

# EMTS Fuels ABT User's Guide

Version 4.1



# EMTS Fuels ABT User's Guide

## Version 4.1

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

### *IMPORTANT REMINDER:*

*Regulated parties are urged to conduct due diligence investigations and exercise caution when conducting gasoline sulfur and benzene credit transactions. Neither EPA nor its systems, including the EPA Moderated Transaction System (EMTS), certify or validate gasoline sulfur or benzene credits. As specified in the regulations at 40 CFR 80.315(b)(2) and 40 CFR 80.1295(b)(2), invalid gasoline sulfur and benzene credits cannot be used for compliance, regardless of the party's good faith belief that the credits were valid at the time they were acquired.*

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## Introduction

This user's guide is intended to help users transact credits for the Sulfur and Benzene Averaging, Banking, and Trading (ABT) program using the EPA Moderated Transaction System (EMTS).

## Manage Fuels ABT Holdings

To view your Sulfur and Benzene ABT credit holdings, hover over Fuels ABT Credits on the main menu of the EMTS website and select Fuels ABT. Only Non-renewable Fuel Importers and Refiners may participate in the Fuels ABT program; if your organization is not registered with one of those business activities in the OTAQ Registration system (OTAQREG), you will not see the Fuels ABT Credits menu or any related functionality. The Manage Fuels ABT Holdings screen is organization-specific (indicated by the organization name above the Fuels ABT Credit Holdings grid). To switch the organization for which you are viewing credit holdings, open the Organizations tab of the accordion in the top right corner of the screen, and click "Select a Different Organization."

If you view the Manage Fuels ABT Holdings screen before your organization has completed any generate or buy transactions, the Fuels ABT Credit Holdings grid will be empty. At this point, you can generate or buy Fuels ABT credits (the only valid transaction types when there are no Fuels ABT Holdings) by clicking the Generate (Refiner), Generate (Importer) or Buy button. If your organization is only registered as either a non-renewable fuel importer or a refiner, then you will only see one "Generate" option. You can also buy and generate credits using the "I want to..." dropdown menu in the empty Fuels ABT Holdings grid. See the "Generating Fuels ABT Credits" section below for additional information.

Once you have completed a generate transaction or successfully purchased credits from a trading partner, the Fuels ABT Holdings grid will display your credits (see Figure 1).

Figure 1: Manage Fuels ABT Holdings Screen

Home | Contact Us | Help | Logout  
Logged in as: industry for Biodiesel Company (5001)

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINS Fuels ABT Credits

### Manage Fuels ABT Holdings

Select an action from the 'I want to...' drop-down to perform against your Fuels ABT credit holdings.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**Organizations**

Fuels ABT Holdings for: Biodiesel Company (5001)

Displaying records 1 through 1 of 1 total.

Credit Type	Credit Year	Available	Pending	Reserved	Total	I want to...
Sulfur (10)	2015	50	0	0	50	-- Select --

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

Generate(Refiner) Generate(Importer) Buy

Each row in the Fuels ABT Holdings grid represents a unique combination of Credit Type and Credit Year. For each row, the sum of credits in the Available, Pending, and Reserved columns equals the number of credits in the Total column. The credits in the Available column are credits that are available for you to use in transactions. The credits in the Pending column are credits that are involved in a pending sell transaction that you have initiated (see the “Trading Credits” section below). The credits in the Reserved column are credits that are associated with transactions in the Fuels ABT Transaction Bin (see the “Managing the Credit Transaction Bin” section below). You can filter your credit holdings using the Filter Options and sort by clicking the column names. For example, you can arrange the data to compare the total number of credits EMTS has processed in your account to your own off-line transaction records. These data are also available for download in a variety of formats.

The final column in the Fuels ABT Holdings grid is the "I want to..." column. The drop-down for each row contains the options View Details, Generate, Buy, Sell, Retire (Obligation), and Retire (Other). If you are registered as both a Refiner and a Non-renewable Fuel Importer, you will see two options for both Generate and Retire (Obligation). If you select a transaction in the "I want to..." column for a row of Credits, the Credit Type and Credit Year fields in the resulting transaction wizard will be pre-populated with the data from that row.

## Uploading Pre-2015 Unused Fuels ABT Credits

In 2014 and 2015, the EPA Moderated Transaction System (EMTS) was modified to include Fuels Averaging, Banking, and Trading (ABT) program credits. As part of this transition, all pre-2015 Unused Fuels ABT Credits must be uploaded into EMTS by using the Unused Credits Submission Template (see Figure 2), which is an Excel file that can be found on the EMTS Documents page.

**Figure 2: Pre-2015 Unused Fuels ABT Credits Template**

	A	B	C	D	E
1	Organization Identifier	Credit Type	Credit Year	Quantity	Times Traded
2					
3					
4					
5					
6					
7					
8					

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 (see Figure 3 for an example).

**Figure 3: Pre-2015 Unused Fuels ABT Credits Template Comment**

	A	B	C	D
1	Organization Identifier	REQUIRED The four-digit EPA company ID of the organization that owns the credits.		
2				
3				
4				
5				
6				
7				
8				

- 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. Credits with any credit year prior to 2015 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.

An example submission is shown in Figure 4 below.

**Figure 4: Pre-2015 Unused Fuels ABT Credits Example Submission**

	A	B	C	D	E
	Organization Identifier	Credit Type	Credit Year	Quantity	Times Traded
1					
2	4672	10	2012	50	1
3	4672	20	2013	100	0
4					
5					
6					
7					

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.

After you have completed the Pre-2015 Unused Fuels ABT Credits Template, you will upload it on the Submit Pre-2015 Unused Fuels ABT Credits page (see Figure 5). This page is accessed by hovering over the Fuels ABT Credits menu and then clicking the Pre-2015 Unused Credits menu item. The Pre-2015 Unused Fuels ABT Credits page is organization-specific, which 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.

**Figure 5: Submit Pre-2015 Unused Fuels ABT Credits**

**Submit Pre-2015 Unused Fuels ABT Credits**

Select a file to submit.

**Identify File**

\* File:  No file selected.

**Pending Uploads for: Test Organization 1.1 (IT-Org1.1)**

Upload ID	Organization ID	Upload Date	Submitter	Submission Status	I want to...
No results found.					

**Processed Uploads for: Test Organization 1.1 (IT-Org1.1)**

Upload ID	Organization ID	Upload Date	Submitter	Submission Status	I want to...
No results found.					

**Sidebar:**

- ▶ RFS2 Transaction Bin
- ▶ Fuels ABT Transaction Bin
- ▼ Organizations
  - Selected Organization: Test Organization 1.1 (IT-Org1.1)
  - [Select a Different Organization](#)

To upload your file, click the Browse button, select the file to upload, and then click the Open button. Your file name will appear in the File field. Click the Upload button to continue the submission.

Before your submission can be completed, you must confirm the submission on the Confirm Submit Pre-2015 Unused Fuels ABT Credits page (see Figure 6).

Figure 6: Confirm Submit Pre-2015 Unused Fuels ABT Credits

### Confirm Pre-2015 Unused Fuels ABT Credits

Please confirm and submit your unused credits information by clicking Confirm Submit. If you cancel, the system will not retain your uploaded information. To make corrections, cancel and re-upload your revised information.

[View Fuels ABT Transaction Bin](#)

Upload Details

**Upload Status:** Pending as of 05/14/2015 3:30:13 PM EDT

**Upload ID:** 20

**Submitter:** User1, Unit

**Organization:** Test Organization 1.1 (IT-Org1.1)

Displaying records 1 through 2 of 2 total.

Upload ID	Organization	Credit Type	Credit Year	Quantity	Times Traded
20	4672	Sulfur (10)	2012	50	1
20	4672	Benzene (20)	2013	100	0

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

Cancel

Confirm Submit

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 on the Submit Pre-2015 Unused Fuels ABT Credits page.

To continue with the submission, click the Confirm Submit button. You will then be taken back to the Submit Pre-2015 Unused Fuels ABT Credits page (see Figure 7).

**Figure 7: Submit Pre-2015 Unused Fuels ABT Credits – Submission Processed**

**Submit Pre-2015 Unused Fuels ABT Credits**

Your data has been submitted as Upload 20.

**Identify File**

• **File:**  No file selected.

**Pending Uploads for: Test Organization 1.1 (IT-Org1.1)**

Upload ID	Organization ID	Upload Date	Submitter	Submission Status	I want to...
No results found.					


