

M-RETS RTC Registration Guide for the Washington Department of Ecology (ECY) Clean Fuel Standard

Table of Contents

Background	3
Introduction	3
Register An Organization	3
Step 1: Review Registry Documents	3
Step 2: Complete the Online Registration	3
Step 3: Create Account(s) & Additional Logins	8
Register an RTC Generator	9
Reporting RTC Generation	11
Step 1: Select Generator and Report Generation	12
Step 2: Fuel Allocation and Qualified Issuance	12
Qualified Issuance Options	13
Step 3: Documentation	14
Step 4: Review	14
RTC Management	15
Creating Active, Retirement and Reserve Accounts	16
Configuring a Retirement Account with the Washington ECY Program	17
Transfer certificates into a Retirement account for the WA Clean Fuel Standard.	20



Background

Introduction

This document is an instructional guide for organizations looking to use the M-RETS® Renewable Thermal Tracking System (RTC) for compliance with the Washington Clean Fuel Standard (CFS). M-RETS supports a variety of renewable thermal technologies including; renewably produced hydrogen, ground source heat pumps, renewable natural gas, sewer/wastewater heat recovery, etc. For a full list of the currently approved resource types and feed stocks refer to Appendix B of the [M-RETS Renewable Thermal Operating procedures](#). M-RETS will support state utility commissions and other state energy regulators to implement policies and rules, including what qualifies as an eligible generation technology.

The Washington CFS requires the use of this tracking system just for renewable natural gas that has been injected into pipelines and then booked and claimed as being used in Washington. Renewable Natural Gas producers must register with and receive approval for their fuel pathways prior to it being reported in the CFS. More information on the Clean Fuel Standard can be found on its [website](#). Questions specific to the program should be directed to Washington Department of Ecology Staff at cfs@ecy.wa.gov.

The following sections will help users register an Organization account subscription with M-RETS, register an RTC Generator, report generation, and manage their RTCs. The M-RETS® Administrator is available to assist you throughout the registration process. Please call 651-900-7891, or email at systemadmin@mrets.org

Register An Organization

The following section will guide you through the steps necessary to create an M-RETS® RTC Organization account.

Step 1: Review Registry Documents

[Registry Documents](#)

- [M-RETS® Renewable Thermal Operating Procedures](#)
- [MRETS Terms of Use](#)

Step 2: Complete the Online Registration

You can register a new organization in our [Web Portal](#).

1a) Select the 'Renewable Thermal' button to begin the RTC Organization Account Registration.



Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

Select the type of renewable energy you work with:

Renewable Electricity

Renewable Thermal

1b) Complete the Organization Type and User information

Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

1 — 2 — 3 — 4 — 5 — 6
Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

What type of organization are you registering?*

Renewable Thermal Generator or Cooperative Utility

Marketer

Municipal or Crown Utility Voluntary Market Participant

Investor-Owned Utility Public Interest Organization

Independent Reporting Entity (IRE) Program Administrator/State or Provincial Regulator

Other

First Name*

Last Name*

Email address*

Email address confirmation*

[Back](#) [Continue](#)

1c) Select the Account Type. For more information about the M-RETS Organization Subscriptions, and fees, refer to our [website](#). To register an account for the purpose of complying with the Washington CFS, a [General Account Subscription](#) is required.



Select the M-RETS account type you would like to setup*:

- Generator Account No Fee
- General Account \$2200 per year
- Independent Reporting Entity No Fee
- Program Administrator No Fee
- Market Administrator No Fee
- Regulator No Fee

1d) Complete your organization's contact information.



Register your Organization

[Already Have an account? Sign In](#) |
 [Organization already registered? Contact System Administrator](#)

Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

Please provide contact information for your organization:

Contact Name*

Title or Role*

Organization Name*

Address*

City*

Country *

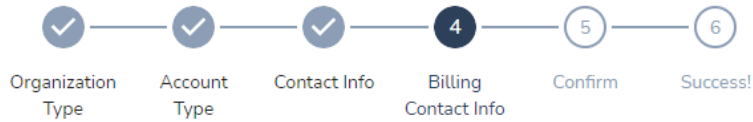


1e) Complete the Billing Contact Information.



Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)



Please provide billing contact information for your organization:

[Copy from previous screen](#)

Billing Contact Name*

Billing Address*

City*

Country *

State/Province *

1f) Confirm the registration information is correct.



Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)



Registrant & Organization Information:

Name: Bryan Gower
Email: bryan@mrets.org
Organization: M-RETS RTC
Organization Type: Renewable Thermal Generator or Marketer
Subscription Level: General Account
Subscription Fee: 2200

Contact Information:

Name: Bryan Gower
Job Title: Manager
Phone: 9259809989
Address: 123 Any Street
Postal Code: 39000
City: Any Town
State: FL
Country: United States
Website:

Billing Contact Information:

Name: Bryan Gower
Phone: 9259809989
Email: bryan@test.com
Address: 123 Any Street
Postal Code: 39000
City: Any Town
State: FL
Country: United States
PO Number

I acknowledge that submitting this registration form will result in the establishment of an official registered subscription in M-RETS. I agree to pay the above registration fee within 30 days of receiving the invoice. If not paid in this time, I understand my subscription will be cancelled.

