

EMTS Quarterly Reports: Getting Started Guide



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Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Quarterly Reports - Getting Started

Overview

EMTS generates the following quarterly reports:

- RFS2 EMTS Activity Report (Assigned RINs)
- RFS2 EMTS Activity Report (Separated RINs)
- RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)
- RFS2 EMTS RIN Generation Report
- RFS2 EMTS Transaction Error Report

Examples of each report are contained in the appendix. All reports are generated automatically by EMTS, with the exception of the RFS2 EMTS Transaction Error Report. See the section "How do I create a Transaction Error Report?" for guidance on how to generate this report. **Important: Once a Transaction Error Report is generated for your organization, it cannot be changed in any way.**

Table 1 describes the reports and indicates how they are related to the reporting forms. All reporting forms pursuant to requirements in 80.1451 are available at <http://www.epa.gov/otaq/regs/fuels/rfsforms.htm>. Quarterly reports must be submitted within two months of the end of the quarter.

Table 1: EMTS Quarterly Report Descriptions

EMTS Report	Availability in EMTS	Description	Old RFS1 Reporting Form	New RFS2 Reporting Form
RFS2 EMTS Activity Report (Assigned RINs)	Generated by EMTS within 10 business days of the end of the quarter.	RFS2 RIN information for the RFS0101 report. EMTS provides the total number of assigned RINs owned at the start of the reporting period; the aggregate number of RINs bought, sold, and retired for the quarter; and the total number of RINs owned at the end of the quarter.	RFS0100: RFS Activity Reporting Form (40 CFR 80.1152(c)(2))	RFS0101
RFS2 EMTS Activity Report (Separated RINs)	Generated by EMTS within 10 business days of the end of the quarter.	RFS2 RIN information for the RFS0101 report. EMTS provides the total number of separated RINs owned at the start of the reporting period; the aggregate number of RINs bought, sold, and retired for the quarter; and the total number of RINs owned at the end of the quarter.	RFS0100: RFS Activity Reporting Form (40 CFR 80.1152(c)(2))	RFS0101
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	Generated by EMTS within 10 business days of the end of the quarter.	Detailed transactions grouped by transaction type for an organization. Includes Buy, Sell, Separate and Retire transactions.	RFS0200: RFS RIN Transaction Reporting Form (40 CFR 80.1152(c)(1))	RFS0201

(cont.)

EMTS Report	Description	Old RFS1 Reporting Form	New RFS2 Reporting Form	
RFS2 EMTS RIN Generation Report	Generated by EMTS within 10 business days of the end of the quarter.	Detailed batches of RINs generated for an organization. Includes only Generate transactions for the quarter.	RFS0400: RFS RIN Generation Reporting Form (40 CFR 80.1152(b)(1))	None. The RFS0400 may only be used for RFS1 RINs generated prior to July 1, 2010. RFS2 RINs are reported in the new RFS2 EMTS RIN Generation Report.
RFS2 EMTS Transaction Error Report	Can be created in EMTS following the quarter. Deadline to create is within 10 business days of the quarterly reports submission deadline.	Detailed transactions for which a discrepancy exists between the EMTS and the organization's internal record-keeping system, as reported by the organization.	No equivalent.	None.

When are the quarterly reports available?

Quarterly reports will be available to download within ten business days of the end of a quarter. An EnviroFlash message will notify users that the quarterly reports are available to download from the EMTS website. You can sign up to receive EnviroFlash messages by clicking the “Sign up for Fuels Programs alerts” link on the following web page: <http://www.epa.gov/otaq/fuels/renewablefuels/epamts.htm>.

How do I access my quarterly reports?

You must login to the EMTS web application to download quarterly reports. In the EMTS main menu, select Reports, and then select View Reports. The View Reports page displays all of the reports to which your organization has subscribed (see Figure 1).

