

# 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](mailto: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 TypeAccount TypeContact InfoBilling Contact InfoConfirmSuccess!

What type of organization are you registering?\*

☐ Renewable Thermal Generator or Marketer

☐ Cooperative Utility

☐ 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\*

BackContinue

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 TypeAccount TypeContact InfoBilling Contact InfoConfirmSuccess!

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

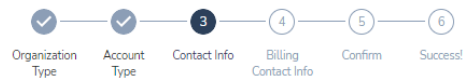


## 1d) Complete your organization's contact information



### 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 \*

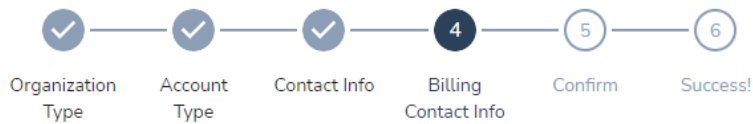


1e) Complete the Billing Contact Information.



## 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 \*

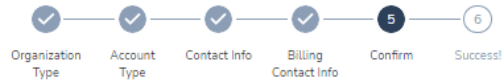


1f) Confirm the registration information is correct.



## Register your Organization

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



### 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.](#)

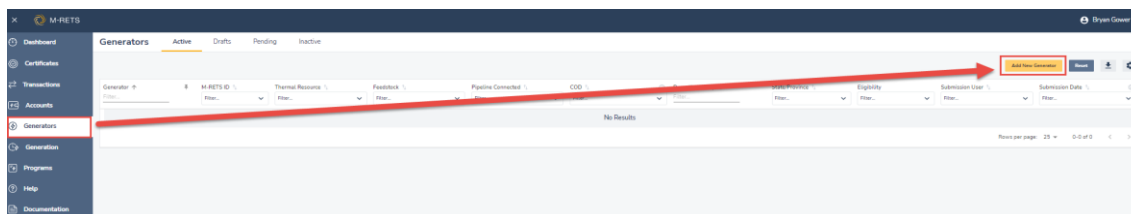




# Register an RTC Generator

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.
- Self Reporting is available for RTC Generators interconnected with a pipeline located in the U.S.
- A Qualified Reporting Entity is required for:
  - RTC Generators reporting CI scores
    - The Third-Party Engineer used to prepare the CI Reporting can also report the generation injections for the Generator.
  - Generators that participate in a program outside of the M-RETS RTC for any part of their generation such as the RFS, LCFS
    - The Qualified reporting entity or RFS Quality Assurance Plan (QAP) independent third party auditor should report the generation.
  - Generators located outside the US
- 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
    - Revenue Quality Meter Details
      - Meter Model
      - Meter Serial Number
      - Certifications
      - Photo of Installed Meter
    - 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.
    - (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 (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.
    - b. Any **local, state, or provincial documentation or permits** that can substantiate the generator registration data.



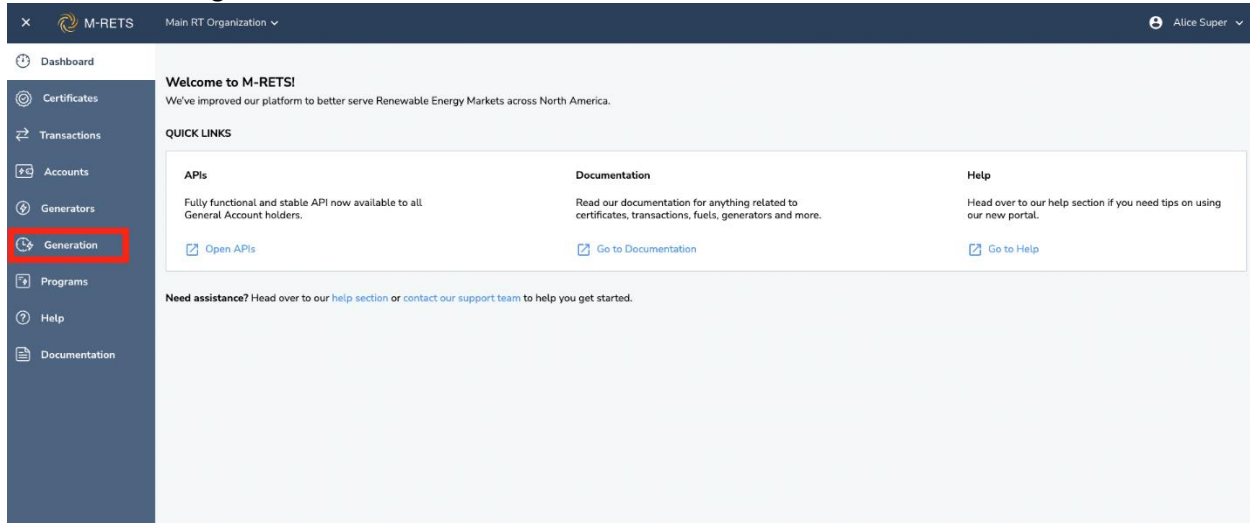
- Please refer to the compliance program requirements for program specific documents to be uploaded (If applicable)