Back

Submit

1g) Submit the registration. The M-RETS Administrator will review the registration and contact you if there is additional information needed. Once the application has been approved, you will receive an email confirmation.



Thank You

WE WILL CONTACT YOU TO COMPLETE YOUR REGISTRATION

M-RETS will review your organization information and contact you directly to complete the registration process.

Done

Step 3: Create Account(s) & Additional Logins

After the Organization account approval, the M-RETS Administrator will send the designated Organization Admin an invite to log into the system. [Additional users and RTC accounts can then be created from inside the organization.](#)

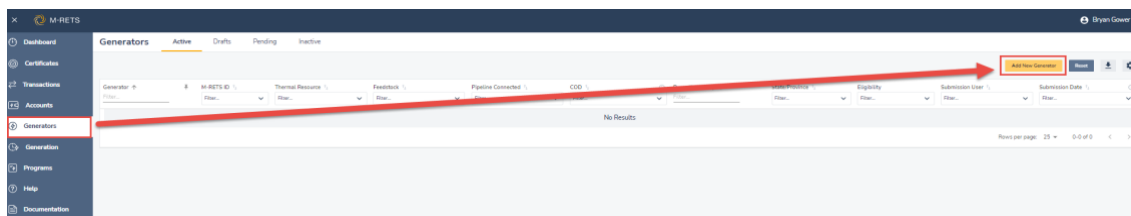


Register an RTC Generator

****PLEASE NOTE** We are expecting to add the functionality to add WA CFS eligibility by Q4 2023, until this time users will be unable to add the WA CFS eligibility to their generators. Please register your generator, however, M-RETS will not approve any registrations until we release the eligibility functionality.**

Each RTC Generator will need to be registered. To begin the registration:

1. Log into your RTC Organization Dashboard.
2. Select the Generators button in the lefthand menu to navigate to the Generators Dashboard.
3. Select the “Add New Generator” button.



Complete the Generator Registration. There are seven registration tabs to complete:

- General: General information about the Generator including Location and Reporting Entity. RTC Generators reporting CI scores are required to use a Reporting Entity. The Third-Party Engineer used to prepare the CI Reporting can also report the generation injections for the Generator. M-RETS currently has two verified Independent Reporting Entities (IRE). Contact the M-RETS Administrator if you would like your Third-Party Engineer to register as an Independent Reporting Entity. RTC Generators are [charged a one-time registration fee of \\$1500](#), however; Generators that register and use an IRE for the full first year of generation may have this fee waived if the IRE verifies through a signed legal attestation that the information submitted through the registration process is true and correct.
- Owner: General ownership information including Ownership Type and Contact information. If the RTC Generator is registered by a designated responsible party on behalf of an owner, the owner will need to sign our [Schedule A: Designation of Responsible Party RTC](#).
- Operator: Contact Information for the Facility Operator and Licensed Engineer.
- Engineering: Injection Type, Metering Information, and engineering details such as Commenced Operation Date and Plant Capacity (monthly and annual).
- [Fuel\(s\): Designation of Thermal Resource, Feedstock\(s\), and Program Eligibilities](#). Participants of the Washington CFS should designate the “[Washington CFS](#)” Program Eligibility from the Program Eligibility Dropdown located in the Fuel(s) tab of the Generator Registration. The WA Alternative



Fuel Portal (AFP) Pathway Code should be reported in the field provided. If you only have approval for a temporary fuel pathway code when you register, use the temporary fuel pathway code. When the temporary fuel pathway code is replaced with a provisional or full fuel pathway code, the M-RETS user must notify the M-RETS Administrator.

- If your facility has multiple fuel pathways, for registration purposes, use the fuel pathway code that the majority of the RNG you will produce is created from. For retiring RTCs, the fuel pathway name and specific fuel pathway code will be used for each unique fuel pathway.

- **Fuel Pathway:** Add the documentation that supports the final CFS CI score, the WA-GREET, tier 1, or tier 2, or modified WA-GREET methodology used to estimate the CI score for the fuel pathways, documentation for temporary fuel pathways, as well as the documentation prepared by the Third- Party Engineer.
- Documentation: Documents supporting the RTC Registration including:
 - [Schedule A: Designation of Responsible Party RTC](#)
 - Engineering Report prepared by a licensed Professional Engineer
 - A detailed description of the system and its components
 - Documentation for measuring and verifying the quantities of each feedstock
 - fuel /feedstock sources
 - Fuel processing
 - Description of Interconnection/Injection point and measurement
 - Pipeline details
 - End user
 - Process flow diagram
 - (Third party PE Required) Initial review of fuel pathways/carbon intensity score ([Reference](#))
 - Analysis of the Carbon Intensity and assessment methodology
 - Review all inputs and outputs that could affect CI
 - PE stamp and credentials
 - Any additional documentation requested by M-RETS to verify the registration information:
 - It is helpful for generators to include a generator **interconnection agreement** if the generator is connected to a natural gas pipeline or a natural gas distribution network.
 - b. Any **local, state, or provincial documentation or permits** that can substantiate the generator registration data.
 - Required Documents:



- Fuel Pathway details and staff summary
- Screenshot of certified CI score from the CFS AFP

Before generation can be uploaded the M-RETS Administrator must review and approve the generator.

