Clean Air Rule Tracking System

2017

CARTS User Training Guide

Version 1.1

Table of Contents

OVERVIEW 1
Launch CARTS 1
Home Page 2
Program and Projects 2
Emission Reduction Registry 2
Activity Type 2
Protocol Type 2
Serial Numbers 2
Vintage Year: 2
Project Info 3
Project Identification # 3
Project Name 3
Project Status 3
Contact Person 3
Verification Body: 3
Project Notes 3
Project Website 3
Distribute 3
Facility 3
ERU 3
Location 3
Location Description: 3
Allowances 4
Transfer ID 4
Program 4
Vintage Year 4
Distribute Allowances 4
Facility 4
Allowance 4
Renewable Energy Credits 5
Certificate Serial Number 5
Program 5

Vintage Year 5
Renewable Fuel Type 5
Facility 5
Credits 5
Menu Bar 6
Home 6
Registration 6
Emission Reduction Units 6
Contact 7
Report a bug 7

OVERVIEW

Under the Clean Air Rule (CAR) businesses that are responsible for 100,000 metric tons of carbon pollution annually are required to cap and then gradually reduce their emissions. Organizations regulated by CAR are required to reduce emissions beginning in 2017. The Department of Ecology, Air Quality Program (AQP) Clean Air Rule Tracking System (CARTS) is a tool to allow users to enter and track Emission Reduction Units (ERUs), Allowances, and Renewable Energy Credits as required by CAR. Users will access CARTS through Ecology's Air Quality Application Portal which is launched through Secure Access Washington (SAW). Agency staff access CARTS directly, without SAW.

CARTS users must have a SAW account, register for the Air Quality Application Portal, be approved for their selected facilities, and assigned roles before they can access CARTS.

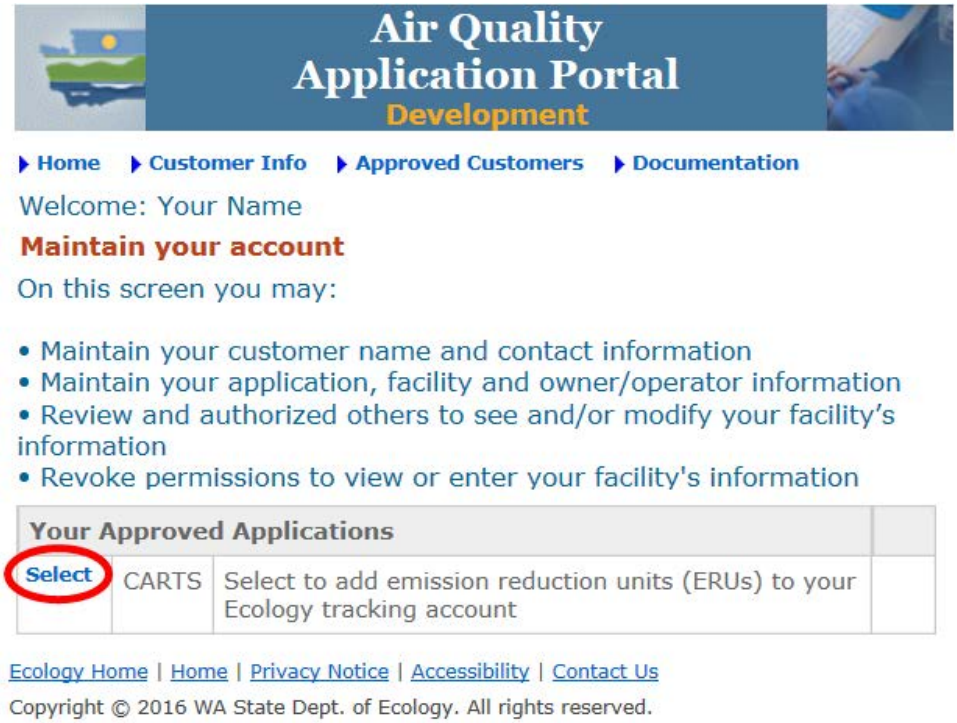
Enter through SAW: http://SecureAccess.wa.gov/ .

Launch Air Quality Application Portal (see Air Quality Portal user guide for instructions on registering for the portal).

