

Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar: Overview of Reporting Year 2016
February 2017**

**Electronic Greenhouse Gas
Reporting Tool (e-GGRT)
Webinar**

Will Start in approximately 1 minute



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?

What are the new features in RY2016 e-GGRT?

Q & A

Reminders – Key Dates

- **December 31st, 2016:** Reporting Year (RY) 2016 ended
- **January 1st, 2017:** RY2017 began
- **February 20th, 2017:** e-GGRT open for RY2016 data reporting
- **March 31st, 2017:** RY2016 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
In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action; 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information; 7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8. you may not process or store classified national security information on this computer system.

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 RY2016.R37 | 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	R.Y2010 - R.Y2016 now reported through e-GGRT Web forms Alternate_Method_Optional_App.pdf	
L - Fluorinated Gas Production	Subpart L Inputs Form for R.Y2015 - R.Y2016 Subpart L Form for Producers that Destroy F-GHGs (One Time Form) For prior year reporting forms click this link	R.4 R.01
R - Lead Production	Subpart R Reporting Form for R.Y2011 - R.Y2016 Subpart R Inputs Form for R.Y2014 - R.Y2016	R.02
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only) for R.Y2010 - R.Y2016	R.02
V - Nitric Acid Production	Subpart V Reporting Form for R.Y2011 - R.Y2016 Subpart V Inputs Form for R.Y2014 - R.Y2016 Alternate_Method_Optional_App.pdf	R.02
W - Petroleum and Natural Gas Systems	For R.Y16 submissions Subpart W Reporting Form for R.Y2016 (<i>revised 1/31</i>) Subpart W Supersize Reporting Form for R.Y2016 (<i>revised 1/31</i>) 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.06 R.06

Reminders - XML Schema

- XML Schema has changed since last year
- Current version of schema (v7.1) available at:
<http://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions>
- XML Schema is Multi-Year
 - Version v7.1 must be used for all RY2016, RY2015, RY2014, RY2013, RY2012, or RY2011 reporting.
- See logs for details on changes for RY2016

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,

0.0
CO2 equivalent emissions from facility subparts LL-C

[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 RY16?

Subpart W – Petroleum & Natural Gas Systems

Webinar: Wednesday, March 1st, 1 – 2 pm EST

Register & Learn More:

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

Revisions to the GHG Reporting Rule; Final Rule

- **Final rule** published on December 9, 2016
 - 81 FR 89188
 - <https://www.epa.gov/ghgreporting/rulemaking-notices-ghg-reporting>
- Covered revisions to 30 subparts to:
 - Streamline implementation and reduce burden
 - Improve data quality; provide useful data for GHG Inventory
 - Better reflect industry processes and emissions
 - Improve rule understanding via clarifications and corrections
- Phase in implementation over 3 years
 - January 1, 2017 – January 1, 2019
 - Effective dates specified in the FR notice

Revisions effective January 1, 2017

- **Subpart A – General Provisions**
 - Clarify opportunities to stop reporting
 - If all covered processes cease to operate or facility no longer meets “Definition of Source Category” in a subpart
 - Underground coal mines can stop reporting if abandoned and sealed
 - Clarify the need to resubmit a report in which there were substantive errors only within the time period required to maintain records
 - 3 or 5 years depending on whether facility uses iVT
- **Subpart I – Electronics Manufacturing**
 - Revisions to Equation I-24
 - Additions/clarifications to Triennial Technology Report (1st one submitted with RY2016 reports)
 - Edits to Tables I-3 and I-4 (to fix typos)

Revisions effective January 1, 2017

- **Subpart FF – Underground Coal Mines**
 - Incorporates the latest version of the MSHA Handbook (Handbook Number PH16-V-1) for use when taking samples and measurements.
 - Applies to measurements taken during Calendar Year 2017, (affecting data in RY2017 reports which are submitted to EPA in March of 2018).
- **Subpart HH – MSW Landfills**
 - Removed requirement to report surface area by cover type
 - Still need to report cover types and **total** surface area
 - Removed 24-inch soil cover requirement for using higher oxidation fractions, instead require at least intermediate or interim soil cover (Table HH-4)
 - Added definitions of **final cover**, **intermediate** or **interim cover**, and **passive vent** for clarity

How Do I Notify EPA That I Will Discontinue Reporting?