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

## Reporting RTC Generation

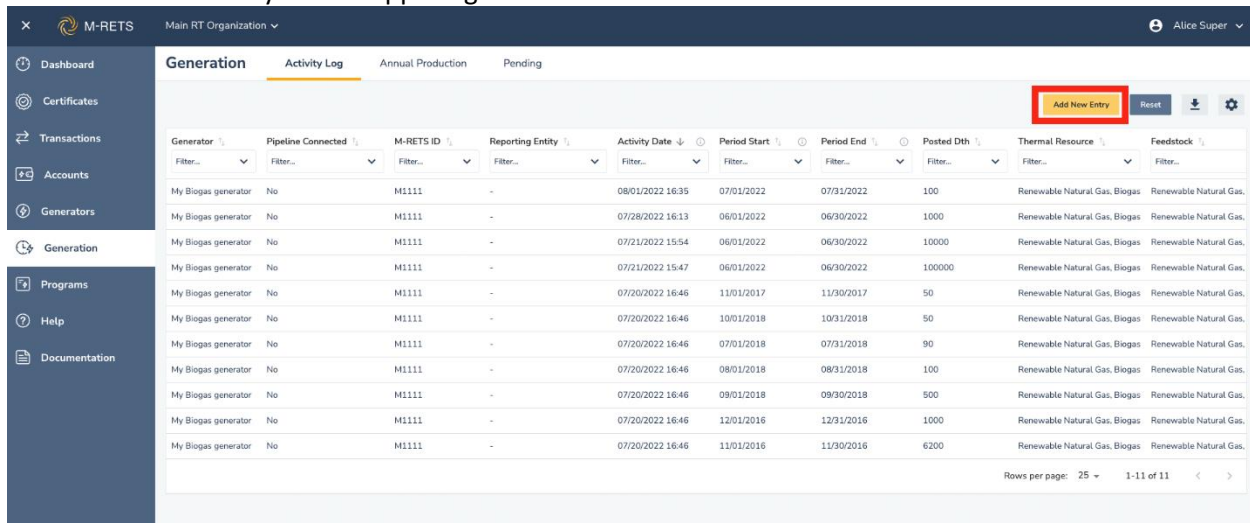
The Renewable Thermal System (RTC) system requires Independent Reporting Entities (IRE) to report generation in Dekatherms (Dth) and submit proof of injection/generation. *Note: the IRE must upload 100% of their generation even if the total percentage is not allocated for RTC creation.*

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



The screenshot shows the M-RETS dashboard interface. The left sidebar contains a menu with the following items: Dashboard, Certificates, Transactions, Accounts, Generators, **Generation** (highlighted with a red box), Programs, Help, and Documentation. The main content area displays a 'Welcome to M-RETS!' message, a 'QUICK LINKS' section with links for APIs, Documentation, and Help, and a 'Need assistance?' notice.

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



The screenshot shows the 'Generation' page in the M-RETS dashboard. The left sidebar is the same as the previous screenshot, with 'Generation' selected. The main content area has tabs for 'Generation', 'Activity Log', 'Annual Production', and 'Pending'. The 'Generation' tab is active, displaying a table of generation entries. In the upper right corner of the table, there is a red box highlighting the 'Add New Entry' button, along with 'Reset' and 'Download' buttons. The table has 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 10 rows of data.

