CleanCounts

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REGISTRATION GUIDE

Fuels Registry

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Fuels Registry Registration Guide

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This guide walks an organization through registering with the CleanCounts Fuels Registry, registering a generator, reporting generation, and managing the certificates that result.

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Introduction

The CleanCounts Fuels Registry tracks clean fuels and molecules for voluntary and approved compliance programs. CleanCounts supports a range of technologies, including renewably produced hydrogen, ground source heat pumps, renewable natural gas, and sewer or wastewater heat recovery. For the full list of currently approved resource types and feedstocks, refer to Appendix B of the CleanCounts Fuels Registry Operating Procedures.

CleanCounts supports state utility commissions and other state energy regulators in implementing policies and rules, including what qualifies as an eligible generation technology.

NEED HELP
The CleanCounts System Administrator is available throughout the registration process. Call (651) 900-7891 or email systemadmin@cleancounts.org.

Register an Organization

This section covers the steps needed to create a CleanCounts Fuels Registry organization account.

STEP 1: REVIEW REGISTRY DOCUMENTS

- CleanCounts Fuels Registry Operating Procedures
- CleanCounts Operating System Terms of Use

STEP 2: COMPLETE THE ONLINE REGISTRATION

Register a new organization in the CleanCounts web portal.

1a Select the Fuels option to begin the organization account registration.

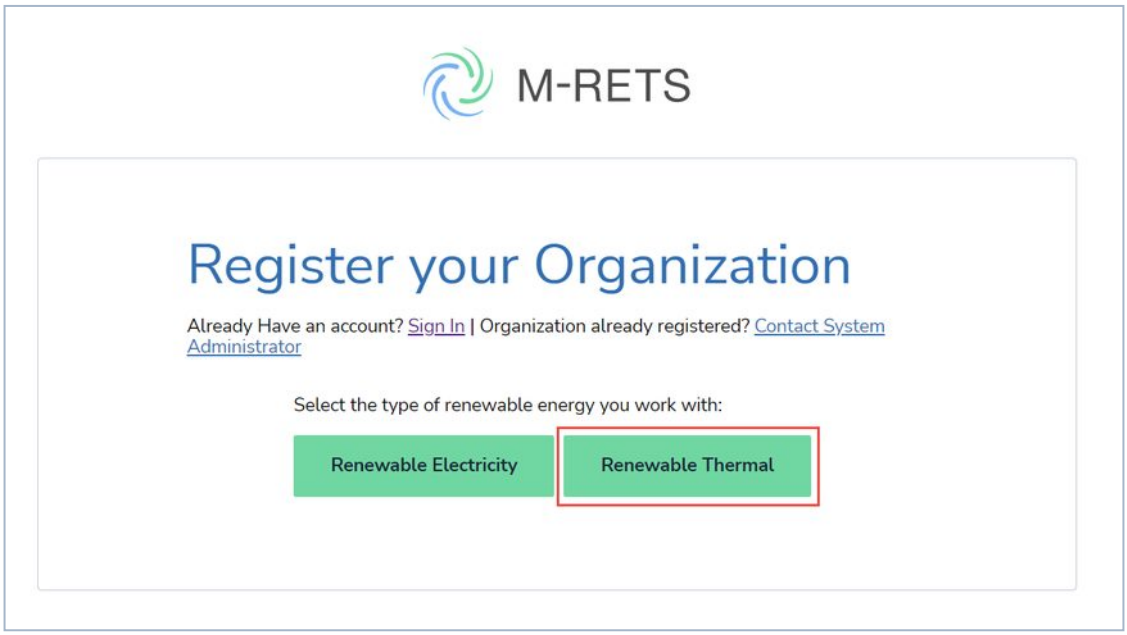

Figure 1. Selecting the registry type.

1b Complete the organization type and user information.

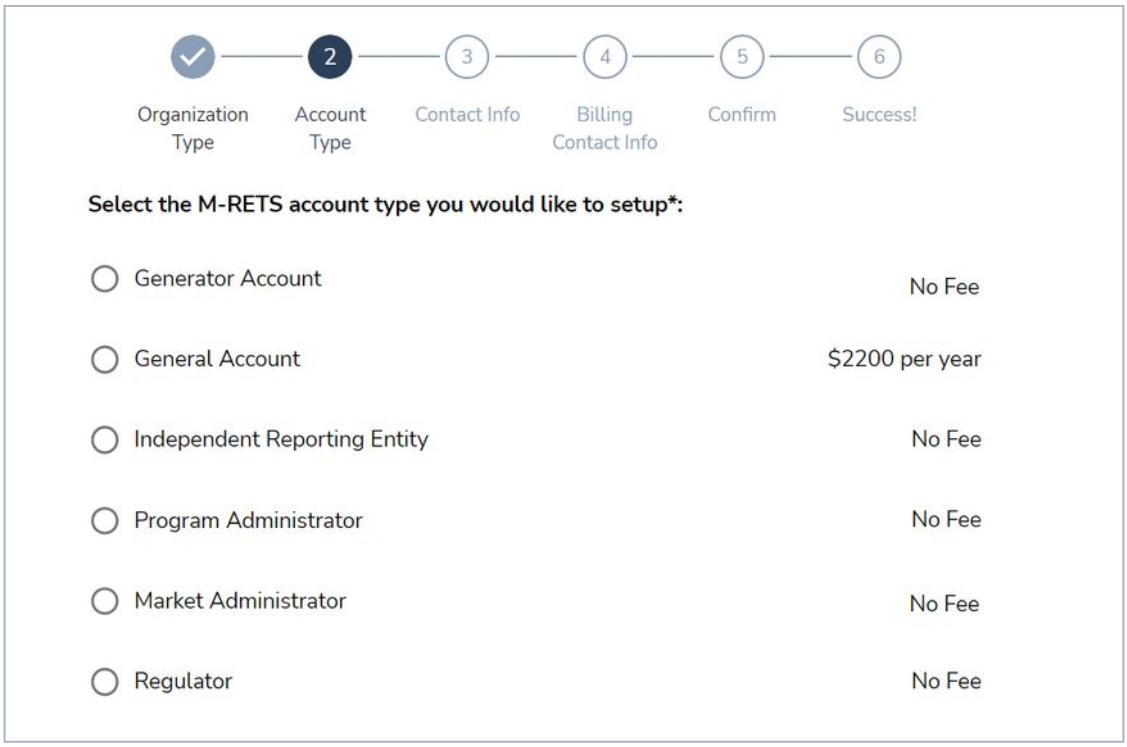

Figure 2. Organization type and user information.