**Processed Uploads for: Test Organization 1.1 (IT-Org1.1)**

Upload ID	Organization ID	Upload Date	Submitter	Submission Status	I want to...
20	IT-Org1.1	05/14/2015	User1, Unit	Processed	View Details <input type="button" value="Go"/>

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

► RFS2 Transaction Bin

▼ Fuels ABT Transaction Bin

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

[View Fuels ABT Transaction Bin](#)

► Organizations

The message at the top confirms that your data has been submitted 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 access your holdings, select "Fuels ABT Holdings" from the Fuels ABT Credits drop-down menu.

## Generating Fuels ABT Credits

From the Manage Fuels ABT Holdings screen, if your organization is registered as both a non-renewable fuel importer and a refiner, you have the option to generate credits as either a refiner or as an importer. If your organization is only registered as either a non-renewable fuel importer or a refiner, then you will only see one "Generate" option. To generate credits as a refiner, click the Generate (Refiner) button or select Generate (Refiner) in the "I want to..." drop-down (or if you are only registered as a refiner, select the "Generate" option) and click Go. Doing so opens the first screen of the two-step Generate Wizard (see Figure 8).

Figure 8: Generate (Refiner) Wizard – Identify Production Source (Step 1)

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Logged in as: industry for Biodiesel Company (5001)

**MTS**  
EPA Moderated Transaction System

Organization Submissions Trades Reports RINs Fuels ABT Credits

### Generate Fuels ABT Credits - Identify Production Source

Select the type of Fuels ABT credits to generate and the applicable facility.

**Identify Production Source**

\* Credit Year: 2015

Generating Organization: Biodiesel Company (5001)

\* Generating Facility: Bio Blast Plant (-5552)

\* Credit Type: Sulfur (10)

\* Generate Reason Code: Refine non-renewable fuel (10)

\* = Required Field

<< Credit Holdings Generate Credits >>

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**1 Identify Production Source**

**2 Generate Credits**

The following information is required to generate credits as a refiner:

- Year for which the credits are being generated;
- Organization generating the credits;
- Generating facility;
- Credit type (Sulfur or Benzene); and
- Reason for generating the credits.

The Generating Organization will be pre-populated and read-only. If you select Generate from the “I want to...” column of an existing holding, then the Credit Year will also be pre-populated and read-only; otherwise, it will appear as a text field (as in Figure 2). If your organization only has one registered facility, then Generating Facility will also be pre-populated.

Generating as an Importer has very similar first steps. From the Manage Fuels ABT Holdings screen, you may also generate credits as an importer. To do so, either click the Generate (Importer) button or select Generate (Importer) in the “I want to...” drop-down (or if you are only registered as an importer, select the “Generate” option) and click Go. Doing so opens the first screen of the two-step Generate (Importer) Wizard (see Figure 9).

Figure 9: Generate (Importer) Wizard – Identify Production Source (Step 1)

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Logged in as: industry for Biodiesel Company (5001)

**MTS**  
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Organization Submissions Trades Reports RINS Fuels ABT Credits

### Generate Fuels ABT Credits - Identify Production Source

Select the type of Fuels ABT credits to generate and the applicable facility.

**Identify Production Source**

\* Credit Year: 2015

Generating Organization: Biodiesel Company (5001)

\* Credit Type: Benzene (20) ▼

\* Generate Reason Code: Import non-renewable fuel (20) ▼

\* = Required Field

<< Credit Holdings Generate Credits >>

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**1 Identify Production Source**

**2 Generate Credits**

The following information is required to generate credits as an importer:

- Year for which the credits are being generated;
- Organization generating the credits;
- Facility generating the credits;
- Credit type (Sulfur or Benzene; and
- Reason for generating the credits.

The Generating Organization will be pre-populated and read-only. If you select Generate from the “I want to...” column of an existing holding, then the Credit Year will also be pre-populated and read-only; otherwise, it will appear as a text field (as in Figure 8).

As both an importer and a refiner, once you have completed all of the required fields, click Generate Credits at the bottom of the screen to move to the second screen of the Generate Wizard. If all of the information on the Identify Production Source screen is valid, the next screen will be either the Generate Fuels ABT Credits (Sulfur) screen or Generate Fuels ABT Credits (Benzene) screen, based on the Credit Type you have selected. If your information is not valid or if you have not completed all required fields, you will see error messages; see Figure 10 for an example of a validation message that you may encounter on this screen.

Figure 10: Quality Assurance Check Errors

The screenshot displays the EPA Moderated Transaction System (MTS) interface. At the top, the MTS logo is on the left, and navigation links (Home, Contact Us, Help, Logout) and the user's login information (Logged in as: industry for Biodiesel Company (5001)) are on the right. Below the header is a navigation bar with links: Organization, Submissions, Trades, Reports, RINs, and Fuels ABT Credits. The main content area is titled 'Generate Fuels ABT Credits - Identify Production Source'. On the left, a 'Field Errors' box contains a red message: 'Please select a Credit Type from the drop-down.' Below this is the 'Identify Production Source' form, which includes fields for 'Credit Year' (2015), 'Generating Organization' (Biodiesel Company (5001)), 'Credit Type' (a dropdown menu currently showing '-- Select --'), and 'Generate Reason Code' (Import non-renewable fuel (20)). A legend indicates that an asterisk (\*) denotes a required field. On the right side of the form, there is a 'Fuels ABT Transaction Bin' section showing 0 un-submitted transactions and a link to 'View Fuels ABT Transaction Bin'. Below this is a numbered list of steps: '1 Identify Production Source' and '2 Generate Credits'. At the bottom of the form, there are two buttons: '<< Credit Holdings' and 'Generate Credits >>'.

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Logged in as: industry for Biodiesel Company (5001)

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Organization Submissions Trades Reports RINs Fuels ABT Credits

**Generate Fuels ABT Credits - Identify Production Source**

**Field Errors**

- Please select a Credit Type from the drop-down.

**Identify Production Source**

\* Credit Year: 2015  
Generating Organization: Biodiesel Company (5001)  
\* Credit Type: -- Select --  
\* Generate Reason Code: Import non-renewable fuel (20)

\* = Required Field

<< Credit Holdings Generate Credits >>

**Fuels ABT Transaction Bin**

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

**1 Identify Production Source**  
**2 Generate Credits**

If you select Sulfur as your Credit Type, you will be directed to the Generate ABT Fuels Credits (Sulfur) screen (see Figure 11).

**Figure 11: Generate Wizard – Generate ABT Fuels Credits (Sulfur) Screen (Step 2a)**

**Generate Fuels ABT Credits**

Enter the annual volume of gasoline produced, average sulfur concentration, and quantity of credits.

**Credit Year:** 2015  
**Generating Organization:** Biodiesel Company (5001)

**Identify Credits**

**Gasoline Sulfur Standard:** 30 PPM

\* **Average Sulfur Concentration:**  (PPM) Report as a decimal, with two digits to the right of the decimal point (e.g., 9.00)

\* **Annual Volume:**  (Gallons) Total volume of gasoline produced during the averaging period.

\* **Quantity of Sulfur Credits:**  (Gasoline Sulfur Standard - Avg Sulfur Concentration) x Annual Volume

**Additional Information:**

\* = Required Field

<< Production Source    Add to Transaction Bin >>

**Fuels ABT Transaction Bin**

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

1 Identify Production Source  
**2 Generate Credits**

On this screen, you must enter the following information:

- Average Sulfur Concentration;
- Annual Volume;
- Quantity of Sulfur Credits;

The Quantity of Sulfur Credits that you enter must match the system calculated value (based on the Average Sulfur Concentration and Annual Volume that you entered). If it does not, you will receive an error message that will prevent you from adding your Credit Generate transaction to the Credit Transaction Bin. Entering additional information is optional.

The information you entered on the previous screen will be displayed at the top of the screen in read-only format (see Figure 11). If you are generating as an importer, the Generating Facility field will not be present.

If you select Benzene as your Credit Type, you will be directed to the Generate Benzene Credits screen (see Figure 12).

**Figure 12: Generate Wizard – Generate Benzene Credits Screen (Step 2b)**

**Generate Fuels ABT Credits**

Enter the annual volume of gasoline produced, average benzene concentration, and quantity of credits.

Credit Year: 2015  
Generating Organization: Biodiesel Company (5001)

**Identify Credits**

Gasoline Benzene Standard: 0.62%

\* Average Benzene Concentration:  (Volume Percent) For more details, please see 80.1238 of the Benzene rule.

\* Annual Volume:  (Gallons) Total volume of gasoline produced during the averaging period.

