



***Producer Registry  
Account User Guide***

Version 2.0



## Table of Contents

Purpose of this guide .....	3
Summary .....	3
Registering Gas .....	4
Gas Registration Process .....	5
Submitting Evidence .....	16
Transferring RGGOs to Traders.....	17

## Purpose of this guide

This registry User Guide aims to provide the required information for GreenPower-accredited Producers to access and use the registry. This guide provides GreenPower accredited Producers with a step-by-step guide on how to log in, make a gas declaration to generate RGGOs and transfer RGGOs to Traders.

## Summary

Using your GreenPower Producer account, you will:

- Make a gas declaration (register gas) for the renewable gas that you have i) injected into a Gas Network, ii) directly delivered to a consumer for use at its premises by road, ship, or rail, or iii) provided to a consumer for direct use by a behind-the-meter (BTM) project.
- Be issued with Renewable Gas Guarantees of Origin (RGGOs)
- Transfer RGGOs to GreenPower Traders

The gas registration process is aligned with the GreenPower administered Renewable Gas Certification (the Certification) which means you will register your renewable gas on the GreenGas Certification Scheme (GGCS) registry system on a monthly to quarterly basis. Standard practice is that renewable gas Producers will register gas that they have injected in the natural gas grid, delivered to a consumer's premises by road, rail, or ship for direct use at those premises, or provided to BTM projects.

You should provide evidence at the same time that you register gas. The Certification Program Manager (GreenPower) will review the evidence and approve or reject the gas registration. Producers will only be able to transfer the relevant RGGOs to a Trader when the gas registration is approved.

RGGOs will expire 3 years and 3 months after the date of the production of the renewable gas. This is calculated as 1185 days from the 1st day of the last month of the production period covered by the relevant gas declaration.

All individuals with access (account operators) to your GreenPower account must be familiar with the details of this guidance document.

Please contact the Program Manager at any point if you would like clarification on anything in this document – [Greenpower.gas@dpie.nsw.gov.au](mailto:Greenpower.gas@dpie.nsw.gov.au)

For definitions of terms used in this User Guide, please refer to the Certification Rules.



## Registering Gas

### **Feedstock - Biomass information**

You will register your renewable gas according to the classification of the feedstock you have used. This “Biomass information” label will be part of the RGGOs you transfer and allow consumers to understand how the gas was produced.

Each producer will be provided with a biomass label which will be available for selection.

The prefix “GreenPower” will be at the front of the label to show that the biomass labelling has been conducted according to GreenPower processes and not the processes of another registry.

Register all your gas against one “Biomass information” label. If multiple feedstocks are used register your gas against ‘GreenPower – Combined Feedstock’.

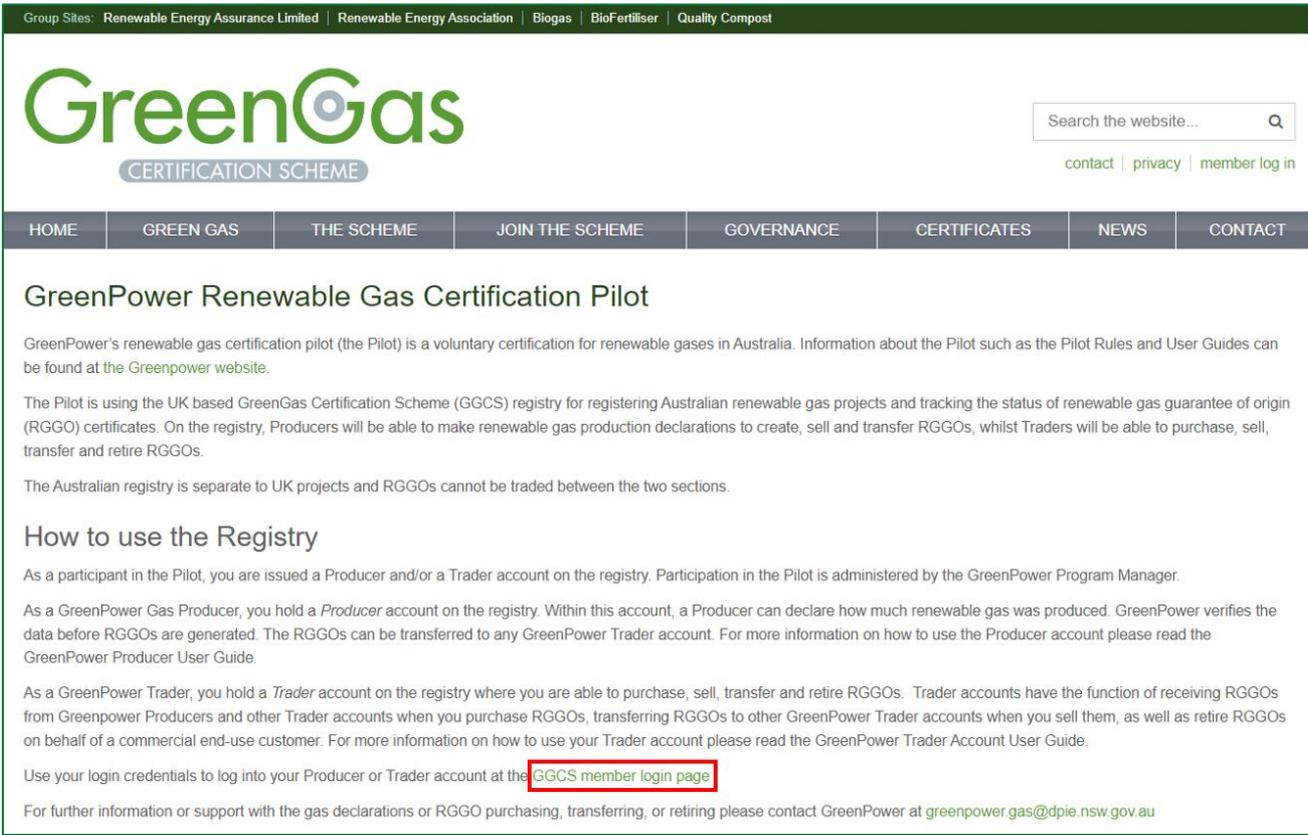
## Gas Registration Process

### Before you begin this process, you must have:

- received accreditation from Greenpower as a Producer of an eligible renewable gas project
- received member login credentials to the GGCS registry

### Click through to the member login page:

<https://www.greengas.org.uk/greenpower>



The screenshot shows the GreenGas Certification Scheme website. At the top, there is a navigation bar with links for 'Renewable Energy Assurance Limited', 'Renewable Energy Association', 'Biogas', 'BioFertiliser', and 'Quality Compost'. The main header features the 'GreenGas' logo with 'CERTIFICATION SCHEME' underneath. A search bar is located on the right, and there are links for 'contact', 'privacy', and 'member log in'. Below the header is a navigation menu with tabs for 'HOME', 'GREEN GAS', 'THE SCHEME', 'JOIN THE SCHEME', 'GOVERNANCE', 'CERTIFICATES', 'NEWS', and 'CONTACT'. The main content area is titled 'GreenPower Renewable Gas Certification Pilot' and contains several paragraphs of text. A red box highlights the text 'GGCS member login page' in the paragraph about using login credentials.