1c Select the account type. To register an account for the purpose of complying with a program, a General Account subscription is required. Refer to the CleanCounts website for current subscription levels and fees.

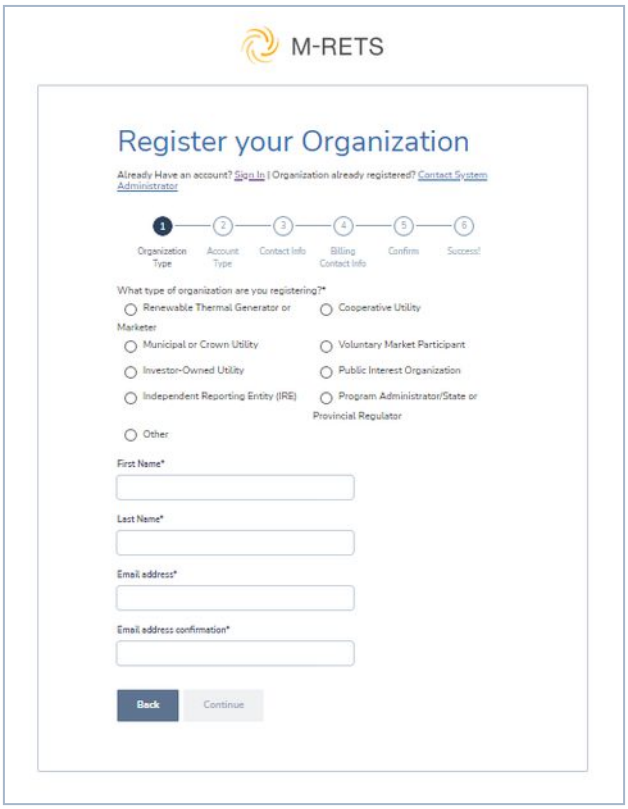

Figure 3. Account type selection.

1d Complete your organization's contact information.

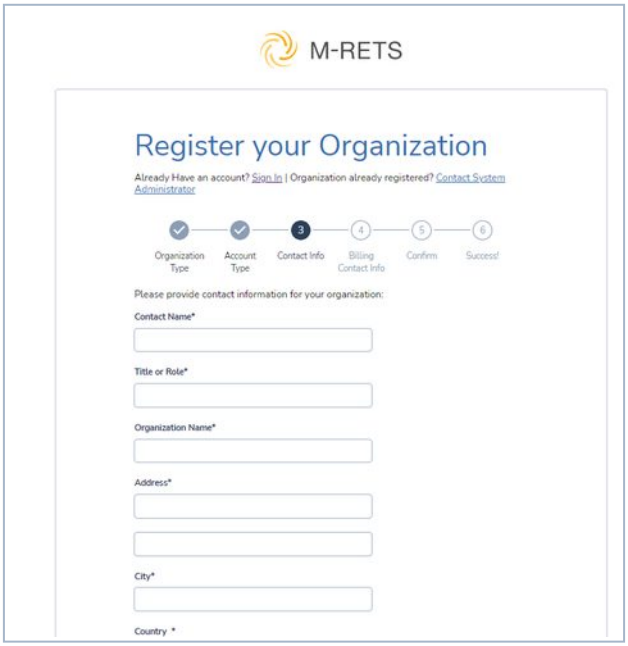

Figure 4. Organization contact information.

1e Complete the billing contact information.

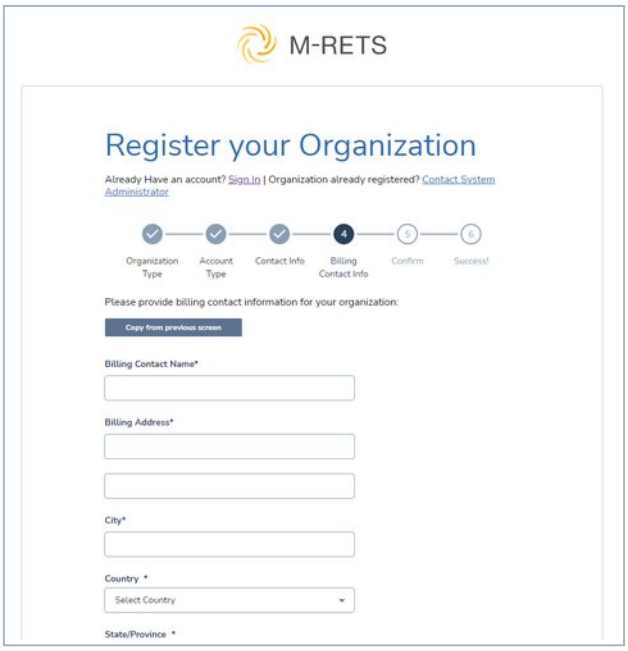

Figure 5. Billing contact information.

1f Confirm that the registration information is correct.

