

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 digestor
- 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 digestor]
- 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 <u>website</u>. Questions specific to the program should be directed to the Washington Department of Ecology Staff at <u>GHGReporting@ecy.wa.gov</u>.

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 <u>systemadmin@mrets.org</u>

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

- <u>M-RETS® Renewable Thermal Operating Procedures</u>
- 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.

	🖉 М	-RETS							
Reg	Register your Organization								
Already Hav Administrate	e an account? <u>Sign In</u> Organizat <u>r</u>	tion already registered? <u>Contact</u>	<u>System</u>						
	Select the type of renewable en	ergy you work with:							
	Renewable Electricity	Renewable Thermal							
			•						



1b) Complete the Organization Type and User information

Register your	Organization
Already Have an account? Sign In Organ Administrator	ization already registered? <u>Contact System</u>
2 3 Contact Int Type Type Type	in Billing Confirm Success!
What type of organization are you registe O Renewable Thermal Generator or Marketer	ring?* O Cooperative Utility
O Municipal or Crown Utility	O Voluntary Market Participant
O Investor-Owned Utility	O Public Interest Organization
O Independent Reporting Entity (IRE)	O Program Administrator/State or
O Other	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 <u>website</u>. To register an account for the purpose of complying with the Washington Mandatory GHG Reporting Program a <u>General Account Subscription</u> is required.





1d) Complete your organization's contact information.

Ò M-RETS

Administrator					
				-6-	
Organization Type	Account Type	Contact Info	Billing Contact Info	Confirm	Success!
Please provide cor	ntact inform	ation for your o	organization:		
Contact Name*					
Title or Role*					
Organization Name*					
A d d to a c d t					
Address					



Already Have an	account? <u>Sig</u>	DUI C	rion already re	gistered? <u>Cor</u>	IOII ntact System
				—(5)—	
Organization Type	Account Type	Contact Info	Billing Contact Info	Confirm	Success!
3illing Contact Nan Billing Address*	ne*				



1f) Confirm the registration information is correct.

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dministrator	ount? <u>Sign In</u> Organiz	ation already regi	stered? <u>Cor</u>	ntact System
	<u></u>		G	6
				U S
Organization A Type	Account Contact Info Type	Contact Info	Confirm	Success!
Registrant & Orga Information:	nization			
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 Informatio	on:	Billing Contac	t Informat	ion:
Name:	Bryan Gower	Name:	Brya	n Gower
Job Title:	Manager	Phone:	9259	9809989
Phone:	9259809989	Email:	brya	n@test.cor
Address:	123 Any Street	Address:	123	Any Street
Postal Code:	39000	Postal Code:	3900	00
City:	Any Town	City:	Any	Town
State:	FL	State:	FL	
	United States	Country:	Unite	ed States
Country:				

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 <u>A detailed instruction can be found here</u>.

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.

×	🚫 M-RETS																				\varTheta Bryan	Gower ~
۲	Deshboerd	Generators	Active	Drafts	Pending	g Inactive																
0	Certificates																		Add New G	enerator	ine d	٥
72	Transections	Generator 🛧		M-RETS ID		Thermal Resource 1		Feedstock 5		Pipeline Connected 1	COD			Mate Province 1.		Sgibility		Submission User N		Submission D	ate N	
æ	Accounts	Film.		Fiber	×	Fiber-	Ý	Film-	×				Y File.	Film-	~	Filter	×	Fiber	×	Filter		~
۲	Generators											No Result										
-																			Rows per page	25 - 0	-Def0	
G	Generation																					
•	Programs																					
0																						
6	Documentation																					

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



× 🖓 M-RETS	Main RT Organization 🗸							😫 Alice	Super 🛩				
Dashboard	Edit RNG of Oregon							Save Changes	Cancel				
Certificates	General Owner	Operator Engineering	Fuel(s) Carbon Pat	hway	Documents								
	Fields labeled with this icon will change this generator's status to PENDING.												
Accounts	GENERAL INFORMATION				REPORTING AND I	SSUANCE							
(Generators	Facility Name *	RNG of Oregon		Δ	Reporting Entity *		Self Reporting		• •				
Constantion					Issuance Account 🕔	•	My biogas account		•				
Cy Generation	LOCATION												
Programs	LOCATION												
(?) Help	Country *	United States		▲									
	State or Province *	Oregon	•										
	County or Municipality *	Wake											
	Facility Photo *	Choose File No file cho	sen										

- 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 <u>Schedule A: Designation of Responsible Party RTC.</u>
- 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).

