EMTS User's Guide

United States
Environmental Protection
Agency

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

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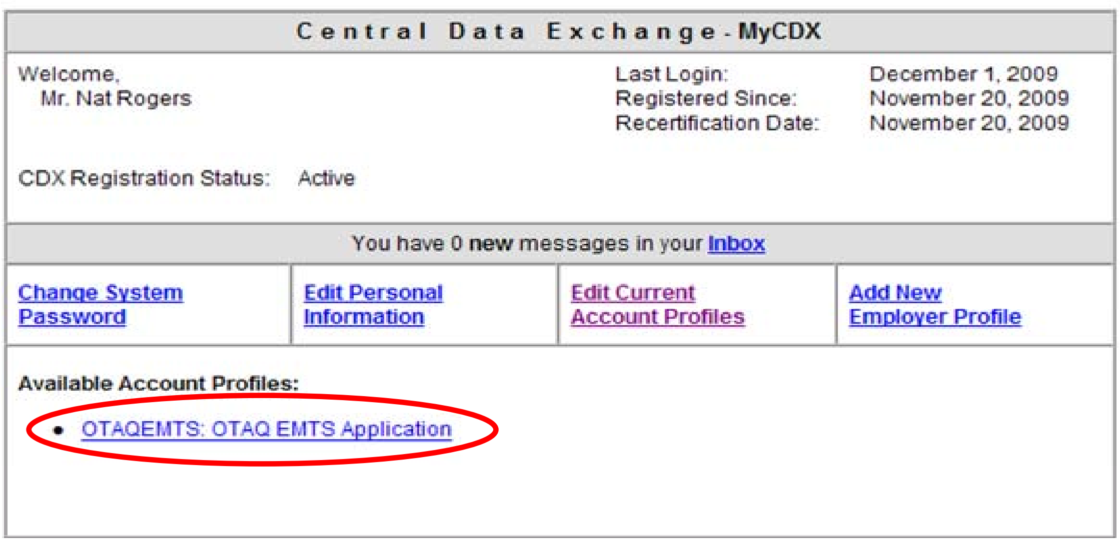
Accessing EMTS

To support the Renewable Fuel Standard (RFS) program, the EPA Moderated Transaction System (EMTS) has been developed to screen the generation and transfer of RINs between renewable fuel producers, importers, exporters, obligated parties, and non-obligated RIN owners.

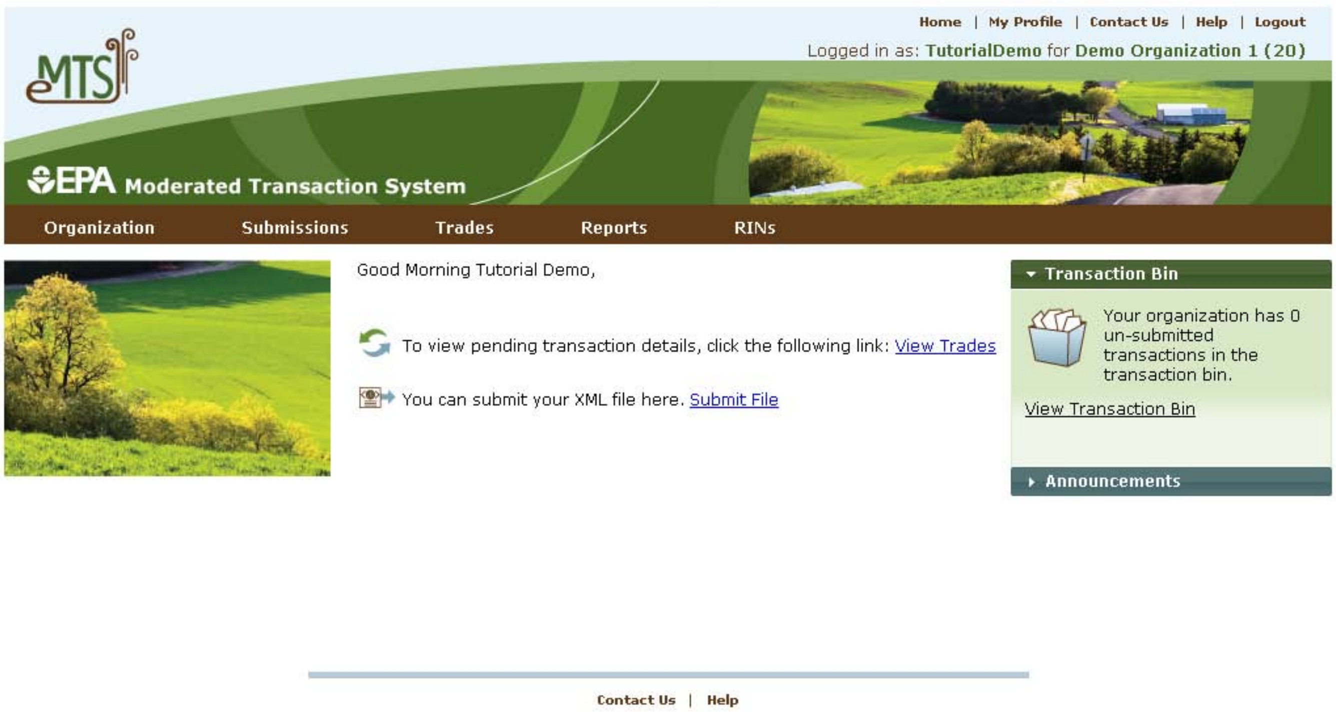
You can access the EMTS website only through the Central Data Exchange (CDX). To do so, open your internet browser, either Internet Explorer 7.0 and higher or Firefox 2.0 and higher (no other browsers are currently supported), and enter the following URL: *https://cdx.epa.gov/SSL/CDX/login.asp*. Log in using your MyCDX user name and password. From your account profile, click the "OTAQ EMTS Application" link under Available Account Profiles (see Figure 1). If you do not see the "OTAQ EMTS Application" link, refer to "Getting Started - MyCDX" for further instructions.

Figure 1: OTAQ EMTS Application Link



Clicking the link will take you to the EMTS Home page (see Figure 2).

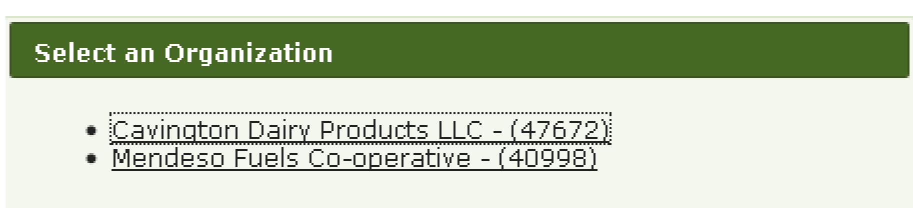
Figure 2: EMTS Home Page



Selecting an Organization

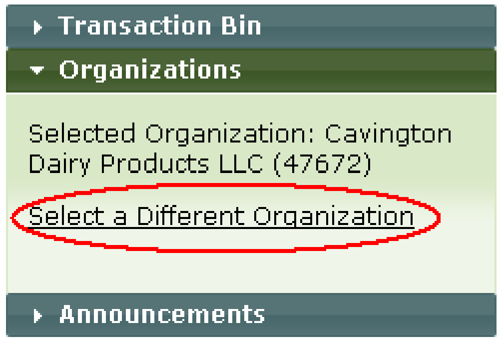
Upon accessing the EMTS Home page, you will need to select an organization to represent if you are affiliated with two or more organizations. To do so, click one of the organizations in the Select an Organization popup. You must select an organization to represent before you can perform any actions on the EMTS website.

Figure 3: Select an Organization Popup



To confirm that you are now representing the selected organization, verify that the statement in the upper right corner of the page -- "Logged in as:" -- contains your CDX user ID followed by the name of the appropriate organization. Note that you may change the organization you are representing by clicking on the Organizations tab of the accordion on the right side of select pages (see Figure 4).

Figure 4: Organizations Accordion Tab



The Organizations tab will appear in this accordion on the following pages:

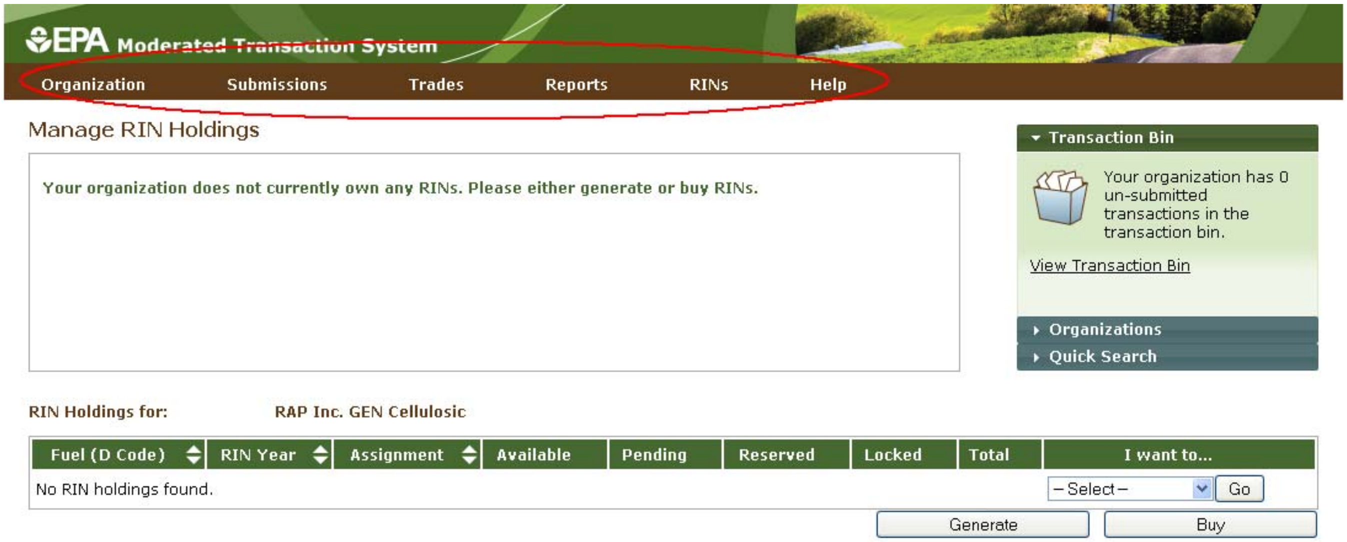
- Home page;
- View Node Submissions;
- View Web Submissions;
- Review Trades;
- View RIN Holdings (Current);
- View RIN Holdings (History); and
- Transaction Bin.

After you open the Organizations tab of the accordion, click "Select a Different Organization." In the Select an Organization popup, click the name of the organization you wish to represent. Upon doing so, the organization name in the upper right corner of the page should reflect the new organization you selected. Once you have selected an organization, you are ready to begin using the EMTS website functionality.

Viewing RIN Holdings

To view your RIN holdings, hover over RINs on the main menu of the EMTS website (main menu circled in Figure 5) and select View RIN Holdings (Current).

Figure 5: Manage RIN Holdings Page

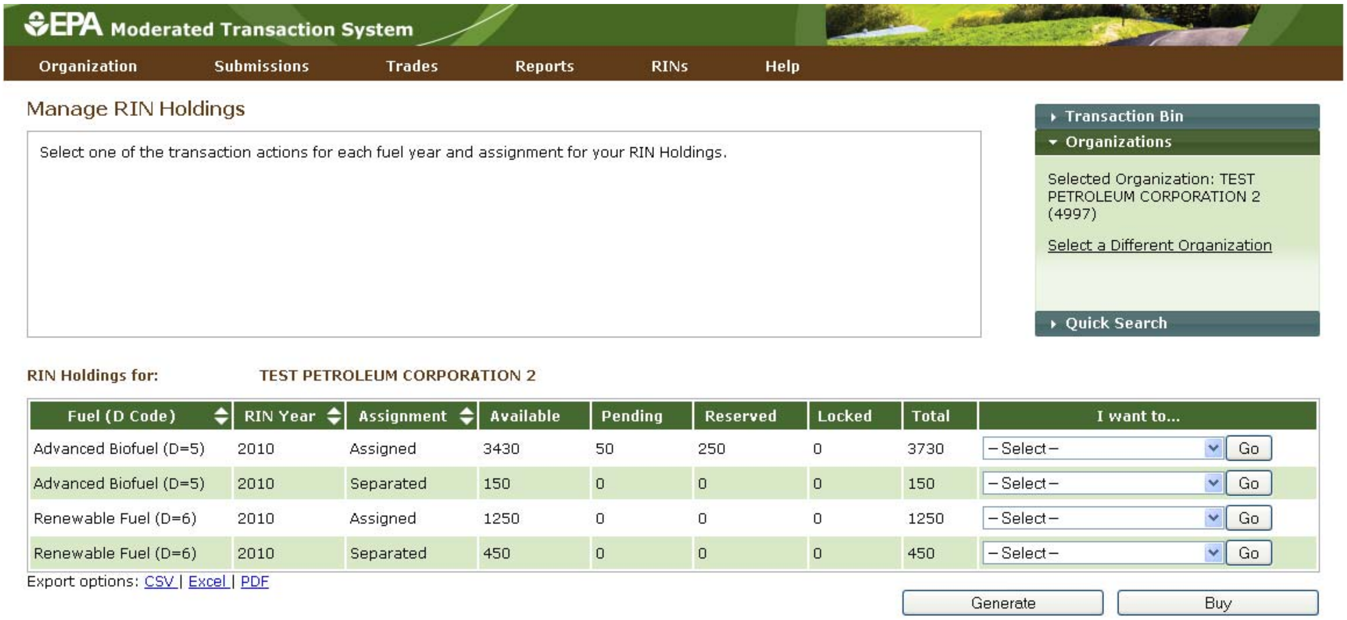


The Manage RIN Holdings page is organization-specific (indicated by the organization name above the RIN Holdings grid). To switch the organization for which you are viewing RIN holdings, open the Organizations tab of the accordion, and click "Select a Different Organization."

If you view the RIN Holdings page before any generate or buy transactions have been completed for your organization, the RIN Holdings grid will be empty (see Figure 5). At this point, you can generate or buy RINs (the only valid transaction types when there are no RIN Holdings) either by clicking the Generate or Buy button or by selecting Generate or Buy in the "I want to..." drop-down and clicking Go.

Once you have completed a generate transaction or successfully purchased RINs from a trading partner, the RIN Holdings grid will now display your RINs (see Figure 6 for an example). Each row in the RIN Holdings grid represents a unique combination of Fuel (D Code), RIN Year, and Assignment. For each row, the sum of RINs in the Available, Pending, Reserved, and Locked columns should equal the number of RINs in the Total column. The RINs in the Available column are RINs that are available for you to use in transactions. The RINs in the Pending column are RINs that are involved in a pending sell transaction that you have initiated (see the Trading RINs section). The RINs in the Reserved column are RINs that are associated with transactions in the Transaction Bin (see the Managing the Transaction Bin section). Finally, the RINs in the Locked column are RINs that have either been locked by your organization or by the EPA. Please note that the functionality for locking RINs is still being developed, so for testing, the value in the Locked column of the RIN Holdings grid will always be "0."

Figure 6: Populated RIN Holdings Grid Example

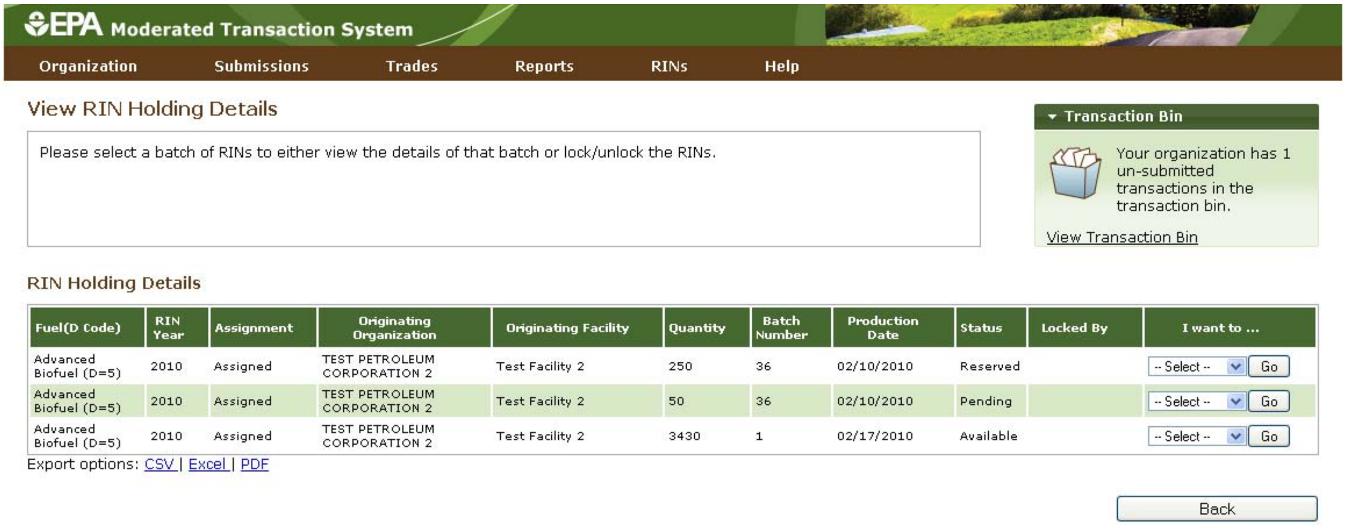


The final column in the RIN Holdings grid is the "I want to..." column. The drop-down for each row contains the options View Details, Generate, Buy, Separate, Separate (Upward delegation), Sell, Retire (Obligation), and Retire (Other). The options that are not applicable to the corresponding row of RINs will be grayed out. For example, Retire (Obligation) is only applicable for separated RINs being retired by Non-renewable Fuel Importers, Renewable Fuel Exporters, and Refiners, so in all other instances, the option will be grayed out. If you select a transaction in the "I want to..." column for a row of RINs, the Fuel (D Code), RIN Year, and Assignment fields in the resulting transaction wizard will be pre-populated with the data from that row.

