Yes" or "No" in this field to specify if you are designated by another entity to register each FSE. The Designee Role must be specified for each line item of FSE registration. Please note that the information under the "Designee Role" and "Designator FEIN" must be consistent with the LRT-CBTS registration regarding Designators. A designator must be included as part of the LRT-CBTS registration prior to the FSE registration.
C	**Designator FEIN**	If you enter "Yes" in the "Designee Role Yes or No?" column, include the Federal Employer Identification Number (FEIN) for the designator in the Designator FEIN field. Please note that the information under the "Designee Role" and "Designator FEIN" must be consistent with the LRT-CBTS registration regarding Designators. A designator must be included as part of your LRT-CBTS registration prior to the FSE registration.
D	**Facility Name**	The name used to identify the fueling facility in California where the FSE is located (e.g., name of the CNG station, name of the H2 station, and name of the location where EV charger is located).
E	**Facility Street Address**	The street address of the FSE in California.
F	**City Name**	The name of the city in California where the FSE is located.
G	**Zip Code**	The zip code in California where the FSE is located.
H	**Latitude**	Provide latitude coordinate for the FSE in units of decimal degrees up to at least 5 decimal digits with a precision of 10 meters or less. For a larger facility, greater than 10 meters precision is acceptable as long the coordinate does not overlap with any other nearby FSE. Use of GPS devices for locating geo-coordinates with adequate precision is recommended. *(Note: Latitude coordinate north of equator is always positive and that south of equator is always negative)*
I	**Longitude**	Provide longitude coordinate for the FSE in units of decimal degrees up to at least 5 decimal digits with a precision of 10 meters or less. For a larger facility greater than 10 meters precision is acceptable as long it does not overlap with any nearby FSE. Use of GPS devices for locating geo-coordinates with adequate precision is recommended.

		(Note: Longitude coordinate west of prime meridian is always negative and that east of prime meridian is always positive)

FSE Registration – Specific Fuels

Natural Gas (NG)

In addition to filling columns A – I, NG reporting entities have to fill columns J-K, as shown below:



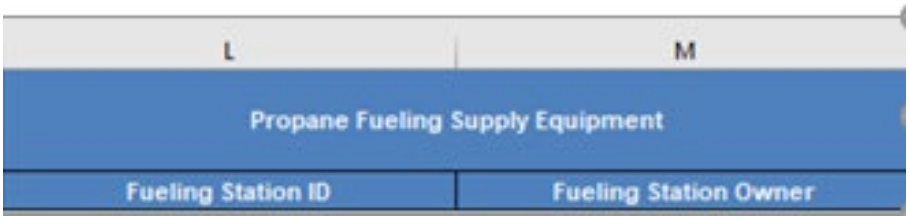
The table below provides a description of columns J-K.

NG fuel reporting entities are required to provide the natural gas utility meter number at the FSE location, name of the utility company, and a copy of the most recent utility bill. LNG providers submit a unique identifier associated with the FSE used for their own fuel accounting or financial accounting or other purposes and a copy of invoice or bill of lading for the most recent LNG delivery.

Column	Column Title	Description
J	**CNG Utility Meter # /LNG Facility ID**	The identifier for the CNG fueling facility FSE meters as shown on the utility bills, which may be an alphanumeric identifier. If there are multiple CNG facilities being registered, provide a new record in the spreadsheet with a CNG Utility Meter # for each facility. For LNG and L-CNG facilities, a copy of the most recent purchase invoice or bill of lading will need to be uploaded with the registration form. The record should clearly show the unique identifier assigned to a particular FSE.
K	**CNG Utility Name /LNG Facility Owner**	The name of the utility company providing the natural gas for the fueling facility FSE meter as shown on the utility bills. For LNG or C-LNG, enter the name of the owner of the LNG/L-CNG facility.

Propane

In addition to filling columns A – I, propane reporting entities have to fill columns L-M, as shown below:



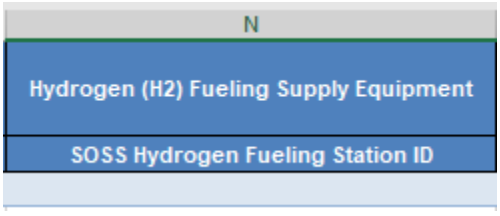
The table below provides a description of columns L-M.

Propane fuel reporting entities are required to provide a unique identifier associated with the FSE used for their own fuel accounting or financial accounting or other purposes. In addition, they have to upload a copy of the most recent purchase invoice or bill of lading for the fuel delivered to the fueling facility.

Column	Column Title	Description
L	**Propane Fueling Station ID**	The unique identifier for the Propane Fueling Station as shown on the invoice or bill of lading.
M	**Propane Fueling Station Owner**	The name of the company that owns the Propane Fueling Station.

Hydrogen

In addition to filling columns A – I, hydrogen fuel reporting entities have to fill column N, as shown below:

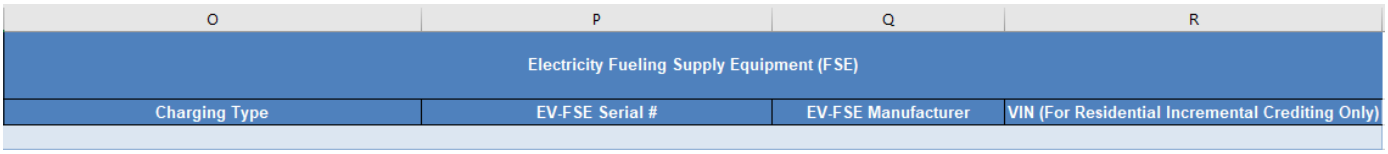


Fuel reporting provider entities for hydrogen need to provide a unique identifier assigned to the hydrogen station by the Station Operational Status System (SOSS) maintained by California Fuel Cell Partnership. For a facility dispensing hydrogen that is not registered in SOSS, please enter “000” as the default ID.

Electricity

In addition to filling columns A – I, electricity reporting entities have to fill columns O-R, as shown below. In addition, some electricity categories must provide additional information as explained in more detail in the following sections.

If there are multiple FSEs at the same location, each unique piece of equipment must be registered separately. This system will indicate whether the same FSE registration submittals have already been submitted by you or by some another party.



The table below provides a description of columns O-R.

Column	Column Title	Description
O	**Charging Type**	Electric transportation charging types and the Electric Vehicle Fueling Supply Equipment (EV-FSE) type used for charging
P	**EV-FSE Serial #**	The serial number of the Electric Vehicle Fueling Supply Equipment (EV-FSE) assigned by the Original Equipment Manufacturer (OEM).
Q	**EV-FSE Manufacturer**	The name of the Original Equipment Manufacturer (OEM) of the Electric Vehicle Fueling Supply Equipment (EV-FSE).
R	**VIN (For Residential Incremental Crediting Only)**	The Vehicle Identification Number (VIN) for the vehicle expected to be charged at the residential location.

Below is a more detail explanation of what information needs to be provided in each column for specific electricity reporting categories:

Non-residential EV Charging

In addition to filling columns A – I, non-residential EV charging reporting entities have to fill columns O-Q, as follows:

Column O: This column helps identify the type of charging and the Electric Vehicle Fueling Supply Equipment (EV-FSE) type used for charging.

•Select Non-Residential (Level 2) if the FSE is associated with a level-2 (SAE J1772) charger used for non-residential charging of electric LDV/MDV.

