

# EMTS User's Guide



# EMTS User's Guide

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

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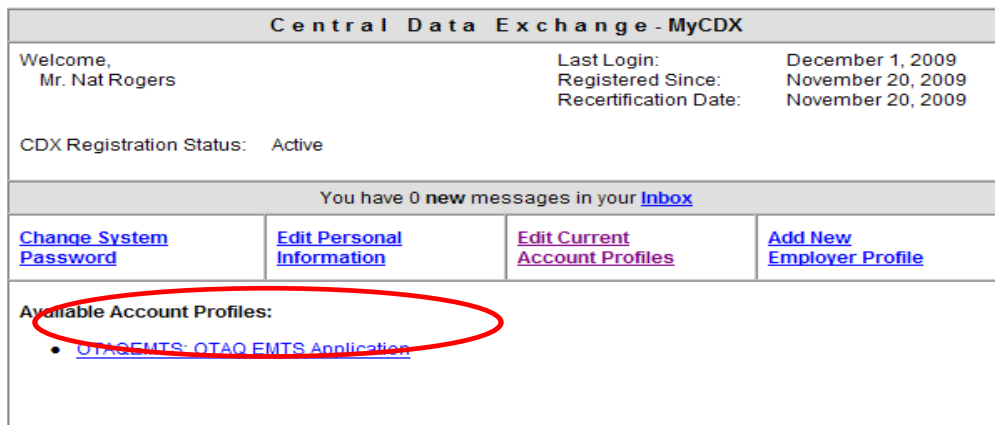
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## Accessing EMTS

To support the Renewable Fuel Standard (RFS2) 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.

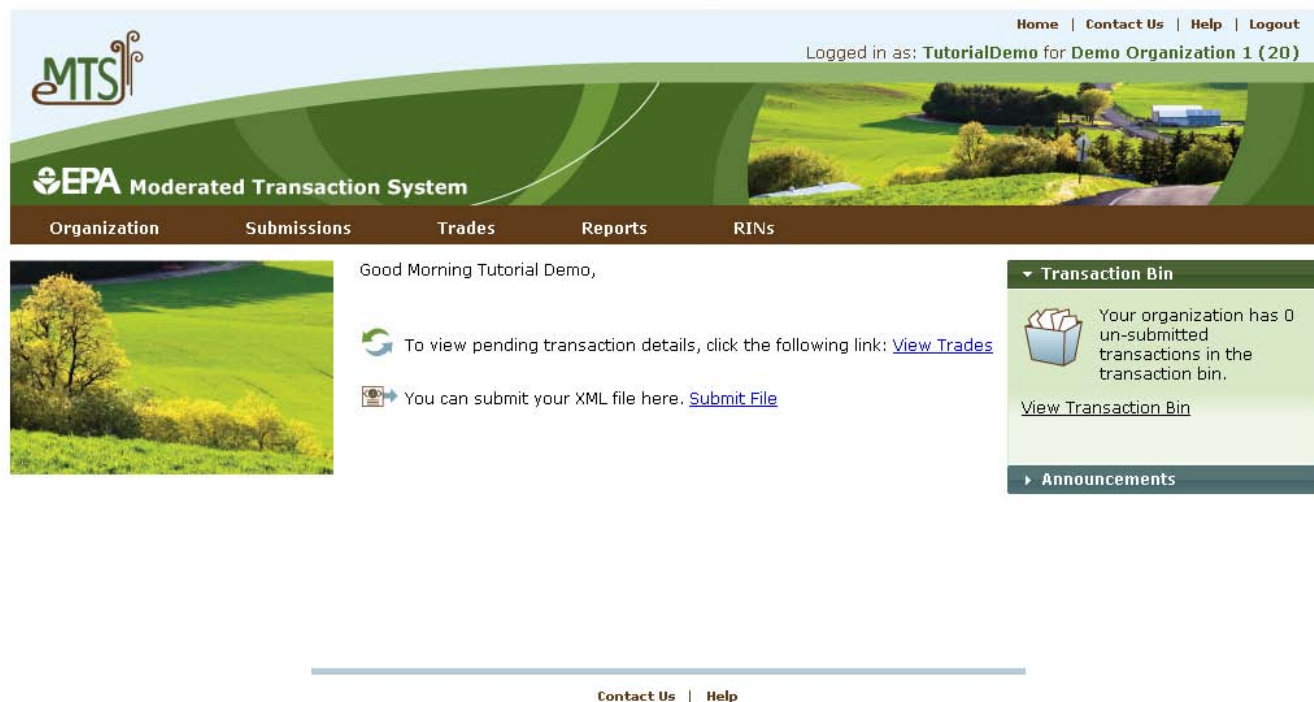
You can access the EMTS website only through the Central Data Exchange (CDX). To do so, open your internet browser, either Internet Explorer 7.0 and higher or Firefox 2.0 and higher (no other browsers are currently supported), and enter the following URL: <https://cdx.epa.gov/SSL/CDX/login.asp>. Log 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 Blocked List;
- View Node Submissions;
- View Web Submissions;
- Review Trades;
- Manage Subscriptions;
- View Reports;
- Compliance Data;
- 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 Registered Data

To view the data for which your organization is registered in the OTAQ Registration system, hover over the Organizations menu options, and select View Organizations. On the View Organizations page, a grid displays a list of the organizations you have been associated with in OTAQReg: Fuels Programs Registration application. For each organization, you may use the "I want to..." drop-down menu to select an organization or to view the registered data for that organization. If you choose the Select Organization option, the organization name in the upper right corner of the page should change to reflect the organization that you identified, and the activities and reports on the EMTS website will be limited to that organization. Choosing the View Registered Data option will take you to the View Registered Data page for the selected organization (see Figure 5).

**Figure 5: View Registered Data**


**EPA** Moderated Transaction System

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### View Registered Data

Select facility to view registered data for that facility.

The company and facility information shown below is not a complete representation of the OTAQReg registration for this organization. There are additional fields not shown that can only be found in OTAQReg: Fuels Programs Registration application.

**Organization Name:** Demo Organization 1 (20)  
**Address:**  
**Bonded:** Yes

#### Business Activities

Business Activity Code	Business Activity
20	Foreign Renewable Fuel Producer
30	Renewable Fuel Importer
60	Refiner

#### Users

Last Name	First Name	Login	Email	Role
Demo	Tutorial	TutorialDemo	emts-test@pqa.com	Submitter


#### Facilities

Facility Name	Facility ID	Location	I want to...
Bio Blast Plant	-5552		View Details <input type="button" value="Go"/>
C-ville	-5222		View Details <input type="button" value="Go"/>
Stauton	-5555		View Details <input type="button" value="Go"/>
Waynesboro	-5008		View Details <input type="button" value="Go"/>

The View Registered Data page displays your organization's registered business activities, users and their roles, and facilities. From this page, you can view the details for the organization's registered facilities.



**Figure 6: View Facility Data**


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### View Facility Data

Facility data as registered with OTAQ.

**Facility:** Bio Blast Plant

**Identifier:** -5552

**Other Identifiers:**

**Address:**

**Total Capacity - Baseline Volume:** 50000 gallons

**Total Capacity - Actual Peak:** 0 gallons

#### Registered Fuels

Fuel Code	Fuel	Baseline Volume (gallons)	Actual Peak (gallons)
5	Advanced Biofuel		

#### Registered Fuel Categories

Fuel Category Code	Fuel Category
150	Renewable Heating Oil

#### Registered Processes

Process Code	Process
860	Eligible Renewable Fuels From Non-Cellulosic Portions of Separated Food Wastes Process

#### Registered Feedstocks

The View Facility Data page displays the registered fuels, fuel categories, processes, feedstocks, and co-products for the selected facility.

You may only edit your registered data through OTAQReg: Fuels Programs Registration. The registered data in EMTS is updated nightly from OTAQReg: Fuels Programs Registration. If you make changes to your registration in OTAQReg, the changes will be reflected in EMTS the morning after they have been activated by EPA.