Viewing RIN Batch Details and Locking RINs

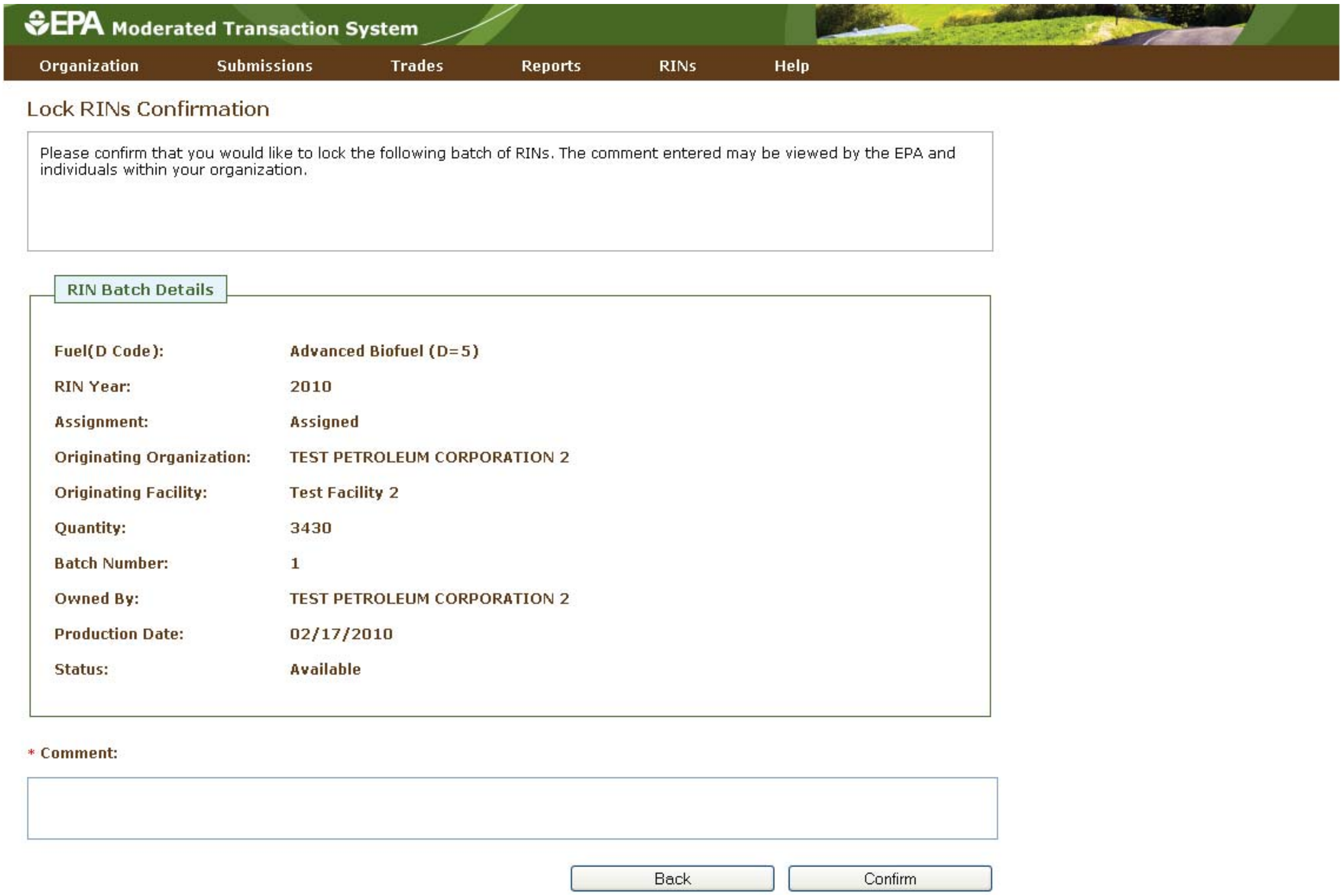
To view all of the RIN batches that make up a row in the RIN Holdings grid, select View Details in the "I want to..." column and click Go. Doing so takes you to the View RIN Holding Details page.

Figure 7: View RIN Holding Details Page



The View RIN Holding Details grid displays the originating source information (originating organization, facility, and batch number) for each batch of RINs with the Fuel (D Code), RIN Year, and Assignment that you selected on the RIN Holdings page. It also includes the status of each RIN batch. For pending and reserved RINs, the only option in the "I want to..." drop-down is View Details. Selecting View Details takes you to a RIN Batch Details page. For available RINs, the "I want to..." drop-down options are Lock RINs and View Details. Selecting Lock RINs takes you to a Lock RINs Confirmation page.

Figure 8: Lock RINs Confirmation Page



The page contains the details of the RINs that you are about to lock along with a required Comment field. After you enter a comment and press Confirm, you will return to the View RIN Holding Details page. For the RIN batch that you locked, the Status field will display Locked, and the Locked By field will include the name and organization of the individual that locked the RIN batch. Locked RINs will not be available for any transactions.

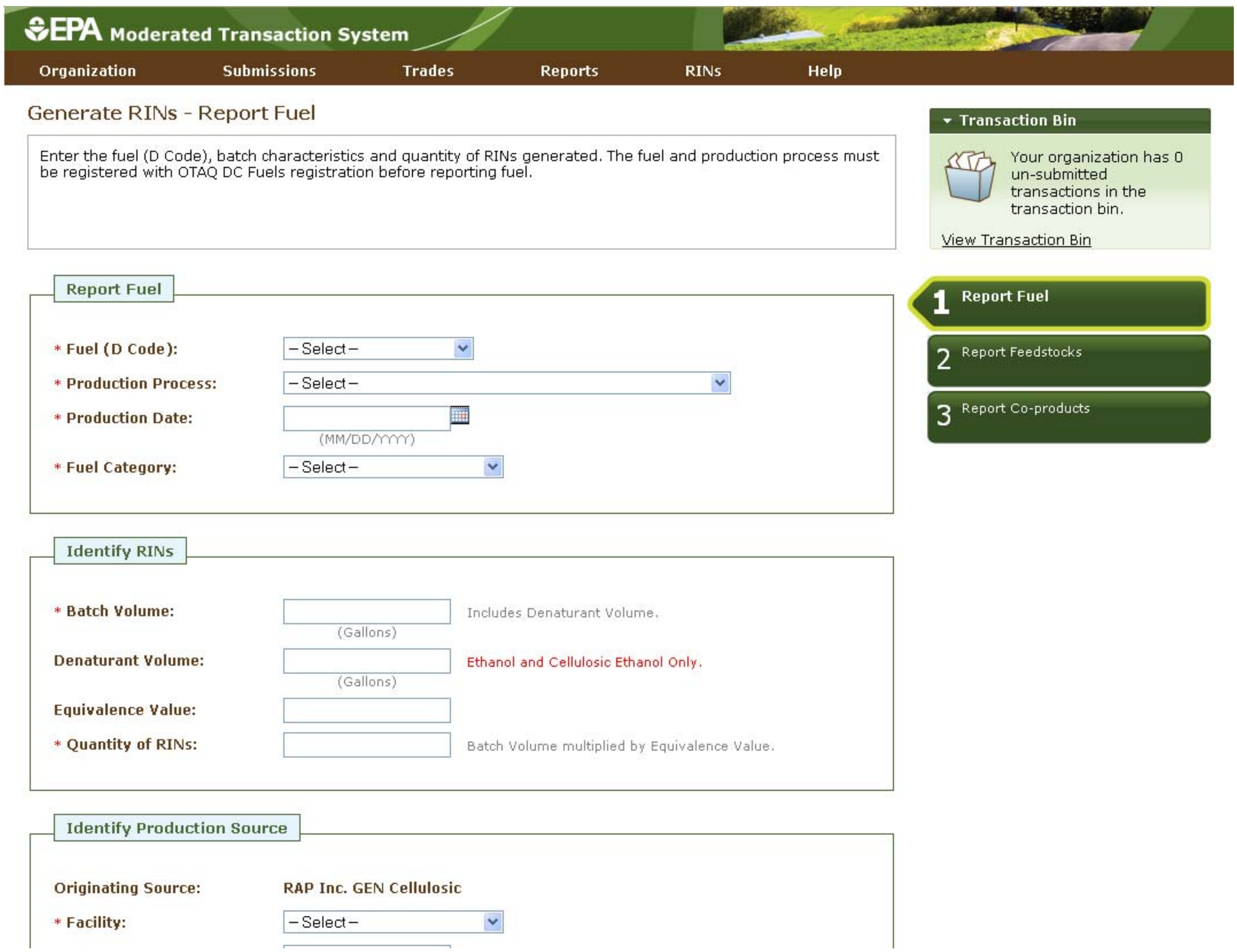
The EPA has the capability to lock any organization's available or locked RIN batches. If the EPA locks one of your organization's RIN batches, the Status field for that row will display Locked, and the Locked By field will display EPA. RINs locked by the EPA cannot be used in transactions and cannot be unlocked by your organization.

If you wish to unlock a batch of RINs locked by your organization and not locked by the EPA, select Unlock RINs in the "I want to..." drop-down. Like the Lock RINs Confirmation page, the Unlock RINs Confirmation page requires a comment. Once you confirm the unlock action, the RINs will have a status of Available, and you will be able to use them to complete transactions. Note that if the EPA locks a batch of RINs that your organization had already locked, the EPA will need to unlock the RINs before you will have the ability to unlock the RIN batch.

Generating RINs

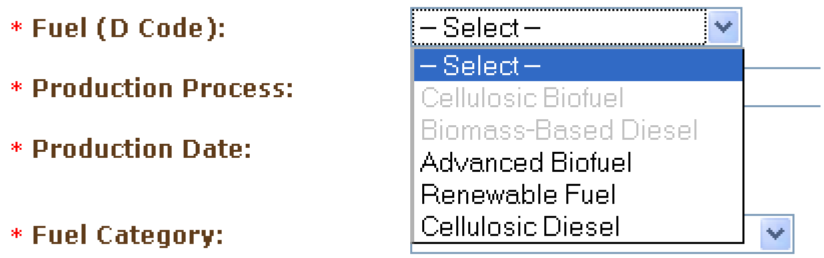
From the View RIN Holdings (Current) page, you have the option to generate RINs if your organization is a Domestic Renewable Fuel Producer, a Renewable Fuel Importer, or a bonded Foreign Renewable Fuel Producer. Either click the Generate button or select Generate in the "I want to..." drop-down and click Go. Doing so takes you to the first page of the three-step generate wizard (see Figure 9).

Figure 9: Generate Wizard, Report Fuel Page (Step 1)



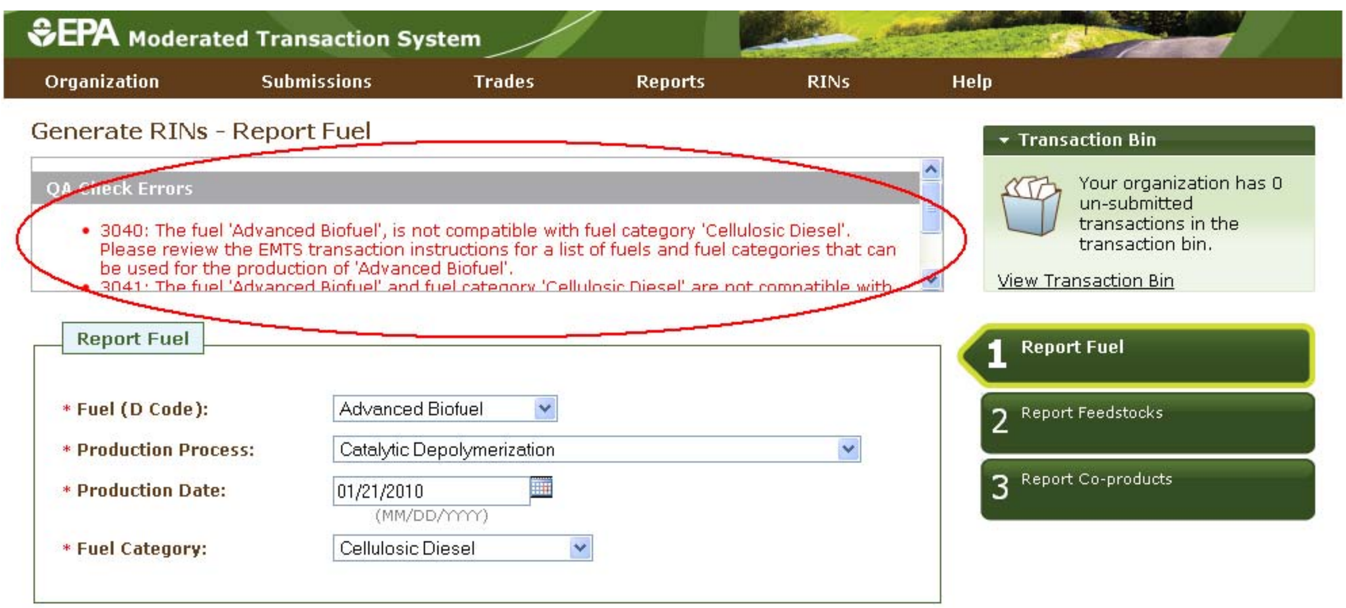
The green boxes on the right side of the page indicate which of the three generate steps you are completing. All fields that are marked with a red asterisk are required. In the drop-down fields, the invalid options are grayed out. For example, in Figure 10, the organization can produce only Advanced Biofuel, Renewable Fuel, and Cellulosic Diesel, so the remaining Fuel (D Code) options are grayed out.

Figure 10: Drop-down Example for Generate Wizard



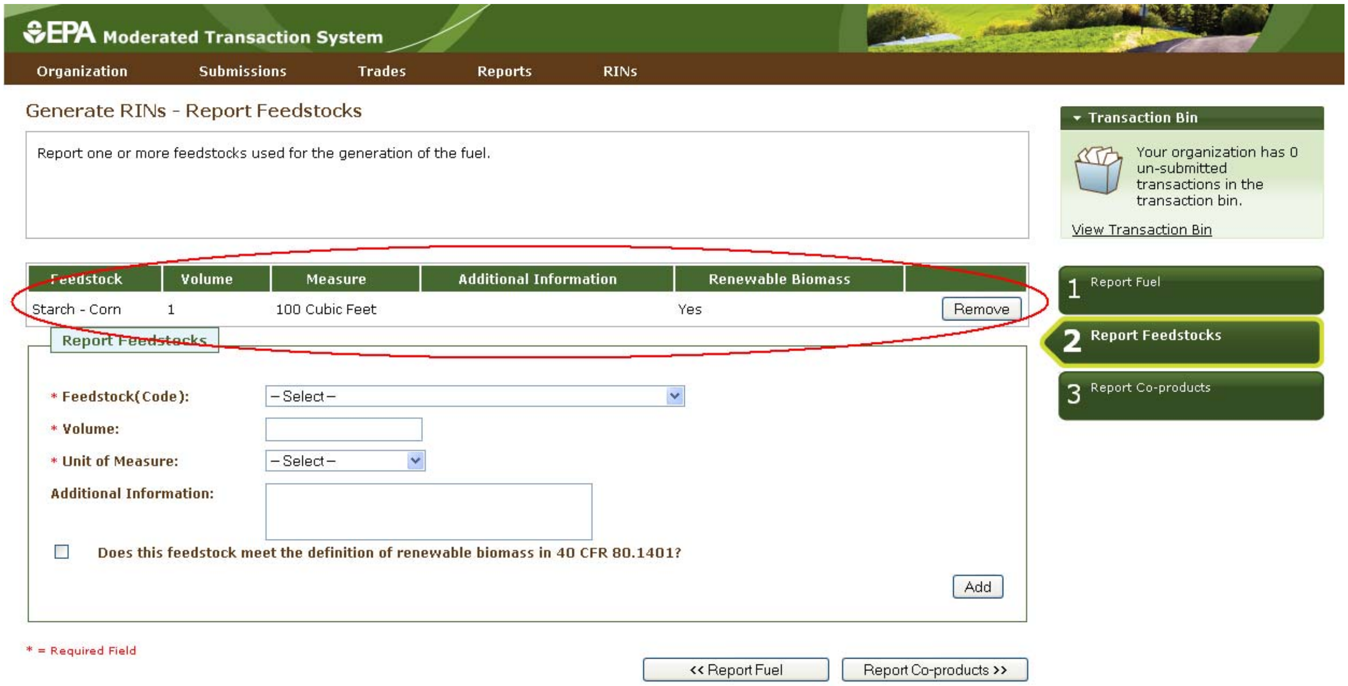
Once you have completed all of the required fields, click Report Feedstocks at the bottom of the page to move to the second page of the generate wizard. If all of the information on the Report Fuel page is valid, you will be redirected to the Report Feedstocks page. Otherwise, you will remain on the Report Fuel page, and you will see a list of QA Check Errors at the top of the page (see Figure 11). Once you correct the errors, you will be able to move to the Report Feedstocks page.

Figure 11: QA Check Errors



On the Report Feedstocks page, you must enter all of the feedstocks used to generate the fuel specified on the Report Fuel page. To add a feedstock, you must populate the three required fields, check the checkbox for renewable biomass (when generating RINs, all feedstock(s) must meet the definition of 'renewable biomass'), and then click the Add button. In the Feedstock drop-down, the feedstocks which your organization is not registered for are grayed out. After you have clicked the Add button, the feedstock information will be displayed in the grid (see Figure 12).

Figure 12: Generate Wizard – Report Feedstocks Page (Step 2)



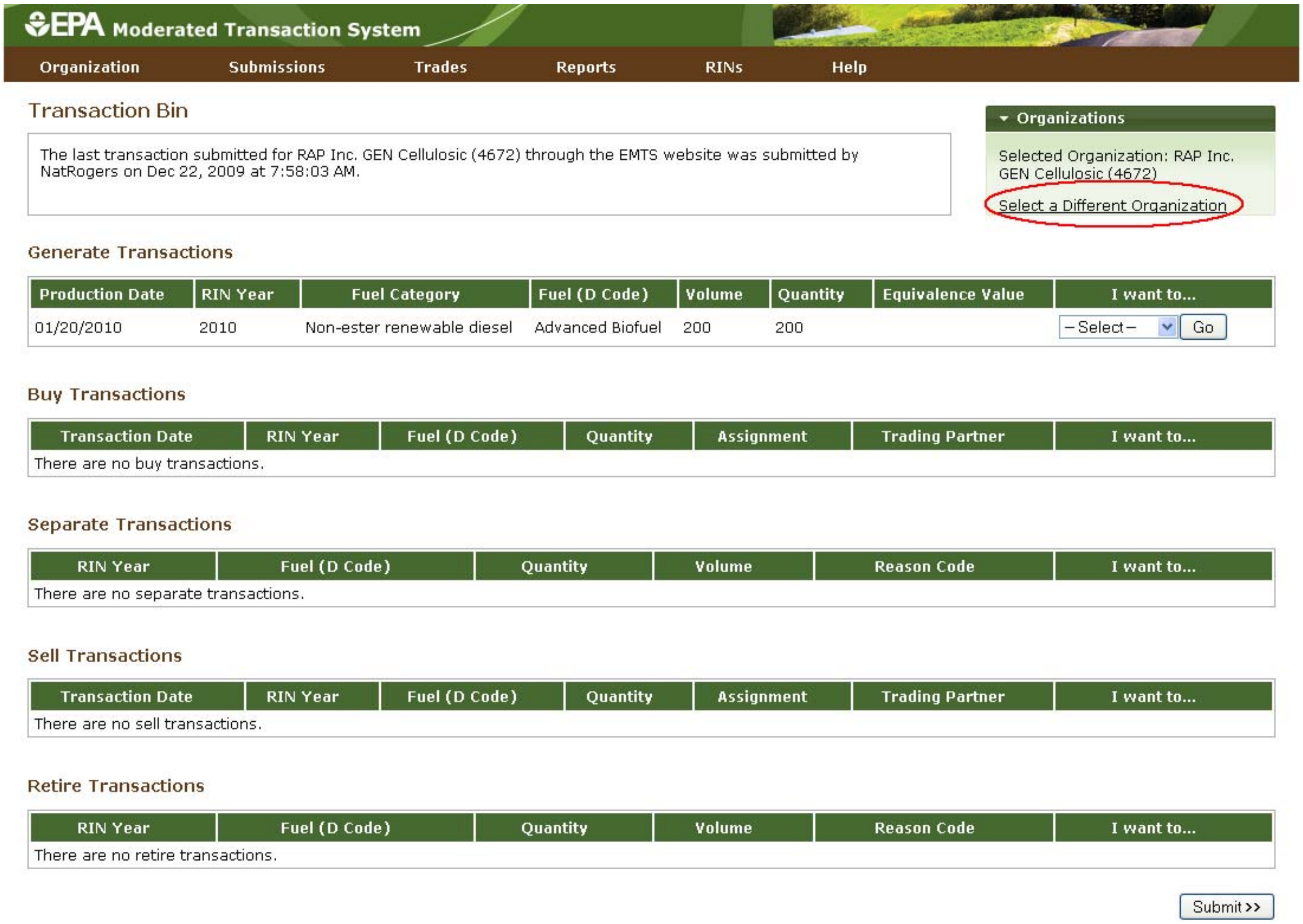
Once you have added all of the feedstocks used to generate the RINs specified on the Report Fuel page, click the Report Co-products button at the bottom of the page. The Report Co-products page, which is Step 3 of the generate wizard, behaves similarly to the Report Feedstocks page. You must add any co-products produced by your organization's fuel generation process. If there are no co-products to report, leave all fields blank. To complete the generate wizard, click the Add to Transaction Bin button.