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Dashboard	General Owner Operator F	Engineering Fuel(s)	Carbon Pathway	Documents	Administrator				
© Certificates	A Fields labeled with this icon will change this gener	ator's status to PENDING.							
eq Transactions	Add New Thermal Resource								
Accounts	RENEWABLE NATURAL GAS								
(🔄 Generators	Thermal Resource *	Renewable Natural Gas	Renewable Natural Gas						
🗘 Generation	Feedstock(s) *	Renewable Natural Gas	• A						
🕬 Programs	Label (optional)								
⑦ Help	Program Eligibility You can select multiple program eligibilities.			•					
Documentation	Disabled eligibilities are managed directly by the Program Administrator. Contact them directly for more information.	Oregon CFP Registered Oregon Fuel Pathway Code Remove Oregon CFP Regi	stered from Renewable Natural G	àas					

- Documentation: Documents supporting the RTC Registration including:
 - o 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
 - o Meter Model
 - o 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 (<u>Reference</u>)
 - 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)
- $\circ~$ 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 sl	nould log into t	their RTC Dashboard	and select "	'Generation"	from the left menu.
3					

e la minero			U Mate Super 1
Dashboard			
O Certificates	Welcome to M-RETS! We've improved our platform to better serve Renewable Energy Market	ets across North America.	
	QUICK LINKS		
Accounts	APIs	Documentation	Нецр
Generators	Fully functional and stable API now available to all General Account holders.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if you need tips on using our new portal.
Generation	Dpen APIs	Go to Documentation	[Go to Help
🗐 Programs	Need assistance? Head over to our help section or contact our support	team to help you get started	
⑦ Help	The associated the over to our met sector of contact our support	centro help foo get atal teo.	
Documentation			

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

× 🙋 M-RETS	Main RT Organizatio									😫 Alice Super 🗸
Dashboard	Generation	Activity Log	Annual Production	Pending						
Ocertificates									Add New Entry	eset 🛓 🗘
	Generator 1	Pipeline Connected	M-RETS ID	Reporting Entity	Activity Date ψ \odot	Period Start 1 🕕	Period End 1	Posted Dth 1	Thermal Resource	Feedstock 1
Accounts	Filter 🗸	Filter 🗸	Filter 🗸	Filter 🗸	Filter 🗸	Filter 🗸	Filter V	Filter 🗸	Filter 🗸	Filter
	My Biogas generator	No	M1111	*	08/01/2022 16:35	07/01/2022	07/31/2022	100	Renewable Natural Gas, Biogas	Renewable Natural Gas,
Generators	My Biogas generator	No	M1111	2	07/28/2022 16:13	06/01/2022	06/30/2022	1000	Renewable Natural Gas, Biogas	Renewable Natural Gas,
Generation	My Biogas generator	No	M1111	2	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.
·• Programs	My Biogas generator	No	M1111	2	07/20/2022 16:46	11/01/2017	11/30/2017	50	Renewable Natural Gas, Biogas	Renewable Natural Gas,
⑦ Help	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,
E bocumentation	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	2	07/20/2022 16:46	11/01/2016	11/30/2016	6200	Renewable Natural Gas, Biogas	Renewable Natural Gas,
								F	lows per page: 25 👻 1-11	of 11 < >

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.

