



Climate Change Bureau Clean Transportation Fuel Program

Clean Transportation Fuel Program (CTFP) Applications, Reporting, and Compliance System (ARCS) Quarterly Fuel Reporting (QFR) Guidance

NMED Climate Change Bureau: CTFP-ARCS QFR Guidance Revision: 1 Date: 09/18/2026

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Clean Transportation Fuel Program

Revision History Table

Revision #	Revision Date	Revised By	Reason for Revision
1	9/18/2026	NMED staff	Added guidance for transaction reconciliation, quarterly report submission, returned report corrections, and report recall.

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Clean Transportation Fuel Program

Acronym Table

Acronym	Definition
ARCS	Application, Reporting, and Compliance System
BP	Business Partner
CI	Carbon Intensity
CTFP	Clean Transportation Fuel Program
CTFP-ARCS	Clean Transportation Fuel Program Application, Reporting, and Compliance System
EDU	Electric Distribution Utility
EER	Energy Economy Ratio
EPA	U.S. Environmental Protection Agency
EV	Electric Vehicle
FEIN	Federal Employer Identification Number
FPC	Fuel Pathway Code
FSE	Fuel Supply Equipment
LPG	Liquefied Petroleum Gas
NMAC	New Mexico Administrative Code
NMED	New Mexico Environment Department
QFR	Quarterly Fuel Report
REC	Renewable Energy Certificate
RTC	Renewable Thermal Certificate

CTFP-ARCS QFR Registration Guidance

Introduction

The Clean Transportation Fuel Program (CTFP) is New Mexico's market-based program designed to reduce the carbon intensity (CI) of transportation fuels supplied and used in the state. The CTFP Application, Reporting, and Compliance System (CTFP-ARCS) supports regulated organizations in complying with the rule (20.2.92 NMAC)¹ by providing an online platform for fuel registration, reporting, and credit banking and transfer.

Participating organizations use CTFP-ARCS to prepare and submit Quarterly Fuel Reports (QFRs) containing information on transportation fuel transactions occurring during each reporting period.

Prior to preparing a QFR, an organization should ensure that its **Organization Details** in CTFP-ARCS has an approved **Fuel Reporter** participation type. If another organization will act on the organization's behalf, they must select the appropriate Designator/Aggregator participation type and establish organization association in the **Organization Details**.

Quarterly reports must be submitted within 45 calendar days after the end of each quarter. The responsibilities and permissions of each user role are summarized in the table below.

User Role	Displays upon login	QFR Responsibilities and Permissions
Admin	External Admin	Authorized representatives of a registered organization who may submit reports and sign forms within their organization's account. May prepare the QFR, including entering and uploading fuel transactions, and submit the QFR.
Contributor	External Contributor	May edit their organization's information but may not submit reports or sign forms on their behalf. May prepare the QFR, including entering and uploading fuel transactions.
Reviewer	External Reviewer	Has read-only access to their organization's account. May view QFR information but cannot add, edit, or modify fuel transactions.

¹ New Mexico Administrative Code Title 20 Chapter 2 Part 92 Clean Transportation Fuel Program.
https://nmonesource.com/nmos/nmac/en/item/18058/index.do#t20c2p92_97

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This guide provides step-by-step instructions for participating organizations on how to prepare a QFR in CTFP-ARCS.

Step 1 – Navigate to the ARCS environment:

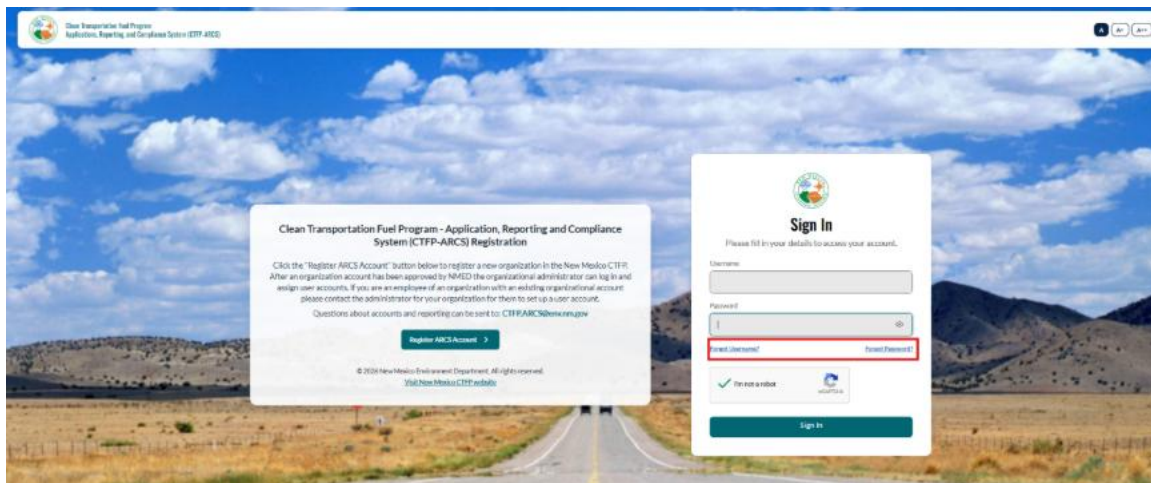
Go to: <https://ctfp.env.nm.gov>

Step 2 – Log in:

Log in using the username and password you created when registering your organization's account in CTFP-ARCS.

Each time you sign in, you will be prompted to complete a Google reCAPTCHA verification below the password field. Follow the on-screen instructions before selecting **LOGIN**.

Once logged in, you may access the system modules.



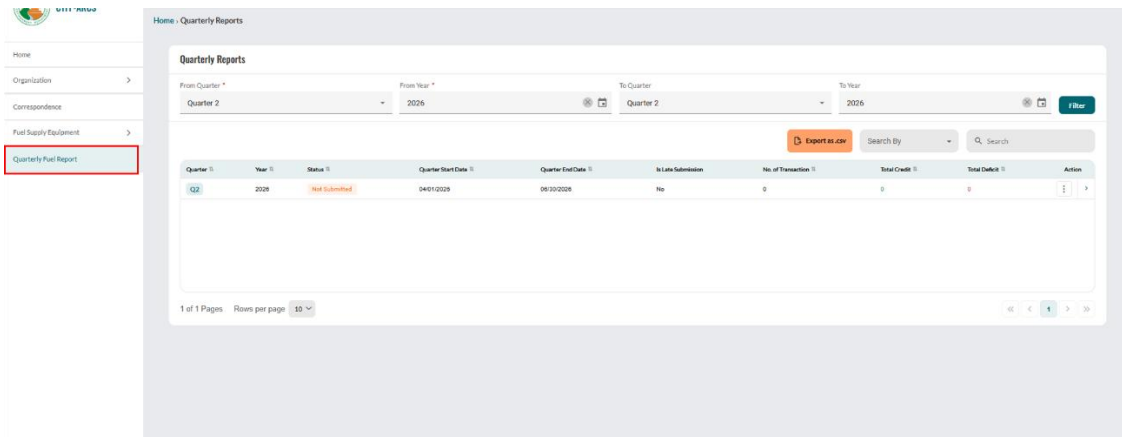
If you forget your username or password, select **Forgot Username?** or **Forgot Password?** on the login page and follow the on-screen instructions to recover your account credentials. For technical assistance during any step, contact the ARCS Support Team. ARCS email: CTFP.ARCS@env.nm.gov

Access the QFR Report

Once the organization has been approved for the Fuel Reporter participation type, access the Quarterly Fuel Report module from the left-hand navigation menu.

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The Quarterly Reports page displays the organization's quarterly fuel reports and provides access to the transactions associated with each reporting period.



Note:

- The **first CTFP quarter is calendar Q2**, not calendar Q1
- The **first CTFP compliance period is 7 quarters long**, and 4 calendar quarters each year after
- An organization can only access quarterly reports for reporting periods during which the organization was registered in CTFP-ARCS. For example, if an organization registers during Quarter 2, it will not be able to access a report for Quarter 1 or Quarter 3 of that year.
- Quarterly reports are submitted after the quarter ends and are due within 45 calendar days after the end of the quarter. For example, during Quarter 3, an organization may prepare and submit its Quarter 2 report for transactions that occurred during Quarter 2. The organization should select the report for the quarter in which the transactions occurred.