If your organization is a Renewable Fuel Importer, you have the option to generate RINs as an importer from your RIN Holding Account. The Generate wizard for Importers is similar to the Generate wizard for Renewable Fuel Producers, except when you identify the production source on the Report Fuel page, you must provide the Foreign Renewable Fuel Producer's organization and facility identifiers rather than your own organization and facility identifiers. The Foreign Fuel Producer Facility ID that you enter must be registered for the Process, Fuel (D Code), Fuel Category, and Feedstock that you enter, otherwise QA checks will prohibit RIN generation. Note that the Report Fuel page will be modified in EMTS version 1.0 for Importers generating RINs on behalf of Foreign Fuel Producers. For the Version 1.0 release, you will need to provide both the originating organization and facility (the Importer's organization and facility) and the generating organization and facility (the Foreign Producer's organization and facility).

Managing the Transaction Bin

After you click Add to Transaction Bin, you are taken to the Transaction Bin (see Figure 13).

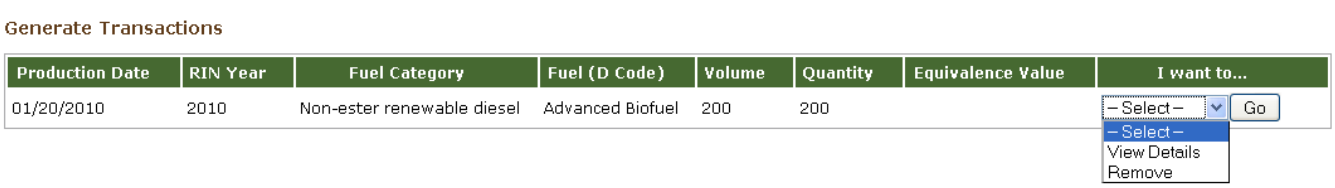
Figure 13: Transaction Bin



The Transaction Bin is organization-specific, so transactions added to the Transaction Bin by any of your organization's submitters will be displayed on the page. To switch the organization for which the Transaction Bin is displayed, click Select a Different Organization (circled in Figure 13).

For each transaction in the Transaction Bin, you have the option to either View Details or Remove the transaction (see Figure 14).

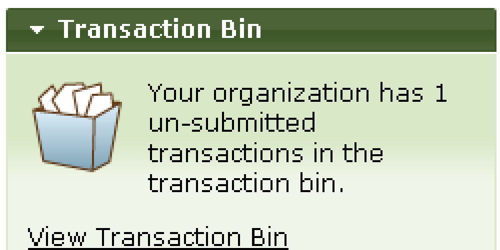
Figure 14: Transaction Bin Options



If you select View Details, you will be taken to a page that displays all of the details of the transaction. This page can be used to verify the contents of the transaction before submitting it. If you select Remove, you will also be taken to a page that contains the transaction details. At the bottom of the page, you will be able to click a Confirm Remove button. Doing so takes you back to the Transaction Bin, and the removed transaction is no longer available.

Along with accessing the Transaction Bin at the end of each wizard, you can navigate to the Transaction Bin from multiple pages of the EMTS website using the Transaction Bin accordion tab on the right side of the page (see Figure 15). The tab contains the number of un-submitted transactions and a link to the Transaction Bin.

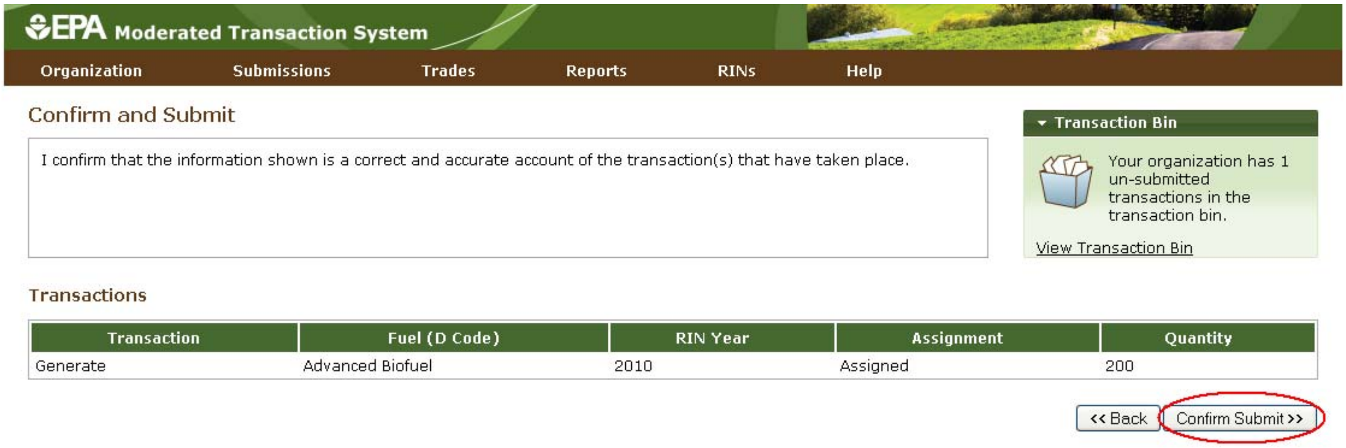
Figure 15: Accessing the Transaction Bin



Clicking the View Transaction Bin link takes you to the Transaction Bin. Note that the RINs associated with each separate, sell, and retire transaction in the Transaction Bin are Reserved rather than Available (they show up in the Reserved column of the View RIN Holdings grid). As a result, these RINs may not be used for any other transactions. If a separate, sell, or retire transaction is removed from the Transaction Bin, the associated RINs return to an Available status. RINs associated with a generate transaction do not show up in the View RIN Holdings grid until the transaction is submitted from the Transaction Bin, and RINs associated with a buy transaction do not show up in the View RIN Holdings grid until the transaction is submitted from the Transaction Bin and accepted by the trading partner.

To complete a transaction, you must submit it from the Transaction Bin by clicking the Submit button at the bottom of the page. If you have multiple transactions in the Transaction Bin, you must submit all of the transactions at once. If you do not wish to submit one of the transactions in the bin, you can remove that transaction and submit the remaining transactions. After you press Submit, you will be taken to a Confirm and Submit page, which displays an overview of the transactions you are about to submit. You must click the Confirm Submit button circled in Figure 16 to complete the submission.

Figure 16: Confirm and Submit Page



Once you confirm the submission, the View RIN Holdings (Current) page will reflect the results of the submitted transactions, and the Transaction Bin will be empty.

Separating RINs

Assigned RINs may be separated from your RIN Holdings Account (see Figure 17). To separate RINs in your RIN Holdings, select Separate in the "I want to..." drop-down, and click Go. Doing so will take you to the first page of the separate wizard.

Figure 17: Separate Option for Available Assigned RINs

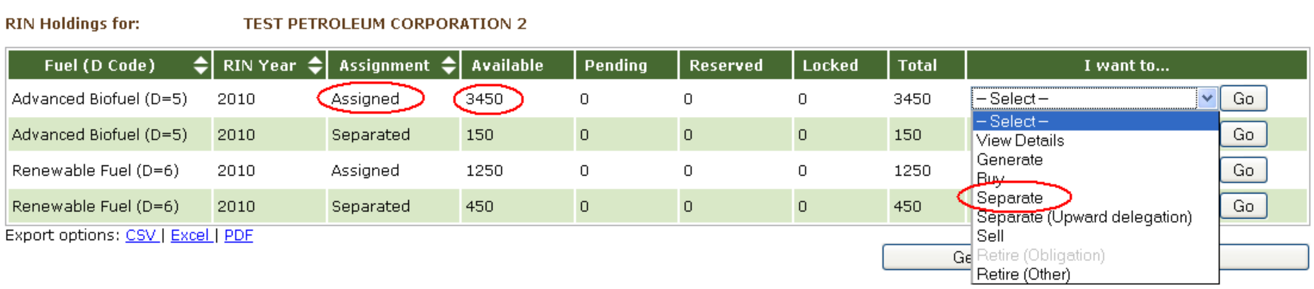
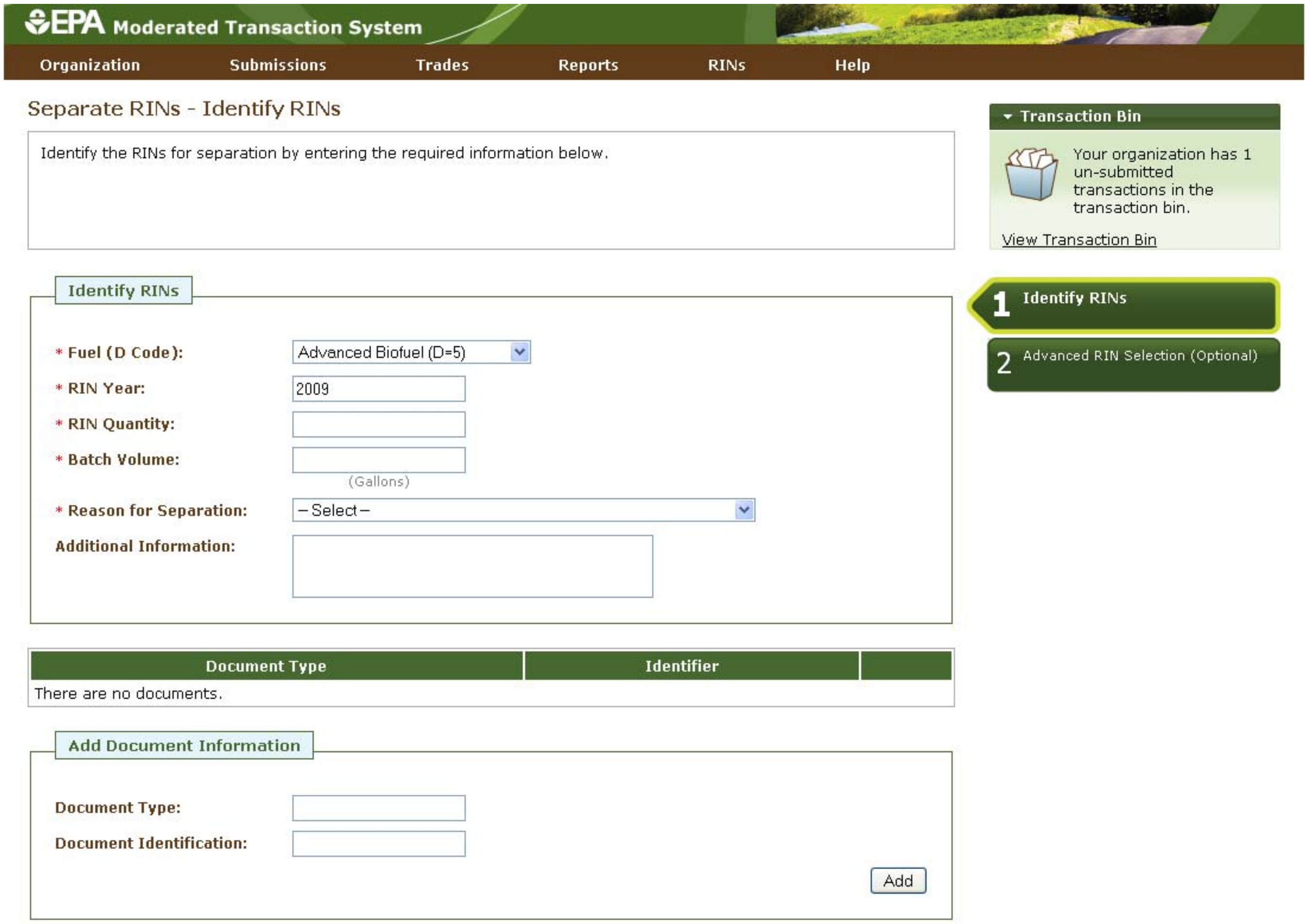
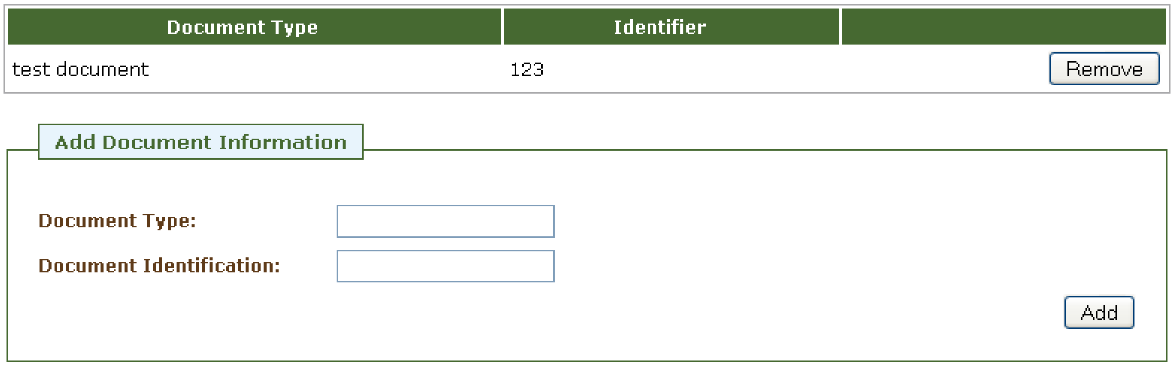


Figure 18: Separate Wizard – Identify RINs (Step 1)



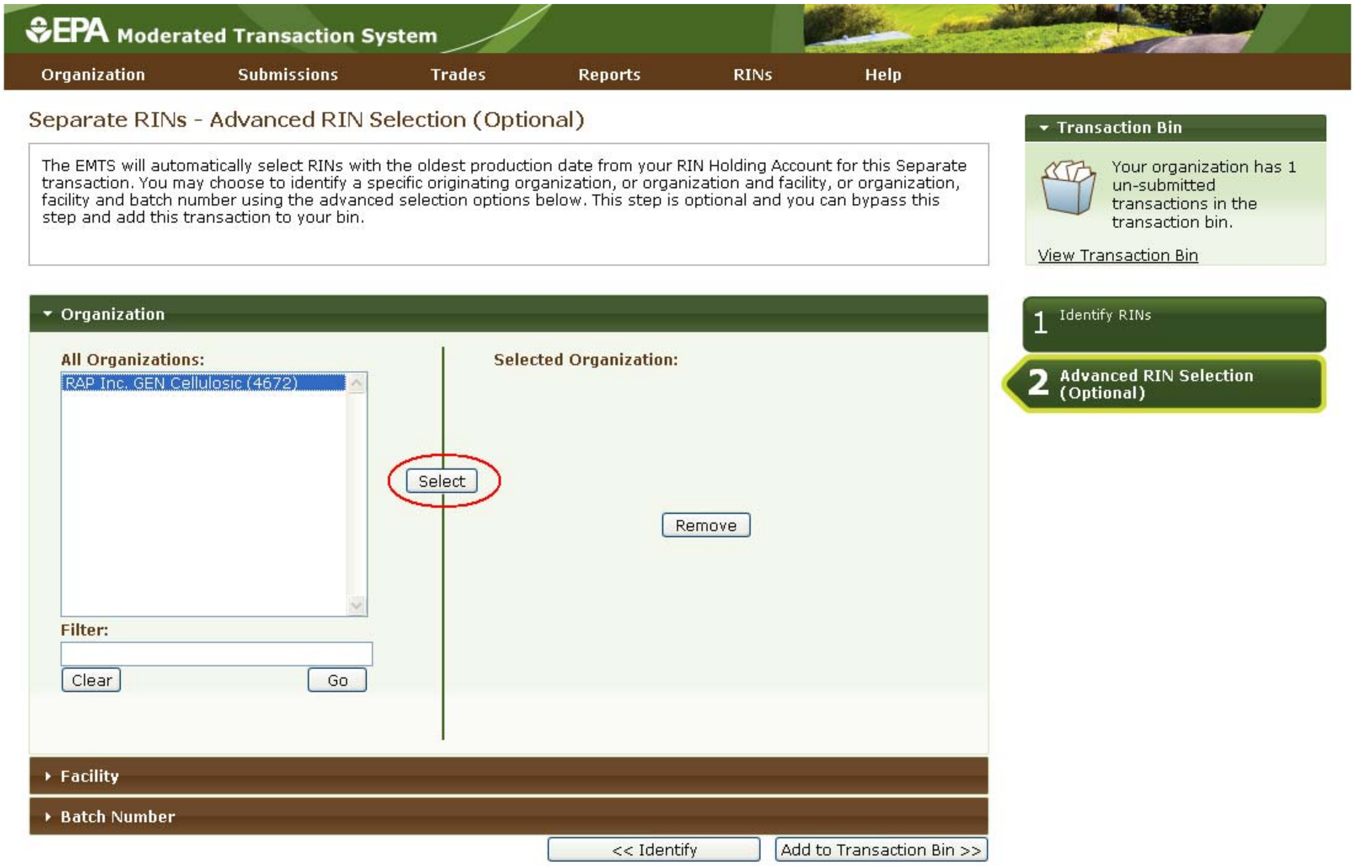
The green boxes on the right side of the page indicate which of the two steps of the separate wizard you are completing. All fields marked with a red asterisk are required. In the separate wizard, the Fuel (D Code) and RIN Year fields are automatically populated with the information from the row of RINs in the RIN Holdings grid that you decided to separate. In the Reason for Separation drop-down, only the reasons that are applicable to your organization's registered business activities are enabled (the remaining options are grayed out). The separate wizard also contains a document grid; you can use this grid to specify the name and identifier of one or more documents that support the separate transaction. Note that the document itself cannot be uploaded. To add document information to the grid (see Figure 19), fill in the Document Type and Document Identification fields, and click Add.

Figure 19: Supporting Document Information



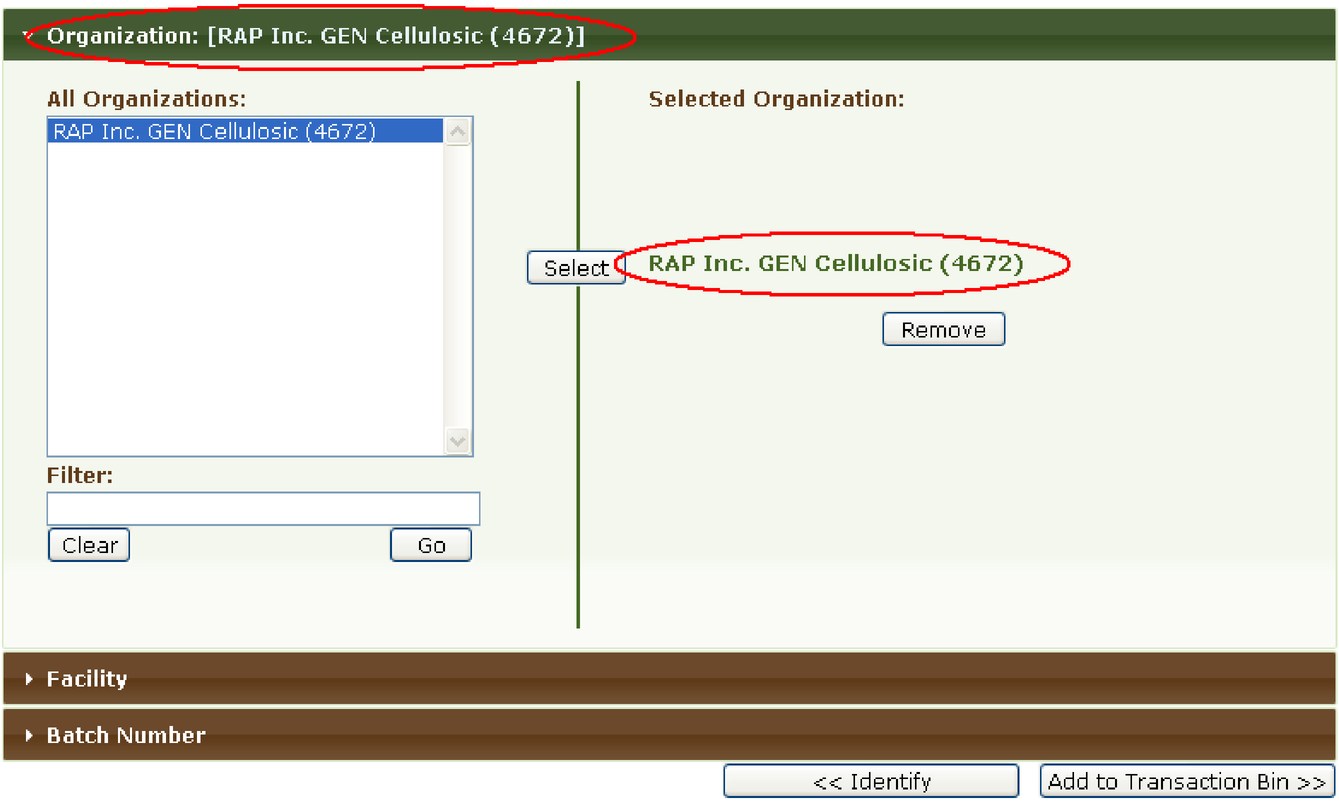
When you complete the Identify RINs page, click Advanced Options at the bottom of the page to navigate to the second step of the separate wizard. On the Advanced RIN Selection page, you have the option to specify a batch of RINs to separate. If you do not wish to make any selections on this page, click Add to Transaction Bin at the bottom of the page to continue. In this situation, EMTS will automatically separate the RINs in your RIN Holding Account using the First-in, First-out (FIFO) accounting method (i.e., the oldest RINs, based on production date, are used first, for the RIN Year, Fuel Code, and Fuel Category chosen). Alternatively, you may use this page to identify a specific originating organization, or organization and facility, or organization, facility, and batch number. To specify an organization, click the originating organization's name, and press Select (see Figure 20).

