

# Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar: Overview of Reporting Year 2017  
February 2018**

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

**Will start in approximately 1 minute**



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# Agenda

About the Greenhouse Gas Reporting Program

Getting Started on Your Annual GHG Report

What's new for Reporting Year 2017?

About Data Validation

How do I notify EPA that I will discontinue reporting?

Q & A

# About the Greenhouse Gas Reporting Program

- The Greenhouse Gas Reporting Program (40 CFR Part 98) requires annual reporting of greenhouse gas (GHG) data and other relevant information from large emission sources, fuel and industrial gas suppliers, and CO<sub>2</sub> injection sites.
- A total of [41 categories](#) of reporters are covered by the GHGRP. Facilities determine whether they are required to report based on the types of industrial operations located at the facility, their emission levels, or other factors.
- For more information on whether you are required to report, see EPA's applicability tool: <https://www3.epa.gov/ghgreporting/help/tool2014/index.html>

# Getting Started – Reporting Schedule and Key Dates

- **December 31<sup>st</sup>, 2017:** Reporting Year (RY) 2017 ended
- **January 1<sup>st</sup>, 2018:** RY2018 began
- **February 19<sup>th</sup>, 2018:** e-GGRT open for RY2017 data reporting
- **April 2<sup>nd</sup>, 2018:** RY2017 Annual GHG Reports Due

# Getting Started – Accessing e-GGRT

Annual GHG Reports are submitted electronically through EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT)

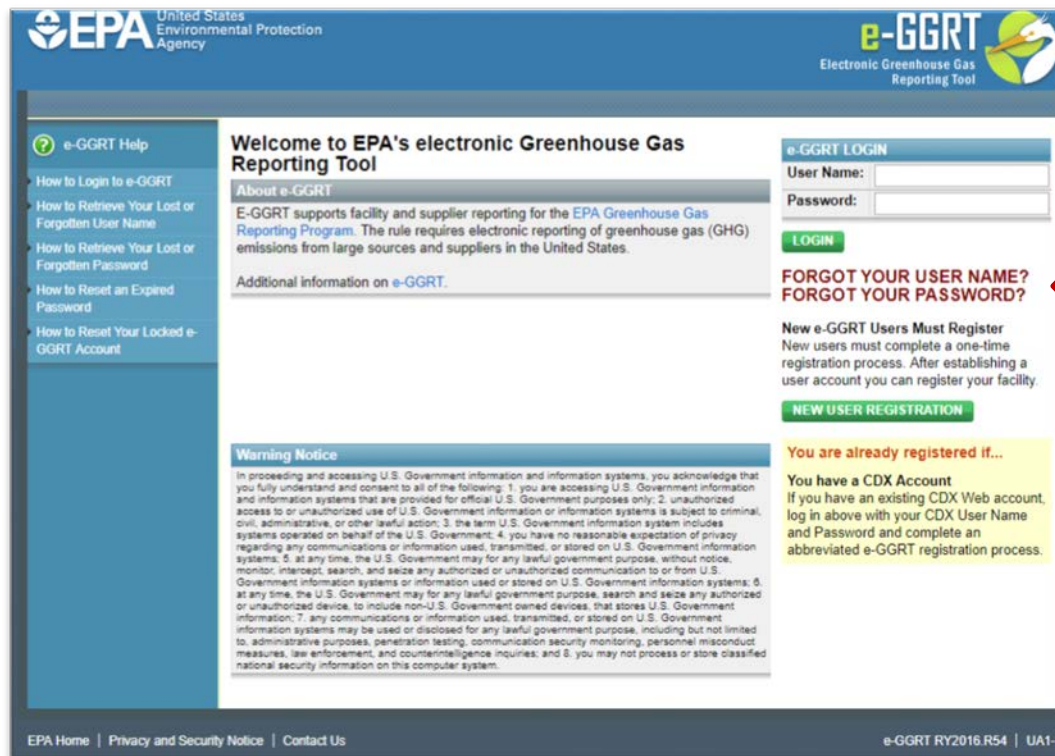
e-GGRT is available at:

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

# Getting Started – Logging into e-GGRT

## Returning Users: Recover User Names & Reset Passwords

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.