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	100000	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/21/2022 15:47	06/01/2022	06/30/2022	1000000	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

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## 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 the 'Main RT Organization' interface. It features a sidebar with navigation links: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Programs, Help, and Documentation. The main content area shows a progress bar with four steps: 1. Generator, 2. Allocation, 3. Documentation, and 4. Review. The 'Generator' step is currently active. The form fields include: 'GENERATOR \*' with a dropdown menu labeled 'Select a Generator...'; 'PERIOD' with 'Start Date \*' and 'End Date \*' fields, both with date pickers; 'TOTAL INJECTED DTH' with a 'Quantity Dth \*' field containing the value '0'; and a declaration 'Is this 100% renewable? \*' with radio buttons for 'Yes' (selected) and 'No'. At the bottom right, there 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.



Generator Allocation Documentation Review

ALLOCATION

Feedback Qualified Issuance Percentage Quantity

Renewable Natural Gas All Qualified for RTC creation **Edit Qualified Issuance** 0 %

TOTAL 0 %

Back Next

### Qualified Issuance Options

#### All Qualified for RTC creation

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

Back Next

Qualified Issuance

RENEWABLE NATURAL GAS

All Qualified for RTC creation

Cancel Save

#### Partially Qualified for RTC Creation

Only the percentage reported is eligible for RTC creation.

Qualified Issuance

RENEWABLE NATURAL GAS

Partially Qualified for RTC creation Reason for non-qualification

Percent	Reason	Detail
0 %	Qualified Issuance	
0 %	TOTAL	

Cancel Save



### 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

Generator Allocation Documentation Review

**ALLOCATION**

Feedstock Qualified Issuance

Renewable Natural Gas All Qualified for RTC creation [Edit Qualified Issuance](#)

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

Generator

Allocation

Documentation

Review

DOCUMENTATION

Generation Document (Select File For Upload)

Choose File No file chosen

Document with generation information.

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

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 %

View Qualified Issuance

DOCUMENTATION

Selected file

Generation\_Pending-11-04-2022.pdf

Back

Make Changes

Save

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.

M-RETS

Dashboard

Certificates

Transactions

Accounts

Generators

Generation

Programs

Help

Documentation

Main RT Organization

Alice Super

Certificates

ActiveRetiredReserved

480 RTCs

TransferRetireReserveResetDownloadSettings

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

Rows per page: 251-1 of 1

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.

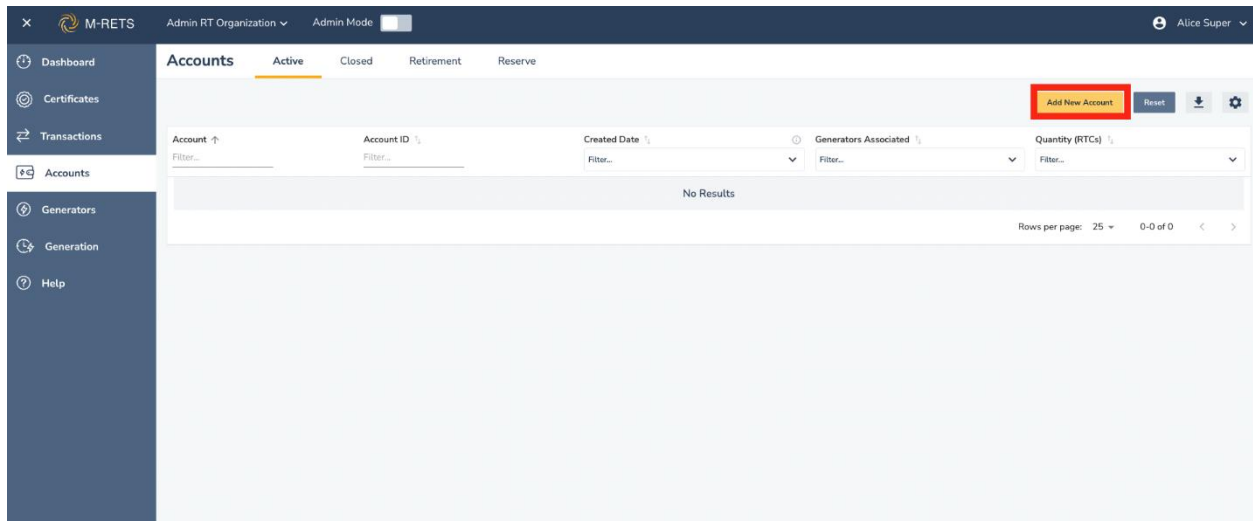
**Reserve:** RTCs deposited into a Reserve Account. Transferring Certificates to a Reserve Account removes the Certificates from circulation for external use. Once Certificates are placed in a Reserve Account they can no longer be transferred to another organization. Reserve Accounts and the transactions 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.



