



Washington's Greenhouse Gas Reporting Program  
2012 Transportation Fuel Supplier Reporting



# Agenda

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- GHG reporting program overview
- Who needs to report
- Registration
- Reporting
- Post reporting steps
  
- Questions at the end of each section

# Washington's GHG Reporting Program Overview



# 2012 Reporting Deadlines

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1. Washington registration (10/15/2013)
  - Paper Certificate of Registration form
2. Calculate emissions
3. Sign and submit report (10/31/2013)
  - Paper report signature and submission form



# GHG Reporting Program Overview

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- Goal: collect accurate and timely data on GHG emissions to inform future policy decisions
- Reporting only, no control or use requirements
- Facility reporting: designed to be compatible with EPA's GHG reporting program
- Transportation fuel supplier reporting: designed to be compatible with DOL's fuel tax reporting



# History

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- 2008: passed by legislature
- Initial rule making
- 2010: revised by legislature
- New rule making
- Rule adopted December 2010
- Reporting starts 2012 emissions year (EY) /  
Due October 31, 2013



# Transportation Fuel Supplier

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- Reporting unit is defined by DOL fuel tax license number:
  - <http://www.dol.wa.gov/about/ftactivelists.html>
  - Motor vehicle fuel supplier or importer (RCW 82.36.010)
  - Special fuel supplier or importer (RCW 82.38.020)
  - Distributor of aircraft fuel (RCW 82.42.010)
- Responsible party same as for DOL
- Physical location does not matter (all activities in state of Washington under license)



# DOL Fuel Tax Licensee List

## Fuel Tax Active Licensee List As of August 5, 2013



License	Name	/Also Known As	State	ZIP Code	EIN	Special Fuel					Motor Fuel					Aircraft		
						Supplier	Exporter	Importer	Blender	Distributor	Supplier	Exporter	Importer	Blender	Distributor	Jet	Aviation	
33615	A/B ENTERPRISES INC		OR	97850	93-0573398		X						X					
73680	ACME FUEL CO		WA	98507	91-0119495					X								
33501	AERONAUTICAL SERVS INC		WA	98250	91-0900062													X
72762	AEROSPACE TEST ENGINRNG & CERT LLC		WA	98108	400002670												X	
59716	AG LINK INCORPORATED		WA	99008	56-2620724					X				X				
67215	ALASKA WEST EXPRESS INC		WA	98124	91-1049702		X											
72490	ALBINA FUEL COMPANY		WA	98660	93-0466510	X				X								
72007	ALSAKER CORPORATION		WA	99214	91-0841873		X			X				X				
35737	AMERICAN AIRLINES INC		OK	74158-2870	13-1502798												X	
72297	AMERICAN DIST CO		WA	98271-7876	91-0529495					X								
72426	AMERICAN ENERGY INC		OR	97701	91-1224469		X	X				X	X					
72372	ANDERES OIL INC		AK	99901-0858	92-0141954		X					X						
72168	APEX OIL COMPANY INC		MO	63105	43-1530508	X					X							
72385	ARCHER DANIELS MIDLAND CO	/ADM CORN PROCESSING	IL	62526	41-0129150			X					X					
72650	ARS FRESNO LLC		CA	92054-6391	33-0922878		X					X						
72735	ASCENT AVIATION GRP INC		NY	13131	16-1353957												X	X
83037	ASSOCIATED PETROLEUM PROD INC		WA	98401	91-1186058	X					X						X	X

# Threshold

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- Total supplied products equivalent to emissions  $\geq 10,000$  metric tons (MT) CO<sub>2</sub> per calendar year
- Threshold independent from any facility emissions
- Emissions from biomass count towards threshold
- Calculate each fuel type (product code) separately, then add together



# Approximate Fuel Supplied to Trigger Threshold

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Fuel Type	Approximate Fuel (gallons/yr) to Meet Threshold 10,000 MT CO <sub>2</sub> e
Gasoline	1,100,000
Ethanol	1,700,000
Diesel	970,000
Biodiesel	1,000,000
Propane	1,700,000
Kerosene	950,000
Natural Gas	180,000,000 (scf)
Jet Fuel	1,000,000
Aviation Gasoline	1,200,000

Any of the values listed above individually or in combination are enough to require reporting. You should use the [calculation methods in WAC 173-441-130](#) to officially calculate your emissions.