× ⊘ M-RETS	Main RT Organization 🗸	e Alice Super 🗸
Dashboard	Add Generation	
O Certificates		
	0 (2)_	(3)(d)
e Accounts	Generator Allocation	Documentation Review
Generators	GENERATOR *	
Cy Generation	Select a Generator 👻	
্র্রি Programs	PERIOD Start Date * End Date *	
⑦ Help	MM/DD/YYYY	
Documentation	TOTAL INJECTED DTH Is this 100% renewable?* Quantity Dth * • Yes No No	
		Back Next

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.

Add Generation					
	Generator	Allocation	3 Decumentation	(d) Review	
ALLOCATION					Fuel allocation type Percentage Quantity
Feedstock	Qualified Issuance				Percentage
Renewable Natural Gas	All Qualified for RTC creation	in	Edit Qualified is	suance	96
TOTAL					0 %
		Back	Next		

Qualified Issuance Options

All Qualified for RTC creation

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

Qualified Issuance			×
RENEWABLE NATURAL GAS			
All Qualified for RTC creation	•		
	Grand	Saura	
	Cancel	Save	

Partially Qualified for RTC Creation

Only the percentage reported is eligible for RTC creation.

	GAS		
Partially Qualified for R	TC creation 👻	Reason for non-qualification	Ŧ
Percent	Reason	Detail	
0	% Qualified Issuance	2	
0 %	TOTAL		

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	•
Percent	Reason	RFS	
0 %	TOTAL	LCFS	
		Other State Program	
	Cancel	Other Voluntary Program	
		Other	

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.

	Generator	Allocation	3 Documentation	(4) Review		
ALLOCATION					Fuel allocation type Percentage 	O Quantity
Feedstock	Qualified Issuance				Percentage	
Renewable Natural Gas	All Qualified for RTC creation		Edit Quelified Issuance		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).

Generator	Allocation	3 Documentation		
	Back	Review		
	Generator	Cenerator Alicenter	Conceptur Alexandro C	Consister Alicen

Step 4: Review

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



Add Committee					
Add Generation					
	Ø	O	O	•	
	Generator	Allocation	Documentation	Review	
GENERATOR					
	Anaerobic Digesters				
PERIOD	10/01/2022 to 10/31/2022				
QUANTITY	1 Dth Is this 100% renewable? YES				
ALLOCATION	Peedstock	Qualified Issuance			Percentage
	Renewable Natural Gas	All Qualified for RTC creation		View Qualified Issuance	100 %
	TOTAL				100 %
DOCUMENTATION	Selected file Generation_Pending-11-04-2022.pdf				
		Back Make Ch	aviges Save		
	By clicking Submit, I Generator's injection	acknowledge that I into the pipeline.	have reported	100% of the selecte	ed
				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.

×	N-RETS	Mair	n RT Organization 🗸														e	Alice	Super 🗸
٢	Dashboard	Ce	rtificates	Activ	e Retired	Res	erved												
0	Certificates	4	80 RTCs											Transfer	Retire	Reserve	Reset	ŧ	٥
₽	Transactions		Account ↑	×	Account ID		M-RETS ID		Generator 1	Pipeline Connected		Thermal Resource	Feedstock 1		Vintage 1		D Loca	tion 1	
٩	Accounts		Filter	~	Filter		Filter	~	Filter 🗸	Filter	~	Filter 🗸	Filter	~	Filter		Filte		~
۲	Generators	•	My biogas account		697B0E3B-7DE2		M1111		My Biogas generator	Yes		Biogas	Biogas (Gene	ric)	09/2018		ND		,
©\$	Generation														Rows per pa	ge: 25 👻	1-1 of	1 <	>
•	Programs																		
?	Help																		
B	Documentation																		

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".

× 🙋 M-RETS	Admin RT Organization 🗸 Admi	n Mode				e Alice	Super 🗸
Dashboard	Accounts Active	Closed Retirement Reserve					
Certificates					Add New A	ccount Reset	•
	Account 个	Account ID 1	Created Date	Generators Associated 1	Quantity (RT	Cs) 1,	
Accounts			Filter	✓ Filter	Y Filter.		~
Generators			No Results				
Generation					Rows per page:	25 - 0-0 of 0	S - 2
(?) Help							

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".