Reporting RTC Generation

The Renewable Thermal System (RTC) system requires Independent Reporting Entities (IRE) to report generation in Dekatherms (Dth) and submit proof of injection/generation. *Note: the IRE must upload 100% of their generation even if the total percentage is not allocated for RTC creation.*

The IRE should log into their RTC Dashboard and select "Generation" from the left menu.

The screenshot shows the M-RETS dashboard interface. The left-hand navigation menu is visible, with the 'Generation' option highlighted by a red rectangular box. The main content area displays a 'Welcome to M-RETS!' message and a 'QUICK LINKS' section with buttons for 'Open APIs', 'Go to Documentation', and 'Go to Help'.

Select "Add New Entry" in the upper right-hand corner.

The screenshot shows the 'Generation' page in the M-RETS system. The 'Add New Entry' button is highlighted with a red rectangular box in the top right corner of the table area. Below the button is a table with columns for Generator, Pipeline Connected, M-RETS ID, Reporting Entity, Activity Date, Period Start, Period End, Posted Dth, Thermal Resource, and Feedstock. The table contains several rows of data for 'My Biogas generator'.

Generator	Pipeline Connected	M-RETS ID	Reporting Entity	Activity Date	Period Start	Period End	Posted Dth	Thermal Resource	Feedstock
My Biogas generator	No	M1111	-	08/01/2022 16:35	07/01/2022	07/31/2022	100	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/28/2022 16:13	06/01/2022	06/30/2022	1000	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/21/2022 15:54	06/01/2022	06/30/2022	10000	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/21/2022 15:47	06/01/2022	06/30/2022	100000	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	11/01/2017	11/30/2017	50	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	10/01/2018	10/31/2018	50	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	07/01/2018	07/31/2018	90	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	08/01/2018	08/31/2018	100	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	09/01/2018	09/30/2018	500	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	12/01/2016	12/31/2016	1000	Renewable Natural Gas, Biogas	Renewable Natural Gas,
My Biogas generator	No	M1111	-	07/20/2022 16:46	11/01/2016	11/30/2016	6200	Renewable Natural Gas, Biogas	Renewable Natural Gas,



Step 1: Select Generator and Report Generation

The IRE will select the Generator to upload generation. The IRE must fill out the reporting Period, Total Injected DTH and declare if the generation is 100% renewable. Once you have filled out the corresponding fields select 'Next'.

The screenshot shows the 'Add Generation' form in the M-RETS system. The form is titled 'Add Generation' and is part of a four-step process: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The current step is 'Generator'. The form includes the following fields:

- GENERATOR ***: A dropdown menu with the text 'Select a Generator...'.
- PERIOD**: Two date pickers for 'Start Date *' and 'End Date *', both showing 'MM/DD/YYYY'.
- TOTAL INJECTED DTH**: A text input field for 'Quantity Dth *' with the value '0'.
- Is this 100% renewable? ***: Radio buttons for 'Yes' (selected) and 'No'.

At the bottom of the form are 'Back' and 'Next' buttons.

Step 2: Fuel Allocation and Qualified Issuance

Generators must report 100% of the gas injected into the system from the Generator at the injection point, even if the gas will not be tracked in M-RETS. This ensures that M-RETS can serve as a central repository for programs, including those not affiliated with M-RETS, to prevent double-counting. M-RETS will not create certificates for the generation entered and designated as not being tracked in M-RETS. To designate the number of certificates or the percentage of the injected gas sought for certificate issuance in M-RETS, the IRE will select the: "Edit Qualified Issuance" button from the Allocation screen to designate the quantity of reported generation that is qualified for RTC issuance. If a portion of generation was sold into another program (e.g., California's LCFS) those portions are not Qualified for issuance.

RTC Qualified Issuance Options:

- **Qualified Generation:** any generation that qualifies for certificate issuance.
- **Non-Qualified Generation:** generation that does not qualify for certificate issuance.
 - Includes generation intended for a program that does not recognize M-RETS or is not considered renewable (e.g., non-renewable additives)
- **Partially Qualified Generation:** generation that only partially qualifies for certificate issuance.

The screenshot shows the 'Add Generation' form in the M-RETS system, specifically the 'ALLOCATION' step. The form is titled 'Add Generation' and is part of a four-step process: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The current step is 'Allocation'. The form includes the following fields:

- ALLOCATION**: A table with columns for 'Feedback', 'Qualified issuance', and 'Percentage'.
- Renewable Natural Gas**: A row with 'All Qualified for RTC creation' and a percentage input field set to '0 %'.
- TOTAL**: A row with a percentage input field set to '0 %'.
- Buttons**: 'Back' and 'Next' buttons at the bottom.
- Additional UI**: A 'Fuel allocation type' selector (Percentage selected) and an 'Edit Qualified Issuance' button highlighted with a red box.



Qualified Issuance Options

All Qualified for RTC creation

100% of the reported generation is eligible for RTC creation.

