# M-RETS RTC Registration Guide

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# Introduction

This document is an instructional guide for organizations looking to use the M-RETS® Renewable Thermal Tracking System (RTC) for voluntary or approved compliance programs. M-RETS supports a variety of renewable thermal technologies including; renewably produced hydrogen, ground source heat pumps, renewable natural gas, sewer/wastewater heat recovery. 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 following sections will help the user, 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.

1b) Complete the Organization Type and User information

## M-RETS

### Register your Organization

Already Have an account? Sign In | Organization already registered? Contact System Administrator

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

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 a Program, a **General Account Subscription** is required.

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

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
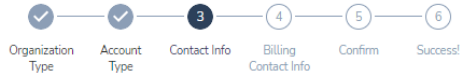
○ Program Administrator                              No Fee

○ Market Administrator                               No Fee

○ Regulator                                          No Fee

1d) Complete your organization's contact information

# M-RETS

## Register your Organization

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

Please provide contact information for your organization:

**Contact Name***

**Title or Role***

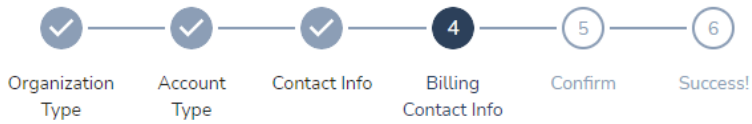**Organization Name***

**Address***

**City***

**Country ***

1e) Complete the Billing Contact Information.

# M-RETS

# Register your Organization

Already Have an account? Sign In | Organization already registered? Contact System Administrator

| ✓ | ✓ | ✓ | 4 | 5 | 6 |
|---|---|---|---|---|---|
| Organization Type | Account Type | Contact Info | Billing Contact Info | Confirm | Success! |

Please provide billing contact information for your organization:

**Copy from previous screen**

**Billing Contact Name***

**Billing Address***

**City***

**Country** *

Select 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 | Confirm | 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:**

| | |
|---|---|
| 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

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.
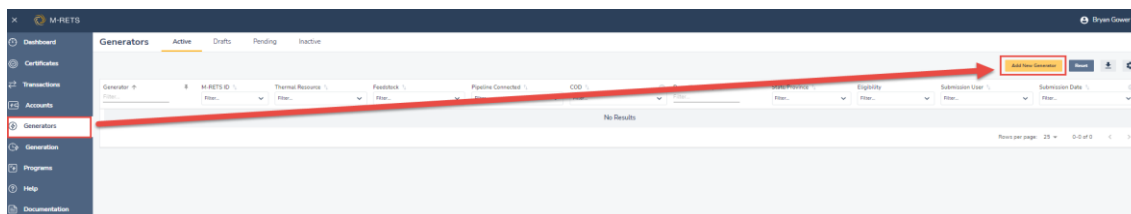


Complete the Generator Registration. There are seven registration tabs to complete:
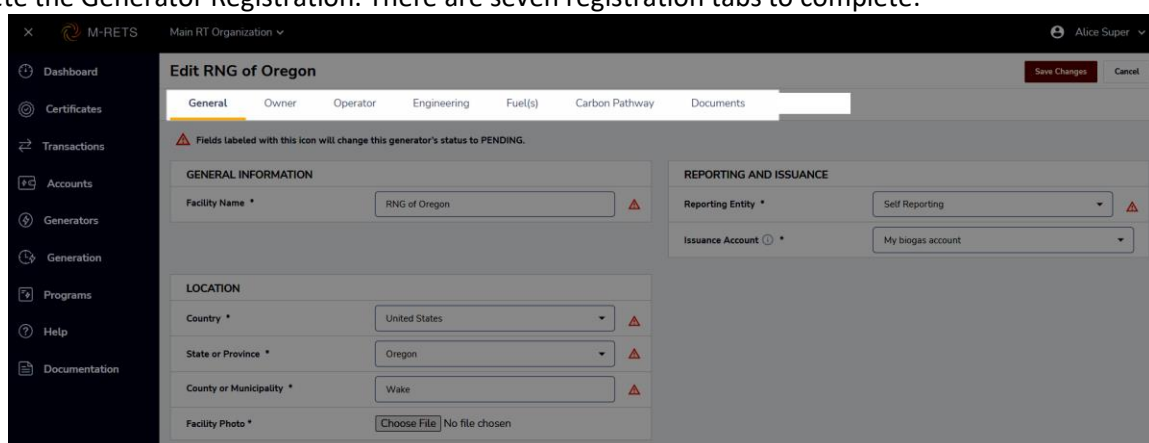


- General: General information about the Generator including Location and Reporting Entity. RTC Generators reporting CI scores are required to use a Reporting Entity. The Third-Party Engineer used to prepare the CI Reporting can also report the generation injections for the Generator. M-RETS currently 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 a supported state program should designate the appropriate eligibility in the Generator Registration's Fuel(s) tab.