## Viewing RIN Holdings

To view your RIN holdings, hover over RINs on the main menu of the EMTS website (main menu circled in Figure 7) and select View RIN Holdings (Current).

**Figure 7: Manage RIN Holdings Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports **RINs**

### Manage RIN Holdings

Your organization does not currently own any RINs. Please either generate or buy RINs.

**Transaction Bin**

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

[View Transaction Bin](#)

Organizations Quick Search

RIN Holdings for: RAP Inc. GEN Cellulosic

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
No RIN holdings found.								

Generate Buy


- Select - Go

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 your organization has completed any generate or buy transactions, the RIN Holdings grid will be empty (see Figure 7). 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 8 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 been locked either by your organization or by the EPA.

**Figure 8: Populated RIN Holdings Grid Example**



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### Manage RIN Holdings

Select one of the transaction actions for each fuel year and assignment for your RIN Holdings.

**Transaction Bin**

 Your organization has 1 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

[Organizations](#)  
[Quick Search](#)

RIN Holdings for: **RAP Inc. GEN ETOH**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Biomass-Based Diesel (D=4)	2010	Assigned	600	0	0	0	600	- Select - <input type="button" value="Go"/>
Biomass-Based Diesel (D=4)	2010	Separated	400	0	0	0	400	- Select - <input type="button" value="Go"/>
Renewable Fuel (D=6)	2010	Assigned	2,060	50	300	0	2,410	- Select - <input type="button" value="Go"/>

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

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 9: View RIN Holding Details Page

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View RIN Holding Details

Please select a batch of RINs to either view the details of that batch or lock/unlock the RINs.

Your organization has 1 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

Search

Originating Organization:

Originating Facility:

Submission Start Date:

(MM/DD/YYYY)

Submission End Date:

(MM/DD/YYYY)

Transaction ID:

RIN Status:

-- Select --

Results Per Page:

Clear

Search

RIN Holding Details

Displaying records 1 through 7 of 7 total.

Fuel(D Code)	RIN Year	Assignment	Originating Organization	Originating Facility	Quantity	Batch Number	Production Date	Submission Date	Transaction ID	Status	Locked By	I want to ...
Renewable Fuel (D=6)	2010	Assigned	RAP Inc. GEN EtOH (4670)	Allied Terminals Inc (46700)	960	46700-326116	06/01/2010	12/01/2010	114	Available		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	RAP Inc. GEN EtOH (4670)	Allied Terminals Inc (46700)	300	46700-326116	06/01/2010	12/01/2010	834	Reserved		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	RAP Inc. GEN EtOH (4670)	Allied Terminals Inc (46700)	40	46700-326116	06/01/2010	12/01/2010	833	Pending		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	Biodiesel Company (5001)	Bio Blast Plant (-5552)	5	467aa00-326116	06/01/2010	12/01/2010	833	Pending		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	RAP Inc. GEN EtOH (4670)	Allied Terminals Inc (46700)	100	100	12/01/2010	12/01/2010	421	Available		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	RAP Inc. GEN EtOH (4670)	Allied Terminals Inc (46700)	1,000	5656	12/01/2010	12/01/2010	52	Available		-- Select -- Go
Renewable Fuel (D=6)	2010	Assigned	Biodiesel Company (5001)	Bio Blast Plant (-5552)	5	467aa00-326116	06/01/2010	12/01/2010	833	Pending		-- Select -- Go

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

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The View RIN Holding Details page includes a Search box that allows you to search for RIN batches that satisfy a specific set of criteria. 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 options in the "I want to..." drop-down are View Details and Transaction. Selecting View Details takes you to a RIN Batch Details page. Selecting

Transaction takes you to a page with the details of the last transaction that acted on that RIN batch. For available RINs, the "I want to..." drop-down options are View Details, Transaction, and Lock RINs. Selecting Lock RINs takes you to a Lock RINs Confirmation page.

**Figure 10: Lock RINs Confirmation Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs

### Lock RINs Confirmation

Please confirm that you would like to lock the following batch of RINs. The comment entered may be viewed by the EPA and individuals within your organization.

**RIN Batch Details**

Fuel(D Code):	Biomass-Based Diesel (D=4)
RIN Year:	2010
Assignment:	Assigned
Originating Organization:	RAP Inc. GEN Biodiesel (4671)
Originating Facility:	Valley Medico Plant 12 (46711)
Quantity:	3350
Batch Number:	1
Owned By:	RAP Inc. GEN ETOH
Production Date:	06/10/2010
Status:	Available

\* Comment:

<< Back Confirm

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. There are two different kinds of RIN generation, generating as an importer and generating as a producer. To generate RINs, 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 11).

**Figure 11: Generate Wizard, Report Fuel Page (Step 1)**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs Help

### Generate RINs - Report Fuel

Enter the fuel (D Code), batch characteristics and quantity of RINs generated. The fuel and production process must be registered with OTAQ DC Fuels registration before reporting fuel.

**Transaction Bin**

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

[View Transaction Bin](#)

**Report Fuel**

\* Fuel (D Code):

\* Production Process:

\* Production Date:

\* Fuel Category:

**Identify RINs**

\* Batch Volume:  Includes Denaturant Volume.

Denaturant Volume:  Ethanol and Cellulosic Ethanol Only.

Equivalence Value:

\* Quantity of RINs:  Batch Volume multiplied by Equivalence Value.

**Identify Production Source**

Originating Source: RAP Inc. GEN Cellulosic

\* Facility:

**1 Report Fuel**

**2 Report Feedstocks**

**3 Report Co-products**

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 12, the organization can produce only Advanced Biofuel, Renewable Fuel, and Cellulosic Diesel, so the remaining Fuel (D Code) options are grayed out.

**Figure 12: Drop-down Example for Generate Wizard**

\* **Fuel (D Code):**

\* **Production Process:**

\* **Production Date:**

\* **Fuel Category:**

- Select -

- Select -

Cellulosic Biofuel

Biomass-Based Diesel

Advanced Biofuel

Renewable Fuel

Cellulosic Diesel

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 13). Once you correct the errors, you will be able to move to the Report Feedstocks page.

**Figure 13: QA Check Errors**

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Generate RINs - Report Fuel

QA Check Errors

- 3040: The fuel 'Advanced Biofuel', is not compatible with fuel category 'Cellulosic Diesel'. Please review the EMTS transaction instructions for a list of fuels and fuel categories that can be used for the production of 'Advanced Biofuel'.
- 3041: The fuel 'Advanced Biofuel' and fuel category 'Cellulosic Diesel' are not compatible with

Report Fuel

\* **Fuel (D Code):** Advanced Biofuel

\* **Production Process:** Catalytic Depolymerization

\* **Production Date:** 01/21/2010  
(MM/DD/YYYY)

\* **Fuel Category:** Cellulosic Diesel

Transaction Bin

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

[View Transaction Bin](#)

1 Report Fuel

2 Report Feedstocks

3 Report Co-products

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 14).

**Figure 14: Generate Wizard – Report Feedstocks Page (Step 2)**

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Organization Submissions Trades Reports RINs

Generate RINs - Report Feedstocks

Report one or more feedstocks used for the generation of the fuel.

Feedstock	Volume	Measure	Additional Information	Renewable Biomass	
Starch - Corn	1	100 Cubic Feet		Yes	Remove

Report Feedstocks

\* Feedstock( Code):

\* Volume:

\* Unit of Measure:

Additional Information:

☐ Does this feedstock meet the definition of renewable biomass in 40 CFR 80.1401?

Add

\* = Required Field

<< Report Fuel Report Co-products >>

**Transaction Bin**

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

[View Transaction Bin](#)

1 Report Fuel

2 Report Feedstocks

3 Report Co-products

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. Note: In addition, parties must complete the RFS0701: RFS2 Renewable Fuel Producer Co-products Report and submit it quarterly.