\* Quantity of Benzene Credits:   $[(\text{Gasoline Benzene Standard} - \text{Avg Benzene Concentration}) / 100] \times \text{Annual Volume}$

Additional Information:

\* = Required Field

<< Production Source    Add to Transaction Bin >>

**Fuels ABT Transaction Bin**

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

1 Identify Production Source  
2 **Generate Credits**

On this screen, you must enter the following information:

- Average Benzene Concentration;
- Annual Volume;
- Quantity of Benzene Credits;

The Quantity of Benzene Credits you enter must match the system calculated value (based on the Average Benzene Concentration and Annual Volume that you entered). If it does not, you will receive an error message that will prevent you from adding your Credit Generate transaction to the Credit Transaction Bin. Entering Additional Information is optional.

The information you entered on the previous screen will be displayed at the top of the screen in read-only format (see Figure 12). If you are generating as an importer, the Generating Facility field will not be present.

To complete the Generate Wizard, click the Add to Transaction Bin button.

## Converting Excel Files to XML

EMTS includes functionality to convert an MS Excel file into a valid XML file. EPA provides a blank Excel template, which allows users to include all transaction types in one file. It includes general notes about submitting transactions, user-specific submittal information, and a tab for each

transaction type. The EMTS Excel Conversion Template can be found here <http://www.epa.gov/otaq/fuels/renewablefuels/emshtml/emsdocuments.htm>.

**Important Notes:** The transaction types must remain in the same order presented in the template and the template header rows also must remain unchanged to allow EMTS to process the file.

Required columns have a header that is highlighted yellow. Additional information is included in column header comments and in the Notes tab. To view comments, hover over the header, as shown in Figure 13 below.

**Figure 13: Excel Conversion Template Comment**

	A	B	C	D
1	Credit Type	Credit Year	<b>REQUIRED</b> The year in which the gasoline was produced. The annual Fuels-ABT averaging period.	Credit Status Code
2				
3				
4				
5				
6				

To convert an Excel file into XML, navigate to Submissions→ Submit File from the main EMTS menu or the EMTS home screen (see Figure 14).

**Figure 14: EMTS Home Screen Submit File Options**



The Submit File screen is user-specific, so if you represent multiple organizations, you can submit files for all of your organizations from the Submit File screen without changing the organization that you represent. However, submissions for each organization must be included in a separate file

submission. From this screen, you may submit only one Excel file at a time. In addition, you may not submit multiple files with the same file name in a given calendar year (to prevent accidental duplication).

On the Submit File screen (see Figure 15), click the Browse button to identify the Excel file you would like to convert. The tab order and name, as well as the header rows, must remain unchanged from the Excel Template.

**Figure 15: Submit File Screen**

Home | Contact Us | Help | Logout  
Logged in as: IT-User1 for Test Organization 1.1 (IT-Org1.1)

**MTS**  
EPA Moderated Transaction System

Organization Submissions Trades Reports RINS

### Submit File

Select a file to submit. If the file is an XML file, then the file must include the Exchange Network Header v2.0 and must pass EMTS v3.0 XSD schema validation for it to be submitted to the EMTS Node. If you are submitting an Excel file, click 'Convert', click 'OK' or 'Cancel' on the save dialog, and then click 'Submit'. You may retain a copy of the converted file by clicking 'OK' on the save dialog. If you do not do this, you may still access this file via EMTS for 7 days. If you represent multiple organizations, you may submit a file for any of your organizations from this page.

**Identify File**

\* File:

Browse... No file selected.

View Node Submissions Convert Submit

**RFS2 Transaction Bin**

Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

[View RFS2 Transaction Bin](#)

Once you have identified a file, click the Convert button (see Figure 16). After clicking the Convert button, it may take some time to process, so please be patient.

**Figure 16: Submit File Screen – Loading the File**

**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINs Fuels ABT Credits

### Submit File

Select a file to submit. If the file is an XML file, then the file must include the Exchange Network Header v2.0 and must pass EMTS v3.0 XSD schema validation for it to be submitted to the EMTS Node. If you are submitting an Excel file, click 'Convert', click 'OK' or 'Cancel' on the save dialog, and then click 'Submit'. You may retain a copy of the converted file by clicking 'OK' on the save dialog. If you do not do this, you may still access this file via EMTS for 7 days. If you represent multiple organizations, you may submit a file for any of your organizations from this page.

**Identify File**

\* File:

Browse... No file selected.

View Node Submissions **Convert** Submit

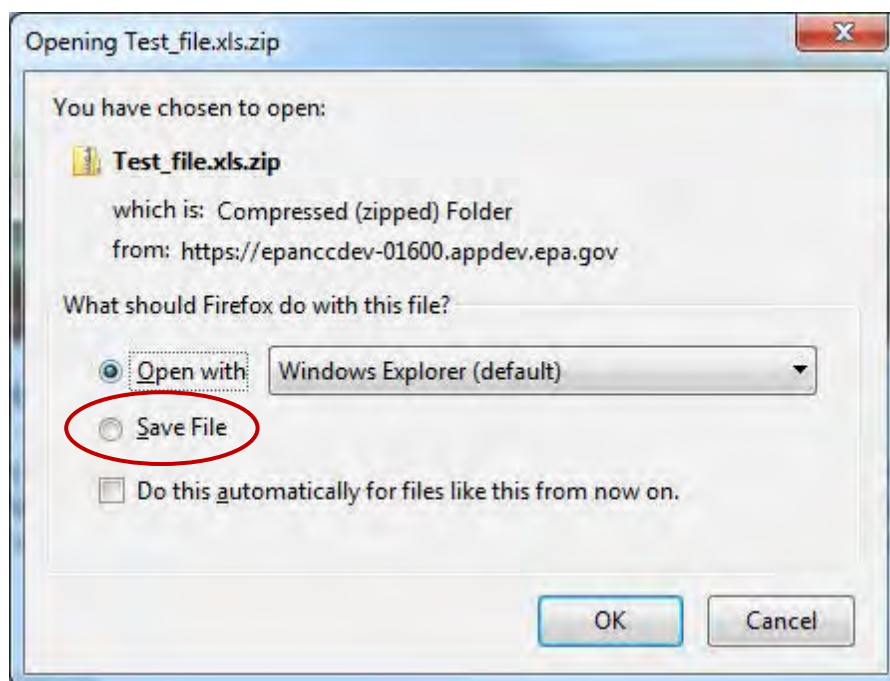
**RFS2 Transaction Bin**

Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

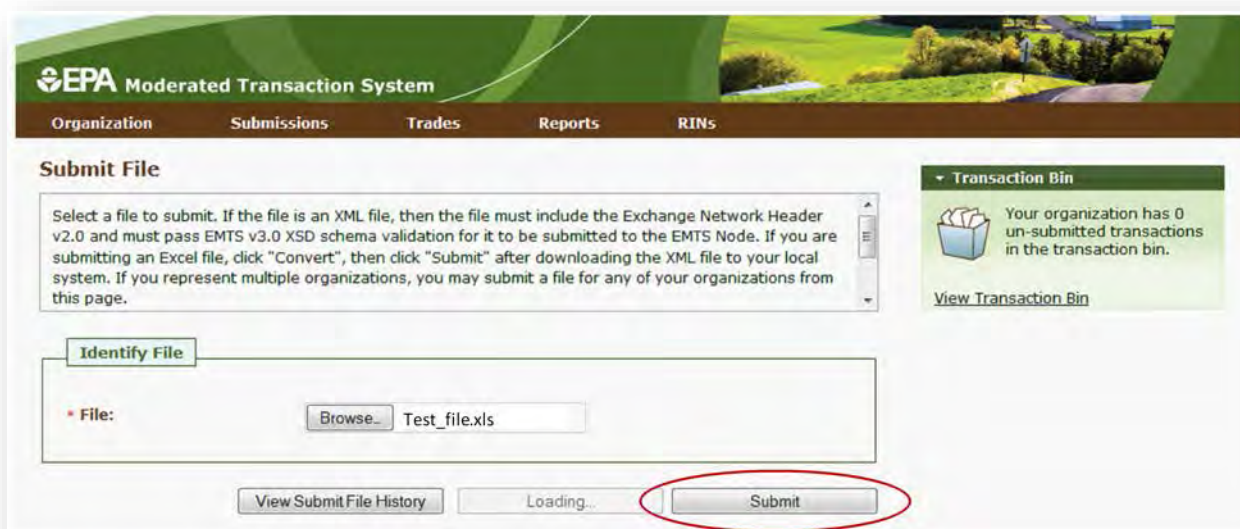
[View RFS2 Transaction Bin](#)

**Fuels ABT Transaction Bin**

If your file was successfully converted from Excel to XML, you will see the following screen pop up (see Figure 17), which provides you with an opportunity to save the XML file for your records. If your file had any errors during conversion, you will see the corresponding QA Check Errors pop up on the Submit File screen. Once you have corrected your errors, re-submit the file and click the Convert button.