- 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.
- Please refer to the compliance program requirements for program specific documents to be uploaded (If applicable)


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.



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.



## 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.

*Qualified Issuance Options*

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



## Partially Qualified for RTC Creation
Only the percentage reported is eligible for RTC creation.

## *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).



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.



### 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).

## Step 4: Review

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

# 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.
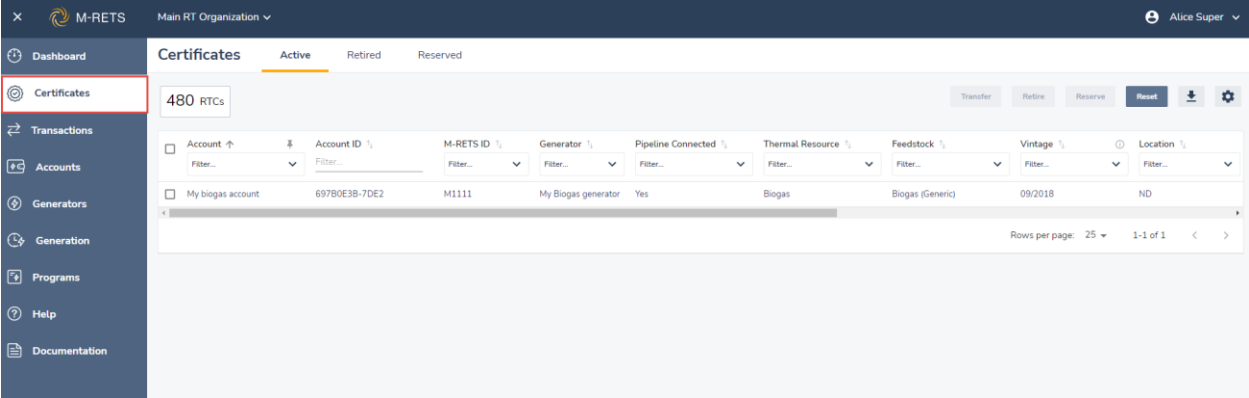


From the Certificates Dashboard, you can view certificates based on their status  the tabs located at the top of the table: Active, Retired and Reserved. Each status has an associated account where RTCs can be deposited. The User can set up as many Active, Retirement and Reserve accounts as they need.