Group Sites: [Renewable Energy Assurance Limited](#) | [Renewable Energy Association](#) | [Biogas](#) | [BioFertiliser](#) | [Quality Compost](#)

# GreenGas

CERTIFICATION SCHEME

Search the website...

[contact](#) | [privacy](#) | [member log in](#)

- HOME
- GREEN GAS
- THE SCHEME
- JOIN THE SCHEME
- GOVERNANCE
- CERTIFICATES
- NEWS
- CONTACT

## GreenPower Renewable Gas Certification Pilot

GreenPower's renewable gas certification pilot (the Pilot) is a voluntary certification for renewable gases in Australia. Information about the Pilot such as the Pilot Rules and User Guides can be found at the [Greenpower website](#).

The Pilot is using the UK based GreenGas Certification Scheme (GGCS) registry for registering Australian renewable gas projects and tracking the status of renewable gas guarantee of origin (RGGO) certificates. On the registry, Producers will be able to make renewable gas production declarations to create, sell and transfer RGGOs, whilst Traders will be able to purchase, sell, transfer and retire RGGOs.

The Australian registry is separate to UK projects and RGGOs cannot be traded between the two sections.

### How to use the Registry

As a participant in the Pilot, you are issued a Producer and/or a Trader account on the registry. Participation in the Pilot is administered by the GreenPower Program Manager.

As a GreenPower Gas Producer, you hold a *Producer* account on the registry. Within this account, a Producer can declare how much renewable gas was produced. GreenPower verifies the data before RGGOs are generated. The RGGOs can be transferred to any GreenPower Trader account. For more information on how to use the Producer account please read the [GreenPower Producer User Guide](#)

As a GreenPower Trader, you hold a *Trader* account on the registry where you are able to purchase, sell, transfer and retire RGGOs. Trader accounts have the function of receiving RGGOs from Greenpower Producers and other Trader accounts when you purchase RGGOs, transferring RGGOs to other GreenPower Trader accounts when you sell them, as well as retire RGGOs on behalf of a commercial end-use customer. For more information on how to use your Trader account please read the [GreenPower Trader Account User Guide](#).

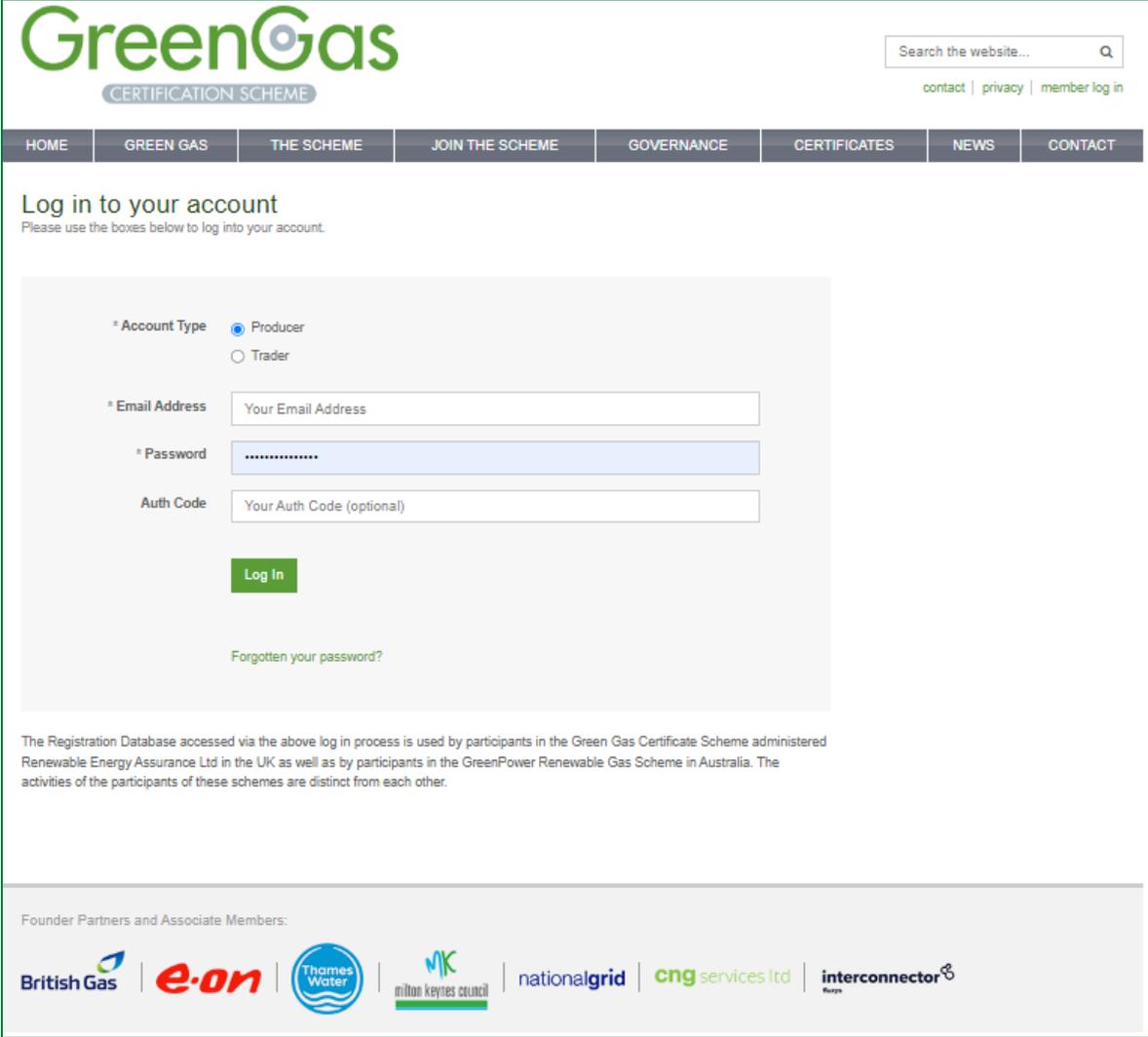
Use your login credentials to log into your Producer or Trader account at the [GGCS member login page](#)

For further information or support with the gas declarations or RGGO purchasing, transferring, or retiring please contact GreenPower at [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)

## Enter your login details

Select 'Producer' as the account type, then enter your login details provided by the Program Manager.

For a reminder of your details please click the "forgotten your password" link.



