

M-RETS RTC Registration Guide for the Washington Department of Ecology (ECY) Mandatory GHG Reporting Program

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Summary

Objective

Entities required to report to the Washington State Department of Ecology under WAC 173-441, Reporting of Emissions of Greenhouse Gases, that want to report volumes of biomethane/RNG on their annual reporting tools will need this document to ensure accurate GHG reporting.

Biomethane/RNG Requirements

For an RTC to be eligible for retirement with the WA Mandatory GHG Reporting Program the following conditions must be met:

- RTC credits must be for biomethane/RNG
- The biomethane/RNG credits must be generated within the calendar year (ex: from 1/2023 – 12/2023 for EY2023)
- Credits must be retired in M-RETS before the report submissions due date, March 31st
- The biomethane/RNG feedstock must be wastewater, landfill, or anaerobic digester
- There must be pipeline infrastructure connecting the generation with a Washington delivery destination

Documentation outlining the RTC's eligibility to Ecology's satisfaction will be required for verification.

Credit Generation and Retirement Timeline

Certificates for the WA Mandatory GHG Reporting Program must be generated within the calendar year (e.g.,: from 1/23-12/23 for EY2023).

Certificates must be retired in M-RETS by the report submission due date of March 31st.

Option - Stacking Credits with WA Clean Fuels Program

Credits that meet the retirement eligibility requirements for both the WA Clean Fuels Program and the WA Mandatory GHG Reporting Program can be retired in the CFS retirement account. Documentation (pdf, word) outlining the RTC's eligibility for both programs must be submitted via WEDGE, along with the Reporting Tool, before the GHG reporting due date. The submitted documentation must demonstrate to Ecology's satisfaction that the RTC meets the eligibility criteria. At minimum, the information submitted must include:

- Emission Year
- GHGPRID (for the entity retiring the credit)
- Biomethane/RNG feedstock [wastewater; landfill; or anaerobic digester]
- Generation Location
- Generation Date
- Retirement Date
- Demonstration of pipeline connectivity from generation source to WA delivery destination



Introduction

This manual serves as a comprehensive resource for organizations aiming to leverage the M-RETS® Renewable Thermal Tracking System (RTC) to fulfill requirements set by the Washington's Mandatory GHG Reporting program. M-RETS collaborates with state utility commissions and other relevant energy regulatory bodies to facilitate the establishment of policies and regulations, including the identification of eligible generation technologies.

The M-RETS Renewable Thermal Tracking System issues one Renewable Thermal Certificate (RTC) for every dekatherm (Dth) of Renewable Thermal generation. More information on GHG reporting for the Cap-and-invest program can be found on its [website](#). Questions specific to the program should be directed to the Washington Department of Ecology Staff at GHGReporting@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. Please note that not all of these steps will be applicable to every user. 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

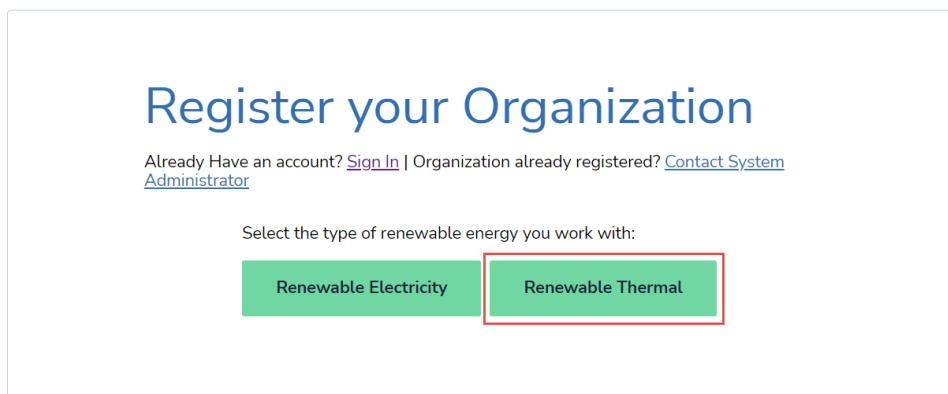
[Registry Documents](#)

- [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.



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 Marketer

Municipal or Crown Utility

Investor-Owned Utility

Independent Reporting Entity (IRE)

Other

Cooperative Utility

Voluntary Market Participant

Public Interest Organization

Program Administrator/State or Provincial Regulator

First Name*

Last Name*

Email address*

Email address confirmation*

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 Mandatory GHG Reporting Program a [General Account Subscription](#) is required.

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

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

<input type="radio"/> Generator Account	No Fee
<input type="radio"/> General Account	\$2200 per year
<input type="radio"/> Independent Reporting Entity	No Fee
<input type="radio"/> Program Administrator	No Fee
<input type="radio"/> Market Administrator	No Fee
<input type="radio"/> Regulator	No Fee

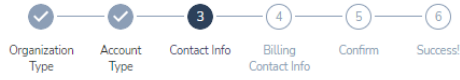


1d) Complete your organization's contact information.



Register your Organization

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



Please provide contact information for your organization:

Contact Name*

Title or Role*

Organization Name*

Address*

City*

Country *

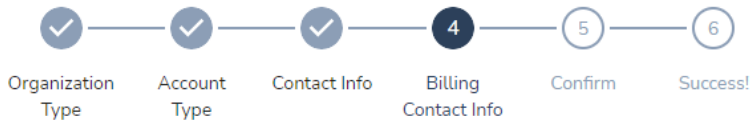


1e) Complete the Billing Contact Information.



