



TCEQ GI-654

Air Permits Division
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Emissions Banking and Trading Credit and Allowance Registry Guidance

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY • PO BOX 13087 • AUSTIN, TX 78711-3087

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Introduction

The [Emissions Banking and Trading \(EBT\) Credit and Allowance Registry](#)¹ is a database for regulated entities, brokers, and the general public to search for and review project information for the EBT Programs (EBTP). It features three main functions: Portfolio, Project, and Credit and Allowance Search. The Portfolio Search provides compliance account (portfolio) details such as customer and site information and credit or allowance balances. The Project Search enables users to review pending and approved projects, and the Credit and Allowance Search allows customers to view credits and allowances from the five EBT Programs. Additional information on these programs is available in the "[Glossary of Common Terminology and Acronyms](#)" section included in this guidance.

General Tips for Using the EBT Credit and Allowance Registry

1. Use the links at the top of [Credit and Allowance Homepage](#)² to access additional information. Explore each link to familiarize yourself with available resources and information.
 - a. [EBTP Contacts](#)³ links to the EBT Programs Contact page where you can find EBT staff contact information and subject matter experts.
 - b. [Site Map](#)⁴ contains links to the following databases:
 - i. New Source Review Air Permits
 - ii. Title V Federal Operating Permits
 - iii. Emissions Banking and Trading Program

¹ www2.tceq.texas.gov/airperm/index.cfm?fuseaction=ebt_dpa.start

² www2.tceq.texas.gov/airperm/index.cfm?fuseaction=ebt_dpa.start

³ www.tceq.texas.gov/airquality/banking/contacts/

⁴ www2.tceq.texas.gov/airperm/index.cfm?fuseaction=main.welcome

- c. [Document Search](#)⁵ links to the Texas Commission on Environmental Quality (TCEQ) Records Services/Central File Room page. This page provides access to the electronic Central File Room (also known as [TCEQ Records Online](#)⁶) and information on how to request nonelectronic records and Public Information Requests (PIRs). TCEQ Records Online provides access to public records that can be downloaded without submitting a PIR. Documents for completed EBT projects can be found in the TCEQ Records Online.
 - d. [Central Registry](#)⁷ (CR) links to the CR Query page. This application allows you to search for basic information on many of the facilities, organizations, and people our agency regulates. Information that may be found includes regulated entity reference numbers (RN) and customer reference numbers (CN).
 - e. [TCEQ Home](#)⁸ links to the TCEQ Homepage.
2. To review search results online, select the "Web Report" radio button for the "Output Format." To download data and generate reports that can be saved and analyzed offline, utilize the American Standard Code for Information Interchange (ASCII) option which can be helpful for large datasets. Please refer to the [How to Use ASCII Information](#) section in this document for step-by-step instructions on how to use this function.
 3. If you are having trouble finding the information you need, the advanced search fields assist in narrowing down the results. Filters like "County," "Transaction Type," and "Pollutant Code" can significantly reduce the number of search results that appear. Note that using too many advanced search fields simultaneously may limit the search result output.
 4. When searching for projects, please note that the smaller the project number, the older the project.
 5. Certificates that are currently affiliated to a pending project, such as a discrete emission reduction credit (DERC) intent to use or emission reduction credit (ERC) use projects, will not appear as available in the site's portfolio.