Calendar quarter	Quarter dates for first compliance period	Reporting dates (QFR deadline bolded)
2026 Q2	April 1, 2026 – June 30, 2026	August 24, 2026 – November 23, 2026
2026 Q3	July 1, 2026 – September 30, 2026	October 1, 2026 – January 10, 2027
2026 Q4	October 1, 2026 – December 31, 2026	January 1, 2026 – March 31, 2027
2027 Q1	January 1, 2027 – March 31, 2027	April 1, 2027 – June 30, 2027
2027 Q2	April 1, 2027 – June 30, 2027	July 1, 2027 – September 30, 2027
2027 Q3	July 1, 2027 – September 30, 2027	October 1, 2027 – January 10 2028
2027 Q4	October 1, 2027 – December 31, 2027	January 1, 2027 – March 31, 2027

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To locate and open a quarterly report:

- Use **From Quarter** and **From Year** to select the beginning of the reporting period you want to access.
- Use **To Quarter** and **To Year** to select the end of the reporting period you want to access.
- Select **Filter**. The table will update to display the quarterly reports within the selected period.
- Locate the applicable quarterly report in the table. The table displays information including:
 - Quarter
 - Year
 - Status
 - Quarter Start Date
 - Quarter End Date
 - Is Late Submission
 - No. of Transaction
 - Total Credit
 - Total Deficit
 - Action
- Select the **View Transactions (>)** icon on the right side of the applicable quarterly report to open the report.

The screenshot shows the 'Quarterly Reports' page. On the left is a sidebar with navigation links: Home, Organization, Correspondence, Fuel Supply Equipment, and Quarterly Fuel Report. The main content area has a header 'Home - Quarterly Reports'. Below it, a section titled 'Quarterly Reports' contains filters for 'From Quarter' (set to 'Quarter 2'), 'From Year' (set to '2026'), 'To Quarter' (set to 'Quarter 2'), and 'To Year' (set to '2026'). A red box labeled '1. Select reporting period' highlights these filters. To the right of the filters is a 'Filter' button, with a red arrow labeled '2. Select filter' pointing to it. Below the filters is a table with columns: Quarter, Year, Status, Quarter Start Date, Quarter End Date, Is Late Submission, No. of Transaction, Total Credit, Total Deficit, and Action. The first row shows 'Q2', '2026', 'Not Submitted', '04/01/2026', '06/30/2026', 'No', '0', '0', '0', and an action icon. A red box labeled '3. Locate the report' highlights the first row. A red arrow labeled '4. Select view transactions' points to the action icon in the first row.

Quarter	Year	Status	Quarter Start Date	Quarter End Date	Is Late Submission	No. of Transaction	Total Credit	Total Deficit	Action
Q2	2026	Not Submitted	04/01/2026	06/30/2026	No	0	0	0	>

After selecting **View Transactions** of the report, the **Quarterly Reports Transactions** page is displayed.

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The **Report Details** section at the top of the page identifies the selected quarterly report and displays its **Status**, **Reporting Quarter**, **Reporting Start Date**, **Reporting End Date**, **Credit**, and **Deficit** associated with all transactions of that report.

Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

Download Template Bulk Upload Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Deficit
Not Submitted	Quarter 2	07/01/2026	09/30/2026	0	0

Transactions are organized into three categories:

- Liquids
- Gaseous/Electricity
- Telematics

Select the applicable tab to view and manage transactions for that category.

Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

Download Template Bulk Upload Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Deficit
Not Submitted	Quarter 2	07/01/2026	09/30/2026	0	0

Add New Fuel Transaction

Fuel Name * Fuel Pathway Code (FPC) * Fuel Application Vehicle Code *

Select Fuel Name Fuel Pathway Code (FPC) Select Fuel Application Vehicle Code

Clear Add Transaction

Liquids Gaseous/Electricity Telematics

Select the applicable tab to view and manage transactions for that category

Show with Warning 0 Records Found Export as .csv Search By Search

Transaction Id	Fuel Name	Fuel Pathway Code (FPC)	Fuel Application	Transaction Type	Transaction Date	Volume / Quantity	Unit of Measure	Business Partner Name	Business Partner FEIN	Aggregator Indicator	Designator	Line Status	Actions
No data added.													

Add Fuel Transactions

Transactions can be added to the quarterly report individually using the **Add New Fuel Transaction** section or in bulk using the **Bulk Upload**. These options are available in the Quarterly Reports Transactions page.

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Manually Add a Transaction

To add a fuel transaction manually, start by reviewing **Add New Fuel Transaction** section, under which there are the following three dropdown lists:

- Fuel Name
- Fuel Pathway Code (FPC) or Electric Distribution Utility (EDU) Pathway Code
- Fuel Application Vehicle Code

1. Select the applicable **Fuel Name** from the dropdown menu.

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Add New Fuel Transaction

Fuel Name *

Compressed Natural Gas (CNG)

Clear Gasoline

Electricity - Non-residential & Multi-family

Hydrogen

Compressed Natural Gas (CNG)

Diesel

Electricity - Telematics

Biodiesel

Liquefied Natural Gas (LNG)

Liquefied-Compressed Natural Gas (LCNG)

Renewable Diesel

Ethanol

Liquefied Petroleum Gas (LPG)/Propane

- If displayed, indicate whether a **Renewable Energy Certificate (REC)** or **Renewable Thermal Certificate (RTC)** has been retired for the fuel being reported. CTFP-ARCS uses this selection, together with the selected fuel, to determine the fuel pathway codes available for reporting, and to determine if corresponding supporting documents are needed.

Add New Fuel Transaction

Fuel Name *
Compressed Natural Gas (CNG)

Is RTC Retired?
No ☐ Yes ☐

Fuel Pathway Code (FPC) *
Fuel Pathway Code (FPC)

Fuel Application Vehicle Code *
Select Fuel Application Vehicle Code

Clear + Add Transaction

- Select the applicable **Fuel Pathway Code (FPC)** or **Electric Distribution Utility (EDU) Pathway Code**, as displayed in CTFP-ARCS. Available selections depend on the fuel and other information previously entered.
 - Fuel Pathway Code (FPC): Identifies the facility-associated carbon intensity value of the transportation fuel based on fuel type and production process. Either approved as part of a temporary fuel pathway in correspondence with NMED or found in Table 4 or Table 5 of 20.2.92 NMAC
 - Electric Distribution Utility (EDU) Pathway Code: identifies the carbon intensity value associated with the electric distribution utility and service area. Found in EDU Cis materials.

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4. Select the applicable **Fuel Application Vehicle Code** from the dropdown menus. It identifies the type of vehicle in which the fuel is used to later determine Energy Economy Ratio (EER). See Appendix A: Fuel Application Vehicle Codes for a list of available codes and their descriptions.
5. Select **+ Add Transaction**.
6. The **Add Transaction** window will open. An example screenshot is shown below. The summary banner at the top of the window displays the selected Fuel Name, Fuel Pathway Code (FPC), and Fuel Application Vehicle Code, and the Volume by Fuel/Pathway Code, which represents the cumulative volume reported for the selected fuel, pathway, and fuel application vehicle code in the quarterly report. The remainder of the window contains the fields used to report the individual transaction.

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Add Transaction

Fuel Name	Fuel Pathway Code (FPC)	Fuel Application Vehicle Code	Volume by Fuel/Pathway Code
Clear Gasoline	NMGAS001	GAS-LMDV-ICEV	0 Gallon

Transaction Date *

Select Transaction Date

Transaction Type *

Select Transaction Type

Volume / Quantity *

Enter Volume / Quantity

Blended Fuel

No Yes

Aggregation Indicator *

No Yes

Document Type

Select Document Type

Select a document type before uploading files.

Supporting Document

Choose a file or drag & drop it here
Maximum 10 MB per file

Browse Files

Accepted file types: PDF, XLS, XLSX, PNG, JPG

Transaction Description / Notes

Enter Transaction Description / Notes

Calculated Compliance Value

00

Clear Save

Transaction Details

Complete the information applicable to the transaction. Required fields are identified with an asterisk (*). The fields displayed may change based on the fuel, pathway, application, and transaction type selected.

- **Transaction Date.** Enter the date on which the transaction occurred. The transaction date must fall within the reporting quarter.
- **Transaction Type.** Select the applicable transaction type. Transaction Type describes how the fuel was produced, imported, purchased, sold, dispensed, exported, or otherwise accounted for. Transaction types are described further in Appendix B of this guide.

