

EMTS Uploading Unused Fuels ABT Credits into EMTS Tutorial

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

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Introduction

Welcome to the tutorial on Uploading Unused Fuels ABT Credits into EMTS.

Transition of Fuels ABT to EMTS

In 2014 and 2015, the EPA Moderated Transaction System (EMTS) was modified to include Fuels Averaging, Banking, and Trading (ABT) program credits. As of April 30, 2015, all unused sulfur and benzene credits from the years 2010 through 2014 are required to be entered into EMTS.

For a more complete overview of Fuels ABT in EMTS, please view the Sulfur and Benzene Fuels ABT Overview Tutorial at http://www.epa.gov/otaq/fuels/gasolinefuels/sulfur-benzene/sulfur_benzene.htm.

Now we will take a look at the Unused Credits Submission Template.

Unused Credits Submission Template

The Unused Credits Submission Template is an Excel file that can be found on the EMTS Documents page. A link to this page will be provided in the Resources section at the end of this tutorial.

The Template consists of five required columns:

- Organization Identifier;
- Credit Type;
- Credit Year;
- Quantity; and
- Times Traded.

Hovering your mouse over each column header reveals a comment describing what each field should include.

Organization Identifier refers to the four-digit EPA company ID of the organization that owns the credits.

Credit Type is the Credit Type Code of the unused credits. Sulfur has a code of 10 and Benzene has a code of 20.

Credit Year is the year in which the gasoline was produced. Only credits with credit year 2010 through 2014 can be entered in the Unused Credits Submission file.

Quantity is the quantity of unused credits and must be an integer.

Times Traded refers to the number of times in which the referenced set of credits has been traded. Valid values are "0", "1", or "2" since a credit can only be traded up to two times.

Example Submission

As you can see, an example submission has been completed for you.

There are no restrictions to the number of rows you can enter in the Unused Credits template, as long as each row is a valid entry and complies with the instructions for each field.

It is important to note that you may not submit entries for the same credit profile more than once, including within the same file. A credit profile is defined by the unique combination of Organization ID, Credit Type, Credit Year, and number of Times Traded (all fields except Quantity). For example, in this file, the first credit profile is for 2012 Sulfur Credits owned by Organization ID 4672 that have been traded 1 time. Make sure you enter credits for each credit profile all at once, as you will not be able to submit any additional records for that profile in the same file or in a separate file.

We will now log in to EMTS where you will be able to submit the Excel file.

EMTS Home Page

This is the home page for EMTS and is what you will see when you first login. The menu options may be slightly different, depending on your user role.

You will upload the Unused Credits Submission file on the Submit 2010-2014 Unused Fuels ABT Credits page, which is an organization-specific page. This means that after logging in you must select the same organization for which you are uploading unused credits. You can determine the organization in the top right corner of the screen and in the Organization accordion on the right. To switch organizations, you would click the "Select a Different Organization" link.

Now that we have confirmed the correct organization, we will navigate to the 2010-2014 Fuels ABT Credits page.

To continue, please select "2010-2014 Fuels ABT Credits" from the Fuels ABT Credits drop-down menu.

Submit 2010-2014 Unused Fuels ABT Credits Page

On this page, you can upload your Unused Credits file as well as view any Pending Uploads or Processed Uploads.

Click the "Browse" button to continue.

Select a File for Upload

Once you have selected the file to upload, click the "Open" button.

Upload File

Your file name will appear in the File field.

Click the "Upload" button to continue.

Confirm 2010-2014 Unused Fuels ABT Credits Page

Before your submission can be completed, you must confirm the submission. On this page, you can view your upload details as well as your submission details. If any information is incorrect, you would need to cancel your submission by clicking the "Cancel" button. You would then make the necessary corrections and re-upload your file. It is important to make sure that your data is correct before confirming the submission.

Below the grid, you have several different export options if you would like to save your submission data for your records.

If you navigate away from this page before clicking either the Cancel or Confirm Submit button, the submission will be saved in the Pending Uploads table. To illustrate this concept, we will navigate back to the 2010-2014 Fuels ABT Credits page without clicking the "Cancel" or "Confirm Submit" button. Notice that your Upload ID for this submission is 29.

To continue, select "2010-2014 Fuels ABT Credits" from the Fuels ABT Credits drop-down menu.

Submit 2010-2014 Unused Fuels ABT Credits Page

You are now back on the Submit 2010-2014 Unused Fuels ABT Credits page. In the Pending Uploads table, you can see the same submission we just uploaded with the Upload ID of 29.

In the "I want to..." column, you have the option to Continue Submission or Cancel Submission.

Please select "Continue Submission".

Continue Submission

Next click the "Go" button.

Confirm Submit

You are now back on the Confirm 2010-2014 Unused Fuels ABT Credits page where you can view the upload details and submission details for Upload ID 29. Below the grid, you again have export options to save the submission details for your records.

Click the "Confirm Submit" button to continue.

Submission Complete

The message at the top confirms that your data has been submitted. The Pending Uploads table is now empty and you can see your submission in the Processed Uploads table below. To view the Upload and Submission Details for any row, you would click the "Go" button in the "I want to..." column.

Once you have successfully uploaded your data, you can view the resulting credits in your Fuels ABT Holdings.

To continue, select "Fuels ABT Holdings" from the Fuels ABT Credits drop-down menu.

Manage Fuels ABT Holdings Page

The unused credits you just submitted have now been added to your Fuels ABT Holdings. Now we will review some resources available to you.

Resources

Below is a list of resources that were mentioned throughout this tutorial or related to this topic.

- [EMTS Documents](#) page
 - [EMTS Unused Credits Submission Template](#) (Excel file)
- [Sulfur and Benzene Credit Trading](#) page
 - [Fuels ABT EMTS Transition Guide](#)
 - [Sulfur and Benzene Fuels ABT Overview Tutorial](#)

This concludes the tutorial on Uploading Unused Fuels ABT Credits into EMTS.