# Applicable Fuels

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- Only report emissions associated with applicable fuels
- Motor vehicle fuel and special fuel:
  - Supplier and importer activities
  - Taxable gallons (Line 6 on your DOL Tax Return Form)
- Aircraft fuels:
  - Equation based on DOL Tax Return Form Schedules
  - $R1 + R2 + R3 + R4 + R5 - D1 - D2 - D3 - D8$



# Example Tax Return: On-Road



## Motor Vehicle Fuel Supplier Tax Return

# MP

See next page for where to send this form.

A. Reporting period Year _____ Month _____ License number _____		For validation only: 108-030-115-0001
B. <input type="checkbox"/> No operations <input type="checkbox"/> Amended return <input type="checkbox"/> New address <input type="checkbox"/> Effective date _____ <input type="checkbox"/> Late return <input type="checkbox"/> Name change <input type="checkbox"/> Cancel license <input type="checkbox"/>		
C. Name and address <div style="background-color: #e0e0ff; height: 150px; width: 100%;"></div>		Validated postmark date
1 Beginning physical inventory	1	<input type="text"/>
2 Fuel received (total from Receipts schedule on page 2)	2	<input type="text"/>
3 Ending physical inventory	3	<input type="text"/>
4 Total accountable gallons (line 1 + line 2 - line 3)	4	<input type="text"/>
5 Tax-exempt gallons (total from Disbursements schedule on page 2)	5	<input type="text"/>
6 Taxable gallons (line 4 - line 5)	6	<input type="text"/>
7 Tax-paid gallons received (Receipts schedule on page 2, line R1)	7	<input type="text"/>
8 Total of motor fuel allowances (from Motor fuel allowance on page 2, line 6)	8	<input type="text"/>
9 Net taxable or credit gallons (line 6 - line 7 - line 8)	9	<input type="text"/>



# Example Tax Return: Aircraft

Sum of R1 through R5 minus D1, D2, D3, and D8

## Receipts schedule

R1 Tax-paid gallons received *	page 1, line 7	R1	
R2 Non-taxed gallons produced or received from Washington licensed distributors *		R2	
R3 Imported gallons received direct to customer *		R3	
R4 Imported directly to licensed tax-free storage *		R4	
R5 Other ** (including gains from bulk storage, temperature adjustments, and transportation)		R5	
<b>Total fuel received (sum of lines R1 through R5)</b>	<b>page 1, line 2</b>		

## Disbursements schedule – tax exempt

D1 Sales to Washington licensed distributors *		D1	
D2 Export sales **		D2	
D3 Export sales by unlicensed purchasers **		D3	
D4 Sales to U.S. government agencies		D4	
D5 Sales to Washington certified users *		D5	
D6 Sales to exempt aircraft		D6	
D7 Sales to emergency medical air transport entities		D7	
D8 Other ** (including losses from bulk storage, temperature adjustments, and transportation)		D8	
<b>Total tax-exempt gallons (sum of lines D1 through D8)</b>	<b>page 1, line 5</b>		



# Ecology's Transportation Fuel Supplier Screening Tool

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- Downloadable Excel tool to calculate your emissions
- Includes instructions to walk you through the process
- Gives you data needed to complete your report
- Tells you if you are required to report
- Do not submit this tool to Ecology
- [http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/PDFs/Transportation\\_Fuel%20Supplier\\_Screening\\_Tool\\_07-30-2013.xlsx](http://www.ecy.wa.gov/programs/air/permit_register/ghg/PDFs/Transportation_Fuel%20Supplier_Screening_Tool_07-30-2013.xlsx)



# Ecology's Transportation Fuel Supplier Screening Tool

## CO2 Emissions

Fuel Type (pure fuel)	Emission Factor (MT CO <sub>2</sub> / gal)	Total Applicable Fuels Supplied (gal/yr)	CO2 Emissions (metric tons/yr)
Gasoline	0.008960	NA	NA
Ethanol (expressed as E100)	0.005767	NA	NA
Diesel	0.010230	1,500,000	15,345
Biodiesel (expressed as B100)	0.009421	0	0
Jet fuel	0.009750	NA	NA
Aviation gasoline	0.008310	NA	NA
Propane	0.005593	0	0
Kerosene	0.010150	0	0
Natural gas	0.000055	0	0

\* Natural gas is in units of standard cubic feet (scf)

**Aggregate CO2 Emissions**

15,345

Your emissions are greater than the 10,000 MT CO<sub>2</sub> reporting threshold. Include this number in your report.

**Aggregate Biogenic CO2 Emissions**

0

Include this number in your report.