The screenshot shows the GreenGas Certification Scheme login page. At the top left is the GreenGas logo with 'CERTIFICATION SCHEME' below it. To the right is a search bar and links for 'contact', 'privacy', and 'member log in'. A navigation menu includes 'HOME', 'GREEN GAS', 'THE SCHEME', 'JOIN THE SCHEME', 'GOVERNANCE', 'CERTIFICATES', 'NEWS', and 'CONTACT'. The main heading is 'Log in to your account' with a sub-heading 'Please use the boxes below to log into your account.' The login form contains: '\* Account Type' with radio buttons for 'Producer' (selected) and 'Trader'; '\* Email Address' with a text input field; '\* Password' with a masked text input field; 'Auth Code' with a text input field; a green 'Log In' button; and a 'Forgotten your password?' link. Below the form is a disclaimer: 'The Registration Database accessed via the above log in process is used by participants in the Green Gas Certificate Scheme administered Renewable Energy Assurance Ltd in the UK as well as by participants in the GreenPower Renewable Gas Scheme in Australia. The activities of the participants of these schemes are distinct from each other.' At the bottom, it lists 'Founder Partners and Associate Members' with logos for British Gas, e-on, Thames Water, Milton Keynes Council, nationalgrid, cng services ltd, and interconnector.

## Two Factor Authentication

1) Download an authenticator app/program to your phone or desktop computer. We recommend one of the following, but any standard authenticator app/program should work:

a. Authy (can be used on your desktop computer)

i. Twilio Authy Authenticator - Apps on Google Play

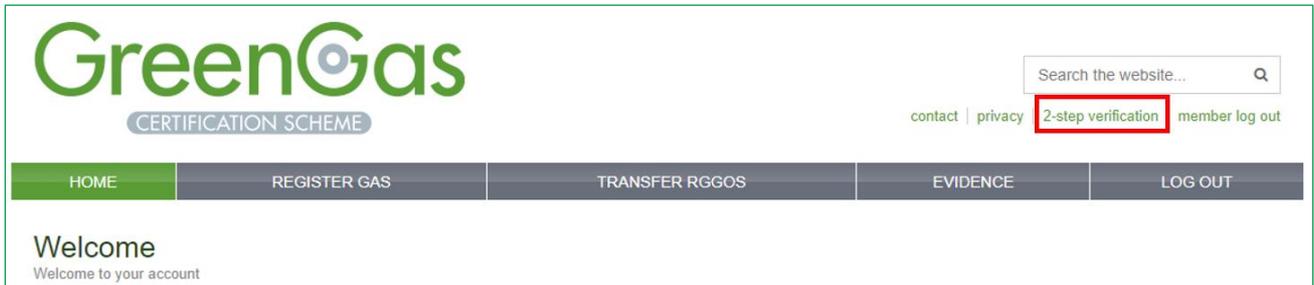
ii. Twilio Authy on the App Store (apple.com)

b. Microsoft Authenticator

i. Microsoft Authenticator - Apps on Google Play

ii. Microsoft Authenticator on the App Store (apple.com)

2) Log into your account and select 2-step authentication from the menu at the top right of the home page:



Follow the instructions shown below:





If you're successful, the page below will be displayed:

 2-step verification

## Success!

Your account is now protected by 2-step verification.

- When you next log in you'll be asked to provide a secondary code using your Google Authenticator app.
- Remember, these codes are time-based. The clock icon in the app will let you know how much time is left before the verification code expires and a new one is generated.
- If you're still having trouble, you might want to verify that the time on your device is correct.

 [Click here to reset your 2-step verification code](#)

If you need to reset your 2-step authentication, contact GreenPower on [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)

When logged in, you will be redirected to your account homepage which displays the details of your gas project.

Note – ignore the 'Trader Contacts' section of this page as this is not for the GreenPower Certification. Please also refrain from contacting any of the organisations you see displayed as these will be outside of the Certification.

# GreenGas

CERTIFICATION SCHEME

Q

[contact](#)
[privacy](#)
[2-step verification](#)
[member log out](#)

HOME
REGISTER GAS
TRANSFER RGGOS
EVIDENCE
LOG OUT

## Welcome

Welcome to your account

### Test Plant Aussie Ltd

Plant Number: P0007

88 High Street, East Melbourne, Victoria, Australia

Green Gas (Biomethane), Process (Anaerobic Digestion), Delivery (Grid Injection)

Metering Point (56421354654645), Commissioning Date (May 17), Capacity (Unknown)

Investment Support (No)

**Biomass Inputs:**

- GreenPower - Waste Water

If any of the above details are incorrect you must contact the Scheme Administrator immediately

### On this page:

Your Producer account enables you to register green gas you have injected into the grid and upload evidence related to those injections.

When your gas registrations are approved Renewable Gas Guarantees of Origin (RGGOs) are issued into your account, which you can then transfer to Trader accounts.

Please note that it is not possible for other Producers or Traders to transfer RGGOs into your account, or for you to retire RGGOs.

Please check that the details shown above (plant address, commissioning date, etc) are correct.

To the right you will see the option to share your contact details and see the contact details of traders who would be interested in hearing from you (GGCS members only).

### Contact Status:

✔ You have agreed to have your contact email address (fa [redacted] au) listed on GGCS Trader accounts, together with the number of kWh of RGGOs you are you holding in your account. [Click here to change this.](#)

### Trader Contacts:

The list below shows you the contacts of GGCS Trader accounts who have chosen to share their details with you.

Supplier	Contact email
Test Account 2020 Ltd	test@aol.com

## Register Gas

Select “Register Gas” from the menu. This will take you to the gas declaration page.

On the “Register Gas” page, enter “Enter Amount” for the month you would like to register gas under.

If you are registering a production period of longer than one month then select the month in which the production period ended.

## Register Injected Gas

Register gas you have injected into the grid

### On this page:

This page allows you to register the green gas you have injected into the grid.

Based on the information and evidence that you provide regarding your gas injections we will generate Renewable Gas Guarantees of Origin (RGGOs) which will be credited to your account.

**GGCS Members** - The system displays all months (to accommodate the fact different producers have quarters that end at different times), however you must ONLY register gas in the months in which your NDRHI or GGSS production quarters end.

If you are using feedstocks that fall into two or more Ofgem defined fuel classifications then you should calculate your feedstock-to-gas apportionment and register the relevant quantities of gas under each fuel classification.

Once you have completed a gas registration, a notification will be sent to the Scheme Administrator. They will review your evidence, and, if it is found suitable, the registration will be approved and RGGOs will be generated and issued to your account.

If the evidence provided is unsuitable or missing then your registration will be rejected and the Scheme Administrator will contact you to discuss what you can do to rectify the problem(s) identified. You should keep all supporting evidence of your gas injections e.g. meter readings, which may be checked at a later date by the GGCS.

**GreenPower Renewable Gas Certification Pilot Users** - you may register monthly or quarterly production periods. Please refer to guidance issued by the GreenPower for more information.