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 originating organization and facility (the Importer's organization and facility) and the generating organization and facility (the Foreign Producer's organization and facility). 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.



## Managing the Transaction Bin

After you click Add to Transaction Bin, you are taken to the Transaction Bin (see Figure 15).

**Figure 15: Transaction Bin**

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Organization Submissions Trades Reports RINS

### Transaction Bin

A transaction that is acting upon a large number of RIN batches may take several minutes, causing your browser to timeout. Please be patient and do not submit another transaction until the transaction has completed.

**Organizations**

Selected Organization: RAP Inc. GEN EtOH (4670)

[Select a Different Organization](#)

#### Generate Transactions

Production Date	RIN Year	Fuel Category	Fuel (D Code)	Volume	Quantity	Equivalence Value	I want to...
02/02/2011	2011	Non-cellulosic Ethanol	Renewable Fuel	6500	6500		- Select - <input type="button" value="Go"/>

#### Buy Transactions

Transaction Date	RIN Year	Fuel (D Code)	Quantity	Assignment	Trading Partner	I want to...
There are no buy transactions.						

#### Separate Transactions

RIN Year	Fuel (D Code)	Quantity	Volume	Reason Code	I want to...
There are no separate transactions.					

#### Sell Transactions

Transaction Date	RIN Year	Fuel (D Code)	Quantity	Assignment	Trading Partner	I want to...
There are no sell transactions.						

#### Retire Transactions

RIN Year	Fuel (D Code)	Quantity	Volume	Reason Code	I want to...
There are no retire transactions.					

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 15).

For each transaction in the Transaction Bin, you have the option to View Details, complete another transaction of that transaction type (i.e., Generate RINs), or Remove the transaction (see Figure 16).

**Figure 16: Transaction Bin Options**

Generate Transactions

Production Date	RIN Year	Fuel Category	Fuel (D Code)	Volume	Quantity	Equivalence Value	I want to...
09/06/2010	2010	Non-ester Renewable Diesel (EV 1.7)	Biomass-Based Diesel	600000	1020000		<div> <div>- Select -</div> <div> <div>- Select -</div> <div>View Details</div> <div>Generate RINs</div> <div>Remove</div> </div> </div> <div>Go</div>

Buy Transactions

Transaction Date	RIN Year	Fuel (D Code)	Quantity	Assignment	Trading Partner
There are no buy transactions.					

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 Generate RINs, you will be taken to the first page of the Generate wizard so that you can complete an additional generate transaction before you submit the transactions in the Transaction Bin. If you select Remove, you will 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 17). The tab contains the number of un-submitted transactions and a link to the Transaction Bin.

**Figure 17: 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.

**Note:** Submitting a transaction that is acting upon a large number of RIN batches may take several minutes, causing your browser to timeout. Please be patient and do not submit another transaction until the transaction has completed and your RIN Holdings and Transaction Bin reflect the results of that transaction. 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 18 to complete the submission.

**Figure 18: Confirm and Submit Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs

**Confirm and Submit**

I confirm that the information shown is a correct and accurate account of the transaction(s) that have taken place.

A transaction that is acting upon a large number of RIN batches may take several minutes, causing your browser to timeout. Please be patient and do not submit another transaction until the

**Transaction Bin**

Your organization has 1 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

**Transactions**

Transaction	Fuel (D Code)	RIN Year	Assignment	Quantity
Generate	Renewable Fuel	2011	Assigned	6500

[<< Back](#) [Confirm Submit >>](#)

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.

**Note:** Unconfirmed transactions in the Transaction Bin expire after five business days. At that point, the transactions will be removed from the Transaction Bin, and all reserved RINs associated with expired separate, sell, and retire transactions will return to a pending state.

## Separating RINs

Assigned RINs may be separated from your RIN Holdings Account (see Figure 19). 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 19: Separate Option for Available Assigned RINs**

RIN Holdings for: **RAP Inc. GEN ETOH**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Biomass-Based Diesel (D=4)	2010	Assigned	600	0	0	0	600	<div> <div>- Select -</div> <div> <div>- Select -</div> <div>View Details</div> <div>Generate</div> <div>Buy</div> <div>Separate</div> <div>Separate (Upward delegation)</div> <div>Sell</div> <div>Retire (Obligation)</div> <div>Retire (Other)</div> </div> </div>
Biomass-Based Diesel (D=4)	2010	Separated	400	0	0	0	400	<div>Go</div>
Renewable Fuel (D=6)	2010	Assigned	2,060	50	300	0	2,410	<div>Go</div>

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

**Figure 20: Separate Wizard – Identify RINs (Step 1)**

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### Separate RINs - Identify RINs

Identify the RINs for separation by entering the required information below.

**Transaction Bin**

Your organization has 1 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

- 1 Identify RINs**
- Advanced RIN Selection (Optional)

**Identify RINs**

\* Fuel (D Code):

\* RIN Year:

\* RIN Quantity:

\* Batch Volume:   
(Gallons)

\* Reason for Separation:

Additional Information:

Document Type	Identifier
There are no documents.	

**Add Document Information**

Document Type:

Document Identification:

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 21), fill in the Document Type and Document Identification fields, and click Add.

**Figure 21: Supporting Document Information**

Document Type	Identifier	
test document	123	<button>Remove</button>

Add Document Information

Document Type:

Document Identification:

Add

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 (this step is optional), 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 22).

Figure 22: Optional Advanced RIN Selection Page

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### Separate RINs - Advanced RIN Selection (Optional)

The EMTS will automatically select RINs with the oldest production date from your RIN Holding Account for this Separate transaction. You may choose to identify a specific originating organization, or organization and facility, or organization, facility and batch number using the advanced selection options below. This step is optional and you can bypass this step and add this transaction to your bin.

**Transaction Bin**

Your organization has 1 un-submitted transactions in the transaction bin.

[View Transaction Bin](#)

**Organization**

**All Organizations:**

RAP Inc. GEN Cellulosic (4672)

**Selected Organization:**

[Select](#) [Remove](#)

**Filter:**

[Clear](#) [Go](#)

**Facility**

**Batch Number**

[<< Identify](#) [Add to Transaction Bin >>](#)

**1 Identify RINs**

**2 Advanced RIN Selection (Optional)**

After you press Select, the Selected Organization field and the Organization accordion tab will contain the name of the organization you selected (see Figure 23).

**Figure 23: Selected Organization Example**

The screenshot displays a web-based interface for selecting an organization. At the top, a dark green header bar contains the text "Organization: [RAP Inc. GEN Cellulosic (4672)]", which is circled in red. Below this, the interface is split into two main sections. The left section, titled "All Organizations:", features a list box containing "RAP Inc. GEN Cellulosic (4672)". Below the list box is a "Filter:" input field with "Clear" and "Go" buttons. The right section, titled "Selected Organization:", shows "RAP Inc. GEN Cellulosic (4672)" in a green font, also circled in red, with a "Select" button to its left and a "Remove" button below it. At the bottom of the interface, there are two tabs: "Facility" and "Batch Number". Below these tabs are two buttons: "<< Identify" and "Add to Transaction Bin >>".

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 24). Doing so will take you to the first step of the Separate Wizard for upward delegation (see Figure 25).

**Figure 24: Separate (Upward delegation) Option for Available Assigned RINs**

RIN Holdings for: **RAP Inc. GEN ETOH**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Biomass-Based Diesel (D=4)	2010	Assigned	600	0	0	0	600	<div> <div>- Select -</div> <div>Go</div> </div>
Biomass-Based Diesel (D=4)	2010	Separated	400	0	0	0	400	<div> <div>- Select -</div> <div>View Details</div> <div>Generate</div> <div>Buy</div> <div>Separate</div> <div>Separate (Upward delegation)</div> <div>Sell</div> <div>Retire (Obligation)</div> <div>Retire (Other)</div> <div>Go</div> </div>
Renewable Fuel (D=6)	2010	Assigned	2,060	50	300	0	2,410	<div> <div>Go</div> </div>

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

**Figure 25: Separate Wizard – Identify RINs (Step 1)**

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### Separate RINs - Identify RINs

Registered small blenders may delegate their RIN-related responsibilities pursuant to 40 CFR § 80.1440. A party may separate RINs on behalf of a small blender, if the small blender has delegated the RIN-related responsibilities to the separating party pursuant to 40 CFR § 80.1440.