•Select Non-Residential (DCFC – CHAdeMO) if the FSE is associated with a Direct Current Fast Charger (DCFC) supporting only CHAdeMO charging protocol used for non-residential charging of electric LDV/MDV.

•Select Non-Residential (DCFC – CCS) if the FSE is associated with a Direct Current Fast Charger (DCFC) supporting only CCS charging protocol used for non-residential charging of electric LDV/MDV.

•Select Non-Residential (DCFC – Tesla) if the FSE is associated with a Direct Current Fast Charger (DCFC) supporting only Tesla charging protocol used for non-residential charging of electric LDV/MDV.

•Select On-road Heavy Duty EV Charging if the FSE is associated with a charging equipment for on-road electric HDV.

Column P: Provide the serial number assigned to each EV-FSE by the Original Equipment Manufacturer (OEM).

Column Q: Provide the name of the OEM of the EV-FSE.

Metered Residential EV Charging[1]

In addition to filling columns A – I, metered residential EV charging reporting entities have to fill columns O-R, as follows:

Column O: This column helps to identify the type of charging and the EV-FSE type used for charging.

- Select Residential Incremental – Off-Vehicle (Level 2) if the FSE is associated with a level-2 (SAE J1772) charger used for residential EV charging.
- Select Residential Incremental – Off-Vehicle (Level 1) if the FSE is associated with a level-1 charger used for residential EV charging.
- Select Residential incremental – On-Vehicle (telematics) if the FSE is associated with on-vehicle telemetry capable of metering residential EV charging.

[1] For non-metered residential EV charging, an Electrical Distribution Utility (EDU) is eligible to generate incremental credits for supplying low-CI electricity to an EV in its service territory if a VIN for that EV is not registered as FSE for metered residential charging. For more details, please refer to LCFS Guidance 19-04 "Fueling Supply Equipment Registration"

Column P: If off-vehicle meter is used as FSE, provide the serial number assigned to each equipment by the OEM. If on-vehicle telemetry is used as FSE, this column can be left blank (the template allows entry up to 35 characters in this field).

Column Q: If off-vehicle meter is used as FSE, provide the name of OEM. If on-vehicle telemetry is used as FSE, provide name of the automaker for the EV.

Column R: Provide Vehicle Identification Number (VIN) of the EV that is expected for residential charging.

Electric Cargo Handling Equipment (eCHE)

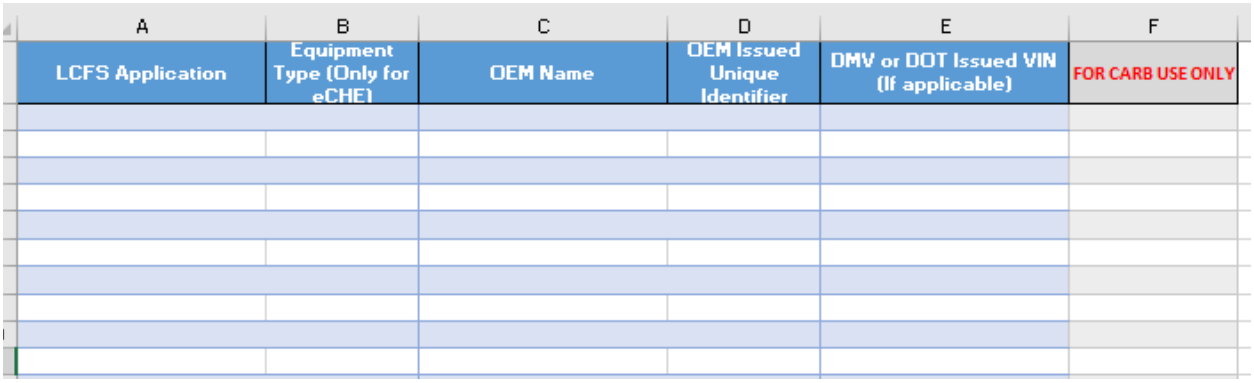
In addition to filling columns A – I, eCHE reporting entities have to fill columns O-Q, as follows:

Column O: Select eCHE as the charging type.

Column P: Provide the Original Equipment Manufacturer (OEM) assigned serial number to the metering equipment used to measure the electricity supplied to eligible eCHE. If there are multiple equipment capable of measuring the electricity dispensed to eligible transportation application at the facility or location, each piece of equipment can be registered as a separate FSE.

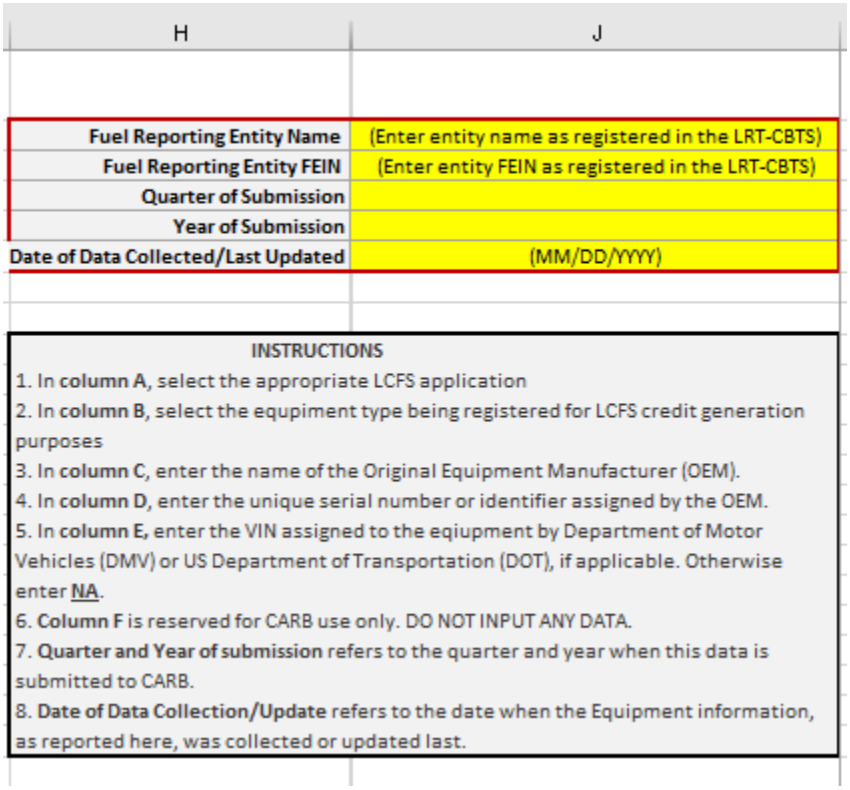
Column Q: Provide the name of the OEM of the metering equipment referred to in Column P.

In addition, a list of equipment being charged at the registered facility or location needs to be provided using the eCHE_eOGV_eTRU_Forklift_Equipment Detail Template, as shown below.



A	B	C	D	E	F
LCFS Application	Equipment Type (Only for eCHE)	OEM Name	OEM Issued Unique Identifier	DMV or DOT Issued VIN (If applicable)	FOR CARB USE ONLY

The template provides description of information that needs to be provided in each column as shown below. This template needs to be uploaded with the FSE registration template as described in the next section “Upload Process”.



