

Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar: Overview of Reporting Year 2015
February, 2016**

This training is provided by EPA solely for informational purposes. It does not provide legal advice, have legally binding effect, or expressly or implicitly create, expand, or limit any legal rights, obligations, responsibilities, expectations, or benefits in regard to any person.

Agenda

Reminders

What subparts have significant changes & where can I learn more?

Can I discontinue reporting & how do I notify EPA?

How should I report parent company data?

Are there any changes to the Inputs Verifier Tool?

What is the batch review & certification module?

Q & A

Reminders – Key Dates

- **December 31st, 2015:** Reporting Year (RY) 2015 ended
- **January 1st, 2016:** RY2016 began
- **February 16th, 2016:** e-GGRT open for RY2015 data reporting
- **March 31st, 2016:** RY2015 Annual GHG Reports Due

Reminders – Accessing e-GGRT

e-GGRT: <https://ghgreporting.epa.gov/>

Be sure you are using an up-to-date browser:

Internet Explorer 11

Firefox v27.0 (or above)

Chrome v30.0 (or above)

More Information:

<http://www.ccdsupport.com/confluence/display/help/System+Requirements>

Reminders – User Name and Password

E-GGRT passwords expire every 90 days. You will likely be prompted to reset your password when you log in. Click **USER NAME** if you forgot your user name. Click **PASSWORD** if you forgot your password.

EPA United States Environmental Protection Agency

e-GGRT
Electronic Greenhouse Gas Reporting Tool

e-GGRT Help
Login to e-GGRT

Welcome to EPA's electronic Greenhouse Gas Reporting Tool

About e-GGRT
E-GGRT supports facility and supplier reporting for the [EPA Greenhouse Gas Reporting Program](#). The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States.
[Additional information on e-GGRT.](#)

Warning Notice
EPA's e-GGRT registration is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

e-GGRT LOGIN
User Name:
Password:
LOGIN

[FORGOT YOUR USER NAME?](#)
[FORGOT YOUR PASSWORD?](#) ←

New e-GGRT Users Must Register
New users must complete a one-time registration process. After establishing a user account you can register your facility.
NEW USER REGISTRATION

You are already registered if...
You have a CDX Account
If you have an existing CDX Web account, log in above with your CDX User Name and Password and complete an abbreviated e-GGRT registration process.

EPA Home | Privacy and Security Notice | Contact Us

e-GGRT RY2014.R40 | UA1-1

Reminders – Update DR, ADR, and Agents

Make sure that the roles for your facility or supplier are up to date.

Editing Designated Representatives (DRs) and Alternate Designated Representatives (ADRs):

<http://www.ccdsupport.com/confluence/display/help/Changing%20DR%20and%20ADR>

Editing Agents:

<http://www.ccdsupport.com/confluence/display/help/Changing%20Agents>

E-GGRT FACILITY SUMMARY

From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the facility's representatives Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives		
Designated Representative	Jennifer Bohman	CHANGE
Alternate Designated Representative	none	CHANGE

Facility Profile		
Facility Information	Jen B Test 2 1234 ABC St. Cincinnati OH 45208	EDIT

Certificate of Representation Signed and Complete: No further action is required by the facility representatives.

[Certificate of Representation](#)

Agents (for this facility)

none appointed

[+ Add Agent](#) [✗ Remove selected](#)

 [EPA Correspondence Folder](#)

Reminders – Reporting Forms

If your subparts enter data onto XLS based reporting forms, be sure to download the most recent version before you begin preparing your report.

<http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions#>

Download Reporting Forms

Subpart	Reporting Forms (click to download)	Current Release
E - Adipic Acid Production	RY2010 - RY2015 now reported through e-GGRT Web forms Alternate_Method_Optional_App.pdf	
L - Fluorinated Gas Production	Subpart L Inputs Form for RY2015 Subpart L Form for Producers that Destroy F-GHGs (One Time Form)	R.039 R.01
R - Lead Production	Subpart R Reporting Form for RY2011 - RY2015 Subpart R Inputs Form for RY2014 - RY2015	R.02
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only) for RY2010 - RY2015	R.02
V - Nitric Acid Production	Subpart V Reporting Form for RY2011 - RY2015 Subpart V Inputs Form for RY2014 - RY2015 Alternate_Method_Optional_App.pdf	R.02
W - Petroleum and Natural Gas Systems	For RY15 submissions Subpart W Reporting Form for RY2015 (updated 2/10/15) Subpart W Supersize Reporting Form for RY2015 (updated 2/10/15) Both Subpart W Forms are functionally identical, except that the supersize form can support up to 1100 sub-basin or 5000 individual units. For prior year and deferred reporting forms click this link	R.05 R.05

Reminders - XML Schema

- XML Schema has changed since last year
- Current version of schema (v6.3) available at:
<http://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions>
- XML Schema is Multi-Year
 - Version v6.3 must be used for all RY2015, RY2014, RY2013, RY2012, RY2011, or RY2010 reporting.
- See logs for details on changes for RY2015

Reminders - Critical Errors

EPA has designated many data quality checks as “Critical Errors.” You can see if your report has Critical Errors on the Facility or Supplier Overview page. Allow adequate time to correct these errors prior to submission.