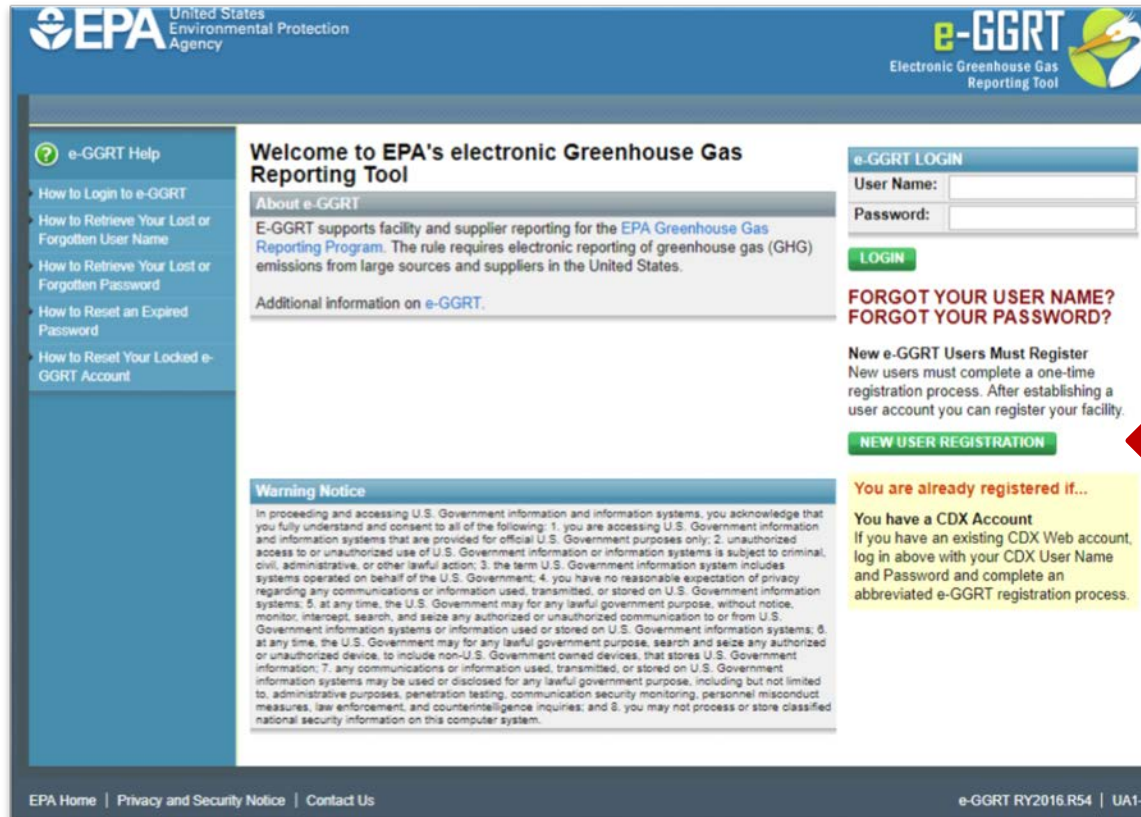
The screenshot shows the EPA e-GGRT login interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo. The main heading is 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. Below this is an 'About e-GGRT' section and a 'Warning Notice'. On the right side, there is an 'e-GGRT LOGIN' section with input fields for 'User Name:' and 'Password:', and a 'LOGIN' button. Below the login section are two links: 'FORGOT YOUR USER NAME? FORGOT YOUR PASSWORD?' and 'NEW USER REGISTRATION'. A red arrow points to the first link. At the bottom of the page, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us', along with the text 'e-GGRT RY2016.R54 | UA1-1'.



# Getting Started – Logging into e-GGRT

## New Users: Registration

If you are new to e-GGRT, you will need to create an e-GGRT account. Click **NEW USER REGISTRATION** to get started.