⁵ www.tceq.texas.gov/agency/data/records-services/fileroom.html

⁶ records.tceq.texas.gov/cs/idcplg?IdcService=TCEQ_SEARCH

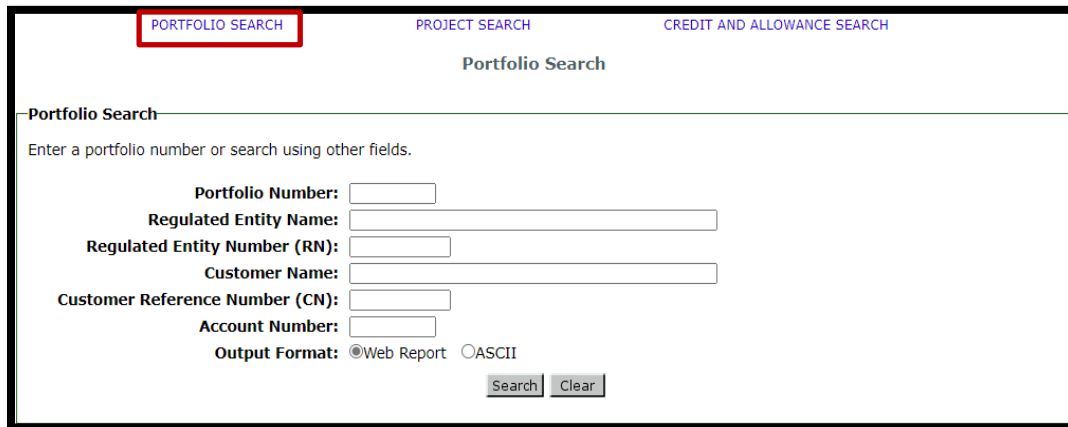
⁷ www15.tceq.texas.gov/crpub/

⁸ www.tceq.texas.gov/

Search Walkthroughs

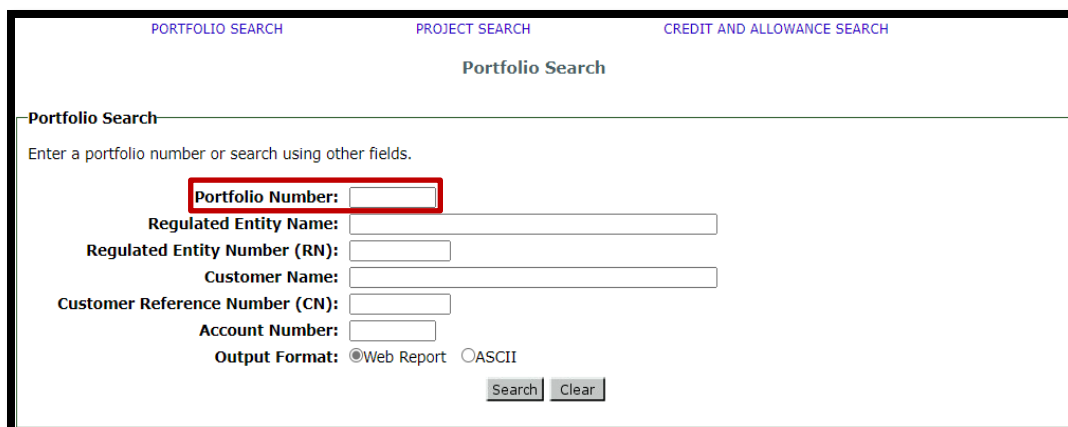
Portfolio Search

1. Click on the Portfolio Search link at the top of the screen. Below is a screenshot of the Portfolio Search page with Portfolio Search link highlighted.



The screenshot shows the top navigation bar with three links: **PORTFOLIO SEARCH** (highlighted with a red box), **PROJECT SEARCH**, and **CREDIT AND ALLOWANCE SEARCH**. Below the navigation bar is the **Portfolio Search** page. The page has a header **Portfolio Search** and a sub-header **Portfolio Search**. Below the sub-header is a text input field with the placeholder text "Enter a portfolio number or search using other fields." Below the text input field are several search criteria fields: **Portfolio Number:** (text input), **Regulated Entity Name:** (text input), **Regulated Entity Number (RN):** (text input), **Customer Name:** (text input), **Customer Reference Number (CN):** (text input), **Account Number:** (text input), and **Output Format:** (radio buttons for **Web Report** and **ASCII**). At the bottom right of the form are **Search** and **Clear** buttons.

2. If you know the Portfolio Number for the entity you are searching for, enter the Portfolio Number in the search bar. Below is a screenshot of the Portfolio Search page with the Portfolio Number search field highlighted.
 - a. The Portfolio Number is a unique site identifier that starts with the letter "P" and is followed by four digits, for example, P1234.
 - b. Each portfolio is affiliated with one customer and one site. When a company undergoes a legal name change or ownership change, a new portfolio number will be issued. Requests for legal name change or ownership change must be submitted electronically through the State of Texas Environmental Electronic Reporting System ([STEERS](https://www3.tceq.texas.gov/steers/index.cfm)⁹). For assistance, contact the EBT Team via e-mail at ebt@tceq.texas.gov.



The screenshot shows the top navigation bar with three links: **PORTFOLIO SEARCH**, **PROJECT SEARCH**, and **CREDIT AND ALLOWANCE SEARCH**. Below the navigation bar is the **Portfolio Search** page. The page has a header **Portfolio Search** and a sub-header **Portfolio Search**. Below the sub-header is a text input field with the placeholder text "Enter a portfolio number or search using other fields." Below the text input field are several search criteria fields: **Portfolio Number:** (text input, highlighted with a red box), **Regulated Entity Name:** (text input), **Regulated Entity Number (RN):** (text input), **Customer Name:** (text input), **Customer Reference Number (CN):** (text input), **Account Number:** (text input), and **Output Format:** (radio buttons for **Web Report** and **ASCII**). At the bottom right of the form are **Search** and **Clear** buttons.

⁹ www3.tceq.texas.gov/steers/index.cfm

3. If the Portfolio Number is unknown, you can search using the advanced search fields, such as the Regulated Entity Name, Regulated Entity Number (RN), Customer Name, Customer Reference Number (CN), or Account Number. Below is a screenshot of the Portfolio Search page with the previously mentioned advance search fields highlighted.

PORTFOLIO SEARCH PROJECT SEARCH CREDIT AND ALLOWANCE SEARCH

Portfolio Search

Portfolio Search

Enter a portfolio number or search using other fields.

Portfolio Number:

Regulated Entity Name:

Regulated Entity Number (RN):

Customer Name:

Customer Reference Number (CN):

Account Number:

Output Format: ☒ Web Report ☐ ASCII

4. Click the "Search" button to view the results after completing desired fields.
 - a. The Portfolio Summary or Portfolio Search Results page will appear.
 - i. The Portfolio Summary page will be generated if there is only one portfolio associated with information entered.
 - ii. A Portfolio Search Results page will be generated if there are multiple portfolios associated with the information entered in the advanced search fields. A site may be affiliated with multiple portfolios over the course of its operational history due to legal name changes or ownership changes. If multiple search results appear for the site, the largest Portfolio Number will be the most recent portfolio for the site. A Portfolio Number must be selected to obtain the Portfolio Summary page.
 - b. If you cannot locate the entity that you wish to review after using the search options, please notify the EBT Team via e-mail at ebt@tceq.texas.gov.
5. In the Portfolio Summary page, the Portfolio Detail will include the entity's information as well as a link to View History. Click the View History link to review prior legal name or ownership change projects for the site.
 - a. The Project Report or History Project Search Results page will appear. Additional information on the Project Report page will be generated if there is only one history project associated with the site.
 - b. A History Projects Search Results page will be generated if there are multiple legal name or ownership change projects associated with the site. If multiple search results appear for the site, the largest project number will be the most recent history project for the site. A project number must be selected to obtain the Project Report page. If there are no history projects associated with the site, the following message will appear: "There are no records available."