H	J
Fuel Reporting Entity Name	(Enter entity name as registered in the LRT-CBTS)
Fuel Reporting Entity FEIN	(Enter entity FEIN as registered in the LRT-CBTS)
Quarter of Submission	
Year of Submission	
Date of Data Collected/Last Updated	(MM/DD/YYYY)
INSTRUCTIONS	
1. In **column A**, select the appropriate LCFS application	
2. In **column B**, select the equpiment type being registered for LCFS credit generation purposes	
3. In **column C**, enter the name of the Original Equipment Manufacturer (OEM).	
4. In **column D**, enter the unique serial number or identifier assigned by the OEM.	
5. In **column E**, enter the VIN assigned to the eqiupment by Department of Motor Vehicles (DMV) or US Department of Transportation (DOT), if applicable. Otherwise enter NA.	
6. **Column F** is reserved for CARB use only. DO NOT INPUT ANY DATA.	
7. **Quarter and Year of submission** refers to the quarter and year when this data is submitted to CARB.	
8. **Date of Data Collection/Update** refers to the date when the Equipment information, as reported here, was collected or updated last.	

Electric Power for Ocean-Going Vessels (eOGV)

In addition to filling columns A – I, eOGV reporting entities have to fill columns O-Q, as follows:

Column O: Select eOGV as the charging type.

Column P: Provide the Original Equipment Manufacturer (OEM) assigned serial number to the metering equipment used to measure the electricity supplied to eligible eOGV. If there are multiple pieces of equipment capable of measuring the electricity dispensed to eligible transportation applications at the facility or location, each piece of equipment may be registered as a separate FSE.

Column Q: Provide the name of the OEM of the metering equipment referred to in Column P.

In addition, a list of equipment being charged at the registered facility or location needs to be provided using the eCHE_eOGV_eTRU_Forklift_Equipment Detail Template, as shown above under Electric Cargo Handling Equipment (eCHE) category.

Electric Transportation Refrigeration Unit (eTRU)

In addition to filling columns A – I, eTRU reporting entities have to fill columns O-Q, as follows:

Column O: Select eTRU as the charging type.

Column P: Provide the Original Equipment Manufacturer (OEM) assigned serial number to each eTRU.

Column Q: Provide the name of the OEM of the eTRU.

In addition, a list of equipment being charged at the registered facility or location needs to be provided using the eCHE_eOGV_eTRU_Forklift_Equipment Detail Template, as shown above under Electric Cargo Handling Equipment (eCHE) category.

Electric Forklifts

In addition to filling columns A – I, electric forklifts reporting entities have to fill columns O-Q, as follows:

Column O: Select eForklifts as the charging type.

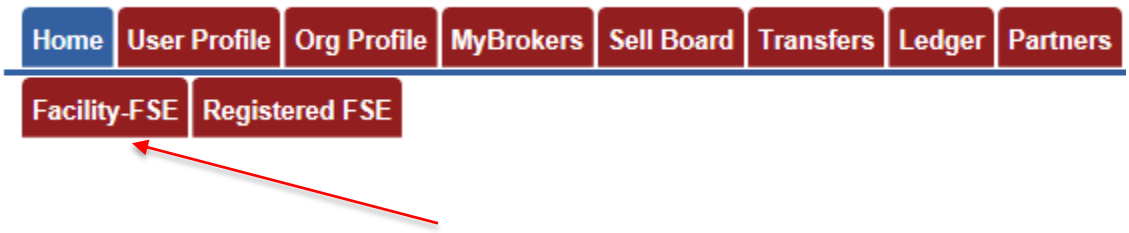
Column P: Provide the Original Equipment Manufacturer (OEM) assigned serial number to each electric forklift

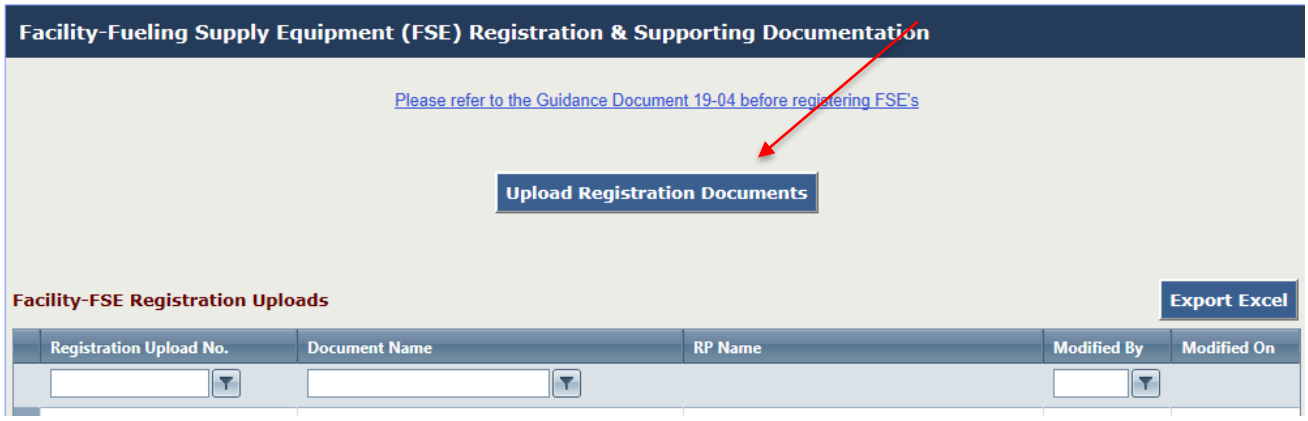
Column Q: Provide the name of the OEM of the electric forklift

In addition, a list of equipment being charged at the registered facility or location needs to be provided using the eCHE_eOGV_eTRU_Forklift_Equipment Detail Template, as shown above under Electric Cargo Handling Equipment (eCHE) category.