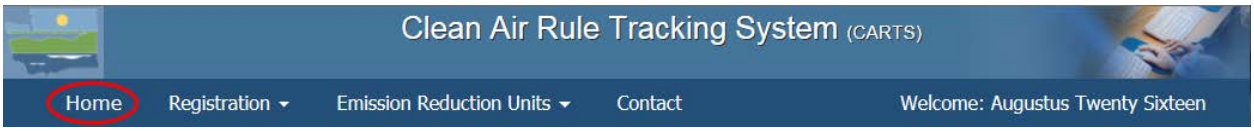
After you have received an email indicating you are approved for the portal you will be able to access CARTS through the portal.

Approved for Air Quality Application Portal	
User	User Name: YOURNAME
Message	You have been approved to use the Air Quality Application Portal. Please login to access your selected applications.

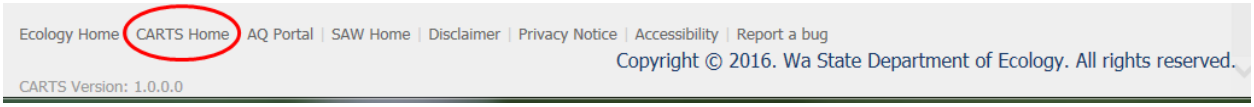
Launch CARTS: Login to your SAW account. Launch Air Quality Application Portal. Click select next to CARTS in Your Approved Applications in the portal.



Home Page



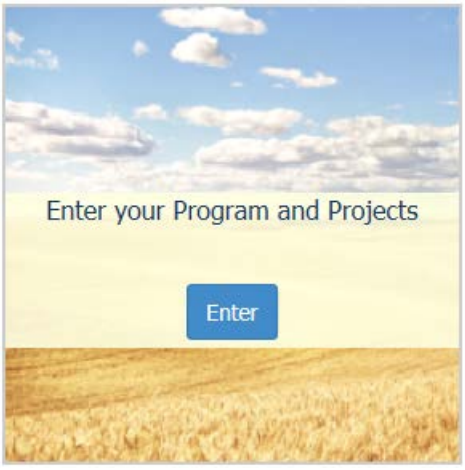
From the home page you can access all functions. You can return to the home page with the Home link at the top and bottom of every page.



The home page shows a list of all ERUs entered by any approved user for that facility and a list of all facilities you have been approved to represent. By default five are shown. If there are more than 5 those can be displayed by changing the number shown with the down arrow.

Click the facility name to review more in-depth facility and ERU information.

Program and Projects



Click the enter button in the "Enter your Program and Projects" image to access the projects data entry page. All the information on this data entry page should be available from your external registry documentation from American Carbon Registry (ACR) or Climate Action Reserve (CAR).

Emission Reduction Registry: Depending of the source of the ERU, choose either American Carbon Registry (ACR) or Climate Action Reserve (CAR).

Activity Type: Activity related to the program under which the ERU falls.

Protocol Type: This is directly driven by the program selected in Activity Type (above).

Serial Numbers: Manually enter your identification number, or copy and paste from the project identification fields in the registry database for the project.

Vintage Year: Manually enter, or select from the calendar icon on the right, a year greater than 2005.

Project Info

Project Identification #: Manually type your identifying number.

Project Name: Manually type your ERU project name.

Project Status: Select status from pulldown menu.

- Completed
- Canceled
- Listed
- Registered
- Does not apply

Contact Person: Manually type the name of a contact person for this project. (optional)

Verification Body: Select from the pulldown menu.

Project Notes: Manually type up to 250 characters. (optional)

Project Website: Type or paste web address with format http://www.something.something (optional)

Distribute Emission reduction unit to facility/covered party:

Facility: Select the facility to which this ERU pertains.

ERU: Enter the number of units as a whole number.

Location: Enter Information for the project location in the order listed.

At this time only projects in Washington are valid for this project.

- Address Line 1
- Address Line 2
- Country: Defaults to USA
- State: Defaults to Washington
- County: (optional) Select the county from the pulldown
- City: Pulldown for city is populated after a county is selected above
- Postal Code: Enter ZIP code

Location Description: Manually enter a detailed location description. If an address is fully entered above, then type “address above” in the Location Description box.

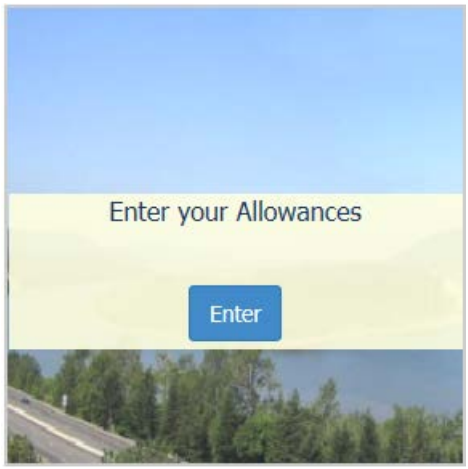
Click the submit project button when complete.