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](#)

Organization Type Account Type Contact Info Billing Contact Info **5 Confirm** 6 Success!

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

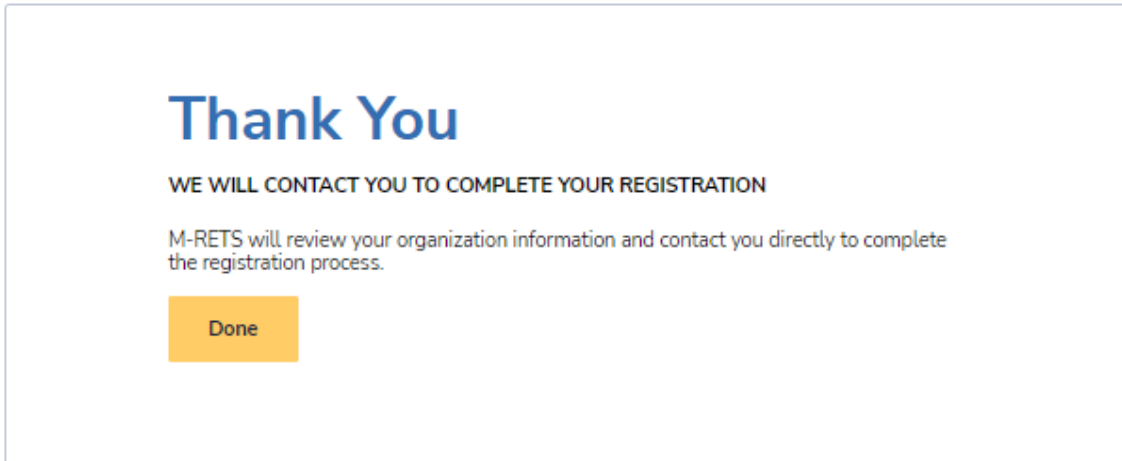
Contact Information:	Billing Contact Information:
Name: Bryan Gower	Name: Bryan Gower
Job Title: Manager	Phone: 9259809989
Phone: 9259809989	Email: bryan@test.com
Address: 123 Any Street	Address: 123 Any Street
Postal Code: 39000	Postal Code: 39000
City: Any Town	City: Any Town
State: FL	State: FL
Country: United States	Country: United States
Website:	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) Complete and submit the registration form. Upon receipt, the M-RETS Administrator will evaluate your application and reach out for any further required details. After the approval of your application, a confirmation email will be sent to you.



Step 3: Create Additional Logins

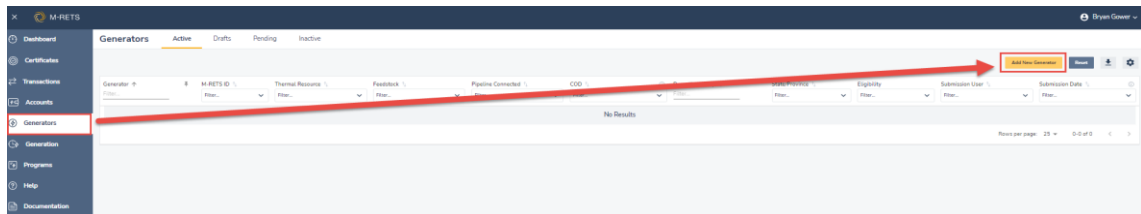
After the Organization subscription has been approved by the M-RETS Administrator, the Organization will be sent a link via email with an invitation to log into the M-RETS. The M-RETS Organization can then invite additional users to access the M-RETS [A detailed instruction can be found here.](#)

Step 4: Register RTC Generator (if applicable)

Register an RTC Generator

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 labeled 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).

- 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 (see Section 4.3.4.1)
 - Fuel / Feedstock Sources



- Calculations used to determine maximum daily, monthly, and yearly values
 - Fuel processing
- Description of Interconnection/Injection point and measurement
 - Coordinates
 - Pipeline details
 - Pipeline name
 - End user details
- Equipment Specifications: Information regarding specific equipment and processes detailed in the process flow diagram. This can include but are not limited to:
 - Inlet Meter
 - Efficiency upgrading
 - Revenue Quality Meter Details
 - Meter Model
 - Meter Serial Number
 - Certifications
 - Photo of Installed Meter
 - Gas Compressors
- Process flow diagram
- Statement on Generator certification and participation in the RFS, LCFS, or any other program outside of the M-RETS RTC, including Carbon Tracking System.
- Optional Life Cycle Assessment Details (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
 - Statement on the independence of the third party performing the review
 - PE stamp and credentials (PE should be certified in the State where the project is located)
- 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.
 - Any local, state, or provincial documentation or permits that can substantiate the generator registration data.
 - Interconnection and Operational Balancing Agreement