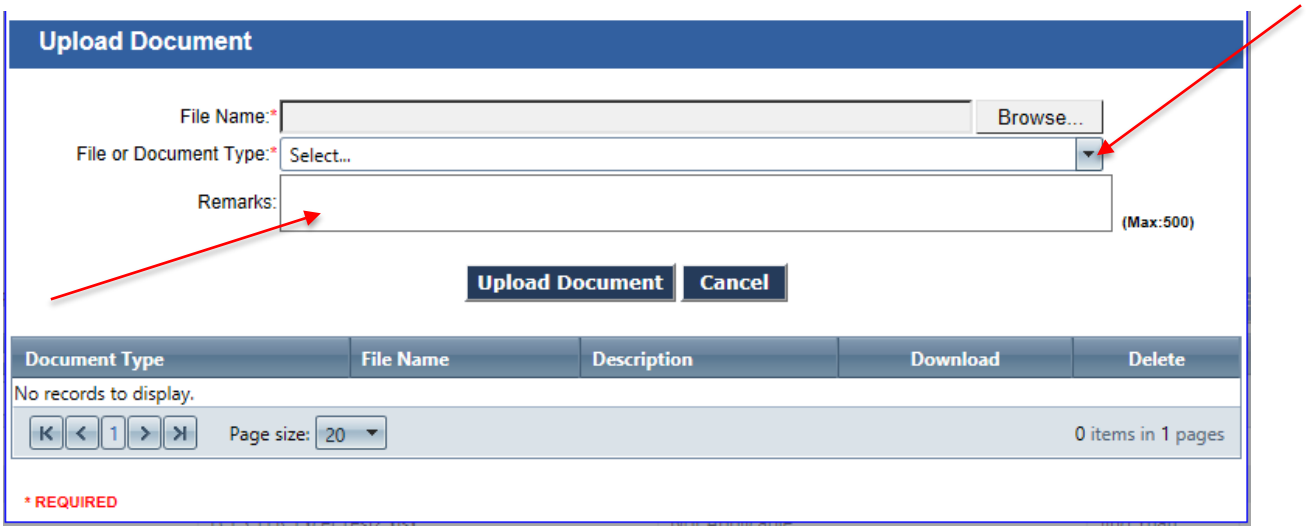
Upload Process

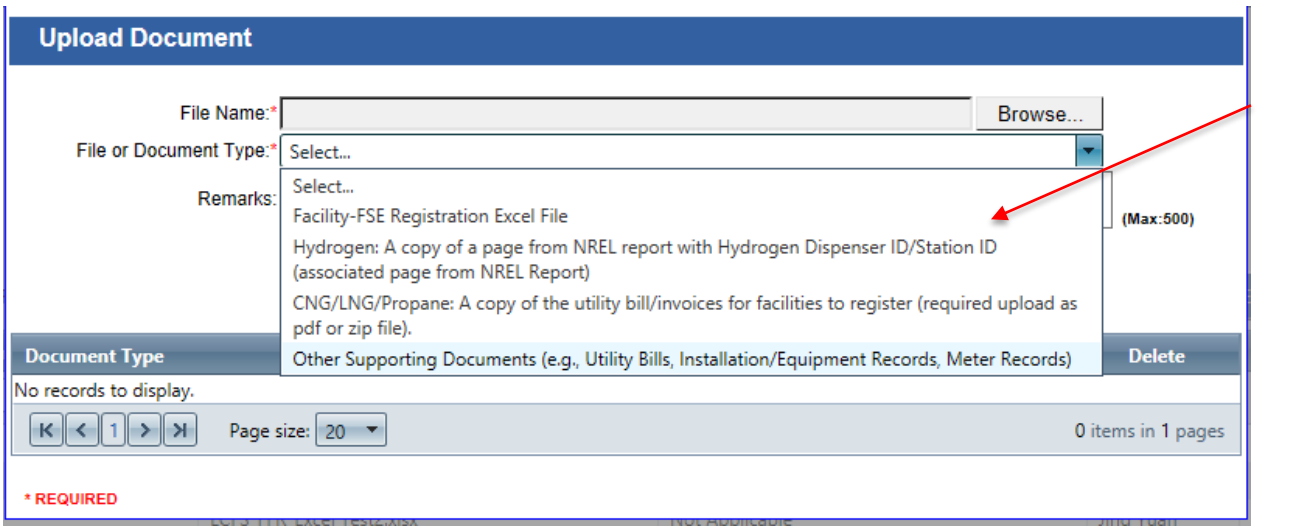
Select the **Facility-FSE** tab (If this tab is not displayed see Troubleshooting Example #2 below) and upload the file using the "Upload Registration Documents". See button below.



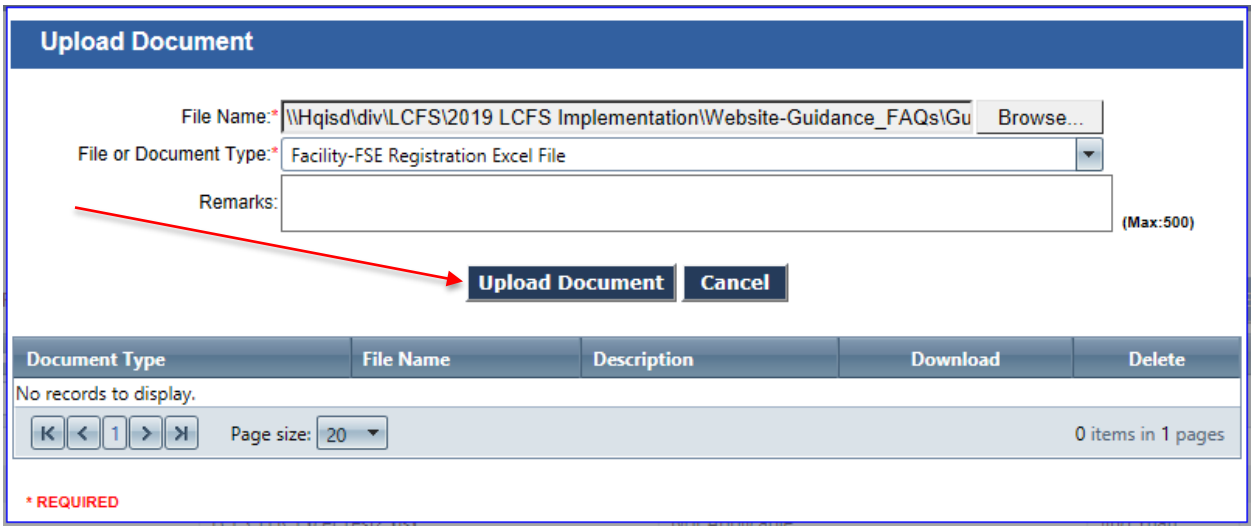


Select the File or Document Type, as applicable to your fuel, and then browse and upload the corresponding file. Add Remarks if desired.

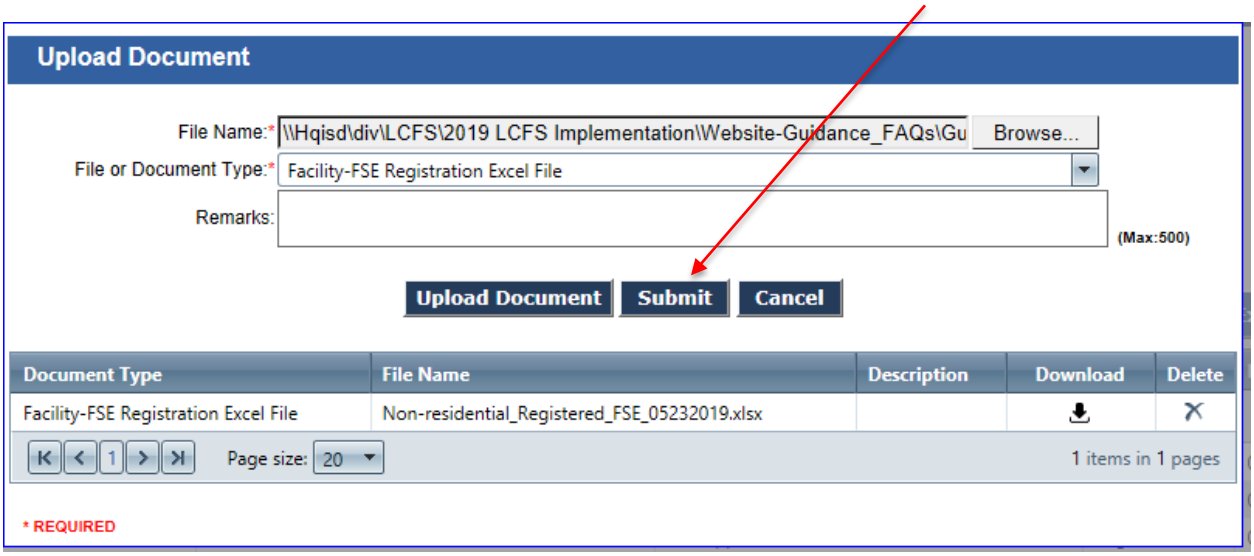




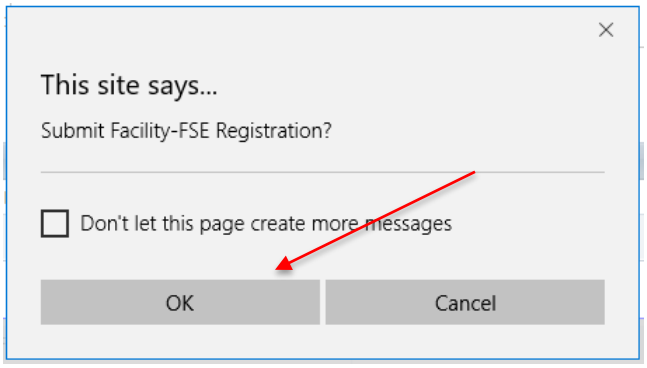
Upload each document separately using the “Upload Document” button



