



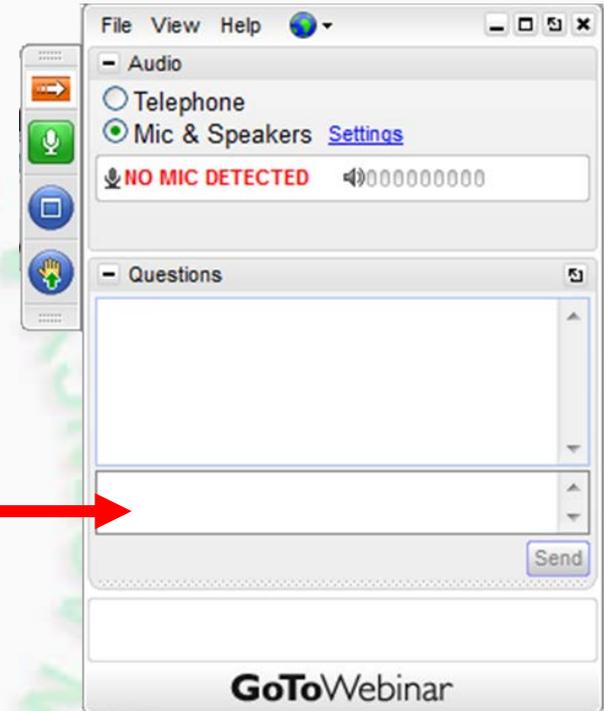
# Methane Challenge Reporting 2017 Data

Webinar

September 6, 2018

# Meeting Notes

- All attendees are in listen-only mode
- We will answer questions at the end of the webinar
  - If you have questions during the presentation, please submit them using the Questions pane
- This presentation and a recording of this webinar will be available on the Program website



*If you experience technical difficulties, please let us know by using the Questions pane or by contacting Jay Gallo at (203) 687-9432*

# Agenda

- Schedule for reporting 2017 data (“RY2017”)
- Reporting system functionality for RY2017
- Best Management Practice commitment option reporting form for RY2017
- Partner profile page preview
- Question and answer session

# Key Definitions

- **RY** – Reporting Year, the year in which the activities being reported on occurred
- **BMP** – Best Management Practice; one of the two commitment options in the Methane Challenge Program
- **ONE Future** – refers to the Methane Challenge ONE Future commitment option
- **IM** – Implementation Manager
- **GHGRP** – the Greenhouse Gas Reporting Program
- **e-GGRT** – the Electronic Greenhouse Gas Reporting Tool, an online reporting system used by the GHGRP and Methane Challenge

# **RY2017 SCHEDULE**



# R Y2017 Schedule

BMP RY2017 Launch – September 2018

BMP RY2017 Data ‘Snapshot’ – November 2018

ONE Future RY2017 Launch – Coming Soon



A large, faint watermark of the Environmental Protection Agency (EPA) logo is centered in the background. The logo consists of a circular border containing the text "UNITED STATES" at the top and "ENVIRONMENTAL PROTECTION AGENCY" at the bottom. In the center of the circle is a stylized flower with three leaves and a circular center.

# **RY2017 e-GGRT FUNCTIONALITY**

# RY2017 e-GGRT Functionality

- Three main aspects
  - Access the system
  - Register Methane Challenge Facilities
  - Submit Methane Challenge Reports
- Step-by-step instructions - Methane Challenge e-GGRT User Guide  
<https://ccdsupport.com/confluence/display/help/Methane+Challenge+Reporting+Instructions>
- If you need reporting assistance, please contact the Help Desk at [GHGreporting@epa.gov](mailto:GHGreporting@epa.gov)

**ACCESS THE SYSTEM**



# Access the System: Login to e-GGRT

**EPA** United States Environmental Protection Agency

**e-GGRT**  
Electronic Greenhouse Gas Reporting Tool

**e-GGRT Help**

- How to Login to e-GGRT
- How to Retrieve Your Lost or Forgotten User Name
- How to Retrieve Your Lost or Forgotten Password
- How to Reset an Expired Password
- How to Reset Your Locked e-GGRT Account

## 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.

If you do not already have an e-GGRT account, please set one up as soon as possible

# Access the System: Invitation Email

Thu 8/23/2018 4:15 PM

 test@ccdsupport.com

**Methane Challenge Reporting: Accept your role as Implementation Manager for Partner for Demo**

To  Menassian, Sarah

Retention Policy | [Inbox \(Never\)](#) Expires [Never](#)

Once you are a registered e-GGRT user, follow these steps to accept this assignment:

- 1) Login to e-GGRT
- 2) On the homepage, find the "Accept an Invitation" panel, then copy and paste the following Invitation Code in the field provided. If your Electronic Signature and Use Agreement (ESA) for e-GGRT has not been submitted and approved, you will not be able to view the panel. Once your ESA has been received and approved (you will be notified by email when it is approved), the panel will be visible.