**You are required to report your CO2 emissions.**

Reporting begins in 2013. The 2013 report will contain information on emissions that occur in 2012. Reporting is on a repeating calendar year basis. The deadlines for the 2012 reporting year are:

What to do	Deadline
Collect data	January 1, 2012 - December 31, 2012
Register with Ecology	October 15, 2013
Report to Ecology	October 31, 2013



# Report Content

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- Supplier identifying information
- Parent company(ies)
- NAICS code(s)
- Annual aggregate CO<sub>2</sub> emissions
- Annual aggregate biogenic CO<sub>2</sub> emissions
- Signer identifying information
- Registration and certification information



# Other Requirements

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- Program reuses data from DOL reports – no new data collection or calibration requirements
- Retain records for 3 years
- Information submitted on paper submission form public
- Gallons supplied and other currently confidential data remains confidential (do not submit Excel spreadsheet)



# Eligibility to Stop Reporting

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- Notify Ecology by October 31 of the year after you meet one of the following conditions:
  - Annual reports demonstrate emissions < 10,000 metric tons CO<sub>2</sub>e for 5 consecutive years
  - Annual reports demonstrate emissions < 5,000 metric tons CO<sub>2</sub>e for 3 consecutive years
  - All supplier activities stop – license canceled
- Must resume reporting in future year if conditions are no longer met



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# Registration



# Registration

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1. Download Certificate of Representation form from website:  
<https://fortress.wa.gov/ecy/publications/publications/ecy070501other.docx>
2. Complete form
3. Mail paper form to Ecology
4. Submit new form whenever information changes



# Certificate of Representation

<b>Washington Greenhouse Gas Reporting Program: Certificate of Representation</b>															
 DEPARTMENT OF <b>ECOLOGY</b> State of Washington	Washington State Department of Ecology Greenhouse Gas Reporting Program Air Quality Program P.O. Box 47600 Olympia, WA 98504-7600  <a href="http://ghgreporting@ecy.wa.gov">ghgreporting@ecy.wa.gov</a> (360)-407-6811 Web site: <a href="http://www.ecy.wa.gov/programs/air/permit_register/ghg/gha.html">http://www.ecy.wa.gov/programs/air/permit_register/ghg/gha.html</a> See the second page of this form for instructions.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">For Ecology Use Only</td> <td colspan="2">Date Received:</td> </tr> <tr> <td>Form</td> <td>Reviewed</td> <td>Entered</td> <td>Verified</td> </tr> <tr> <td>Site ID</td> <td></td> <td></td> <td></td> </tr> </table>		For Ecology Use Only		Date Received:		Form	Reviewed	Entered	Verified	Site ID			
For Ecology Use Only		Date Received:													
Form	Reviewed	Entered	Verified												
Site ID															
<b>1. Reporter Identification (as applicable and if available) – Enter the information below</b>															
Facility Reporters: EPA GHGRP ID															
Transportation Fuel Suppliers: WA DOL Fuel Tax License ID															
<b>2. Facility/Supplier Information – Enter the information below</b>															
Name															
Address															
City/State/Zip															
Owners and Operators															
<b>3. Representative Information – Enter the information below</b>															
		<b>Designated Representative</b>	<b>Alternate Designated Representative (optional)</b>												
Name															
Organization															
Mailing Address															
City/State/Zip															
Phone Number (Ext)															
Email Address															
<b>4. Certification Statement</b>															
<p>I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or binding on the supplier, as applicable.</p> <p>I certify that I have all the necessary authority to carry out my duties and responsibilities under chapter 173-441 WAC on behalf of the owners and operators of the facility and on behalf of suppliers, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.</p> <p>I certify that the supplier or owners and operators of the facility, as applicable, shall be bound by any order issued to me by Ecology, the Pollution Control Hearings Board, or a court regarding the facility or supplier.</p> <p>If there are multiple owners and operators of the facility or multiple suppliers, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative,' as applicable, and of the agreement by which I was selected to each owner and operator of the facility and each supplier.</p>															
<b>5. Signature (sign and date on the lines below)</b>		<b>This form cannot be processed without a wet ink signature</b>													
Designated Representative Signature _____		Date _____													
Alternate Designated Representative Signature _____		Date _____													
<p>This signature also serves as an electronic signing agreement for any document submitted to the Department of Ecology's GHG Reporting Program.</p> <p>For special accommodations or documents in alternate format, call 360-407-6800, T11 (relay service), or 877-833-6341 (T11).</p>															



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# Reporting



# Reporting

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1. Download and complete report signature and submission paper form:  
<https://fortress.wa.gov/ecy/publications/publications/ecy070503other.docx>
2. Mail form to Ecology