Transaction Bin

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

[View Transaction Bin](#)

1 Identify RINs

2 Advanced RIN Selection (Optional)

Identify RINs

\* Fuel (D Code):

\* RIN Year:

\* RIN Quantity:

\* Batch Volume:   
(Gallons)

Reason for Separation: **Upstream Delegation for Blending**

\* Blender Name:

\* Blender ID:

Additional Information:

Document Type	Identifier
There are no documents.	

Add Document Information

Document Type:

Document Identification:

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 26). 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 27).

**Figure 26: Retire Options for a Refiner (Obligated Party) with Separated RINs**

RIN Holdings for: **RAP Inc. Obligated Party**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Advanced Biofuel (D=5)	2009	Separated	500	0	0	0	500	<div> <div>- Select -</div> <div>Go</div> <div> <div>- Select -</div> <div>Generate</div> <div>Buy</div> <div>Separate</div> <div>Sell</div> <div>Retire (Obligation)</div> <div>Retire (Other)</div> </div> </div>

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

**Figure 27: Retire Options for a Non-Obligated Party with Separated RINs**

RIN Holdings for: **RAP Inc. GEN ETOH**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Biomass-Based Diesel (D=4)	2010	Assigned	600	0	0	0	600	<div> <div>- Select -</div> <div>Go</div> </div>
Biomass-Based Diesel (D=4)	2010	Separated	400	0	0	0	400	<div> <div>- Select -</div> <div>Go</div> </div>
Renewable Fuel (D=6)	2010	Assigned	2,060	50	300	0	2,410	<div> <div>- Select -</div> <div>Go</div> <div> <div>View Details</div> <div>Generate</div> <div>Buy</div> <div>Separate</div> <div>Separate (Upward delegation)</div> <div>Sell</div> <div>Retire (Obligation)</div> <div>Retire (Other)</div> </div> </div>

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

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 28).

**Figure 28: Retire (Other) Wizard – Identify RINs (Step 1)**

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### Retire RINs - Identify RINs (Other)

Identify the RINs for retirement by entering the required information below.

**\* Fuel (D Code):** Biomass-Based Diesel (D=4) ▼

**\* RIN Year:** 2010

**\* Assignment:** Assigned ▼

**\* RIN Quantity:**

**Batch Volume:**  (Gallons)  
Batch Volume is required for retire reasons 10, 20, 40, and 60.

**\* Reason for Retire:** - Select- ▼

**Additional Information:**   
Additional Information is required for retire reasons 10, 20, 50, 60, and 70.

**Transaction Bin**

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

**1 Identify RINs (Other)**

**2 Advanced RIN Selection (Optional)**

\* = Required Field

Document Type	Identifier
There are no documents.	

**Add Document Information**

**Document Type:**

**Document Identification:**

<< RIN Holdings Advanced RIN Selection >>

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.

Obligated parties can retire separated RINs for obligation by selecting the Retire (Obligation) option in the "I want to..." drop-down on the Mange RIN Holdings page. To view the total number of RINs your organization has retired for obligation, select Compliance Data under the Reports main menu option. On the View Aggregate RINs Retired for Obligation page (see Figure 29), the retired RIN quantities are aggregated by Fuel Code, RIN Year, Compliance Year, and Compliance Level. For Refiners with a "Refinery by Refinery" compliance level, the RIN quantities are also aggregated by Facility. For organizations that have not retired any RINs for obligation, the grid on this page will be empty.

**Figure 29: View Aggregate RINs Retired for Obligation**



## 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 30).

Figure 30: Sell RINs – Identify RINs Page (Step 1)

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

**MTS**  
**EPA Moderated Transaction System**

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### Sell RINs – Identify RINs

Enter Fuel (D Code), RIN Year, Assignment, and Quantity of RINs. Also, enter Batch Volume if Assignment = Assigned. To cancel a trade that your organization has already initiated, go to the Pending Initiated Transactions on your Review Trades page and select 'Cancel Offer' for the appropriate transaction.

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

**Identify RINS**

\* Fuel (D Code): Cellulosic Diesel (D=7) ▼  
\* RIN Year: 2010  
\* Assignment: Assigned ▼  
\* Quantity of RINs: 250  
Batch Volume: 250 (Gallons) Required for 'Assigned' RINs.

<< RIN Holdings Select Trading Partner >>

**1 Identify RINs**  
2 Select Trading Partner  
3 Transaction Details and Documents  
4 Advanced RIN Selection (Optional)

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 that satisfy the search criteria. You can search for an organization by Organization Name or Organization ID. In Figure 31, the organization names were filtered on the word "Better," and Better Fuel Corporation was selected from the options.

Figure 31: Sell RINs – Select Trading Partner

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

**MTS**  
**EPA Moderated Transaction System**

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### Sell RINs - Select Trading Partner

Select a trading partner by searching on the Organization. You may search data by 'Begins with', 'Contains' or 'Equals' (Equals is an exact match). To search by Organization Identifier, choose the Contains option and enter the Organization Identifier number. To view all organizations, clear the search criteria and click the 'Search' button. Viewing all organizations may take some time for the list to load.

**Search for Organization**

Organization: Begins with **Better**

Clear Search

**Select Organization**

- ☐ Better Bio from Uzbekistan (4328)
- ☒ **Better Fuel Corporation (4410)**
- ☐ Better Petroleum (4322)

Selected Organization: **Better Fuel Corporation (4410)**

<< Identify RINs Transaction Details >>

**Transaction Bin**

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

[View Transaction Bin](#)

- 1 Identify RINs
- 2 Select Trading Partner**
- 3 Transaction Details and Documents
- 4 Advanced RIN Selection (Optional)

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 32). The RINs will remain in the Pending column until the trading partner accepts the sell transaction.

**Figure 32: Pending RINs in RIN Holdings**

RIN Holdings for: **RAP Inc. GEN ETOH**

Fuel (D Code)	RIN Year	Assignment	Available	Pending	Reserved	Locked	Total	I want to...
Biomass-Based Diesel (D=4)	2010	Assigned	600	0	0	0	600	- Select - Go
Biomass-Based Diesel (D=4)	2010	Separated	400	0	0	0	400	- Select - Go
Renewable Fuel (D=6)	2010	Assigned	2,060	50	300	0	2,410	- Select - Go

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

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 33.

**Figure 33: Buy RINs – Identify RINs Page (Step 1)**

Once you click this tab, you will be able to access the Advanced Options fields (see Figure 34).


**Figure 34: 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 35), 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 35: Review Trades Page**


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### Review Trades

The following trade transactions were either received or initiated by RAP Inc. GEN EtOH. You can act upon any of these transactions by selecting the appropriate action in the "I want to ..." column, located next to each transaction.



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

[View Transaction Bin](#)

[Organizations](#)

Basic Filter Options

RIN Year:

Fuel (D Code):

Assignment:

Transaction Type:

Transaction Identifier:

Transaction Date (Begin):

Transaction Date (End):

Submission Date (Begin):

Submission Date (End):

PTD Number:

CDX ID:  Initiated trades only.