When done uploading all relevant documents, click on “Submit” the file(s)



Confirm the submission by clicking OK in the pop-up window

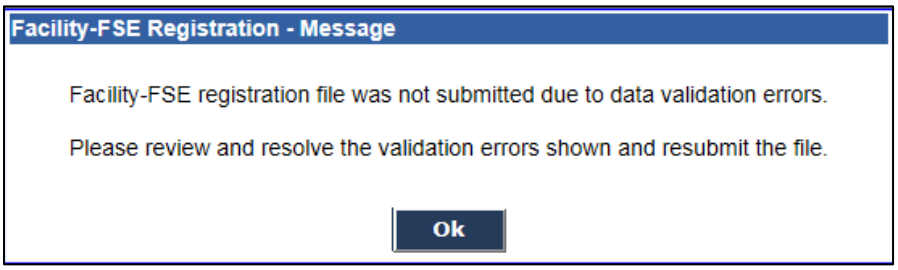


After processing the file, a **Registration Upload Number** "RU-10634" (see examples below) will be created to identify the specific instance of the registration file upload.

Troubleshooting Errors

Below are some examples of potential error messages.

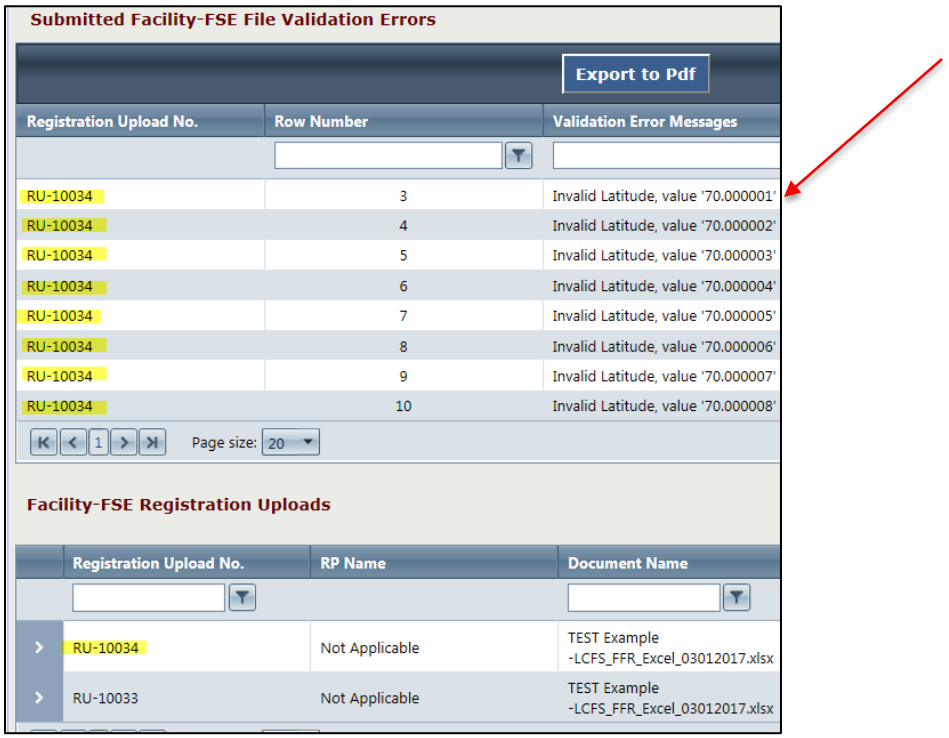
Any data validation errors from processing of the file will be accompanied with the message below. The actual validation errors will also reference RU-10634 and indicate the row number in the file where the data validation issue is occurring.



Some examples of Data Validation Error Messages are provided below. These are typical of the kinds of messages that may be encountered after a file is processed by the system.

Troubleshoot Example# 1

Data Validation Error Messages from submittal of subsequent upload "RU-10034". This error is a result of the Latitude is outside of California, which will be indicated with these messages.



Submitted Facility-FSE File Validation Errors

Export to Pdf

Registration Upload No.	Row Number	Validation Error Messages
RU-10034	3	Invalid Latitude, value '70.000001'
RU-10034	4	Invalid Latitude, value '70.000002'
RU-10034	5	Invalid Latitude, value '70.000003'
RU-10034	6	Invalid Latitude, value '70.000004'
RU-10034	7	Invalid Latitude, value '70.000005'
RU-10034	8	Invalid Latitude, value '70.000006'
RU-10034	9	Invalid Latitude, value '70.000007'
RU-10034	10	Invalid Latitude, value '70.000008'