If 2016 will be your last submission: At the bottom of the Facility Overview page, select the correct box(es) and click **SAVE**.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2017 -

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 2016 calendar year.
- Alteration of operations**: All applicable operations and processes changed such that the entire facility (all subparts) no longer meets the definition(s) of source category(s) as specified in the applicable subpart(s).


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

- Entire facility** (all subparts)
- Supplier subparts only** (direct emitter subparts will continue to report)
- Direct emitter subparts only** (supplier subparts will continue to report)

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

- Entire facility** (all subparts)
- Supplier subparts only** (direct emitter subparts will continue to report)
- Direct emitter subparts only** (supplier subparts will continue to report)

See Section
98.2(i)
of the Rule
for details



New Feature- Sunsetting of RY2010

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, M Huppert | My Profile | Logout

e-GGRT Greenhouse Gas Data Reporting (2016)

Select Facility

ANNUAL GHG DATA REPORTING

You must select a facility to begin using any Data Reporting features, which include: Specifying which subparts the facility will be reporting, entering or updating corporate parent information (subpart A), entering GHG data and viewing validation reports, and lastly, preparing and submitting the Annual Report to EPA.

Batch Review and Certification

REPORTING YEAR

2016 GO

2016

2015

2014

2013

2012

2011

OVERVIEW

OPEN

OPEN

OPEN

OPEN

OPEN

OPEN

OPEN

FACILITIES EXPECTED TO REPORT for 2016¹

GHGRP ID	Facility or Supplier	Annual	OVERVIEW
513108	MLH Resources (Ald Tappan, NJ)	Not generated	OPEN
513266	Predril Technologies Inc (Arlington, VA)	Complete review)	OPEN
515008	Ginko Fruit (Arlington, VA)	Not generated	OPEN
515108	Cubnell Basket (Arlington, VA)	Not generated	OPEN
515109	Chubnell Basket 2 (Arlington, VA)	Not generated	OPEN
515789	Angkor (Sunnyside, NY)	Ready for review	OPEN
516069	MLH Resources (Arkasndra, VA)	Not generated	OPEN

FACILITIES NOT EXPECTED TO REPORT for 2016¹

GHGRP ID	Facility or Supplier	Reason for Not Reporting
No facilities found.		


¹ If EPA's expectation is incorrect for any facility, use the blue OPEN button to access its Facility or Supplier Overview screen; then see the ANNUAL REPORT IS or IS NOT EXPECTED section for more information about changing the Facility or Supplier's reporting status.

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2016.R38 | DR-facility-select

New Feature Validation- Consolidated Validation Message

One improvement in our validation process this year is consolidation of validation messages. Where in prior years you would see repeating messages for each month or quarter that suffered a particular data quality issue. We've consolidated those repetitious messages where possible as shown below:



Verification Summary Generated by Inputs Verifier

Verification Type ¹	ID ²	Unit Name	Fuel Name	Message ³
Data Quality	IVT-C101	Common Fuel 3	Unfinished Oils	Measured high heat value of the liquid fuel, for month(s) (January, April, June, October, November) (which may be the arithmetic average of multiple determinations), or, if applicable, an appropriate substitute data value. 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 0.0493 and 0.1817 mmBtu/gallon). Please double check this value and the units of measure and revise, if necessary.

New Feature- Dropping a Subpart

New step you may encounter after you click the Submit Button. If your RY16 report does not include a subpart which was reported in RY15 you must provide the information on the following screen before submitting:

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, M Huppert | My Profile | Logout

e-GGRT Help

Generate Review/Submit Verification Review Certify Confirmation

MLH Resources

e-GGRT Greenhouse Gas Annual Report Submission (2016)

Select Facility » Facility Overview » **Certify and Send**

VALIDATION MESSAGE COMMENTS

Use this page to enter comments on any validation messages shown below. If you choose to regenerate your report (presumably because you elected to change your annual report based on these messages) any comments already entered will be erased. You will then have the opportunity to provide comments to any validation messages generated based on those revisions.

* denotes a required field

PREVIOUSLY REPORTED SUBPART UU NOT INCLUDED

Subpart UU was included in your ^{*}ghg annual report for the previous reporting year but is not included in this annual report.