The screenshot shows a dialog box titled "Qualified Issuance" with a close button (X) in the top right corner. Below the title bar, the text "RENEWABLE NATURAL GAS" is displayed. A dropdown menu is set to "All Qualified for RTC creation". At the bottom, there are two buttons: "Cancel" (blue) and "Save" (yellow).

Partially Qualified for RTC Creation

Only the percentage reported is eligible for RTC creation.

The screenshot shows a dialog box titled "Qualified Issuance" with a close button (X) in the top right corner. Below the title bar, the text "RENEWABLE NATURAL GAS" is displayed. There are two dropdown menus: "Partially Qualified for RTC creation" (highlighted with a blue border) and "Reason for non-qualification". Below these is a table with columns "Percent", "Reason", and "Detail".

Percent	Reason	Detail
<input type="text" value="0"/>	%	Qualified Issuance
0 %	TOTAL	

At the bottom, there are two buttons: "Cancel" (blue) and "Save" (grey).



Not Qualified for RTC Creation

None of the reported generation is eligible for RTC Creation (e.g., 100% of the reported generation for the designated period was sold into another program).

Qualified Issuance

RENEWABLE NATURAL GAS

Not Qualified for RTC creation

Reason for non-qualification

- RFS
- LCFS
- Other State Program
- Other Voluntary Program
- Other

Percent	Reason
0 %	TOTAL

Cancel

Allocate the percentage of each feedstock made up of the total reported generation. The feedstock allocation must total 100%. The Allocation screen will calculate the reported percentage and will designate that the total correctly calculates 100% by turning green in the footer.

Add Generation

ALLOCATION

Feedstock: Renewable Natural Gas

Qualified Issuance: All Qualified for RTC creation

Percentage: 100 %

TOTAL: 100 %

Back Next

Step 3: Documentation

Upload the supporting documentation for the injected generation (e.g., invoice, injection receipt, or other official documents that identify the Dth of gas injected).

Add Generation

DOCUMENTATION

Generation Document (Select File For Upload)

Choose File No file chosen

Documents with generation allocation

Back Next

Step 4: Review

Review the reported Generation and select "Save" and "Submit" The RTCs will be issued into the account.



Add Generation

Generator Allocation Documentation Review

GENERATOR
Anaerobic Digesters

PERIOD 10/01/2022 to 10/31/2022

QUANTITY 1 Dth
 Is this 100% renewable? YES

ALLOCATION

Feedstock	Qualified Issuance	Percentage
Renewable Natural Gas	All Qualified for RTC creation	100 %
TOTAL:		100 %

DOCUMENTATION
 Selected file
 Generation_Pending-11-04-2022.pdf

Back Make Changes **Submit**

By clicking Submit, I acknowledge that I have reported 100% of the selected Generator's injection into the pipeline.

Go Back **Submit**

RTC Management

Once M-RETS RTCs are issued, the certificates can be managed from the Certificates Dashboard. The Certificates Dashboard is where the user can manage all Active, Retired, and Reserved certificates in their Organization's accounts.



The screenshot shows the M-RETS Certificates dashboard. The top navigation bar includes 'M-RETS', 'Main RT Organization', and a user profile 'Alice Super'. The left sidebar contains navigation options: Dashboard, Certificates (highlighted), Transactions, Accounts, Generators, Generation, Programs, Help, and Documentation. The main content area is titled 'Certificates' and has tabs for 'Active', 'Retired', and 'Reserved'. Below the tabs, there are buttons for 'Transfer', 'Retire', 'Reserve', 'Reset', and a download icon. A search bar shows '480 RTCs'. The table below has the following columns: Account (with a dropdown filter), Account ID (with a dropdown filter), M-RETS ID (with a dropdown filter), Generator (with a dropdown filter), Pipeline Connected (with a dropdown filter), Thermal Resource (with a dropdown filter), Feedstock (with a dropdown filter), Vintage (with a dropdown filter), and Location (with a dropdown filter). The table contains one row:

Account	Account ID	M-RETS ID	Generator	Pipeline Connected	Thermal Resource	Feedstock	Vintage	Location
<input type="checkbox"/> My biogas account	69780E3B-7DE2	M1111	My Biogas generator	Yes	Biogas	Biogas (Generic)	09/2018	ND

 At the bottom right of the table, it says 'Rows per page: 25' and '1-1 of 1'.

From the Certificates Dashboard, you can view certificates based on their status in the tabs located at the top of the table: Active, Retired and Reserved. Each status has an associated account where RTCs can be deposited. The User can set up as many Active, Retirement and Reserve accounts as they need.

Active: RTCs deposited into Active accounts. The Active Account is the holding place for all active Certificates. An Active Account may be associated with one or more Generators.