× 视 M-RETS	Admin RT Organization 🗸 Admin Mode	😫 Alice Super 🗸
① Dashboard	New Account	
 Ø Certificates 	GENERAL INFORMATION Account Type Choose an Account Type	
Generators	Active Retirement Reserve	
(c) Help	Save Cancel	

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.

Dashboard	Admin REC Organization is invited to participate in Test		Answar
Ocrtificates	Welcome to M-RETS!		
💽 Users	We've improved our platform to better serve Renewable E	Energy Markets across North America.	
e Organizations	QUICK LINKS		
	APIs	Documentation	Help
e Accounts	Fully functional and stable API now available to all General Account holders.	Read our documentation for anything related to certificates, transactions, fuels, generators and more.	Head over to our help section if you need tips on using our new portal.
Generators	Open APIs	Go to Documentation	Go to Help
Generation			
F Programs	Need assistance? Head over to our help section or contact	t our support team to help you get started.	
🕍 Reports			
⑦ Help			
Documentation			
			App Version: 1.0.3-e1
			App Name: demo
			App API Root: https://api-demo.mrets.org



Select "Add New Account".

‡
\$ ~
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~

Change the account type to "Retirement"

- <u>Name the Account</u> (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".

× 🖓 M-RETS	Admin RT Organization 🗸 Admin Mode 🗾	
Dashboard	New Account	
¢ত্র Organizations		-
O Certificates	GENERAL INFORMATION	
Transactions	Account Type Retirement	Program Q Enter Program Name
¢ত Accounts	News	No Results
Generators	WA GHG Reporting EY2023	
Cy Generation		
► Eligibilities	Save Cancel	
[≖] ¢ Programs		
? Help		
Documentation		



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.

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① Dashboard	Certificates Ad	ctive Retired	Exported In	ported With	drawn All Co	ompliance Summary			
€ Organizations	10,040 RTCs						Transfer Retire	Withdraw	Reset 👱 🏚
O Certificates					2 rows are select	ted.			
	Account 1, A	M-RETS ID	Organization 1	Generator 1	Pipeline Connected	Thermal Resource	Feedstock 1	Vintage 1	Location 1, Eiter
∳© Accounts	RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
Generators	RTCs account	M1112	Second RT Organization	My RNG generator	No	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	08/2018	ND
Generation	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
Programs	My biogas account	M1111	Main RT Organization	My Biogas generator	No	Biogas	Biogas (Generic)	07/2018	ND
? Help	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
Documentation	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
							Rows per	page: 25 + 1	-10 of 10 < >