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- **Volume/Quantity.** Enter the amount of fuel associated with the transaction. The applicable unit of measure is determined by the fuel being reported. See Appendix C: Units of Measure for the applicable unit of measure by fuel type.
- Additional fields displayed for the transaction, as applicable and explained in Appendix D.
 - Blended Fuel
 - Aggregation Indicator
 - Fuel Supply Equipment (FSE) ID
 - EPA Facility ID
 - Business Partner
 - Charging Type
 - Document Type
 - Supporting Document
- **Transaction Description/Notes.** Enter additional information about the transaction, if applicable.
- **Calculated Compliance Value.** CTFP-ARCS calculates the compliance value, credit or deficit, based on the information associated with the reported transaction. This is automated and no manual entry is required. Hover over the information icon next to Calculated Compliance Value to view the values used in the calculation, including Carbon Intensity, Energy Economy Ratio, Energy Density, and Standard CI.

Once the fuel transaction information has been entered, select **Save** button to save the transaction. To remove the information entered in the form without saving the transaction, select **Clear**. When **Save** is selected, CTFP-ARCS validates the transaction information. If required information is missing or a validation requirement is not met, an error message identifies the issue and any information or documentation needed before the transaction can be saved. Correct the identified issue(s) and select **Save** again.

Bulk Upload

Multiple transactions can be added to a quarterly report using the bulk upload templates available in CTFP-ARCS. Separate templates are provided for **Liquids**, **Gaseous/Electricity**, and **Telematics** transactions.

Download and Complete a Template

1. Select the applicable **Liquids**, **Gaseous/Electricity**, or **Telematics** tab.
2. Select **Download Template**.

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Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

2. Download the template
Download Template
Bulk Upload
Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credits	Debits
Not Submitted	Quarter 2	01/01/2026	01/30/2026	0	0

Add New Fuel Transaction

Fuel Name *
Select Fuel Name

Fuel Pathway Code (FPC) *
Fuel Pathway Code (FPC)

Fuel Application Vehicle Code *
Select Fuel Application Vehicle Code

Clear
Add Transaction

Liquids
Gaseous/Electricity
Sidermalics

1. Select the applicable category

Show with Warning
0 Records Found
Export as .csv
Search By
Search

Transaction ID	Fuel Name	Fuel Pathway Code (FPC)	Fuel Application	Transaction Type	Transaction Date	Volume / Quantity	Unit of Measure	Business Partner Name	Business Partner FIRM	Aggregation Indicator	Designator	Line Status	Action
No data added													

3. Save and open the downloaded Excel template.
4. Enter the transaction information in the applicable fields. Enter one transaction per row and use the dropdown selections provided in the template where available.

As you complete the template, use the built-in validation indicators to identify and correct missing or invalid information. The **Validation Status** field at the top of the template provides an overall validation status, while the Row Status column at the end of the template displays the status of each individual row. Before uploading the template, correct any identified issues and confirm that the **Validation Status** indicates “All rows valid”.

[illegible]

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5. Save the completed file without changing its column headings, structure, formulas, or validation features.

Transaction Details

The fields included in the template vary depending on whether the Liquids, Gaseous/Electricity or Telematics template is being used.

- **Reporting Year and Reporting Quarter.** Select the year and quarter associated with the quarterly report being prepared.
- **Transaction Date and Time.** Enter the date and time on which the transaction occurred. The transaction date must fall within the reporting quarter.
- **Fuel Name.** Select the fuel associated with the transaction.
- **Fuel Pathway Code (FPC) or Electric Distribution Utility (EDU) Pathway Code.** Select the pathway code applicable to the reported fuel. The fuel or EDU pathway code determines the carbon intensity associated with the fuel.
- **Fuel Application Vehicle Code.** Select the code identifying the vehicle or transportation type in which the fuel is used. See Appendix A: Fuel Application Vehicle Codes for a list of available codes and their descriptions.
- **REC/RTC Retirement.** Where included in the template, indicate whether the applicable REC or RTC has been retired. The applicable pathway code may depend on this selection.
- **Transaction Type.** Select the applicable transaction type. Transaction Type describes how the fuel was produced, imported, purchased, sold, dispensed, exported, or otherwise accounted for. Transaction types are described further in Appendix B of this guide.
- **Volume/Quantity.** Enter the amount of fuel associated with the transaction using the applicable unit of measure. See Appendix C: Units of Measure for the applicable unit of measure by fuel type.
- **Transaction Description/Notes.** Enter additional information about the transaction, if applicable.
- Additional fields requested for the transaction, as applicable and explained in Appendix D.
 - Blended Fuel
 - Aggregation Indicator
 - Fuel Supply Equipment (FSE) ID
 - EPA Facility ID
 - Business Partner
 - Charging Type
 - Aggregator/Designator Information
 - Document Type
 - Supporting Document

Upload a Completed Template

Return to the **Quarterly Reports Transactions** page:

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1. Select the **Liquids, Gaseous/Electricity, or Telematics** tab corresponding to the completed template.
2. Select **Bulk Upload**.
3. Browse to and select the completed Excel file.

Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

Download Template Bulk Upload Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Debit
Not Submitted	Quarter 2	07/01/2026	09/30/2026	0	0

Add New Fuel Transaction

Fuel Name * Fuel Pathway Code (FPC) * Fuel Application Vehicle Code *

Select Fuel Name Select Fuel Pathway Code (FPC) Select Fuel Application Vehicle Code

Clear + Add Transaction

Liquids Gaseous/Electricity Telematics

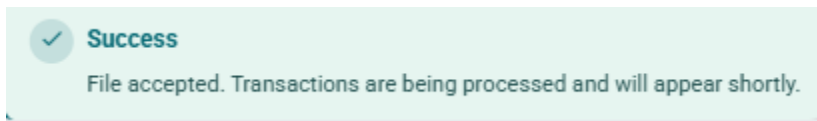
1. Select the applicable category

Show with Warning 0 Records Found

Export as .csv Search By Search

Transaction ID	Fuel Name	Fuel Pathway Code (FPC)	Fuel Application	Transaction Type	Transaction Date	Volume / Quantity	Unit of Measure	Business Partner Name	Business Partner FEIN	Aggregator Indicator	Designator	Line Status	Actions
No data added.													

Once the file is accepted, CTFP-ARCS displays a confirmation message indicating that the transactions are being processed.



CTFP-ARCS returns you to the Quarterly Reports Transactions page. Refresh the page to display the uploaded transactions.

Once processing is complete, the user will also receive an email notification from noreply.ctfp-arcs-uat@env.nm.gov. The email identifies the uploaded file and transaction category and provides the processing results, including the number of records successfully processed and the number of records that failed.

The **File accepted** message confirms that the file was accepted for processing; it does not indicate that all uploaded transactions have passed all validation. After processing, review the uploaded transactions and their **Line Status**. Transactions that require correction, additional information, or supporting documentation may display an **Errored** status. See also the **Review and Manage Fuel Transactions** for instructions on reviewing and resolving transaction errors.

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Review and Manage Fuel Transactions

Transactions that have been added to the quarterly report are displayed in the table under the applicable **Liquids**, **Gaseous/Electricity**, or **Telematics** tab of the Quarterly Reports Transactions page. The table provides transaction-level information and the current **Line Status** of each transaction. Fields displayed vary depending on the transaction category.

1. Select the applicable **Liquids**, **Gaseous/Electricity**, or **Telematics** tab.
2. Review the **Line Status** for each transaction.
 - A **Validated** status indicates that the transaction has passed the applicable system validations.
 - An **Errored** status indicates that one or more validation requirements have not been met and the transaction requires review.
3. To review or modify a transaction, select the **Edit** icon in the **Actions** column.

Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

Download Template Bulk Upload Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Deficit
Draft	Quarter 2	07/01/2026	09/30/2026	92.6392357296	1.0861577032

Add New Fuel Transaction

Fuel Name * Fuel Pathway Code (FPC) * Fuel Application Vehicle Code *

Select Fuel Name Fuel Pathway Code (FPC) Select Fuel Application Vehicle Code

Clear + Add Transaction

1. Select the applicable transaction category

Liquids Gaseous/Electricity Telematics

Show with Warning 24 Records Found Export as .csv Search By Search

Transaction Id	Fuel Name	Fuel Pathway Code (FPC)	Aggregation Indicator	Document Type	Credit Calculated	Deficit Calculated	Calculated Compliance	Line Status	Actions
00200-2026-Q2-J0UM	Clear Gasoline	NMIGAS001	No	—	0	0.1843324	-0.1843324	Errored	 
00200-2026-Q2-X0DB	Clear Gasoline	NMIGAS001	No	—	0	0.1843324	-0.1843324	Validated	 

2. Review the Line Status

3. Select Edit to review or update the transaction

If a transaction has an **Errored** status, select the Edit icon to open the transaction and review the validation issue(s). The **Errors & Alerts** section at the top of the **Edit Transaction window** identifies the issue(s) that must be addressed. For example, CTFP-ARCS may identify missing required supporting documentation (see example screenshot below).