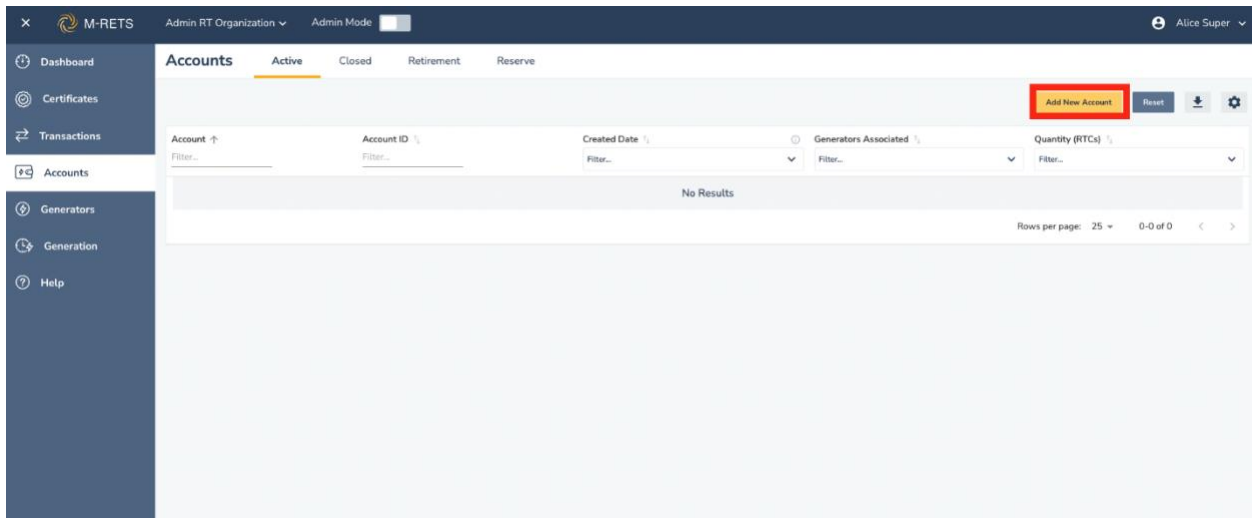
Retired: RTCs deposited into Retirement accounts. A Retirement Account is used as a repository for Certificates that the Organization wants to designate as retired and remove from circulation for an environmental claim, in compliance with a state or provincial program or on behalf of a beneficial owner. Once an RTC has been transferred into a Retirement Account, it cannot be transferred again to any other Account.

Reserve: RTCs deposited into a Reserve Account. Transferring Certificates to a Reserve Account removes the Certificates from circulation for external use. Once Certificates are placed in a Reserve Account they can no longer be transferred to another organization. Reserve Accounts and the transactions associated with them are considered permanent. Certificates deposited into a Reserve Account will be settled and claimed outside of M-RETS. The M-RETS Administrator cannot verify an environmental claim for certificates deposited into the Reserve Accounts.

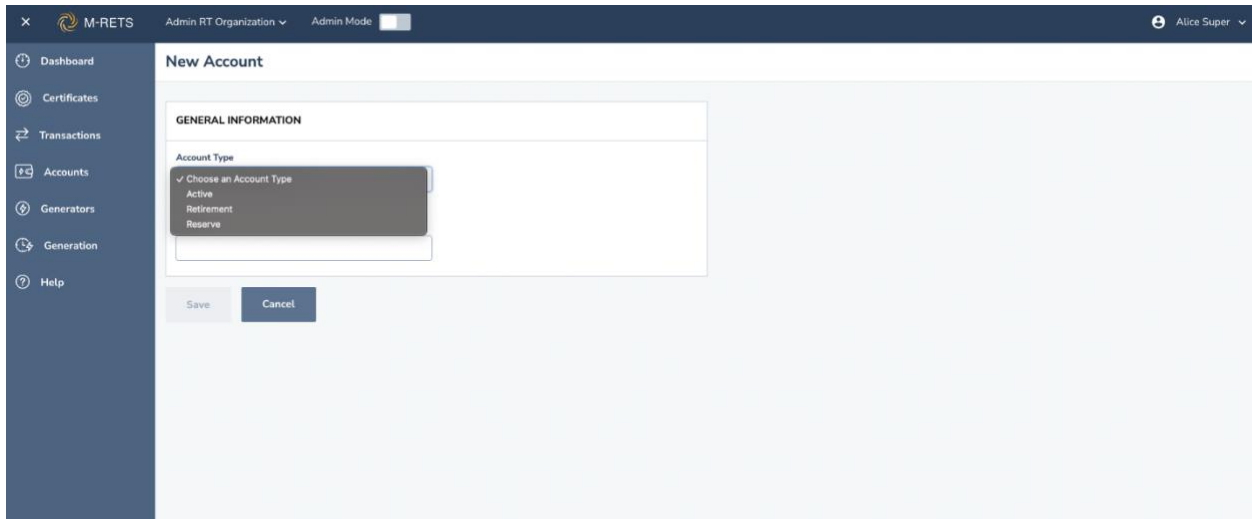
Creating Active, Retirement and Reserve Accounts

From the dashboard, navigate to 'Accounts'. Next, select "Add New Account".





From the "New Account" screen, use the Account Type dropdown to choose an 'Account Type' to create. Name the account, once you have entered the necessary information select "Save".



The User can now deposit RTCs into this account.