### Injections by month of quarter end and biomass information:

[Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Injection Amount (kWh)
September 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>
August 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>
July 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>
June 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>
May 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>
April 2022		GreenPower - Waste Water				- <input type="button" value="Enter Amount"/>

### Enter the required gas declaration details

1. Enter the amount of gas in kWh in “Gas injected”, calculated using the GreenPower supporting evidence template - *Template for Gas Registration Evidence* provided on the GreenPower website. These kWh values must match the evidence you will provide to the Program Manager directly via email - [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)
  - a. Within the template, you will enter the amount of GJ of renewable gas that you wish to register. The amount of renewable gas must be calculated based on the higher heating value (HHV). A conversion to kWh will be made in the template – use this number in the “Gas Injected” box.
2. Enter the production period start date in “Injection date from”
3. Enter the production period end date in “Injection date to”
4. Select ‘Yes’ or No’ in “Production support received”. Production Support means a financial reward or grant from the Australian government Government investment support received (e.g. funding from the Australian Government, state/territory governments. If you are registering renewable gas that has not and will not receive any Australian government funding support, then you should select ‘No’ for Production Support
5. Select ‘GreenPower Renewable Gas Certification’ in “Sustainability criteria met”. As a GreenPower-accredited Renewable Gas Project, you have met the Sustainability Criteria.

The ‘Further information’ section at the bottom of the page relates to users of the registry platform who are participating in the Green Gas Certification Scheme in the UK and should be discounted by GreenPower Users.

Click on “Submit Gas Injected”.

## Register injected gas

Please enter the details of the green gas you have injected

Please enter the details of the green gas you have injected

Gas injected during quarter ending in **September 2022**

Biomass information **GreenPower - Waste Water**

NDRHI or GGSS number **0123456**

\* Gas Injected

\* Injection date from

\* Injection date to

Production support (e.g. RHI) received

Sustainability criteria met

or cancel

### Further information:

<b>Gas injected during quarter ending in</b>	GGCS Users - this is the month that the quarter of your gas injection period ends in. GreenPower Users - if you are submitting monthly injection totals this month is the month the injection period ends (even if some of the injection period was in a preceding month)
<b>Biomass information</b>	This is information about the feedstocks that you used and how they are classified as a product, residue or waste. You may be registering all your gas in each quarter against one classification, or splitting your gas between multiple classifications depending on your feedstock use.
<b>NDRHI/GGSS Number</b>	This is the Non Domestic Renewable Heat Incentive (NDRHI) or Green Gas Support Scheme number for your plant. If you have multiple plants registered with the GGCS please check that you are using the correct account for the gas you are registering. Plants with original and additional capacity will register all their gas as one injection.  If your plant is not registered with the NDRHI or GGSS then N/A may be shown or another unique identifier may have been applied.
<b>Gas injected</b>	If you are only registering gas under one fuel classification then this figure should be the same as your "eligible heat output" within your NDRHI/GGSS submissions, which takes into account any propane added to your injection.  If you are registering gas under more than one fuel classification in each quarter then you should calculate the figure entered using a feedstock-to-gas apportionment tool.  Any variations to the NDRHI/GGSS "eligible heat output" should be explained in the evidence you upload.  Producers without NDRHI/GGSS registration or those taking part in the GreenPower pilot will have agreed with the relevant scheme administrator how to calculate this value.
<b>Injection date from</b>	Please select the date that the injection period began. For NDRHI/GGCS producers this must be the same date as shown on the NDRHI/GGSS register.
<b>Injection date to</b>	Please select the date that the injection period ended. For NDRHI/GGCS producers this must be the same date as shown on the NDRHI/GGSS register.
<b>Production support applied for/received</b>	Production support means any financial benefit you have received or expect to receive from the a government for producing this gas. Therefore if you have received or applied to receive a payment under the NDRHI or GGSS you must select Yes.
<b>Sustainability criteria met</b>	Select the criteria that are relevant to your plant. You should not select ISCC unless the gas you have injected has not claimed either the NDRHI or the GGSS.

### Check information and confirm statements

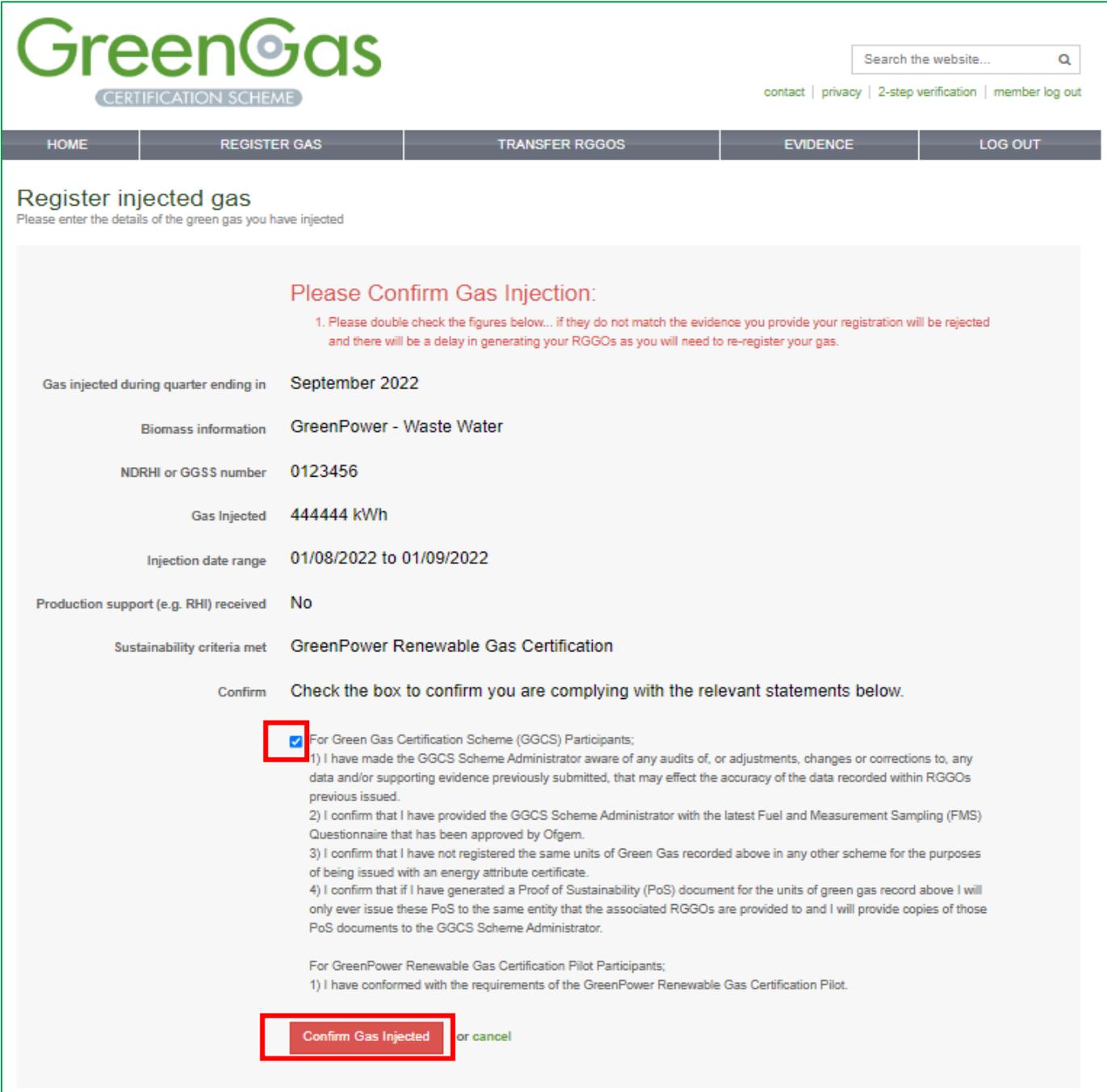
You will next be prompted to check the information entered and be asked to confirm several statements.