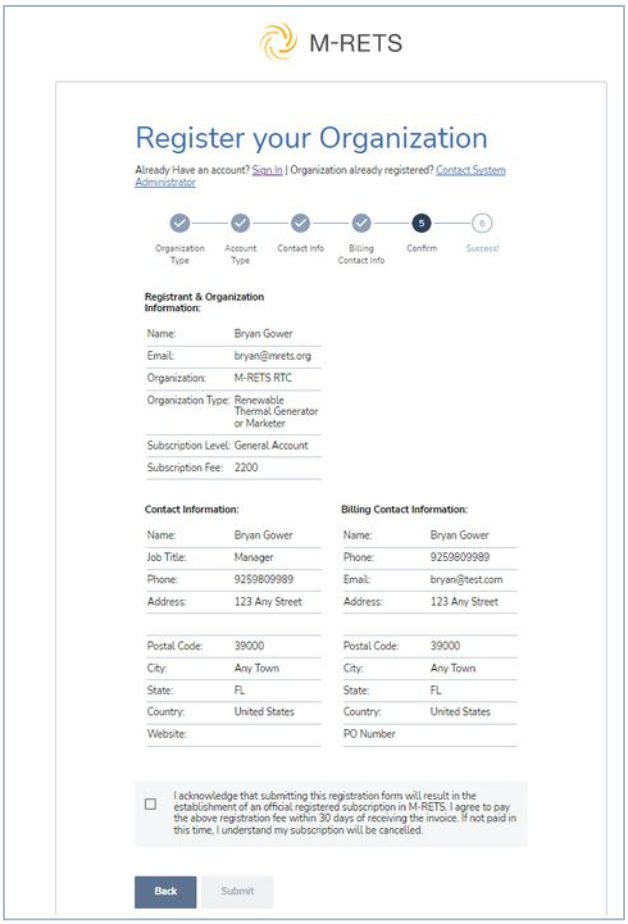

Figure 6. Registration confirmation.

1g Submit the registration. The CleanCounts System Administrator will review it and contact you if further information is needed. Once approved, you will receive an email confirmation.

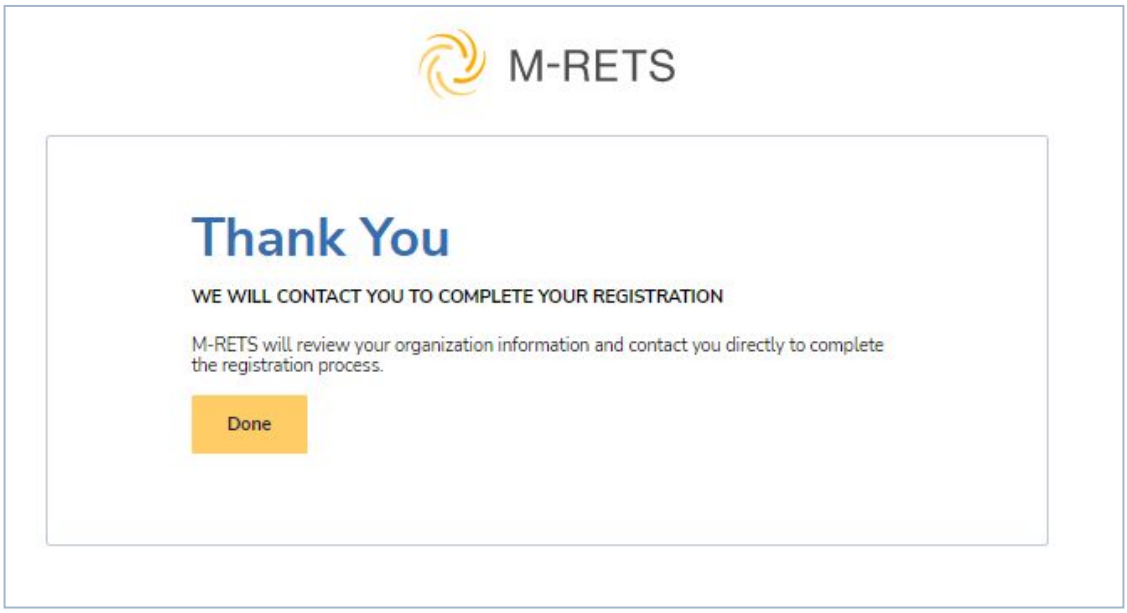

Figure 7. Submission confirmation.

STEP 3: CREATE ACCOUNTS AND ADDITIONAL LOGINS

After the organization account is approved, the CleanCounts System Administrator sends the designated organization administrator an invitation to log in. Additional users and accounts can then be created from inside the organization.

Register a Generator

Each generator must be registered. To begin:

- Log into your organization dashboard.
- Select Generators in the left menu to open the Generators dashboard.
- Select Add New Generator.

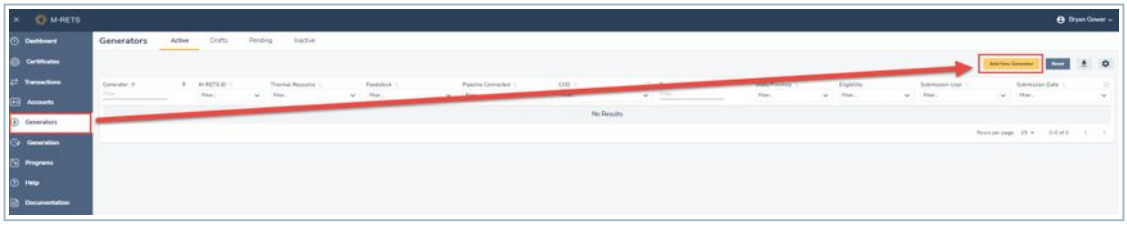

Figure 8. The Generators dashboard.

Complete the generator registration. There are seven registration tabs.

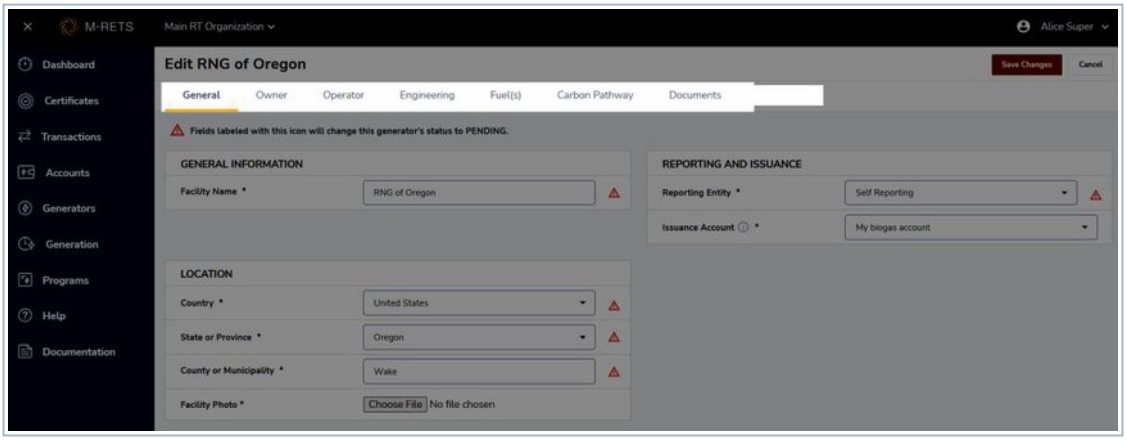

Figure 9. The generator registration form and its tabs.