Figure 20: Optional Advanced RIN Selection Page



After you press Select, the Selected Organization field and the Organization accordion tab will contain the name of the organization you selected (see Figure 21).

Figure 21: Selected Organization Example



To select a Facility, click the Facility tab of the Advanced RIN Selection accordion, and follow the same steps. Repeat the steps to identify a particular batch from a specified organization and facility. Once you have specified the originating source information, click Add to Transaction Bin to continue. After you submit the separate transaction from the Transaction Bin, your RIN Holdings grid will reflect the results of the separation.

From your RIN Holding Account, you may also separate assigned RINs on behalf of a small blender by selecting the Separate (Upward Delegation) option in the "I want to..." dropdown (see Figure 22). Doing so will take you to the first step of the Separate Wizard for upward delegation (see Figure 23).

Figure 22: Separate (Upward delegation) Option for Available Assigned RINs

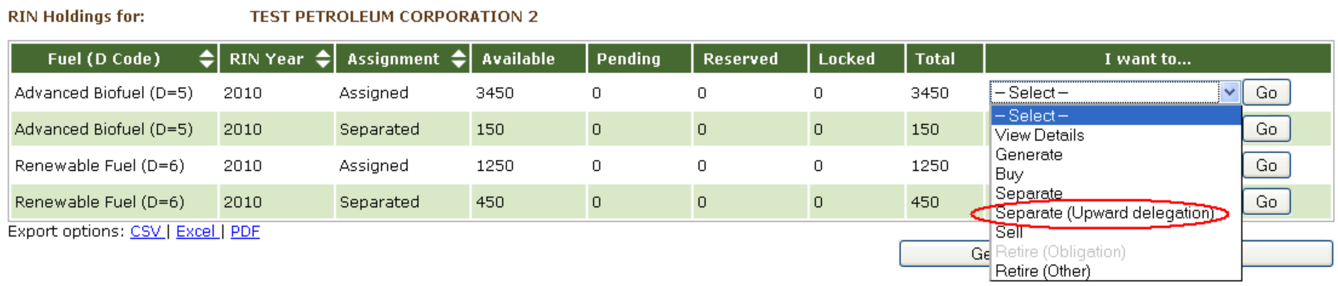
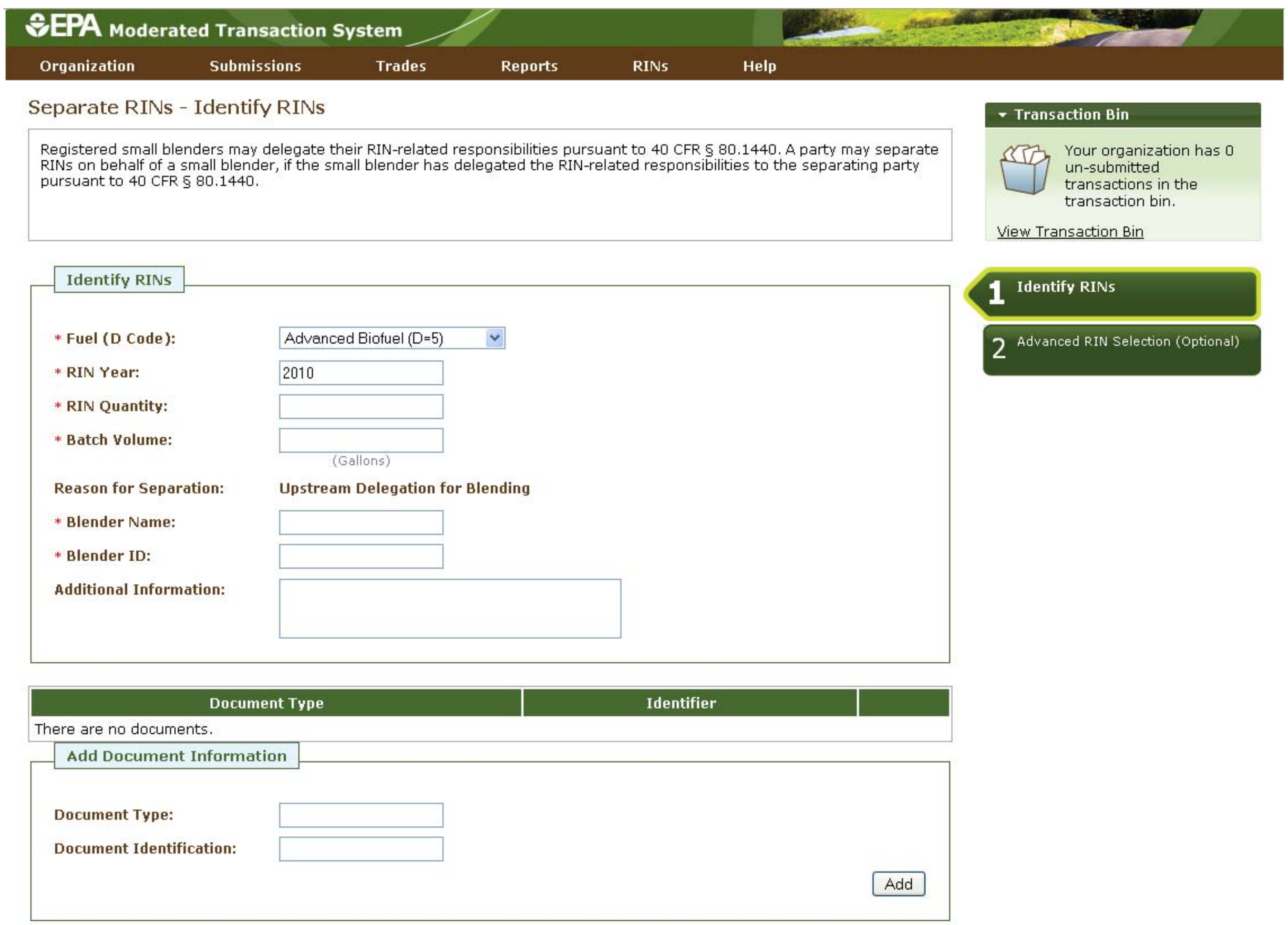


Figure 23: Separate Wizard – Identify RINs (Step 1)



In the first step of the Separate Wizard for upward delegation, the Reason for Separation is pre-populated with "Upstream Delegation for Blending," and the page includes fields for the blender name and identifier. You must provide this information in order to separate for upward delegation. Apart from the Identify

RINs section of Step 1, the Separate Wizard for upward delegation is identical to the Separate Wizard used for all other reasons for separation.

Retiring RINs

From your RIN Holding Account, you can retire assigned or separated RINs. If your organization is an obligated party (a Non-renewable Fuel Importer or a Refiner) or a renewable fuel exporter, your organization may retire separated RINs for obligation (Retire (Obligation)) and assigned or separated RINs for other reasons (Retire (Other)) (see Figure 24). For organizations with any other business activities (i.e., non-obligated parties), the only enabled retire option in your RIN Holdings grid will be Retire (Other) (see Figure 25).

Figure 24: Retire Options for a Refiner (Obligated Party) with Separated RINs

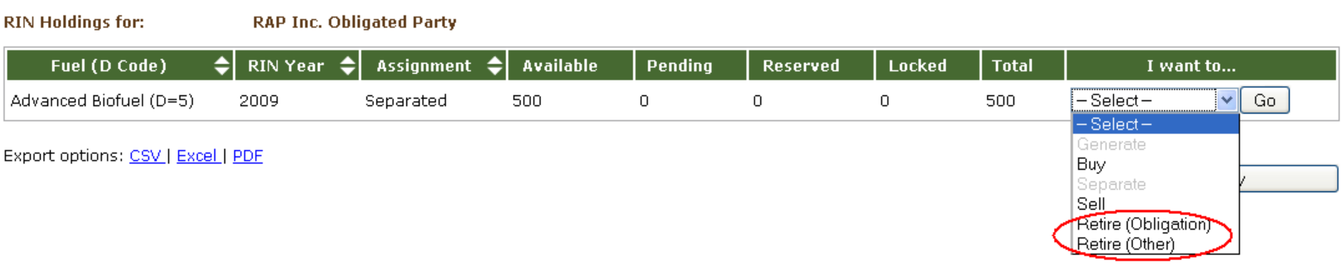
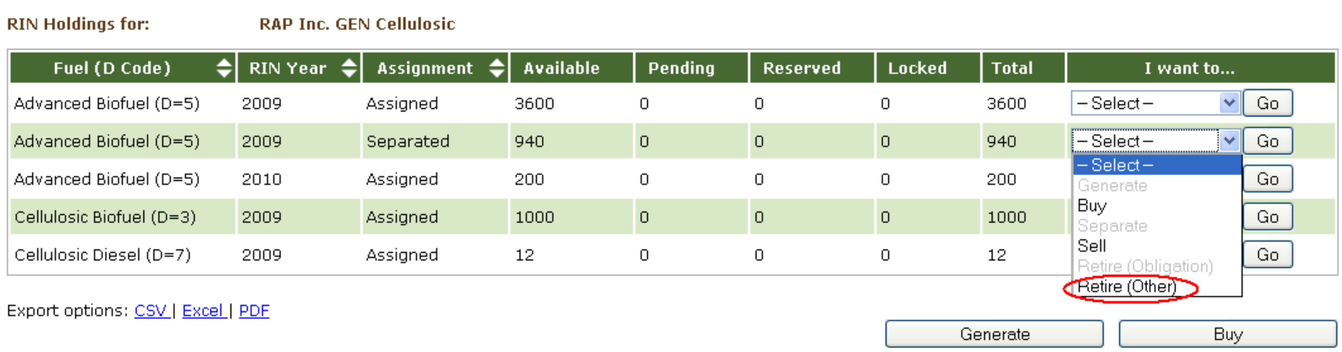


Figure 25: Retire Options for a Non-Obligated Party with Separated RINs

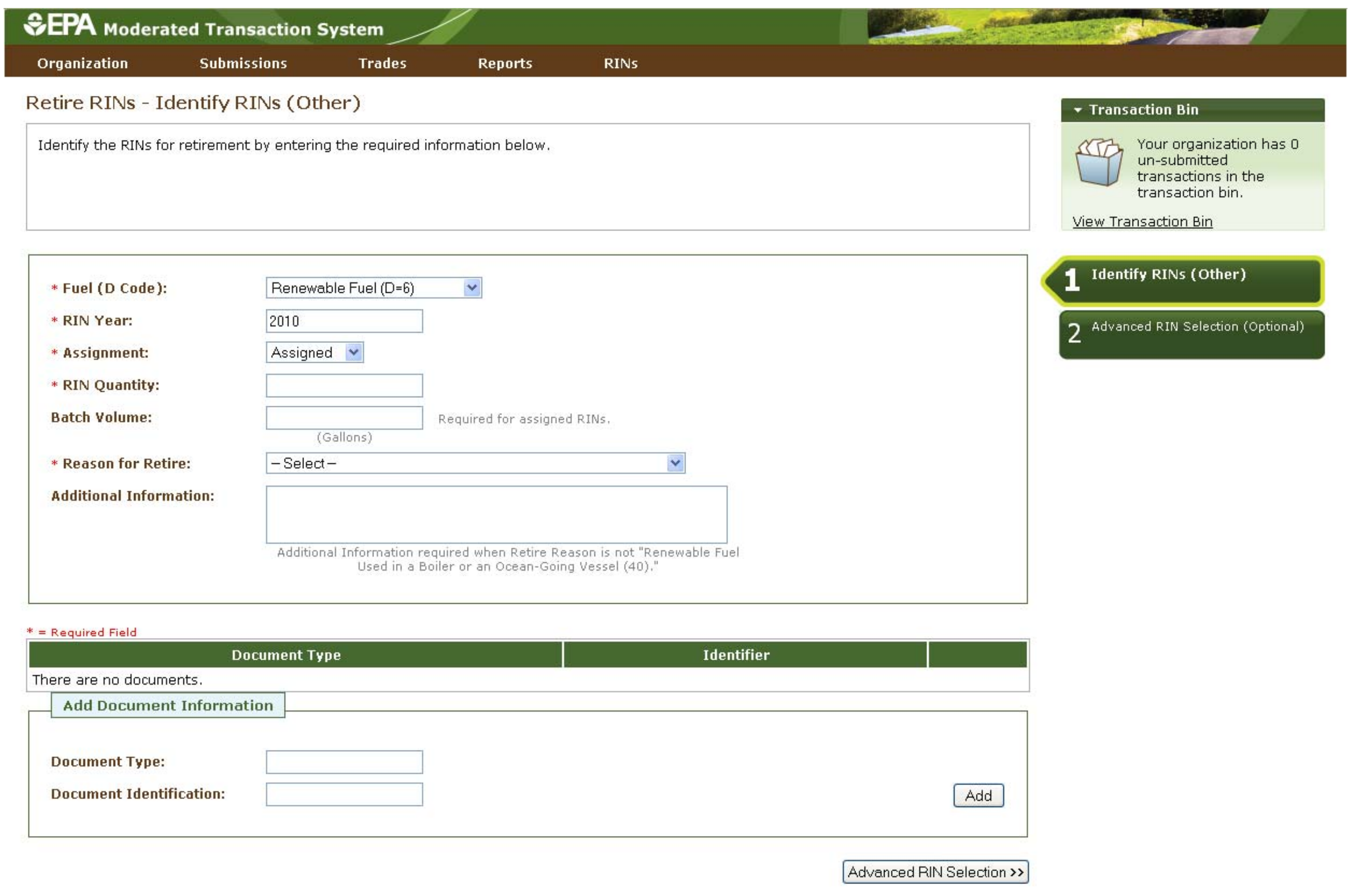


Note that for the current round of testing, the ability to retire RINs for obligation is not available for Refiners. Selecting the Retire (Obligation) option as a Refiner will take you to a page that is under construction (See Figure 26). The ability to retire RINs for obligation is currently available to Non-renewable Fuel Importers and Renewable Fuel Exporters.

Figure 26: Retire (Obligation) Wizard for Refiners– Identify RINs (Step 1)

For a row of RINs in your RIN Holdings, select the Retire (Other) option in the "I want to..." drop-down, and click Go. Doing so will take you to the first step of the retire wizard (see Figure 27).

Figure 27: Retire (Other) Wizard – Identify RINs (Step 1)



The green boxes on the right side of the page indicate which of the two steps of the retire wizard you are completing. All fields marked with a red asterisk are required. In the retire wizard, the Fuel (D Code), RIN Year, and Assignment fields are automatically populated with the information from the row of RINs in the

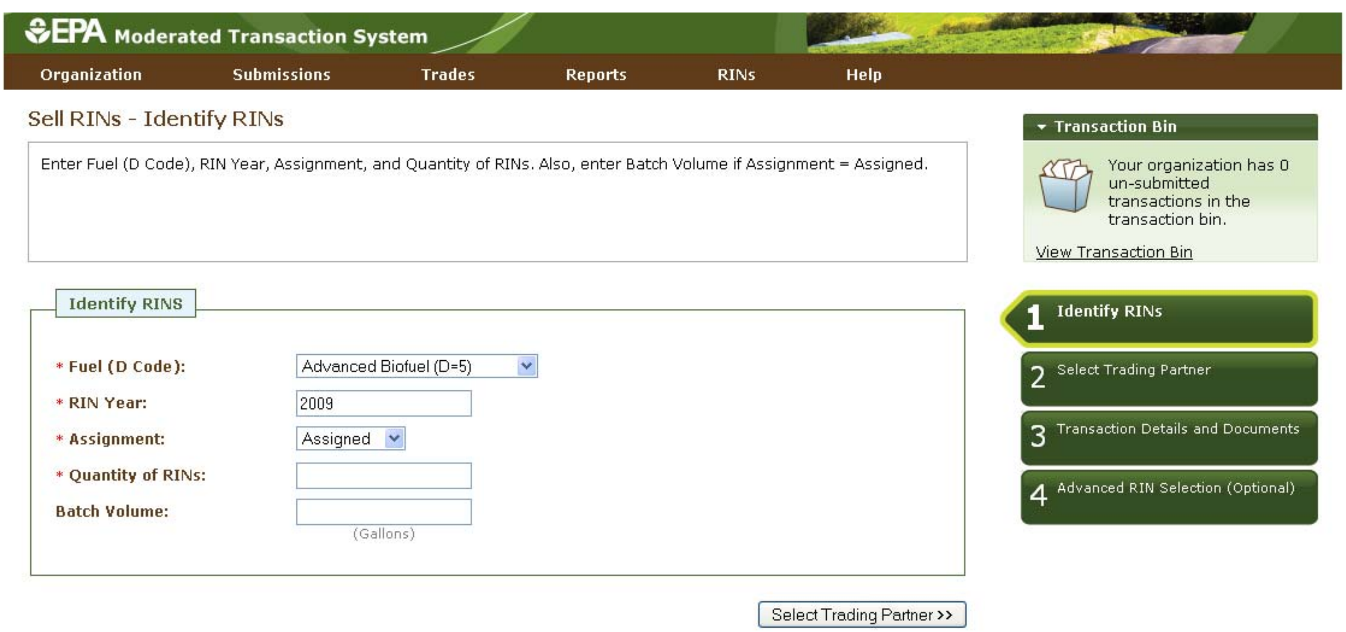
RIN Holdings grid that you decided to retire. In the Reason for Retire field, only the reasons that are applicable to your organization's registered business activities are enabled (the remaining options are grayed out). The retire wizard also contains a document grid you can use to specify the name and identifier of one or more documents that support the retire transaction. Note that the document itself cannot be uploaded. To add document information to the grid, fill in the Document Type and Document Identification fields, and click Add. Doing so will add a row to the documents grid (see the Separating RINs section for more details).

When you complete the Identify RINs page, click Advanced RIN Selection at the bottom of the page to navigate to the second page of the retire wizard. On the Advanced RIN Selection page, you have the option of specifying the batch of RINs that you wish to retire. If you do not wish to make any selections on this page, click Add to Transaction Bin at the bottom of the page to continue. In this situation, EMTS will automatically retire the RINs in your RIN Holding Account using the FIFO accounting method. Alternatively, you may use this page to identify a specific originating organization, or organization and facility, or organization, facility, and batch number. See the Separating RINs section for details on how to use the Advanced RIN Selection page to specify originating source information. Once you have specified the originating source information, click Add to Transaction Bin to continue. After you submit the retire transaction from the Transaction Bin, the RINs will be removed from your RIN Holdings.