6. Under the Portfolio Detail, you will find the program summaries. You will only see summaries for the EBT Program(s) that the site participates in, such as the Mass Emissions Cap and Trade (MECT) Program, the Highly Reactive Volatile Organic Compound Emissions Cap and Trade (HECT) Program, the Emissions Banking and Trading of Allowances (EBTA) Program, the Emission Reduction Credit (ERC) Program, and the Discrete Emission Reduction Credit (DERC) Program.

ERC and DERC Summaries

1. The ERC and DERC Programs allow regulated entities to generate credits from reductions in criteria pollutants, excluding lead, or precursors to criteria pollutants. Credits are issued on certificates. For the ERC Program, certificates are identified by four digits, for example, Certificate Number 1234. For the DERC Program, certificates are identified by four digits preceded by the letter "D," for example, Certificate Number D1234. Below are examples of the ERC and DERC summaries.

ERC Summary				
Available Certificate	Pollutant	Amount (tpy)	Source	Uses
4165	VOC	7.10	POINT	Trades
4166	VOC	44.50	POINT	Generations
4198	VOC	2.90	AREA	Reviews

DERC Summary				
Available Certificate	Pollutant	Amount (ton)	Source	Intents and Uses
D2058	NOX	130.10	POINT	Trades
D2060	NOX	1620.70	POINT	Generations

2. The summaries will show all certificates affiliated to the portfolio that have not been used or (in the case of ERCs) have not yet expired. To view additional details for a certificate, click on the certificate number under the Available Certificate section.
3. On the right-hand side of each program summary, you will find links to additional information on projects that have been submitted for the specified program. The available links are as follows:
- Uses:** For ERCs, this section lists the use projects, by project number, which have been submitted for the site. To view more details for individual projects, click on the respective project number under the Project column.
 - Intents and Uses:** For DERCs, this section lists the intent to use and use projects, by project number, which have been submitted for the site. To view more details for individual projects, click on the respective project number under the Project column.
 - Trades:** This section lists all trade projects, by project number, which have been submitted. The Transaction field indicates whether the credits were bought or sold. To view more details for individual projects, click on the respective project number under the Project column.

- d. **Generations:** This section lists all credit generation projects, by project number, which have been submitted to the site. To view more details for individual projects, click on the respective project number under the Project column.
- e. **Reviews:** For ERCs, this section lists creditability review projects, by project number, which have been submitted by the customer or for credits affiliated to the portfolio. To view more details for individual projects, click on the respective project number under the Project column.

MECT, HECT, and EBTA Summaries

1. The MECT, HECT, and EBTA Programs are mandatory cap-and-trade programs. Eligible sites or facilities in these programs were issued allowance allocations. Sites, facilities, or brokers that were not eligible or do not receive an allowance allocation must transfer allowances in the open market. Annual reports are due each year for affected facilities in these programs. Below are examples of the MECT, HECT, and EBTA summaries.
 - a. To view the allowance account balance information for prior and future control periods, click the "Previous" or "Next" buttons.

MECT Summary				
< Previous		Next >		
Control Period	2023	2024	2025	
Current Allowance Balance	67.5	94.8	94.8	
Vintage Allowance Balance	97.4	67.5	0.0	
				Facilities Reports Trades Certifications Offsets
MECT Summary Detail +				

HECT Summary				
< Previous		Next >		
Control Period	2023	2024	2025	
Current Allowance Balance	8.1	20.4	20.4	
Vintage Allowance Balance	5.2	8.1	0.0	
				Facilities Reports Trades Certifications Offsets
HECT Summary Detail +				

EBTA Summary				
< Previous		Next >		
Control Period	2023-2024	2024-2025	2025-2026	
NOX Allowance Balance	22,556	24,600	2,044	
				Facilities Reports Trades Certifications
EBTA Summary Detail +				

2. To view an extended summary of the allowances, click on the “[Program] Summary Detail+” link. Below is an example of the extended MECT Summary Detail.

MECT Summary			
< Previous		Next >	
Control Period	2023	2024	2025
Current Allowance Balance	67.5	94.8	94.8
Vintage Allowance Balance	97.4	67.5	0.0

[Facilities](#)
[Reports](#)
[Trades](#)
[Certifications](#)
[Offsets](#)

[MECT Summary Detail -](#)

Allowance Summary	2023	2024	2025
Certified Allocation	222.3	222.3	222.3
Previous Year Deficit with 10% Penalty	0.0	0.0	0.0
Allowances Used for Offsets	27.4	27.4	27.4
Total Current Allowances Traded IN +	98.0	98.0	98.0
Total Current Allowances Traded OUT +	198.1	198.1	198.1
Current Allowances Used for Compliance	27.3	0.0	0.0
CURRENT ALLOWANCE BALANCE	67.5	94.8	94.8
Vintage Allowances from Previous Year	76.8	67.5	0.0
Vintage Allowances Traded IN	20.6	0.0	0.0
Vintage Allowances Traded OUT	0.0	0.0	0.0
Vintage Allowances Used for Compliance	0.0	0.0	0.0
VINTAGE ALLOWANCE BALANCE	97.4	67.5	0.0