COMPLETING THE TABS

- **General:** General information about the generator, including location and reporting entity. Generators reporting carbon intensity scores must use a reporting entity. The third-party engineer preparing the carbon intensity reporting may also report generation injections. Contact the CleanCounts System Administrator if you would like your third-party engineer to register as an Independent Reporting Entity (IRE). A one-time generator registration fee applies; generators that register and use an IRE for the full first year of generation may have the fee waived if the IRE verifies, through a signed legal attestation, that the information submitted is true and correct.
- **Owner:** General ownership information, including ownership type and contact information. If the generator is registered by a designated responsible party on behalf of an owner, the owner must sign Schedule A, Designation of Responsible Party.
- **Operator:** Contact information for the facility operator and the licensed engineer.
- **Engineering:** Injection type, metering information, and engineering details such as Commenced Operation Date and plant capacity, monthly and annual.
- **Fuel(s):** Designation of thermal resource, feedstocks, and program eligibilities. Participants in a supported state program should designate the appropriate eligibility here.

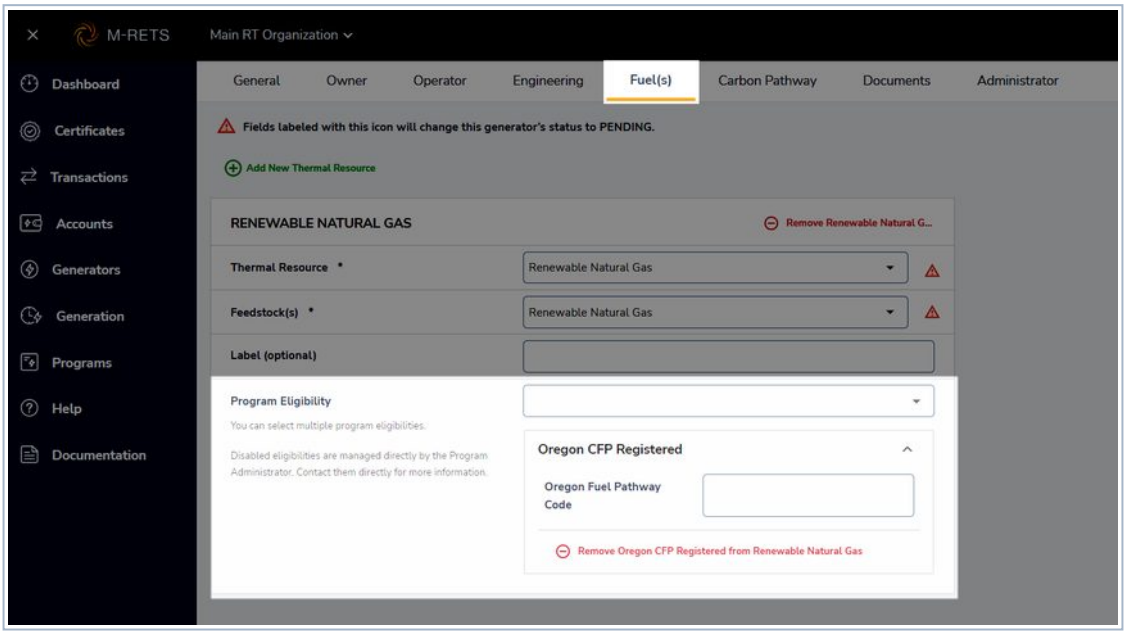

Figure 10. The Fuel(s) tab.

- **Documentation:** Documents supporting the registration, including Schedule A and an engineering report prepared by a

licensed professional engineer. See the CleanCounts Engineering Review Requirements for the full list of what that report must contain.

- **Additional documents:** Any additional documentation requested by CleanCounts to verify the registration information. It is helpful to include an interconnection agreement if the generator is connected to a natural gas pipeline or distribution network, and any local, state, or provincial documentation or permits that substantiate the registration data.
- **Program documents:** Refer to the compliance program requirements for program-specific documents to be uploaded, if applicable.

BEFORE GENERATION CAN BE REPORTED
The CleanCounts System Administrator must review and approve the generator before generation can be uploaded.

Reporting Generation

The CleanCounts Fuels Registry requires Independent Reporting Entities to report generation in dekatherms (Dth) and to submit proof of injection or generation. The IRE must upload 100 percent of the generation, even if the total is not fully allocated for certificate creation.

The IRE logs into the dashboard and selects Generation from the left menu, then selects Add New Entry in the upper right.