Trading RINs

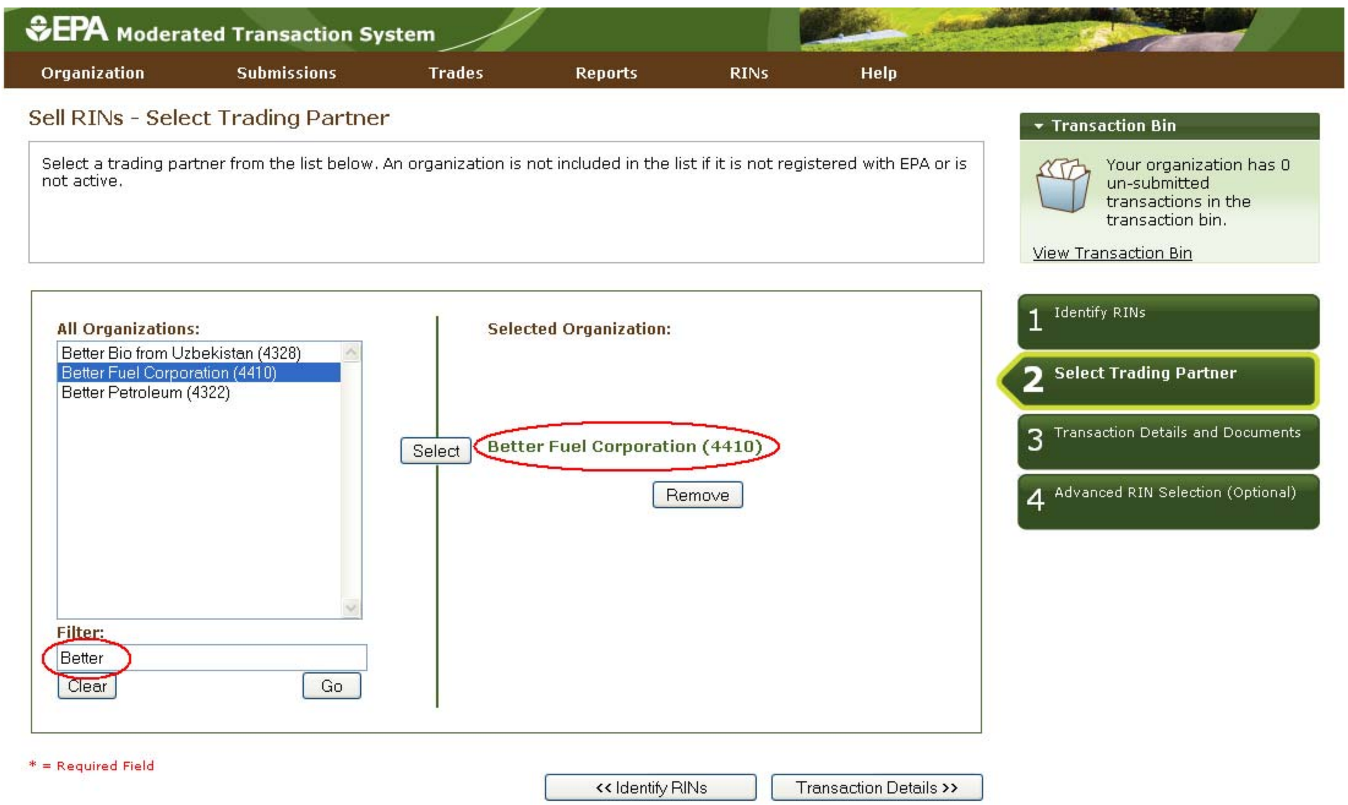
You can initiate a trade from your RIN Holdings page. To initiate a sell transaction, you must have RINs in your RIN Holdings. For a row of RIN data in your RIN Holdings grid, select Sell in the "I want to..." drop-down, and click Go. Doing so will take you to the first page of the sell wizard (see Figure 28).

Figure 28: Sell RINs – Identify RINs Page (Step 1)



The green boxes on the right side of the page indicate which of the four steps of the sell wizard you are completing. All fields marked with a red asterisk are required. In the sell wizard, the Fuel (D Code), RIN Year, and Assignment fields are automatically populated with the information from the row of RINs in the RIN Holdings grid that you decided to sell. Once you complete the information on this page, click Select Trading Partner to move to the next page. On the Select Trading Partner page, you must identify a trading partner from a list of organizations. You can filter the list by Organization Name or Organization ID. To select a trading partner, click the organization name in the list, and press Select. In Figure 29, the organization list was filtered with the word "Better," and Better Fuel Corporation was selected from the options.

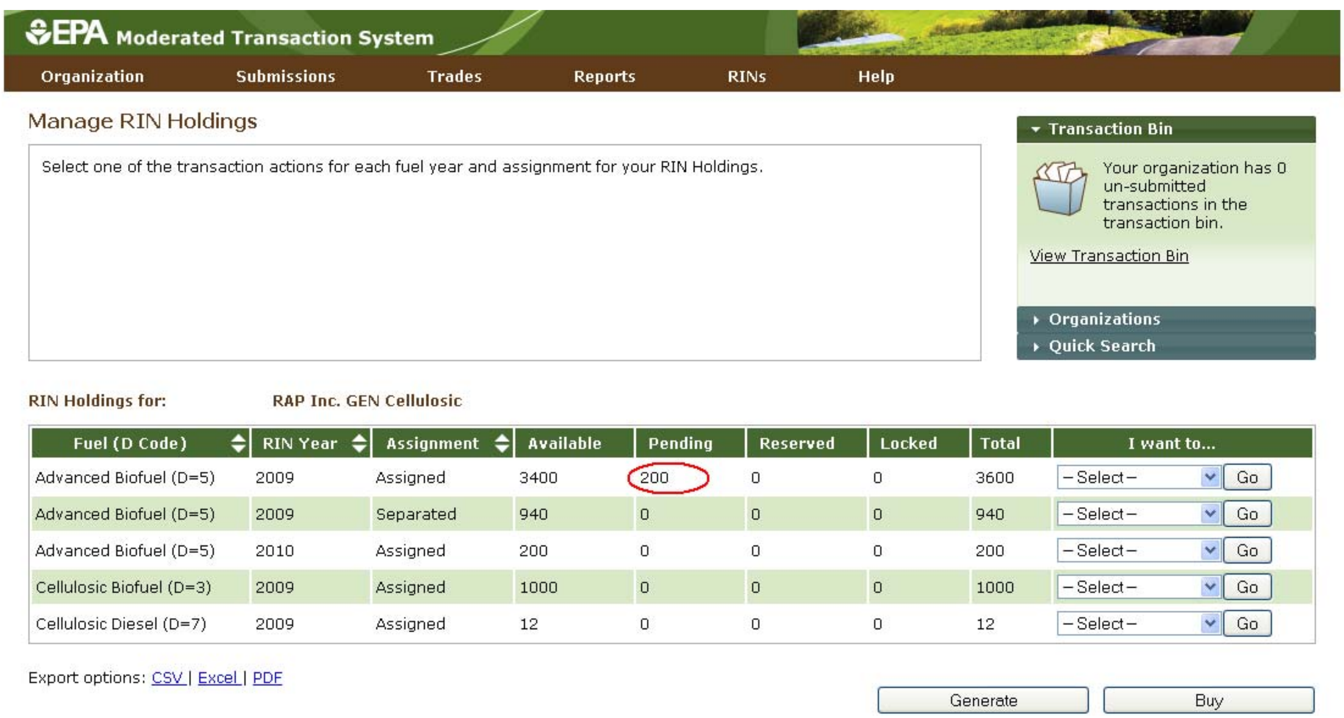
Figure 29: Sell RINs – Select Trading Partner



When you have selected your trading partner, click the Transaction Details button to move to the next page. On the Sell RINs – Transaction Details and Documents page, you must enter the Transaction Date, Price Paid (either price per RIN/price per gallon), and Sell Reason. The value entered for Price Paid must have exactly two digits after the decimal place. You can also provide a Product Transfer Document (PTD) number and other additional information. The Transaction Details and Documents page contains a document grid you can use to specify the name and identifier of one or more documents that support the sell transaction. Note that the document itself cannot be uploaded. To add document information to the grid, fill in the Document Type and Document Identification fields, and click Add (see the Separating RINs section for more details). When you have completed this page, click Advanced RIN Selection to move to the final page of the sell wizard.

On the Advanced RIN Selection page, you have the option of specifying the batch of RINs that you wish to sell. If you do not wish to specify originating source information, click Add to Transaction Bin at the bottom of the page to continue. In this situation, EMTS will automatically sell the RINs in your RIN Holding Account using the FIFO accounting method. Alternatively, you may use this page to identify a specific originating organization, or organization and facility, or organization, facility, and batch number. See the Separating RINs section for details on how to use the Advanced RIN Selection page to specify originating source information. Once you have specified the originating source information, click Add to Transaction Bin to continue. After you submit the sell transaction from the Transaction Bin, the transaction will be in a pending state, and the RINs associated with the sale will be in the Pending column of the RIN Holdings grid (see Figure 30). The RINs will remain in the Pending column until the trading partner accepts the sell transaction.

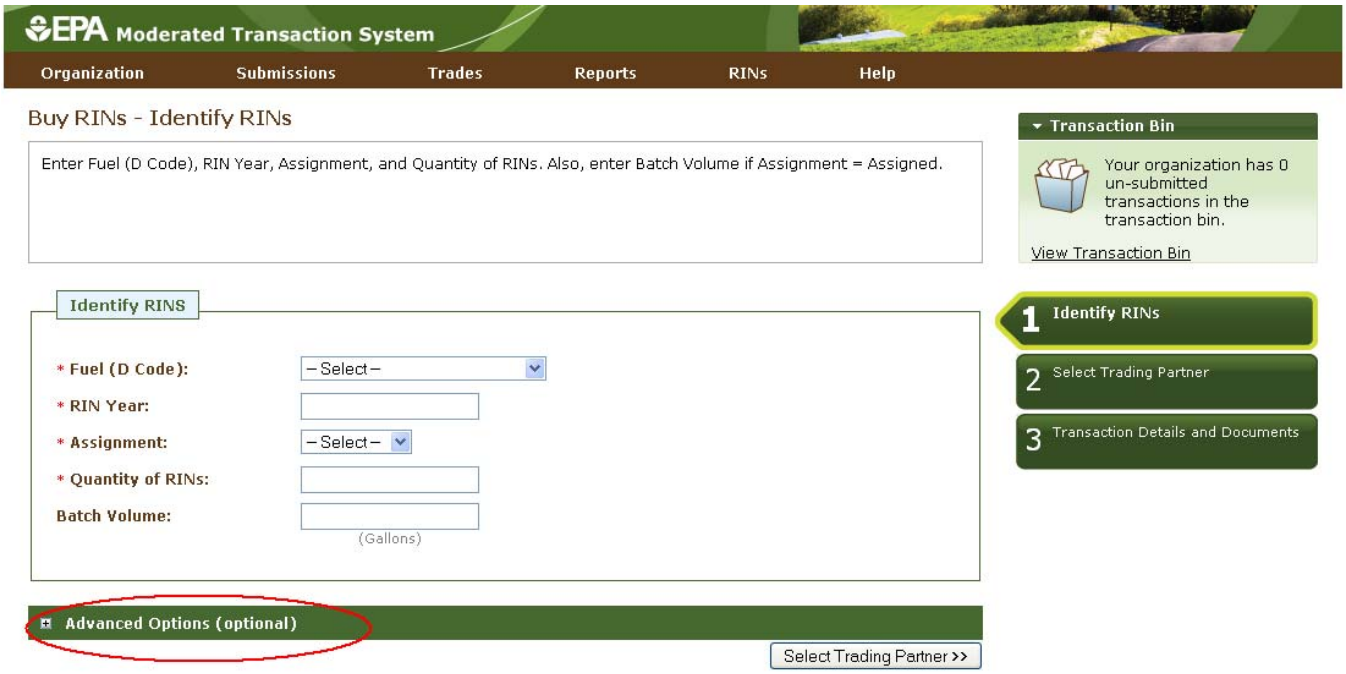
Figure 30: Pending RINs in RIN Holdings



To initiate a buy transaction, go to the View RIN Holdings (Current) page, and either click the Buy button below the RIN Holdings grid or select Buy in the "I want to..." drop-down for a row in the RIN Holdings and click Go. If you select Buy for an existing row in the RIN Holdings, the Fuel (D Code), RIN Year, and Assignment in the buy wizard will be pre-populated with information from that row.

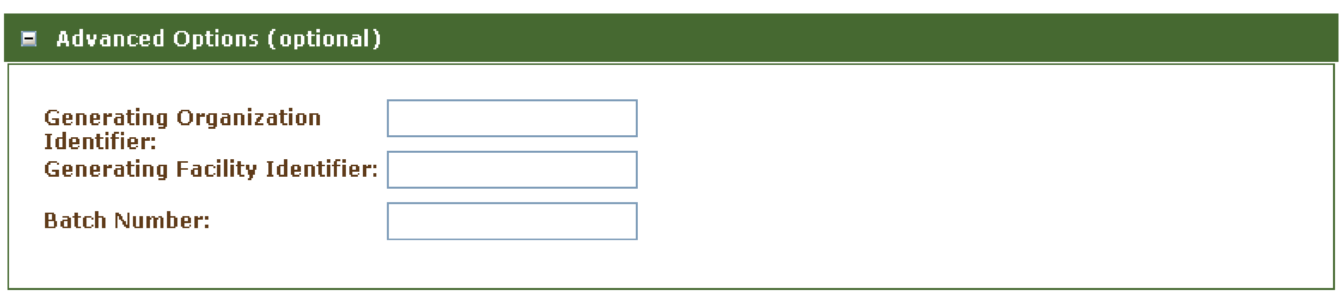
In the buy wizard, the green boxes on the right side of the page indicate which of the three steps you are completing. All fields marked with a red asterisk are required. On the Identify RINs page, you must provide the Fuel (D Code), RIN Year, Assignment, and Quantity of RINs. You also have the option of using the Advanced Options fields to specify originating source information for the RINs that you wish to buy. To access the Advanced Options fields, click the Advanced Options tab circled in Figure 31.

Figure 31: Buy RINs – Identify RINs Page (Step 1)



Once you click this tab, you will be able to access the Advanced Options fields (see Figure 32).

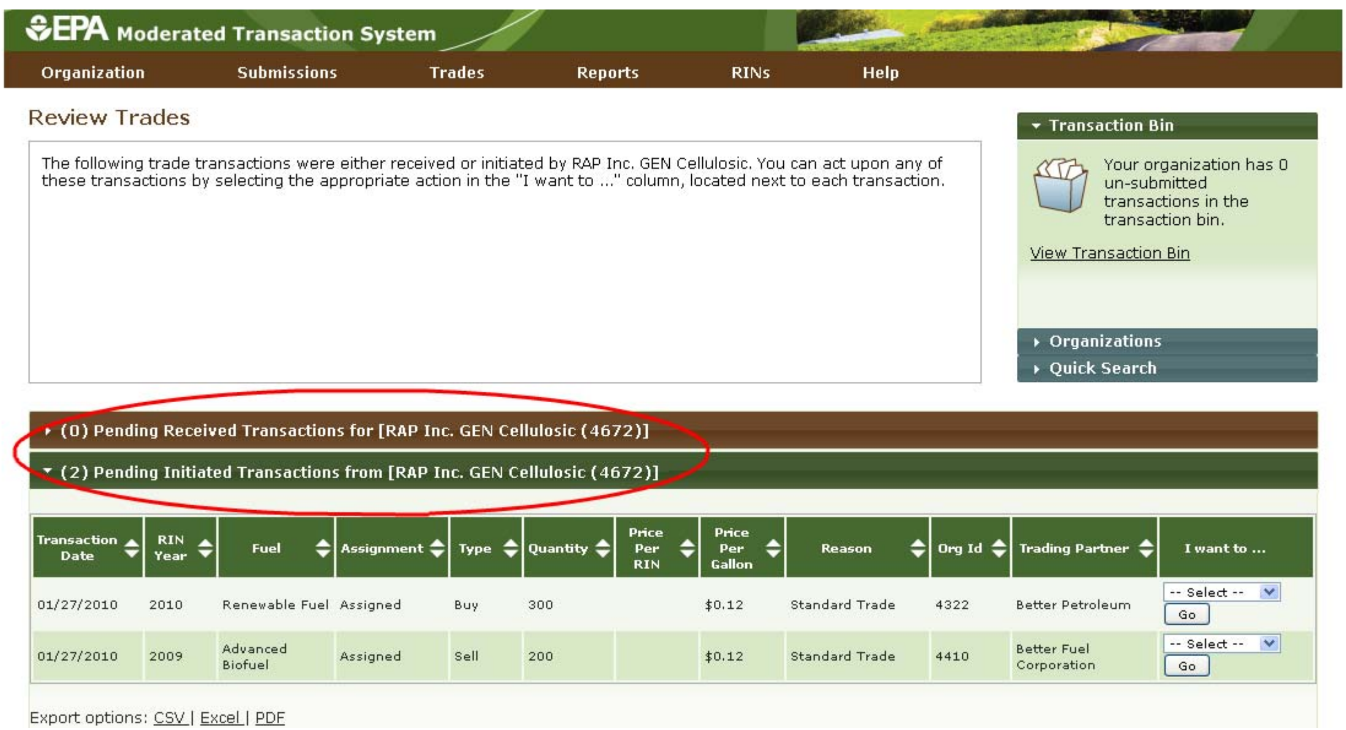
Figure 32: Buy RINs – Advanced Options



To specify the originating source for a buy transaction, you will need to know the Generating Organization Identifier, the Generating Facility Identifier, and the Batch Number (unlike the sell wizard where you have

options available to you). Once you complete the Identify RINs page of the buy wizard, click Select Trading Partner. The Select Trading Partner and the Transaction Details and Documents pages of the buy wizard have the same behavior as the corresponding pages in the sell wizard. From the Transaction Details and Documents page, click Add to Transaction Bin. Submit the transaction from the Transaction Bin to complete the buy transaction. At this point, the transaction will be in a pending state, but the transfer of RINs will not be reflected in your RIN Holdings grid until the trading partner accepts the buy transaction.
To view the pending transaction(s) that your organization has initiated or received (as the result of another organization initiating a transaction with your organization as the trading partner), hover over Trades on the main menu and select Review Trades. The Review Trades page is organization-specific (see circled Pending Transactions tabs in Figure 33), so to switch the organization for which the page is displayed, open the Organizations tab of the accordion on the right side of the page, and click Select a Different Organization.

Figure 33: Review Trades Page



The labels on the Pending Transactions tabs include the number of transactions within each tab. In Figure 33, the organization has two Pending Initiated Transactions and zero Pending Received Transactions. In the Review Trades accordion, only one tab can be open at a time, so to open the Pending Received Transactions tab of the accordion, you would click Pending Received Transactions. As a result, the Pending Initiated Transactions tab would close.

For Pending Initiated Transactions, you can select View Details in the "I want to..." drop-down to view the details of the transaction, or you can select Cancel Offer to cancel the trade (see Figure 34). If you choose Cancel, you will be asked to confirm the cancellation, and the transaction will no longer appear in your Pending Initiated Transactions (or your trading partner's Pending Received Transactions).

Figure 34: Pending Initiated Transactions Options

(0) Pending Received Transactions for [RAP Inc. GEN Cellulosic (4672)]

(2) Pending Initiated Transactions from [RAP Inc. GEN Cellulosic (4672)]

Transaction Date	RIN Year	Fuel	Assignment	Type	Quantity	Price Per RIN	Price Per Gallon	Reason	Org Id	Trading Partner	I want to ...
01/27/2010	2010	Renewable Fuel	Assigned	Buy	300		$0.12	Standard Trade	4322	Better Petroleum	-- Select -- / View Details / Cancel Offer
01/27/2010	2009	Advanced Biofuel	Assigned	Sell	200		$0.12	Standard Trade	4410	Better Fuel Corporation	Go

For Pending Received Transactions, you can select View Details, Accept Offer, or Deny Offer in the "I want to..." drop-down (see Figure 35).