Compliance Summary	2023	2024	2025
Total Reported Emissions	54.7	0.0	0.0
Quantification Penalty	0.0	0.0	0.0
Allowances Used for Compliance	27.3	27.4	27.4
Deficit	0.0	0.0	0.0
Current Allowances Remaining	67.5	94.8	94.8
Vintage Allowances Expired	97.4	0.0	0.0

3. The extended allowance summaries contain the following information for the MECT and HECT Programs:

Allowance Summary

- Certified Allocation:** The total number of allowances certified and allocated to the portfolio in each control period.
- Previous Year Deficit with 10% Penalty:** Any shortfall in allowances from the previous year, including a 10% penalty.
- Allowances Used for Offsets:** The number of allowances that have been used to meet new source review (NSR) permit offset requirements, when applicable.
- Total Current Allowances Traded In:** The total number of current allowances that have been traded into the portfolio during the current period.
 - To view a breakdown of the types of current allowances traded, click on the “Total Current Allowances Traded IN +” link in the table.
- Total Current Allowances Traded Out:** The total number of allowances that have been sold, transferred, or traded out of the portfolio during the current period.
 - To view a breakdown of the types of current allowances traded, click on the “Total Current Allowances Traded OUT +” link in the table.
- Current Allowances Used for Compliance:** The total number of current allowances that have been utilized to meet regulatory compliance requirements within the current control period.

- g. **Current Allowance Balance:** The remaining balance of current allowances available in the portfolio for the current control period.
- h. **Vintage Allowances from Previous Year:** These are allowances from previous years carried over into the current period. For the MECT and HECT programs, current allowances may only be carried over as vintage for one control period. Vintage allowances that are not used during the control period become expired.
- i. **Vintage Allowances Traded In:** The number of vintage allowances that have been traded into the portfolio.
- j. **Vintage Allowances Traded Out:** The number of vintage allowances that have been traded out of the portfolio.
- k. **Vintage Allowances Used for Compliance:** The number of vintage allowances used to meet compliance requirements for the current control period.
- l. **Vintage Allowance Balance:** The remaining balance of allowances available in the portfolio for the current control period.

Compliance Summary

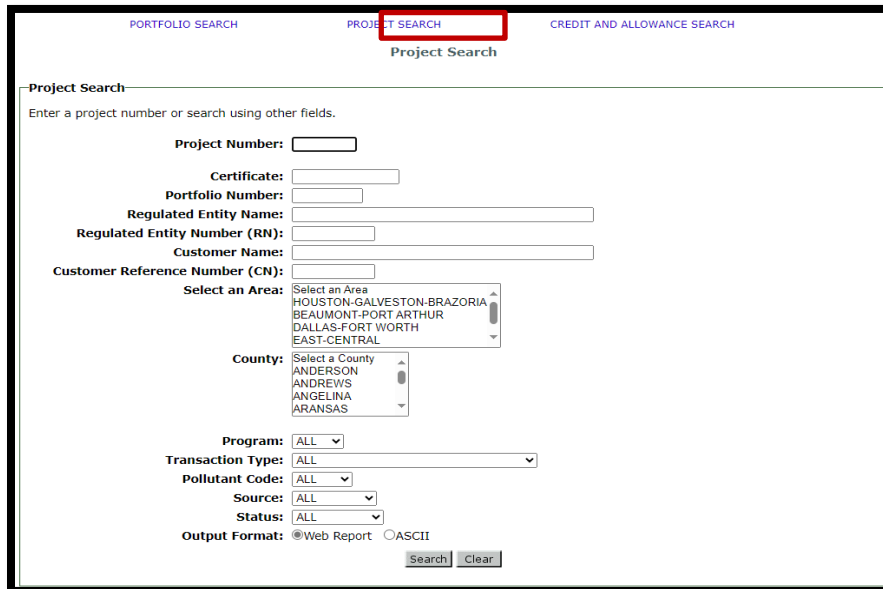
- a. **Total Reported Emissions:** The total number of emissions reported for the current control period.
 - b. **Quantification Penalty:** The total number of allowances deducted from the portfolio due to noncompliance with the monitoring and testing protocols required and/or insufficient allowances to cover the total reported emissions for the current control period.
 - c. **Allowances Used for Compliance:** The total number of allowances that have been utilized to meet regulatory compliance requirements within the current control period.
 - d. **Deficit:** Portfolios must hold sufficient program allowances to cover reported emissions and any applicable penalties in each control period. If the portfolio did not hold sufficient allowances in the control period, the deficit amount is displayed here.
 - e. **Current Allowances Remaining:** The remaining balance of current allowances available in the portfolio for the current control period.
 - f. **Vintage Allowances Expired:** The number of vintage allowances from the previous control period that were not used for compliance purposes and/or traded to another portfolio.
4. The extended allowance summary contains the following information for the EBTA Program:
- a. **Allocation:** The total number of allowances certified and allocated to the portfolio in each control period.
 - b. **Previous Year Deficit:** Any shortfall in allowances from the previous control period.