The screenshot shows the EPA's e-GGRT (Electronic Greenhouse Gas Reporting Tool) website. The header includes the EPA logo and the text "United States Environmental Protection Agency" and "e-GGRT Electronic Greenhouse Gas Reporting Tool". A navigation menu on the left lists "e-GGRT Help" with sub-links for login, password recovery, and account management. The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and includes an "About e-GGRT" section, a "Warning Notice", and a "Warning Notice" section. On the right side, there is an "e-GGRT LOGIN" section with input fields for "User Name:" and "Password:", a "LOGIN" button, and links for "FORGOT YOUR USER NAME?" and "FORGOT YOUR PASSWORD?". Below this, a section titled "New e-GGRT Users Must Register" explains the registration process and features a prominent "NEW USER REGISTRATION" button. A red arrow points to this button. At the bottom of the page, there are links for "EPA Home", "Privacy and Security Notice", and "Contact Us", along with the text "e-GGRT RY2016.R54 | UA1-1".

# Getting Started – Logging into e-GGRT

## New User Registration

Now two options for  
completing user registration:

- 1) Use Lexis Nexis ID proofing and sign ESA electronically
  - default, effective immediately
- 2) Print, sign, and submit hard copy ESA via US mail
  - several days to complete

### ADDITIONAL PROOF OF IDENTITY

e-GGRT requires additional proof of identity. Your options are to:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or
2. Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. [I would like to print and submit a signed form.](#)

\* denotes a required field



LexisNexis® | Verification for EPA

**Note:** By proceeding with verification you understand the service is voluntary and that you are validating personally identifying information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. [Privacy Policy](#)

Before attempting to complete identity verification, please review the guidance below:

- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

First Name \*

Last Name \*

Middle Name

Home Address \*

Home City \*

Home State \*

Home Zip \*

Home Phone \*

# Getting Started – Update User Roles at the Facility/Supplier

A user can have one of three possible roles at a facility/supplier:

**Designated Representative (DR)** - Each facility and supplier must have one and only one Designated Representative (DR), who shall be responsible for certifying, signing, and submitting GHG reports. The Designated Representative is an individual selected by an agreement binding on the owners and operators of the facility or supplier to meet the requirements of Part 98.

**Alternate Designated Representative (ADR)** - The facility or supplier can designate one Alternate Designated Representative (ADR), who shall be an individual selected by an agreement binding on the owners and operators, and may act on behalf of the designated representative, of such facility or supplier.

**Agent** - A DR or ADR may delegate his or her authority to one or more individuals, known as Agents, to prepare and/or submit an electronic GHG report.

The DR, ADR and Agents all have equal ability to access, view, enter and submit e-GGRT data for a facility or supplier

# Getting Started – Update User Roles at the Facility/Supplier

You can update DR, ADR, and Agent roles using the **FACILITY MANAGEMENT** tab

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	<a href="#">CHANGE</a>
Alternate Designated Representative	none	<a href="#">CHANGE</a>

**Facility Profile**

Facility Information	Jen B Test 2 1234 ABC St. Cincinnati OH 45208	<a href="#">EDIT</a>
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**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](#)

# Getting Started – Download 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#>

Subpart	Reporting Forms (click to download)	Current Release		
			LL - Suppliers of Coal-based Liquid	Subpart LL Reporting Form for RY2013 - RY2017 R.03
			MM - Suppliers of Petroleum Products	Subpart MM Reporting Form for RY2013 - RY2017 For prior year reporting forms click this link R.03
E - Adipic Acid Production	RY2010 - RY2017 now reported through e-GGRT Web forms <a href="#">Alternate_Method_Optional_App.pdf</a>		OO - Suppliers of Industrial GHG	Subpart OO Reporting Form for Importers and Exporters for RY2017 (updated for RY17) Subpart OO Reporting Form for Producers for RY2017 (updated for RY17) R.05
L - Fluorinated Gas Production	Subpart L Inputs Form for RY2015 - RY2017 Subpart L Form for Producers that Destroy F-GHGs (One Time Form) For prior year reporting forms click this link	R.4 R.01		Subpart OO Reporting Form For Producers or Importers that Destroy f-GHGs (One Time Form) R.02
R - Lead Production	Subpart R Reporting Form for RY2012 - RY2017 Subpart R Inputs Form for RY2014 - RY2017	R.02		Subpart OO Reporting Form For Facilities That Produce f-GHGs (One Time Form) For prior year reporting forms click this link
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only) for RY2012 - RY2017 (updated for RY17)	R.02	QQ - Importers and Exporters of Fluorinated Greenhouse Gases Contained in Pre-Charged Equipment or Closed-Cell Foams	Subpart QQ Reporting Form for RY2012 - RY2017 R.04
V - Nitric Acid Production	Subpart V Reporting Form for RY2012 - RY2017 Subpart V Inputs Form for RY2014 - RY2017 <a href="#">Alternate_Method_Optional_App.pdf</a>	R.02	RR - Geologic Sequestration of Carbon Dioxide	Subpart RR Injection Well Identification Form for RY2016 - RY2017 R.01
W - Petroleum and Natural Gas Systems	Subpart W Reporting Form for RY2017 (updated for RY17) Subpart W Supersize Reporting Form for RY2017 (updated for RY17) 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.07 R.07	SS - Manufacture of Electric Transmission and Distribution Equipment	Subpart SS Reporting Form for RY2012 - RY2017 R.02
DD - Use of Electric Transmission and Distribution Equipment	Subpart DD Reporting Form for RY2017 (updated for RY17) For prior year reporting forms click this link	R.03	<b>Additional Reporting Forms</b>	<b>Reporting Forms (click to download)</b>
FF - Underground Coal Mines	Subpart FF Reporting Form for RY2017 (updated for RY17) For prior year reporting forms click this link	R.04	CEMS	CEMS Reporting Form for RY2012 - RY2017 R.02