Figure 35: Pending Received Transactions Options

(1) Pending Received Transactions for [Better Petroleum (4322)]

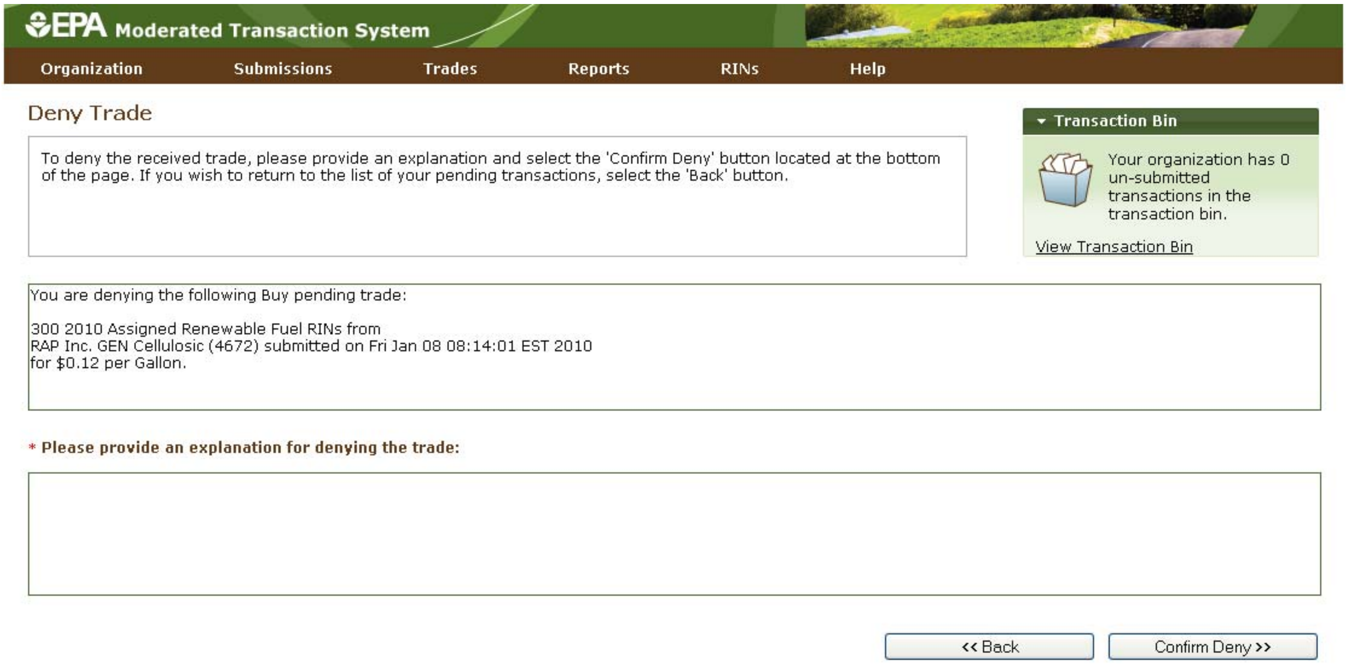
Transaction Date	RIN Year	Fuel	Assignment	Type	Quantity	Price Per RIN	Price Per Gallon	Reason	Org Id	Trading Partner	I want to ...
01/27/2010	2010	Renewable Fuel	Assigned	Buy	300		$0.12	Standard Trade	4672	RAP Inc. GEN Cellulosic	-- Select -- / View Details / Accept Offer / Deny Offer

Export options: CSV | Excel | PDF

(0) Pending Initiated Transactions from [Better Petroleum (4322)]

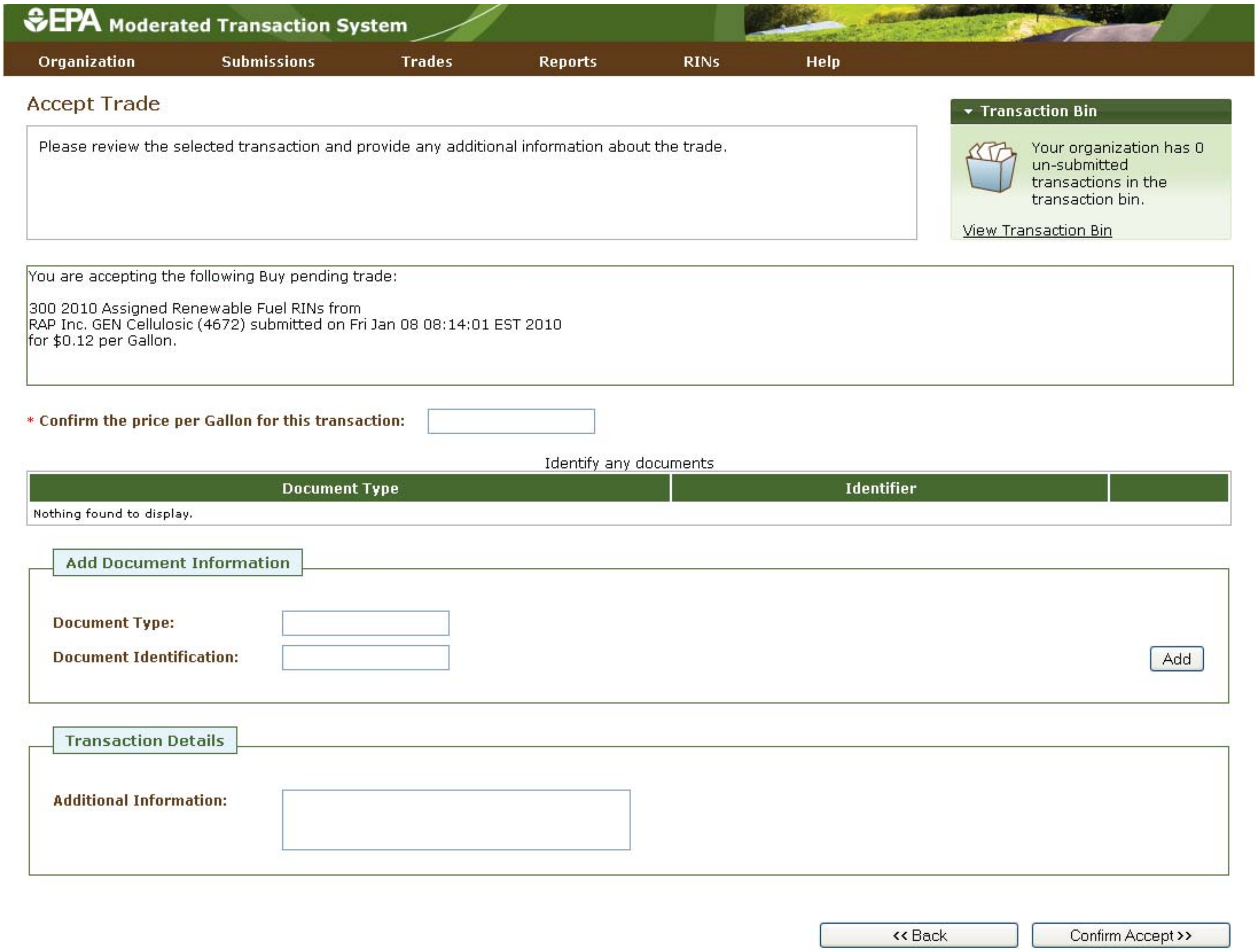
If you deny the offer, you will see the details of the transaction that you are denying, and you will need to provide an explanation for denying the trade (see Figure 36). Once you press Confirm Deny, the transaction will no longer appear in your Pending Received Transactions (or your trading partner's Pending Initiated Transactions).

Figure 36: Deny Trade Page



If you select Accept Offer, you will also see the details of the transaction, and you will be asked to confirm the price of the transaction (see Figure 37). Additionally, you will have the option of adding transaction details and document information. Note that the document itself cannot be uploaded.

Figure 37: Accept Trade Page



To add document information to the grid, fill in the Document Type and Document Identification fields, and click Add (see the Separating RINs section for more details).

Once you click Confirm Accept, the transaction will no longer appear in your Pending Received Transactions (or your trading partner's Pending Initiated Transactions), and the results of the trade will be reflected in your RIN Holdings.

As described earlier in this section, a trade can be completed if one trading partner initiates a trade through a buy/sell wizard, and the other partner then accepts the initiated trade from the Review Trades page. Trades can also be completed in the following ways:

- Both trading partners submit XML files for a trade (one buy and one sell);

- One trading partner completes a buy/sell transaction on the web application, and the other trading partner submits a matching XML file for the corresponding transaction; or

- One trading partner completes a buy transaction on the web application, and the other trading partner completes a matching sell transaction on the web application.

In all of these instances, the following fields must match for the trades to match:

1. RIN Year;
2. Fuel Code;
3. RIN Quantity;
4. Reason Code;*
5. Assignment Code;
6. Transaction Date; and
7. RIN Price Amount or Gallon Price Amount Element.**

* If the buy or sell reason is Deny Trade or Cancel Trade, then the Reason Codes do not need to match.

** The values reported for these elements are not required to match.

In addition:

1) The Trading Partner Organization Identifiers must agree (e.g., the sell transaction should list the buying organization as the Trading Partner, and the buy transaction should list the selling organization as the Trading Partner); and

2) If one Trading Partner specifies Originating Source information, then the other Trading Partner must specify the same Originating Source information.

If these fields do not match, then the trades submitted by both trading partners via XML or web application will be considered pending initiated trades. For the Price Element matching criteria, both trading partners must provide either RIN price amount or gallon price amount (the same element), but the values reported do not need to match. For more information on using XML files to interact with EMTS, see the Submitting XML Files Section.

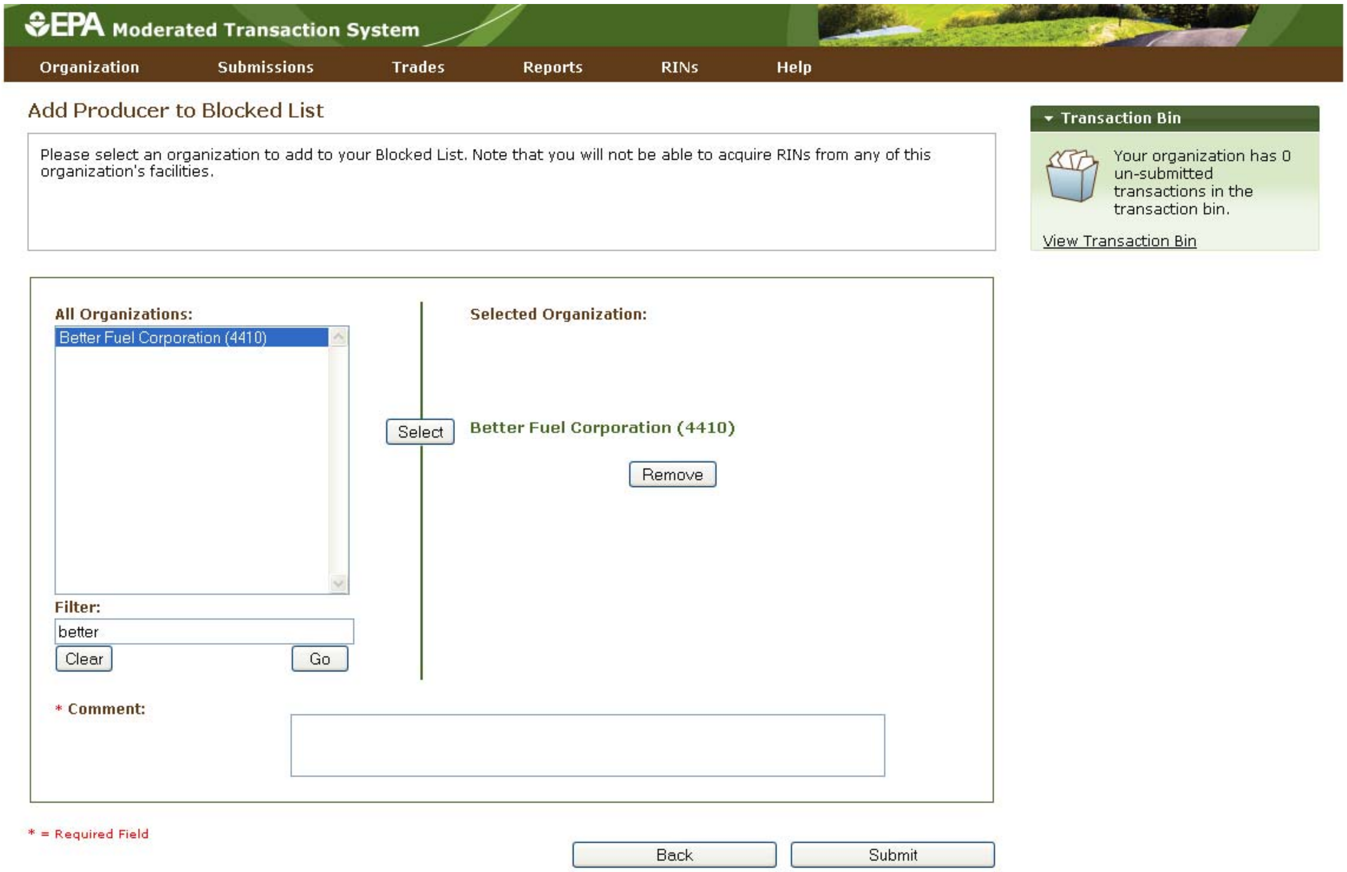
Managing the Blocked List

In some cases, you may wish to ensure that your organization does not buy RINs that were generated by a specific renewable fuel producer or at a specific facility. To do so, you can add a producer or facility to your organization's Blocked List. When a trade includes RINs that originated from a producer or facility on the buying organization's Blocked List, the transaction will automatically be denied by EMTS. You can access your organization's Blocked List by selecting View Blocked List under Organization in the EMTS main menu.

Figure 38: View Blocked List Page

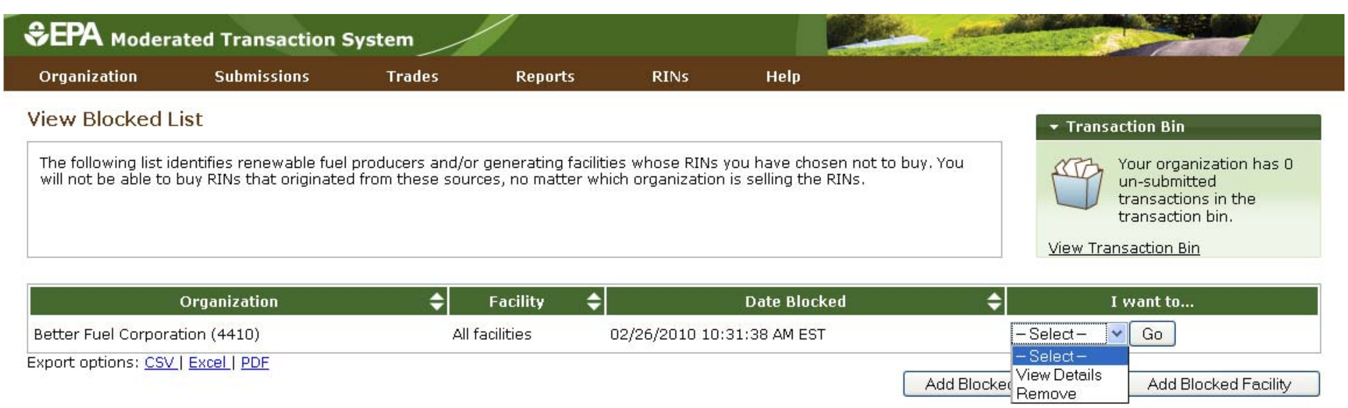
From the View Blocked List page (see Figure 38), click the Add Blocked Producer or Add Blocked Facility button to add a producer or facility to your organization's Blocked List. Clicking Add Blocked Producer takes you to the Add Producer to Blocked List page (see Figure 39). On the Add Producer to Blocked List page, you must identify a renewable fuel producer from a list of organizations (the list includes only renewable fuel producers). You can filter the list by Organization Name or Organization ID. To select a producer to add to your Blocked List, click the organization name in the list, and press Select. In Figure 39, the organization list was filtered with the word "Better," and Better Fuel Corporation was selected.

Figure 39: Add Producer to Blocked List Page



After you enter a comment in the Comment field and press Submit, you will return to the View Blocked List page, and the producer that you blocked will be added to the View Blocked List grid (see Figure 40).

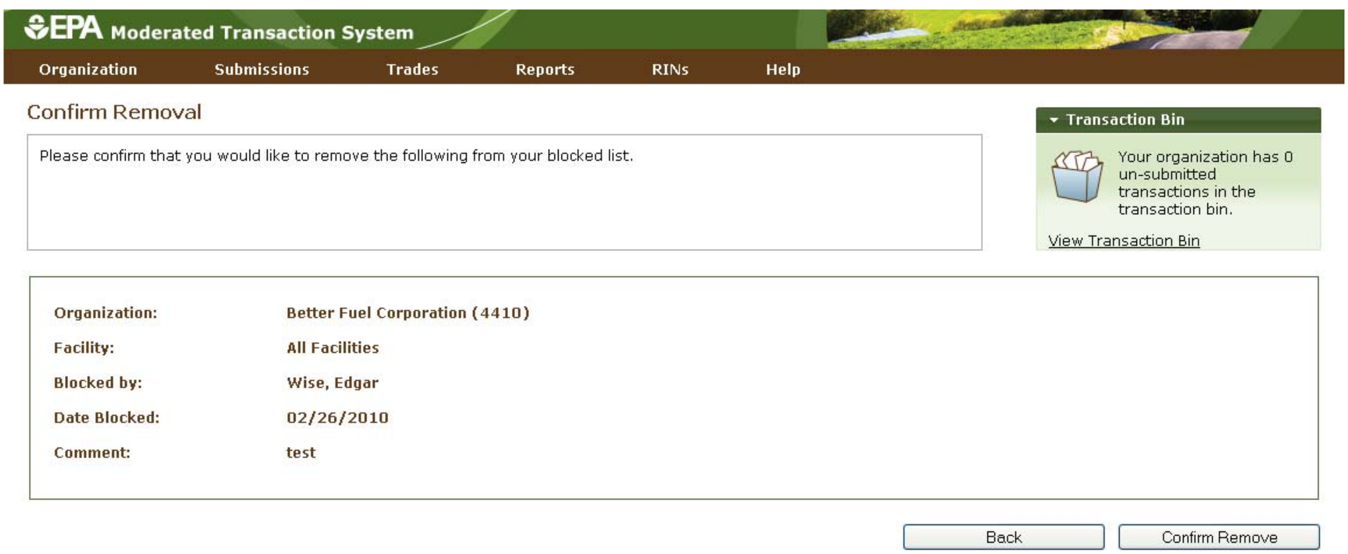
Figure 40: View Blocked List Grid



When you add a producer to your organization's Blocked List, the Facility column in the View Blocked List grid will contain the text "All facilities," indicating that your organization has chosen to block RINs that originate at all of the producer's facilities. If you add a facility to the Blocked List, the Facility column will display the name of the facility that you have blocked, and the Organization column will display the name of the organization associated with that facility.

For each row in the View Blocked List grid, you have the option to either View Details or Remove. Selecting View Details takes you to a View Blocked List Details page that includes the Organization, Facility, and Date Blocked information displayed in the grid along with the name of the person that added the organization/facility to the Blocked List and the comment provided with the action. Selecting Remove takes you to a Confirm Removal page (see Figure 41). The page displays all of the information included on the View Details page. You must press Confirm Remove at the bottom of the page to remove the organization/facility from the Blocked List. Upon doing so, you will return to the View Blocked List grid, and the removed organization/facility will no longer be included in the grid.

