



Offshore Petroleum Regulator  
for Environment & Decommissioning

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Environment & Decommissioning

United Kingdom Emissions Trading Scheme

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## Migration from ETSWAP to METS (Manage your UK Emissions Trading Scheme Reporting Service) - Go Live 31<sup>st</sup> July 2023

**Your access to ETSWAP ceases from 14 July 2023.**

Please **ensure you have downloaded all relevant information to comply with your obligations** under Article 67 of The Monitoring and Reporting Regulation (MRR) and, if you receive a free allocation of allowances, Articles 7(3) and 9(6)) of the Free Allocation Regulation (FAR). Please refer to our previous [communications](#) for more information. OPRED will not provide you with your ETSWAP data after ETSWAP ceases.

## Compliance actions between now and when you are onboarded after 31st July 2023

### Notifications

- Submit all notification related information via email to your respective environmental manager and copy to [OPRED@energysecurity.gov.uk](mailto:OPRED@energysecurity.gov.uk).

### Variations

- If you need to apply for a permit variation because of any significant modifications to your Monitoring Plan and / MMP, you should notify OPRED by email to [OPRED@energysecurity.gov.uk](mailto:OPRED@energysecurity.gov.uk). Please state that you are applying for a variation and provide a summary of the changes to be made to the Monitoring Plan / MMP. We will acknowledge your email and respond, asking you to make the changes via the variation workflow in METS when available.

### Improvement reports

- Verifiers / Annual improvement reports that are approved **prior to 14<sup>th</sup> July 2023**, the operator will receive the confirmed actions and deadlines to be done through ETSWAP (as normal), those approved after this date will be sent via email attachment with actions and deadlines.
- Responding to the improvements must still be completed (by email) before or by the stated deadline to confirm the action is completed and stating that a permit variation has been submitted for example.



### Anything else

- If you have any other applications that are urgent during this time, such as needing to apply for a new permit, or a permit transfer, notify us via email as soon as possible.

### Data to be Migrated Over from ETSWAP to METS

- Operator and installation account details – all live accounts (excluding accounts where surrenders, transfers and revocations have been completed).
- The last approved version of your UK ETS permit (pdf), monitoring methodology plan and supporting permit attachments.
- Permit history – a basic record of completed notifications variations and permit issuance from 1<sup>st</sup> January 2021 with no attachments.
- Permit reports – a basic record of annual emissions reports with total reportable emissions for each reporting year from 1<sup>st</sup> January 2013. Determination of emissions is noted but there will be no supporting attachments.
- Permit notes which are security compliant but excludes emails in the .msg format.

Files that are security compliant will migrate including: .txt, .tif, .png, .jpg, .jpeg, .dib, .bmp, .vsd, .docx, .xlsx, .pptx, .vsdx, .ppt, .xls, .pdf, .doc. Any files not in this format will need to be added to METS by variation later in one of these formats.

### Key Dates for Migration from ETSWAP to METS

Please note where you have installations onshore your respective regulator will set dates which may differ from that of above.

### Your permit number is changing

All permit / account number referencing will also change from the DTI1234 format to what is now referred to as your ETSWAP reference, e.g., UK-D-IN-12345. This will become your new permit / account reference in METS. This reference will be adjusted in your respective registry account.

### Onboarding steps for METS

From 31<sup>st</sup> July 2023 onwards one user per installation account will be invited to claim their account in METS. This contact is your nominated primary contact (seed user for METS) as per the survey done in 2022 / your listed primary contact / latest login activity to account for staff changes. The seed user will receive an activation email from METS and instruction to follow to 'claim the account' which must be done within 72 hours of receipt, note the process also requires a two-factor authentication to login.

Should the account not be claimed (e.g., due to annual leave) a further invitation will be issued at a later date. After accepting the Terms and Conditions you will be taken to a



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page asking your regulator to activate your account after which you will receive an email confirming this. When next logging in, you will see your dashboard to raise a permit variation, notification etc. Additional users can also be added to the account.

If you don't receive an invitation by the middle of August 2023, please contact OPRED at [opred@energysecurity.gov.uk](mailto:opred@energysecurity.gov.uk) to request an invitation email.

### **Familiarisation and training in using METS.**

METS is an intuitive application and once you become familiar with it you should find it easy to navigate. The project team have put together some webinars which will help you set up your account with two-factor authentication and guide you through navigating your METS dashboard, searching for an installation account, managing users and contacts, and managing your tasks such as notifications and variations. Links are provided below for the webinars.

#### [Setting up your account](#)

Guidance on creating and activating your account on METS.

#### [Setting Up Two Factor Authentication](#)

Guidance on downloading, setting up and using a two-factor authentication app to sign in, with information on how to troubleshoot common issues.

The following apps can also be used for the two-factor authentication.

- Microsoft Authenticator
- Google Authenticator
- Okta Verify
- Twilio Authy Authenticator
- FreeOTP Authenticator

#### [Using the dashboard, account search, user, and task management](#)

Guidance on viewing and assigning tasks, searching for accounts, and managing users and tasks once your account has been activated.

[Further guidance and supporting information](#) Manage your UK ETS reporting service guidance.

Guidance on finding contact details for the UK ETS regulators, information on important legislation for the reporting service and supporting guidance on GOV.UK.

### **METS OPRED Helpdesk**

A helpdesk is set up to assist users with onboarding and other queries. Please contact [opred@energysecurity.gov.uk](mailto:opred@energysecurity.gov.uk) for assistance.