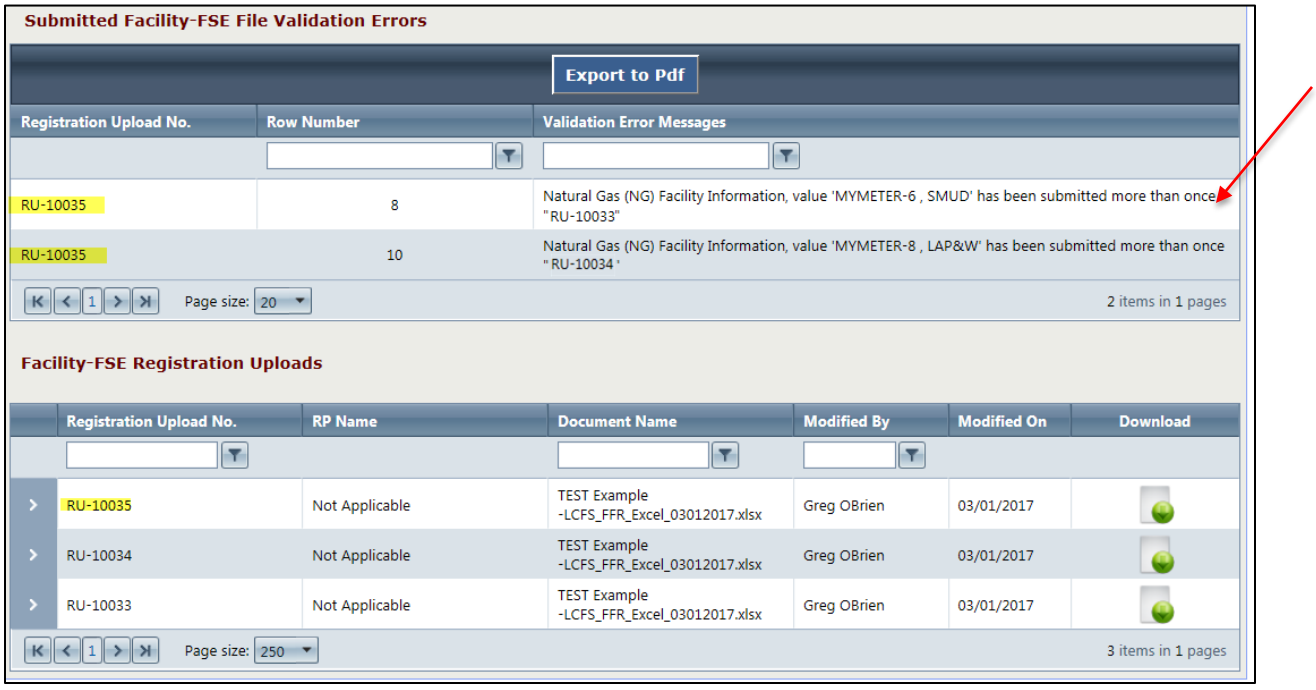
Page size: 20

Facility-FSE Registration Uploads

Registration Upload No.	RP Name	Document Name
RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx
RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx

Troubleshoot Example# 2

Data Validation Error Messages from submittal of the next upload "RU-10035". Two of the equipment records have already been processed successfully in the prior uploads as indicated.



Submitted Facility-FSE File Validation Errors

Export to Pdf

Registration Upload No.	Row Number	Validation Error Messages
RU-10035	8	Natural Gas (NG) Facility Information, value 'MYMETER-6 , SMUD' has been submitted more than once "RU-10033"
RU-10035	10	Natural Gas (NG) Facility Information, value 'MYMETER-8 , LAP&W' has been submitted more than once " RU-10034 "

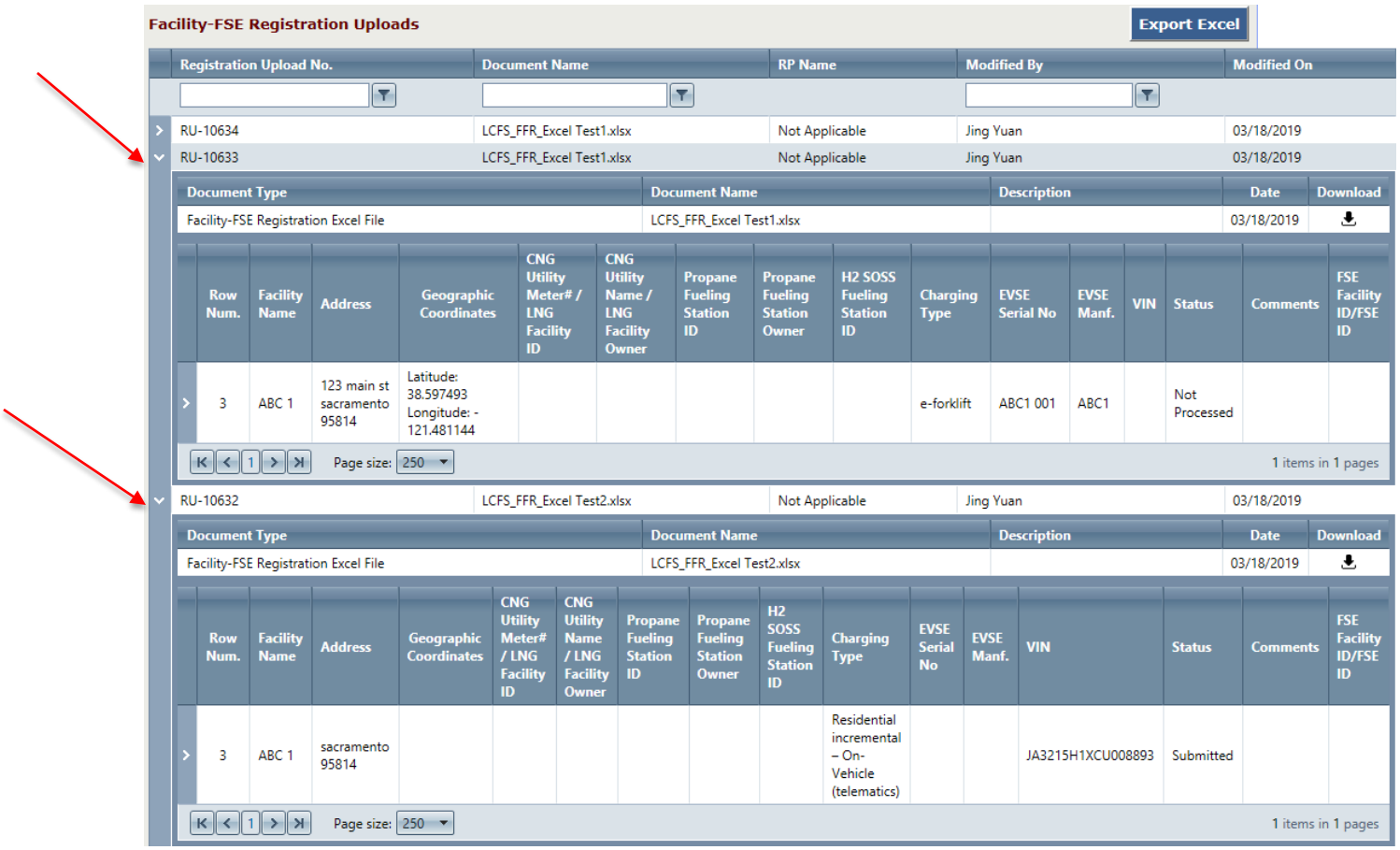
Page size: 20 — 2 items in 1 pages

Facility-FSE Registration Uploads

Registration Upload No.	RP Name	Document Name	Modified By	Modified On	Download
RU-10035	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
RU-10034	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	
RU-10033	Not Applicable	TEST Example -LCFS_FFR_Excel_03012017.xlsx	Greg OBrien	03/01/2017	

Page size: 250 — 3 items in 1 pages

Use the “Expand/Collapse” on the top left to see the “Status” of each record processed.



Facility-FSE Registration Uploads — Export Excel

Registration Upload No.	Document Name	RP Name	Modified By	Modified On
RU-10634	LCFS_FFR_Excel Test1.xlsx	Not Applicable	Jing Yuan	03/18/2019
RU-10633	LCFS_FFR_Excel Test1.xlsx	Not Applicable	Jing Yuan	03/18/2019

Document Type	Document Name	Description	Date	Download
Facility-FSE Registration Excel File	LCFS_FFR_Excel Test1.xlsx		03/18/2019	

Row Num.	Facility Name	Address	Geographic Coordinates	CNG Utility Meter# / LNG Facility ID	CNG Utility Name / LNG Facility Owner	Propane Fueling Station ID	Propane Fueling Station Owner	H2 SOSS Fueling Station ID	Charging Type	EVSE Serial No	EVSE Manf.	VIN	Status	Comments	FSE Facility ID/FSE ID
3	ABC 1	123 main st sacramento 95814	Latitude: 38.597493 Longitude: -121.481144						e-forklift	ABC1 001	ABC1		Not Processed		