**Figure 17: Successful Conversion – Opportunity to Save XML File**

Once you have saved the XML file for your records, you are ready to submit it for processing. Click the Submit button from the Submit File screen, as shown in Figure 18. It may take some time to process, so please be patient and avoid clicking the Submit button again.

**Figure 18: Submit Converted Excel File**

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 screen. If your file is valid, the message on the Submit File screen will be updated to indicate that your file has been submitted (see Figure 19).

**Figure 19: Submit File Screen**

To view the CDX node status details for your submission, click the View Submit File History button. You can also access the Submit File History screen by hovering over the Submissions menu option and clicking Submit File History. The Submit File History screen (see Figure 20), like the Submit File screen, 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 screen 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.

Figure 20: Submit File History screen

**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.

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

**Search for Submitted Files**

CDX Submission ID:

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

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

Results Per Page:  20

Submit File History For: **Test Company**

Displaying records 1 through 3 of 3 total.

CDX Transaction ID	File Name	Received By CDX	Status Date
_5119912c-8643-f135-0f7f-8dd096941215	Test_file.zip	Yes	9/24/13 1:52 PM
_50f91944-8643-f135-550c-1e6a69945942	Test_file.zip	Yes	9/24/13 1:16 PM
_504fbb88-8643-f135-6d8a-e93bd90b81a8	Test_file2.zip	Yes	9/24/13 10:11 AM

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

## Managing the Fuels ABT Transaction Bin

After you click Add to Transaction Bin, you are taken to the Fuels ABT Transaction Bin, where transactions will be stored temporarily until you are ready to submit them (see Figure 21).

Figure 21: Fuels ABT Transaction Bin

**Fuels ABT Transaction Bin**

The last transaction submitted for Biodiesel Company (5001) through the EMTS website was submitted by industry on Jan 29, 2015 at 12:39:18 PM.

Organizations  
Selected Organization: Biodiesel Company (5001)  
[Select a Different Organization](#)

Submit >>

**Generate Fuels ABT Transactions**

Credit Year	Credit Type	Standard Concentration	Avg Concentration	Generating Facility	Quantity	Status Date	I want to...
2015	Sulfur (10)	30 PPM	1 PPM	Bio Blast Plant (-5552)	29000	01/29/2015 1:42:14 PM EST	-- Select -- Go
2015	Sulfur (10)	30 PPM	5 PPM	Waynesboro (-5008)	25000	01/29/2015 1:42:53 PM EST	-- Select -- Go

**Buy Fuels ABT Transactions**

Transfer Date	Credit Year	Credit Type	Times Traded	Quantity	Trading Partner	Status Date	I want to...
There are no credit buy transactions.							

**Sell Fuels ABT Transactions**

Transfer Date	Credit Year	Credit Type	Times Traded	Quantity	Trading Partner	Status Date	I want to...
There are no credit sell transactions.							

**Retire Fuels ABT Transactions**

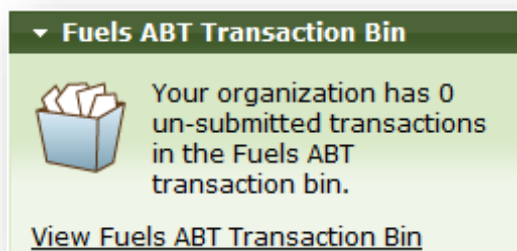
Credit Year	Credit Type	Times Traded	Quantity	Reason Code	Status Date	I want to...
There are no credit retire transactions.						

Submit >>

The Fuels ABT Transaction Bin is organization-specific, so transactions added to the Transaction Bin by any of your organization's submitters will be displayed on the screen. To switch the organization for which the Fuels ABT Transaction Bin is displayed, click [Select a Different Organization](#). There is no restriction on the number of transactions that you can add to the Fuels ABT Transaction Bin.

For all transactions in the Fuels ABT Transaction Bin, you have the option to View Details by selecting View Details in the "I want to..." dropdown and clicking Go. You will be taken to a screen that displays all of the details of the credit submission and transaction. This screen can be used to verify the contents of the transaction before submitting it. If you find that any information you entered is incorrect, you can Remove the transaction via the "I want to..." dropdown.

Along with accessing the Fuels ABT Transaction Bin at the end of each wizard, you can navigate to the Transaction Bin from multiple screens of the EMTS website using the Fuels ABT Transaction Bin accordion tab on the right side of the screen (see Figure 22). The tab contains the number of unsubmitted transactions and a link to the Credit Transaction Bin.

**Figure 22: Accessing the Transaction Bin**

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

To complete a transaction, you must submit it from the Fuels ABT Transaction Bin by clicking the Submit button at the bottom of the screen. If you have multiple transactions in the Fuels ABT Transaction Bin, you must submit all of the transactions with the same Credit Year 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. You may not submit transactions across multiple Credit Years as part of a single transaction bin submission. If you have multiple transactions using RINs from different Credit Years, you need to select a Credit Year from the dropdown in the Fuels ABT Transaction Bin before submitting your transactions from your Fuels ABT Transaction Bin (see Figure 23). For example, if you have a Credit Sell transaction for 2014 Sulfur credits and a Credit Retire transaction for 2015 Sulfur credits in your Fuels ABT Transaction Bin, you must submit the transactions from 2014 and 2015 separately.

Figure 23: Fuels ABT Transaction Bin – Credit Year Options

**Fuels ABT Transaction Bin**

▼ Organizations

Selected Organization: Biodiesel Company (5001)

[Select a Different Organization](#)

\* Select RIN Year: -- Select --

**Generate Fuels ABT Transactions**

Credit Year	Credit Type	Standard Concentration	Avg Concentration	Generating Facility	Quantity	Status Date	I want to...
There are no credit generate transactions.							

**Buy Fuels ABT Transactions**

Transfer Date	Credit Year	Credit Type	Times Traded	Quantity	Trading Partner	Status Date	I want to...
There are no credit buy transactions.							

**Sell Fuels ABT Transactions**

Transfer Date	Credit Year	Credit Type	Times Traded	Quantity	Trading Partner	Status Date	I want to...
There are no credit sell transactions.							

**Retire Fuels ABT Transactions**

Credit Year	Credit Type	Times Traded	Quantity	Reason Code	Status Date	I want to...
2013	Sulfur (10)		50	Demonstrate annual compliance (80)	12/09/2014 2:32:57 PM EST	-- Select -- <input type="button" value="Go"/>
2014	Benzene (20)		75	Demonstrate annual compliance (80)	12/09/2014 2:33:25 PM EST	-- Select -- <input type="button" value="Go"/>

\* Select RIN Year: -- Select --

-- Select --  
 2013  
 2014

**Note:** Submitting a transaction that is acting upon a large number of credit 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 Fuels ABT Holdings and Fuels ABT Transaction Bin reflect the results of that transaction.

After you press Submit, you will be taken to a Confirm and Submit screen (see Figure 24), which displays an overview of the transactions you are about to submit. You must click the Confirm Submit button to complete the submission.

**Figure 24: Confirm and Submit Page**

**Confirm and Submit**

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

**Fuels ABT Transaction Bin**

Your organization has 1 un-submitted transactions in the Fuels ABT transaction bin.  
[View Fuels ABT Transaction Bin](#)

**Fuels ABT Transactions**

Transaction	Credit Type	Credit Year	Times Traded	Credit Quantity
Credit Generate	Sulfur (10)	2015	N/A	29000

<< Back   Confirm Submit >>

Once you confirm the submission, your Fuels ABT Holdings will reflect the results of the submitted transactions, and the Fuels ABT Transaction Bin will no longer contain the submitted transactions.

## Retiring Fuels ABT Credits

You may choose to retire credits from your Fuels ABT Holdings. All organizations that participate in the Fuels ABT program (Non-renewable Fuel Importers and Refiners) are obligated parties and therefore may retire credits for obligation, along with retiring credits for other reasons (see Figure 25).

**Figure 25: Retire Options for an Obligated Party with Credits**

**Manage Fuels ABT Holdings**

Select an action from the 'I want to...' drop-down to perform against your Fuels ABT credit holdings.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**Organizations**

**Fuels ABT Holdings for:** Biodiesel Company (5001)

Displaying records 1 through 2 of 2 total.

Credit Type	Credit Year	Available	Pending	Reserved	Total	I want to...
Sulfur (10)	2015	54050	0	0	54050	-- Select --
Benzene (20)	2015	500	0	0	500	-- Select --

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

[Generate\(Refiner\)](#) [Generate\(Importer\)](#) [Buy](#)

[Contact Us](#) | [Help](#)

**I want to... dropdown options:**

- Select --
- View Details
- Generate as Refiner
- Generate as Importer
- Buy
- Sell
- Retire (Obligation) as Refiner
- Retire (Obligation) as Importer
- Retire (Other)


For a row of credits in your Fuels ABT 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 (Other) Wizard (see Figure 26).