Check the information entered is all correct. Then tick the box to acknowledge the following:

*'For GreenPower Renewable Gas Certification Participants;*

- 1) *I have conformed with the requirements of the GreenPower Renewable Gas Certification Certification'*

Then click on 'Confirm Gas Injection'.



**GreenGas**  
CERTIFICATION SCHEME

Search the website...

[contact](#) | [privacy](#) | [2-step verification](#) | [member log out](#)

HOME REGISTER GAS TRANSFER RGGOS EVIDENCE LOG OUT

### Register injected gas

Please enter the details of the green gas you have injected

**Please Confirm Gas Injection:**

1. Please double check the figures below... if they do not match the evidence you provide your registration will be rejected and there will be a delay in generating your RGGOs as you will need to re-register your gas.

Gas injected during quarter ending in **September 2022**

Biomass information **GreenPower - Waste Water**

NDRHI or GGSS number **0123456**

Gas Injected **444444 kWh**

Injection date range **01/08/2022 to 01/09/2022**

Production support (e.g. RHI) received **No**

Sustainability criteria met **GreenPower Renewable Gas Certification**

Confirm **Check the box to confirm you are complying with the relevant statements below.**

For Green Gas Certification Scheme (GGCS) Participants;

- 1) I have made the GGCS Scheme Administrator aware of any audits of, or adjustments, changes or corrections to, any data and/or supporting evidence previously submitted, that may effect the accuracy of the data recorded within RGGOs previous issued.
- 2) I confirm that I have provided the GGCS Scheme Administrator with the latest Fuel and Measurement Sampling (FMS) Questionnaire that has been approved by Ofgem.
- 3) I confirm that I have not registered the same units of Green Gas recorded above in any other scheme for the purposes of being issued with an energy attribute certificate.
- 4) I confirm that if I have generated a Proof of Sustainability (PoS) document for the units of green gas record above I will only ever issue these PoS to the same entity that the associated RGGOs are provided to and I will provide copies of those PoS documents to the GGCS Scheme Administrator.

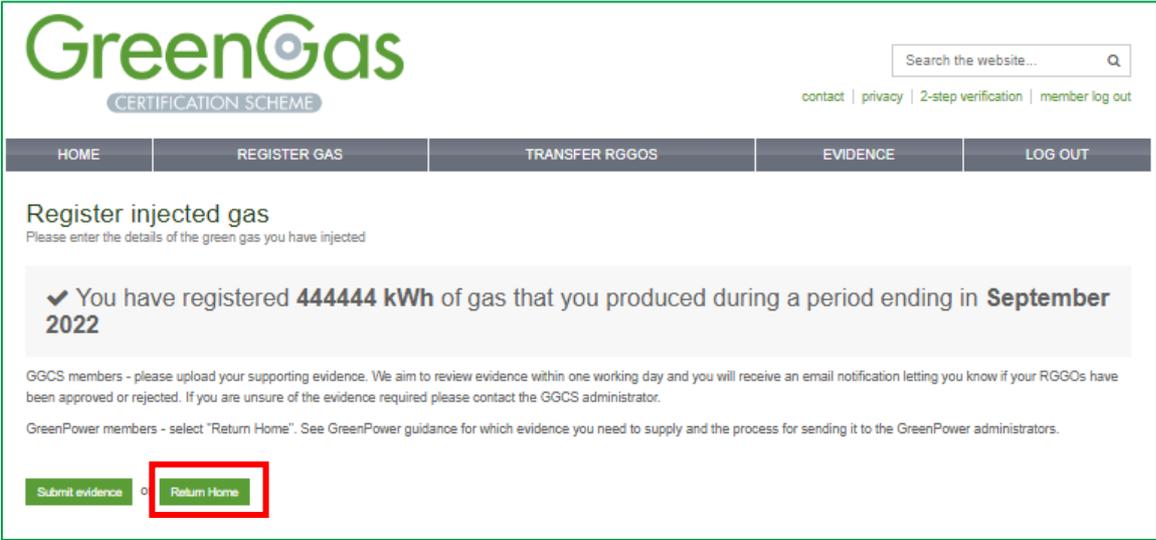
For GreenPower Renewable Gas Certification Pilot Participants;

- 1) I have conformed with the requirements of the GreenPower Renewable Gas Certification Pilot.