Figure 1: View Reports Page

Home | Contact Us | Help | Logout
 Logged in as: TutorialDemo for Demo Organization 1 (20)

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

View Reports

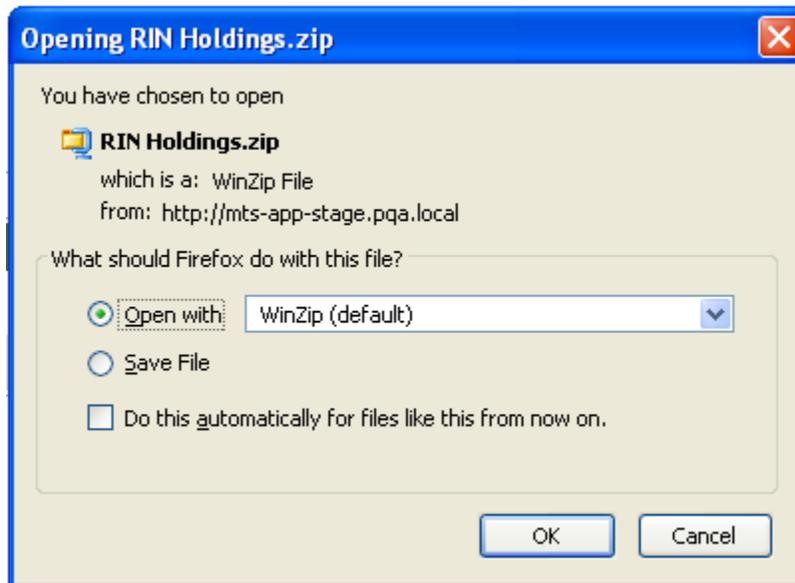
For the desired document, please select 'Download Document'. To view all available versions of a document, select 'View All Documents'.

Transaction Bin
 Your organization has 0 un-submitted transactions in the transaction bin.
[View Transaction Bin](#)

Document Name	Document Description	Frequency	Last Run Time	I want to...
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	The quarterly RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire).	Quarterly	09/10/2010 11:21:17 AM EDT	- Select - Go
RFS2 EMTS RIN Generation Report	The quarterly RFS2 EMTS RIN Generation Report.	Quarterly	09/10/2010 11:20:31 AM EDT	- Select - Download Document View All Documents Go
RFS2 EMTS Activity Report (Assigned RINS)	RFS2 EMTS Activity Report (Assigned RINS)	Quarterly	09/10/2010 11:21:25 AM EDT	- Select - Go
RFS2 EMTS Activity Report (Separated RINS)	RFS2 EMTS Activity Report (Separated RINS)	Quarterly	09/10/2010 11:21:28 AM EDT	- Select - Go
RFS2 EMTS Transaction Error Report	RFS2 EMTS Transaction Error Report	Quarterly		No valid actions
Pending Trades	This document lists all trades that are in a pending state. Pending trades are buy or sell transactions for which the trading party has not yet submitted a matching transaction.	3 per day	09/10/2010 11:22:05 AM EDT	- Select - Go
Pending Trade Details	This document lists all pending trades for your organization. It includes batch detail information for each transaction.	3 per day	09/10/2010 11:22:05 AM EDT	- Select - Go

Select Download Document in the "I want to..." drop-down menu and click the Go button. Note that if the "I want to..." column for a report says "No valid actions," the report is not yet available to be downloaded. You will be prompted to open or save the ZIP file (see Figure 2). You must open the ZIP file to extract the report. EMTS quarterly reports are provided in PDF format.

Figure 2: Download Document Window



How do I create a Transaction Error Report?

The RFS2 EMTS Transaction Error Report is used to report discrepancies that exist between the EMTS and your organization's internal record-keeping system. You can report transaction errors following the end of the quarter. You must report all transaction errors within ten business days of the due date for quarterly reports. Note that the quarterly report submission deadline is two months after the quarter ends. When you have entered and submitted your transaction errors, EMTS will create a Transaction Error Report for your organization. If you do not enter any errors or if you do not submit the reported errors, EMTS will not generate a Transaction Error Report for your organization. Once a Transaction Error Report is generated for your organization, it cannot be changed in any way.

You must login to the EMTS web application to report transaction errors. In the EMTS main menu, select Reports, and then select Transaction Errors. If the compliance period is closed or you have previously submitted a Transaction Error Report for the quarter, you will see a message indicating that transaction error reporting is not available. If the Compliance period is open and you have not yet submitted a Transaction Error Report for the quarter, press Continue.