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

×	⊘ M-RETS	Adn	nin RT Organization	~ ,	Admin Mode		l												₿ ^	liceAAA	Super 🗸
() D	ashboard	Ce	rtificates	Activ	e Retire	ed	Exported	Im	ported	With	drawn	All	Cor	mpliance Summary							
<u>ه</u> ه د	Organizations	1	0,040 RTCs													Transfer	Retire	Withdraw	Reset	ŧ	٥
© c	Certificates											2 rows are s	electe	d.				-			
≓ Tr	ransactions		Account 1	*	M-RETS ID		Organization 1		Generator 1		Pipeline Co	onnected 1		Thermal Resource		Feedstock 1		Vintage 1		Location	
م ©•(Accounts		PTCc account	~	Hiter_	~	Fitter	v	Filter	•	Fitter		~	Panawable Natural Gar	×	Appropriate Direction of 100% Grace M	V lacto	08/2018	Ť	Fitter	
(§) G	enerators		RTCs account		M1112		Second RT Organ	nization	My RNG gener	ator	No			Renewable Natural Gas		Anaerobic Digestion of 100% Green V	/aste	08/2018		ND	
() a	Generation		RTCs account		M1112		Second RT Organ	nization	My RNG gener	ator	No			Renewable Natural Gas		Anaerobic Digestion of 100% Green V	/aste	10/2018		ND	
- -			RTCs account		M1112		Second RT Organ	nization	My RNG gener	ator	No			Renewable Natural Gas		Anaerobic Digestion of 100% Green V	/aste	09/2018		ND	
e ک	rograms		My biogas account		M1111		Main RT Organiz	ation	My Biogas gen	erator	No			Biogas		Biogas (Generic)		07/2018		ND	
🤊 н	lelp		My biogas account		M1111		Main RT Organiz	ation	My Biogas gen	erator	No			Biogas		Biogas (Generic)		12/2016		ND	
			My biogas account		M1111		Main RT Organiz	ation	My Biogas gen	erator	No			Biogas		Biogas (Generic)		11/2016		ND	
E D	ocumentation		RTCs account 2		M1111		Second RT Organ	nization	My Biogas gen	erator	No			Biogas		Biogas (Generic)		10/2018		ND	
			My biogas account		M1111		Main RT Organiz	ation	My Biogas gen	erator	No			Biogas		Biogas (Generic)		09/2018		ND	
			Another biogas accou	unt 1	M1111		Main RT Organiz	ation	My Biogas gen	erator	No			Biogas		Biogas (Generic)		08/2018		ND	
																Rov	/s per	page: 25 👻	1-10 of 1	0 <	>

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.

× 권 M-RETS	Admin RT Organization 🗸 🛛 Admin Mod	ode			😫 AliceAAA Super 🗸
Dashboard	Retire RTCs				
♦ Organizations		0			
Certificates		RTCs quantities Sele	ect retirement options Select accounts	Review Success	
♦€ Accounts	Input the amount of RTCs				RETIRE OVERVIEW
Generators	Account Organization Genera	erator Thermal Resource Vinta	tage① Location Carbon Pathway	Quantity (RTCs) Max Available	Total active RTCs
Cr Generation	RTCs account Second RT Organization My RN	NG generator Renewable Natural Gas 08/2	2018 ND Select carbon pathway	- 40 40 ≥ Details	10040
Programs					Back Next
⑦ Help	RTCs account Second RT Organization My RN	NG generator Renewable Natural Gas 09/2	2018 ND Select carbon pathway	✓ 10000 10000	
Documentation					

×

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

enerator	Account	Thermal Res	source \uparrow_{\downarrow}	Vintage \dagger_{\downarrow}	(i)	Location	↑ _↓
/ RNG generator	RTCs account	Renewable N	latural Gas	08/2018		ND	
Carbon Pathv	vays						
Name	Tool N	lame	Carbon Intensity	grams C	02 / Dth		Date
RNG LCA #1	GHGer	nius 5.0f	0.25	263.75			2018
Eligibilities							
None							

Injection Receipt: <u>sample.pdf</u>

RTC Batch Details

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*

× 🔌 M-RETS	Admin RT Organization 🗸 Admin Mode 📰	😫 AliceAAA Super 🗸
Dashboard	Retire RTCs	
গিল্ল Organizations	(4) (5)	
Certificates	RTCs quantities Select retirement options Select accounts Review Success	
	What is your reason for retiring these RTCs? (select one)	
♦C Accounts	O Voluntary	RETIRE OVERVIEW
Generators	O Compliance	Total active RTCs
😋 Generation		10040
🛯 Programs		RTCs will be transferred.
⑦ Help		
Documentation		

Compliance Retirements:

🖲 Compliance

Туре

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

× 改 m-rets	Main RT Organization v	Alice Super
Dashboard	Retire RTCs	
O Certificates		
	RTCs quantities Select retirement options Select accounts Review Successi	
+c Accounts	What is your reason for retiring these RTCs? (select one)	
Generators	O Voluntary	RETIRE OVERVIEW
🕒 Generation	Compliance	Total active RTCs
Programs	Typer *	33 BTCs will be transformed
Help	Low Carbon Putit Standard +	Back Next
Documentation	Batar/Provides Year * Quarter * Washington + 2023 + Q1 Hotes - - -	

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.