Select Facility » **Facility or Supplier Overview**

FACILITY OR SUPPLIER OVERVIEW

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

Facility's GHG Reporting Method: Data entry via e-GGRT web-forms ([Change](#))

0.0
CO2 equivalent emissions from facility subparts C-II, SS, and TT (metric tons)

0.0
Biogenic CO2 emissions from facility subparts C-II, SS, and TT (metric tons)

0.0
CO2 equivalent emissions from facility subparts LL-Q (metric tons)

[VIEW GHG DATA](#)

The stop sign indicates a **Critical Error** that must be fixed before you can submit the report.

REPORT DATA

2014 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	None	OPEN
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors 	OPEN

[+](#) ADD or REMOVE Subparts

What subparts have significant changes for RY15?

Subpart L – Fluorinated Gas Production &
Subpart OO – Suppliers of Industrial Gases

Webinar: Tuesday, March 1st, 12 – 1 pm EST

Subpart W – Petroleum & Natural Gas Systems

Webinar: Tuesday, February 23rd, 3 – 4 pm EST

Register & Learn More:

<http://www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting>

Can I Discontinue Reporting?

- Per 40 CFR 98.2(i), a facility that has reported total (non-biogenic) GHG emissions below 15,000 mtCO₂e for three consecutive years or below 25,000 mtCO₂e for five consecutive years can discontinue reporting for all direct emitter subparts.
- For supplier subparts, the criteria apply instead toward reported GHG quantities.
- This is true even for source categories that are not subject to a reporting threshold or that are subject to a capacity, production, or other non-emissions threshold.

How Do I Notify EPA That I Will Discontinue Reporting?

If 2015 will be your last submission: At the bottom of the Facility Overview page, select the correct box(es) and click **SAVE**. These check boxes apply to your 2016 report (due March 31, 2017).



NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2016

If you will discontinue complying with Part 98 after this reporting year for the following reason(s), you are required to notify EPA by checking the appropriate box(es). (check all that apply)

Cessation of operations: All applicable GHG-emitting processes and operations ceased to operate in the 2015 calendar year.

Exiting the program after 3 Years: Reported under 15,000 mtCO₂e/year for 3 consecutive years.

For all **supplier** subparts

For all **direct emitter** subparts

Exiting the program after 5 Years: Reported under 25,000 mtCO₂e/year for 5 consecutive years.

For all **supplier** subparts

For all **direct emitter** subparts

If you will discontinue complying with Part 98 after this reporting year for the following reason, notify EPA by checking the box.

Emissions reported under another GHGRP ID: Emissions from this facility will be reported as part of a gathering and boosting facility under subpart W in the 2016 reporting year.

NOT SUBMITTING AN ANNUAL REPORT FOR REPORTING YEAR 2015

EPA expects that this facility or supplier will submit an annual report for Reporting Year 2015.

If this facility or supplier will not submit an annual report for Reporting Year 2015, please [contact the GHGRP Help Desk](#).



How Do I Notify EPA That I Will Discontinue Reporting?

If you won't submit in 2015: You must contact the help desk with a valid reason.

If you will discontinue reporting for some subparts only: If you include supplier and direct emitter subparts in the same facility reports for ease (e.g., subparts NN and W), the criteria for discontinuing reporting apply separately. Check only the box that applies.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2016

If you will discontinue complying with Part 98 after this reporting year for the following reason(s), you are required to notify EPA by checking the appropriate box(es). (check all that apply)

Cessation of operations: All applicable GHG-emitting processes and operations ceased to operate in the 2015 calendar year.

Exiting the program after 3 Years: Reported under 15,000 mtCO₂e/year for 3 consecutive years.

For all **supplier** subparts

For all **direct emitter** subparts

Exiting the program after 5 Years: Reported under 25,000 mtCO₂e/year for 5 consecutive years.

For all **supplier** subparts

For all **direct emitter** subparts

If you will discontinue complying with Part 98 after this reporting year for the following reason, notify EPA by checking the box.

Emissions reported under another GHGRP ID: Emissions from this facility will be reported as part of a gathering and boosting facility under subpart W in the 2016 reporting year.

NOT SUBMITTING AN ANNUAL REPORT FOR REPORTING YEAR 2015

EPA expects that this facility or supplier will submit an annual report for Reporting Year 2015.