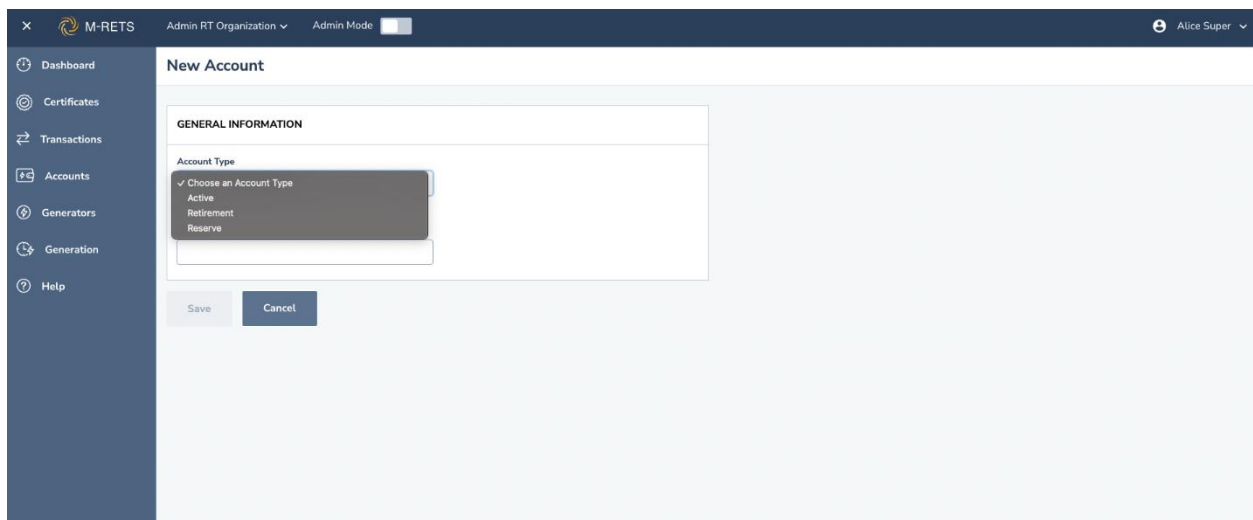


## Creating Active, Retirement and Reserve Accounts

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:

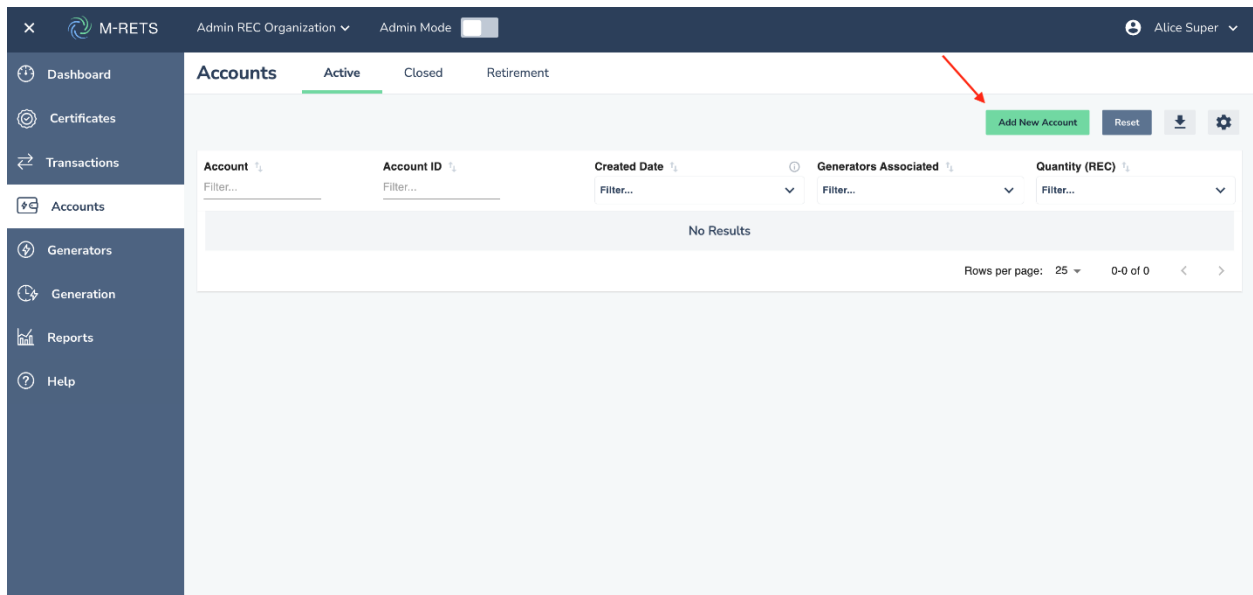
The screenshot shows the M-RETS dashboard. On the left is a dark blue sidebar with a menu: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Reports, and Help. The main content area has a light blue header with a notification: "Admin REC Organization is invited to participate in Test" with an "Answer" button. Below the header 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"). At the bottom right, it shows "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 the "Accounts" menu item in the left sidebar is highlighted with a red rectangle. The notification at the top of the main content area is now "Admin REC Organization is invited to participate in Test" with an "Answer" button. The rest of the dashboard content, including the welcome message, quick links, and footer information, remains the same.