Configuring a Retirement Account with the Washington Program

****PLEASE NOTE** We are expecting to add the functionality by Q4 of 2023, until this time the WA ECY will be unable to create a program and invite participants to the program.**



The Washington ECY will set up a Program for the RTCs to be retired into. You will be invited to participate in the Washington Clean Fuel Standard by the WA Program Administrator. ECY requests that you notify them via email at CFS@ecy.wa.gov with the subject line "M-RETS Account" in the subject line when you receive your M-RETS account. After the ECY Program Administrator invites the program participant to the program, the participant will create a Retirement Account and link it to the Washington ECY CFS Program.

When you are invited to participate in the Washington Clean Fuel Standard, you will receive an email and you will see a message displayed on your dashboard:

The screenshot shows the M-RETS dashboard. At the top, a notification bar states "Admin REC Organization is invited to participate in Test" with an "Answer" button. Below this is a "Welcome to M-RETS!" message. A "QUICK LINKS" section contains three columns: "APIs" with a link to "Open APIs", "Documentation" with a link to "Go to Documentation", and "Help" with a link to "Go to Help". A footer section includes "App Version: 1.0.3-e1", "App Name: demo", and "App API Root: https://api-demo.mrets.org".

To participate in a Program, you must first create a **new** retirement account. Select 'Accounts' from the left menu.

This screenshot is similar to the previous one but shows the left-hand navigation menu. The "Accounts" menu item is highlighted with a red box. The rest of the dashboard content, including the notification and quick links, remains the same.

Select " Add New Account".



The screenshot shows the M-RETS interface with the 'Accounts' page selected. The top navigation bar includes 'Admin REC Organization', 'Admin Mode', and the user 'Alice Super'. The left sidebar contains navigation options: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Reports, and Help. The main content area is titled 'Accounts' and has tabs for 'Active', 'Closed', and 'Retirement'. The 'Active' tab is selected. Below the tabs is a table with columns: 'Account ID', 'Created Date', 'Generators Associated', and 'Quantity (REC)'. Each column has a 'Filter...' dropdown. The table currently displays 'No Results'. At the bottom right of the table area, it says 'Rows per page: 25' and '0-0 of 0'. A red arrow points to a green 'Add New Account' button in the top right corner of the table area.

Change the account type to "Retirement" and select Washington Clean Fuel Standard as the program on the right.

The screenshot shows the 'New Account' form in the M-RETS system. The form is titled 'New Account' and has a 'GENERAL INFORMATION' section. In this section, there are two dropdown menus: 'Account Type' and 'Program'. The 'Account Type' dropdown is currently set to 'Retirement' and is highlighted with a red rectangular box. The 'Program' dropdown is currently set to 'Main Organization Test' and is also highlighted with a red rectangular box. A red arrow points to the 'Program' dropdown. Below these dropdowns is a 'Name' input field. At the bottom of the form, there are 'Save' and 'Cancel' buttons.



[Name the Account](#) (e.g., **Account Type:** Retirement; **Account Name:** Washington CFS Q1 2023 [Fuel Pathway Code]) once you have completed all fields, select “Save”.

The screenshot shows the 'New Account' form in the M-RETS system. The form is titled 'New Account' and has a 'GENERAL INFORMATION' section. It includes fields for 'Account Type' (set to 'Retirement'), 'Program' (with a search bar and 'Main Organization Test' selected), and 'Name' (set to 'Test'). There are 'Save' and 'Cancel' buttons at the bottom. A red arrow points to the 'Save' button.

RTCs deposited into this Account will be monitored by the Washington ECY for compliance with the Washington Clean Fuel Standard.

Transfer certificates into a Retirement account for the WA Clean Fuel Standard.

Navigate to the Certificates dashboard from the left menu and select the certificates that you wish to retire from the Active tab.

The screenshot shows the 'Certificates' dashboard in the M-RETS system. The dashboard shows a list of certificates with columns for Account, M-RETS ID, Organization, Generator, Pipeline Connected, Thermal Resource, Feedstock, Vintage, and Location. The 'Active' tab is selected, and there are 10,040 RTCs. Two rows are selected.

Account	M-RETS ID	Organization	Generator	Pipeline Connected	Thermal Resource	Feedstock	Vintage	Location
RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	10/2018	ND
RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	09/2018	ND
My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	07/2018	ND
My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	12/2016	ND
My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	11/2016	ND
RTCs account 2	M1111	Second RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	10/2018	ND
My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	09/2018	ND
Another biogas account 1	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	08/2018	ND



Once you have the designated certificates to retire, select "Retire" in the upper right corner.

The screenshot shows the M-RETS interface with the 'Certificates' page active. The 'Active' tab is selected, showing 10,040 RTCs. A table lists various certificates with columns for Account, M-RETS ID, Organization, Generator, Pipeline Connected, Thermal Resource, Feedstock, Vintage, and Location. Two rows are selected, highlighted in orange. In the top right corner, the 'Retire' button is highlighted with a red box.

Select the quantities that you wish to retire. Designate the Carbon Pathway from the dropdown if applicable. The details button will allow you to review the RTC batch details and Carbon Pathway.