If this facility or supplier will not submit an annual report for Reporting Year 2015, please [contact the GHGRP Help Desk](#).



How should I report parent company data?

- Parent company reporting requirements at 40 CFR 98.3(c)(11)
 - Facilities should report the highest level, U.S. parent company.
 - Facilities should refer to e-GGRT for a list of properly formatted parent company names
- EPA evaluated these requirements when it “carried over” data from a facility’s RY 2014 report into RY 2015 and, in some cases, suggested revisions
- EPA formatted all reported parent company names to align with the style guide at: <http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide>
- In some cases, it appears facilities did not report the highest level parent company OR did not report a U.S. parent company in their RY 2014 reports.
 - In these cases, EPA did not “carry over” the parent company data from RY 2014 into the RY 2015 report.
 - Instead, EPA suggested the highest level, U.S. parent company for that particular company based on publicly available data
 - Each of these facilities where EPA made a suggestion on the highest level, U.S. parent company will encounter critical errors prompting the facilities to review and edit their parent company data before the report can be submitted.

How should I report parent company data? (Continued)

Here is what your screen will look like, if EPA has suggested the highest level U.S. parent company. If you disagree with the suggestion from EPA, select **“CANCEL”** and delete this entry from the Parent Company Overview page. You cannot overwrite the value in the greyed out field.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, Vincent Vega | My Profile | Logout

e-GGRT Help

Using e-GGRT to prepare your subpart A report

Parent Company Standardization: Style Guide

Peregrinus Industries

Facility Reporting Information (2015)

Select Facility » Facility or Supplier Overview » Subpart A » Add/Edit a Parent Company

PARENT COMPANY

Please complete the information below for the highest-level United States parent company as of December 31 of the current reporting year (December 31, 2015). If the facility or supplier is a federally owned facility, specify "US GOVERNMENT" as the Parent Company Name and do not report the address or percent ownership. If the facility or supplier is owned by a state or local government, report the name and address of the state or local government as the parent company. * denotes a required field

PARENT COMPANY

Parent Company Name* ACME North America

Note: You may not edit the Parent Company Name field. Unless you have recently entered the name above, the name shown above has been standardized as described in the [Standardization of Parent Company Names Style Guide](#). If you believe the name shown above should be changed, click CANCEL below delete the Parent Company from the Subpart A Overview page, and re-add the Parent Company with the corrected name. When adding parent company names, please be sure to conform to the [Style Guide](#).

Percentage of ownership interest (%)

PARENT COMPANY ADDRESS

Street Address

City

State

ZIP Code

CANCEL SAVE

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2015.R45 | A-parent

How should I report parent company data? (Continued)

Enter the appropriate highest-level, U.S. parent company. Here is the data entry screen. All entries will be validated against the style guide: <http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide>

The screenshot shows the EPA e-GGRT web interface. The header includes the EPA logo and navigation tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The user is logged in as Vincent Vega. The main content area is titled "Peregrinus Industries Facility Reporting Information (2015)" and includes a breadcrumb trail: "Select Facility » Facility or Supplier Overview » Subpart A » Add/Edit a Parent Company".

PARENT COMPANY

Please complete the information below for the highest-level United States parent company as of December 31 of the current reporting year (December 31, 2015). If the facility or supplier is a federally owned facility, specify "US GOVERNMENT" as the Parent Company Name and do not report the address or percent ownership. If the facility or supplier is owned by a state or local government, report the name and address of the state or local government as the parent company. * denotes a required field

PARENT COMPANY

Parent Company Name*

Note: The Parent Company Name field uses an "auto-complete" feature to standardize submitted names. After typing at least 3 characters of your parent company name, matching results will appear - please select a name from the results. If you do not find your parent company on the list, you enter a new Parent Company Name; when doing so, please be sure to conform to the Standardization of Parent Company Names Style Guide.

Percentage of ownership interest (%)

PARENT COMPANY ADDRESS

Street Address

City

State

ZIP Code

Page footer: Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT RY2015.R45 | A-parent

Subparts Using Inputs Verifier Tool

Subpart C – General Stationary Fuel Combustion

Subpart E – Adipic Acid Production

Subpart F – Aluminum Manufacturing

Subpart G – Ammonia Manufacturing

Subpart H – Cement Production

Subpart K – Ferroalloy Production

Subpart L – Fluorinated Gas Production
(new for RY 2015 – see L webinar)

Subpart N – Glass Production

Subpart O – HFC-22 Production and HFC-23 Destruction

Subpart P – Hydrogen Production

Subpart Q – Iron and Steel Production

Subpart R – Lead Production

Subpart S – Lime Manufacturing

Subpart U – Miscellaneous Uses of Carbonate

Subpart V – Nitric Acid Production

Subpart X – Petrochemical Production

Subpart Y – Petroleum Refineries

Subpart Z – Phosphoric Acid Production

Subpart AA – Pulp and Paper Manufacturing

Subpart BB – Silicon Carbide Production

Subpart CC – Soda Ash Manufacturing

Subpart EE – Titanium Dioxide Production

Subpart GG – Zinc Production

Are there any changes to the Inputs Verifier Tool (IVT)?