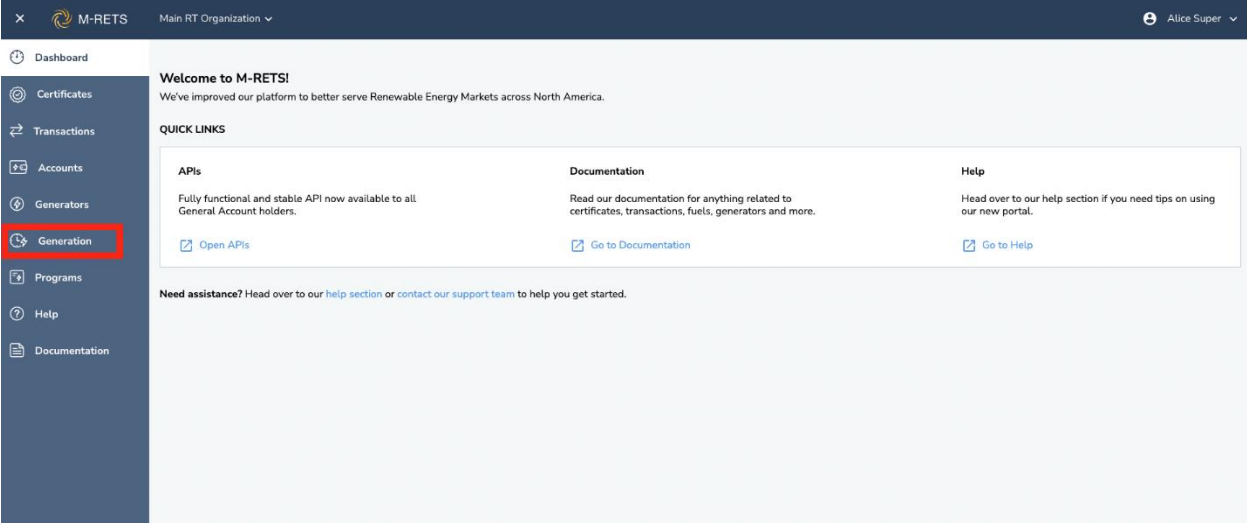
Before generation can be uploaded the M-RETS Administrator must review and approve the generator.



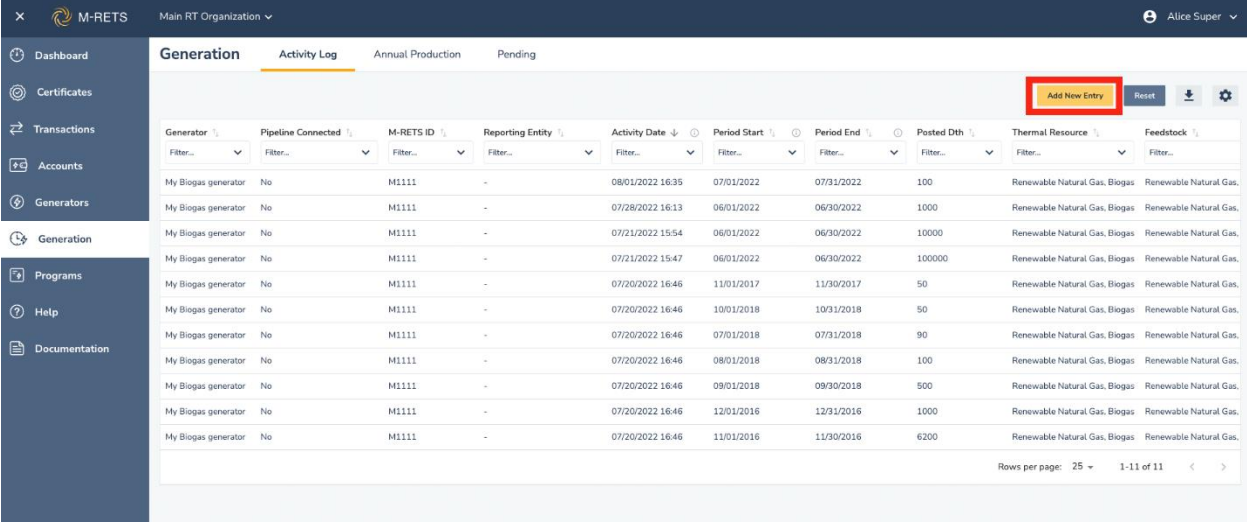
Reporting RTC Generation

The Renewable Thermal System (RTC) system requires Independent Reporting Entities (IRE) to report generation in Dekatherms (Dth) and submit proof of injection/generation if stacking is permitted with multiple programs. All generators participating in the WA Mandatory GHG Reporting Program must report their data using an IRE. *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.



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



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 'Generator' step is active. The form includes a dropdown menu for 'GENERATOR *', a 'PERIOD' section with 'Start Date *' and 'End Date *' (both MM/DD/YYYY), and a 'TOTAL INJECTED DTH' section with 'Quantity Dth *' (0) and a radio button for 'Is this 100% renewable? *' (Yes selected). A 'Next' button is visible at the bottom right.

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 unless the volumes reported are for the same use and the respective programs permit stacking claims.

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 'Allocation' step in the 'Add Generation' form. The form is titled 'ALLOCATION' and is part of a four-step process: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The 'Allocation' step is active. The form includes a table with columns for 'Feedstock', 'Qualified Issuance', and 'Percentage'. The table has one row for 'Renewable Natural Gas' with 'All Qualified for RTC creation' and a percentage of 0%. An 'Edit Qualified Issuance' button is highlighted in red. A 'Next' button is visible at the bottom right.



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 the following structure:

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 proportion of each feedstock that contributes to the overall reported generation. The sum of these allocations must equal 100%. The Allocation screen will automatically compute these percentages and confirm that they sum up to 100% by displaying a green indicator in the footer.