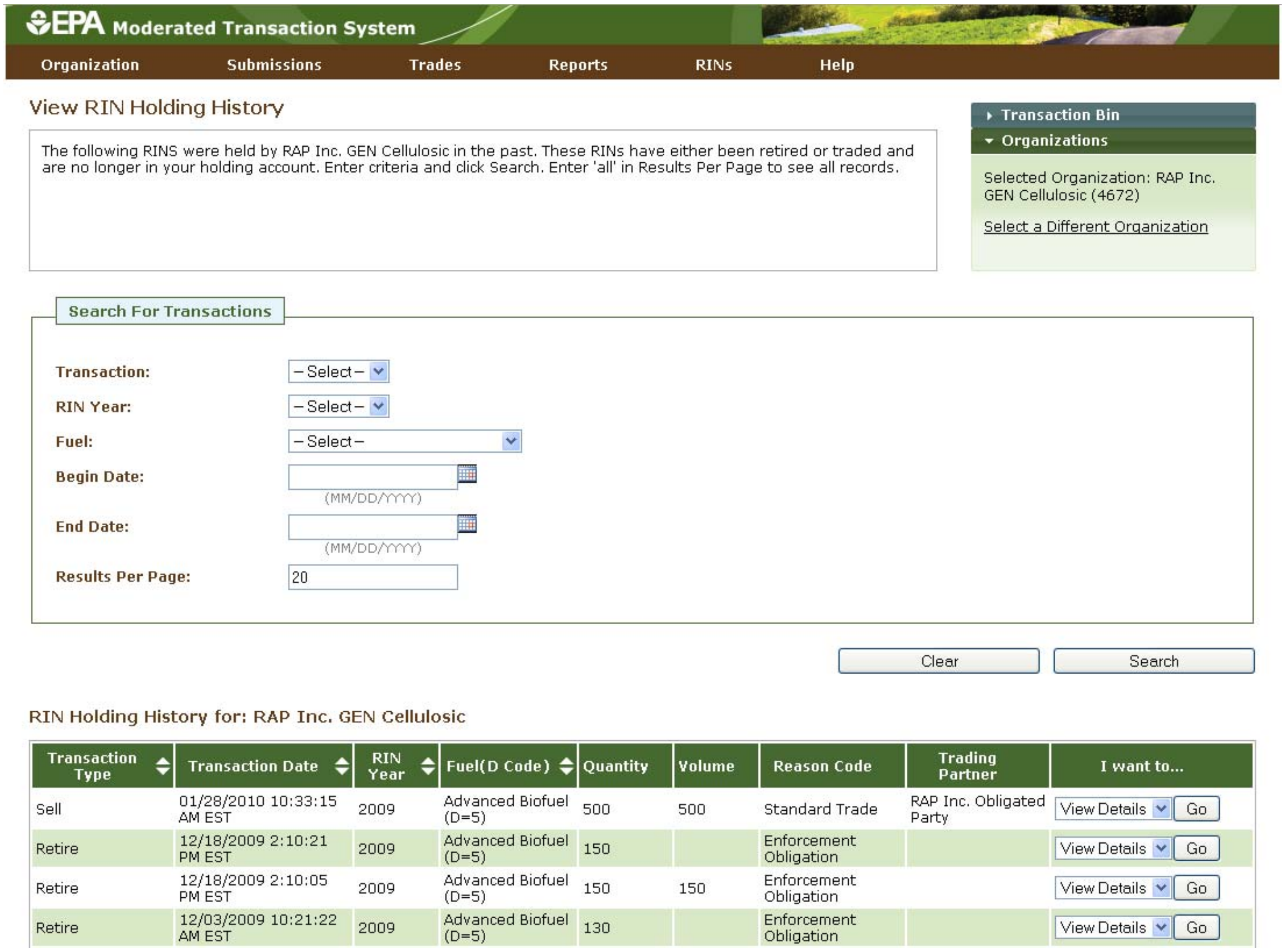
Figure 41: Confirm Removal Page



Viewing Historic RIN Holdings

To view information for RINs that your organization previously owned but has since removed from its RIN Holding Account, select View RIN Holdings (History) under RINs on the EMTS main menu. The View RIN Holding History page contains details of your organization's retire and sell transactions (i.e., transactions that remove RINs from your RIN holdings) (see Figure 42).

Figure 42: View RIN Holding History Page

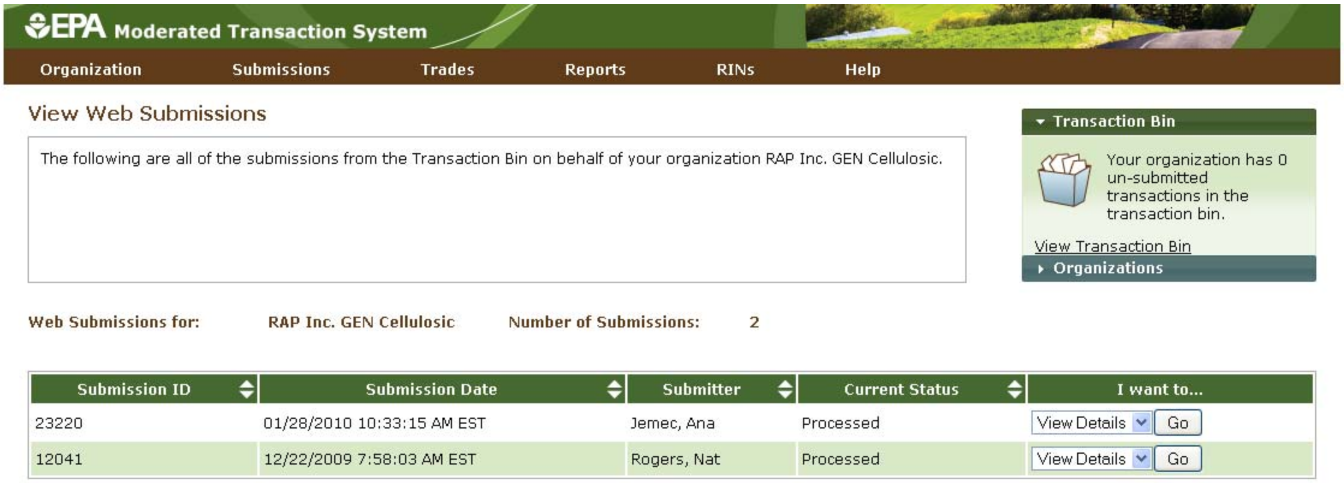


This page is organization-specific; to switch the organization, for which the page is displayed, open the Organizations tab of the accordion on the right side of the page, and click Select a Different Organization. The RIN Holding History grid provides an overview of each retire and sell transaction performed on behalf of the organization indicated above the grid. To filter the RIN Holding History grid to look for a particular transaction, use the filter options in the Search for Transactions box, and press Search. To view the details of a transaction in the grid, select View Details in the "I want to..." drop-down and click Go.

Viewing Web Submissions

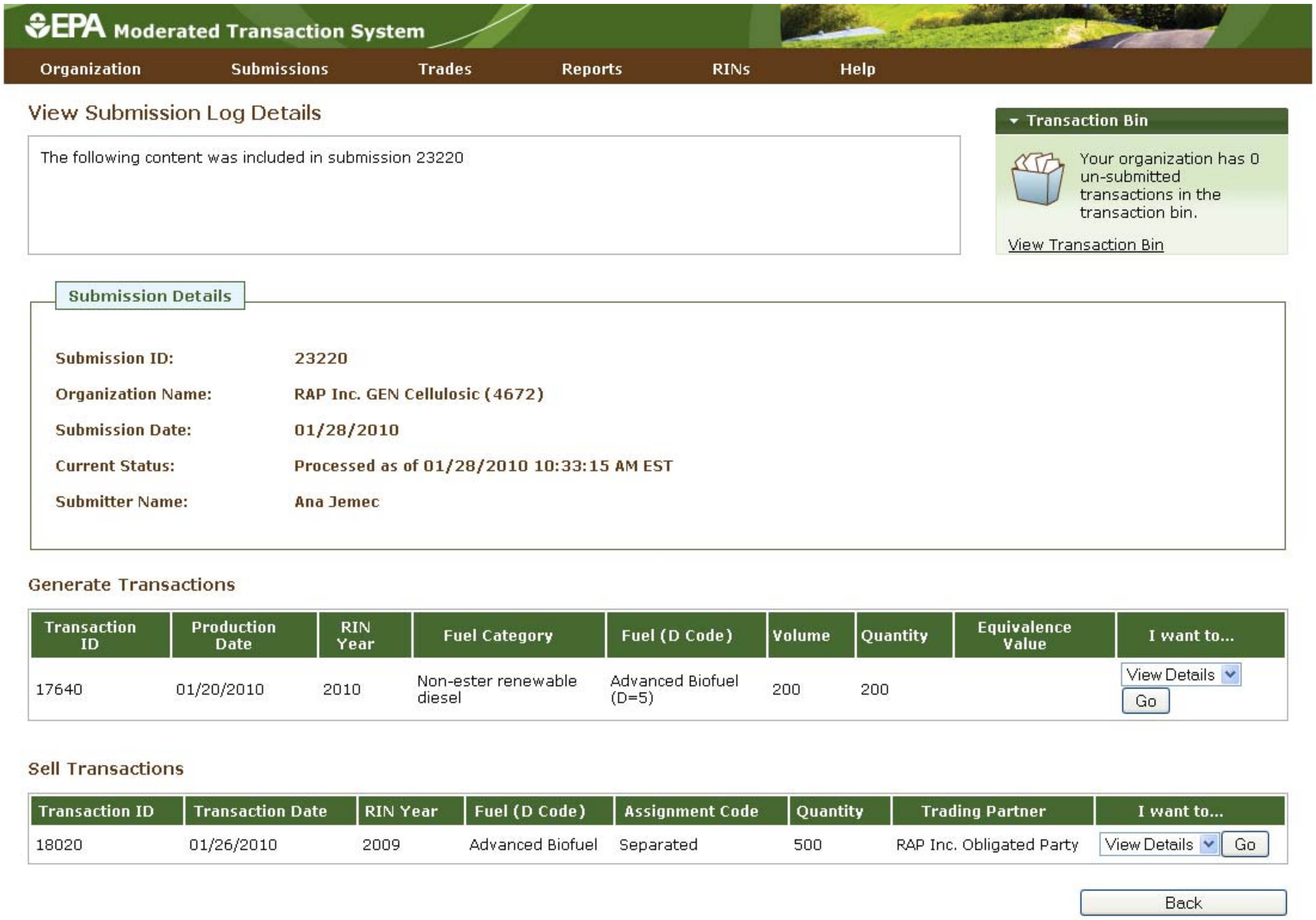
For every set of transactions that you submit from the Transaction Bin, EMTS will create and store a submission details page (a submission contains one or more transactions). To access the details of Transaction Bin submissions, select View Web Submissions under Submissions on the EMTS main menu.

Figure 43: View Web Submissions Page



The View Web Submissions page is organization-specific, so it includes Transaction Bin submissions completed by any of an organization's submitters. To switch the organization for which the View Web Submissions page is displayed, open the Organizations tab of the accordion on the right side of the page, and click Select a Different Organization. The Web Submissions grid includes an overview of each submission from the Transaction Bin. To view the details of a submission, select View Details in the "I want to..." drop-down and click Go. Doing so takes you to a View Submission Log Details page, which contains the details of the submission and an overview of each transaction in the Submission (see Figure 44).

Figure 44: View Submission Log Details



To view the details of a transaction in the submission, select View Details in the "I want to..." drop-down and click Go.

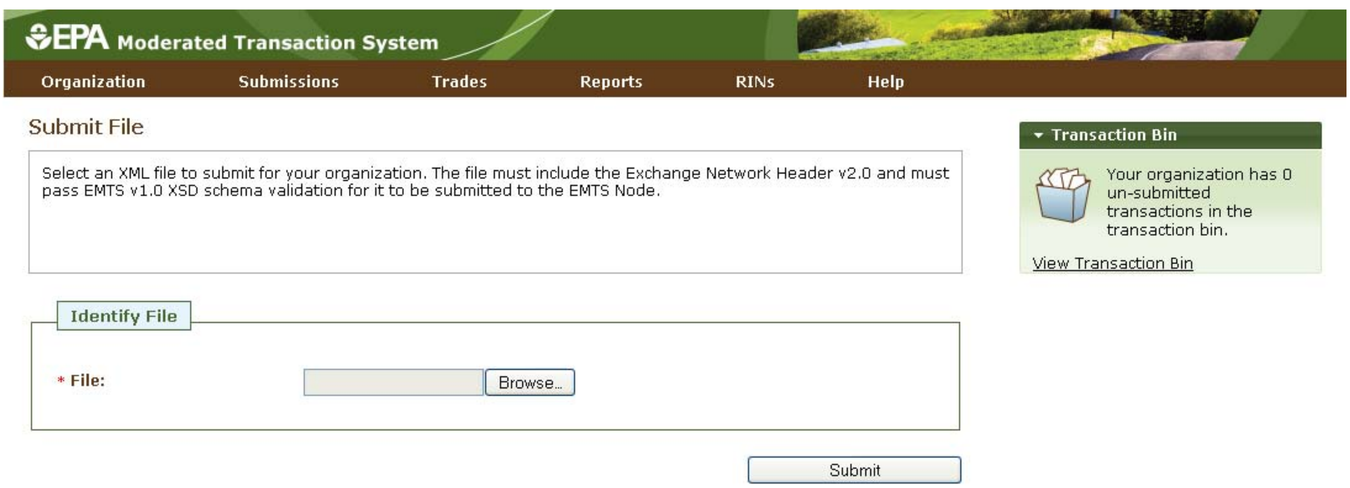
Submitting XML Files

If you wish to submit data to EMTS without using the website transaction wizards, you may do so by submitting valid XML files from the EMTS web application, a personal node, or a node client. For more details on XML file submission, please go to *http://www.exchangenetwork.net/exchanges/air/emts.htm* and download the implementation resources available on the site. The Flow Configuration Document (FCD) describes the different methods of file submission and contains details on the Exchange Network Header v2.0, which must be included in an XML file for it to be valid. The XML Schema and Data Exchange Template provide additional information on the structure and content requirements for a valid XML file. Please see the Sample XML Instance File for an example of a valid XML file.

To assist EMTS users with constructing XML files, EPA has developed the EMTS Conversion Tool (ECT). The ECT has the capability to convert user-populated Excel or delimited files to XML files. The ECT also provides blank templates for each transaction type for users to populate, and then it converts the populated templates to XML files. The ECT and related materials can be downloaded from the EMTS web page located at http://www.epa.gov/oms/renewablefuels/epamts.htm.

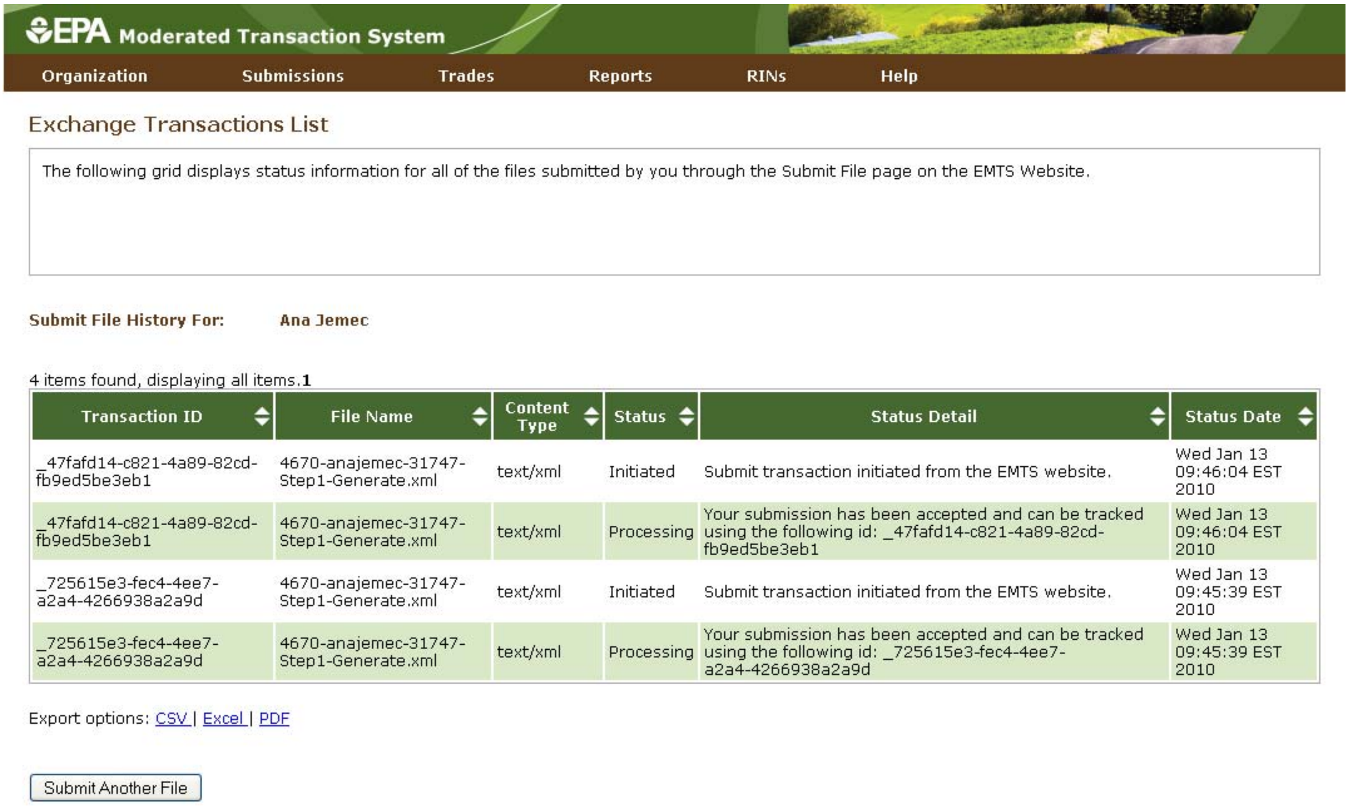
Once you have created an XML file that you would like to submit to the EMTS node through the web application (for node and node client submissions, see the FCD), return to the EMTS website, hover over Submissions on the main menu, and click Submit File. The Submit File page is user-specific, so if you represent multiple organizations, you can submit files for all of your organizations from the Submit File page without changing the organization that you represent. From this page, you may submit only one XML file at a time. The file can contain multiple transactions, but the transactions may not be dependent upon one another (i.e., you cannot submit a file that contains a generate transaction followed by a separate transaction that separates the RINs generated in the file). On the Submit File page (see Figure 45), click the Browse button to identify the XML file you would like to submit. The file must include the Exchange Network Header v2.0 and must pass EMTS v1.0 XSD schema validation for it to be submitted to the EMTS node.

Figure 45: Submit File Page



Once you have identified a file, press the Submit button. After clicking the Submit button, it may take some time to process and load the file into EMTS, so please be patient, and avoid clicking the Submit button again. The file must first pass through the CDX node before it can be processed by the EMTS node. If your file does not pass schema validation, you will receive an error message on the Submit File page. If your file is valid, the Submit File History page will be displayed (see Figure 46), which includes a grid with the CDX node status details for your submission. To access this page without first submitting a file, hover over the Submissions menu option, and click Submit File History.

Figure 46: Submit File History Page


EPA Moderated Transaction System

Organization | Submissions | Trades | Reports | RINs | Help

Exchange Transactions List

The following grid displays status information for all of the files submitted by you through the Submit File page on the EMTS Website.