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Review the displayed error message(s) and correct the transaction information or upload the required supporting documentation in the Edit Transaction window, as applicable. After making the necessary changes, select **Update**. CTFP-ARCS will revalidate the transaction. Return to the transaction table and confirm the updated **Line Status**.

Edit Transaction

Errors & Alerts

ERROR: Please upload the following document type(s) for this transaction type: Agreement with Importer

Fuel Name Clear Gasoline	Fuel Pathway Code (FPC) NMGAS001	Fuel Application Vehicle Code GAS-LMDV-ICEV - Gasoline(GAS), Light- Medium Duty Vehicle, Internal Combustion Engine Vehicle	Volume by Fuel/Pathway Code 0 Gallon
-----------------------------	-------------------------------------	--	---

Transaction Date

06/14/2026

Transaction Type

Produced for import into N...

Volume / Quantity

10

Blended Fuel

No Yes

Aggregation Indicator

No Yes

Document Type

Select Document Type

Select a document type before uploading files.

Supporting Document

Choose a file or drag & drop it here
Maximum 10 MB per file
Browse Files

Accepted file types: PDF, XLS, XLSX, PNG, JPG

Transaction Description / Notes

Enter Transaction Description / Notes

Clear

Update

To remove a transaction from the quarterly report, select the **Delete** icon in the **Actions** column.

To locate a specific transaction, select the applicable search criterion from the **Search By** dropdown menu and enter the search value in the **Search** field.

To download transaction information from the quarterly report, select **Export as .csv**.

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Home > Quarterly Reports > Quarterly Reports Transactions

Quarterly Reports Transactions

Download Template Bulk Upload Submit Quarterly Report

Report Details

Status	Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Deficit
Draft	Quarter 2	07/01/2026	09/30/2026	92.6392357296	1.0861577032

Add New Fuel Transaction

Fuel Name * Fuel Pathway Code (FPC) * Fuel Application Vehicle Code *

Select Fuel Name Fuel Pathway Code (FPC) Select Fuel Application Vehicle Code

Clear + Add Transaction

Liquids Gaseous/Electricity Telematics

Show with Warning 24 Records Found

Download transactions → **Export as .csv** *Search a transaction* → Search By Search

Transaction Id	Fuel Name	Fuel Pathway Code (FPC)	Aggregation Indicator	Document Type	Credit Calculated	Deficit Calculated	Calculated Compliance	Line Status	Actions
00200-2026-Q2-J0UM	Clear Gasoline	NMGAS001	No	—	0	0.1843324	-0.1843324	Errored	 
00200-2026-Q2-XDB>	Clear Gasoline	NMGAS001	No	—	0	0.1843324	-0.1843324	Validated	 

Delete a transaction →

The transaction table also displays the calculations for each transaction:

- **Credit Calculated** displays the amount of credit calculated for the transaction, when applicable.
- **Deficit Calculated** displays the amount of deficit calculated for the transaction, when applicable.
- **Calculated Compliance Value** displays the overall compliance value calculated for the transaction based on the applicable transaction information and program parameters before **obligation indicators** (see Appendix B) are applied.

These values are calculated automatically by CTFP-ARCS. To view additional information about the parameters used in the calculation for an individual transaction, select the **Edit** icon and hover over the information icon next to **Calculated Compliance Value**. The system displays the applicable Carbon Intensity, Energy Economy Ratio (EER), Energy Density, and Standard CI.

Reconcile Transactions with Business Partners

The transaction types listed below require reconciliation with a corresponding transaction reported by another organization. This process confirms that both parties reported consistent transaction information, particularly where responsibility for associated credits or deficits is transferred between seller and buyer.

The following transaction pairs are subject to reconciliation:

- Sold with obligation ↔ Purchased with obligation
- Position holder sale for export ↔ Purchased below the rack for export
- Position holder sale for delivery to Tribal lands ↔ Purchased below the rack for delivery to Tribal lands

For transaction types subject to reconciliation, the applicable Business Partner (BP) information should be entered when adding fuel transactions:

- When the **Business Partner is registered** in CTFP-ARCS, select the organization from the available Business Partner list.
- When the **Business Partner is not registered** in CTFP-ARCS, enter the required information for the unregistered organization, including the Business Partner Name and FEIN. A Product Transfer Document (PTD) must also be provided. Select the applicable Document Type and upload the required Supporting Document.

The required document type depends on the Transaction Type. See Appendix B: Transaction Types and Appendix D: Conditional Transaction Information for transaction-specific Business Partner, reconciliation, and supporting documentation requirements.

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The image displays two side-by-side screenshots of the 'Add Transaction' form in the CTFP-ARCS system. Both forms are for 'Clear Gasoline' with Fuel Pathway Code 'NMGAS001', Fuel Application Vehicle Code 'GAS-LMDV-ICEV', and Volume '3 Gallon'. The left form shows the 'Business Partner is registered' status, with the 'Is Business Partner Registered' checkbox checked. The right form shows the 'Business Partner is unregistered' status, with the 'Is Business Partner Registered' checkbox unchecked. Both forms include fields for Transaction Date, Transaction Type (set to 'Purchased with obligation'), Volume / Quantity (set to '100'), Inventory Effect, Blended Fuel, Aggregation Indicator, Document Type, and Supporting Document. The Supporting Document field includes a 'Choose a file or drag & drop it here' button and a 'Browse Files' button. The bottom of each form has 'Clear' and 'Save' buttons.

CTFP-ARCS compares transactions reported by the two Business Partners. The following information must match for the transactions to reconcile:

- Business Partner
- Fuel Type
- Volume
- Transaction Date
- Fuel Pathway
- Corresponding Transaction Type

The **Reconciled Status** for each liquid fuel transaction is displayed in the transaction table of the Quarterly Reports Transactions (see screenshot below). The status indicates whether reconciliation is required and, when applicable, the reconciliation result:

- **Reconciled.** A matching transaction reported by the Business Partner has been identified. When a corresponding matching transaction is identified, the Reconciliation Status changes to **Reconciled** and the **BP Transaction ID** identifies the corresponding transaction reported by the Business Partner.
- **Unreconciled.** Transactions are subject to reconciliation, but a matching transaction has not been identified. For an **Unreconciled** transaction, review the **Reconciliation Reason** displayed in the transaction table.
 - **Unmatched** indicates that the BP was entered as registered in CTFP-ARCS, but a corresponding matching transaction has not been identified.
 - **Unregistered BP** indicates that the BP was entered as not registered in CTFP-ARCS; therefore, there is no transaction reported yet by that BP in the system to reconcile against.

Climate Change Bureau Clean Transportation Fuel Program

- **Not Applicable.** Transactions are not subject to reconciliation.

The screenshot shows the 'Quarterly Reports Transactions' page. The 'Report Details' section indicates the last reconciliation run on 09/12/2026 at 06:00 PM MT. Below this, the 'Add New Fuel Transaction' form is visible. The main table lists transactions with columns for Transaction ID, Fuel Name, Fuel Pathway Code (FPC), Compliance Value, Reconciliation Required Flag, Last Updated, Reconciled Status, Reason Code, BP Transaction ID, Line Status, and Actions. A red box highlights the 'Reconciled Status' column, showing values like 'Unreconciled', 'Not Applicable', 'Unreconciled', and 'Reconciled'.