# Getting Started – XML Reporting Schema

- XML Schema has changed since last year
- Current version of schema (v8.3) available at:  
<http://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions>
- XML Schema is Multi-Year
  - Version v8.3 must be used for all RY2017, RY2016, RY2015, RY2014, RY2013, or RY2012 reporting.
- See logs for details on changes for RY2017

# What's new for RY 2017?

## Changes to the GHG Reporting Rule

There are changes to the reporting requirements for RY 2017 for the following subparts:

Subpart A – General Provisions	Subpart S – Lime Manufacturing
Subpart C - General Stationary Fuel Combustion	Subpart W - Petroleum and Natural Gas Systems
Subpart E - Adipic Acid Production	Subpart X - Petrochemical Production
Subpart F - Aluminum Production	Subpart DD – Use of Electric Transmission and Distribution Equipment
Subpart G – Ammonia Manufacturing	Subpart II – Industrial Wastewater Treatment
Subpart I – Electronics Manufacturing	Subpart FF – Underground Coal Mines
Subpart N – Glass Production	Subpart NN – Suppliers of Natural Gas and Natural Gas Liquids
Subpart O – HFC-22 Production and HFC-23 Destruction	Subpart TT - Industrial Waste Landfills

The e-GGRT reporting forms reflect the current reporting requirements in all cases.

For more information see subpart specific help pages or the rulemaking notices:

<https://www.epa.gov/ghgreporting/rulemaking-notice-ghg-reporting>

<https://ccdsupport.com/confluence/display/help/Subpart+Reporting+Instructions>

# What's new for RY 2017?

## e-GGRT Updates

### New NAICS Codes

- The NAICS codes reported for your facility in 2016 have been copied into your 2017 reports.
- However, there are 7 new codes available this year. Please update your report if one of these new codes more accurately represents your facility.

NAICS CODE	NAICS DESCRIPTION
211120	Crude Petroleum Extraction
211130	Natural Gas Extraction
212230	Copper, Nickel, Lead, and Zinc Mining
335220	Major Household Appliance Manufacturing
541713	Research and Development in Nanotechnology
541714	Research and Development in Biotechnology (except Nanobiotechnology)
541715	Research and Development in the Physical, Engineering and Life Sciences (exc Nanotech and Biotech)



# What's new for RY 2017?

## e-GGRT Updates

### Electricity Generation (Subpart D)

For facilities in this sector, EPA has pre-populated the e-GGRT report with the data already submitted under 40 CFR Part 75 using the CAMD business system (CBS), where possible.

This data is indicated with the "CAMD" flag.

Test Facility 87

#### Subpart D: Electricity Generation (2017)

[Subpart D Overview](#) » [Test Stack](#) » [Unit/Stack/Pipe Emissions Information](#)

##### ELECTRICITY GENERATING UNIT, STACK, OR PIPE EMISSIONS

Use this page to enter the annual greenhouse gas emissions information for this unit, stack, or pipe. For additional information about the data collected on this page, please use the e-GGRT Help link(s) provided.