**Invitation Code: VZP1X-NX3NW**

- 3) Click the Go button to open the Accept Assignment screens.
- 4) Follow the instructions on the screen to complete the acceptance process.

# Access the System: Accept your Invitation

Enter your invitation code

The screenshot displays the EPA e-GGRT web application 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. Below the header, there are navigation tabs for 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. A user greeting 'Hello, Sarah Menassian | My Profile | Logout' is visible in the top right.

The main content area is divided into several sections:

- REGISTER A FACILITY**: A blue button.
- ACCESS YOUR FACILITIES:** A table with columns for 'GHGRP ID', 'Facility or Supplier', and 'Your Role'. The table currently shows 'No Registered Facility'.
- ACCEPT AN INVITATION:** A section with the heading 'Use a 1-time Invitation Code?'. It contains instructions: 'Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)'. Below this is a text input field and a green 'GO' button. A red arrow points from the 'No Registered Facility' text in the table to the input field.
- EPA Correspondence Folder**: A folder icon with the text 'Issues with Message(s) awaiting reply: 0'.
- e-GGRT Announcements**: A grey bar at the bottom right.

# Access the System: Accept your Invitation

## Accept the role of Implementation Manager

 United States Environmental Protection Agency

[HOME](#) | **[PARTNER MANAGEMENT](#)** | [DATA REPORTING](#) | [EPA REPORTS](#) | [HELP DESK](#)

Hello, Sarah Menassian | [My Profile](#) | [Logout](#)

[? Methane Challenge Help](#)

### Partner for Demo

**ACCEPT INVITATION**  
Please review the information below and indicate if you accept the role of Implementation Manager for the reporting entity listed. \* denotes a required field

You have been identified by EPA as the **Implementation Manager** for the following Methane Challenge Partner:

**Partner for Demo**  
123 Main St  
Washington, DC 20001

Do you accept this role? \*  Yes  No



# Access the System

The new Partner is now in your list of Partners on the Methane Challenge Home Page

The screenshot displays the EPA Methane Challenge Home Page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is the "METHANE CHALLENGE U.S. EPA" logo. A navigation bar contains links for "HOME", "PARTNER MANAGEMENT", "DATA REPORTING", "EPA REPORTS", and "HELP DESK". The user is logged in as "Hello, Sarah Menassian" with links for "My Profile" and "Logout".

On the left side, there is a "Methane Challenge Help" link. The main content area is titled "ACCESS YOUR METHANE CHALLENGE PARTNERS:" and contains a table with the following data:

MC Partner ID	Partner	Your Role		
MC001	Sample Company	IM	MANAGE	REPORT
MC021	Partner for Demo	IM	MANAGE	REPORT

A red arrow points to the "MC021" row in the table. To the right of the table, there is a section titled "ACCEPT AN INVITATION:" with a sub-section "Use a 1-time Invitation Code?". This section includes a text box for pasting a code and a "GO" button. Below this is a yellow box with the text "Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?" and a link "Go to e-GGRT for GHG Reporting".

# Access the System

Use the HOME tab to return to this screen

**EPA** United States Environmental Protection Agency

**METHANE CHALLENGE**  
U.S. EPA

HOME | PARTNER MANAGEMENT | DATA REPORTING | EPA REPORTS | HELP DESK

Hello, Sarah Menassian | My Profile | Logout

? Methane Challenge Help

**ACCESS YOUR METHANE CHALLENGE PARTNERS:**

MC Partner ID	Partner	Your Role		
MC001	Sample Company	IM	MANAGE	REPORT
MC021	Partner for Demo	IM	MANAGE	REPORT

**ACCEPT AN INVITATION:**

**Use a 1-time Invitation Code?**

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?

[Go to e-GGRT for GHG Reporting](#)

# Access the System: Methane Challenge

Use the link in the yellow box to toggle between Part 98 and Methane Challenge

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) 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' are on the right. Below the logos are navigation tabs: 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. A user greeting 'Hello, Sarah Menassian | My Profile | Logout' is visible on the right side of the header.