On the View Reported Errors page, you can add transaction errors to the Reported Errors grid (see Figure 3). If you have already entered errors for the quarter, but have not yet submitted them, you can view and edit the errors on this page.

Figure 3: View Reported Errors Page

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

View Reported Errors for Second Quarter 2010

Below are the errors you have reported for the most recent quarter. To report an error for an additional transaction, please click 'Add Error.' Otherwise, please click 'Submit Errors' to confirm your reported errors and generate a Transaction Error Report.

Transaction Bin
 Your organization has 0 un-submitted transactions in the transaction bin.
[View Transaction Bin](#)

Error Options

Add Error Submit Errors

Search for Errors

Transaction ID:

Submission ID:

CDX Transaction ID:

Submission Date (Begin):
 (MM/DD/YYYY)

Submission Date (End):
 (MM/DD/YYYY)

Transaction Type:

Clear Search

Reported Errors

Displaying records 1 through 1 of 1 total.

Transaction ID	Transaction Type	Submission Date	Modified By	Date Modified	I want to...
20	Generate	09/21/2010 9:25:26 AM EDT	Ana Jemec	09/21/2010 9:41:33 AM EDT	- Select - <input type="button" value="Go"/>

Export options: [CSV](#) | [Excel](#) | [PDF](#)

To add a new transaction error to the Reported Errors grid, click Add Error. On the Search Transactions page (see Figure 4), use the Search for Transactions filters to identify the transaction for which you wish to report an error.

Figure 4: Search Transactions Page

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Search Transactions

Please use the filter to search for transactions. Your search will be limited to transactions from Second Quarter 2010. To view all of your organization's transactions for the quarter, please click 'Search' without selecting any criteria.

Transaction Bin

 Your organization has 0 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

Search for Transactions

Submission ID:

Transaction ID:

CDX Transaction ID:

Transaction Type:

Fuel:

RIN Year:

Assignment:

Submission Date (Begin):
(MM/DD/YYYY)

Submission Date (End):
(MM/DD/YYYY)

Transactions

Displaying records 1 through 3 of 3 total.

Submission ID	Transaction ID	Transaction Type	Submission Date	Fuel (D-Code)	RIN Year	Assignment	Trading Partner	I want to...
21	20	Generate	09/21/2010 9:25:26 AM EDT	Renewable Fuel (D=6)	2010	Assigned		- Select - <input type="button" value="Go"/>
22	21	Separate	09/21/2010 9:25:42 AM EDT	Renewable Fuel (D=6)	2010	Assigned		Identify Error <input type="button" value="Go"/>

The Transactions grid will display your organization's transactions that match the search criteria. The "I want to..." dropdown will contain the Identify Error option for transactions without previously reported errors and the Edit Details and Remove options for transactions with previously reported errors. To report an error for a transaction without a previously reported error, press Go in the "I want to..." column.

On the Identify Transaction Errors page, you can view the details of the transaction by clicking the "+" on the Transaction Details panel (see Figure 5).

Figure 5: Identify Transaction Errors

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Identify Transaction Errors

After reviewing the details of the selected transaction, please provide information regarding the error in the fields provided. Please note that all errors must be discussed with EPA before being reported to the EMTS.

Transaction Bin
Your organization has 0 un-submitted transactions in the transaction bin.
[View Transaction Bin](#)

Transaction Details
Submission ID: 22
Submission Date: 09/21/2010 9:25:42 AM EDT
Transaction ID: 21
Transaction Type: Separate
Fuel (D Code): Renewable Fuel (D=6)

Report Errors
* Explanation of Errors:
Document Information:

* = Required Field

<< Back Save

Provide an explanation of the error(s) in the "Explanation of Errors" field, and add any additional information in the "Document Information" field (optional), then click Save. You will then return to the View Reported Errors page, and the error will appear in the Reported Errors grid. On the View Reported Errors page, you can use the filters to search for transactions for which you have already reported errors.