- c. **Total Allowances Traded In:** The number of allowances that have been traded into the portfolio.
 - i. *Current Trades:* The number of current allowances traded into the portfolio.
 - ii. *Stream Trades:* The number of current allowances perpetually traded into the portfolio.
 - d. **Total Allowances Traded Out:** The number of allowances that have been traded out of the portfolio.
 - i. *Current Trades:* The number of current allowances traded out of the portfolio.
 - ii. *Stream Trades:* The number of current allowances perpetually traded out of the portfolio.
 - e. **Allowances Remaining from Previous Year:** The number of allowances remaining in the portfolio from the previous control periods.
 - f. **Total Reported Emissions:** The total number of emissions reported during the control period.
 - g. **Remaining Balance:** The number of allowances remaining in the portfolio for the current control period.
5. On the right-hand side of each program summary, you will find links to additional information or projects that have been submitted for the specified program. The available links are as follows:
- a. **Facilities:** Information on facilities associated in the applicable program.
 - i. **MECT Facilities with Allowances Available for Stream or Future Trade:** For the MECT Program, this section displays facilities (FINs) that have been allocated allowances and the amount of allowance allocation available in the portfolio. This information should be used when completing perpetual (that is, stream) or future trade applications through STEERS.
 - ii. **MECT Reported Facilities:** For the MECT Program, this section displays all facility records that have had emissions reported for program compliance through the portfolio. This includes all historical active and inactive facilities. Contact the EBT team at ebt@tceq.texas.gov for questions relating to the information or status listed in the portfolio's facility records.
 - iii. **HECT Allowances Available for Stream or Future Trade:** For the HECT Program, this section displays regulated entity numbers (RNs) that have been allocated allowances and the amount of allowance allocation available in the portfolio. This information should be used when completing perpetual (that is, stream) or future trade application through STEERS.

- iv. **HECT Reported Facilities:** For the HECT Program, this section displays all facility records that have had emissions reported for program compliance through the portfolio. This includes all historical active and inactive facilities. Contact the EBT team at ebt@tceq.texas.gov for questions relating to the information or status listed in the portfolio's facility records.
- v. **EBTA Reported Facilities:** For the EBTA Program, this section displays all facility records that have had emissions reported for program compliance through the portfolio. This includes all historical active and inactive facilities. Contact the EBT team at ebt@tceq.texas.gov for questions relating to the information or status listed in the portfolio's facility records.
- b. **Reports:** This section lists all annual compliance reports, by project number, which have been submitted to the site. To view more details for individual projects, click on the respective project number under the Project column.
- c. **Trades:** This section lists all trade projects, by project number, which have been submitted. The Transaction field indicates whether allowances were bought or sold as well as the type of trade (that is, current, vintage, stream, or future). To view more details for individual projects, click on the respective project number under the Project column.
- d. **Certifications:** This section lists all allowance certifications projects, by project number, which have been submitted to the site. To view more details for individual projects, click on the respective project number under the Project column.
- e. **Offsets:** For MECT and HECT, this section lists all allowances used for permit offset projects, by project number, which have been submitted for the site. To view more details from individual projects, click on the respective project number under the Project column.

Project Search

1. Click on the Project Search link at the top of the screen. Below is a screenshot of the Project Search page with the Project Search link highlighted.

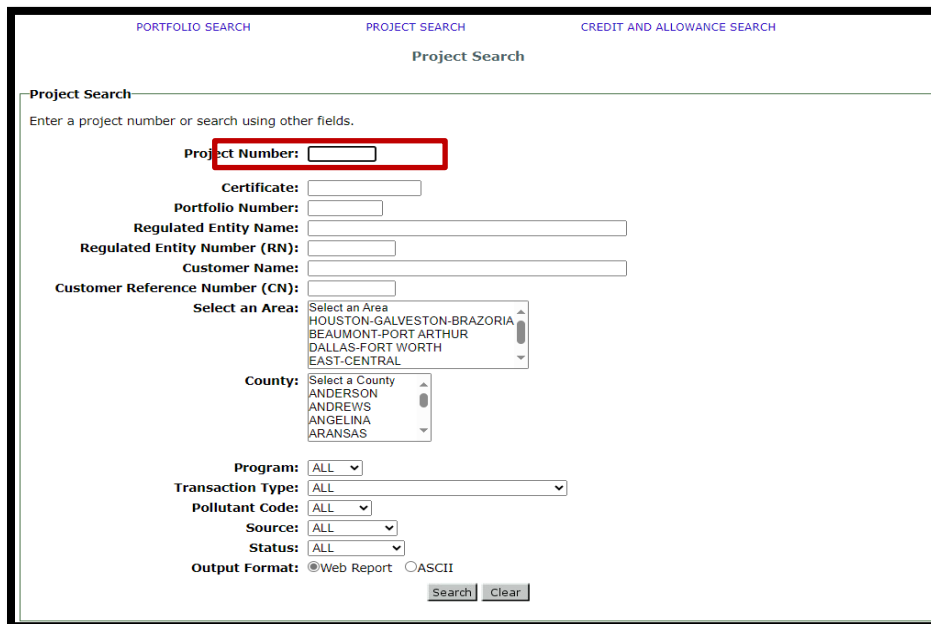


The screenshot shows the top navigation bar with three links: PORTFOLIO SEARCH, PROJECT SEARCH (highlighted with a red box), and CREDIT AND ALLOWANCE SEARCH. Below the navigation bar is the 'Project Search' section. It contains a form with the following fields:

- Project Number:
- Certificate:
- Portfolio Number:
- Regulated Entity Name:
- Regulated Entity Number (RN):
- Customer Name:
- Customer Reference Number (CN):
- Select an Area: (dropdown menu with options: HOUSTON-GALVESTON-BRAZORIA, BEAUMONT-PORT ARTHUR, DALLAS-FORT WORTH, EAST-CENTRAL)
- County: (dropdown menu with options: ANDERSON, ANDREWS, ANGELINA, ARANSAS)
- Program: (dropdown menu with option: ALL)
- Transaction Type: (dropdown menu with option: ALL)
- Pollutant Code: (dropdown menu with option: ALL)
- Source: (dropdown menu with option: ALL)
- Status: (dropdown menu with option: ALL)
- Output Format: ☒ Web Report ☐ ASCII

At the bottom of the form are two buttons: Search and Clear.