**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".
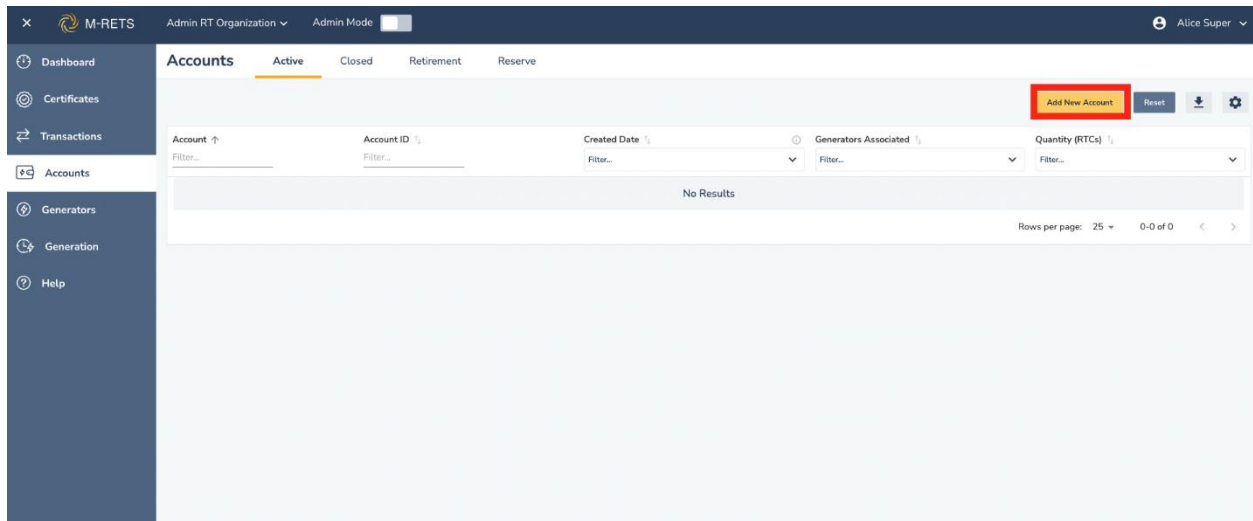
From the "New Account" screen, use the Account Type dropdown to choose an 'Account Type' to create. Name the account, once you have entered the necessary information select "Save".
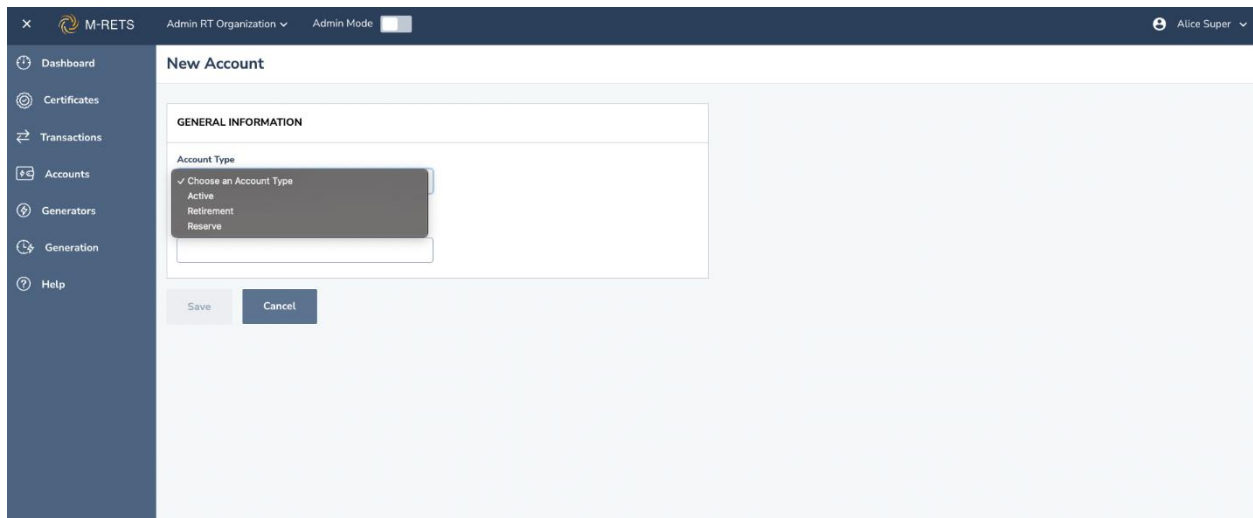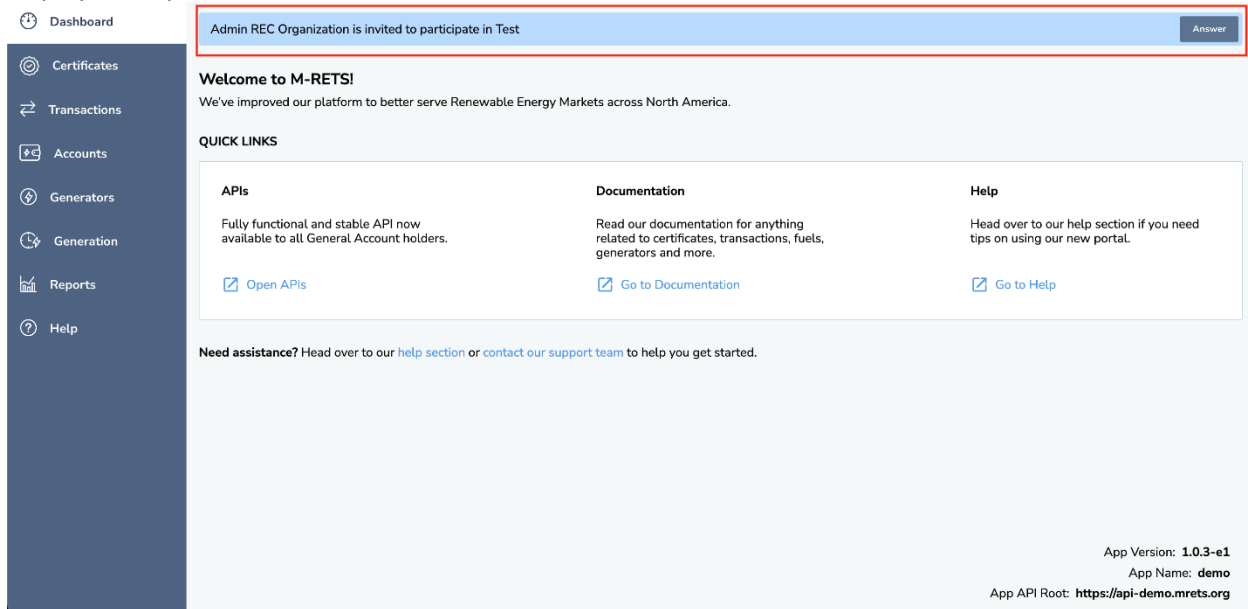
The User can now deposit RTCs into this account.