	<input type="text" value="325000.0"/>
Annual CO <sub>2</sub> emissions (short tons)	
	<input type="text" value="294838.1"/>
Annual CO <sub>2</sub> emissions (metric tons)	
	<input type="text"/>
Total biogenic CO <sub>2</sub> mass emissions (metric tons)	

##### CAMD UNIT/STACK/PIPE INFORMATION

Unit/Stack/Pipe ID	Test Stack
Description	
Part 75 CO <sub>2</sub> Methodology	CEMS
Calculation Methodology Period	01/01/2017 - 12/31/2017

##### CAMD TOTAL ANNUAL CO<sub>2</sub> MASS EMISSIONS

Annual CO <sub>2</sub> emissions including biomass (report emissions exactly as reported under Part 75)	<input type="text" value="325000"/> (short tons)
Annual CO <sub>2</sub> emissions including biomass	<input type="text" value="294838.1"/> (metric tons)

# What's new for RY 2017?

## e-GGRT Updates

### Electricity Generation (Subpart D)

Data has been prepopulated in the following sections:

Add/Edit Unit/Stack/Pipe

CEMS Unit/Stack/Pipe Emission Information

LME Unit/Stack/Pipe Emission Information

Equation G-1 Unit/Stack/Pipe Emissions Information

Equation G-4 Unit/Stack/Pipe Emissions Information

Reporters should review data, confirm accuracy, and complete any fields not available in CBS.

More information:

<https://ccdsupport.com/confluence/pages/viewpage.action?pageId=514392134>

# What's new for RY 2017?

## e-GGRT Updates

### Inputs Verifier Tool – Indicating Months that Do Not Apply

- Several IVT equations require monthly data entries.
- If a unit did not operate, you can now “uncheck” the relevant month(s) and no further data entry will be required for that selection.
- Facilities should no longer enter “0” in this situation, as “0” can trigger validation checks.

<input checked="" type="checkbox"/> April	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="10000"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="0.9"/>
<input checked="" type="checkbox"/> May	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="10000"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="0.9"/>
<input checked="" type="checkbox"/> June	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="10000"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text" value="0.9"/>
<input type="checkbox"/> July	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>
<input type="checkbox"/> August	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>
<input type="checkbox"/> September	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>
<input type="checkbox"/> October	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>
<input type="checkbox"/> November	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>
<input type="checkbox"/> December	(F <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>	(CC <sub>gr</sub> ) <sub>i,n</sub>	<input type="text"/>

<sup>1</sup> If the process unit was non-operational for the entirety of a given month, or, if the feedstock/product was not used for the entirety of a given month please uncheck the box for that month and e-GGRT will not expect inputs to be entered.

# About Data Validation

EPA applies validation checks on data entered in the e-GGRT system and the Inputs Verifier Tool.

These checks are updated each year to better identify data quality errors.

e-GGRT presents the results of these checks in the Data Validation Report. You can access this report from the Subpart Overview and Facility Overview pages.

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Test Facility 87

## Subpart G: Ammonia Manufacturing (2017)

Subpart Overview

### OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart G requires affected facilities to report carbon dioxide (CO<sub>2</sub>) process emissions from each ammonia manufacturing process unit. First, use this page to identify each ammonia manufacturing process unit and then enter Greenhouse gas (GHG) data required by Subpart G for each ammonia manufacturing process unit and for your facility. For additional information about Subpart G reporting, please use the e-GGRT Help link(s) provided.



Subpart G: [View Validation](#)



# About Data Validation

For subparts that report using the online forms, you can click on the validation message to find the page with the possible data reporting error.

For subparts reporting using XLS reporting forms, make the correction on the XLS reporting form and upload the corrected form into e-GGRT.


Test Facility 87

## Subpart G: Ammonia Manufacturing (2017)

[Subpart Overview](#) » [Subpart Validation Report](#)

### SUBPART VALIDATION REPORT

This report contains a complete set of validation messages for all data required by Subpart G. For additional information about Validation Reports, please use the e-GGRT Help link(s) provided.

[Print-friendly version](#) 

### FACILITY-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Message <sup>3</sup>
No facility level validation messages.		