Figure 26: Retire (Other) Wizard – Identify Credits (Step 1)

**Retire - Identify Fuels ABT Credits (Other)**

Identify the Fuels ABT credits for retirement by entering the required information below. If the Times Traded field is left blank, then the system selects credits to retire based on the number of times traded in descending order.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**Identify Credits**

\* **Credit Type:** Sulfur (10) ▾

**Credit Year:** **2015**

**Times Traded:** -- Select -- ▾

\* **Quantity of Credits:**

\* **Transaction Date:**  ...  
(MM/DD/YYYY)

\* **Reason for Retire:** -- Select -- ▾

**Additional Information:**

Additional Information is required for retire reasons 60, 140, 150.

Document Type	Identifier	Action
Nothing found to display.		

**Add Document Information**

**Document Type:**

**Document Identification:**

<< Credit Holdings
Advanced Credit Selection >

**1 Identify Credits**

**2 Advanced Credit Selection (Optional)**

The green boxes on the right side of the screen indicate which of the two steps of the Retire Wizard you are completing. The following information is required to retire credits for reasons other than compliance:

- Credit Type;
- Credit Year;
- Number of times the credits have been traded;
- Quantity of credits;
- Transaction Date; and
- Reason for the retire transaction.

All required fields are marked with a red asterisk. The Credit Type and Credit Year fields are automatically populated with the information from the row of credits that you selected to retire from your Fuels ABT Holdings grid. In the Reason for Retire field, only the reasons that are applicable to

your organization's registered business activities are available. 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. For more information, see the Separating RINs section of the EMTS User's Guide.


The Retire (Obligation) process has similar first steps. If your organization is either a refiner or a non-renewable fuel importer, you will be provided with the option "Retire (Obligation)". If your organization is both a refiner and a non-renewable fuel importer, you have the Retire (Obligation) options "as Refiner" and "as Importer" available. For a row of credits in your Credit Holdings, select the "as Refiner" option in the "I want to..." drop-down on the Manage Credit Holdings screen (or if you are only registered as a refiner, select the "Retire (Obligation)" option). Doing so will take you to the first step of the Retire (Obligation) Wizard for a refiner (see Figure 27).

Figure 27: Retire (Obligation) as Refiner Wizard – Identify Credits (Step 1)

**Retire - Identify Fuels ABT Credits (Obligation)**

Identify the Fuels ABT credits for retirement by entering the required information below. If the Times Traded field is left blank, then the system selects credits to retire based on the number of times traded in descending order.

**▼ Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**Identify Credits**

**Credit Type:** Benzene (20)

**Credit Year:** 2015

**Times Traded:** -- Select --

\* **Quantity of Credits:**

\* **Transaction Date:**  ...  
(MM/DD/YYYY)

**Reason for Retire:** Demonstrate annual compliance

**Compliance Level:** Refinery by Refinery (50)

\* **Compliance Year:**

\* **Compliance Facility:** -- Select --

**Additional Information:**

Document Type	Identifier	Action
Nothing found to display.		

**Add Document Information**

**Document Type:**

**Document Identification:**

**1 Identify Credits**

**2 Advanced Credit Selection (Optional)**

The following information is required to retire credits for compliance as a refiner:

- Credit Type;
- Credit Year;
- Quantity of Credits;
- Transaction Date;
- Reason for Retire;
- Compliance Level;
- Compliance Year; and
- Compliance Facility.

All required fields are marked with a red asterisk. Credit Type and Credit Year are automatically populated with the information from the row of credits in the Credit Holdings grid that you selected to retire. The Reason for Retire and Compliance Level fields are read-only and populated based on your Retire (Obligation) as Refiner selection from the previous screen. This screen 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.

There is one primary difference between retiring as a refiner and retiring as an importer. Refiners must specify a Compliance Facility, while importers do not. Additionally, the two transactions use different Compliance Level Codes. To begin the Retire (Obligation) process as an importer, pick a row of credits in your Fuels ABT Holdings and select the “as Importer” option in the “I want to...” dropdown on the Manage Credit Holdings screen (or if you are only registered an importer, select the “Retire (Obligation)” option). Doing so will take you to the first step of the Retire (Obligation) Wizard for an importer (see Figure 28).

Figure 28: Retire (Obligation) as Importer Wizard – Identify Credits (Step 1)

**Retire - Identify Fuels ABT Credits (Obligation)**

Identify the Fuels ABT credits for retirement by entering the required information below. If the Times Traded field is left blank, then the system selects credits to retire based on the number of times traded in descending order.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

**1 Identify Credits**

**2 Advanced Credit Selection (Optional)**

**Identify Credits**

**Credit Type:** Benzene (20)

**Credit Year:** 2015

**Times Traded:** -- Select --

**\* Quantity of Credits:**

**\* Transaction Date:**  ...  
(MM/DD/YYYY)

**Reason for Retire:** Demonstrate annual compliance

**Compliance Level:** Aggregated Importer (10)

**\* Compliance Year:**

**Additional Information:**

Document Type	Identifier	Action
Nothing found to display.		

**Add Document Information**

**Document Type:**

**Document Identification:**

The following information is required to retire credits for compliance as an importer:

- Credit Type;
- Credit Year;
- Quantity of Credits;
- Transaction Date;
- Reason for Retire;
- Compliance Level; and
- Compliance Year.

All required fields are marked with a red asterisk. Credit Type and Credit Year are automatically populated with the information from the row of credits in the Fuels ABT Holdings grid that you selected to retire. The Reason for Retire and Compliance Level fields are read-only and populated based on your Retire (Obligation) as Importer selection from the previous screen. This screen 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.

For both Retire (Other) and Retire (Obligation), when you complete the Identify Credits screen, click Advanced Credit Selection at the bottom of the screen to navigate to the second screen of the Retire Wizard. On the Advanced Credit Selection screen, you have the option of selecting the specific group of credits (by originating source information) that you wish to retire. If you do not wish to make any selections on this screen, click Add to Transaction Bin at the bottom of the screen to continue. In this situation, if you did not specify a Times Traded value on the Identify Credits screen, EMTS will automatically retire the credits in your Fuels ABT Holdings that have been traded the most number of times. Alternatively, you may use this screen to identify a specific originating organization, or organization and facility. Once you have specified the originating source information, click Add to Transaction Bin to continue. After you submit the retire transaction from the Fuels ABT Transaction Bin, the credits will be removed from your Fuels ABT Holdings.

## Trading Fuels ABT Credits (Buy & Sell)

You can initiate a trade from your Fuels ABT Holdings screen. To initiate a sell transaction, you must have credits in your Fuels ABT Holdings. The following information is required to initiate a trade through a sell transaction:

- Credit Type;
- Credit Year;
- Times Traded;
- Quantity of Credits; and
- Reason for Credit Sale.

For a row of credit data in your Fuels ABT Holdings grid, select Sell in the "I want to..." drop-down, and click Go. Doing so will take you to the first screen of the Sell Wizard (see Figure 29).

Figure 29: Sell Fuels ABT Credits – Identify Credits (Step 1)

**Sell - Identify Fuels ABT Credits**

Enter required information. To cancel a Fuels ABT trade that your organization has already initiated, go to the Pending Initiated Credit Transactions section on the Review Fuels ABT Trades page and select 'Cancel Offer' for the appropriate transaction.

**Identify Credits**

\* **Credit Type:** Sulfur (10)

\* **Credit Year:** 2015


\* **Times Traded:** -- Select -- A value of '2' should be selected only if a reason of 30, 50, or 80 is also selected.

\* **Quantity of Credits:**

\* **Sell Reason:** -- Select --

<< Credit Holdings      Select Trading Partner >>

**RFS2 Transaction Bin**

 Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

[View RFS2 Transaction Bin](#)

**Fuels ABT Transaction Bin**

**1 Identify Credits**

**2 Select Trading Partner**

**3 Transaction Details and Documents**

**4 Advanced Credit Selection (Optional)**

The green boxes on the right side of the screen indicate which of the four steps of the Sell Credits Wizard you are completing. All required fields are marked with a red asterisk. The Credit Type and Credit Year fields are automatically populated with the information from the row of credits in the Fuels ABT Holdings grid that you selected to sell. You can change these values if there is another group of credits in your holdings that you would like to sell. Once you complete the information on this screen, click Select Trading Partner to move to the next screen.