**Confirm Gas Injected** or [cancel](#)

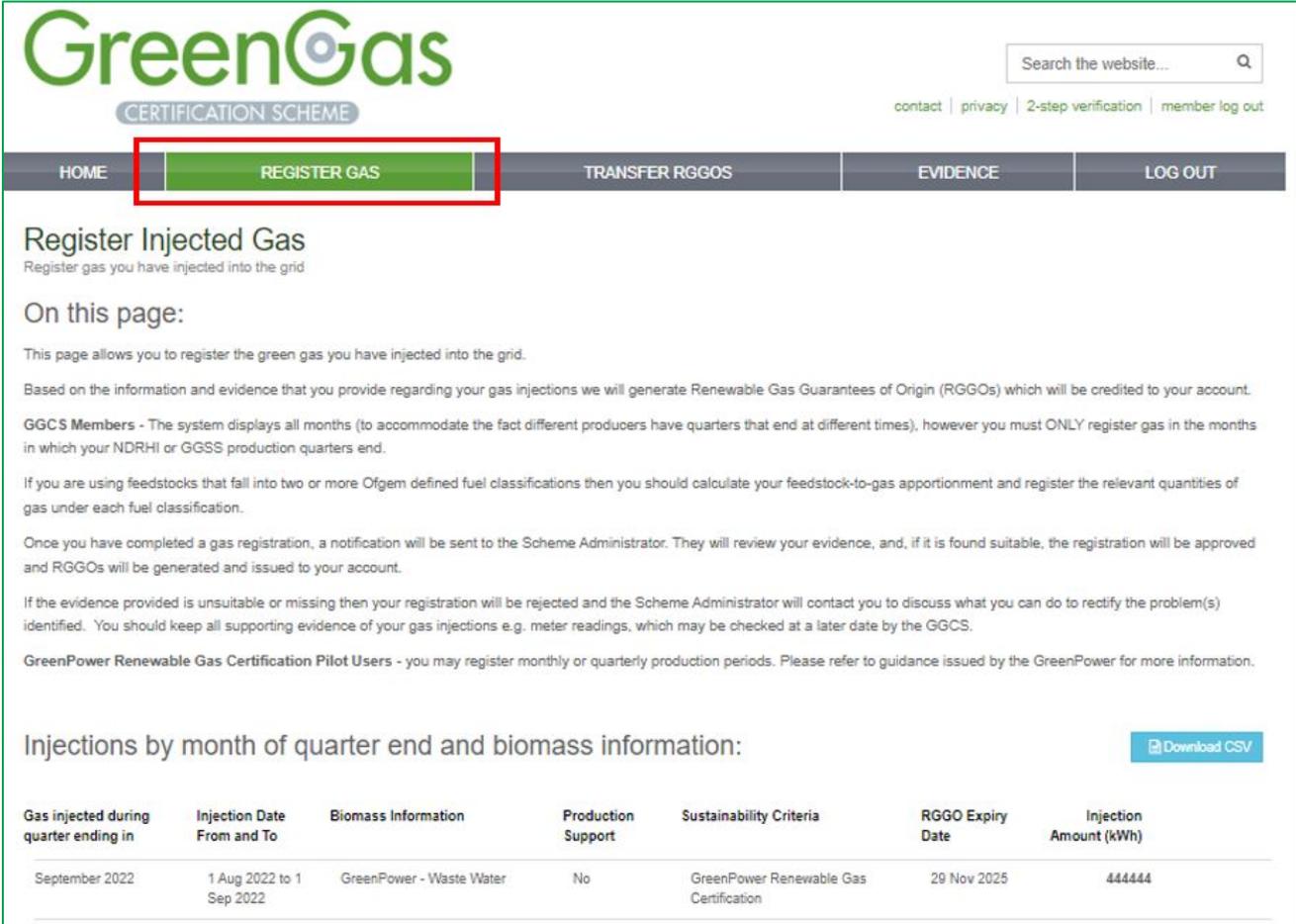
A confirmation of the information entered will then be displayed. An email will also be sent to the Certification Program Manager as a notification of this gas registration. To assist with processing your registration as quickly as possible, immediately email the evidence outlined in the later part of this guidance to the Program Manager using the described template.

Click on “Return Home”. Do not click on “Submit Evidence” as you are instead required to email this directly to the Program Manager at [Greenpower.gas@dpie.nsw.gov.au](mailto:Greenpower.gas@dpie.nsw.gov.au).



The screenshot shows the GreenGas Certification Scheme website. At the top left is the GreenGas logo with the text "CERTIFICATION SCHEME" below it. To the right is a search bar and links for "contact", "privacy", "2-step verification", and "member log out". A navigation bar contains five tabs: "HOME", "REGISTER GAS", "TRANSFER RGGOS", "EVIDENCE", and "LOG OUT". The main content area is titled "Register injected gas" with the subtitle "Please enter the details of the green gas you have injected". A confirmation message states: "✓ You have registered 444444 kWh of gas that you produced during a period ending in September 2022". Below this are instructions for GGCS and GreenPower members. At the bottom, there are two buttons: "Submit evidence" and "Return Home", with the "Return Home" button highlighted by a red box.

You can click on the ‘Register Gas’ tab to view your registered gas.



**GreenGas**  
CERTIFICATION SCHEME

Search the website...

[contact](#) | [privacy](#) | [2-step verification](#) | [member log out](#)

HOME REGISTER GAS TRANSFER RGGOS EVIDENCE LOG OUT

## Register Injected Gas

Register gas you have injected into the grid

**On this page:**

This page allows you to register the green gas you have injected into the grid.

Based on the information and evidence that you provide regarding your gas injections we will generate Renewable Gas Guarantees of Origin (RGGOs) which will be credited to your account.

**GGCS Members** - The system displays all months (to accommodate the fact different producers have quarters that end at different times), however you must ONLY register gas in the months in which your NDRHI or GGSS production quarters end.

If you are using feedstocks that fall into two or more Ofgem defined fuel classifications then you should calculate your feedstock-to-gas apportionment and register the relevant quantities of gas under each fuel classification.

Once you have completed a gas registration, a notification will be sent to the Scheme Administrator. They will review your evidence, and, if it is found suitable, the registration will be approved and RGGOs will be generated and issued to your account.

If the evidence provided is unsuitable or missing then your registration will be rejected and the Scheme Administrator will contact you to discuss what you can do to rectify the problem(s) identified. You should keep all supporting evidence of your gas injections e.g. meter readings, which may be checked at a later date by the GGCS.

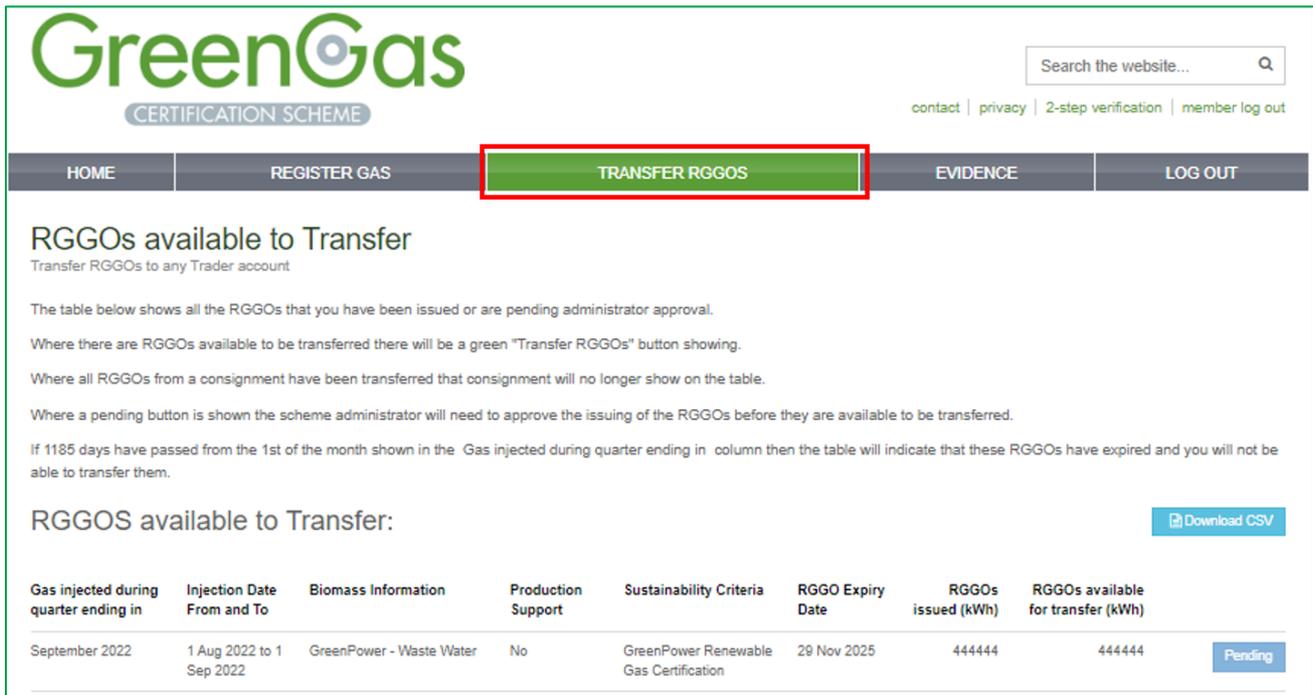
**GreenPower Renewable Gas Certification Pilot Users** - you may register monthly or quarterly production periods. Please refer to guidance issued by the GreenPower for more information.