Transaction ID	Fuel Name	Fuel Pathway Code (FPC)	Compliance Value	Reconciliation Required Flag	Last Updated	Reconciled Status	Reason Code	BP Transaction ID	Line Status	Actions
00199-2026-Q2-6CA9	Clear Gasoline	NMGAS001		Yes	09/14/2026 12:55 PM MDT	Unreconciled	Unmatched	—	Validated	
00199-2026-Q2-RVFC	Clear Gasoline	NMGAS001		No	09/14/2026 12:50 PM MDT	Not Applicable	—	—	Validated	
00199-2026-Q2-28851	Diesel	NMULSD001		Yes	09/14/2026 11:29 AM MDT	Unreconciled	Unregistered BP	—	Validated	
00199-2026-Q2-EV31	Clear Gasoline	NMGAS001		Yes	09/13/2026 09:00 PM MDT	Reconciled	—	00200-2026-Q2-NGF74W	Validated	

CTFP-ARCS periodically evaluates eligible transactions for reconciliation. The **Last Reconciliation Run** displayed in the **Report Details** section identifies the date and time when the reconciliation process was most recently run. Transactions entered or updated after the displayed time may not yet reflect the results of the next reconciliation run.

This screenshot shows the same 'Quarterly Reports Transactions' page, but with a red box highlighting the 'Last Reconciliation Run: 09/12/2026, 06:00 PM MT' text in the 'Report Details' section.

Unreconciled transactions do not prevent submission of the quarterly report. If unreconciled transactions remain when the report is submitted, CTFP-ARCS identifies them during the submission process and requires the user to review and acknowledge the applicable Unreconciled Submission attestation before submitting the report (see **Submit a Quarterly Report** for instructions).

Submit a Quarterly Report

Each transaction included in the quarterly report should have a **Validated** Line Status before the **Submit Quarterly Report** button is enabled.

To submit the quarterly report:

1. Open the applicable report from the **Quarterly Reports** page.
2. Review the report information and transactions for completeness and accuracy.
3. Confirm that all transactions have a **Validated** Line Status.
4. Select **Submit Quarterly Report**.

Home › Quarterly Reports › Quarterly Reports Transactions

Quarterly Reports Transactions

QFR Bulk Upload Submit Quarterly Report

Last Reconciliation Run: 09/12/2026, 06:00 PM MT Draft

Report Details

Reporting Quarter	Reporting Start Date	Reporting End Date	Credit	Deficit
Quarter 2	07/01/2026	09/30/2026	91.61	0.59

Add New Fuel Transaction

Fuel Name * Fuel Pathway Code (FPC) * Fuel Application Vehicle Code *

Clear Gasoline NMGA001 GAS-LMDV-ICEV

Clear + Add Transaction

Liquids Gaseous/Electricity Telematics Counterparty transactions

Only Warnings 18 Records Found Export as .csv Search By Search

Transaction ID	Fuel Name	Fuel Pathway Code (FPC)	Inv Flag	Last Updated	Reconciled Status	Reason Code	BP Transaction ID	Line Status	Actions
00200-2026-Q2-DV7V	Clear Gasoline	NMGA001		09/14/2026 06:00 PM MDT	Unreconciled	Unregistered BP		Validated	

The **Quarterly Fuel Report Attestation** window opens. The attestations displayed depend on the transactions included in the quarterly report.

- If all applicable transactions are **Reconciled**, or the quarterly report does not contain transactions subject to reconciliation, the standard quarterly report submission attestation is displayed. Review the attestation and select the checkbox confirming that you have read and agree to the attestation. If the quarterly report contains no transactions, the applicable zero-transaction attestation is displayed.

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Quarterly Fuel Report Attestation: Q2-2026 ×

Quarter Start Date
04-01-2026

Quarter End Date
06-30-2026

Report ID
00342-2026-Q2-001

QFR Submission

Organization name

1 transactions

I, _____ am submitting this report on behalf of the above organization, with the understanding that the information contained in this report is considered an official submission to NMED for purposes of compliance with the New Mexico Clean Transportation Fuel Program. The information contained in this report is, to the best of my knowledge and belief, true, valid, accurate, and complete. By submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the proper authority granted by the company identified herein to submit this report.

☒ I have read and agree to this attestation *

Submit Report

- If the quarterly report contains one or more **Unreconciled** transactions, the window displays an **Unreconciled Submission** attestation. Review the attestation and select the checkbox confirming that you have read and agree to the attestation.

Quarterly Fuel Report Attestation: Q2-2026 ×

Quarter Start Date
04-01-2026

Quarter End Date
06-30-2026

Report ID
00200-2026-Q2-001

Unreconciled Submission

Organization name

16 out of 18 transactions

I _____ am submitting this report on behalf of the above organization, with the understanding that the information contained in this report is considered an official submission to NMED for purposes of compliance with the New Mexico Clean Transportation Fuel Program. The information contained in this report is, to the best of my knowledge and belief, true, valid, accurate, and complete. By submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within.

I understand that I am submitting this report without completing reconciliation with a business partner for one or more transactions contained in this report. Submissions of reports containing transactions that have not been

☒ I have read and agree to this attestation *

Submit Report

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- For an **Aggregator** submitting a quarterly report on behalf of Designators, the attestation window displays the associated Designators. Select the required checkbox for each Designator and complete the applicable report attestation. All required checkboxes must be selected before the report can be submitted.

Quarterly Fuel Report Attestation: Q2-2026

Quarter Start Date: 04-01-2026 Quarter End Date: 06-30-2026 Report ID: 00186-2026-Q2-001

Unreconciled Submission

Designators

- ☒ Organization Name 1* 21 out of 21 transactions
- ☒ Organization Name 2* 19 out of 19 transactions
- ☒ Organization Name 3* 4 out of 4 transactions

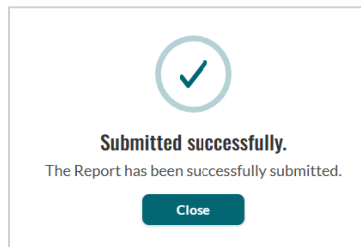
Under state, municipal, or federal law, I certify that information supplied herein is correct and that I have the proper authority granted by the company identified herein to submit this report.

My electronic submission of this document is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations. A failure to timely notify NMED of a possible misuse of my account may result in my liability for the information submitted. By signing, I agree to follow the terms stated herein. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I elect to submit this report and associated document with an electronic signature.

☒ I have read and agree to this attestation *

Submit Report

After reviewing and completing all applicable attestations, select **Submit Report**. CTFP-ARCS displays a confirmation message when the quarterly report has been successfully submitted, as shown below.



After submission, transactions associated with the report become read-only and cannot be added, edited, or deleted. The report **Status** is displayed in the Status column of the Quarterly Reports table. The **Status** after submission depends on whether additional NMED review is required:

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- **Pending Review.** NMED review is required due to an exceeded threshold or unreconciled transaction. NMED may approve the report (**Submitted**) or return it for correction (**Returned**).
- **Submitted.** The report has been successfully submitted, either directly or following NMED approval.
- **Returned.** NMED has returned the report for correction. The reporting organization may review comments, revise the report, and resubmit. See **Review and Correct a Returned Quarterly Report** for instructions.
- **Posted.** The report has completed the submission and review process and has been posted to the ledger.

A reporting organization may also recall a report while the reporting period remains open. See **Recall a Quarterly Report** for instructions.

Review and Correct a Returned Quarterly Report

NMED may return a quarterly report if corrections are required. If a report is returned after NMED review, its status changes to **Returned** and the reporting organization receives a notification. Log in and access the returned QFR report.

To correct a returned report (see screenshots below):

- Open the returned quarterly report to review the transactions.
- Review the comments provided by NMED. The Review Comments section identifies the reason the report was returned and provide information to assist with making the necessary corrections.
- Review the applicable transactions and make the necessary corrections. Transactions may be added, edited, or deleted, as applicable.