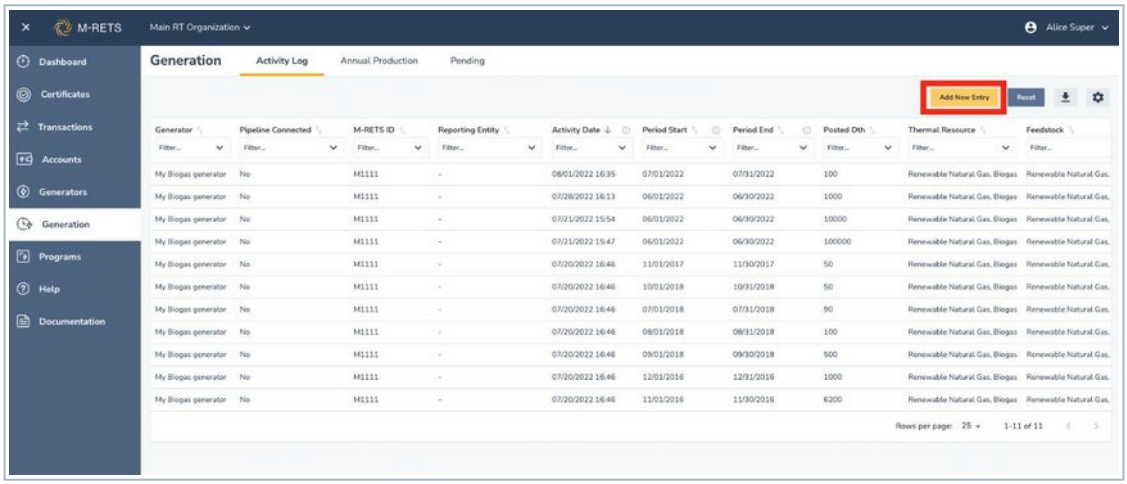

Figure 11. The Generation activity log.

STEP 1: SELECT GENERATOR AND REPORT GENERATION

Select the generator to upload generation against. Complete the reporting period and total injected Dth, and declare whether the generation is 100 percent renewable, then select Next.

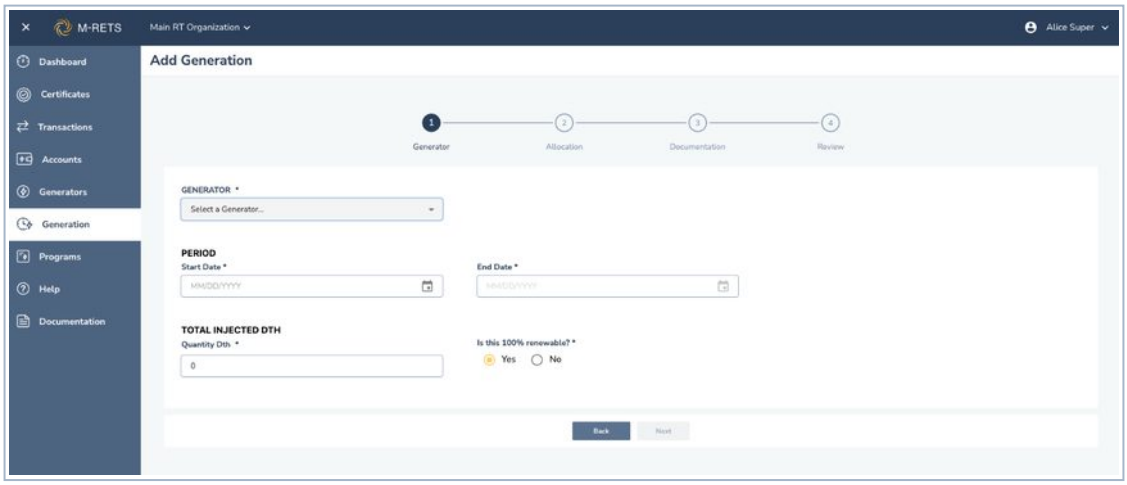

Figure 12. Adding a generation entry.

STEP 2: FUEL ALLOCATION AND QUALIFIED ISSUANCE

Generators must report 100 percent of the gas injected into the system at the injection point, even where the gas will not be tracked by CleanCounts. This allows CleanCounts to serve as a central repository for programs, including those not affiliated with CleanCounts, to prevent double counting. CleanCounts will not create certificates for generation designated as not being tracked.

To designate the number of certificates, or the percentage of injected gas sought for certificate issuance, select Edit Qualified Issuance from the Allocation screen. If a portion of generation was sold into another program, for example a Low Carbon Fuel Standard program, that portion is not qualified for issuance.

- **Qualified generation:** Any generation that qualifies for certificate issuance.
- **Non-qualified generation:** Generation that does not qualify for certificate issuance. This includes generation intended for a program that does not recognize CleanCounts, or that is not considered renewable, for example non-renewable additives.
- **Partially qualified generation:** Generation that only partially qualifies for certificate issuance.

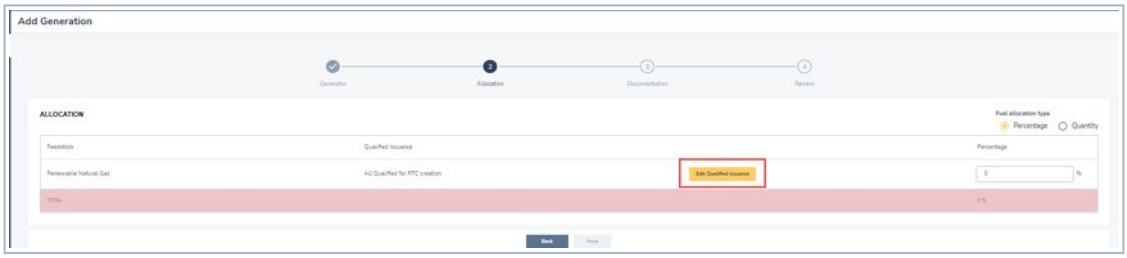

Figure 13. The Allocation screen.

QUALIFIED ISSUANCE OPTIONS

- **All qualified:** 100 percent of the reported generation is eligible for certificate creation.
- **Partially qualified:** Only the percentage reported is eligible for certificate creation.
- **Not qualified:** None of the reported generation is eligible, for example where 100 percent of the reported generation for the period was sold into another program. A reason for non-qualification must be selected.