Calculations* and functionality are unchanged. EPA revised the IVT screens so reporters can more easily reproduce IVT calculations. Specifically, EPA added the detailed equations, information on constants, and clarified input labels.

EPA United States Environmental Protection Agency **e-GGRT** Inputs Verifier Tool

Hello, Vincent Vega | My Profile | Logout

Subpart C
Subpart C: General Stationary Fuel Combustion (2015)
Subpart Overview » SUT123test_IVT » Anthracite » Eq. C-1 and C-8 Inputs

EQUATION C-1 AND C-8 INPUTS
Use this page to enter the inputs to Equations C-1 and C-8. For additional information about the data collected on this page, please use the e-GGRT Help link(s) provided. Input will not be stored by EPA **IVT**

CONFIGURATION-FUEL-PERIOD

Unit or Group Name/ID	SUT123test_IVT
Configuration Type	Single Unit Using Tiers 1, 2, or 3
Fuel (Fuel Type)	Anthracite (Coal and Coke)
Reporting Period	01/01/2015 - 12/31/2015

EQUATIONS C-1 AND C-8

Equation C-1 $CO_2 = 1 \times 10^{-3} \times \text{Fuel} \times \text{HHV} \times \text{EF}$

Equation C-8 $CH_4 \text{ or } N_2O = 1 \times 10^{-3} \times \text{Fuel} \times \text{HHV} \times \text{EF}$

Fuel	Mass of solid fuel combusted (Input to Equations C-1 and C-8)	<input type="text" value="123"/> IVT (short tons/year)
EF	Fuel-specific emission factor for CH ₄ (Input to Equation C-8)	<input checked="" type="radio"/> Default CH ₄ emission factor (0.011 kg CH ₄ /mmBtu) <input type="radio"/> Use alternate CH ₄ emission factor (.001 kg CH ₄ /mmBtu) - for facilities within the IPCC "Energy Industry" category

Note: The following values are the defaults for the fuel you selected. The fuel and default values are found on Table C-1 and C-2 of Part 98.

HHV	Default high heat value of the fuel (Input to Equations C-1 and C-8)	25.09 (mmBtu/short ton)
EF	Fuel-specific default emission factor for CO ₂ (Input to Equation C-1)	103.69 (kg CO ₂ /mmBtu)
EF	Fuel-specific default emission factor for N ₂ O (Input to Equation C-8)	0.0016 (kg N ₂ O/mmBtu)

SAVE **CANCEL**

*Corrections made for RY15:

1: Subpart C IVT modification to allow for use of moisture-corrected Table C-1 HHV value for "Wood and Wood Residuals" fuel

2: Subpart C IVT modification to IVT Equation C-13 support to exclude biogenic fuel inputs

3: Subpart AA IVT modification for pulp mill lime kilns so that Table AA-2 factors are used in place of Table C-2 factors, as appropriate

4: Subpart Q IVT modifications to support proper CO₂ (Equation Y-3) and CH₄/N₂O (Equation C-9a) calculations related to Flares

Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

In some cases, EPA introduced tables to reduce scrolling and simplify data entry.



United States
Environmental Protection
Agency



Inputs Verifier Tool

[Hello, Vincent Vega](#) | [My Profile](#) | [Logout](#)

Subpart C: General Stationary Fuel Combustion (2015)
Subpart Overview » SUT123test_IVT » Wood and Wood Residuals (dry basis) » Eq. C-2b Inputs

EQUATION C-2B INPUTS
 Use this page to enter the inputs to Equation C-2b. For additional information about the data collected on this page, please use the e-GGRT Help link(s) provided.

CONFIGURATION-FUEL-PERIOD

Unit or Group Name/ID	SUT123test_IVT
Configuration Type	Single Unit Using Tiers 1, 2, or 3
Fuel (Fuel Type)	Wood and Wood Residuals (dry basis) (Biomass fuels - solid)
Reporting Period	01/01/2015 - 12/31/2015

EQUATION C-2B

$$(HHV)_{\text{annual}} = \left(\sum_{i=1}^n (HHV)_i \times (Fuel)_i \right) + \sum_{i=1}^n (Fuel)_i$$

IVT Inputs entered in this table will not be stored by EPA

Month	Measured high heat value of the solid fuel, for month ¹ , or, if applicable, an appropriate substitute data value (mmBtu/short ton)	Mass of the solid fuel combusted during the month, from company records (short tons)
January	(HHV) ₁ <input type="text"/> <small>Make all months the same</small>	(Fuel) ₁ <input type="text"/> <small>Make all months the same</small>
February	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
March	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
April	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
May	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
June	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
July	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
August	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
September	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
October	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
November	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>
December	(HHV) ₁ <input type="text"/>	(Fuel) ₁ <input type="text"/>

SAVE
CANCEL

¹which may be the arithmetic average of multiple determinations.

Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

Users must save inputs file locally. IVT displays details on the “Last Saved File” to help users locate appropriate inputs file on subsequent data entry sessions.

IVT has a new file versioning system. If you cannot find the “Last Saved File,” you may upload a prior version of the inputs file.

Temporarily load Inputs Verifier data

Last Saved File: 515408-Subpart_C-2015-v4.0.5
Saved By (Date): Vincent Vega (February 17, 2016 10:52 AM)

To proceed, locate the Last Saved File above with the Browse (or Choose File) field below and click LOAD.

Choose File No file chosen

LOAD CANCEL

If you are unable to locate the Last Saved File above, or know it to be lost:

1. You may load an older version of your inputs file. Doing so will require the system to re-calculate and re-validate all equations based on the inputs contained in that inputs file version.
2. You may "reset" your facility. The reset process will enable you to enter this subpart; but, the reset process will remove ALL previously calculated Inputs Verifier Tool results and will require you to re-enter ALL Inputs Verifier Tool equation inputs data for ALL of this facility's subparts.

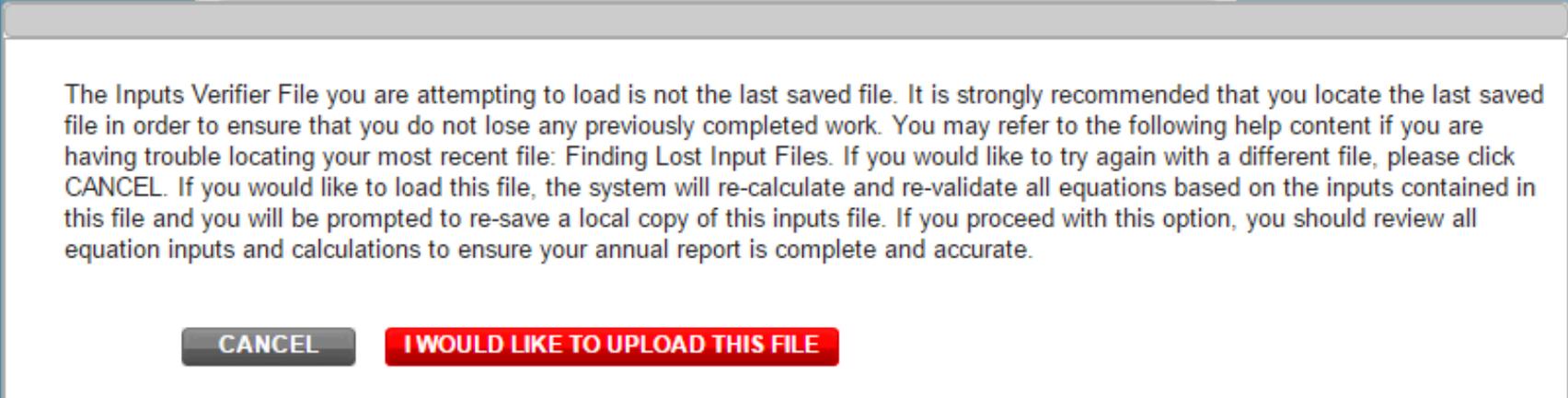
RESET FACILITY

Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

You will receive the following warning, if the inputs file you upload is not the “Last Saved File.”

EPA recommends that you always work with the “Last Saved File” and that you SAVE YOUR INPUTS REGULARLY.

If you elect to revert to a previously saved file, be sure to review inputs data and IVT calculations – and then re-save your inputs.



The Inputs Verifier File you are attempting to load is not the last saved file. It is strongly recommended that you locate the last saved file in order to ensure that you do not lose any previously completed work. You may refer to the following help content if you are having trouble locating your most recent file: Finding Lost Input Files. If you would like to try again with a different file, please click CANCEL. If you would like to load this file, the system will re-calculate and re-validate all equations based on the inputs contained in this file and you will be prompted to re-save a local copy of this inputs file. If you proceed with this option, you should review all equation inputs and calculations to ensure your annual report is complete and accurate.

CANCEL

I WOULD LIKE TO UPLOAD THIS FILE

What is the batch review & certification module?

Many e-GGRT users certify and submit reports for multiple facilities. The **BATCH REVIEW AND CERTIFICATION** link will only appear for any user with 3 or more facilities. Following data entry and report generation, you have the option to use this new module to streamline report submission.