On the Select Trading Partner screen, 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 30, the organization names were filtered on the word "RA," and RAP Inc. Gen EtOH was selected from the options. The trading partner organization must be registered in the OTAQ Registration system to trade Sulfur or Benzene credits.

**Figure 30: Sell Credits – Select Trading Partner**

**Sell - Select Trading Partner**

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

**Search for Organization**

Organization: Begins with RA

Clear Search

**Select Organization**

- ☒ RAP Inc. GEN ETOH (4670)
- ☐ RAP Inc. Obligated Party (4675)

Selected Organization: RAP Inc. GEN ETOH (4670)

<< Identify Credits Transaction Details >>

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

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

When you have selected your Trading Partner, click the Transaction Details button to move on to the next screen. On the Sell Credits – Transaction Details and Documents screen, you must enter the Transfer Date.

You may also enter a Matching Transaction Identifier. This element allows users to accept specific buy/sell transactions in the case of several similar transactions. It is the unique transaction identifier assigned by EMTS to an initiated trade. When accepting a trade, users can include this element in the trade matching criteria (along with the other trade matching criteria currently in effect). If this element is reported, EMTS will attempt to locate a matching transaction based on the Matched Transaction Identifier and the other matching criteria provided. If a match is not found, then the transaction will fail. If this element is not reported, then it will not be used in the trade matching (but all other required matching elements will still apply).

You can also provide a Product Transfer Document (PTD) number and other additional information. The Transaction Details and Documents screen 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. When you have completed this screen, click Advanced Credit Selection to move to the final screen of the Sell Wizard.

On the Advanced Credit Selection screen, you have the option of specifying the credits that you wish to sell (by originating source information). If you do not wish to specify originating source information, click Add to Transaction Bin at the bottom of the screen to continue. Alternatively, you may use this screen to identify a specific originating organization, or organization and facility. Once you have specified the originating source information, click Add to Transaction Bin to continue. After you submit the sell transaction from the Fuels ABT Transaction Bin, if it has not been matched, the transaction will be in a pending state, and the credits associated with the sale will be in the Pending column of the Fuels ABT Holdings grid (see Figure 31). The credits will remain in the Pending column until the trading partner accepts or denies the sell transaction.

**Figure 31: Pending Credits in Fuels ABT Holdings Grid**

Fuels ABT Holdings for: Biodiesel Company (5001)

Displaying records 1 through 2 of 2 total.

Credit Type	Credit Year	Available	Pending	Reserved	Total	I want to...
Sulfur (10)	2015	54050	0	0	54050	-- Select -- Go
Benzene (20)	2015	475	25	0	500	-- Select -- Go

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

Generate(Refiner) Generate(Importer) Buy

The following information is required to initiate a buy transaction:

- Credit Type;
- Credit Year;
- Times Traded;
- Quantity of Credits; and
- Reason for Credit Buy.

To initiate a buy transaction, go to the Manage Fuels ABT Holdings screen, and either click the Buy button below the Fuels ABT Holdings grid or select Buy in the "I want to..." drop-down for a row in the Fuels ABT Holdings and click Go. If you select Buy for an existing row in the Fuels ABT Holdings grid, the Credit Type and Credit Year in the Buy Wizard will be pre-populated with information from that row. You can change these values if there is another group of credits that you would like to buy.

The green boxes on the right side of the screen indicate which of the three steps of the Buy Credits Wizard you are completing. All fields marked with a red asterisk are required. On the Identify Credits screen, you must provide Credit Type, Credit Year, Times Traded, and Quantity of Credits.

You also have the option of using the Advanced Credit Selection fields to specify originating source information for the credits that you wish to buy. To access the Advanced Credit Selection, click the “Advanced Credit Selection (Optional)” tab. Once open, you will be able to access the Advanced Credit Selection fields (see Figure 32). To specify the originating source for a buy transaction, you will need to know the Organization ID for the originating organization. Once you complete the Identify Credits screen of the Buy Wizard, click Select Trading Partner.

**Figure 32: Buy Credits – Identify Credits (Step 1)**

**Buy - Identify Fuels ABT Credits**

Enter required information. To cancel a Fuels ABT trade that your organization has already initiated, go to the Pending Initiated Credit Transactions section on the Review Fuels ABT Trades page and select 'Cancel Offer' for the appropriate transaction.

**Identify Credits**

- \* **Credit Type:** Benzene (20)
- \* **Credit Year:** 2015
- \* **Times Traded:** -- Select -- A value of '2' should be selected only if a reason of 30, 50, or 80 is also selected.
- \* **Quantity of Credits:**
- \* **Buy Reason:** -- Select --

**Advanced Credit Selection (Optional)**

<< Credit Holdings      Select Trading Partner >>

**RFS2 Transaction Bin**

Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

[View RFS2 Transaction Bin](#)

**Fuels ABT Transaction Bin**

- 1 Identify Credits**
- 2 Select Trading Partner
- 3 Transaction Details and Documents

The Select Trading Partner and the Transaction Details and Documents screens of the Buy Wizard have the same behavior as the corresponding screens in the Sell Wizard. For buy transactions, the trading partner organization must be registered in the OTAQ Registration system to trade Fuels ABT credits (see Figure 33).

**Figure 33: Buy Credits – Select Trading Partner (Step 2)**

**Buy - Select Trading Partner**

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

**Search for Organization**

Organization: Begins with RA

Clear Search

**Select Organization**

- ☒ RAP Inc. GEN EtOH (4670)
- ☐ RAP Inc. Obligated Party (4675)

Selected Organization: **RAP Inc. GEN EtOH (4670)**

<< Identify Credits Transaction Details >>

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

- 1 Identify Credits
- 2 Select Trading Partner**
- 3 Transaction Details and Documents

When you have selected your Trading Partner, click the Transaction Details button to move on to the next screen. On the Buy Credits – Transaction Details and Documents screen, you must enter the Transfer Date. Again, you may also provide a PTD Number, Matching Transaction Identifier, Additional Information, and Document Information.

From the Transaction Details and Documents screen, click Add to Transaction Bin. Submit the transaction from the Fuels ABT Transaction Bin to complete the buy transaction. At this point, if the transaction was not matched, it will be in a pending state, and the transfer of credits will not be reflected in your Fuels ABT Holdings grid until your 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 indicated as the trading partner), hover over Trades on the main menu and select Review Fuels ABT Trades. The Review Credit Trades screen is organization-specific (see Figure 34). To switch the organization for which


the screen is displayed, open the Organizations tab of the accordion on the right side of the screen, and click Select a Different Organization.

**Figure 34: Review Credit Trades Screen**

### Review Fuels ABT Trades

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

#### Fuels ABT Transaction Bin

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

[View Fuels ABT Transaction Bin](#)

Organizations

#### Basic Filter Options

**Credit Year:** -- Select --  
**Credit Type:** -- Select --  
**Transaction Type:** -- Select --  
**Transaction Identifier:**   
**Transfer Date (Begin):**  ...  
(MM/DD/YYYY)  
**Transfer Date (End):**  ...  
(MM/DD/YYYY)  
**Submission Date (Begin):**  ...  
(MM/DD/YYYY)  
**Submission Date (End):**  ...  
(MM/DD/YYYY)

Trading Partner

Clear Filter

(0) Pending Received Credit Transactions for [Biodiesel Company (5001)]

(2) Pending Initiated Credit Transactions from [Biodiesel Company (5001)]

Submission Date	Credit Year	Credit Type	Transaction Type	Quantity	Reason	Trading Partner	I want to ...
01/29/2015	2015	Benzene (20)	Credit Sell	25	Standard Trade	RAP Inc. GEN ETOH (4670)	-- Select -- Go
01/29/2015	2015	Sulfur (10)	Credit Buy	25	Standard Trade	RAP Inc. GEN ETOH (4670)	-- Select -- Go View Details Cancel Offer

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

The Review Credit Trades screen includes a number of filter options that you can use to search for specific initiated or received credit buy or credit sell transactions. The labels on the Pending Credit Transactions tabs include the number of transactions within each tab. In Figure 35, the organization has two Pending Initiated Credit Transactions and zero Pending Received Credit Transactions. In the Review Credit Trades accordion, only one panel can be open at a time, so to open the Pending Received Credit Transactions panel of the accordion, you would click Pending Received Credit Transactions. As a result, the Pending Initiated Credit Transactions panel would close.

For Pending Initiated Credit Transactions, you can select View Details in the "I want to..." drop-down to view the details of the transaction, or you can select Remove to cancel the trade (see Figure 35). If you choose Remove, you will be asked to confirm the cancellation, and the transaction will no longer appear in your Pending Initiated Credit Transactions (or your trading partner's Pending Received Credit Transactions).