The Facility Info page will open with the ERU submission in green. Below this will be a table displaying all existing ERUs submitted for this facility.

All ERUs are automatically set as Pending.

Allowances

Allowance data entry is currently disabled. After a determination and approval, this section will become functional.



Click the enter button in the "Enter your Allowances" image to access the Allowance data entry page. All the information on this data entry page should be available either from the program where allowances are obtained, or from the source from which the allowances where purchased.

Transfer ID: Unique identification code associated with the transfer of the allowances from "active" status to "retirement" status should be provided by your external source.

Program: Select from the pulldown menu to choose the program from which the allowances are obtained.

Vintage Year: Manually enter, or select from little calendar icon on the right the start year for this project. First year available 2017.

Distribute Allowances

Facility: Select the facility to which this allowance pertains.

Allowance: Enter the number of ERUs to distribute to the Facility selected.

Click submit allowance button.

The Facility Info page will open with the allowance ERU submission in green. Below that a table displays all existing ERUs submitted for this facility.

Renewable Energy Credits

Click the enter button in the "Enter your Renewable Energy Credits (REC)" image to access the REC data entry page. All the information on this page should be available from the source from which the RECs are purchased or obtained.

Certificate Serial Number: This should be provided in your external registry.

Program: Defaults to the appropriate program.

Vintage Year: Manually enter, or select with a valid year between 2000 and current year.

Renewable Fuel Type: Select from pull-down menu.

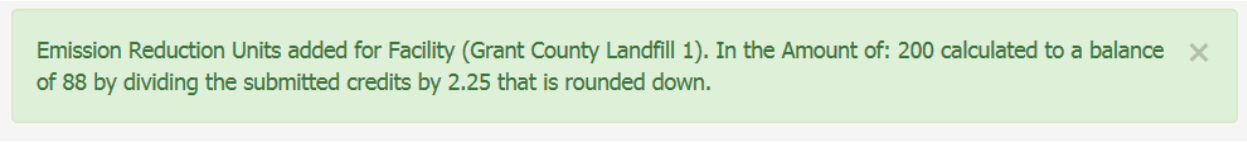
- Water
- Wind
- Solar Energy
- Geothermal Energy
- Landfill Gas
- Wave/Ocean/Tidal Power
- Gas from Sewage Treatment Facilities
- Biodiesel Fuel
- Biomass Energy

Facility: Select the facility to which the RECs pertain.

Credits: Enter the number of renewable energy credits to distribute to the facility selected. This must be a whole number and will be divided by 2.25 and rounded down. The entire credit will be subtracted from those available.

Click submit REC button.

The top of the ERU review page shows the REC uploaded to the selected facility.

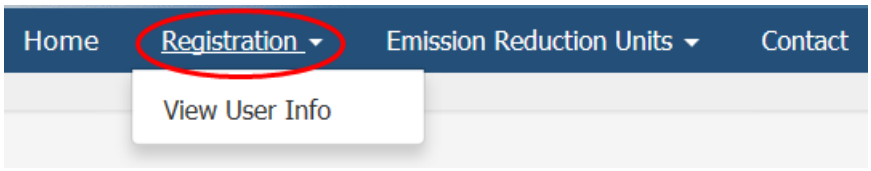


The bottom of the page shows all ERUs by all users submitting data for that facility.

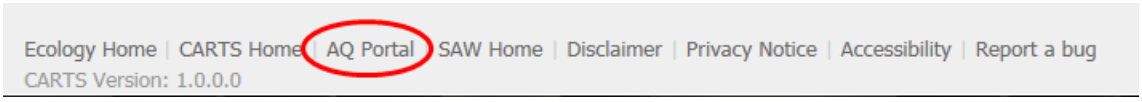
Menu Bar:

