

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: ETMS 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.	No equivalent.	None. Note that RFS1 RIN transactions are reported in the new 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 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 subscribe to quarterly reports?

You must login to the EMTS web application to subscribe to quarterly reports. In the EMTS main menu, select Reports, and then select Manage Subscriptions.

All of the reports are available in PDF format. In addition, the RFS2 EMTS RIN Generation Report and the RFS2 EMTS RIN Transaction Report are available in XML format. You can subscribe to both formats if you wish. Subscriptions are organization specific, so all submitters for an organization can download the reports.

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 1: Manage Subscriptions Page

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

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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

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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 2).

Figure 2: View Reports Page



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 Logged in as: **TutorialDemo** for **Demo Organization 1 (20)**


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'.

Document Name	Document Description	Frequency	Last Run Time	I want to...
RFS2 EMTS RIN Generation Report	The quarterly RFS2 EMTS RIN Generation Report.	Quarterly	12/1/10 3:47 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS RIN Generation XML Report	The quarterly RFS2 EMTS RIN Generation XML Report.	Quarterly	12/1/10 3:47 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - Download Document View All Documents </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	The quarterly RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire).	Quarterly	12/1/10 3:47 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS RIN Transaction XML Report (Buy, Sell, Separate, Retire)	The quarterly RFS2 EMTS RIN Transaction XML Report (Buy, Sell, Separate, Retire).	Quarterly	12/1/10 3:47 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS Activity Report (Assigned RINS)	RFS2 EMTS Activity Report (Assigned RINS)	Quarterly	12/1/10 3:48 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS Activity Report (Separated RINS)	RFS2 EMTS Activity Report (Separated RINS)	Quarterly	12/1/10 3:48 PM	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> - Select - </div> <div style="margin-left: 5px;">Go</div> </div>
RFS2 EMTS Transaction Error Report	RFS2 EMTS Transaction Error Report	Quarterly		No valid actions
RFS2 EMTS Annual Statement	RFS2 EMTS Annual Statement	Annual		No valid actions
RFS2 EMTS Annual Report	RFS2 EMTS Annual Report	Annual		No valid actions

Transaction Bin



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

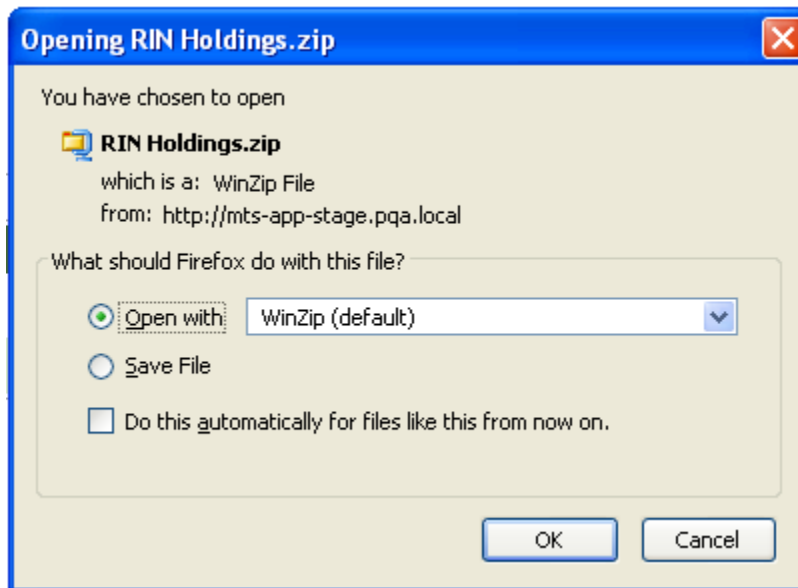
[View Transaction Bin](#)

Organizations

To download a report, 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. To view reports from previous quarters, select View All Documents.

You will be prompted to open or save the ZIP file (see Figure 3). You must open the ZIP file to extract the report.

Figure 3: 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 by 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 4). 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 4: View Reported Errors Page


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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.



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	<input type="text" value="- 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 5), use the Search for Transactions filters to identify the transaction for which you wish to report an error.


Figure 5: Search Transactions Page


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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.



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: - Select -

Fuel: - Select -

RIN Year: 2010

Assignment: - Select -

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

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

Clear

Search

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 - Go
22	21	Separate	09/21/2010 9:25:42 AM EDT	Renewable Fuel (D=6)	2010	Assigned		Identify Error 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 6).

Figure 6: Identify Transaction Errors

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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 7).

Figure 7: Confirm Transaction Errors

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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.

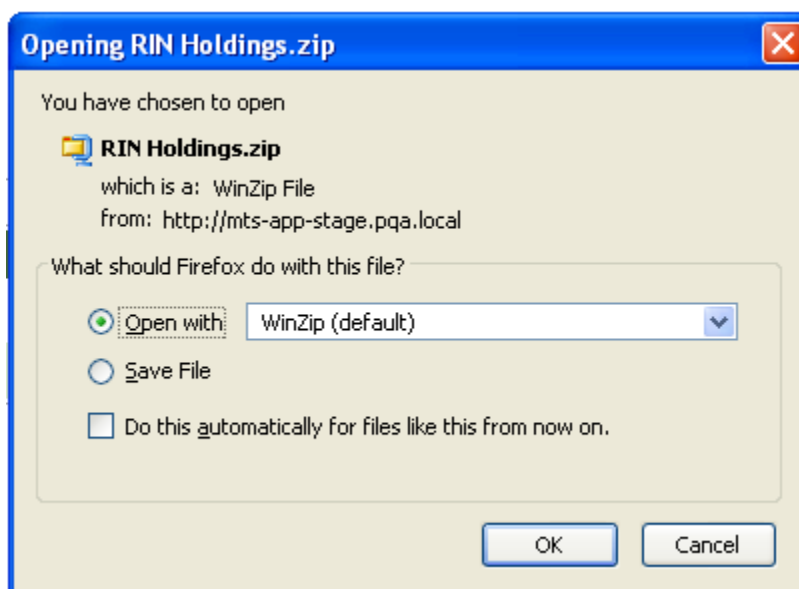
Transaction ID	Transaction Type	Submission Date
20	Generate	09/21/2010 9:25:26 AM EDT
21	Separate	09/21/2010 9:25:42 AM EDT
22	Retire	09/21/2010 9:26:04 AM EDT

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

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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 8). After you open the ZIP file, you will be able to access the PDF report.

Figure 8: Download Document Window



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