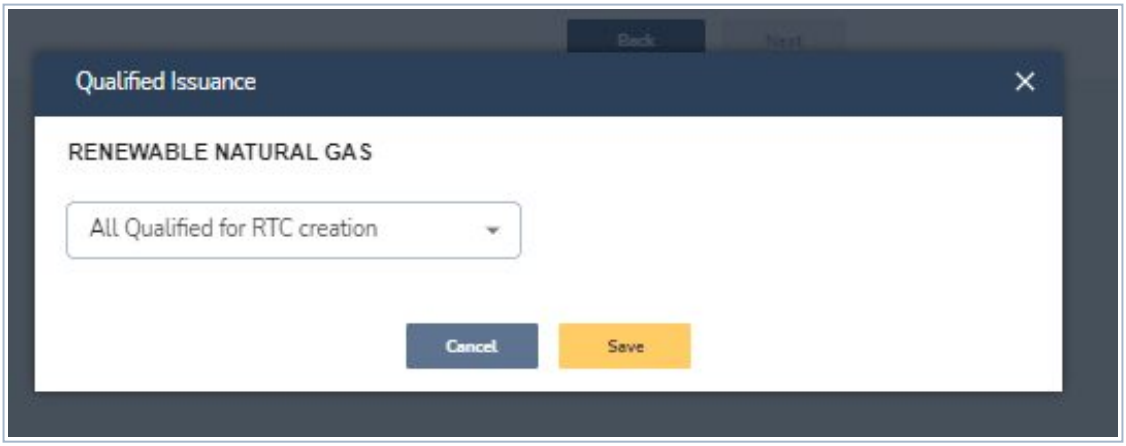

Figure 14. Qualified issuance options.

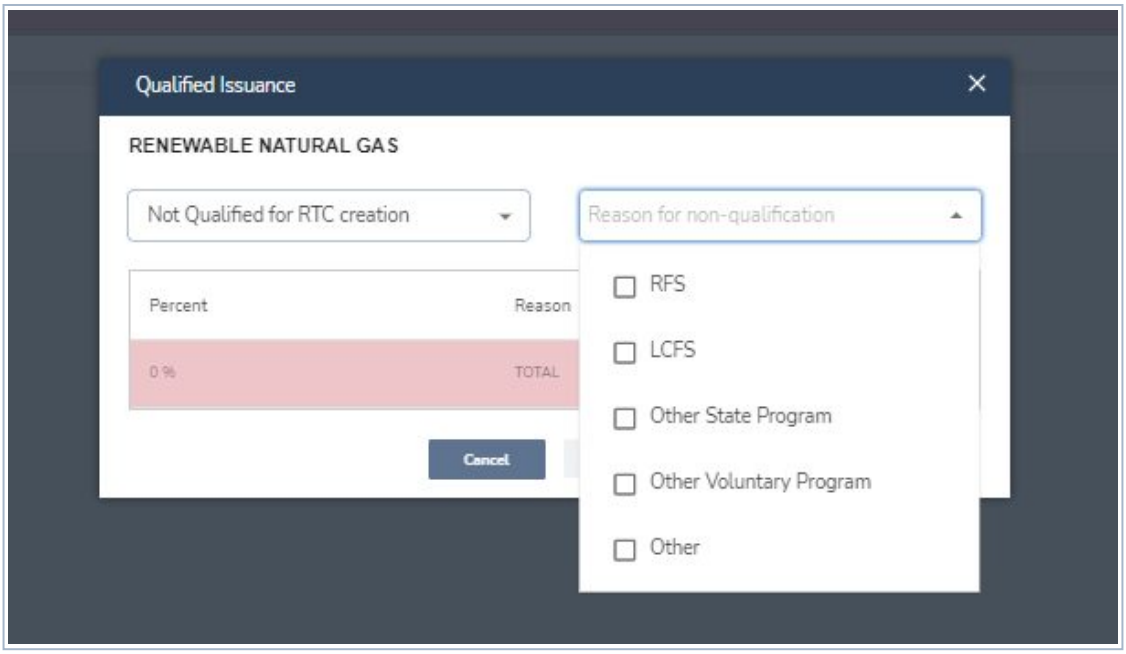

Figure 15. Selecting a reason for non-qualification.

Allocate the percentage of each feedstock that makes up the total reported generation. The feedstock allocation must total 100 percent. The Allocation screen calculates the reported percentage and confirms a correct total by turning the footer green.

STEP 3: DOCUMENTATION

Upload supporting documentation for the injected generation, for example an invoice, injection receipt, or other official document that identifies the Dth of gas injected.

Figure 16. Uploading generation documentation.

STEP 4: REVIEW

Review the reported generation, then select Save and Submit. Certificates are issued into the account.

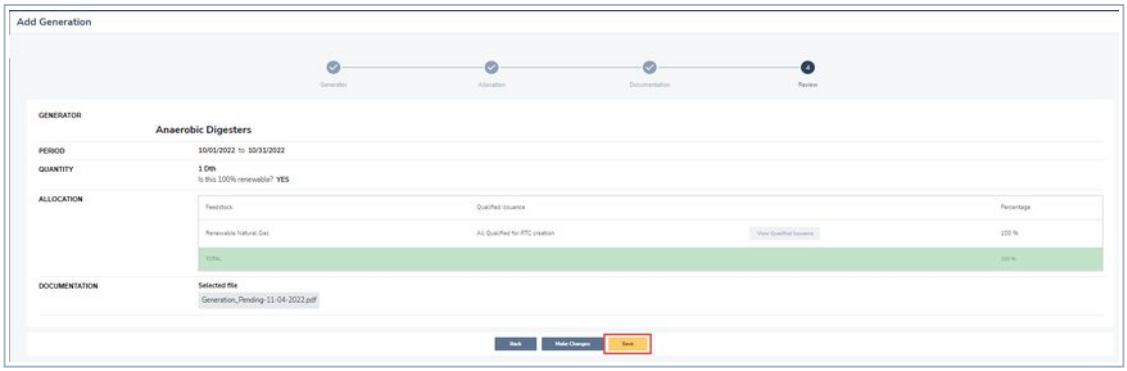

Figure 17. Reviewing and submitting.

Certificate Management

Once certificates are issued they are managed from the Certificates dashboard, where all active, retired, and reserved certificates in the organization's accounts can be viewed. Each status has an associated account type, and an organization may set up as many active, retirement, and reserve accounts as it needs.