### CML-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	CML Name	Message <sup>3</sup>
Data Quality	CML-079	place 1	The sum of the CO2 mass emissions for all 4 quarters does not appear to equal the sum of the biogenic CO2 emissions and the non-biogenic CO2 emissions for the CML. Please double check these values and revise, if necessary. If you determine the values are correct, please submit them as is.



# About Data Validation

EPA has designated certain 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](#))

CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT (metric tons) **0.0**

Biogenic CO<sub>2</sub> emissions from facility subparts C-II, **0.0**

CO<sub>2</sub> equivalent emissions from facility subparts LL-C **0.0**

[VIEW GHG DATA](#)

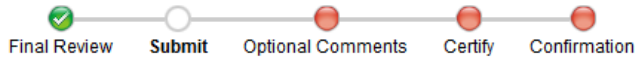
**The stop sign indicates a **Critical Error** that must be fixed before you can submit the report.**

**REPORT DATA**

2014 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	None	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>

[+](#) ADD or REMOVE Subparts

# About Data Validation



## MLH Resources

### e-GGRT Greenhouse Gas Annual Report Submission (2017)

[Select Facility](#) » [Facility Overview](#) » [Final Review](#)

#### FINAL REVIEW

On these pages e-GGRT will generate your Annual Report, perform a final verification review, then allow you to review your Annual Report for any remaining error messages, and to download records. On the following pages, you can comment on error messages and then initiate the electronic submission and certification process.

[Print-friendly version](#)

Report	Status	Final Review Date
2017 Annual Report v2	Ready for review	02/20/2018 4:24:53 PM

#### REPORT GENERATION AND FINAL REVIEW RESULTS

e-GGRT has successfully generated a version of your annual report and performed a final verification review. The final review identified the following potential errors:

Subpart	ID	Message
C	C568	The type of fuel that was submitted Bituminous for the unit Single Unit Tier 2 should not be reported using the Tier 2 method because the maximum rated heat input capacity for this unit is greater than [250] million Btu per hour. If this is indeed a substantive error, please correct the value and submit your report. If you believe it to be correct, please submit the value as is.

If you return to the data reporting screens to make changes, those changes will not be reflected in your Annual Report or Verification Summary until you return to this page and your report is generated and another final review is performed.

Click the Continue with Report Submission button to proceed to the remaining steps of report review and certification. Or, click the CANCEL button to return to the Facility Overview screen.

[Continue with Report Submission](#) →

[CANCEL](#)

## More “Real Time” Verification Checks


This year, EPA has added verification checks that compare data within the annual report for consistency.

These checks are applied after data entry is complete but prior to report submission.

# How Do I Notify EPA That I Will Discontinue Reporting?

## 1) GHG DATA REPORTING

Select appropriate subparts and complete data entry. Data Entry Validation Messages will ensure you have provided all required data and avoided common data entry mistakes.

2017 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>

[+ ADD or REMOVE Subparts](#)

## 2) FINAL REVIEW and REPORT SUBMISSION

If all subparts are completed and Data Entry Validation Messages addressed to your satisfaction, you are ready to perform a final verification review and submit an Annual Report.

Version	Status	Final Review Messages	Final Review Date
1	Cannot perform final verification review and submit until Data Validation Critical Errors are addressed.		

### AN ANNUAL REPORT IS EXPECTED FOR REPORTING YEAR 2017

EPA expects that this facility or supplier will submit an annual report for Reporting Year 2017. If this facility or supplier will not submit an annual report for Reporting Year 2017, please use the link below:

[Notify EPA that this facility or supplier will not submit a Reporting Year 2017 annual report.](#)

### NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2018

If this facility or supplier will not submit an annual report for Reporting Year 2018 you are required to notify EPA as such by March 31, 2018, indicating the reason. Please provide a reason using the link below:

[Notify EPA that this facility or supplier will not submit a Reporting Year 2018 annual report.](#)

Select the appropriate year and reason using menus at bottom of the facility overview page.





# Questions?

e-GGRT:

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

GHG Reporting Program (GHGRP) Help Desk:

Website: <http://ccdsupport.com>

Email: [GHGreporting@epa.gov](mailto:GHGreporting@epa.gov)

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

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