**Figure 35: Pending Initiated Credit Transactions Options**

▼ (2) Pending Initiated Credit Transactions from [Biodiesel Company (5001)]

Submission Date	Credit Year	Credit Type	Transaction Type	Quantity	Reason	Trading Partner	I want to ...
01/29/2015	2015	Benzene (20)	Credit Sell	25	Standard Trade	RAP Inc. GEN EtOH (4670)	-- Select -- Go
01/29/2015	2015	Sulfur (10)	Credit Buy	25	Standard Trade	RAP Inc. GEN EtOH (4670)	-- Select -- View Details Cancel Offer Go

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

For Pending Received Credit Transactions, you can select View Details, Accept Offer, or Deny Offer in the "I want to..." drop-down (see Figure 36).

**Figure 36: Pending Received Credit Transactions Options**

▼ (2) Pending Received Credit Transactions for [Biodiesel Company (5001)]

Submission Date	Credit Year	Credit Type	Transaction Type	Quantity	Reason	Trading Partner	I want to ...
01/29/2015	2015	Benzene (20)	Credit Sell	25	Standard Trade	RAP Inc. GEN EtOH (4670)	-- Select -- Go
01/29/2015	2015	Sulfur (10)	Credit Buy	25	Standard Trade	RAP Inc. GEN EtOH (4670)	-- Select -- View Details Accept Offer Deny Offer Go

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


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 37). Once you press Confirm Deny, the transaction will no longer appear in your Pending Received Credit Transactions (or your trading partner's Pending Initiated Credit Transactions).

Figure 37: Deny Credit Trade Screen

### Deny Fuels ABT Trade

To deny the received Fuels ABT 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.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

You are denying the following Credit Sell pending trade:

25 2015 Benzene Credits Traded 0 time(s) from  
 Organization: Biodiesel Company (5001) submitted  
 on 01/29/2015 2:13:09 PM EST

Reason: Standard Trade (10)  
 Transfer Date: 01/29/2015

**Transaction Details**

\* Please provide an explanation for denying the trade:

Document Type	Identifier	Public/Private
Nothing found to display.		

**Add Document Information**

Document Type:

Document Identification:

Public ☐


If you select Accept Offer, you will see the details of the transaction, and you will have the option of adding transaction details and document information (see Figure 38). 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.

**Figure 38: Accept Credit Trade Screen**

### Accept Fuels ABT Trade

Please review the selected transaction and provide any additional information about the trade. To report a PTD number for your transaction, enter it into the 'PTD' field.

**Fuels ABT Transaction Bin**

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

[View Fuels ABT Transaction Bin](#)

You are accepting the following Credit Sell pending trade:

25 2015 Benzene Credits Traded 0 time(s) from  
 Organization: Biodiesel Company (5001) submitted on  
 01/29/2015 2:13:09 PM EST

Reason: Standard Trade (10)  
 Transfer Date: 01/29/2015

**Transaction Details**

**Additional Information:**

Additional Information required when Trade Reason is not Standard Trade.

**PTD:**

Document Type	Identifier	Public/Private	Action
Nothing found to display.			

**Add Document Information**

**Document Type:**

**Document Identification:**

**Public** ☐

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 Credit Transactions (or your trading partner's Pending Initiated Credit Transactions), and the results of the trade will be reflected in your Credit Holdings.

If you select View Details for a Pending Received Credit 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 Credit Trade screen (see Figure 37), and clicking Accept Trade will take you to the Accept Credit Trade screen (see Figure 38).

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 Credit Trades screen. 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. Transfer Date;
2. Credit Year;
3. Credit Type;
4. Times Traded;
5. Quantity; and
6. Reason Code (except for Deny).

In addition, 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). Several fields, if provided, must also match, including the originating source information – Generating Organization Identifier and Generating Facility Identifier – and the Matching Transaction ID.

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.

## Viewing Historic Fuels ABT Holdings

To view information for Fuels ABT Credits that your organization previously owned but has since removed from its Fuels ABT Holding Account, select View Fuels ABT Holdings (History) under Fuels ABT on the EMTS main menu. The View Fuels ABT Holding History screen contains details of your organization's retire and sell transactions (i.e., transactions that remove Fuels ABT Credits from your Fuels ABT holdings) (see Figure 39).

**Figure 39: View Fuels ABT Holding History Screen**

### Fuels ABT Holding History

The following retire and sell transactions were processed for Test Organization 1.1 in the past. These retire and sell transactions contain Fuels ABT credits that are no longer in your holding account. Enter criteria and click Search. Specifying the Generating Company ID or Generating Facility Number in the search criteria will only return transactions if this information was specified when the transaction was submitted.

▶ RFS2 Transaction Bin  
 ▶ Fuels ABT Transaction Bin  
 ▼ Organizations

Selected Organization: Test Organization 1.1 (IT-Org1.1)

[Select a Different Organization](#)

▼ Basic Filter Options

**Search For Transactions**

Transaction Type: -- Select --

Credit Type: -- Select --

Credit Year: -- Select --

Times Traded: -- Select --

Reason for Retire: -- Select --

Begin Date:  (MM/DD/YYYY)

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

Generating Company ID:   
As Selected in Advanced Options or Originating Source detail elements

Generating Facility Number:   
As Selected in Advanced Options or Originating Source detail elements

Results Per Page: 20

▶ Trading Partner

Clear Search

**Fuels ABT Holdings History for: Test Organization 1.1**

Displaying records 1 through 2 of 2 total.

Transaction Type	Submission Date	Credit Type	Credit Year	Times Traded	Quantity	Reason Code	Trading Partner	I want to...
Retire	05/14/2015	Sulfur (10)	2015	0	100	Demonstrate annual compliance (80)		View Details ▾ Go
Sell	05/14/2015	Sulfur (10)	2015	0	150	Standard Trade (10)	Test Organization 1.2 (IT-Org1.2)	View Details ▾ Go

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

This screen is organization-specific; to switch the organization for which the screen is displayed, open the Organizations tab of the accordion on the right side of the screen, and click Select a Different Organization. The Fuels ABT 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 Fuels ABT Holding History grid to look for a particular transaction, use the filter options in the Search for Transactions box, and click 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 Expired Fuels ABT Holdings

To view information for Fuels ABT Credits that your organization previously owned but have since expired, select View Fuels ABT Holdings (Expired) under Fuels ABT on the EMTS main menu. The Expired Fuels ABT Holding screen contains details of your organization's expired Fuels ABT credit holdings (see Figure 40).

**Figure 40: View Expired Fuels ABT Holding Screen**

**Expired Fuels ABT Holdings**

This page provides the details for all Fuels ABT credits that have expired out of your company's account. These Fuels ABT credits were NOT used for compliance or retired for any reason, and have expired. Enter criteria and click Filter.

**RFS2 Transaction Bin**

Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

[View RFS2 Transaction Bin](#)

- Fuels ABT Transaction Bin
- Organizations

**Basic Filter Options**

Credit Type: -- Select --

Credit Year: -- Select --

Times Traded: -- Select --

Results Per Page: 20

Clear Filter

**Expired Fuels ABT Holdings**

Credit Type	Credit Year	Times Traded	Generating Organization	Generating Facility	Quantity
Nothing found to display.					

This screen is organization-specific; to switch the organization for which the screen is displayed, open the Organizations tab of the accordion on the right side of the screen, and click Select a Different Organization. To filter the Fuels ABT Holding History grid to look for particular credits, use the filter options in the Basic Filter Options box, and click Filter.

## 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 Initiated Fuels ABT Trade Cancelled notification and the Fuels ABT Trade Denied notification, along with several aggregated daily notifications, such as the Pending Fuels ABT Trades. For a complete list of notifications, see Appendix E of the Flow Configuration Document, on the EMTS Documents screen.

To receive these notifications, you must first subscribe to the notifications from the Fuels ABT Subscriptions screen (see Figure 41) (click Fuels ABT Subscriptions under the Reports menu option). Users will be automatically subscribed to some notifications.

**Figure 41: Fuels ABT Subscriptions**

### Fuels ABT Subscriptions

Select 'Manage Subscription' and click 'Go' to subscribe or unsubscribe. There are three types of subscriptions: Document, Notification, and Compliance Report. Document subscriptions may be generated 3-per-day, daily, weekly, and monthly, depending on the specific document.

The 3-per-day documents are kicked off at 1AM, 1PM, and 6PM ET. Daily documents are kicked off at 1:30AM ET. Documents in CSV format can be opened in Microsoft Excel. Notification subscriptions are emails. You may subscribe to receive an email when a specific event is triggered. Compliance Report subscriptions refer to quarterly and annual reports, and the Transaction Error Report.