ALLOCATION

Feedstock Qualified Issuance

Renewable Natural Gas	All Qualified for RTC creation	Edit Qualified Issuance
TOTAL		100 %

Percentage 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).

DOCUMENTATION

Generation Document (Select File For Upload)

Choose File No file chosen

Back Review

Step 4: Review

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



Add Generation



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.

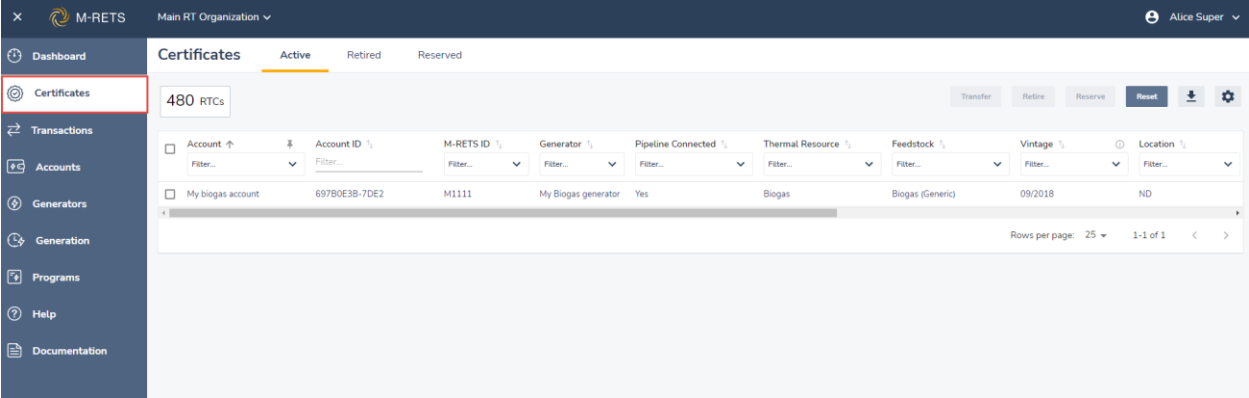
Go Back

Submit



RTC Management

After M-RETS RTCs have been issued, these certificates can be administered through the Certificates Dashboard. This dashboard allows users to oversee all Active and Retired certificates within their organization's accounts.



Within the Certificates Dashboard, certificates can be sorted by their respective statuses—Active, and Retired,—via tabs positioned at the table's top. Each status correlates with a specific account where RTCs may be deposited. Users have the flexibility to establish multiple accounts for Active, Retirement, and Reserve statuses as required.

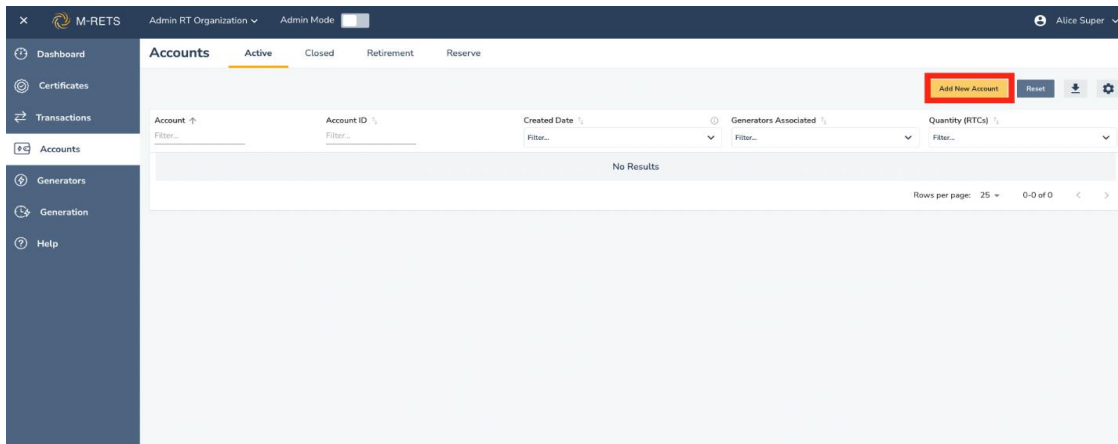
Active: RTCs deposited into Active accounts. The Active Account is the holding place for all active Certificates. An Active Account may be associated with one or more Generators.

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.