**Injections by month of quarter end and biomass information:** [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	Injection Amount (kWh)
September 2022	1 Aug 2022 to 1 Sep 2022	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444

If you click on the 'Transfer Gas' tab, you can see your gas registrations:

- which have been approved by the Program Manager – 'Transfer RGGOs' in a button
- which are yet to be approved by the Program Manager – 'Pending' in a blue button



**GreenGas**  
CERTIFICATION SCHEME

Search the website...

[contact](#) | [privacy](#) | [2-step verification](#) | [member log out](#)

HOME REGISTER GAS **TRANSFER RGGOS** EVIDENCE LOG OUT

### RGGOs available to Transfer

Transfer RGGOs to any Trader account

The table below shows all the RGGOs that you have been issued or are pending administrator approval.

Where there are RGGOs available to be transferred there will be a green "Transfer RGGOs" button showing.

Where all RGGOs from a consignment have been transferred that consignment will no longer show on the table.

Where a pending button is shown the scheme administrator will need to approve the issuing of the RGGOs before they are available to be transferred.

If 1185 days have passed from the 1st of the month shown in the Gas injected during quarter ending in column then the table will indicate that these RGGOs have expired and you will not be able to transfer them.

RGGOS available to Transfer: [Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	RGGOs issued (kWh)	RGGOs available for transfer (kWh)	
September 2022	1 Aug 2022 to 1 Sep 2022	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444	444444	Pending

## Certification Program Manager Approval

The Program Manager will assess the evidence you have provided to ensure you have registered the correct amount of gas in the correct production period.

If the evidence is suitable, the gas registration will then be approved and RGGOs will be issued to your account. You will receive an email notification of the approval. Until that point, you will see these RGGOs marked as 'Pending'.

If the evidence provided to the Program Manager does not support the production declaration, it will be rejected and no RGGOs will be issued. You will get an email notification from the Program Manager to inform you of this decision. You can then work with Program Manager who will help you re-register the gas correctly.

The gas registrations will also be audited as part of the annual audit process.

## Submitting Evidence

The process for submitting evidence to support gas registrations occurs outside of the registry platform. The evidence must be entered into the *Template for Gas Registration Evidence* provided on the GreenPower website - <https://www.greenpower.gov.au/about-greenpower/renewable-gas-certification-Certification>.

**Once completed, the template needs to be emailed to the Certification Program Manager at [greenpower.gas@dpie.nsw.gov.au](mailto:greenpower.gas@dpie.nsw.gov.au)**

If you encounter a situation which this template is not suitable for, please contact the Program Manager directly to discuss.



Template Name	Description and intended use
RGCP – Template for Gas Registration Evidence v1.0	Template for providing evidence of renewable gas registration – the amount of renewable gas and feedstock. A calculation is provided to convert GJ to kWh.

Please note that the Program Manager will arrange annual audits to ensure compliance with the Certification Rules and related Guidelines including but not limited to the accuracy of evidence provided for registration of gas, such as gas metering, renewable electricity usage and feedstock information. You must provide any records or information to support compliance with the Certification Rules requested by the Program Manager, any Auditor, or the Registry Operator as soon as reasonably practical following a written request.

### Transferring RGGOs to Traders

As the holder of a Producer account, you can transfer your RGGOs to any GreenPower Trader.

Please note you cannot generate Retirement Statements listing RGGOs allocated to end-user customers. This function is held by Traders only.

When you have reached an agreement with a Trader, you log into your account to offer to transfer the agreed RGGOs to the relevant counterparty. They will then log into their Trader account and accept the RGGOs offered, at which point they are transferred from your account into the Trader's account.

There is no function within the registry system for RGGOs to be transferred from a Trader account into a Producer account. Therefore, when you transfer RGGOs from your Producer account into a Trader account, that transaction is final.

#### Process for Transferring RGGOs

Select the "Transfer RGGOs" page from the menu. In the table, you will see all the RGGOs available to transfer (as well as those pending approval or expired). Where RGGOs are available to transfer you will see a green 'Transfer RGGOs' button to select.

# GreenGas

CERTIFICATION SCHEME

Q

contact | privacy | 2-step verification | member log out

HOME
REGISTER GAS
TRANSFER RGGOS
EVIDENCE
LOG OUT

## RGGOs available to Transfer

Transfer RGGOs to any Trader account

The table below shows all the RGGOs that you have been issued or are pending administrator approval.

Where there are RGGOs available to be transferred there will be a green "Transfer RGGOs" button showing.

Where all RGGOs from a consignment have been transferred that consignment will no longer show on the table.

Where a pending button is shown the scheme administrator will need to approve the issuing of the RGGOs before they are available to be transferred.

If 1185 days have passed from the 1st of the month shown in the Gas injected during quarter ending in column then the table will indicate that these RGGOs have expired and you will not be able to transfer them.

### RGGOS available to Transfer:

[Download CSV](#)

Gas injected during quarter ending in	Injection Date From and To	Biomass Information	Production Support	Sustainability Criteria	RGGO Expiry Date	RGGOs issued (kWh)	RGGOs available for transfer (kWh)
September 2022	1 Aug 2022 to 1 Sep 2022	GreenPower - Waste Water	No	GreenPower Renewable Gas Certification	29 Nov 2025	444444	444444

Transfer RGGOs

Complete the form noting the number of RGGOs you wish to transfer and who you wish to transfer them to, and then select "Submit Transfer Request".