- ▶ RFS2 Transaction Bin
- ▶ Fuels ABT Transaction Bin
- ▼ Organizations

Selected Organization: Test Organization 1.1 (IT-Org1.1)

[Select a Different Organization](#)

Subscription Name	Type	Subscribed	Last Updated	Updated By	I want to...
Cancelled Fuels ABT Trades	Document	No			Manage Subscription ▼ Go
Completed Fuels ABT Trades	Document	No			Manage Subscription ▼ Go
Expired Fuels ABT Trades	Document	No			Manage Subscription ▼ Go
Fuels ABT Credit Holdings	Document	No			Manage Subscription ▼ Go
Fuels ABT Pending Trade Details	Document	No			Manage Subscription ▼ Go
Fuels ABT Pending Trades	Document	No			Manage Subscription ▼ Go
Fuels ABT Transaction Status	Document	No			Manage Subscription ▼ Go
Monthly Fuels ABT Credit Holdings	Document	No			Manage Subscription ▼ Go
Monthly Fuels ABT Transaction History	Document	No			Manage Subscription ▼ Go
Failed Daily or Hourly Reports	Notification	No			Manage Subscription ▼ Go
Fuels ABT Subscription Status	Notification	No			Manage Subscription ▼ Go
Fuels ABT Trade Expired	Notification	No			Manage Subscription ▼ Go
Initiated Fuels ABT Trade Cancelled	Notification	No			Manage Subscription ▼ Go
Initiated Fuels ABT Trade Denied	Notification	No			Manage Subscription ▼ Go
Outstanding Initiated Fuels ABT Trade Transactions	Notification	No			Manage Subscription ▼ Go
Outstanding Received Fuels ABT Trade Transactions	Notification	No			Manage Subscription ▼ Go
Pending Fuels ABT Trades	Notification	No			Manage Subscription ▼ Go
Received Fuels ABT Trade Cancelled	Notification	No			Manage Subscription ▼ Go
Received Fuels ABT Trade Denied	Notification	No			Manage Subscription ▼ Go
Unused Fuels ABT Documents	Notification	No			Manage Subscription ▼ Go

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

To subscribe to a notification, click Go in the "I want to..." column. On the Manage Subscription screen 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 various reports and documents that include information about data submitted for your organization. These documents can be accessed from the EMTS website (click View Fuels ABT Reports under the Reports menu item) or retrieved from the EMTS node. The documents included in the current release are:

- **Cancelled Fuels ABT Trades:** This document, available weekly, nightly, or three times per day, lists all trades that have been cancelled within the past 10 calendar days.
- **Completed Fuels ABT 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.
- **Expired Fuels ABT Trades:** This document, available weekly, nightly, or three times per day, lists all trades that expired within the past 10 calendar days.

For more information on the available documents, please see the EMTS Document Descriptions file on the EMTS Documents screen.

To 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 Fuels ABT Subscriptions screen (see Figure 37) (click Fuels ABT Subscriptions under the Reports menu option).

**Note:** If you subscribe to a document and then do not download the document within 22 business days, you will be automatically unsubscribed from that document. You will receive an email notification before and after the system performs this action. You may re-subscribe to the document at any time.

On the Fuels ABT Subscriptions screen, click Go in the "I want to..." column to update the subscription for a specific document. On the Manage Subscription screen for that document, check the "Subscribed" checkbox to subscribe to the document. If the document is available at multiple frequencies (i.e. Daily and three-per-day), select the desired frequency. Documents can be received in CSV or XML 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 be able to download the documents with a daily subscription frequency the following morning and the documents with a subscription frequency of three times per day at the next document generation interval. Three-per-day reports are generated at 1AM, 1PM, and 6PM. Weekly reports are generated Sunday mornings. You can download the documents from the View Fuels ABT Reports screen (see Figure 42) (click View Fuels ABT Reports under the Reports menu option).

**Figure 42: View Fuels ABT Reports**

### View Fuels ABT Reports

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

**▼ RFS2 Transaction Bin**

 Your organization has 0 un-submitted transactions in the RFS2 transaction bin.

[View RFS2 Transaction Bin](#)

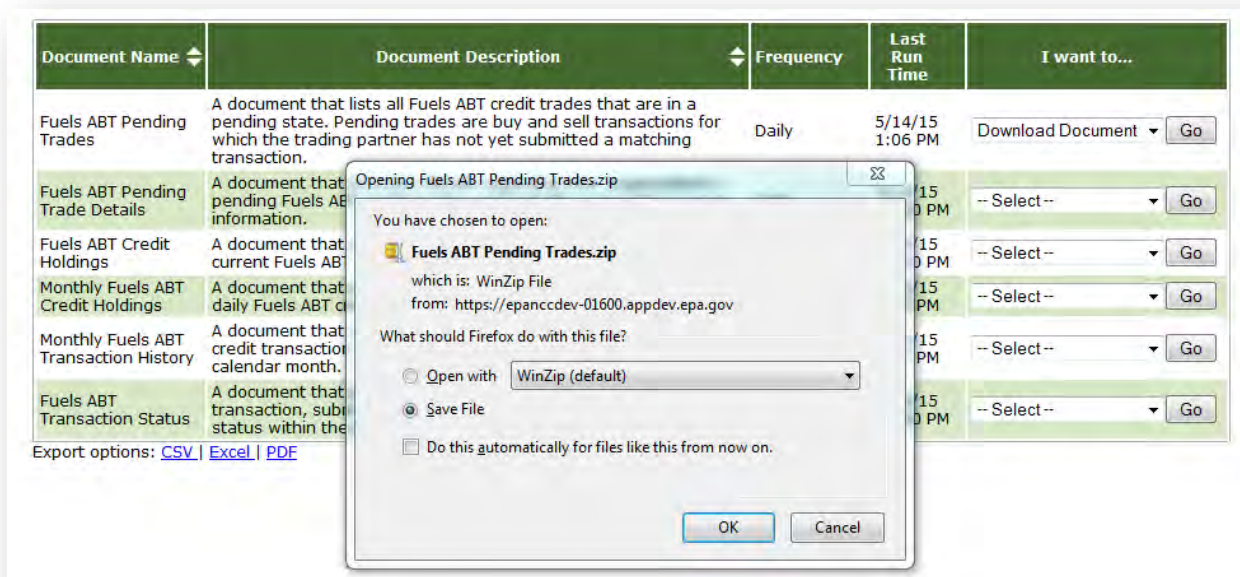
**► Fuels ABT Transaction Bin**

Document Name	Document Description	Frequency	Last Run Time	I want to...
Fuels ABT Pending Trades	A document that lists all Fuels ABT credit trades that are in a pending state. Pending trades are buy and sell transactions for which the trading partner has not yet submitted a matching transaction.	Daily	5/14/15 1:06 PM	-- Select -- Go
Fuels ABT Pending Trade Details	A document that provides details regarding your organization's pending Fuels ABT credit trades, and includes generating source information.	Daily	5/14/15 12:30 PM	-- Select -- Go
Fuels ABT Credit Holdings	A document that provides information about your organization's current Fuels ABT credit holdings.	Daily	5/14/15 12:30 PM	-- Select -- Go
Monthly Fuels ABT Credit Holdings	A document that provides information about your organization's daily Fuels ABT credit holdings during the last calendar month.	Monthly	5/13/15 9:52 PM	-- Select -- Go
Monthly Fuels ABT Transaction History	A document that provides information regarding each Fuels ABT credit transaction, submitted by your organization, during the last calendar month.	Monthly	5/13/15 9:52 PM	-- Select -- Go
Fuels ABT Transaction Status	A document that provides details regarding each Fuels ABT credit transaction, submitted by your organization, that has changed status within the past day.	Daily	5/14/15 12:30 PM	-- Select -- Go

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

The grid on the View Fuels ABT Reports screen displays the documents to which you have subscribed. You will also be able to see the frequency you have selected for each report or document and the last run time for each document. 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.

When you select Download Document and click Go, you will see a window asking you to either open or save the ZIP file (see Figure 43). After you open the ZIP file, you will be able to access the document.

**Figure 43: Download Document Window**

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

## EMTS Technical Support

If you have any questions or want to report defects, comments, enhancements, or feedback, you may contact EMTS Technical Support at [support@epamts-support.com](mailto:support@epamts-support.com), Monday – Friday, 9:00 a.m. to 5:00 p.m. (EST). Additionally, to access contact information for the various EMTS support lines, you can click the "Contact Us" link located on each screen of EMTS. 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. In addition, there are "Help" links on each screen of EMTS that provide access to EMTS resources on the EPA's EMTS website.