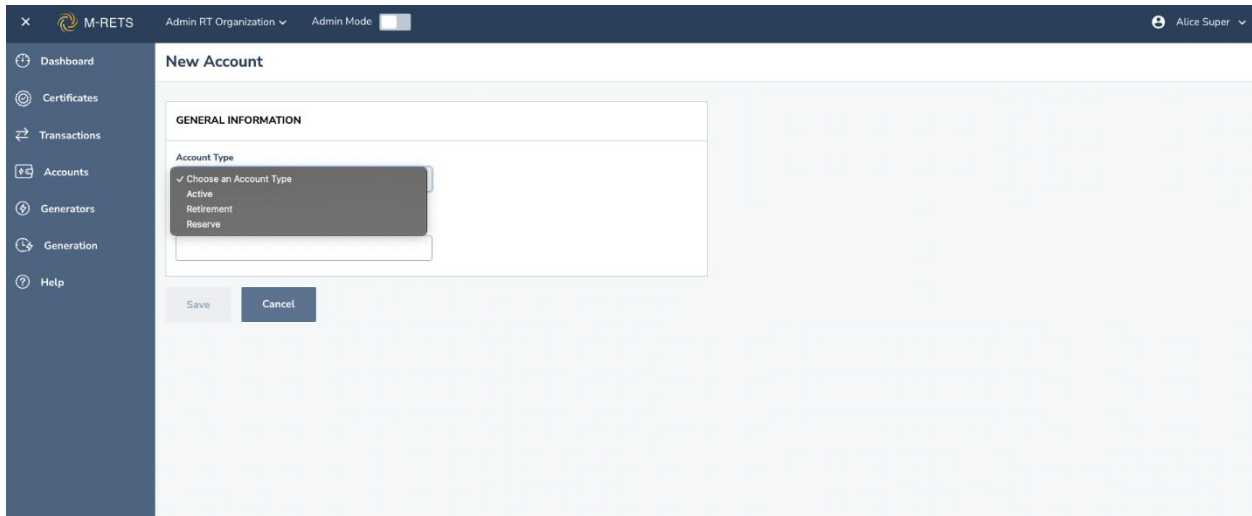


Creating New Accounts

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

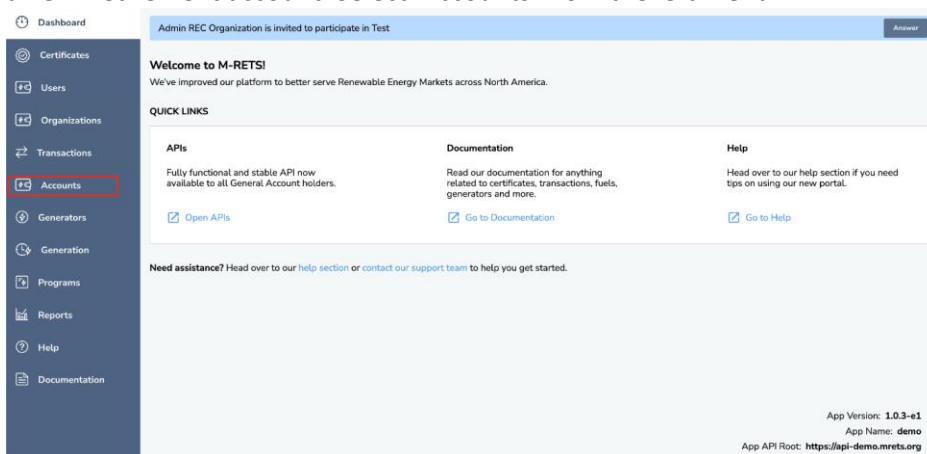


From the "New Account" screen, use the Account Type dropdown to choose an 'Account Type' to create. Name the account, once you have entered the necessary information select "Save".

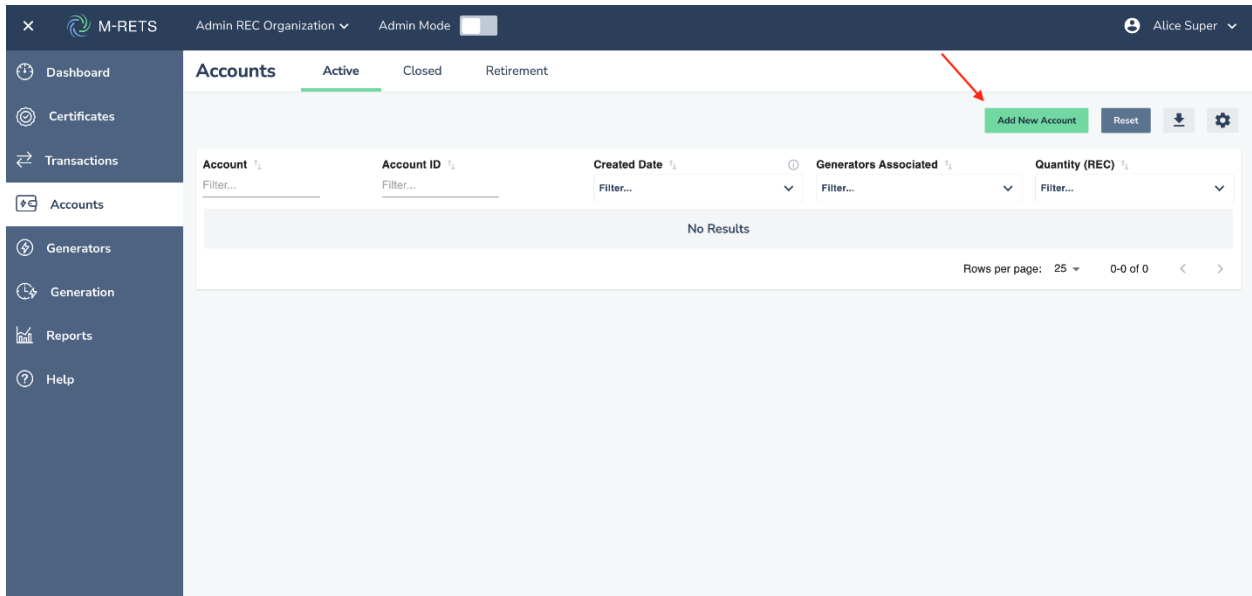


The user can now deposit RTCs into this account.