Climate Change Bureau Clean Transportation Fuel Program

Home - Quarterly Reports

Quarterly Reports

Please refer to the CTFP-ARCS Quarterly Fuel Reporting Guidance before registering FSE

CTFP-ARCS Quarterly Fuel Reporting Guidance

From Quarter: Quarter 2, From Year: 2026, To Quarter: Quarter 2, To Year: 2026

Export as csv

Quarter #	Year #	Status #	Quarter Start Date #	Quarter End Date #	Is Late Submission	No. of Transactions #	Total Credit #	Total Deficit #	Action
Q2	2026	Returned	04/01/2026	06/30/2026	No	2	0.00	369.03	

Open the returned report

1 of 1 Pages Rows per Page: 10

Home - Quarterly Reports Transactions

Quarterly Reports Transactions

QFR Bulk Upload Submit Quarterly Report

Report Details

Reporting Quarter: Quarter 2, Reporting Start Date: 07/01/2026, Reporting End Date: 09/30/2026, Credit: 0.00, Deficit: 369.03

Review Comments

Review Comments

Add New Fuel Transaction

Fuel Name: Select Fuel Name, Fuel Pathway Code (FPC): Fuel Pathway Code (FPC), Fuel Application Vehicle Code: Select Fuel Application Vehicle Code

Clear Add Transaction

Liquids Gaseous/Electricity Telematics

Counterparty transactions

Only Warnings 2 Records Found

Export as csv

Home - Quarterly Reports Transactions

Quarterly Reports Transactions

QFR Bulk Upload Submit Quarterly Report

Report Details

Reporting Quarter: Quarter 2, Reporting Start Date: 07/01/2026, Reporting End Date: 09/30/2026, Credit: 0.00, Deficit: 369.03

Review Comments

Review Comments

Add New Fuel Transaction

Fuel Name: Select Fuel Name, Fuel Pathway Code (FPC): Fuel Pathway Code (FPC), Fuel Application Vehicle Code: Select Fuel Application Vehicle Code

Clear Add Transaction

Liquids Gaseous/Electricity Telematics

Counterparty transactions

Only Warnings 2 Records Found

Export as csv

Transaction ID #	Fuel Name #	Fuel Pathway Code (FPC) #	Fuel Application #	Transaction Type #	Line Status #	Action
00204-2026-Q2-258FVA	Clear Gasoline	NMISA001	GAS-LMDV-CEV - Gasoline(GAS), Light-Medium Duty Vehicle, Internal Combustion Engine Vehicle	Purchased with obligation	Validated	
00204-2026-Q2-71YVDB	Clear Gasoline	NMISA001	GAS-LMDV-CEV - Gasoline(GAS), Light-Medium Duty Vehicle, Internal Combustion Engine Vehicle	Initial inventory	Validated	

Edit transactions

1 of 1 Pages Rows per Page: 10

After completing the corrections, confirm that all transactions have a **Validated** Line Status and select **Submit Quarterly Report**.

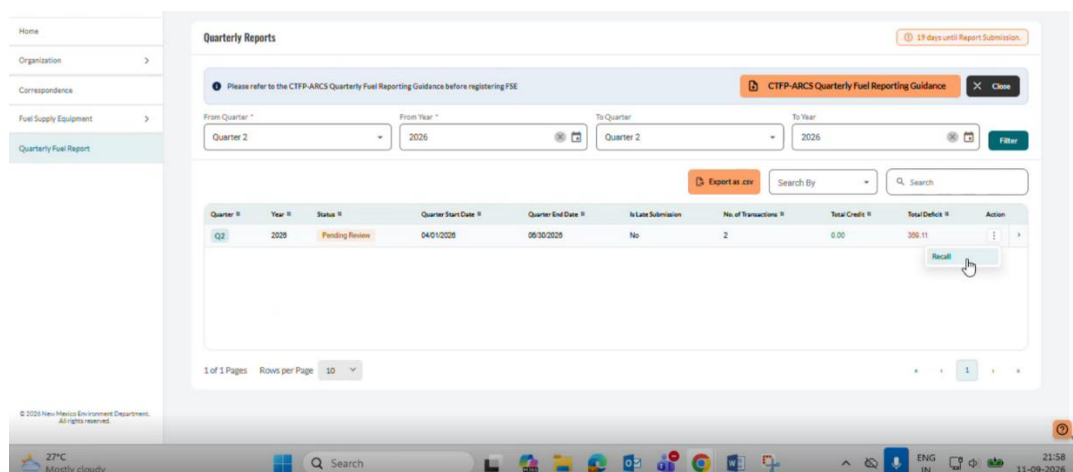
Climate Change Bureau Clean Transportation Fuel Program

Recall a Quarterly Report

A submitted quarterly report may be recalled while the reporting period remains open. Recalling the report returns it to the reporting organization, allowing transactions to be revised before a resubmission.

To recall a quarterly report (see screenshot below):

1. Navigate to the **Quarterly Reports** page.
2. Locate the applicable report.
3. Select the three-dot **Action** menu for the report.
4. Select **Recall**.

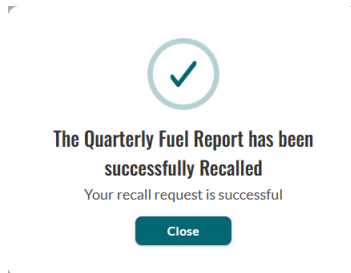


In the **Recall Report** window, enter the reason for the recall in the required **Reason for Recall** field. Select **Clear** to remove the entered text or select **Recall** to submit the recall request.

The 'Recall Report' window is shown. It has a title bar with the text 'Recall Report' and a close button (X). The main content area contains a text input field with the placeholder text 'Enter reason for recall...'. Above the input field, there is a label 'Reason for Recall' with a red asterisk. Below the input field, there are two buttons: 'Clear' and 'Recall'.

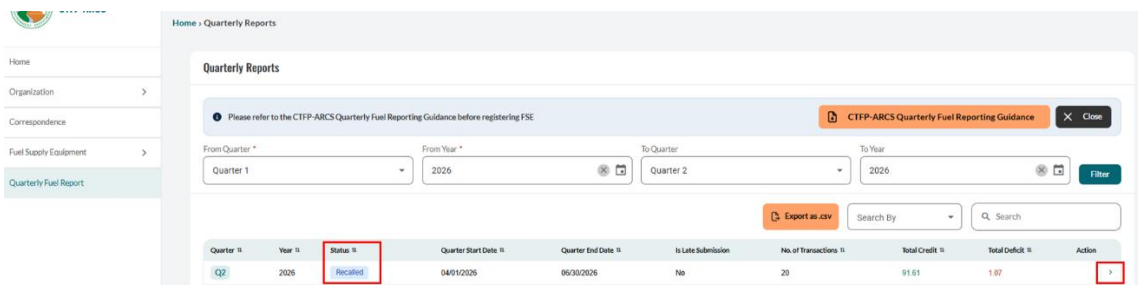
Climate Change Bureau Clean Transportation Fuel Program

After the recall is successfully submitted, CTFP-ARCS displays a confirmation message and the report status changes to **Recalled**.

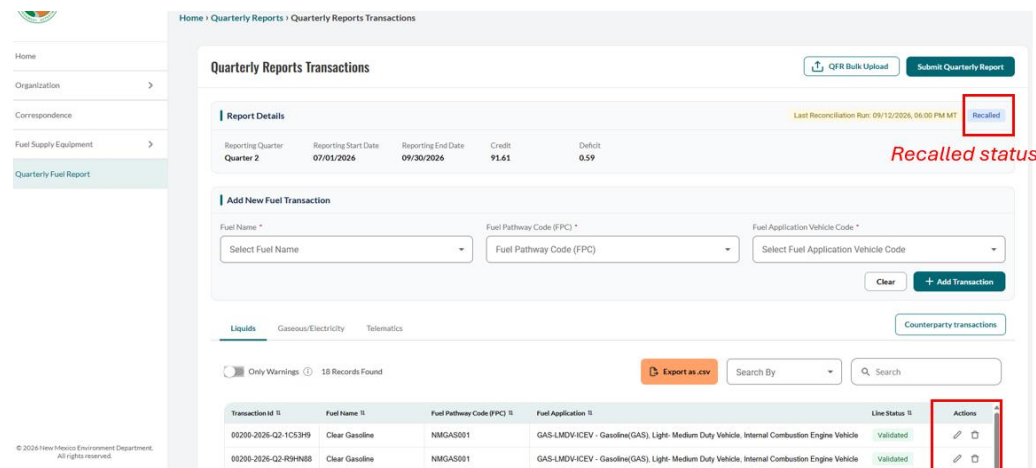


The reporting organization receives an email notification confirming that the quarterly report has been recalled and is available for edits.

When the report has a **Recalled** status, its transactions are editable again (see screenshots below). The reporting organization may add transactions, upload transactions in bulk, edit or delete existing transactions, and add or remove supporting documents, as applicable.



Open the recalled report



Recalled status

Edit transactions

After making the necessary changes, review the transactions and confirm that all transactions have a **Validated** Line Status. Select **Submit Quarterly Report** and complete the submission attestations to resubmit the report. After successful resubmission, the transactions become read-only again.

Functions under Development

The following CTFP-ARCS functionality is currently under development and will be included in this guidance when available:

Counterparty Transactions. This function allows reporting organizations to view transactions reported by other organizations that identify them as a Business Partner, supporting transaction review and reconciliation.