× 改 M-RETS	Main RT Organization v	e Alice Super 🗸
Dashboard	Retire RTCs	
Certificates		
	RTCs quantities Select retirement options Select accounts Review Success	
₽⊂ Accounts		
Generators	Select the account(s) you would like to retire to.	RETIRE OVERVIEW
Generation	Q. Enter Account Name	Total active RTCs
Programs	WIA GHG Reporting EY2023	99 BTCs will be transferred
⑦ Help		Bed: Review
Documentation		
		4



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.

× 改 M-RETS	Main RT Organization 🗸							Alice Super
Dashboard	Retire RTCs							
Certificates			0	0		0		
			RTCs quantities	Select retirement options	Select accounts	Review	Successi	
Accounts								
Generators	Retiring 99 active RTCs from	n					_	RETIRE OVERVIEW
Cy Generation	Account	Generator	Vintage ③	Generator Location	Carbon Pathway		2 Details	RTCs will be immediately transferred to the accounts listed at left.
🍽 Programs	Retirement reason:	My Biogas generator	11/2023	NU	N/A	33	E2 Details	You can <u>go back</u> to make changes to this transaction.
Documentation	Low Carbon Fuel Standard	ł						
	Retirement reason details:							
	RETIRED TO: WA PERIOD: 2023 QUARTER: Q1 NOTES: GHGPRID: 0001							
	To this retirement account:							
	WA GHG Reporting EY20	123						\$

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.



× 🧭 M-RETS	Man RT Organization 🛩		e Alice Super +
Dashboard	Transactions Pester) History	Mary Recording KDD down	
Certificates	1 Transactions Chattanian summary we lived features	Name and Control of Co	1
7 ² Transactions	Thermal Resource . Polymerant Type	The AnnexeMann AnnexeMann Annexe Annexe Annexe AnnexeMann AnnexeMann AnnexeMannexeMann AnnexeMa	presented . Arbiers
Accesses	w ne. w ne.	v no,	v
Gererotars	Nine Lin Transfer		
Gr Generation	a Dollar	entering of the second	Download Receipt
Tragrama			ap 3 - 1101 (1
The party		E ms. (a) (2) minutes 2010 (0.1, X) (1 min) (0) (2) minutes 2010 (10, X) (1 min) (0) (2) minutes 2010 (10, X) (1 minutes 2010	
Documentation		Altan 18 Genet Alge	
		Transaction Confirmation M-RETS Material Material Material Material Material Material Material	
		Retiring 99 active RTCs	
		Account ID Project Fuel Type Vintage Location Quantity Serial Number	
		My blogss account 18F4SH1-DC15 Jones Farm Blogas 2023-11-01 ND 99 T1111-ND-11-2023-4154E382-1-69	
		Names Constants	
		Primark survey	
		Lew Catton Fuel Standard -	
		Retirement reason details:	
		Retired for: WA b	
		Period: 2023	
		Quarter O1 1	
		In this religement account	
		WA 64 Reports EV023 C	
		e	



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.

× 췒 m-rets	Main RT Organization V 🖨 Alice Super V
Dashboard	Certificates Active Retired Reserved
O Certificates	99 RTCs (Account: WA GHG Reporting EY2023 (6)
	Account 🛧 🕫 Account ID 1; Thermal Resource 1; Feedstock 1; Vintage 1; O Generation 1; O M-RETS ID 1; Generator 1; Genera
ৰি Accounts	1 selected Filter Filter Filter Start Date End Date Filter <
🔄 Generators	
Generation	WA GHG Reporting EY2023 F29F2F03-EC4F Biogas Biogas (Generic) 11/2023 11/01/2023 11/05/2023 M1111 My Biogas generator ND
Programs	Rows per page: 25 + 1-1 of 1 < >
⑦ Help	b
Documentation	