2. If you know the project's six-digit project number, enter it into the first search field to search for a specific project. Below is a screenshot of the Project Search page with the Project Number search field highlighted.



The screenshot shows the 'Project Search' section of the page. The 'Project Number' field is highlighted with a red box. The form contains the same fields as the previous screenshot:

- Project Number:
- Certificate:
- Portfolio Number:
- Regulated Entity Name:
- Regulated Entity Number (RN):
- Customer Name:
- Customer Reference Number (CN):
- Select an Area: (dropdown menu with options: HOUSTON-GALVESTON-BRAZORIA, BEAUMONT-PORT ARTHUR, DALLAS-FORT WORTH, EAST-CENTRAL)
- County: (dropdown menu with options: ANDERSON, ANDREWS, ANGELINA, ARANSAS)
- Program: (dropdown menu with option: ALL)
- Transaction Type: (dropdown menu with option: ALL)
- Pollutant Code: (dropdown menu with option: ALL)
- Source: (dropdown menu with option: ALL)
- Status: (dropdown menu with option: ALL)
- Output Format: ☒ Web Report ☐ ASCII

At the bottom of the form are two buttons: Search and Clear.

3. If you do not know the project number, or if you are searching for projects for a specific company or project type, use the advanced search fields, such as Certificate, Portfolio Number, and so on.
 - a. To find completed projects for a specific program, use the Programs, Transaction Types, and Status fields. For example, if you wish to view all pending ERC Generation Projects, select "ERC" for the Program, "Credit Generation" for the Transaction Type, and "Pending" for the Status. Below is a screenshot of the Project Search page with the previously mentioned search fields highlighted.

Project Search
Enter a project number or search using other fields.

Project Number:

Certificate:

Portfolio Number:

Regulated Entity Name:

Regulated Entity Number (RN):

Customer Name:

Customer Reference Number (CN):

Select an Area:

- Select an Area
- HOUSTON-GALVESTON-BRAZORIA
- BEAUMONT-PORT ARTHUR
- DALLAS-FORT WORTH
- EAST-CENTRAL

County:

- Select a County
- ANDERSON
- ANDREWS
- ANGELINA
- ARANSAS

Program:

Transaction Type:

Pollutant Code:

Source:

Status:

Output Format: ☒ Web Report ☐ ASCII

4. Click the "Search" button. You will be directed to the Project Report page. If you do not see the result that you were expecting, contact the EBT Team at ebt@tceq.texas.gov for assistance.
5. If there is only one result for the project that you are searching for, you will be directed right to the Project Report page. If there are multiple projects, they will be listed by number on the Project Search Results screen. To reorder the results, click on the headings. For example, if you wish to review projects by Received Date (oldest to newest) click on the Received Date link to reorder the results.
6. Each results screen will display up to 100 records. If there are more than 100 records, use the navigation links at the top of the screen to view more results.

Project Search Results

Page 1 2 > 1-100 of 124 Records.

7. To view specific details about a project, click on the project's six-digit number under the Project heading. This will open the Project Report page.

8. On the Project Report page, the following information will be available:
 - a. **Project Detail:** This section provides specific information about the program, status, and relevant metrics.
 - b. **Customer Information:** This provides details of the customer(s) associated with the project.
 - c. **Program Summary:** This section summarizes the type of project and a summary of the relevant project information. Use any available links in this section to view more details about the project, portfolio, FINs, certificate(s), etc. Items that are linked to additional information are in dark blue font.

Credit and Allowance Search

1. Click on the Credit and Allowance Search link at the top of the screen. Below is a screenshot of the Credit and Allowance Search page with the Credit and Allowance Search link highlighted.

PORTFOLIO SEARCH PROJECT SEARCH **CREDIT AND ALLOWANCE SEARCH**

Credit and Allowance Search

Certificate Search

Certificate:

Available Credits/Allowances Search

Select a Program:

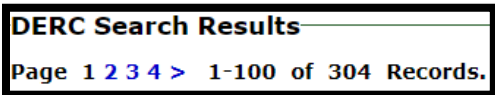
- Emission Reduction Credit Program (ERC)
- Discrete Emission Reduction Credit Program (DERC)
- Mass Emissions Cap and Trade Program (MECT)
- HRVOC Emissions Cap and Trade Program (HECT)
- Emissions Banking and Trading of Allowances Program (EBTA)

2. To search for a known Certificate, enter the certificate number in the Certificates search field. For the ERC Program, certificates are identified by four digits, for example, Certificate Number 1234. For the DERC Program, certificates are identified by four digits preceded by the letter "D," for example, Certificate Number D1234.
3. Click the "Search" button, and the Certificate Details page will generate. The Certificate Details includes the following information:
 - a. **Certificate Number:** A unique identifier for the certificate.
 - b. **Pollutant:** The specific pollutant associated with the certificate.
 - c. **Portfolio:** The portfolio number associated with the certificate.
 - d. **Certificate Status:** The status of the certificate—for example, active or inactive.
 - e. **Previous Certificate:** Refers to any prior certificate that is linked or replaced by the current certificate.