To make a claim toward the WA Mandatory GHG Reporting Program, you must first create a **new** Retirement account. Select 'Accounts' from the left menu.

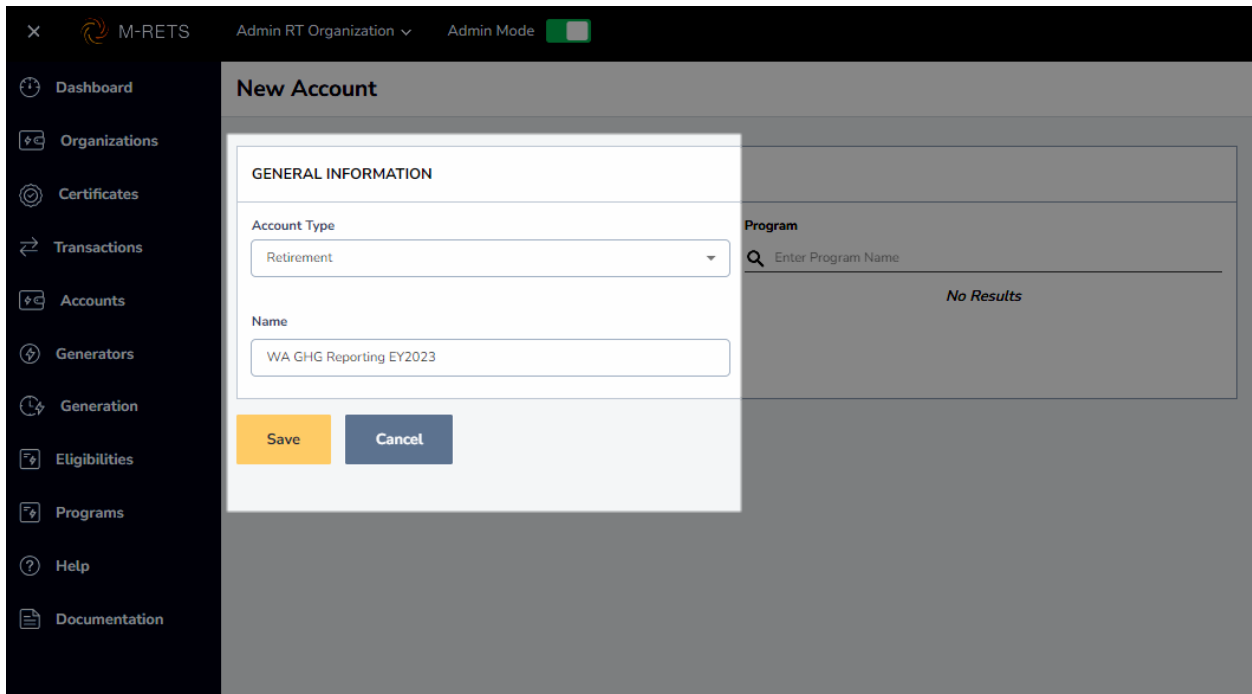


Select "Add New Account".



Change the account type to "Retirement"

- [Name the Account](#) (e.g., **Account Type:** Retirement; **Account Name:** WA GHG Reporting EY[Emissions Year] (e.g., WA GHG Reporting EY2023)
- Once you have completed all fields, select "Save".



Transfer certificates into a Retirement account for the WA Mandatory GHG Reporting Program.

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 M-RETS Certificates dashboard. The left sidebar has the 'Certificates' menu item highlighted with a red box. The main content area shows a table of certificates with columns: Account, M-RETS ID, Organization, Generator, Pipeline Connected, Thermal Resource, Feedstock, Vintage, and Location. Two rows are selected, indicated by orange highlights and checked checkboxes. The top right corner has buttons for 'Transfer', 'Retire', 'Withdraw', 'Reset', and a download icon. The 'Retire' button is highlighted with a red box.

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.

This screenshot is identical to the one above, but the 'Retire' button in the top right corner is highlighted with a red box, indicating the next step in the process.



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.

Retire RTCs

1. RTCs quantities | 2. Select retirement options | 3. Select accounts | 4. Review | 5. Success

Input the amount of RTCs

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

RETIRE OVERVIEW

Total active RTCs
10040
RTCs will be transferred.

Back Next

RTC Batch Details

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

Generator	Account	Thermal Resource	Vintage	Location
My 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