The screenshot shows the EPA e-GGRT web interface. The header includes the EPA logo and 'United States Environmental Protection Agency' on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo on the right. A navigation bar contains 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as 'Hello, Jules Winnfield | My Profile | Logout'. The main content area is titled 'e-GGRT Greenhouse Gas Data Reporting (2015)' and includes a 'Select Facility' section. A red arrow points to the 'Batch Review and Certification' link, which is highlighted with a red box. Below this is a 'REPORTING YEAR' dropdown menu set to '2015' with a 'GO' button. A table titled 'FACILITIES EXPECTED TO REPORT for 2015¹' lists seven facilities with their GHGRP IDs, names, and annual report statuses.

GHGRP ID	Facility or Supplier	Annual Report Status	Facility Overview
516529	CHRIS FACILITY 1 (McLEAN, VA)	Not generated	OPEN
516530	CHRIS FACILITY 2 (McLEAN, VA)	Ready for review	OPEN
516531	CHRIS FACILITY 3 (McLEAN, VA)	Ready for review	OPEN
516532	CHRIS FACILITY 4 (McLEAN, VA)	Generated with errors	OPEN
516533	CHRIS FACILITY 5 (McLEAN, VA)	Ready for review	OPEN
516590	CHRIS FACILITY 6 (McLEAN, VA)	Generated with errors	OPEN
516591	CHRIS FACILITY 7 (McLEAN, VA)	Ready for review	OPEN

What is the batch review & certification module? (Continued)

The module contains the same steps and information as the standard submission module. However, it compiles the information in one place so that you can move through the process more quickly. Each report will need to proceed through each of these 3 steps.

The screenshot displays the EPA e-GGRT web interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo is on the right. A navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. A user greeting 'Hello, Jules Winnfield | My Profile | Logout' is visible. The main content area is titled 'e-GGRT Greenhouse Gas Data Reporting (2015)' with a sub-link 'Select Facility » Batch Review and Certification Summary'. A grey box contains the heading 'ABOUT BATCH REVIEW AND CERTIFICATION' and the text: 'You can use the Batch Review and Certification screens to review and certify multiple reports at once.' Below this, a section titled 'BATCH REVIEW AND CERTIFICATION STEPS' lists three steps: 1: Annual Report Review (6 reports ready for step 1), 2: Comment on IVT Validation Messages (0 reports ready for step 2), and 3: Certification (0 reports ready for step 3). A 'Back' button is at the bottom left of the content area. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2015.R38 | batchSummary'.

What is the batch review & certification module? (Continued)

Step 1: Annual report review. Click the blue **“REVIEW”** button to see the data for a facility. If you have already conducted your review, you can select the appropriate check boxes and the green **“REVIEW COMPLETE”** button to move to Step 2.

The screenshot displays the EPA e-GGRT web interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo is on the right. A navigation bar contains 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. Below the navigation bar, a user greeting 'Hello, Jules Winnfield | My Profile | Logout' is visible. The main content area is titled 'e-GGRT Greenhouse Gas Data Reporting (2015)' and includes a breadcrumb trail: 'Select Facility » Batch Review and Certification Summary » Batch Review'. A grey box contains the following text:

ANNUAL REPORT REVIEW
This screen lists all your facilities with a report in a "Ready for review" status. You have two options for reviewing your reports prior to submission:

- 1.) Use the blue REVIEW buttons to access trend reports, publication previews, and validation reports for an individual annual report. From there you can click the review complete button and move directly onto the next report.
- 2.) You may forgo viewing report details by selecting the checkbox for one or more reports then clicking the "REVIEW COMPLETE (for selected rows)" button.

Below the text are two buttons: 'REVIEW COMPLETE (for selected rows)' and 'BACK'. A table follows with the following data:

	GHGRP ID	Facility or Supplier	Report Version	
<input type="checkbox"/>	516530	CHRIS FACILITY 2 (McLEAN, VA)	1	REVIEW
<input type="checkbox"/>	516531	CHRIS FACILITY 3 (McLEAN, VA)	1	REVIEW
<input type="checkbox"/>	516533	CHRIS FACILITY 5 (McLEAN, VA)	1	REVIEW
<input type="checkbox"/>	516591	CHRIS FACILITY 7 (McLEAN, VA)	1	REVIEW
<input type="checkbox"/>	516592	CHRIS FACILITY 8 (McLEAN, VA)	1	REVIEW
<input type="checkbox"/>	516593	CHRIS FACILITY 9 (McLEAN, VA)	1	REVIEW

At the bottom of the table area are two more buttons: 'REVIEW COMPLETE (for selected rows)' and 'BACK'. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' on the left and 'e-GGRT RY2015.R38 | batchReview' on the right.