# Configuring a Retirement Account with a Program
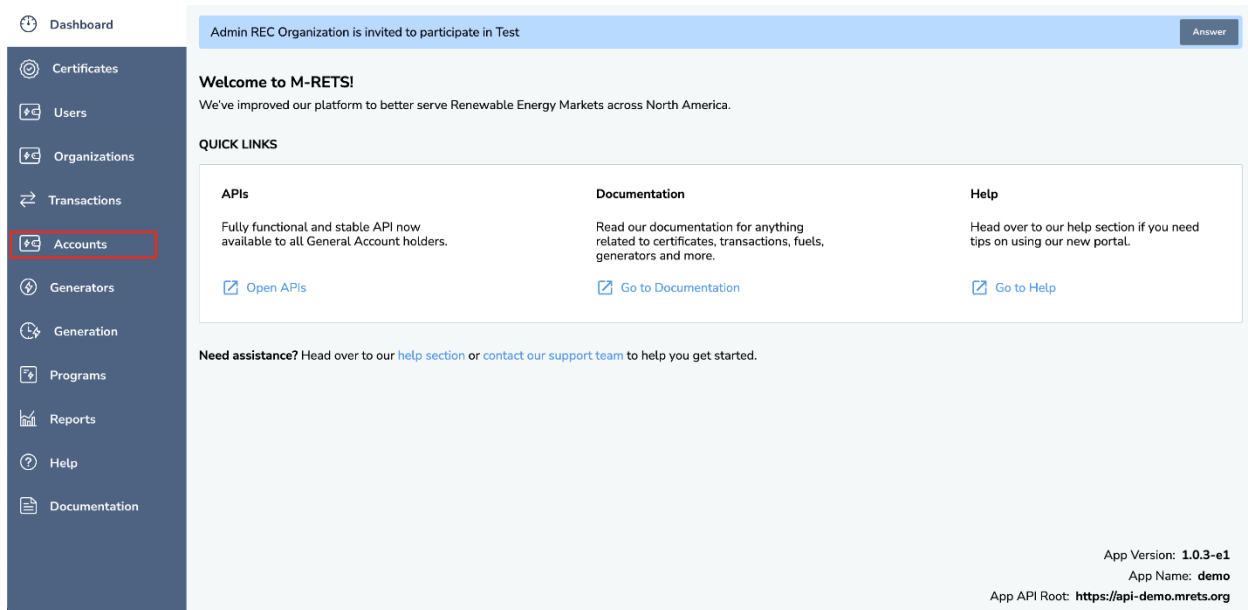
If the Generator is being registered for compliance with a supported program, the Program Administrator will set up a Program for the RTCs to be retired into. You will be invited to participate in the Program by the Program Administrator. Notify the Program Administrator when your M-RETS Subscription is approved. The Program Administrator will invite you to the program. You will create a Retirement Account and link it to the Program.

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



To participate in a 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" and select the Program on the right.

Name the Account (e.g., **Account Type:** Retirement; **Account Name:** Name of Program - Year) once you have completed all fields, select "Save". Refer to the Program instructions for specific naming convention.



RTCs deposited into this Account will be monitored by the Program Administrator for compliance with the Program.

## Transfer certificates into a Retirement account for the Program.

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

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



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.

## RTC Batch Details ✕

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

| :nerator | 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
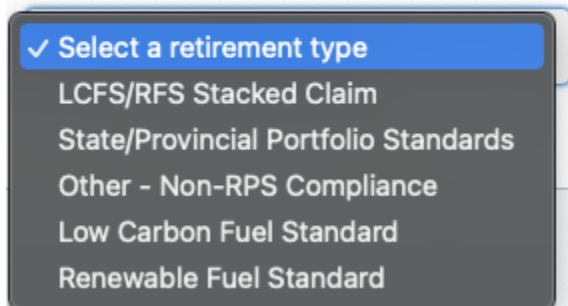
Once you have reviewed the quantities and details, the next screen will ask you for the Retirement Reason. You will be asked to select either Voluntary or Compliance. Each field requires several fields of information to be filled out. See below for a breakdown of the required fields.

**Compliance Retirements:**



- **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 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 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 are 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.