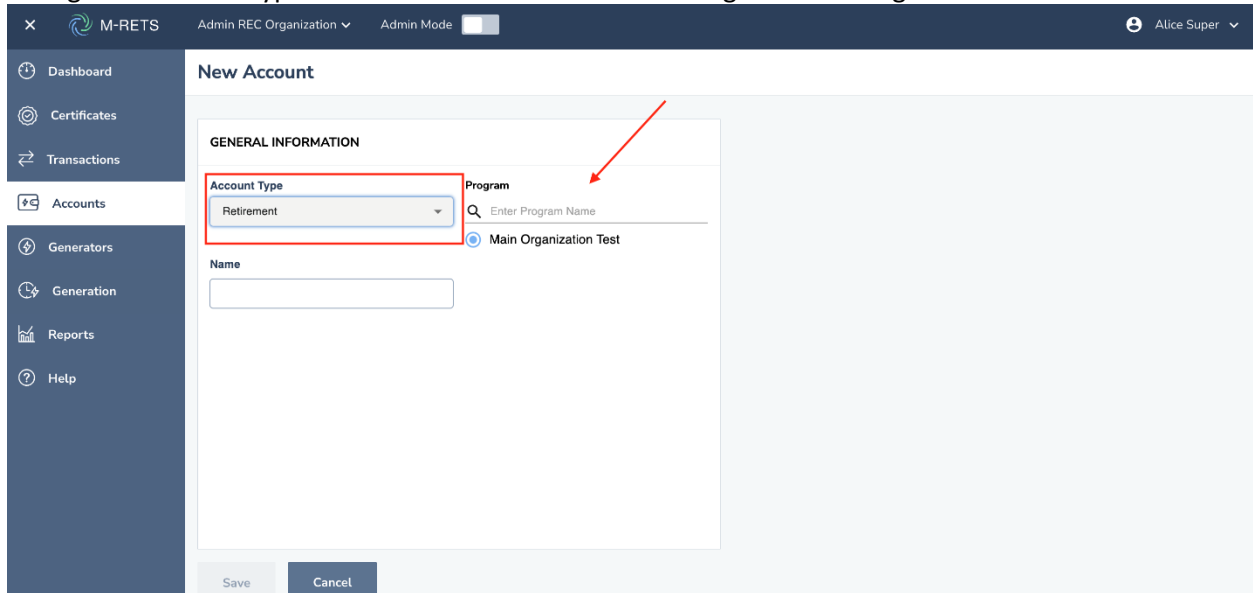


Select " Add New Account".



The screenshot shows the M-RETS interface with the 'Accounts' tab selected. The top navigation bar includes 'Admin REC Organization', 'Admin Mode', and a user profile 'Alice Super'. The left sidebar lists various menu items: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Reports, and Help. The main content area displays the 'Accounts' table with columns for Account, Account ID, Created Date, Generators Associated, and Quantity (REC). A red arrow points to the 'Add New Account' button in the top right corner of the table area.

Change the account type to "Retirement" and select the Program on the right.



The screenshot shows the 'New Account' form in the M-RETS interface. The 'GENERAL INFORMATION' section contains the following fields: 'Account Type' (a dropdown menu with 'Retirement' selected, highlighted by a red box), 'Program' (a search field with 'Main Organization Test' selected, highlighted by a red arrow), and 'Name' (an empty text input field). The bottom of the form has 'Save' and 'Cancel' buttons.



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.