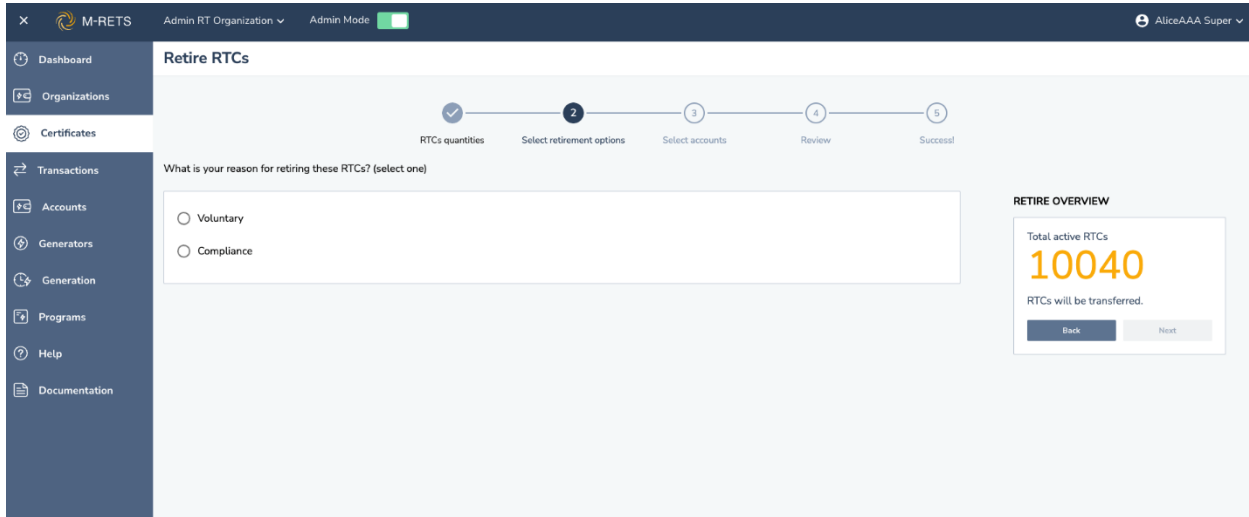
Eligibilities

None


Injection Receipt: [sample.pdf](#)



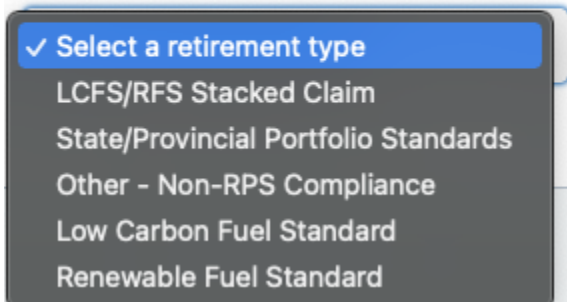
Once you have reviewed the quantities and details, the next screen will ask you for the Retirement Reason. You will be asked to select Compliance. **The WA Mandatory GHG Reporting Program is a Compliance Program.** Each field requires several fields of information to be filled out. See below for a breakdown of the required fields. *Note: Retirements for the Washington Department of Ecology's (ECY) Mandatory GHG Reporting Program should be done as a Compliance retirement using the Retirement Type: **Other – Non-RPS Compliance***



Compliance Retirements:

 Compliance

Type



- **Other - Non-RPS Compliance**



Once you have selected the Retirement Type and completed the required State, Year, and Quarter detail fields, select "Next." (Note: The retirements in this program are accounted for annually. Select any Quarter). In the Notes field, add the GHGPRID assigned by Ecology.

The screenshot shows the 'Retire RTCs' process in the M-RETS system. The user is at step 2, 'Select retirement options'. The form is filled out with the following information:

- Reason: Compliance
- Type: Low Carbon Fuel Standard
- State/Province: Washington
- Year: 2023
- Quarter: Q1
- Notes: GHGPRID: 0001

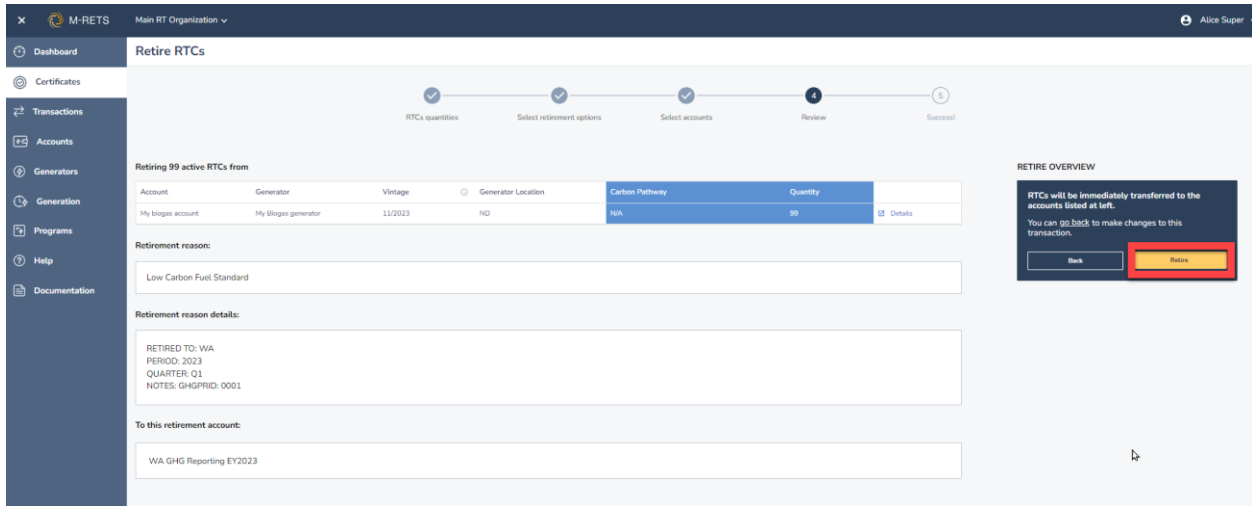
The 'RETIRE OVERVIEW' summary on the right indicates 99 total active RTCs and shows a 'Next' button highlighted in red.

Select the Retirement Account that is assigned to the WA Mandatory GHG Reporting Program. You can search for the Retirement Accounts within your Organization or select them from the populated list. Select "Review" to confirm the Retirement.