Annual Reporting. Once implemented, the system will summarize quarterly reporting activity, calculate annual credits and deficits and required credit retirement, support annual report certification and submission, and update the credit balance ledger accordingly.

The first round of annual reporting will be due April 30, 2028, with annual deadlines of April 30 for subsequent years.

Appendix A: Fuel Application Vehicle Codes

Use Fuel Application Vehicle codes to indicate what kind of transportation a fuel is used for in Quarterly Fuel Reporting. **Fuel Application Vehicle Codes** are tied to **Energy Economy Ratios (EERs)**, which indicate how efficient a given fuel is as used in a powertrain (or per passenger mile for fixed guideway systems). The more efficient a transportation fuel is in its end use, the higher the EER, and the greater its credit-generating potential.

Fuel Name	Fuel Application Vehicle Code	Vehicle/Application Description	EER
Clear Gasoline	GAS-LMDV-ICEV	Light/medium-duty vehicle fueled with gasoline or a gasoline-ethanol blend with an internal combustion engine	1
Diesel	ULS-MHDV/Off-Road-ICEV	Medium/heavy-duty or off-road vehicle fueled with diesel or a blend of diesel, biodiesel, or renewable diesel with an internal combustion engine	1
Biodiesel	BIO-MHDV/Off-Road-ICEV	Medium/heavy-duty or off-road vehicle fueled with diesel or a blend of diesel, biodiesel, or renewable diesel with an internal combustion engine	1
Renewable Diesel	RND-MHDV/Off-Road-ICEV	Medium/heavy-duty or off-road vehicle fueled with diesel or a blend of diesel, biodiesel, or renewable diesel with an internal combustion engine	1
Ethanol	ETH-LMDV-ICEV	Light/medium-duty vehicle fueled with gasoline or a gasoline-ethanol blend with an internal combustion engine	1
Renewable Naphtha	RNT-LMDV-ICEV	Light/medium-duty vehicle fueled with gasoline or a gasoline-ethanol blend with an internal combustion engine	1
Renewable Gasoline	RGS-LMDV-ICEV	Light/medium-duty vehicle fueled with gasoline or a gasoline-ethanol blend with an internal combustion engine	1
Synthetic Fuel	SYN-LMDV-ICEV	Light/medium-duty vehicle with an internal combustion engine	1

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Fuel Name	Fuel Application Vehicle Code	Vehicle/Application Description	EER
Synthetic Fuel	SYN-MHDV/Off-Road-ICEV	Medium/heavy-duty or off-road vehicle with an internal combustion engine	1
Alternative Jet Fuel	AJF-Aviation-Airplane/Jet	Aviation application using alternative jet fuel	1
Hydrogen	HYD-LMDV-FCV	Light/medium-duty hydrogen fuel cell vehicle	2.5
Hydrogen	HYD-MHDV/Off-Road-FCV	Medium/heavy-duty or off-road hydrogen fuel cell vehicle	1.9
Hydrogen	HYD-MHDV/Off-Road-Forklift	Hydrogen fuel cell forklift	2.1
Compressed Natural Gas (CNG)	CNG-LMDV-ICEV	Light/medium-duty vehicle fueled with compressed natural gas with an internal combustion engine	1
Compressed Natural Gas (CNG)	CNG-MHDV/Off-Road-SIE	Medium/heavy-duty vehicle fueled with CNG with a spark ignition engine	1
Compressed Natural Gas (CNG)	CNG-MHDV/Off-Road-CIE	Medium/heavy-duty vehicle fueled with CNG with a compression ignition engine	0.9
Liquefied Natural Gas (LNG)	LNG-MHDV/Off-Road-SIE	Medium/heavy-duty vehicle fueled with LNG with a spark ignition engine	0.9
Liquefied Natural Gas (LNG)	LNG-MHDV/Off-Road-CIE	Medium/heavy-duty vehicle fueled with LNG with a compression ignition engine	1
Liquefied-Compressed Natural Gas (LCNG)	LCNG-LMDV-ICEV	Light/medium-duty vehicle fueled with compressed natural gas with an internal combustion engine	1
Liquefied-Compressed Natural Gas (LCNG)	LCNG-MHDV/Off-Road-SIE	Medium/heavy-duty vehicle fueled with LCNG with a spark ignition engine	0.9
Liquefied-Compressed Natural Gas (LCNG)	LCNG-MHDV/Off-Road-CIE	Medium/heavy-duty vehicle fueled with LCNG with a compression ignition engine	1

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Fuel Name	Fuel Application Vehicle Code	Vehicle/Application Description	EER
Liquefied Petroleum Gas (LPG)/Propane	LPG-MHDV/Off-Road-SIE	Medium/heavy-duty vehicle fueled with LPG/propane with a spark ignition engine	0.9
Liquefied Petroleum Gas (LPG)/Propane	LPG-MHDV/Off-Road-CIE	Medium/heavy-duty vehicle fueled with LPG/propane with a compression ignition engine	1
Electricity – Non-residential & Multi-family	ELN-LMDV-BEV or PHEV	Light/medium-duty battery electric or plug-in hybrid electric vehicle	3.4
Electricity – Non-residential & Multi-family	ELN-LMDV-Motorcycle	Light/medium-duty electric motorcycle	4.4
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-BEV or PHEV	Medium/heavy-duty or off-road battery electric or plug-in hybrid electric vehicle	5
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-Fxd Gwy LR	Fixed guideway light rail system	3.3
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-Fxd Gwy Streetcar	Fixed guideway streetcar	2.1
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-Fxd Gwy Aerial Tram	Fixed guideway aerial tram	2.6
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-Forklift	Electric forklift	3.8
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-CHE	Electric cargo handling equipment (eCHE)	2.7
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-GSE	Electric ground support equipment (eGSE)	3.2
Electricity – Non-residential & Multi-family	ELN-MHDV/Off-Road-eTRU	Electric transportation refrigeration unit (eTRU)	3.4

Climate Change Bureau Clean Transportation Fuel Program

Fuel Name	Fuel Application Vehicle Code	Vehicle/Application Description	EER
Electricity – Telematics	ELT-LMDV-BEV or PHEV	Light/medium-duty battery electric or plug-in hybrid electric vehicle reported using telematics	3.4
Electricity – Telematics	ELT-LMDV- Motorcycle	Light/medium-duty electric motorcycle reported using telematics	4.4

Appendix B: Transaction Types

Each reported fuel transaction must be assigned the applicable **Transaction Type**. The Transaction Type identifies how the fuel was produced, imported, purchased, sold, dispensed, exported, used, or otherwise accounted for during the reporting quarter.

The transaction type affects how CTFP-ARCS accounts for the reported quantity and may also determine whether Business Partner information, reconciliation with another reported transaction, or supporting documentation is required.

Obligation under CTFP means the credit- or deficit-generating status for the volume of fuel in each transaction. Obligation originates with the first fuel reporting entity (see 20.2.92.401-20.2.92.404 NMAC). Obligation for the credits or deficits generated by a fuel can be transferred to business partners if:

1. The transfer is agreed to in a written contract
2. The transfer is included on the product transfer document

And

3. The transfer is occurring above the rack
4. The transfer below the rack is for export or for delivery to Tribal lands.

For transactions where obligation is transferred, business partners must ensure that the information in both their QFRs matches. This is known as **Reconciliation**.

The following information must match for transactions with obligation transfer:

5. Business partner
6. Fuel type
7. Volume
8. Date
9. Fuel Pathway

These transaction types require **reconciliation** and should match when obligation is transferred.

Seller Transaction Type	Buyer Transaction Type
Sold with obligation	Purchased with obligation
Position holder sale for export	Purchased below the rack for export
Position holder sale for delivery to Tribal lands	Purchased below the rack for delivery to Tribal lands

CTFP-ARCS automatically checks for matching transactions.

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The **Obligation Indicator** in the table below describes how the reported quantity is treated for purposes of determining credits and deficits:

- **+**: the reported quantity is **added** to the reporting organization's credit/deficit calculation.
- **-**: the reported quantity is **subtracted** from the reporting organization's credit/deficit calculation.
- **o**: the transaction does not change the reporting organization's credit/deficit calculation.

The **Supporting Documentation** column identifies documentation requirements associated with each transaction type. For some transaction types, supporting documentation is always required; for others, the requirement depends on the circumstances of the transaction, such as whether the Business Partner is registered in CTFP-ARCS or whether the transaction is reconciled. When required documentation has not been provided, CTFP-ARCS identifies the applicable document type during transaction validation. Supporting documentation may also be uploaded when it is optional.