Trading Partner

(0) Pending Received Transactions for [RAP Inc. GEN EtOH (4670)]

(2) Pending Initiated Transactions from [RAP Inc. GEN EtOH (4670)]

Submission Date	RIN Year	Fuel	Assignment	Type	Quantity	Reason	Org Id	Trading Partner	I want to ...
02/09/2011	2011	Renewable Fuel	Assigned	Sell	500	Standard Trade	4669	RAP Inc.	-- Select -- <input type="button" value="Go"/>
02/09/2011	2011	Renewable Fuel	Assigned	Sell	1200	Standard Trade	4673	RAP Inc. Marketer	-- Select -- <input type="button" value="Go"/>

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



The Review Trades page includes a number of filter options that you can use to search for specific initiated or received buy or sell transactions. The labels on the Pending Transactions tabs include the number of transactions within each tab. In Figure 35, 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 36). 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 36: 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 37).

**Figure 37: 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: <a href="#">CSV</a>   <a href="#">Excel</a>   <a href="#">PDF</a>											
▶ (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 38). 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 38: Deny Trade Page**

The screenshot shows the 'Deny Trade' page of the EPA Moderated Transaction System. At the top is a navigation bar with links: Organization, Submissions, Trades, Reports, RINs, and Help. The main heading is 'Deny Trade'. Below it is a text box with instructions: 'To deny the received trade, please provide an explanation and select the 'Confirm Deny' button located at the bottom of the page. If you wish to return to the list of your pending transactions, select the 'Back' button.' To the right is a 'Transaction Bin' section showing '0 un-submitted transactions in the transaction bin' with a 'View Transaction Bin' link. Below the instructions is a box showing the trade details: 'You are denying the following Buy pending trade: 300 2010 Assigned Renewable Fuel RINs from RAP Inc. GEN Cellulosic (4672) submitted on Fri Jan 08 08:14:01 EST 2010 for \$0.12 per Gallon.' Below this is a red asterisk and the text '\* Please provide an explanation for denying the trade:' followed by a large empty text area. At the bottom right are two buttons: '<< Back' and 'Confirm Deny >>'.

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### Deny Trade

To deny the received trade, please provide an explanation and select the 'Confirm Deny' button located at the bottom of the page. If you wish to return to the list of your pending transactions, select the 'Back' button.

**Transaction Bin**

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

[View Transaction Bin](#)

You are denying the following Buy pending trade:



300 2010 Assigned Renewable Fuel RINs from  
RAP Inc. GEN Cellulosic (4672) submitted on Fri Jan 08 08:14:01 EST 2010  
for \$0.12 per Gallon.

**\* Please provide an explanation for denying the trade:**

<< Back Confirm Deny >>

If you select Accept Offer, you will also see the details of the transaction, and you will be asked to provide the price of the transaction (see Figure 39). Additionally, you will have the option of adding transaction details and document information. 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).

Figure 39: Accept Trade Page



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### Accept Trade

Please review the selected transaction and provide any additional information about the trade. To report a PTD number for your transaction, you must enter it into the 'PTD' field. If you do not enter a number, your transaction details will not include a PTD number. Note that this field is not automatically carried over from your trading partner's transaction.

**Transaction Bin**

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

[View Transaction Bin](#)

You are accepting the following Buy pending trade:

250 2010 Assigned Renewable Fuel RINs from  
RAP Inc. (4669) submitted on 12/02/2010 5:07:36 PM EST  
for \$2.00 per Gallon.

Transaction Date: 12/02/2010

**\* Confirm the price per Gallon for this transaction:**

Identify any documents

Document Type	Identifier
Nothing found to display.	

**Add Document Information**

**Document Type:**

**Document Identification:**

**Transaction Details**

**Additional Information:**

Additional Information required when Trade Reason is not Standard Trade.

**PTD:**

To report a PTD number for your transaction, enter the number in the "PTD" field. If you do not enter a PTD number, your transaction details will not include a PTD number. Note that this field is not automatically carried over from your trading partner's transaction.

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.

If you select View Details for a Pending Received transaction, you will see the details of the transaction along with the option to either accept the trade or deny the trade. Clicking Deny Trade will take you to the

Deny Trade page (see Figure 38), and clicking Accept Trade will take you to the Accept Trade page (see Figure 39).

If a trade is not accepted, cancelled, or denied within ten business days of the submission date (the date that you or your trading partner initiated the trade), the trade will expire, and it will no longer appear on your Review Trades page.

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 40: View Blocked List Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs Help

### View Blocked List

The following list identifies renewable fuel producers and/or generating facilities whose RINs you have chosen not to buy. You will not be able to buy RINs that originated from these sources, no matter which organization is selling the RINs.

**Transaction Bin**

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

[View Transaction Bin](#)

Organization	Facility	Date Blocked	I want to...
You have not chosen any fuel producers to block.			

[Add Blocked Producer](#) [Add Blocked Facility](#)

From the View Blocked List page (see Figure 40), 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 41). 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 41, the organization list was filtered with the word "Better," and Better Fuel Corporation was selected.

Figure 41: Add Producer to Blocked List Page

The screenshot displays the 'Add Producer to Blocked List' page within the EMTS system. The header includes the MTS logo, EPA Moderated Transaction System branding, and navigation links (Home, Contact Us, Help, Logout). The user is logged in as 'TutorialDemo for Demo Organization 1 (20)'. The main navigation bar contains links for Organization, Submissions, Trades, Reports, and RINS.

**Add Producer to Blocked List**

Select an organization by searching on the Organization. You may search data by 'Begins with', 'Contains' or 'Equals' (Equals is an exact match). To view all organizations, clear the search criteria and click the 'Search' button. Viewing all organizations may take some time for the list to load. Note that you will not be able to acquire RINs from any of this organization's facilities.

**Transaction Bin**

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

[View Transaction Bin](#)

**Search for Organization**

Organization:

**Select Organization**

☒ **Better Fuel Corporation (4410)**

Selected Organization: **Better Fuel Corporation (4410)**

\* Comment:

\* = Required Field

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 42).

**Figure 42: View Blocked List Grid**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs Help

### View Blocked List

The following list identifies renewable fuel producers and/or generating facilities whose RINs you have chosen not to buy. You will not be able to buy RINs that originated from these sources, no matter which organization is selling the RINs.

**Transaction Bin**

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

[View Transaction Bin](#)

Organization	Facility	Date Blocked	I want to...
Better Fuel Corporation (4410)	All facilities	02/26/2010 10:31:38 AM EST	<div> <div>- Select -</div> <div>Go</div> </div> <div> <div>- Select -</div> <div>View Details</div> <div>Remove</div> </div>

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

Add Blocked Add Blocked Facility

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 43). 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 43: Confirm Removal Page**

The screenshot shows the 'Confirm Removal' page in the EPA Moderated Transaction System. The page has a green header with the EPA logo and navigation links: Organization, Submissions, Trades, Reports, RINs, and Help. The main content area is titled 'Confirm Removal' and contains a confirmation message: 'Please confirm that you would like to remove the following from your blocked list.' Below this is a large empty box for additional information. To the right, there is a 'Transaction Bin' section with a trash can icon and text stating 'Your organization has 0 un-submitted transactions in the transaction bin.' with a link to 'View Transaction Bin'. Below the confirmation message, there is a table with the following details:

Organization:	Better Fuel Corporation (4410)
Facility:	All Facilities
Blocked by:	Wise, Edgar
Date Blocked:	02/26/2010
Comment:	test


At the bottom right, there are two buttons: 'Back' and 'Confirm Remove'.

## 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 44).



**Figure 44: View RIN Holding History Page**



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### View RIN Holding History

The following RINS were held by RAP Inc. GEN EtoH in the past. These RINs have either been retired or sold and are no longer in your holding account. Enter criteria and click Search.

**Transaction Bin**

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

[View Transaction Bin](#)

**Organizations**

**Basic Filter Options**

**Search For Transactions**

Transaction: -- Select --

RIN Year: -- Select --

Fuel: -- Select --

Reason for Retire: -- Select --

Begin Date:  (MM/DD/YYYY)

End Date:  (MM/DD/YYYY)

Results Per Page: 20

**Trading Partner**

[Clear](#) [Filter](#)

RIN Holding History for: RAP Inc. GEN EtoH

Displaying records 1 through 2 of 2 total.