Home goes to the home page

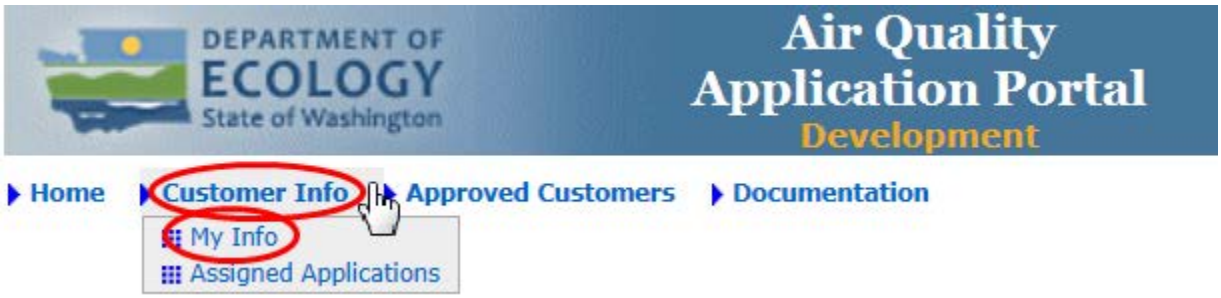
Registration: View User Info displays your name, contact information, and all of your assigned facilities.



The user information is from the Air Quality Application Portal. To edit this information, or to add facility affiliations, click the AQ Portal link at the very bottom of the page.

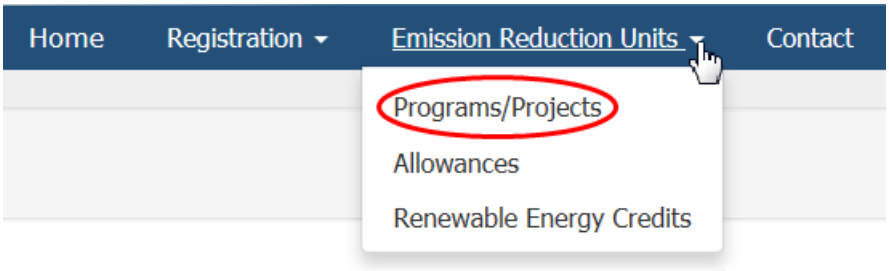


In AQ Portal select Customer Info on the menu bar, then My Info.

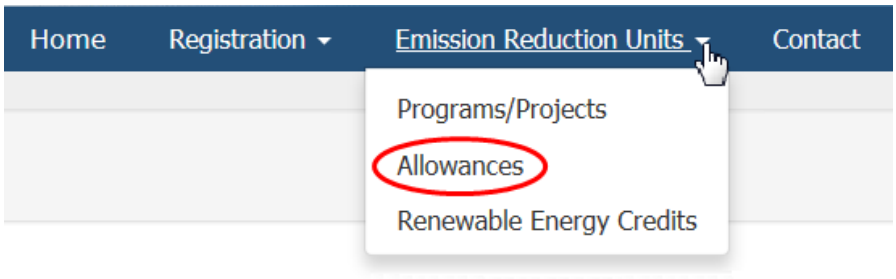


Name information is editable on the first page. Contact information is contained, viewable, and editable by activating the tabs at the bottom. Address, phone numbers, email address, applications, and facilities will open in separate windows for editing. To edit, single click the edit icon next to the record you want to change. Always save before leaving an edited page.

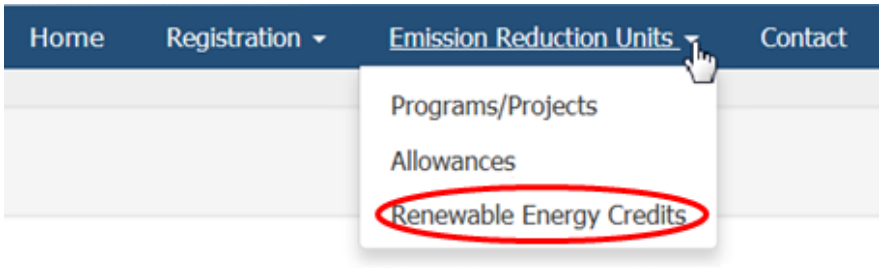
Emission Reduction Units → Programs/Projects goes to the same data entry page as the ERU link on the home page.



Emission Reduction Units → Allowances goes to the same data entry page as the Allowances link on the home page.

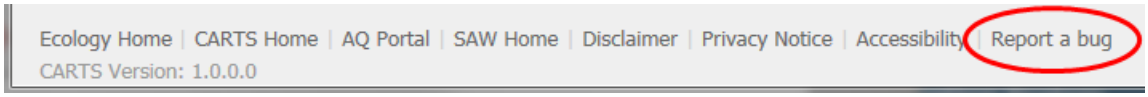


Emission Reduction Units → REC goes to the same data entry page as the REC link on the home page.



Contact on the menu bar shows staff contact information.

Report a bug use the link in the footer bar to report software issues or request IT help.



All submittals will remain in pending status until trading is available in CARTS.