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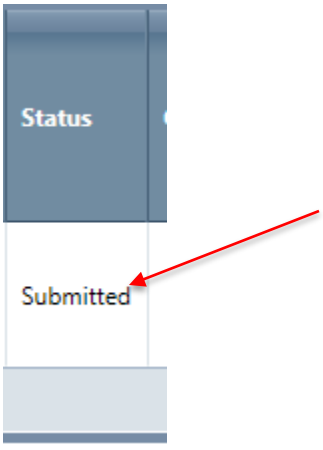
Registration Upload No.	Document Name	RP Name	Modified By	Modified On
RU-10632	LCFS_FFR_Excel Test2.xlsx	Not Applicable	Jing Yuan	03/18/2019

Document Type	Document Name	Description	Date	Download
Facility-FSE Registration Excel File	LCFS_FFR_Excel Test2.xlsx		03/18/2019	

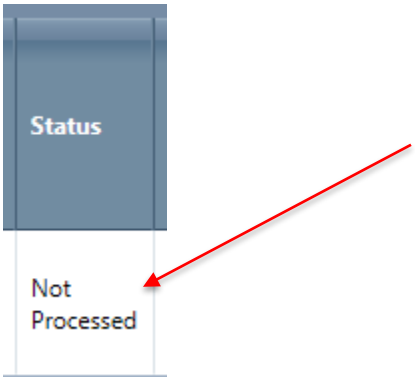
Row Num.	Facility Name	Address	Geographic Coordinates	CNG Utility Meter# / LNG Facility ID	CNG Utility Name / LNG Facility Owner	Propane Fueling Station ID	Propane Fueling Station Owner	H2 SOSS Fueling Station ID	Charging Type	EVSE Serial No	EVSE Manf.	VIN	Status	Comments	FSE Facility ID/FSE ID
3	ABC 1	sacramento 95814							Residential incremental – On-Vehicle (telematics)			JA3215H1XCU008893	Submitted		

Page size: 250 — 1 items in 1 pages

Check the status of each record to be sure they have processed successfully. If the application has been processed successfully for an individual FSE, then the status shows “submitted”.



If the submittal has not been successful for the FSE, then “Not Processed” will appear in the status box as shown below:

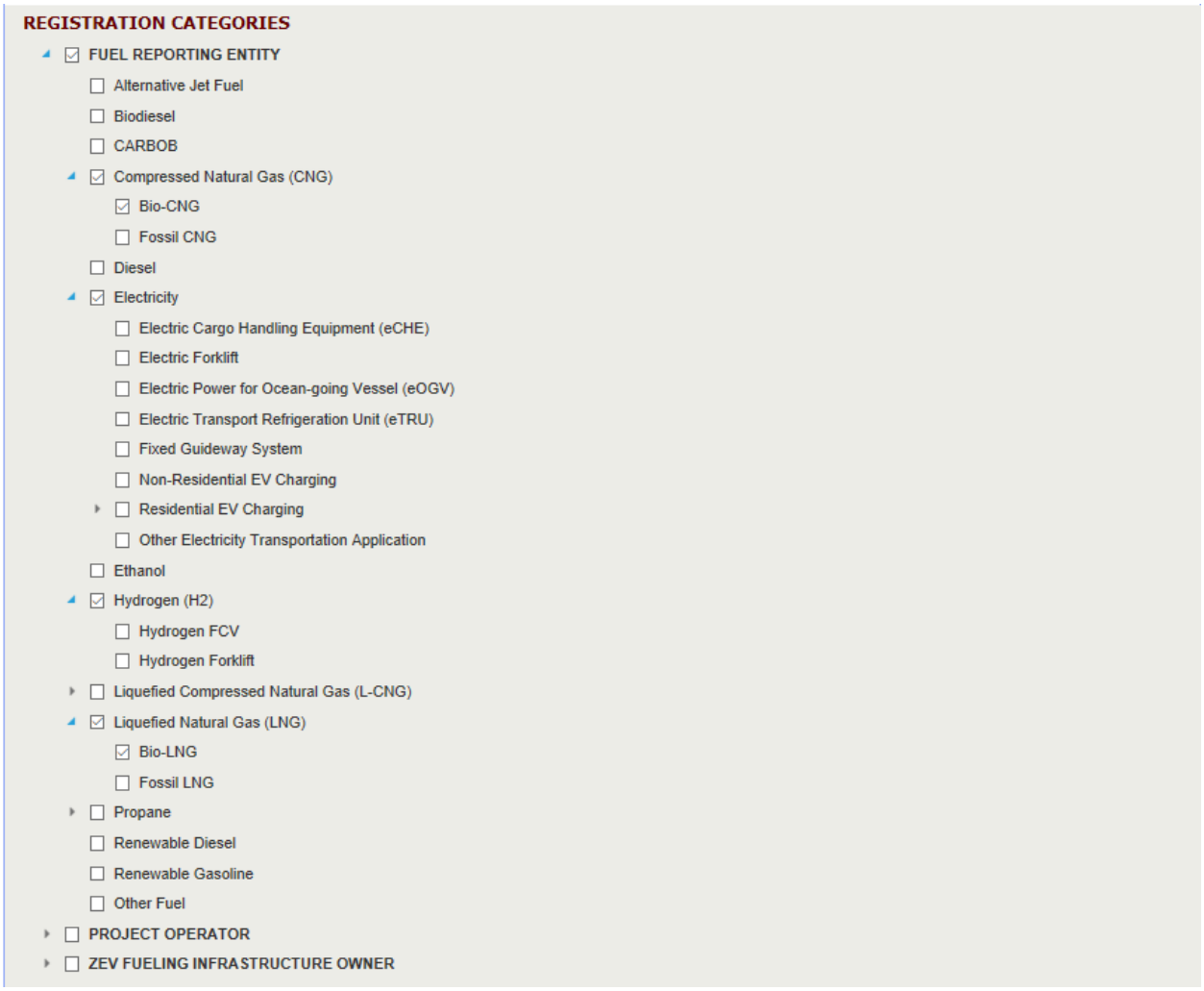


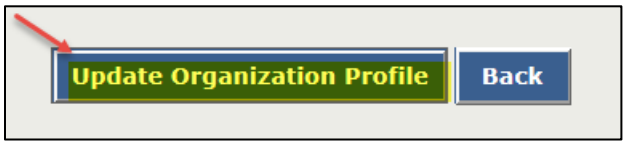
This record needs to be corrected in the file (from information provided in the data validation error messages) and the file re-uploaded and resubmitted.

Repeat the process of correcting records in the file and submitting the file until the status of all registered FSE indicate that they have been processed and their status appears as “Submitted”. This will essentially be a compilation of what file records have processed successfully in the sequence of file uploads (each identified with a unique “RU” number).