Transaction Type	Submission Date	RIN Year	Fuel(D Code)	Quantity	Volume	Reason Code	Trading Partner	I want to...
Retire	02/09/2011 10:00:09 AM EST	2011	Renewable Fuel (D=6)	50	50	Reported spill		<a href="#">View Details</a> <a href="#">Go</a>
Sell	02/09/2011 9:22:10 AM EST	2011	Renewable Fuel (D=6)	500	500	Standard Trade	RAP Inc.	<a href="#">View Details</a> <a href="#">Go</a>

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

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 45: View Web Submissions Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINS

### View Web Submissions

The following are all of the submissions from the Transaction Bin for your organization RAP Inc. GEN ETOH. Choose the View Details option in the I want to... column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page.

**Transaction Bin**

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

[View Transaction Bin](#)

**Organizations**

**Search**

CDX Submission ID:

Submission ID:

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

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

Results Per Page:

Web Submissions for: RAP Inc. GEN ETOH Number of Submissions: 4

Displaying records 1 through 4 of 4 total.

Submission ID	Submission Date	Submitter	Submission Status	I want to...
29	2/9/11 10:00 AM	Jemec, Ana	Processed	<a href="#">View Details</a> <input type="button" value="Go"/>
24	2/9/11 9:22 AM	Jemec, Ana	Processed	<a href="#">View Details</a> <input type="button" value="Go"/>
23	2/9/11 9:22 AM	Jemec, Ana	Processed	<a href="#">View Details</a> <input type="button" value="Go"/>
22	2/9/11 9:21 AM	Jemec, Ana	Processed	<a href="#">View Details</a> <input type="button" value="Go"/>

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

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. To filter the View Web Submissions grid to look for a particular submission, use the options in the Search box, and press Filter. 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 46).

**Figure 46: View Submission Log Details**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs

### View Submission Log Details

The following content was included in submission 22.

**Transaction Bin**

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

[View Transaction Bin](#)

**Submission Details**

CDX Transaction ID: \_0aefb369-c0a8-2a6a-0b05-14618784f23a

Submission ID: 22

Organization Name: RAP Inc. GEN ETOH (4670)

Submission Date: 02/09/2011

Submission Status: Processed as of 02/09/2011 9:21:27 AM EST

Submitter Name: Ana Jemec

**Generate Transactions**

Transaction ID	Production Date	RIN Year	Fuel Category	Fuel (D Code)	Volume	Quantity	Equivalence Value	I want to...
20	02/07/2011	2011	Non-cellulosic Ethanol	Renewable Fuel (D=6)	86000	86000		View Details <input type="button" value="Go"/>

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

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/ems.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/otaq/fuels/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 47), 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 47: Submit File Page**

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

**EMTS**  
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### Submit File

Select an XML file to submit. The file must include the Exchange Network Header v2.0 and must pass EMTS v1.1 XSD schema validation for it to be submitted to the EMTS Node. If you represent multiple organizations, you may submit a file for any of your organizations from this page.

NOTE: After clicking the Submit button, the time it takes to process and load the file into EMTS will

**Identify File**

\* File:  Browse...

**Transaction Bin**

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

[View Transaction Bin](#)

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 message on the Submit File page will be updated to indicate that your file has been submitted.

**Figure 48: Submit File Page**

The screenshot displays the 'Submit File' page of the EPA Moderated Transaction System. The page has a green header with the EPA logo and the text 'Moderated Transaction System'. Below the header is a navigation bar with links: Organization, Submissions, Trades, Reports, and RINs. The main content area is titled 'Submit File' and contains a message: 'Your file SellExample.xml has been submitted. Please see the Submit File History page for the latest status of your submission.' This message is circled in red. Below the message is a section titled 'Identify File' with a label '\* File:' and a text input field with a 'Browse...' button. At the bottom of the page are two buttons: 'View Submit File History' and 'Submit'. On the right side, there is a 'Transaction Bin' section with a folder icon and the text: 'Your organization has 0 un-submitted transactions in the transaction bin.' Below this text is a link 'View Transaction Bin'.

To view the CDX node status details for your submission, press the View Submit File History button. You can also access the Submit File History page by hovering over the Submissions menu option and clicking Submit File History.

**Figure 49: Submit File History Page**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs

### Submit File History

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

**Search for Submitted Files**

CDX Submission ID:

Begin Date:  (MM/DD/YYYY)

End Date:  (MM/DD/YYYY)

Results Per Page:

Submit File History For: Tutorial Demo


Displaying records 1 through 1 of 1 total.

CDX Transaction ID	File Name	Received By CDX	Status Date
_accd1252-c0a8-2a6a-2b65-1c5298674df4	20-TutorialDemo-MultipleTransactions-888888.zip	Yes	12/3/10 10:15 AM

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

The Submit File History page (see Figure 49), like the Submit File page, is user-specific (not organization-specific), so it will include records for your submissions for all of your organizations. It will display information only for files submitted from the Submit File page and not for files submitted using a personal node or node client. If the Received By CDX column displays Yes for a submission, the submission was successfully received 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 50: View Node Submissions Page**


**Moderated Transaction System**

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### View Node Submissions

The following are all of the files submitted on behalf of your organization RAP Inc. GEN EtOH. Choose the View Details option in the I want to... column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page. NOTE: The time it takes to process and load an XML file submission into EMTS will vary depending on current system activity.



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

[View Transaction Bin](#)


[Organizations](#)


Search

CDX Submission ID:

Submission ID:

Status: — Select —

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

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

Results Per Page:

XML File Submissions for: **RAP Inc. GEN EtOH**      Number of Files Received: **1**

Displaying records 1 through 1 of 1 total.

CDX ID	Submission ID	Submission Date	File Name	Submitter	Submission Status	I want to...
_0afbf7ff-c0a8-2a6a-032c-c742c3e8cfc2	40	2/9/11 10:13 AM	anajemec_buy.zip	Jemec, Ana	Failed	<span>— Select —</span> <input type="button" value="Go"/>

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

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. To switch organizations, click Select a Different Organization in the Organizations tab of the accordion. To filter the View Web Submissions grid to look for a particular submission, use the options in the Search box, and press Filter.

The Submission 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 51). 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 51: View Node Submissions Options**

Current Status	I want to...	
Processed	View Details	Go
Processed	View Details	Go
Failed	- Select -	Go
Processed	- Select -	Go
Processed	View Details	Go
Processed	QA Results	Go
Processed	View Details	Go

## 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 version of EMTS 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>.

To receive these notifications, you must first subscribe to the notifications from the Manage Subscriptions page (see Figure 52) (click Manage Subscriptions under the Reports menu option).



Figure 52: Manage Subscriptions Page


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### Manage Subscriptions

Select subscription and click Go to subscribe or unsubscribe.



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

[View Transaction Bin](#)

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Subscription Name	Type	Subscribed	Last Updated	Updated By	I want to...
Canceled Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Completed Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Expired Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Monthly Transaction History	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Pending Trade Details	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Pending Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RIN Batches	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RIN Holdings	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction History	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Annual Statement Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Blocked Party - Initiated Trade Not Processed	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Blocked Party - Partner's Trade Not Processed	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Daily Processed Document Summary	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Initiated Trade Cancelled	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Initiated Trade Denied	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Locked RINs	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Notification of Outstanding Trade Transactions	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Notification of Pending Trades	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Processing Failure	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Quarterly Reports Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Received Trade Cancelled	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Received Trade Denied	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Reminder - Outstanding Initiated Trade Transactions	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Submission Level Failure	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Trade Expired	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Error Entry Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Error Report Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Errors Not Reported	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Activity Report (Assigned RINs)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Activity Report (Separated RINs)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Annual Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Annual Statement	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Generation Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Generation XML Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Transaction XML Report (Buy, Sell, Separate, Retire)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Transaction Error Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>

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

To subscribe to a notification, press Go in the "I want to..." column. On the Manage Subscription page for that notification, check the "Subscribed" checkbox. For the immediate notifications, the frequency will be "Immediate," and for the daily notifications, the frequency will be "Daily." All notifications will be text format and will be delivered via email. All subscriptions are organization specific, so if one submitter for an organization subscribes to a notification, then all submitters for that organization will receive the notification.