What is the batch review & certification module? (Continued)

Step 1 (Continued)

This is the detailed review screen for a single facility.

Once you are done with this page, you can choose the green **“REVIEW COMPLETE”** or blue **“REVIEW LATER”** button. You will then page to the next facility that is ready for review. The black **“BACK”** button takes you back to main screen.

The screenshot displays the e-GGRT Greenhouse Gas Annual Report Submission (2015) interface. The top navigation bar includes EPA United States Environmental Protection Agency, e-GGRT Electronic Greenhouse Gas Reporting Tool, and user information (Hello, Jules Winfield | My Profile | Logout). The main content area is titled "e-GGRT Greenhouse Gas Annual Report Submission (2015)" and includes a breadcrumb trail: "Select Facility » Batch Review and Certification Summary » Batch Review » Report Review".

The "PRE-CERTIFICATION PREPARATION" section provides instructions: "Use this page to review and/or download your annual report, verification summaries and trend reports. If you are satisfied with the review and consider the report ready to certify, click the green 'REVIEW COMPLETE' button. However, if the report is not yet ready to certify, click the blue 'REVIEW LATER' button. Or, use the gray 'BACK' button to return to the main batch review screen."

GHGRP ID	Facility or Supplier	Report	Status	Last Generated
516530	CHRIS FACILITY 2 (McLEAN, VA)	2015 Annual Report v1	Ready for review	

The "REVIEW REPORT" section includes instructions: "Prior to the submission and certification of your report to EPA, you may review it by using either the VIEW REPORT or VIEW XML buttons. You may also review PUBLIC versions of your report which include the information EPA intends to make publicly available through Envirofacts." It provides links: "Report and XML Links: [REPORT](#) | [XML](#) | [DOWNLOAD XML](#) | [VIEW PUBLIC REPORT](#) | [VIEW PUBLIC XML](#)".

The "VERIFICATION SUMMARY" section includes instructions: "Use the following links to view the Verification Summary for your annual report. You will be able to comment on verification messages generated by IVT on the following pages." It shows a table with columns "Subpart" and "Verification Summary" and a row "No Validation Messages".

The "TREND REPORT" section includes instructions: "View a comparison of this year's Annual Report to previous years' certified submissions." It provides links: "Trend Report Links: [TREND BY CO2E](#) | [TREND BY GAS](#)".

The "DOWNLOAD EQUATION INPUTS FILE FOR RECORDKEEPING" section includes instructions: "EPA requires that you keep a record of the inputs to equations that are not being reported to EPA in the format generated by e-GGRT. You have not loaded your inputs file, so e-GGRT cannot provide a copy to you at this time. Please note the following regarding the individual who most recently saved a local copy of this facility's inputs file:"

Last Saved File:
Saved By (Date): ()

At the bottom of the page, there are three buttons: "REVIEW COMPLETE (next report)", "REVIEW LATER (next report)", and "BACK".

What is the batch review & certification module? (Continued)

Step 2: Comment on IVT Validation Messages. If any of your facilities have IVT Validation messages, scroll through these messages and decide if you would like to leave an optional comment. Select the blue **“COMMENT”** button to begin.

If you do not use IVT or do not have validation messages, no facilities will be listed here.

The screenshot displays the e-GGRT web interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo is on the right. Navigation tabs include HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. A user greeting 'Hello, Jules Winnfield | My Profile | Logout' is visible. The main content area is titled 'e-GGRT Greenhouse Gas Data Reporting (2015)' and includes a breadcrumb trail: 'Select Facility » Batch Review and Certification Summary » IVT Verification Review'. A grey box contains the heading 'COMMENT ON IVT VALIDATION MESSAGES' and the text: 'Use the blue COMMENT buttons to access a report's Inputs Verifier TOOL (IVT) verification messages page. There you have the opportunity to view and comment on any IVT messages.' Below this is a table with the following data:

GHGRP ID	Facility or Supplier	Report Version	
516530	CHRIS FACILITY 2 (McLEAN, VA)	1	COMMENT
516531	CHRIS FACILITY 3 (McLEAN, VA)	1	COMMENT

A 'BACK' button is located below the table. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' on the left and 'e-GGRT RY2015.R38 | batchIVT' on the right.

What is the batch review & certification module? (Continued)

Step 2 Continued. You may opt to leave an optional comment on the validation message. Click the green **“COMMENTS COMPLETE”** button to move to the next facility or the blue **“COMMENT LATER”** button at the bottom of the page.

e-GGRT Greenhouse Gas Annual Report Submission (2015)

[Select Facility](#) » [Batch Review and Certification Summary](#) » [IVT Verification Review](#) » [Verification Details](#)

INPUTS VERIFIER TOOL COMMENTS

Use this page to enter optional comments on the IVT verification messages shown below. Note, after this step and prior to certification, if you choose to change and regenerate your annual report these comments will be erased. You will then have the opportunity to provide comments to any IVT verification messages generated based on those revisions.