Submit File History For: **Ana Jemec**

4 items found, displaying all items.**1**

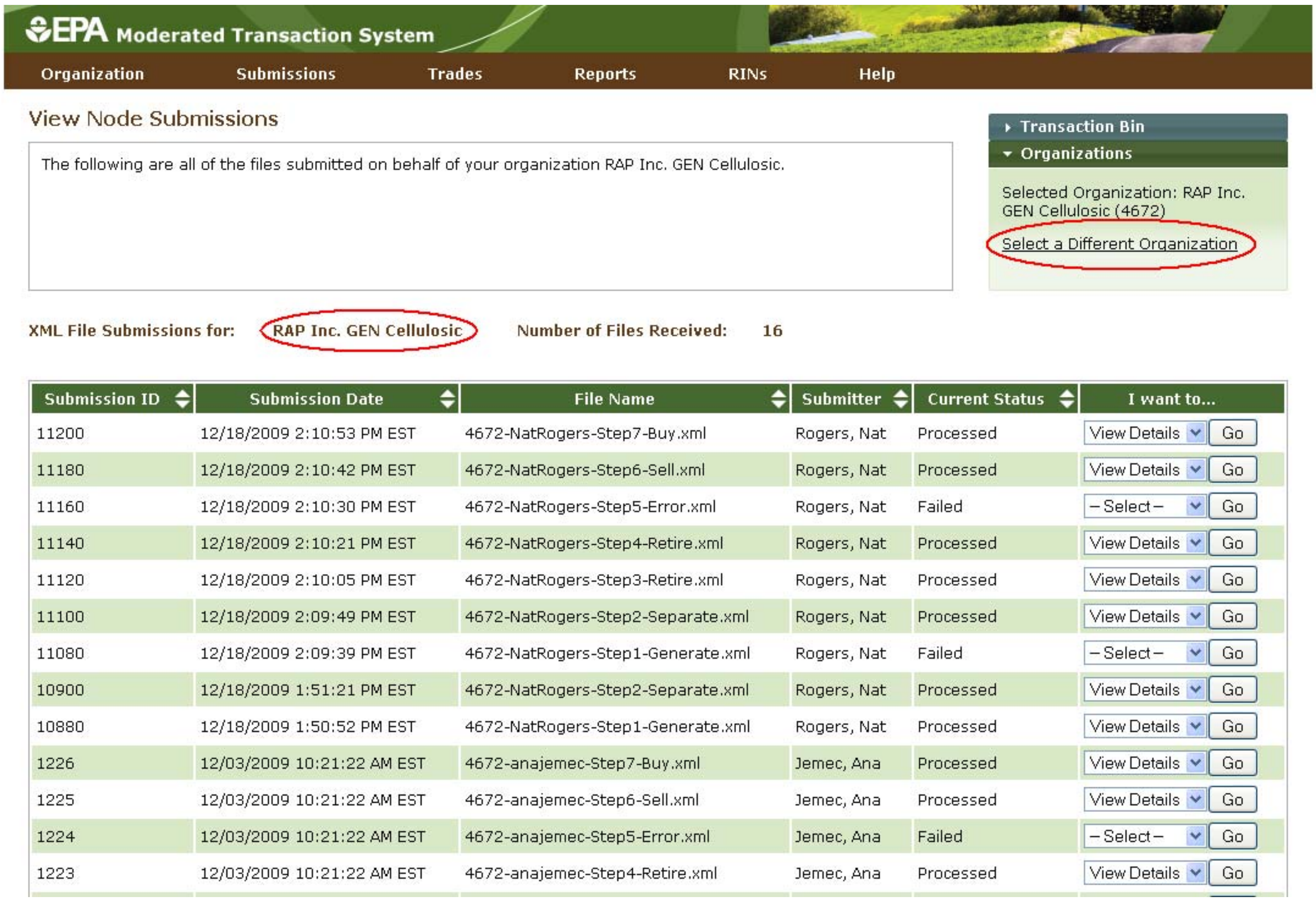
Transaction ID	File Name	Content Type	Status	Status Detail	Status Date
_47fafd14-c821-4a89-82cd-fb9ed5be3eb1	4670-anajemec-31747-Step1-Generate.xml	text/xml	Initiated	Submit transaction initiated from the EMTS website.	Wed Jan 13 09:46:04 EST 2010
_47fafd14-c821-4a89-82cd-fb9ed5be3eb1	4670-anajemec-31747-Step1-Generate.xml	text/xml	Processing	Your submission has been accepted and can be tracked using the following id: _47fafd14-c821-4a89-82cd-fb9ed5be3eb1	Wed Jan 13 09:46:04 EST 2010
_725615e3-fec4-4ee7-a2a4-4266938a2a9d	4670-anajemec-31747-Step1-Generate.xml	text/xml	Initiated	Submit transaction initiated from the EMTS website.	Wed Jan 13 09:45:39 EST 2010
_725615e3-fec4-4ee7-a2a4-4266938a2a9d	4670-anajemec-31747-Step1-Generate.xml	text/xml	Processing	Your submission has been accepted and can be tracked using the following id: _725615e3-fec4-4ee7-a2a4-4266938a2a9d	Wed Jan 13 09:45:39 EST 2010

Export options: CSV | Excel | PDF

Submit Another File

The Submit File History page, like the Submit File page, is user-specific (not organization-specific), so it will include CDX node status details for your submissions for all of your organizations. A status of "Initiated," means that the transaction was sent from the EMTS website to the CDX node, and a status of "Processing" means that the submission was accepted by the CDX node and has been sent to the EMTS node for processing. To view the EMTS node results for the file submission, hover over the Submissions menu option, and click View Node Submissions. The View Node Submissions page displays the results of XML files submitted from a personal node or node client along with files submitted from the Submit File page, which acts as a node client.

Figure 47: View Node Submissions Page

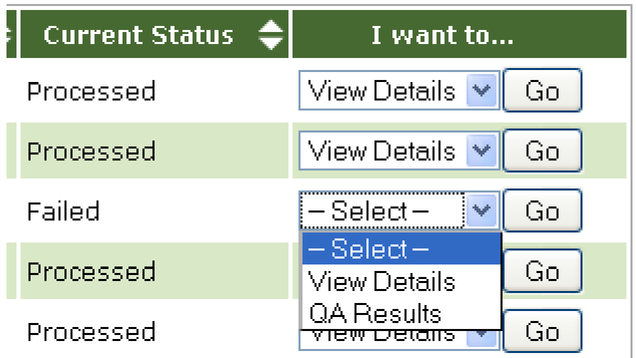


Submission ID	Submission Date	File Name	Submitter	Current Status	I want to...
11200	12/18/2009 2:10:53 PM EST	4672-NatRogers-Step7-Buy.xml	Rogers, Nat	Processed	View Details Go
11180	12/18/2009 2:10:42 PM EST	4672-NatRogers-Step6-Sell.xml	Rogers, Nat	Processed	View Details Go
11160	12/18/2009 2:10:30 PM EST	4672-NatRogers-Step5-Error.xml	Rogers, Nat	Failed	– Select – Go
11140	12/18/2009 2:10:21 PM EST	4672-NatRogers-Step4-Retire.xml	Rogers, Nat	Processed	View Details Go
11120	12/18/2009 2:10:05 PM EST	4672-NatRogers-Step3-Retire.xml	Rogers, Nat	Processed	View Details Go
11100	12/18/2009 2:09:49 PM EST	4672-NatRogers-Step2-Separate.xml	Rogers, Nat	Processed	View Details Go
11080	12/18/2009 2:09:39 PM EST	4672-NatRogers-Step1-Generate.xml	Rogers, Nat	Failed	– Select – Go
10900	12/18/2009 1:51:21 PM EST	4672-NatRogers-Step2-Separate.xml	Rogers, Nat	Processed	View Details Go
10880	12/18/2009 1:50:52 PM EST	4672-NatRogers-Step1-Generate.xml	Rogers, Nat	Processed	View Details Go
1226	12/03/2009 10:21:22 AM EST	4672-anajemec-Step7-Buy.xml	Jemec, Ana	Processed	View Details Go
1225	12/03/2009 10:21:22 AM EST	4672-anajemec-Step6-Sell.xml	Jemec, Ana	Processed	View Details Go
1224	12/03/2009 10:21:22 AM EST	4672-anajemec-Step5-Error.xml	Jemec, Ana	Failed	– Select – Go
1223	12/03/2009 10:21:22 AM EST	4672-anajemec-Step4-Retire.xml	Jemec, Ana	Processed	View Details Go

The View Node Submissions page is organization-specific (and not user-specific), which means that the page displays the status of all files submitted by representatives of the organization specified above the View Node Submissions grid. In Figure 47, you can see that two submitters, Nat Rogers and Ana Jemec, have submitted files for RAP Inc. GEN Cellulosic. To switch organizations, click Select a Different Organization in the Organizations tab of the accordion (see Figure 47).

The Current Status column of the View Node Submissions grid displays the EMTS node status of each XML file submission. A status of Processed indicates that the file passed all QA checks, and a status of Failed indicates that the file failed one or more EMTS QA checks. For processed and failed files, you can select View Details in the "I want to..." column to see more information about the submission and a list of transactions within the submission (see Figure 48). From the submission details page, you will be able to view transaction details for each transaction in the submission. From the View Node Submissions page, you can also select QA Results in the "I want to..." column for a failed submission. This will take you to a QA Feedback Report, which contains a list of QA checks that the submission failed.

Figure 48: View Node Submissions Options



Receiving Notifications

EMTS can communicate information to users by sending notifications via email. Some notifications will be sent immediately while others will be aggregated and sent nightly. The current phase of testing includes a number of immediate notifications, such as the EMTS Trade Cancelled notification and the EMTS Trade Denied notification, along with several aggregated daily notifications, such as the EMTS Notification of Pending Trades and the Daily Processed Document Summary. For a complete list of notifications, see Appendix E of the Flow Configuration Document, which can be downloaded from the Exchange Network website *http://www.exchangenetwork.net/exchanges/air/emts.htm.*

Receiving Documents

EMTS also creates several zipped CSV documents on a nightly basis. These documents can be accessed from the EMTS website or retrieved from the EMTS node. The documents included in the current release are:

- Pending Trades: This nightly document lists the details of all pending initiated and pending received trades for an organization.

- RIN Holdings: This nightly document lists the current aggregate total RIN Holdings for an organization grouped by fuel code, assignment and RIN year.

- Transaction History: This nightly document includes all generate, separate, buy, sell and retire transactions submitted by an organization through XML files or online transactions within the past 10 days.

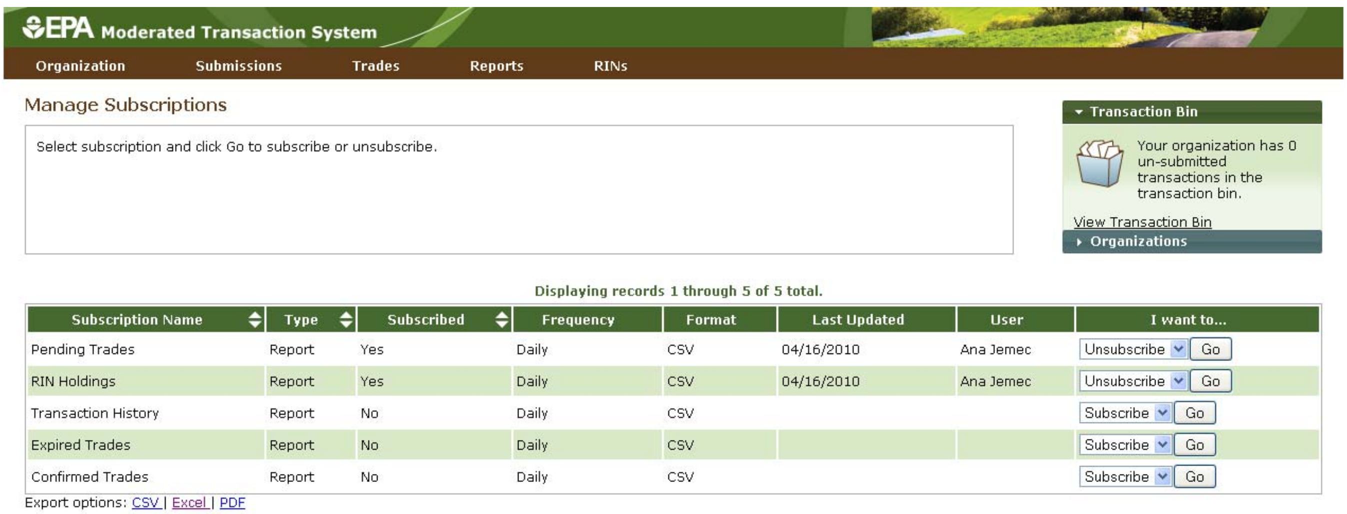
- Expired Trades: This nightly document lists all pending trades that will expire within 1 business day as well as all trades that have expired within the past 10 days.

- Confirmed Trades: This nightly document lists all trades that have reached their final status (processed, cancelled, or denied) within the past ten days.

- QA Feedback: This immediate document shows the failed QA check results for a given failed submission.

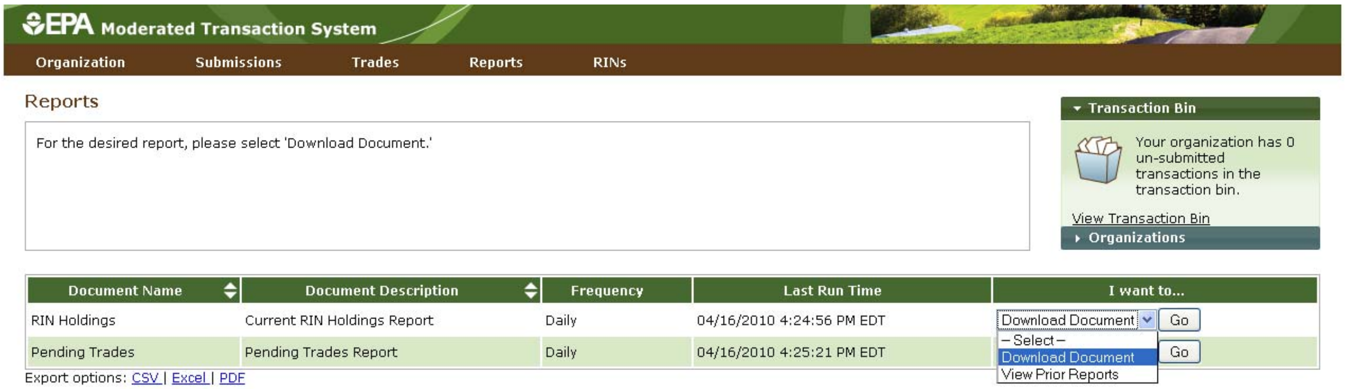
Before you can download the nightly documents from the EMTS website or retrieve them using a personal node or node client, you must first subscribe to them from the EMTS website. To do so, select Manage Subscriptions under the Reports option on the EMTS main menu.

Figure 49: Manage Subscriptions Page



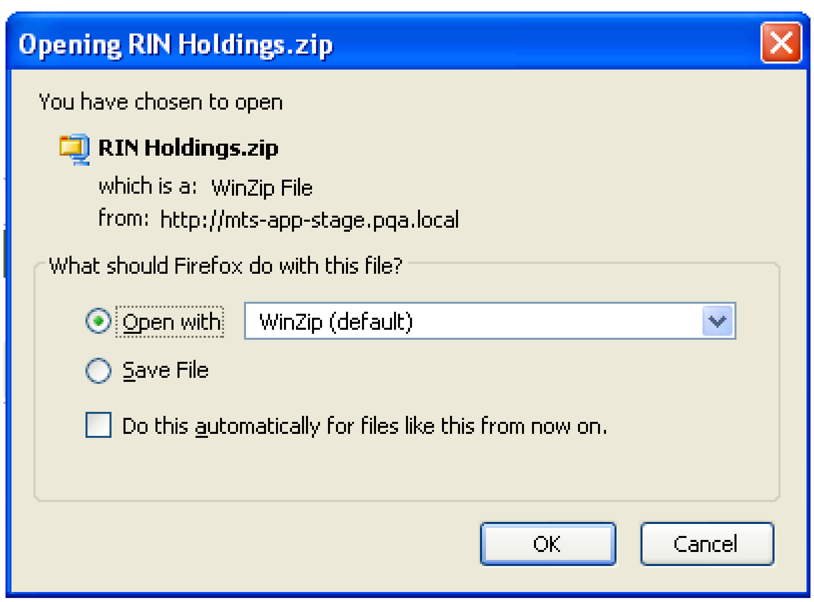
On the Manage Subscriptions page (see Figure 49), press Go in the "I want to..." column to subscribe to a particular document. Once you subscribe to a document, the Subscribed column will display Yes, and the option in the "I want to..." dropdown will change to Unsubscribe. The documents listed on the Manage Subscriptions page are generated on a nightly basis, so you will not be able to download the documents to which you have subscribed until the next morning. Note that you do not need to subscribe to the QA Feedback document because it is created after a failed submission rather than nightly. You can download nightly documents by selecting View Reports under the Reports option on the EMTS main menu.

Figure 50: Reports Page



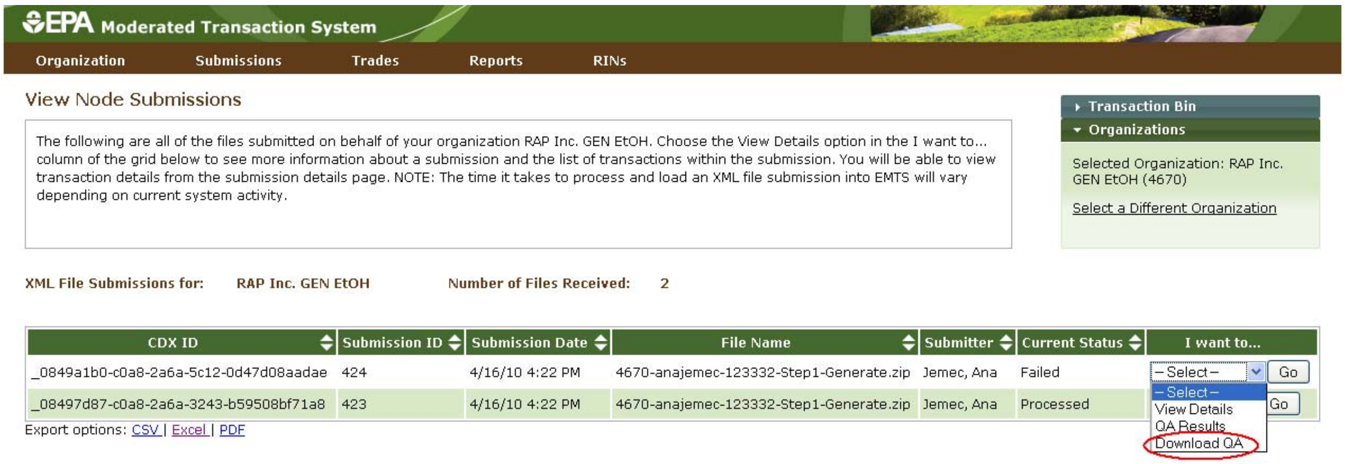
The grid on the Reports page displays the documents to which you have subscribed. To access the latest version of a document, select Download Document in the "I want to..." dropdown. To access a prior version of the document, select View Prior Reports in the "I want to..." dropdown. When you select Download Document and press Go, you will see a window asking you to either open or save the ZIP file (see Figure 51). After you open the ZIP file, you will be able to access the CSV document.

Figure 51: Download Document Window



To access the QA Feedback document for a failed submission, go to the View Node Submissions page (select View Node Submissions under the Submissions menu option). Note that the "immediate" QA Feedback document is created on a scheduled basis, so in reality, the document will be available shortly after a failed submission rather than immediately after the submission.

Figure 52: Download QA Option for Failed Submission



To download the QA Feedback document for a submission with a Current Status of "Failed," select Download QA and press the Go button. You will be prompted to either open or save the ZIP file. After you open the ZIP file, you will be able to access the CSV QA Feedback document.

For information on how to retrieve these documents using your personal node or node client, please refer to Section 6 of the EMTS Flow Configuration Document, which can be downloaded from the Exchange Network website *http://www.exchangenetwork.net/exchanges/air/emts.htm.*

EMTS Technical Support

If you have any questions or want to report defects, comments, enhancements, or feedback, you may contact EMTS Technical Support at emts-testing@pqa.com or (800) 385-6164, Monday – Friday, 9:00 a.m. to 5:00 p.m. (EST). When reporting defects or issues, please provide the detailed steps that were taken to create the problem or issue, and provide screen shots to document the web page and information entered on that page.