To edit the details of an error that you have already reported, select Edit Details in the "I want to..." drop-down menu. The Identify Transaction Errors page will display the details that you previously provided. Click Save to keep any updates.

To remove an error from the Reported Errors grid, select Remove in the "I want to..." drop-down menu. The Confirm Remove page will display the transaction details and reported errors. Click Remove to confirm removal of the error.

Once you have reported all transaction errors for the quarter, press Submit Errors on the View Reported Errors page. After you press the Submit button, you must confirm the transaction errors (see Figure 6).

Figure 6: Confirm Transaction Errors

Home | Contact Us | Help | Logout
 Logged in as: **anajemec** for **RAP Inc. GEN ETOH (4670)**

MTS
EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Confirm Transaction Errors

EPA reserves the right to bring enforcement actions for any violations, regardless of filing a transaction error report or taking remedial action. Please confirm your reported transaction errors. Note that after selecting Confirm EMTS will generate your Transaction Error Report and you will no longer be able to add/edit transaction errors for this compliance period.

Once confirmed - no additional errors may be submitted.

Transaction Errors

Displaying records 1 through 3 of 3 total.

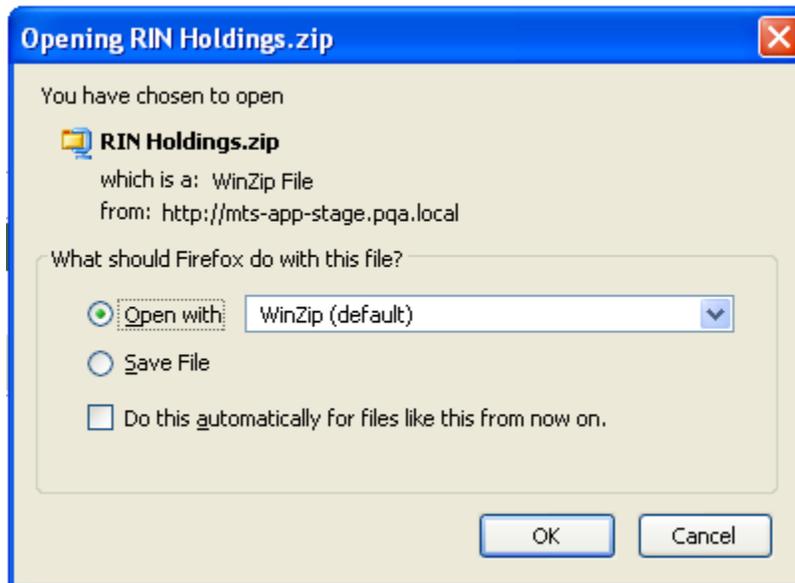
Transaction ID	Transaction Type	Submission Date
20	Generate	09/21/2010 9:25:26 AM EDT
21	Separate	09/21/2010 9:25:42 AM EDT
22	Retire	09/21/2010 9:26:04 AM EDT

Export options: [CSV](#) | [Excel](#) | [PDF](#)

<< Back Confirm

Once you confirm the transaction errors, EMTS will generate your organization’s Transaction Error Report, and you will no longer be able to add or edit transaction errors for the compliance period. EMTS will generate the report within one business day of your confirmation. At that time, the Transaction Error Report will be available for you to download from the View Reports page (select View Reports under the Reports menu option). To download the Transaction Error Report, select Download Document in the "I want to..." drop-down menu. Note that if the "I want to..." column for the report says "No valid actions," the report is not yet available to be downloaded. When you select Download Document and press Go, you will see a window asking you to either open or save the ZIP file (see Figure 7). After you open the ZIP file, you will be able to access the PDF report.

Figure 7: Download Document Window



How do I manage my quarterly report subscriptions?

By default, all users are subscribed to each of the quarterly reports. Subscriptions are organization specific, so all submitters for an organization can download the reports. You can verify your subscriptions to the quarterly reports on the Manage Subscriptions page by selecting Manage Subscriptions under Reports on the EMTS main menu.

To change the subscription for a quarterly report, click the Go button in the "I want to..." column for the report. On the Manage Subscription page for that report, check or uncheck the "Subscribed" box (see Figure 8).