If the Facility-FSE tab does not appear there are two possible reasons for this:

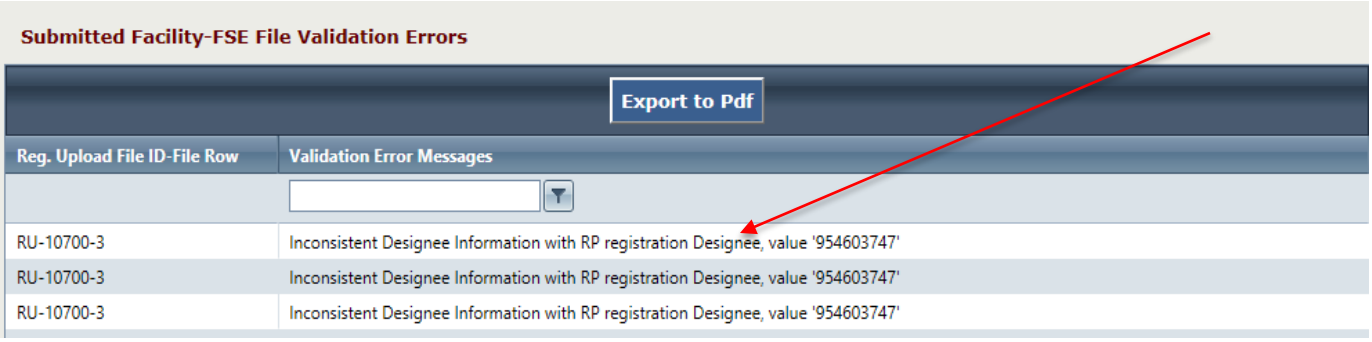
1) The user that logged in does not have an Admin role with “Signatory Authority”.
2) The **Organization Profile** needs to be updated to include a checked box for one or more of the selections below. After making any changes to the organization profile, please click on “Update Organization Profile” button (as shown below) to ensure that the changes have been incorporated in the account.



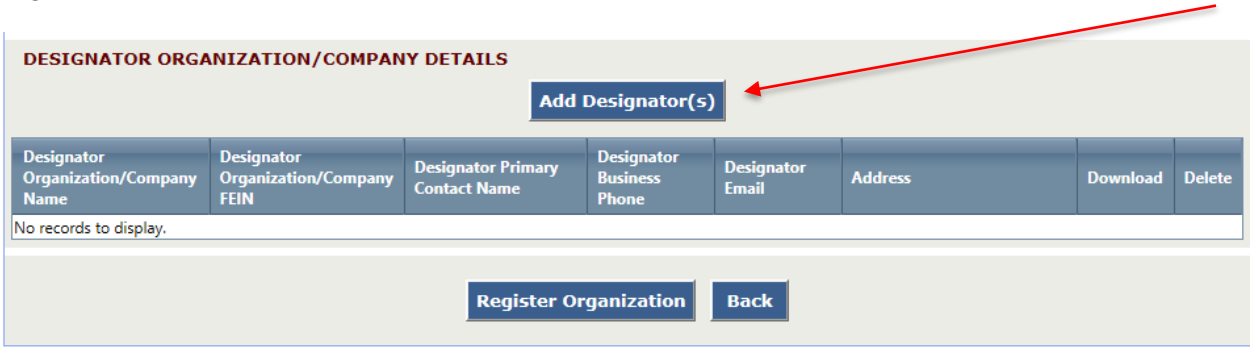


Troubleshoot Example# 3

If the applicant is not the FSE owner, documentation must be provided in the LRT-CBS account demonstrating that the FSE owner designated the applicant entity to register the FSE and act as the fuel reporting entity and credit generator on its behalf. This documentation must include the name and address of the entity that owns the FSE. If this documentation was not provided yet the applicant said he/she was a designee in the FSE registration template, then the following message will appear as a validation error message:



To fix this error, the fuel reporting entity needs to log into their LRT-CBTS account to update the organization profile and upload proper documentation as shown below:

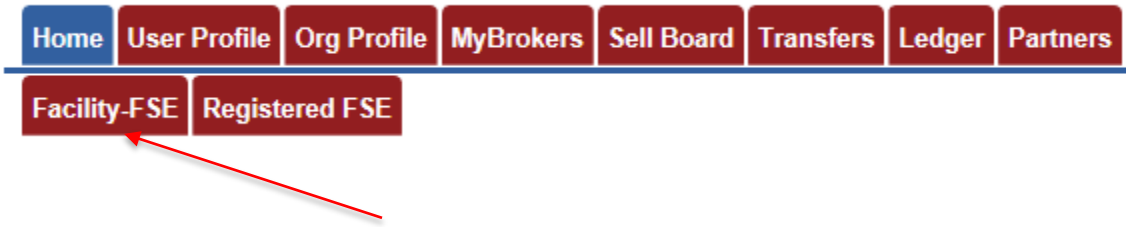


Or this error also could be caused by inconsistency between information provided in the organization profile in the LRT-CBTS account and the information provided in the FSE registration template, such as a difference between the FEIN numbers. In this case, review the information provided in the template and correct any errors and re-upload the template.

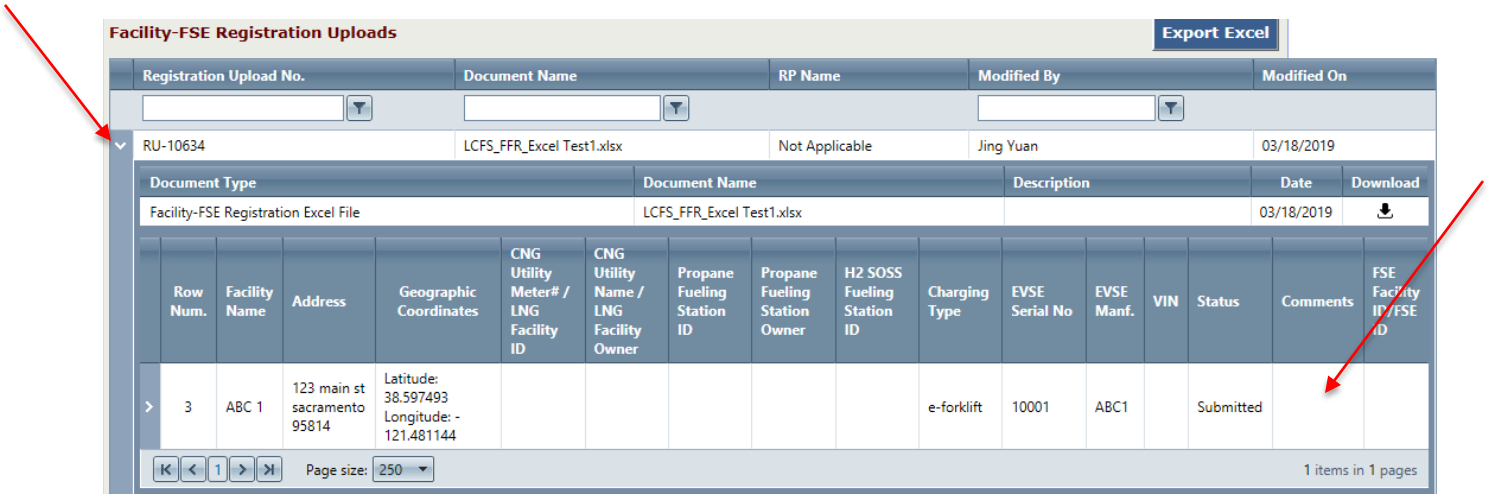
Approval Process

After the successful submittal, CARB staff is notified and will review the FSE registration application. If all required information is included and correct, staff will approve the application. In which case, the applicant will receive an email with the FSE ID for each registered FSE and these FSE IDs have to be used for quarterly reporting of the fuel amount.

If the application is not approved, the applicant will be notified via email. In this case, the applicant needs to log back into the system and click on the button Facility-FSE to see the comments why the application was not approved.



Then expand the pertinent application and see the comments explaining why the application was not approved.



After addressing the comments from CARB, re-upload and re-submit the appropriate documents following the same steps described above.