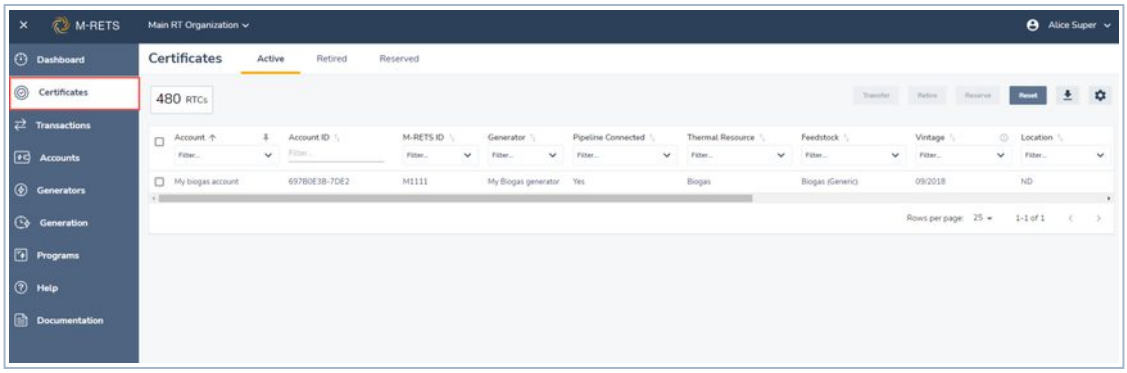

Figure 18. The Certificates dashboard.

- **Active:** The holding place for all active certificates. An active account may be associated with one or more generators.
- **Retired:** A repository for certificates the organization wants to designate as retired and remove from circulation for an environmental claim, in compliance with a state or provincial program, or on behalf of a beneficial owner. Once a certificate has been transferred into a retirement account it cannot be transferred again.
- **Reserve:** Transferring certificates to a reserve account removes them from circulation for external use. Once placed in a reserve account they can no longer be transferred to another organization, and the transactions are considered permanent. Certificates in a reserve account are settled and claimed outside CleanCounts, and the System Administrator cannot verify an environmental claim for them.

CREATING ACTIVE, RETIREMENT, AND RESERVE ACCOUNTS

From the dashboard, navigate to Accounts and select Add New Account. On the New Account screen, use the Account Type dropdown to choose the type to create, name the account, and select Save.

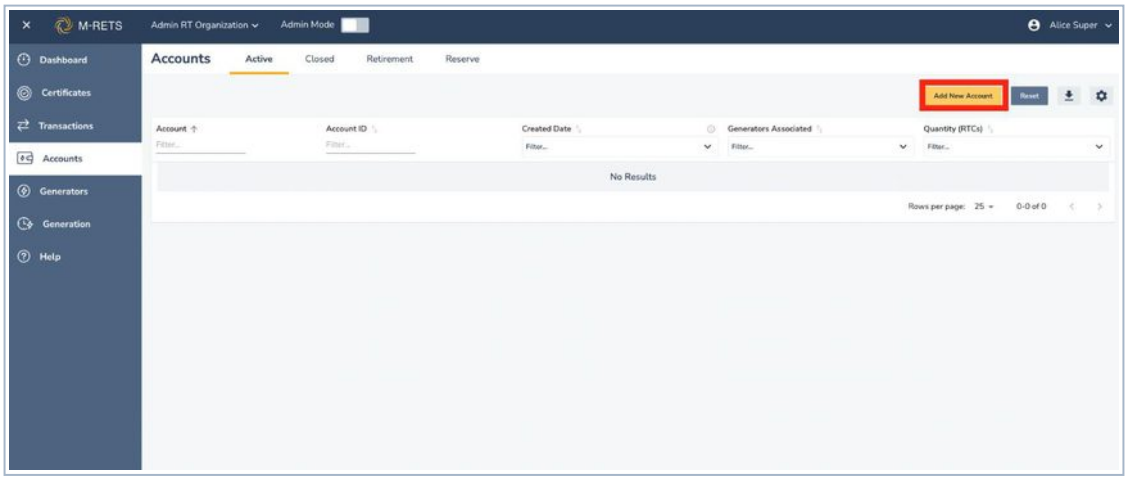

Figure 19. The Accounts dashboard.

Figure 20. Creating a new account.

CONFIGURING A RETIREMENT ACCOUNT WITH A PROGRAM

If the generator is being registered for compliance with a supported program, the Program Administrator sets up a program for the certificates to be retired into, and invites you to participate. Notify the Program Administrator once your subscription is approved. You then create a retirement account and link it to the program.

Change the account type to Retirement and select the program on the right. Name the account, for example using the program name and year, then select Save. Refer to the program instructions for the specific naming convention. Certificates deposited into this account are monitored by the Program Administrator for compliance with the program.

TRANSFERRING CERTIFICATES INTO A RETIREMENT ACCOUNT

Navigate to the Certificates dashboard and select the certificates you wish to retire from the Active tab, then select Retire in the upper right. Select the quantities to retire and designate the carbon pathway from the dropdown if applicable. The Details button shows the batch details and carbon pathway.

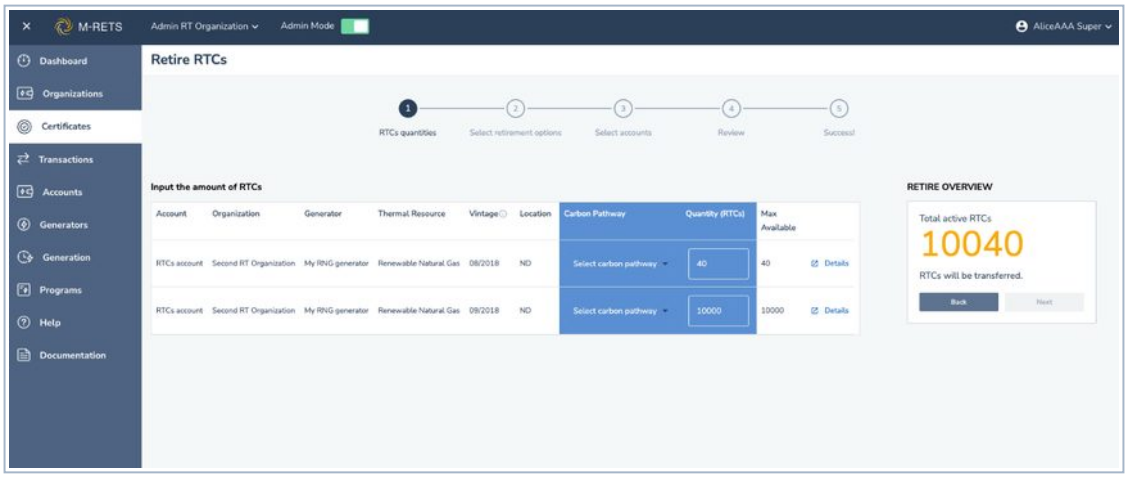

Figure 21. Selecting quantities to retire.