## Receiving Documents

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

- Pending Trades: This document, available on a nightly basis or three times per day, lists the details of all pending initiated and pending received trades for an organization.
- Pending Trade Details: This document, available on a nightly basis or three times per day, lists the RIN batch details of all pending initiated and pending received trades for an organization.
- RIN Holdings: This document, available on a nightly basis or three times per day, lists the current aggregate total RIN Holdings for an organization grouped by fuel code, assignment and RIN year.
- RIN Batches: This document, available on a weekly basis, lists all RIN batches that an organization owns.
- Transaction History: This document, available weekly, nightly, three times per day, includes the details of all generate, separate, buy, sell and retire transactions submitted by an organization through XML files or online transactions within the past 18 calendar days.
- Monthly Transaction History: This document, available on a monthly basis, lists all generate, separate, buy, sell and retire transactions submitted by an organization through XML files or the EMTS web interface during the prior month.
- 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 calendar days.
- Completed Trades: This document, available weekly, nightly, or three times per day, lists all trades that have reached their final status (completed, cancelled, expired, or denied) within the past 10 calendar days.
- Cancelled Trades: This document, available on a nightly basis, lists all initiated and received trades that have been cancelled within the past 10 calendar days.

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

Before you can download the 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.

On the Manage Subscriptions page (see Figure 53), press Go in the "I want to..." column to update the subscription for a particular document.

Figure 53: Manage Subscriptions Page


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### Manage Subscriptions

Select subscription and click Go to subscribe or unsubscribe.



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

[View Transaction Bin](#)

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Subscription Name	Type	Subscribed	Last Updated	Updated By	I want to...
Canceled Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Completed Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Expired Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Monthly Transaction History	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Pending Trade Details	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Pending Trades	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RIN Batches	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RIN Holdings	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction History	Document	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Annual Statement Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Blocked Party - Initiated Trade Not Processed	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Blocked Party - Partner's Trade Not Processed	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Daily Processed Document Summary	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Initiated Trade Cancelled	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Initiated Trade Denied	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Locked RINs	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Notification of Outstanding Trade Transactions	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Notification of Pending Trades	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Processing Failure	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Quarterly Reports Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Received Trade Cancelled	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Received Trade Denied	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Reminder - Outstanding Initiated Trade Transactions	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Submission Level Failure	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Trade Expired	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Error Entry Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Error Report Available	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
Transaction Errors Not Reported	Notification	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Activity Report (Assigned RINs)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Activity Report (Separated RINs)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Annual Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Annual Statement	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Generation Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Generation XML Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS RIN Transaction XML Report (Buy, Sell, Separate, Retire)	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>
RFS2 EMTS Transaction Error Report	Report	No			<a href="#">Manage Subscription</a> <a href="#">Go</a>

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

On the Manage Subscriptions page (see Figure 53), press Go in the "I want to..." column to update the subscription for a particular document. On the Manage Subscription page for that document, check the "Subscribed" checkbox to subscribe to the document. If the document is available at multiple frequencies (i.e. Daily and 3 per day), select the desired frequency. All documents will be CSV format and can be downloaded from the EMTS website or from the EMTS node using a node or a node client. After you subscribe to a document, you will not be able to download the documents with a nightly subscription frequency until the following morning and the documents with a subscription frequency of three times per day until the next document generation interval. Note that you do not need to subscribe to the QA Feedback document because it is created after every failed submission. You can download the nightly documents and the documents generated three times per day by selecting View Reports under the Reports option on the EMTS main menu.

The grid on the Reports page displays the documents to which you have subscribed (see Figure 54). 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 All Documents in the "I want to..." dropdown.

**Figure 54: View Reports Page**



**EPA Moderated Transaction System**


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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.

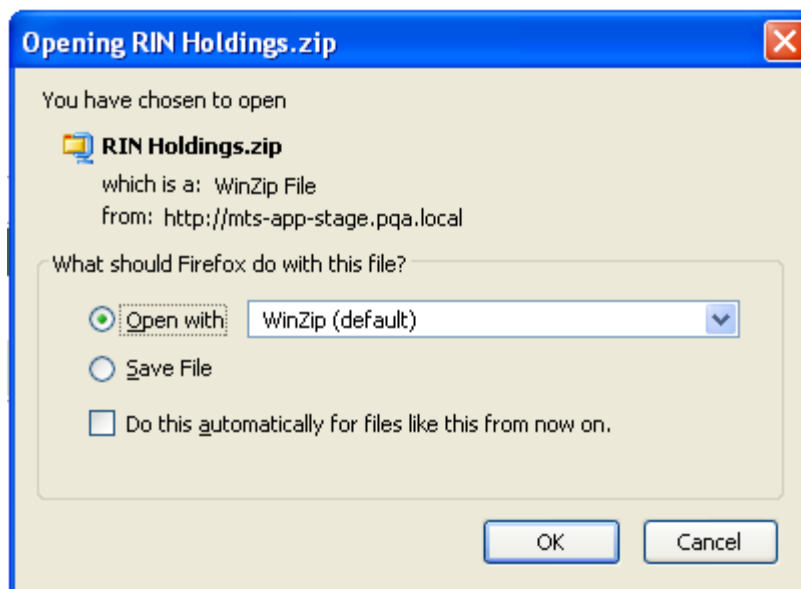
[View Transaction Bin](#)

Document Name	Document Description	Frequency	Last Run Time	I want to...
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	09/03/2010 3:54:13 PM EDT	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">           - Select -            - Select -            Download Document            View All Documents         </div> <div style="margin-left: 5px;">Go</div> </div>
Pending Trade Details	This document lists all pending trades for your organization. It includes batch detail information for each transaction.	3 per day	09/03/2010 3:54:13 PM EDT	<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>
RIN Holdings	This document lists the current aggregate total RIN Holdings for an organization grouped by fuel code, assignment and RIN year.	Daily	09/03/2010 3:54:10 PM EDT	<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>
Transaction History	A document including all generate, separate, buy, sell and retire transactions submitted by your organization through XML files or online transactions during the last 14 days.	Daily	09/03/2010 3:54:04 PM EDT	<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>
Expired Trades	This document lists all transactions that will expire within 1 business day as well as all trades that have expired in the last 10 days.	Daily	09/03/2010 3:54:32 PM EDT	<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>
Completed Trades	This document lists all trades that were completed (i.e., no longer pending) over the last 10 days.	3 per day	09/03/2010 3:54:00 PM EDT	<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 Report	The quarterly RFS2 EMTS RIN Generation Report.	Quarterly	09/03/2010 3:18:49 PM EDT	<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 Report (Buy, Sell, Separate, Retire)	The quarterly RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire).	Quarterly	09/03/2010 3:19:26 PM EDT	<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	09/03/2010 3:20:06 PM EDT	<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	09/03/2010 3:20:33 PM EDT	<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

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

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 55). After you open the ZIP file, you will be able to access the CSV document.

**Figure 55: 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.

To download the QA Feedback document for a submission with a Current Status of "Failed," select Download QA and press the Go button (see Figure 56). 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.

**Figure 56: Download QA Option for Failed Submission**

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**MTS**  
**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs

**View Node Submissions**

The following are all of the files submitted on behalf of your organization Demo Organization 1. Choose the View Details option in the I want to... column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page. NOTE: The time it takes to process and load an XML file submission into EMTS will vary depending on current system activity.