The screenshot shows the 'Retire RTCs' page in the M-RETS interface. A progress bar at the top indicates five steps: 1. RTCs quantities, 2. Select retirement options, 3. Select accounts, 4. Review, and 5. Success. Below the progress bar, there is a table for inputting the amount of RTCs. The table has columns for Account, Organization, Generator, Thermal Resource, Vintage, Location, Carbon Pathway, Quantity (RTCs), and Max Available. Two rows are shown, with the 'Quantity (RTCs)' column containing input fields with values 40 and 10000. To the right, a 'RETIRE OVERVIEW' box displays 'Total active RTCs 10040' and 'RTCs will be transferred.' with 'Back' and 'Next' buttons.

Account	Organization	Generator	Thermal Resource	Vintage	Location	Carbon Pathway	Quantity (RTCs)	Max Available
RTCs account	Second RT Organization	My RNG generator	Renewable Natural Gas	08/2018	ND	Select carbon pathway	40	40
RTCs account	Second RT Organization	My RNG generator	Renewable Natural Gas	09/2018	ND	Select carbon pathway	10000	10000





Serial Numbers T1112-ND-08-2018-C1343173-1 to 40

Generator	Account	Thermal Resource	Vintage	Location
RNG generator	RTCs account	Renewable Natural Gas	08/2018	ND

Carbon Pathways

Name	Tool Name	Carbon Intensity	grams CO2 / Dth	Date
RNG LCA #1	GHGenius 5.0f	0.25	263.75	2018

Eligibilities

None

Injection Receipt: [sample.pdf](#)

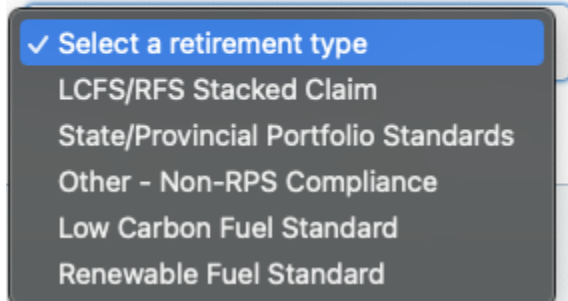
Once you have reviewed the quantities and details, the next screen will ask you for the Retirement Reason. You will be asked to select either Voluntary or Compliance. **The Washington Clean Fuel Standard is a Compliance Program.** Each field requires several fields of information to be filled out. See below for a breakdown of the required fields. *Note: the Compliance type you should use for the Washington CFS program is **Low Carbon Fuel Standard**.*



Compliance Retirements:

Compliance

Type

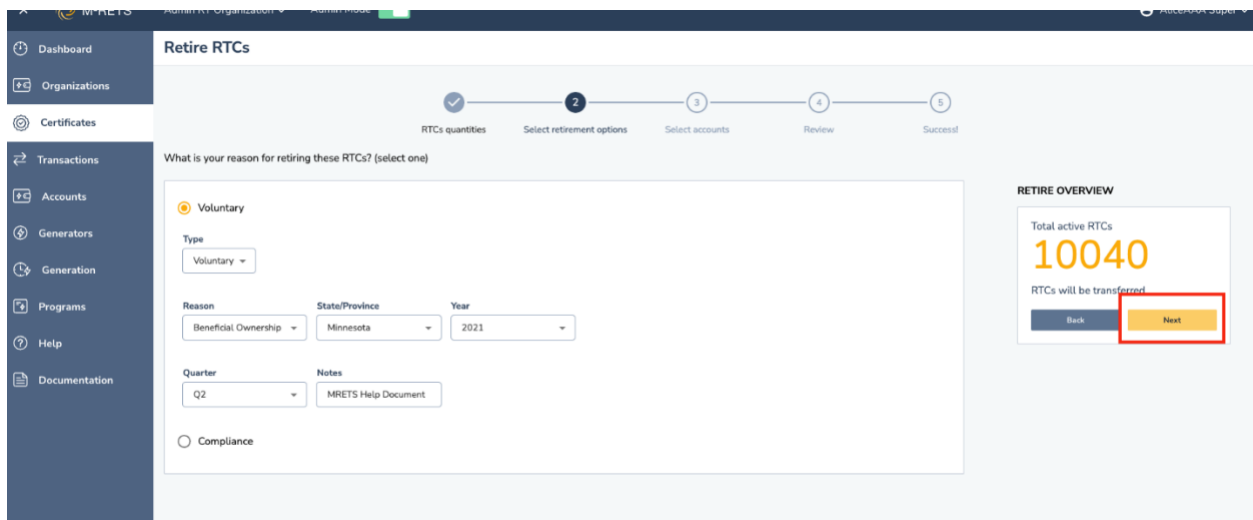


- ✓ Select a retirement type
- LCFS/RFS Stacked Claim
- State/Provincial Portfolio Standards
- Other - Non-RPS Compliance
- Low Carbon Fuel Standard
- Renewable Fuel Standard