Figure 8: Manage Subscriptions Page

Home | Contact Us | Help | Logout
Logged in as: TutorialDemo for Demo Organization 1 (20)

EPA Moderated Transaction System

Organization Submissions Trades Reports RINs

Manage Subscription

Modify and click Update

Transaction Bin

Your organization has 0 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

Subscription Name:	RFS2 EMTS RIN Generation Report
Type:	Report
Description:	The quarterly RFS2 EMTS RIN Generation Report.
Subscribed:	<input checked="" type="checkbox"/>
* Frequency:	Quarterly
* Method:	Download
* Format:	PDF

* = Required Field

[<< Back](#) [Update](#)

Which transactions are included in the quarterly reports?

The reports include transactions that were submitted and completed during the quarter. Thus, generate, buy, and sell transactions with a generation date or transaction date in one quarter and a submission date in another quarter will be included in the quarterly reports from the quarter that contains the submission date. Retire and separate transactions are always included in the report from the quarter during which they were submitted.

How do I submit quarterly reports?

You must submit your reports through the DC Fuels application, which is accessed through MyCDX. For more information, visit <http://www.epa.gov/otaq/regs/fuels/rfsforms.htm>. Quarterly reports are required to be submitted within two months of the end of the quarter.

Appendix

EMTS Quarterly Report Examples

Renewable Fuel Standards Program
OMB Control No. 2060 - 0640
RFS2 EMTS Activity Report (Assigned RINS)

Report Identifier: 42
 Report Date: 09/21/2010
 Report Year: 2010
 Compliance Period: Q2

Company Identifier: 4670
 Company Name: RAP Inc. GEN EtOH

Field No.	Data	Description	Total RINs
17	RINs Owned Beg Qtr Balance	Total number of RINs owned at the start of the compliance period.	0
18	RINs Bought	Total number of RINs purchased in the compliance period.	0
19	RINs Sold	Total number of RINs sold in the compliance period.	10000
20	RINs Retired	Total number of RINs retired in the compliance period.	800
22	RINs Generated	Total number of RINs generated in the compliance period.	46000
	RINs Separated	Total number of RINs separated in the compliance period.	6500
21	RINs Owned End Qtr Balance	Total number of RINs owned at the end of the compliance period.	28700

Renewable Fuel Standards Program
OMB Control No. 2060 - 0640
RFS2 EMTS Activity Report (Separated RINS)

Report Identifier: 43
Report Date: 09/21/2010
Report Year: 2010
Compliance Period: Q2

Company Identifier: 4670
Company Name: RAP Inc. GEN EtOH

Field No.	Data	Description	Total RINs
17	RINs Owned Beg Qtr Balance	Total number of RINs owned at the start of the compliance period.	0
18	RINs Bought	Total number of RINs purchased in the compliance period.	0
19	RINs Sold	Total number of RINs sold in the compliance period.	0
20	RINs Retired	Total number of RINs retired in the compliance period.	1600
	RINs Separated	Total number of RINs separated in the compliance period.	6500
21	RINs Owned End Qtr Balance	Total number of RINs owned at the end of the compliance period.	4900

Renewable Fuel Standards Program

OMB Control No. 2060 - 0640

RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)

Report Identifier: 41

Report Date: 09/21/2010

Report Year: 2010

Compliance Period: Q2

Company Identifier: 4670

Company Name: RAP Inc. GEN EtOH

Buy Transactions

There are zero Buy Transactions to report for this quarter.

Sell Transactions

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Transaction Date	Reason Code	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Assignment Code	RIN Year	Transaction Partner	PTD Number	Generate Organization ID	Generate Facility ID	Batch Number
Sell	25	26	WEB984a9524-45fb-44a9-a135-54006be94d4f	05/28/2010 10:04 AM	09/20/2010	Standard Trade (10)	10000	10000	Renewable Fuel (6)	1	2010	RAP Inc. Marketer (4673)				
Comment:																

Separate Transactions

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Reason Code	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Assignment Code	RIN Year	Designated Blender For	Generate Organization ID	Generate Facility ID	Batch Number
Separate	21	22	_34981f92-c0a8-2a5e-7614-741471f1b40c	05/21/2010 9:26 AM	Blending to produce a transportation fuel (20)	6500	6500	Renewable Fuel (6)	1	2010				
Comment:														