Transaction Bin  
Organizations  
Selected Organization: Demo Organization 1 (20)  
[Select a Different Organization](#)

XML File Submissions for: Demo Organization 1 Number of Files Received: 2

CDX ID	Submission ID	Submission Date	File Name	Submitter	Submission Status	I want to...
_131a3479-c0a8-2a6a-2dff-6697f596f24a	21	6/7/10 11:49 AM	20-TutorialDemo-MultipleTransactions-888888.zip	Demo, Tutorial	Processed	View Details Go
_130720b7-c0a8-2a6a-555b-40a1d348edcb	20	6/7/10 11:28 AM	20-TutorialDemo-MultipleTransactions-888888.zip	Demo, Tutorial	Failed	- Select - View Details QA Results <b>Download QA</b> Go

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

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/ems.htm>.

## Quarterly Reports

### 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 of the EMTS Quarterly Reports: Getting Started Guide. 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 57 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 57: 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))	RFS0102
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))	RFS0102
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: RIN Transaction Report.	No Excel version; only EMTS PDF version. Note that RFS1 RIN transactions are reported in the new RFS0201.

(cont.)

EMTS Report	Availability in EMTS	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))	No Excel version; only EMTS PDF version. 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 email notification will be sent when the quarterly reports are available to download from the EMTS website. To subscribe to the "Quarterly Reports Available" notification, access the Manage Subscriptions page from the Reports menu on the EMTS web interface.

### 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 58).

Figure 58: Manage Subscriptions Page

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MTS  
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: ☒  
\* Frequency: Quarterly  
\* Method: Download  
\* Format: PDF


\* = Required Field

<< Back Update

### How do I access my quarterly reports?

You can access your quarterly reports either by downloading them from the EMTS web application or by sending a Solicit request for them using your node. To download the reports from the EMTS web application, select Reports, and then select View Reports. The View Reports page displays all of the reports to which your organization has subscribed (see Figure 59).

Figure 59: View Reports Page



**EPA** Moderated Transaction System


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

Organization
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### 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.

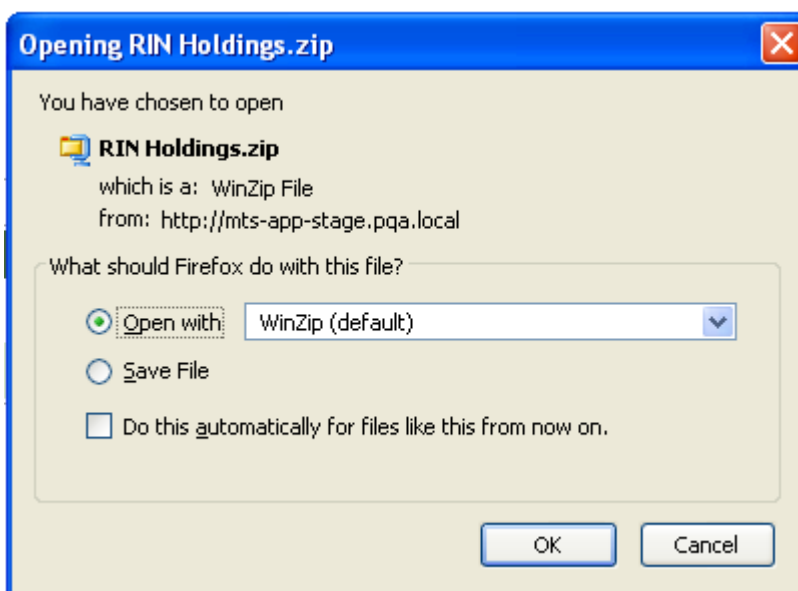
[View Transaction Bin](#)

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	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">           - Select - - Select - Download Document View All Documents         </div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>
RFS2 EMTS RIN Generation Report	The quarterly RFS2 EMTS RIN Generation Report.	Quarterly	09/10/2010 11:20:31 AM EDT	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">- Select -</div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>
RFS2 EMTS Activity Report (Assigned RINS)	RFS2 EMTS Activity Report (Assigned RINS)	Quarterly	09/10/2010 11:21:25 AM EDT	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">- Select -</div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>
RFS2 EMTS Activity Report (Separated RINS)	RFS2 EMTS Activity Report (Separated RINS)	Quarterly	09/10/2010 11:21:28 AM EDT	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">- Select -</div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>
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	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">- Select -</div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>
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	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">- Select -</div> <div style="border: 1px solid #ccc; padding: 2px;">Go</div> </div>

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 60). You must open the ZIP file to extract the report.

**Figure 60: 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 61). 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 61: View Reported Errors Page


**EPA** Moderated Transaction System

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[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.



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 62), use the Search for Transactions filters to identify the transaction for which you wish to report an error.


Figure 62: 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

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 63).


**Figure 63: Identify Transaction Errors**


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[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.



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

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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 64).

**Figure 64: 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.

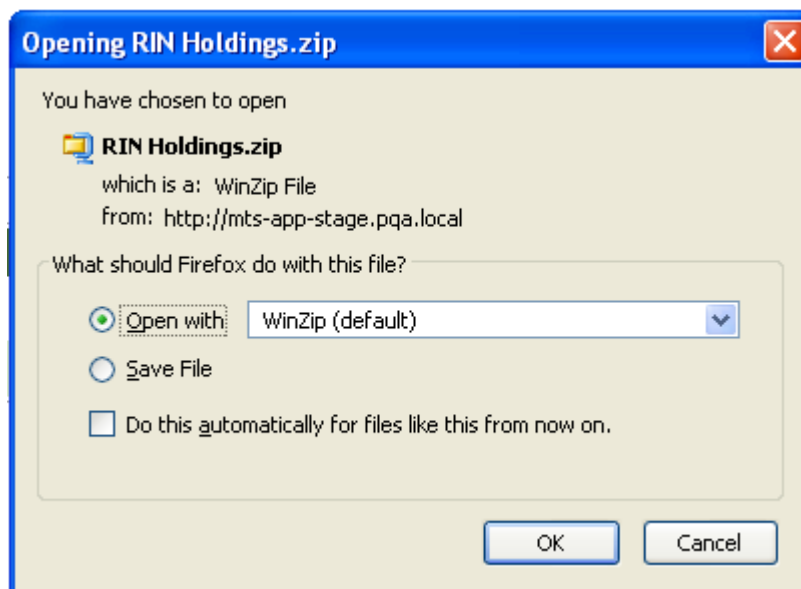
Transaction ID	Transaction Type	Submission Date
20	Generate	09/21/2010 9:25:26 AM EDT
21	Separate	09/21/2010 9:25:42 AM EDT
22	Retire	09/21/2010 9:26:04 AM EDT

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

**Figure 65: 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>. You are required to submit the reports in PDF format within two months of the end of the quarter. Note that the XML versions of the quarterly reports should be used for verification purposes only.

### **Are examples of the quarterly reports available?**

For examples of the quarterly reports, please see the document "EMTS Quarterly Reports - Getting Started Guide."

## Annual Reports

EMTS generates two organization-specific annual reports, both of which are provided in PDF format. The RFS2 EMTS Annual Report shows details for every RIN batch that an organization has retired for compliance, and the RFS2 EMTS Annual Statement shows aggregate values for the number of RINs an organization has retired for compliance.

Users must be subscribed to the reports to be able to download them after they are generated by EMTS. Subscriptions are organization specific, so all submitters for an organization can download the reports. You can subscribe to the annual reports on the Manage Subscriptions page by selecting Manage Subscriptions under Reports on the EMTS main menu.

To change the subscription for an annual 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.

To download the annual reports, you must login to the EMTS web application. 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. For the annual report that you wish to download, 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 65). You must open the ZIP file to extract the report. EMTS quarterly reports are provided in PDF format.

## EMTS Technical Support

If you have any questions or want to report defects, comments, enhancements, or feedback, you may contact EMTS Technical Support at [support@epamts-support.com](mailto:support@epamts-support.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.