# GreenGas

CERTIFICATION SCHEME

[contact](#) | [privacy](#) | [2-step verification](#) | [member log out](#)

[HOME](#) | [REGISTER GAS](#) | [TRANSFER RGGOS](#) | [EVIDENCE](#) | [LOG OUT](#)

## Transfer RGGOs

Provide details of the number of RGGOs and the account to transfer them to

### Transfer RGGOs

Provide details of the number of RGGOs and the account to transfer them to

Gas injected in quarter ending in **September 2022**

Biomass Information **GreenPower - Waste Water**

Injection date range **01/08/2022 to 01/09/2022**

Production support received **NO**

Sustainability criteria met **GreenPower Renewable Gas Certification**

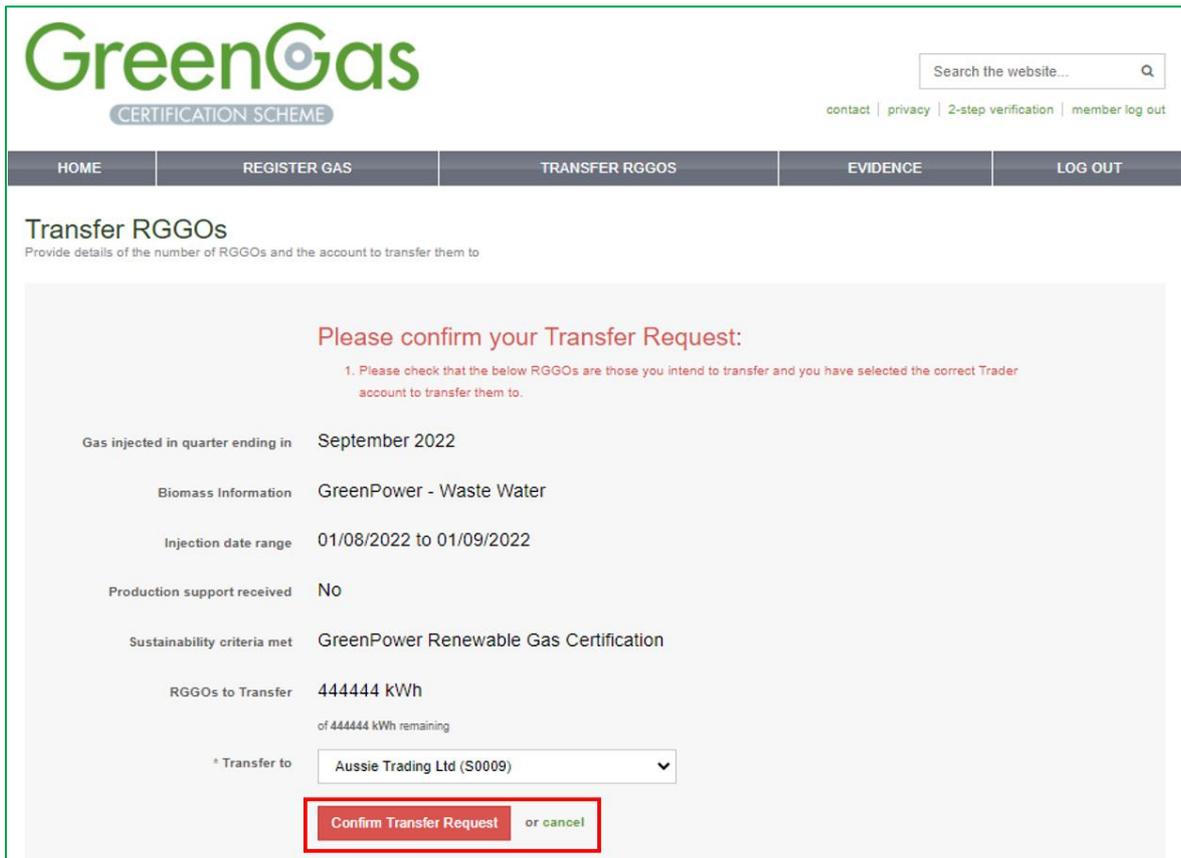
\* RGGOs to Transfer

of 444444 kWh remaining

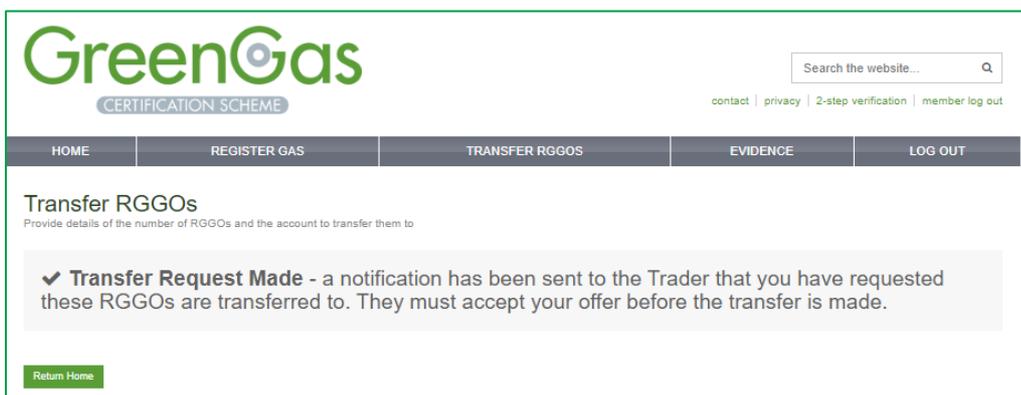
\* Transfer to

or [cancel](#)

You will be prompted to check the information you have entered. If correct, select “Confirm Transfer Request”. If incorrect, click cancel and re-enter the correct information.



After clicking on 'Confirm Transfer Request', a confirmation page will be shown.



An email notification will also be sent to the Trader who you have requested the RGGOs to be transferred. That Trader will then need to log into their account and accept the Transfer Request.

You will receive an email notification once the Trader accepts your Transfer request. The email will be sent from [info@greengas.org.uk](mailto:info@greengas.org.uk), hence you should add this email address to your [safe sender list](#). We recommend that you keep a copy of these emails as a record of your RGGO transfers<sup>1</sup>.

<sup>1</sup> The GGCS uses all reasonable endeavours to ensure that these notifications are sent but there may be times when they are not sent or do not reach the intended recipient. Only information within your account reflects verified information from the GGCS Registration Database. You can send a request to the Program Manager to verify the information in the emails if necessary.



## RGGO Expiry

A RGGO will expire three years and three months after the date of the production of the renewable gas.

To implement this, the registry counts 1185 days from the 1st of the month shown in the “Gas injected during quarter ending in” column.

If, for example, RGGOs are for “Gas injected in a quarter ending in” April 2023 the system counts 1185 days from 1st April 2023 and on 28th June 2023, those RGGOs will expire and “no longer be available to Gas Producers or Account Holders [Traders].

Once the expiry date has been reached you will not be able to Transfer RGGOs to a Trader.