- f. **Original Certificate:** The parent certificate issued from a credit generation project.
 - g. **County of Generation:** The county from which the credits were generated in the generator project.
 - h. **Expiration Date:** For ERCs, the date the credits expire.
 - i. **Generation Period:** For DERCs, the timeframe in which the certificate was generated.
 - j. **Source:** The type of source the credit was generated from, such as point, area, or mobile.
 - k. **Ton Quantity:** For DERCs, the number of credits, in tons, available in the certificate.
 - l. **Tons per Year:** For ERCs, the number of credits, in tons per year (tpy), available in the certificate.
 - m. **Generator Project:** The original project that generated the credits associated with the certificate.
4. To search for available credits or allowances by program, select the program that you would like to view. Note that “available” indicates that the credits or allowances have not yet been used. This is not indicative that the owner of the credits or allowances is in the market for trade.

ERC and DERC Search

- a. Select either the Emission Reduction Credit (ERC) or Discrete Emission Reduction Credit (DERC) Program.
- b. To view all results, select the “Yes” radio button next to the Show All option, then click Search.
- c. To narrow results, use the advanced search fields, for example, Portfolio Number, Customer Name, Pollutant Code, etc.
- d. Once you click the “Search” button, the system will display the search results. If there is only one result, the system will direct you to the Certificate Details screen. If there is more than one result, you may reorder the results by clicking on the headings, for example, if you would like to order the results alphabetically by Customer Name, click on the Customer Name link.
- e. Each results screen will display up to 100 records. If there are more than 100 records, use the navigation links at the top of the screen to view more results.

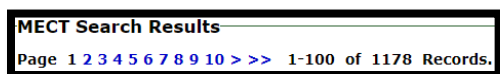


- f. To view the Certificate Details, click on the Certificate Number link under the Certificate column.

- g. To view the owner's portfolio information, click on the Portfolio Number link under the Portfolio column.

MECT, HECT, and EBTA Search

- a. Select Mass Emissions Cap and Trade (MECT), Highly Reactive Volatile Organic Compound (HRVOC) Emissions Cap and Trade (HECT), or Emissions Banking and Trading of Allowances (EBTA) Program.
- b. To view all results, select the "Yes" radio button next to the Show All option, then click Search.
- c. To narrow results, use the advanced search fields, for example, Portfolio Number, Regulated Entity Name, Regulated Entity Number (RN), etc.
- d. Once you click Search the system will display the search results. For each result, the system will display the Portfolio, Customer Name, CN, Regulated Entity Name, RN, the Current and Vintage allowances available in the current control period and the Current and Vintage allowances available in the next control period.
- e. Current Allowances reflect allowances that were allocated or will be allocated in the specified control period.
- f. Vintage Allowances are allowances that were not used in the prior control period and have been carried forward to be used in the next control period. For the MECT and HECT Programs, unused Vintage Allowances may only be carried over for one control period. EBT allowances roll over indefinitely.
- g. To reorder the results, click on the column headings, for example, if you would like to reorder the results alphabetically by Customer Name, click on the Customer Name link.
- h. Each results screen will display up to 100 records. If there are more than 100 records, use the navigation links at the top of the screen to view more results.




- i. To view additional information about the portfolio, click on the Portfolio Number under the Portfolio column.

How to Use ASCII Information

The ASCII format allows you to download raw data from the Credit and Allowance Registry for further analysis in programs like Microsoft Excel. Follow these steps to extract and utilize ASCII data:

1. Open the Credit and Allowance Registry.
2. Complete the desired fields to narrow search results.
3. Select the "ASCII" radio button for Output Format at the bottom of your search screen. Below is screenshot of the Output Format section.



Output Format: ☐ Web Report ☒ ASCII

Search Clear

4. Click the "Search" button. The Portfolio Search Results in ASCII Format page will generate.
5. Open a blank "Notepad" or similar text editor document.
6. Select and copy the ASCII output data into the text editor document. When copying the data, omit the output information from the top, for example, Source, Pollutant, Output format, etc.
7. Save the document to your desktop. Ensure the file is saved with a .txt extension (for example, data.txt).
8. Open Microsoft Excel and create a new workbook.
9. Navigate to the "Data" tab at the top of the Excel window.
10. Select "From Text/CSV" in the "Get & Transform Data" section.
11. Select the saved text document from your desktop and click "Import."
12. Adjust the settings as follows in the new window that will open:
 - a. File Origin: 1252: Western European (Windows) – This should be the default.
 - b. Delimited: Select "Custom."
 - c. Data Type Detection: Select "Based on entire dataset."
13. Click "Load" when finished. The dataset will populate in the Excel workbook. The data can now be saved and evaluated in Excel.

Glossary of Common Terminology and Acronyms

This section provides definitions for frequently used terms and acronyms to help navigate and understand the Credit and Allowance Registry more effectively. These definitions are relevant to this guidance document only and should not be used as, or in place of, official current local, state, or federal rule definitions.

Account Number (if issued): The number is assigned to the entire property owned or controlled by the applicant at a specific location and may appear in formats like "JB-1234-R" or "92-1234-K" for portable facilities. It is used for regulatory reporting and tracking purposes, such as for Air Permits or Emission Inventory (EI) reporting.

Allowances: The authorization to emit one ton of emissions, expressed in tenths of a ton, during a control period. Allowances are allocated based on historical emissions.

Area Source: Any facility included in the agency emissions inventory under the area source category. ERCs or DERCs may be generated from area sources.

ASCII: American Standard Code for Information Interchange.