# Signature and Submission Form

<b>Washington Greenhouse Gas Reporting Program: Transportation Fuel Supplier Report Signature and Submittal Form</b>		SRSS												
 DEPARTMENT OF <b>ECOLOGY</b> State of Washington	Washington State Department of Ecology Greenhouse Gas Reporting Program Air Quality Program P.O. Box 41600 Olympia, WA 98504-7600  <a href="mailto:ghgreporting@ecy.wa.gov">ghgreporting@ecy.wa.gov</a> (360)-407-6811 Web site: <a href="http://www.ecy.wa.gov/programs/air/pem1_register/ghg/GHG_transp.html">http://www.ecy.wa.gov/programs/air/pem1_register/ghg/GHG_transp.html</a> See the second page of this form for instructions.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">For Ecology Use Only</th> <th colspan="2">Date Received:</th> </tr> <tr> <td>Form</td> <td>Reviewed</td> <td>Entered</td> <td>Verified</td> </tr> <tr> <td>SITE ID</td> <td></td> <td></td> <td></td> </tr> </table>	For Ecology Use Only		Date Received:		Form	Reviewed	Entered	Verified	SITE ID			
For Ecology Use Only		Date Received:												
Form	Reviewed	Entered	Verified											
SITE ID														
<b>1. Report Information – Enter the information below</b>														
WADOL Fuel Tax License ID														
Reporting Year														
Aggregate CO <sub>2</sub> (MT) (including nonbiogenic and biogenic CO <sub>2</sub> )														
Aggregate Biogenic CO <sub>2</sub> (MT)														
<b>2. Supplier Information – Enter the information below</b>														
Name														
Address														
City/State/Zip														
NAICS Code(s)														
<b>3. Signer Information – Enter the information below</b>														
Name														
Organization														
Mailing Address														
City/State/Zip														
Phone Number (Ext)														
Email Address														
<b>4. Parent Company(s) – Enter the information below</b>														
	Parent Company 1	Parent Company 2	Parent Company 3											
Name														
Address														
City/State/Zip														
Percent Ownership														
<b>5. Certification Statement</b>														
<p>I am authorized to make this submission on behalf of the owners and operators of the supplier listed above, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document, electronic submissions, and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.</p>														
<b>6. Signature (sign and date on the lines below)</b>		<b>This form cannot be processed without a wet ink signature</b>												
Signature _____		Date _____												
For special accommodations or documents in alternate format, call 360-407-6800, /11 (relay service), or 877-833-6341 (TTY).														



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# Post Reporting



# Ecology Verifies Report

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- Ecology works with DOL to verify data
- Input data remains confidential



# Post Reporting

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- Revise your report if:
  - You discover error / new information
  - Ecology notifies you of need to revise
  - You update your DOL report:
    - voluntarily or
    - DOL directed
- Reporting fee
- Ecology publishes / shares data
- Prepare for 2013 report



# Reporting Fee

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- Based on costs to administer program
- Published in October
- Flat fee per supplier – not based on emissions
- 2012 fee: \$1,478 per supplier per year
- Approximate billing date: November, 2013
- Due 60 days after receipt
- [http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/pdfs/GHG\\_2012\\_Fee\\_Schedule.pdf](http://www.ecy.wa.gov/programs/air/permit_register/ghg/pdfs/GHG_2012_Fee_Schedule.pdf)



# 2012 Reporting Deadlines

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1. Washington registration (10/15/2013)
  - Paper Certificate of Registration form
2. Calculate emissions
3. Sign and submit report (10/31/2013)
  - Paper report signature and submission form

# Questions and Contact Info



# Email Newsletter

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- We send program updates and training invitations through an email newsletter
- To sign up:
  - Meeting room – request in person
  - Online – <http://listserv.wa.gov/cgi-bin/wa?A0=WA-GHG-REPORTING>
  - Email: [ghgreporting@ecy.wa.gov](mailto:ghgreporting@ecy.wa.gov)



# More Information

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- Ecology contact:

Neil Caudill: [ghgreporting@ecy.wa.gov](mailto:ghgreporting@ecy.wa.gov) or 360-407-6811

- Washington GHG Reporting Program webpage:

[http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/ghg.html](http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html)

- Transportation Fuel Supplier webpage:

[http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/GHG\\_transp.html](http://www.ecy.wa.gov/programs/air/permit_register/ghg/GHG_transp.html)

- Washington GHG Reporting Rule:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=173-441>



Questions or Comments?