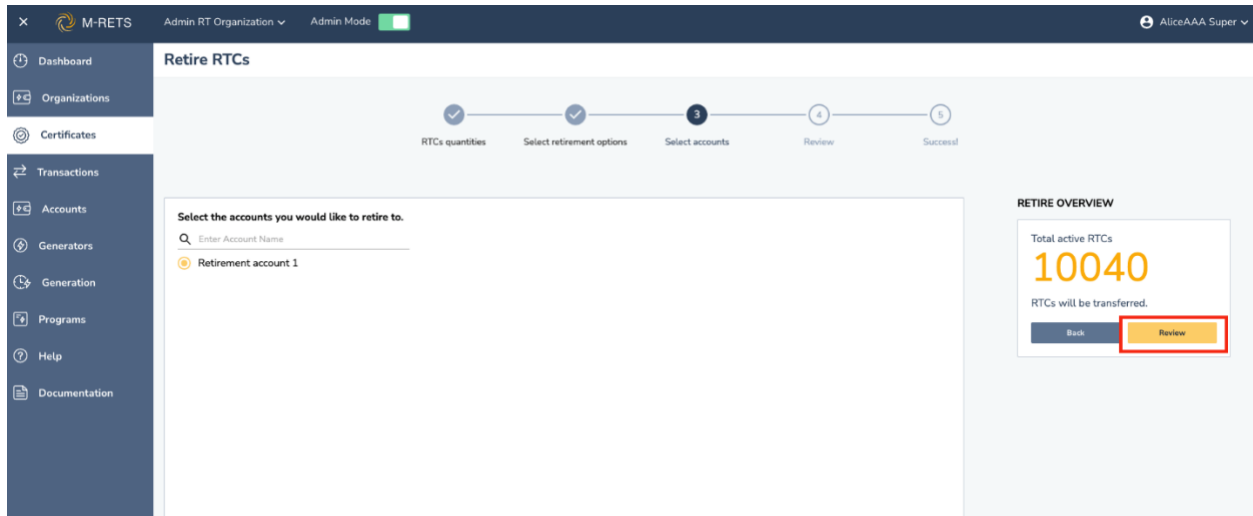
- **LCFS/ RFS Stacked Claim**
 - **This should be selected only if the Certificates subject to this claim will be used for the United States Environmental Protection Agency Renewable Fuel Standard and the Low Carbon Fuel Standard. Use of this retirement type is subject to official rules and regulations of the Renewable Fuel Standard. It is most often the case that Both will be selected as these attributes are frequently stacked.**
- State/ Provincial Portfolio Standards
 - State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard (RPS) retirements
- Other - Non - RPS Compliance
- **Low Carbon Fuel Standard**
 - **This should be selected only if the generation subject to this claim will be used for a Low Carbon Fuel Standard Claim. The use of this retirement type is subject to the rules and regulations of any state, federal, or provincial low carbon fuel standard program.**
- Renewable Fuel Standard
 - This should be selected only if the Certificates subject to this claim will be used for the United States Environmental Protection Agency Renewable Fuel Standard. Use of this retirement type is subject to official rules and regulations of the Renewable Fuel Standard.

Once you have selected the Retirement Type and completed the required State, Year and Quarter detail fields, select "Next".





Select the Retirement Account that is assigned to the Washington Clean Fuel Standard. You can search for the Retirement Accounts within your Organization or select them from the populated list. Select "Review" to confirm the Retirement.



The final screen will ask you to review the Retirement, please verify that the information entered is correct, once "Retire" is selected you are unable to make changes to the transaction.



M-RETS Admin RT Organization Admin Mode AliceAAA Super

RTCs quantities Select retirement options Select accounts Review **4** Success! 5

Retiring 10040 active RTCs from

Account	Organization	Generator	Vintage	Location	Carbon Pathway	Quantity	
RTCs account	Second RT Organization	My RNG generator	08/2018	ND	RNG LCA #1 GHGenius 5.0f 0.25	40	Details
RTCs account	Second RT Organization	My RNG generator	09/2018	ND	RNG LCA #1 GHGenius 5.0f 0.25	10000	Details

Retirement reason:

Voluntary

Retirement reason details:

RETIREMENT REASON: Beneficial Ownership
 RETIRED TO: MN
 PERIOD: 2021
 QUARTER: Q2
 NOTES: MRETS Help Document

To this retirement account:

Retirement account 1

RETIRE OVERVIEW

RTCs will be immediately transferred to the accounts listed at left.
 You can go back to make changes to this transaction.

[Back](#) [Retire](#)

After you Select “Retire” you will then see the screen below and are given the option to download the Transaction Receipt and view the transaction in the history tab.

M-RETS Admin RT Organization Admin Mode AliceAAA Super

Retire RTCs

Your retirement was successful!

NEED TO SHARE THIS?
[Download a transaction summary](#)

[View Transaction History](#)

App Version: 1.0.9
 App Name: demo
 App API Root: <https://api-demo.mrets.org>



Retired RTCs can be viewed from the Certificate Dashboard, under the Retired tab. To download a CSV or pdf of retirements navigate to the Retired tab and use the download arrow located in the top right of the report.

The screenshot shows the M-RETS interface with the 'Certificates' section selected. The 'Retired' tab is active, displaying 1,256 RTCs. The table below lists several certificates with their respective details.

Account	Account ID	Thermal Resource	Feedstock	Vintage	M-RETS ID	Generator	Pipeline
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	12/2016	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	09/2018	M1112	My RNG generator	No
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	11/2017	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	10/2018	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	07/2018	M1111	My Biogas generator	Yes