The transaction types available for selection depend on the fuel and other transaction information being reported.

Transaction Type	Description	Obligation Indicator	Supporting Documentation
Produced in New Mexico	Transportation fuel produced by a regulated party at a fuel production facility located in New Mexico.	+	Optional
Produced for import into New Mexico	Transportation fuel produced outside New Mexico by a producer that claims the initial CTFP obligation for fuel intended for import into New Mexico.	+	Required: Agreement with importer
Imported within the bulk system	Transportation fuel imported into New Mexico and placed into the bulk system.	+	Optional
Imported outside the bulk system	Transportation fuel imported into New Mexico and delivered outside the bulk system.	+	Optional
Purchased with obligation	Transportation fuel purchased with the associated compliance obligation transferred to the purchaser.	+	Optional when the Business Partner is registered in CTFP-ARCS. Required if the Business Partner is not registered: Proof of purchase
Sold with obligation	Transportation fuel sold with the associated compliance obligation transferred to the purchaser.	-	Optional when the Business Partner is registered in CTFP-

Climate Change Bureau Clean Transportation Fuel Program

Transaction Type	Description	Obligation Indicator	Supporting Documentation
			ARCS. Required if the Business Partner is not registered: Proof of sale or proof of agreement
Purchased without obligation	Transportation fuel purchased while the compliance obligation is retained by the seller.	o	Optional when the transaction is reconciled. Required if the transaction is not reconciled: Proof of purchase or purchase contract
Sold without obligation	Transportation fuel sold while the compliance obligation is retained by the seller.	o	Optional
Position holder sale without obligation	Transportation fuel sold below the rack without transfer of the compliance obligation.	o	Optional
Position holder sale for export	Transportation fuel sold below the rack to an entity that exports the fuel from New Mexico.	–	Optional when the Business Partner is registered in CTFP-ARCS. Required if the Business Partner is not registered: Proof of sale or proof of agreement
Purchased below the rack for export	Transportation fuel purchased below the rack and subsequently exported from New Mexico.	+	Optional when the Business Partner is registered in CTFP-ARCS. Required if the Business Partner is not registered: Proof of purchase
Exported	Transportation fuel transported from the New Mexico fuel pool to a location outside New Mexico.	–	Optional
Gain of inventory	An increase in fuel inventory resulting from a physical volume gain, such as temperature or pressure differences, or a transfer from another fuel pathway code.	+	Optional
Initial inventory	Regulated transportation fuel held in bulk storage in New Mexico at the start of the program; fuel stored outside the bulk system is excluded.	+	Optional

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Transaction Type	Description	Obligation Indicator	Supporting Documentation
Loss of inventory	A reduction in fuel inventory resulting from a physical volume loss, such as evaporation, temperature or pressure differences, or transfer to another fuel pathway code.	-	Optional
Not used for transportation	Fuel that is delivered or used for a non-transportation purpose rather than for moving persons or goods.	-	Optional
Liquefied petroleum gas vehicle fueling	LPG dispensed at a fueling station designed for fueling LPG vehicles.	+	Optional
Natural gas vehicle fueling	Natural gas dispensed at a fueling station designed for fueling natural gas vehicles.	+	Optional
Hydrogen fueling	Hydrogen dispensed at a fueling station designed for fueling hydrogen fuel cell vehicles.	+	Optional
eCHE Fueling	Electricity used to charge eligible electric cargo handling equipment.	+	Optional
eGSE (Ground Support Equipment) Fueling	Electricity used to charge eligible electric ground support equipment.	+	Optional
eTRU fueling	Electricity used to charge eligible electric transport refrigeration units.	+	Optional
Non-residential EV charging	Electricity used for eligible non-residential EV charging.	+	Optional
Residential metered EV charging	Metered electricity reported for eligible residential EV charging.	+	Optional
Fixed guideway electricity fueling	Electricity used for eligible fixed guideway transportation systems.	+	Optional
Electric forklift charging	Electricity used to charge eligible electric forklifts.	+	Optional
Position holder sale for delivery to Tribal lands	Fuel sold at the rack for subsequent sale on Tribal lands.	-	Optional when the Business Partner is registered in CTFP-ARCS. Required if the Business Partner is not registered: Proof of sale
Purchased below the rack	Fuel purchased at the rack for subsequent sale on Tribal lands.	+	Optional when the Business Partner is

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Transaction Type	Description	Obligation Indicator	Supporting Documentation
for delivery to Tribal lands			registered in CTFP-ARCS. Required if the Business Partner is not registered: Proof of purchase
Delivered for sale on Tribal lands	Fuel delivered for final sale on Tribal lands.	–	Optional
Exempt fuel – Aircraft	Fuel delivered for use in aircraft that qualifies for the applicable CTFP exemption.	–	Optional
Exempt fuel – Railroad locomotives	Fuel delivered for use in railroad locomotives that qualifies for the applicable CTFP exemption.	–	Optional
Exempt fuel – Military tactical vehicles	Fuel delivered for use in military tactical vehicles that qualifies for the applicable CTFP exemption.	–	Optional
Exempt fuel – Dyed fuel	Dyed fuel reported under the applicable CTFP exemption.	–	Optional
Exempt fuel – Small volume	Fuel reported under the applicable small-volume exemption.	–	Optional

Appendix C: Units of Measure

Fuel Name	Unit of Measure
Clear Gasoline	Gallon
Diesel	Gallon
Biodiesel	Gallon
Renewable Diesel	Gallon
Ethanol	Gallon
Renewable Naphtha	Gallon
Renewable Gasoline	Gallon
Synthetic Fuel	Gallon
Alternative Jet Fuel	Gallon
Hydrogen	Kilogram
Compressed Natural Gas (CNG)	Therm
Liquefied Natural Gas (LNG)	Gallon
Liquefied-Compressed Natural Gas (LCNG)	Therm

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Fuel Name	Unit of Measure
Liquefied Petroleum Gas (LPG)/Propane	Gallon
Electricity – Non-residential & Multi-family	Kilowatt-hour
Electricity – Telematics	Kilowatt-hour

Appendix D: Conditional Transaction Information

CTFP-ARCS may request additional transaction information depending on the fuel, pathway, vehicle application, transaction type, and other characteristics of the transaction. The table below describes transaction information that may be requested when transactions are entered manually or through bulk upload.

Conditional Information	Description
Business Partner	Business Partner information is required for transaction types involving another party, such as applicable purchases, sales, exports, and other transfers. If the Business Partner is registered in CTFP-ARCS, select or identify the registered organization as applicable. If the Business Partner is not registered, provide the Business Partner Name and FEIN. For manual entry, selecting a registered Business Partner automatically populates the Business Partner FEIN.
Fuel Supply Equipment (FSE) ID	For applicable gaseous fuel and electricity transactions, CTFP-ARCS may require identification of a previously registered FSE. FSE registration is required for applicable electricity and gaseous transportation fuel reporting, and the assigned FSE identification number is used for reporting fuel transactions. Only applicable registered FSEs are available for selection.
Charging Type	For applicable electricity transactions, provide the charging type associated with the reported electricity use. Available charging types depend on the fuel application.
EPA Facility ID	Certain fuel pathways require identification of the facility associated with the reported fuel. When EPA Facility ID is applicable, provide the applicable facility identification.
Blended Fuel	Indicate whether the transaction involves a blended fuel.
Aggregation Indicator	Indicate whether the reported transaction represents an aggregation of multiple transactions, where aggregation is permitted.
Aggregator/Designator Information	Where applicable, provide the requested information identifying an Aggregator or Designator associated with the transaction. These fields are included in the applicable bulk upload template.
Transaction Description/Notes	Provide any additional information about the transaction, if applicable.

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Conditional Information	Description
Document Type and Supporting Document	Depending on the transaction type and circumstances, supporting documentation may be required. For manually entered transactions, select the applicable Document Type and upload the supporting file when required. If required documentation is missing when the transaction is saved, CTFP-ARCS displays a validation message identifying the required document type(s). For transactions added through bulk upload, supporting documents are not uploaded within the Excel template. After the uploaded transactions are processed, return to the Quarterly Reports Transactions page, review the uploaded transactions in CTFP-ARCS, and upload any required supporting documentation through the applicable transaction record.