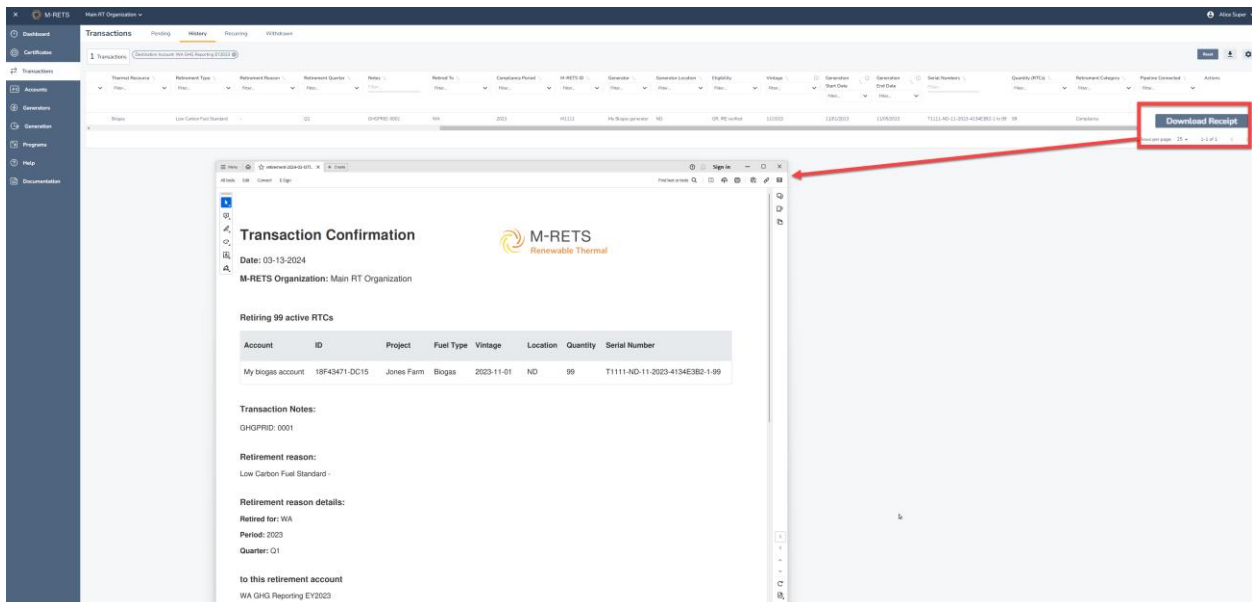
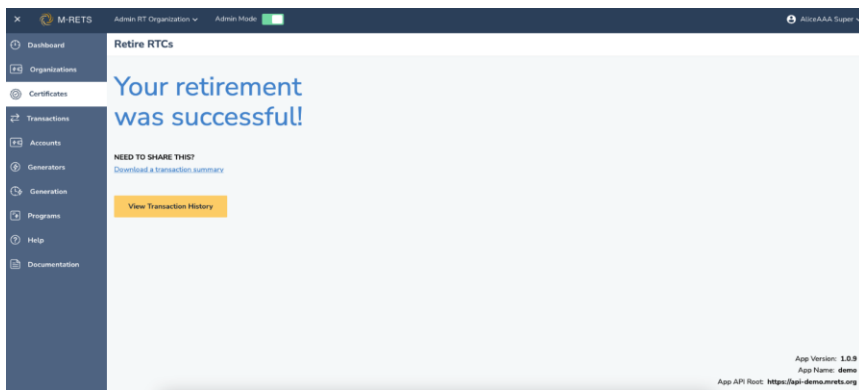
The screenshot shows the 'Retire RTCs' process in the M-RETS system, now at step 3, 'Select accounts'. The user has selected the account 'WA GHG Reporting EY2023' from a list. The 'RETIRE OVERVIEW' summary on the right shows 99 total active RTCs and a 'Review' button highlighted in red.



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.



After you select "Retire," you will then see the screen below and will be given the option to download the Transaction Receipt and view the transaction in the history tab.



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. Documentation of retired RTCS shall be maintained by the reporter for a duration that meets the time period specified in WAC 17-441. Retirement reports shall be provided to third party verifiers as part of the annual verification process.

The screenshot shows the M-RETS interface. The top navigation bar includes the M-RETS logo, 'Main RT Organization', and a user profile 'Alice Super'. A left sidebar contains navigation items: Dashboard, Certificates (highlighted with a red box), Transactions, Accounts, Generators, Generation, Programs, Help, and Documentation. The main content area is titled 'Certificates' and has three tabs: 'Active', 'Retired' (highlighted with a red box), and 'Reserved'. Below the tabs, it shows '99 RTCs' for 'Account: WA GHG Reporting EY2023'. A filter bar contains dropdowns for Account ID, Thermal Resource, Feedstock, Vintage, Generation Start Date, Generation End Date, M-RETS ID, Generator, and Generator Location. A table below displays one row of data: 'WA GHG Reporting EY2023', 'F29F2F03-EC4F', 'Biogas', 'Biogas (Generic)', '11/2023', '11/01/2023', '11/05/2023', 'M1111', 'My Biogas generator', and 'ND'. The bottom right of the table area shows 'Rows per page: 25' and '1-1 of 1'.