Retire Transactions

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Reason Code	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Assignment Code	RIN Year	Generate Organization ID	Generate Facility ID	Batch Number	Compliance Year	Compliance Level Code	Compliance Facility ID
Retire	22	23	_349822b3-c0a8-2a5e-5a83-e9b7de3c9e90	05/21/2010 9:26 AM	Reported spill (10)	800	800	Renewable Fuel (6)		1	2010					
		Comment: test														

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Reason Code	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Assignment Code	RIN Year	Generate Organization ID	Generate Facility ID	Batch Number	Compliance Year	Compliance Level Code	Compliance Facility ID
Retire	24	25	WEB6fc3a61d-a69e-449d-9b1a-628adf6a9	05/28/2010 10:04 AM	Renewable fuel used in an ocean-going vessel (40)	1600	1600	Renewable Fuel (6)		2	2010					
		Comment:														

Renewable Fuel Standards Program
OMB Control No. 2060 - 0640
RFS2 EMTS RIN Generation Report

Report Identifier: 40
Report Date: 09/21/2010
Report Year: 2010
Compliance Period: Q2

Company Identifier: 4670
Company Name: RAP Inc. GEN EtOH

RIN Batches Generated for Q2 - 2010

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Production Date	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Fuel Category	Assignment Code	RIN Year	EV	Process	Generate Organization ID	Generate Facility ID	Import Facility ID	Batch Number
Generate	20	21	_349816a2-c0a8-2a5e-318a-9216828b371d	05/21/2010 9:26 AM	09/15/2010	30000	30000	Renewable Fuel (6)	Ethanol (10)	1	2010		Dry Mill, Biomass Fired (Corn Oil Fractionation, Corn Oil Extraction) (560)	4670	46700		test1
Comment:																	
Feedstocks: Starch - Corn (10) -- 1 100 Cubic Feet																	

Transaction Type	Transaction ID	Submission ID	CDX Transaction ID	EMTS Transaction Date	Production Date	RIN Quantity	Batch Volume (gallons)	Fuel (D-Code)	Fuel Category	Assignment Code	RIN Year	EV	Process	Generate Organization ID	Generate Facility ID	Import Facility ID	Batch Number
Generate	23	24	WEbc9728285-fe0e-4d3f-942c-458efd111ca8	05/28/2010 10:04 AM	09/20/2010	16000	16000	Renewable Fuel (6)	Ethanol (10)	1	2010		Dry Mill, Biomass Fired (Corn Oil Fractionation, Corn Oil Extraction) (560)	4670	46700		36251
Comment:																	
Feedstocks: Starch - Corn (10) -- 1 100 Cubic Feet																	

Renewable Fuel Standards Program
OMB Control No. 2060 - 0640
RFS2 EMTS Transaction Error Report

Report Identifier: 20
Report Date: 09/21/2010
Report Year: 2010
Compliance Period: Q2

Company Identifier: 4670
Company Name: RAP Inc. GEN EtOH

Transactions Errors for Q2 - 2010

Transaction ID	Transaction Type	Submission ID	CDX Transaction ID	EMTS Transaction Date	RIN Quantity	Fuel (D-Code)	Fuel Category	Assignment Code	RIN Year	Transaction Partner	User Login	Discrepancy Explanation	Document Information
20	Generate	21	WEB60a5ab2a-26b1-4b8d-b196-32ddd6088d92	05/21/2010 9:26 AM	30000	Renewable Fuel (6)	Ethanol (10)	1	2010		Ana Jemec	test error	1
21	Separate	22	WEBebbe8ee8-3b5c-4934-8130-a286b407e67a	05/21/2010 9:26 AM	6500	Renewable Fuel (6)		1	2010		Ana Jemec	test error	2
22	Retire	23	WEB2361de2f-b0d2-49d8-ad2e-b61ce11baf2c	05/21/2010 9:26 AM	800	Renewable Fuel (6)		1	2010		Ana Jemec	test error	3