The next screen asks for the retirement reason, either Voluntary or Compliance. Each requires several further fields.

COMPLIANCE RETIREMENT TYPES

- **LCFS / RFS stacked claim:** Select only if the certificates will be used for both the United States Environmental Protection Agency Renewable Fuel Standard and a Low Carbon Fuel Standard. Use is subject to the official rules of the Renewable Fuel Standard. These attributes are frequently stacked.
- **State or provincial portfolio standards:** State-regulated utility renewable portfolio standard, or provincial utility portfolio standard, retirements.
- **Other, non-RPS compliance:** Compliance retirements that do not fall under a portfolio standard.
- **Low Carbon Fuel Standard:** Select only if the generation will be used for a Low Carbon Fuel Standard claim. Use is subject to the rules of the applicable state, federal, or provincial low carbon fuel standard program.
- **Renewable Fuel Standard:** Select only if the certificates will be used for the United States Environmental Protection Agency Renewable Fuel Standard. Use is subject to the official rules of that standard.

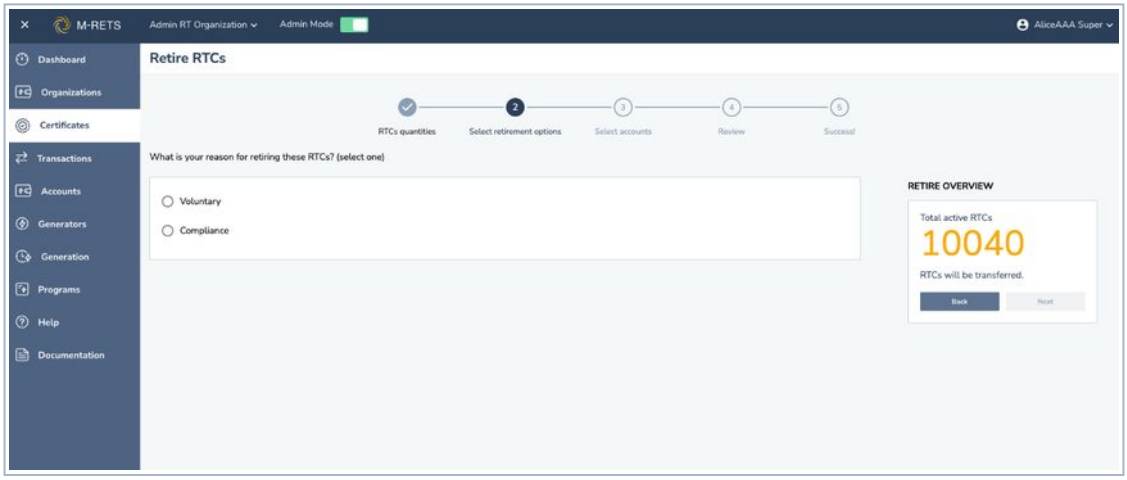

Figure 22. Selecting the retirement reason.

Once the retirement type and the required state, year, and quarter details are complete, select Next. Choose the retirement account assigned to the program, then select Review to confirm. Verify the information on the final screen: once Retire is selected the transaction cannot be changed. After retiring, you can download the transaction receipt and view the transaction in the history tab.

Retired certificates can be viewed from the Certificates dashboard under the Retired tab. To download a CSV or PDF of

retirements, use the download arrow in the top right of the report.

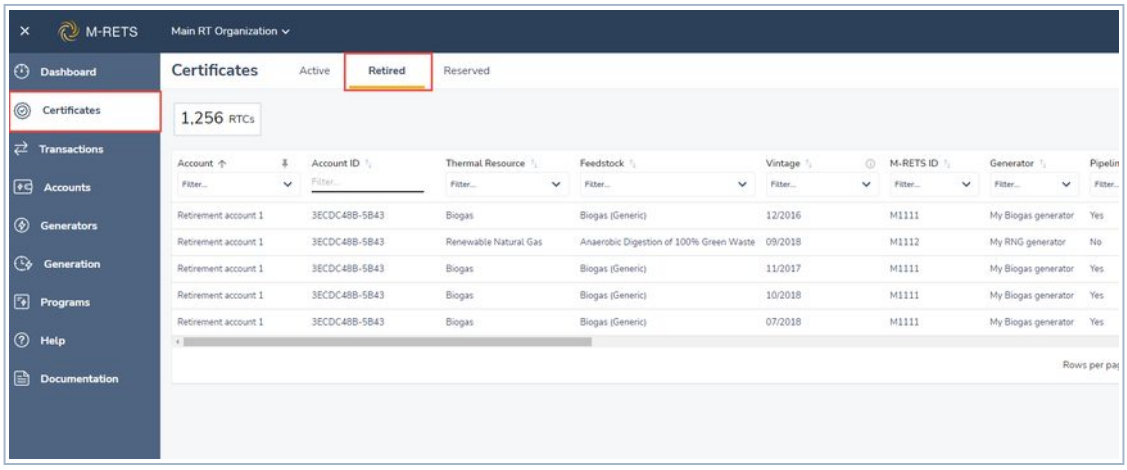

Figure 23. The Retired tab.

QUESTIONS
Contact the CleanCounts System Administrator at systemadmin@cleancounts.org or call (651) 900-7891.