- All processes and operations subject to the subpart ceased to operate during calendar year 2015.
- All processes and operations subject to the subpart no longer meet the "Definition of Source Category".
- All direct emitter subparts, including this one, meet the criteria to exit the program because their total reported GHG emissions were below either 15,000 mtCO₂e for three consecutive years or 25,000 mtCO₂e for five consecutive years. (You may have notified EPA last year of this.)
- All supplier subparts, including this one, meet the criteria to exit the program because their total reported GHGs were below either 15,000 mtCO₂e for three consecutive years or 25,000 mtCO₂e for five consecutive years. (You may have notified EPA last year of this.)
- If another reason please explain below.

There are no IVT validation messages for this Annual Report.

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2016.R37 | DR-submit-review

New Feature- Subpart I Triennial Technology Assessment Report Upload

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as 'Hello, M Huppert | My Profile | Logout'. The main content area is titled 'MLH Resources' and 'Subpart I: Electronics Manufacturing (2016)'. A section titled 'OVERVIEW OF SUBPART REPORTING REQUIREMENTS' provides instructions on how to use the tool. Below this, a red-bordered box highlights the 'TRIENNIAL TECHNOLOGY ASSESSMENT REPORT' section, which contains a table with columns for 'Uploaded File Name', 'Attached By', 'Date', and 'Delete'. The table currently shows 'no attachments found' and an 'ADD an Attachment' button. Below this, there is a 'SUPPLIER DOCUMENTATION (for abatement systems)' section with a similar table and 'ADD an Attachment' button. At the bottom, there is a 'FABS' section with a table for 'Unique Name/Identifier', 'Status', 'Emissions', and 'Delete', and an 'ADD a FAB' button.

TRIENNIAL TECHNOLOGY ASSESSMENT REPORT

Uploaded File Name	Attached By	Date	Delete
no attachments found			
+ ADD an Attachment			

SUPPLIER DOCUMENTATION (for abatement systems)

Uploaded File Name	Attached By	Date	Delete
no attachments found			
+ ADD an Attachment			

FABS

Unique Name/Identifier	Status ¹	Emissions	Delete
+ ADD a FAB			

Triennial Technology Assessment Reports are due with by 3/31/2017. For more information please visit:

<https://ccdsupport.com/confluence/display/help/Using+e-GGRT+to+Prepare+Your+Subpart+I+Report>

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 top navigation bar includes '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, there 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 logo with a bird icon and "Electronic Greenhouse Gas Reporting Tool" 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)" and includes a link for "Batch Review and Certification Summary". A section titled "ABOUT BATCH REVIEW AND CERTIFICATION" explains that users can review and certify multiple reports at once. Below this, "BATCH REVIEW AND CERTIFICATION STEPS" are listed:

- 1: Annual Report Review**
This step allows you to review generated reports. You may review materials such as trend reports, publication previews, and validation reports.
6 reports ready for step 1
- 2: Comment on IVT Validation Messages**
This step applies to reports that have validation messages from the Inputs Verification Tool (IVT) and have already undergone Annual Report Review.
0 reports ready for step 2
- 3: Certification**
This step allows you to complete the submission process for one or more reports that are "Pending Certification" with a single electronic signature.
0 reports ready for step 3

A "Back" button is located at the bottom of the content area. The footer contains "Paperwork Reduction Act Burden Statement | Contact Us" on the left and "e-GGRT RY2015.R38 | batchSummary" on the right.

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 top navigation bar includes the EPA logo, the text "United States Environmental Protection Agency", and the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool". The navigation menu shows "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The user is logged in as "Hello, Jules Winnfield" with links for "My Profile" and "Logout".

The main content area is titled "e-GGRT Greenhouse Gas Data Reporting (2015)" and shows the breadcrumb "Select Facility » Batch Review and Certification Summary » Batch Submit and Certify". A grey box contains the following text:

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).

Below the text are two buttons: "CERTIFY (selected rows)" and "BACK".

Below the buttons are links for "Select All" and "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

At the bottom of the table area are two buttons: "CERTIFY (selected rows)" and "BACK".

The footer contains "Paperwork Reduction Act Burden Statement | Contact Us" on the left and "e-GGRT RY2015.R38 | batchCertify" on the right.

Questions?

e-GGRT:

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

GHG Reporting Program (GHGRP) 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.