GHGRP ID	Facility or Supplier	Report	Status	Last Generated
516530	CHRIS FACILITY 2 (McLEAN, VA)	2015 Annual Report v1	Complete (revision pending certification)	

SUBPART P IVT ERROR MESSAGES

Error Code	Unit Name	PUnit1	Fuel
IVT-P022			
<p>Message Average carbon content of the liquid fuel or feedstock for January. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.</p>			
<p>Comment <input type="text" value="This is my comment."/> Clear</p>			
IVT-P022			
<p>Message Average carbon content of the liquid fuel or feedstock for February. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.</p> <p>Optional Comment to EPA</p>			
IVT-P022			
<p>Message Average carbon content of the liquid fuel or feedstock for March. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.</p> <p>Optional Comment to EPA</p>			
IVT-P022			
<p>Message Average carbon content of the liquid fuel or feedstock for April. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.</p> <p>Optional Comment to EPA</p>			

What is the batch review & certification module? (Continued)

Step 3: Certification. Check the boxes for the facilities where you are ready to certify the report. Then, click the green “**CERTIFY**” button.

The screenshot displays the e-GGRT Greenhouse Gas Data Reporting (2015) interface. The header includes the EPA logo and navigation tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The user is identified as Jules Winnfield. The main content area is titled "e-GGRT Greenhouse Gas Data Reporting (2015)" and includes a breadcrumb trail: "Select Facility » Batch Review and Certification Summary » Batch Submit and Certify".

BATCH SUBMIT AND CERTIFY

This screen lists all your facilities with a report in a "Pending certification" status. These reports have already gone through the annual report review, and if applicable the Inputs Verifier Tool (IVT) verification review and comment step.

You can certify multiple reports with one electronic signature. Select the reports you are ready to certify and click the green "CERTIFY (selected rows)" button. The certification process includes applying your electronic signature (entering your password and answering a challenge question).

CERTIFY (selected rows) **BACK**

Select All | Deselect All

	GHGRP ID	Facility or Supplier	Report Version
<input type="checkbox"/>	516530	CHRIS FACILITY 2 (McLEAN, VA)	1
<input type="checkbox"/>	516531	CHRIS FACILITY 3 (McLEAN, VA)	1
<input type="checkbox"/>	516533	CHRIS FACILITY 5 (McLEAN, VA)	1
<input type="checkbox"/>	516591	CHRIS FACILITY 7 (McLEAN, VA)	1
<input type="checkbox"/>	516592	CHRIS FACILITY 8 (McLEAN, VA)	1
<input type="checkbox"/>	516593	CHRIS FACILITY 9 (McLEAN, VA)	1

CERTIFY (selected rows) **BACK**

Footer: Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT RY2015.R38 | batchCertify

What is the batch review & certification module? (Continued)

Step 3 Continued. Review the certification statement, enter your password, and click the green **“SUBMIT”** button. You will receive an email confirming receipt of each report.

CERTIFICATION INFORMATION AND STATEMENT

Current Time Thu Jan 21 09:56:19 EST 2016

Reporting Year 2015

I am authorized to make this submission on behalf of the owners and operators of the facility or supplier, as applicable, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

NOTE TO AGENTS

The designated representative or alternate designated representative must sign (i.e., agree to) this certification statement. If you are an agent and you click on "SUBMIT", you are not agreeing to the certification statement, but are submitting the certification statement on behalf of the designated representative or alternate designated representative who is agreeing to the certification statement. An agent is only authorized to make the electronic submission on behalf of the designated representative, not to sign (i.e., agree to) the certification statement.

ELECTRONIC SIGNATURE

Password* [By clicking "SUBMIT" I am agreeing to the above certification statement.]

THIS CERTIFICATION IS FOR THE FOLLOWING FACILITIES [View list w/ Address and Owner/Operators](#)

GHGRP ID	Facility Name or Supplier	Report Version
516530	CHRIS FACILITY 2 (McLEAN, VA)	1
516531	CHRIS FACILITY 3 (McLEAN, VA)	1
516533	CHRIS FACILITY 5 (McLEAN, VA)	1

Questions?

e-GGRT:

<https://ghgreporting.epa.gov/>

Help Desk:

Website: <http://ccdsupport.com>

Email: GHGreporting@epa.gov

Web: <http://www.epa.gov/ghgreporting/forms/contact-us-about-ghg-reporting>

Telephone:

1-877-444-1188 (toll free)

1-703-676-4400 (outside U.S.)

As a reminder, please do not submit sensitive or business confidential information to the helpline.