Certificate: A unique identifier which represents credits that have been generated from voluntary emission reductions. For the ERC Program, certificates are identified by four digits, for example, Certificate Number 1234. For the DERC Program,

certificates are identified by four digits preceded by the letter “D,” for example, Certificate Number D1234.

Control Period: Period of time where data is collected for submission to associated reporting programs. For example, the control period for the MECT Program runs from Jan. 1 to Dec. 31 of each year.

Credits: Generated from voluntary emissions reductions and issued as certificates; can be banked and applied towards meeting emissions requirements. For the DERC Program, credits are measured in tons and never expire. For the ERC Program, credits are generated in tpy and generally expire 60 months after the reduction date.

Current Trade: One-time trade of allowances allocated during the current control period.

Customer Name: The legal name of the company or corporation responsible for one or more regulated entities. The name should be consistent with Central Registry.

Customer Reference Number (CN): A TCEQ-assigned identifier issued to the site owner or operator by the Central Registry (for example, CN123456789). Each customer should have only one CN.

DERC: Discrete Emission Reduction Credit. Credits generated from temporary, i.e. discrete, emissions reductions throughout Texas and certified in tons. DERCs do not expire. The regulations for this program can be found under [30 Texas Administrative Code \(TAC\) Chapter 101, Subchapter H, Division 4](#).¹⁰

EBTA: Emission Banking and Trading of Allowances. Mandatory program for nitrogen oxide (NO_x) and sulfur dioxide (SO₂) emissions for sites that have grandfathered electric generating units (EGUs) or elected to the program with a permit issued under 30 TAC Chapter 116, Subchapter I. The regulations for this program can be found under [30 TAC Chapter 101, Subchapter H, Division 2](#).¹¹

EPN: Emission Point Number. An identifier assigned to each emission point within a facility, which is used for reporting and compliance purposes.

ERC: Emission Reduction Credit. Credits generated from a permanent reduction of emissions in a nonattainment area and certified in tpy. ERCs expire if not used. The regulations for this program can be found under [30 TAC Chapter 101, Subchapter H, Division 1](#).¹²

FIN: Facility Identification Number. An identifier name assigned to a facility by the owner or operator, used for tracking and reporting purposes. Each unit should retain the same FIN until the owner or operator permanently shuts down the facility.

Future Trade: A trade of allowances allocated for use in a future control period.

¹⁰ https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=101&division=4&interface=VIEW_TAC&part=1&subchapter=H&title=30

¹¹ https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=101&division=2&interface=VIEW_TAC&part=1&subchapter=H&title=30

¹² https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=101&division=1&interface=VIEW_TAC&part=1&subchapter=H&title=30

HECT: Highly Reactive Volatile Organic Compound (HRVOC) Emissions Cap and Trade. Mandatory cap-and-trade program that regulates and caps emissions of HRVOCs for affected facilities in Harris County. The regulations for this program can be found under [30 TAC Chapter 101, Subchapter H, Division 6](#).¹³

MECT: Mass Emissions Cap and Trade. Mandatory cap-and-trade program that regulates NO_x emissions for affected facilities in the Houston-Galveston-Brazoria ozone nonattainment area. The regulations for this program can be found under [30 TAC Chapter 101, Subchapter H, Division 3](#).¹⁴

Mobile Source: A source included in the agency's emission inventory under the mobile source category. These sources are either classified as on-road (for example, cars, trucks, buses) or non-road (for example, trains, ships, agricultural equipment). The owner or operator may generate ERCs or DERCs from mobile sources, referred to as MERCs or MDERCs.

New Source Review (NSR): As provided in 30 TAC Chapter 116–Control of Air Pollution by Permits for new Construction or Modification.

Offset Requirements: Emissions reductions from one source used to compensate for emissions increases from another source.

Point Source: A facility included in the agency's emission inventory under the point source category. The owner or operator may generate ERCs or DERCs from point sources.

Portfolio Number: A four-digit number preceded by the letter "P" (for example, P1234). Each portfolio should be associated with only one site (or broker) and one company. Portfolio Numbers may change if there is a company name or site ownership changes.

Regulated Entity Name: The name associated with all regulated units, facilities, equipment, structures, or sources at one address or location, owned or operated by the same person or company.

Regulated Entity Number (RN): A TCEQ-assigned identifier issued to the site by the Central Registry (for example, RN123456789). The RN should not change regardless of any change in ownership; exceptions will be determined by the TCEQ. Each Portfolio Number should be associated with a single CN and RN combination.

Stream Trade: A trade resulting in the permanent transfer of an allocation of allowances from one to another portfolio.

Vintage Trade: One-time trade of allowances carried over from a previous control period.

Pollutant Codes

CO: Carbon Monoxide

HAP: Hazardous Air Pollutants

¹³ https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=101&division=6&interface=VIEW_TAC&part=1&subchapter=H&title=30

¹⁴ https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=101&division=3&interface=VIEW_TAC&part=1&subchapter=H&title=30

HRVOC: Highly Reactive Volatile Organic Compound

NO_x: Nitrogen Oxides

PM₁₀: Particulate matter with diameters less than 10 micrometers.

PM_{2.5}: Particulate matter with diameters less than 2.5 micrometers.

SO₂: Sulfur Dioxide

VOC: Volatile Organic Compound

Contact Us

If you have any questions or need further assistance, please reach out to the [EBT Programs Contacts](#)¹⁵ or e-mail us at ebt@tceq.texas.gov.

¹⁵ <https://www.tceq.texas.gov/airquality/banking/contacts/>