**GENERAL INFORMATION**

Account Type: Retirement

Name: Test

**Program**

Enter Program Name

Main Organization Test

Test

Test

Save Cancel

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.

**Certificates** Active Retired Exported Imported Withdrawn All Compliance Summary

10,040 RTCs

Transfer Retire Withdraw Reset

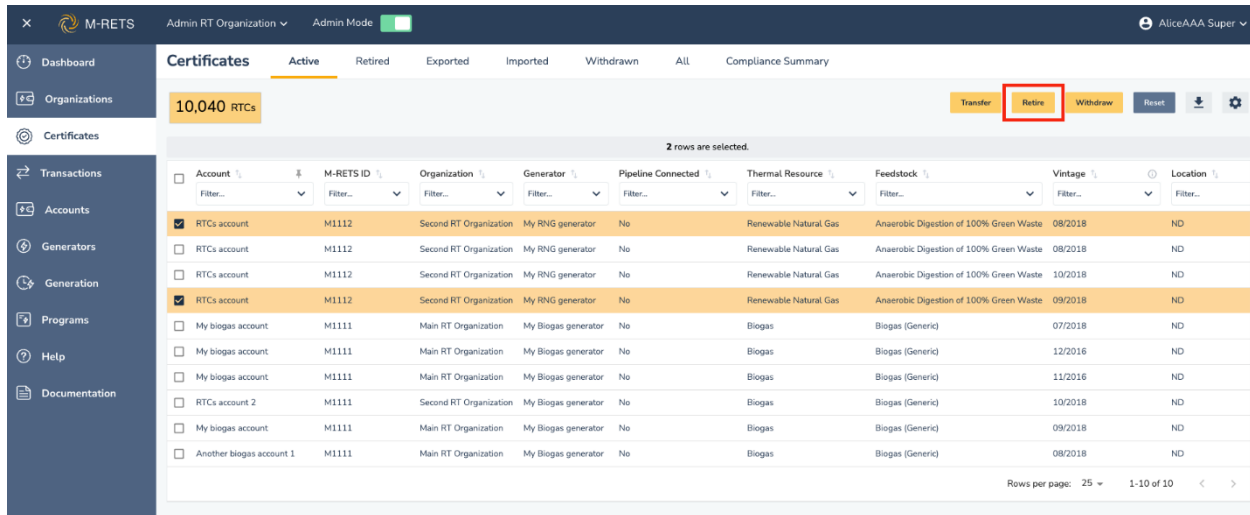
2 rows are selected.

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)	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

Rows per page: 25 1-10 of 10



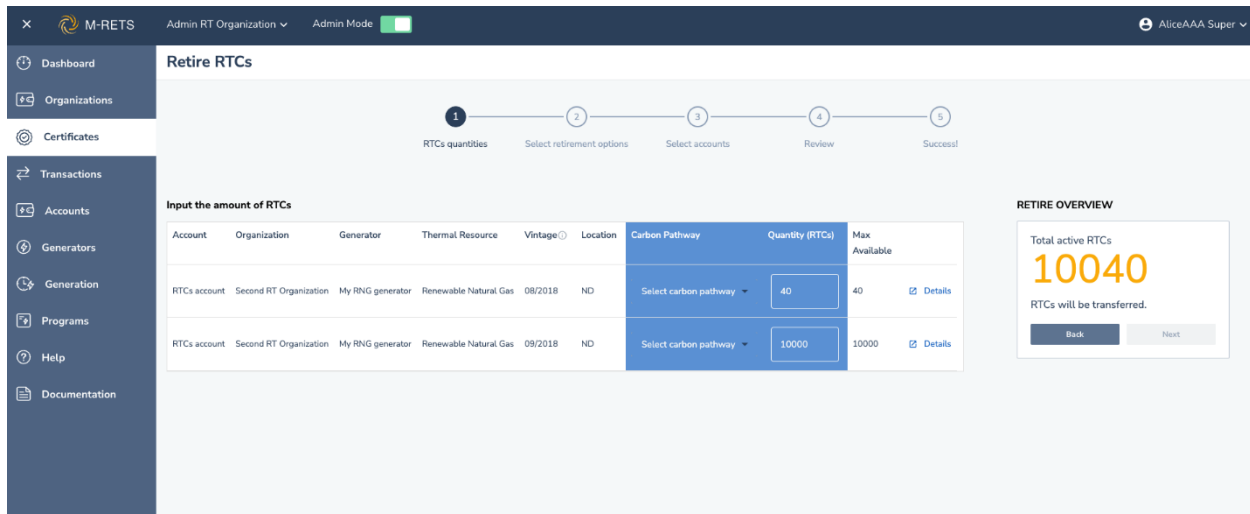
Once you have the designated certificates to retire, select “Retire” in the upper right corner.



The screenshot shows the M-RETS interface with the 'Certificates' tab selected. The 'Active' sub-tab is chosen, displaying a list of 10,040 RTCs. The 'Retire' button is highlighted in the top right corner. The table below shows the details of the selected certificates.

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

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 M-RETS interface with the 'Retire RTCs' tab selected. The 'Input the amount of RTCs' table is displayed, showing the quantity of RTCs to be retired. The 'Retire Overview' summary is also visible on the right.

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
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.

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### Retire RTCs

✓

2

3

4

5

RTCs quantities

Select retirement options

Select accounts

Review

Success

What is your reason for retiring these RTCs? (select one)

☐ Voluntary
 ☐ Compliance

**RETIRE OVERVIEW**

Total active RTCs

**10040**

RTCs will be transferred.

Back

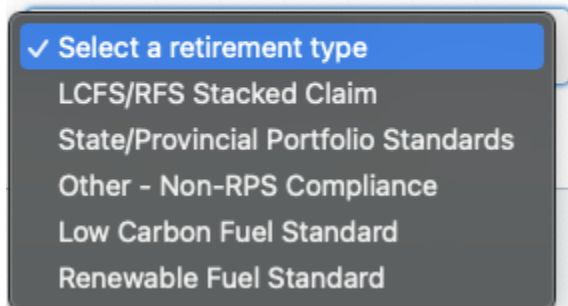
Next



## Compliance Retirements:

### Compliance

#### Type



A screenshot of a dropdown menu titled 'Type'. The menu is open, showing a list of retirement types. The first option, 'Select a retirement type', is highlighted with a blue bar and a checkmark. The other options are listed below it in a dark grey box with white text.

- ✓ 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".

The screenshot shows the 'Retire RTCs' interface in the M-RETS system. The left sidebar contains navigation links: Dashboard, Organizations, Certificates, Transactions, Accounts, Generators, Generation, Programs, Help, and Documentation. The main content area has a progress bar at the top with five steps: 1. RTCs quantities, 2. Select retirement options (current step), 3. Select accounts, 4. Review, and 5. Success. Below the progress bar, the text 'What is your reason for retiring these RTCs? (select one)' is displayed. The form includes a 'Voluntary' radio button, a 'Type' dropdown menu set to 'Voluntary', a 'Reason' dropdown menu set to 'Beneficial Ownership', a 'State/Province' dropdown menu set to 'Minnesota', a 'Year' dropdown menu set to '2021', a 'Quarter' dropdown menu set to 'Q2', and a 'Notes' text area containing 'MRETS Help Document'. There is also a 'Compliance' radio button. On the right side, a 'RETIRE OVERVIEW' box shows 'Total active RTCs' as 10040 and 'RTCs will be transferred'. Below this box are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red rectangle.

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 screenshot shows the 'Retire RTCs' interface in the M-RETS system, now at the 'Select accounts' step. The progress bar at the top shows steps 1 through 5, with step 3 'Select accounts' highlighted. The main content area has the text 'Select the accounts you would like to retire to.' and a search bar labeled 'Enter Account Name'. Below the search bar, a list of accounts is shown, with 'Retirement account 1' selected. On the right side, the 'RETIRE OVERVIEW' box remains the same, showing 'Total active RTCs' as 10040 and 'RTCs will be transferred'. Below this box are 'Back' and 'Review' buttons, with the 'Review' button highlighted by a red rectangle.





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.

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RTCs quantities

Select retirement options

Select accounts

Review

Success

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   GHGenus 5.0f   0.25	40	<a href="#">Details</a>
RTCs account	Second RT Organization	My RNG generator	09/2018	ND	RNG LCA #1   GHGenus 5.0f   0.25	10000	<a href="#">Details</a>

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.

×

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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.

×

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Main RT Organization ▾

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Active

Retired

Reserved

1,256 RTCs

Account ↑	Account ID ⓘ	Thermal Resource ⓘ	Feedstock ⓘ	Vintage ⓘ ⓘ	M-RETS ID ⓘ	Generator ⓘ	Pipeline
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
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

Rows per page