The main content area is divided into several sections:

- Left Sidebar:** Contains 'e-GGRT Help' and 'About e-GGRT Home'.
- Top Center:** A blue button labeled 'REGISTER A FACILITY'.
- Center:** A section titled 'ACCESS YOUR FACILITIES:' containing a table with columns 'GHGRP ID', 'Facility or Supplier', and 'Your Role'. The table currently shows 'No Registered Facility'.
- Right Side:** An 'ACCEPT AN INVITATION:' section with a 'Use a 1-time Invitation Code?' sub-section. It includes a text box for pasting a code and a 'GO' button. Below this is an 'EPA Correspondence Folder' notification showing 'Issues with Message(s) awaiting reply: 0'. At the bottom of this section is a yellow-highlighted box with the text: 'You are also a reporter under EPA's Methane Challenge Reporting' and a blue arrow pointing to the link 'Go to e-GGRT for Methane Challenge Reporting'. Below the yellow box is an 'e-GGRT Announcements' section.

A red arrow points from the center of the page towards the highlighted link in the yellow box.

# Access the System: Delegates

- A Partner can have only one Implementation Manager at a time but an unlimited number of Delegates
- Delegates can complete most of the same functionality in the system as an IM (e.g., registering facilities, submitting reports), except appointing delegates

# Access the System: Delegates

## Access the MANAGE module

The screenshot displays the EPA Methane Challenge web application interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is the "METHANE CHALLENGE U.S. EPA" logo. Below the logo is a navigation bar with links: HOME, PARTNER MANAGEMENT, DATA REPORTING, EPA REPORTS, and HELP DESK. On the right side of the navigation bar, it says "Hello, Sarah Menassian | My Profile | Logout".

On the left side, there is a "Methane Challenge Help" link. The main content area is titled "ACCESS YOUR METHANE CHALLENGE PARTNERS:" and contains a table with two rows of partner information. A red arrow points to the "MANAGE" button in the second row of the table.

MC Partner ID	Partner	Your Role	MANAGE	REPORT
MC001	Sample Company	IM	MANAGE	REPORT
MC021	Partner for Demo	IM	MANAGE	REPORT

On the right side, there is a section titled "ACCEPT AN INVITATION:" with a sub-section "Use a 1-time Invitation Code?". It contains a text box for pasting a code and a "GO" button. Below this is a yellow box with the text "Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?" and a link "Go to e-GGRT for GHG Reporting".

# Access the System: Add a Facility

Click 'Add Delegate' to appoint a Delegate

**EPA** United States Environmental Protection Agency

HOME **PARTNER MANAGEMENT** DATA REPORTING | EPA REPORTS | HELP DESK

Hello, Sarah Menassian | My Profile | Logout

Methane Challenge Help

### Partner for Demo

Home » **Partner Summary**

**METHANE CHALLENGE PARTNER SUMMARY**

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

**Partner Representatives**

Implementation Manager	Sarah Menassian
------------------------	-----------------

**Delegates (for this partner)**

+ Add Delegate ←

**Partner Profile**

Partner Information	MC021 Partner for Demo 123 Main St Washington DC 20001 BMP	EDIT
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**PARTNER FACILITIES**

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status	
----------------	----------	---------------	------------------	------------------	-----------------	--

+ ADD a Facility

# Access the System: Add a Delegate

## Enter the contact information for the Delegate

### Partner for Demo

[Partner Summary](#) » [Add a Delegate](#)

#### ADD A DELEGATE FOR THIS PARTNER

 **Create a new Delegate** : Create a new Delegate by entering their name, phone and email address. As an Implementation Manager you may have one or more Delegates at each partner.

\* denotes a required field

#### COMPLETE THE DELEGATE INVITATION

Enter the Delegate's information in the form below and click the CONTINUE button. Methane Challenge will send the Delegate an email invitation with instructions on how to login and accept the new role.

Once this person becomes a Delegate, they will have access to all Methane Challenge data for this partner, which may include sensitive business information.

#### NEW DELEGATE

First Name *	<input type="text" value="Sarah"/>
Last Name *	<input type="text" value="Menassian"/>
Phone *	<input type="text" value="123-456-7890"/>
Email *	<input type="text" value="gasstar@epa.gov"/>
Re-enter Email *	<input type="text" value="gasstar@epa.gov"/>

 **CONTINUE**

**CANCEL**

# Access the System: Add a Delegate

Delegate information will appear in the Delegates box

## Partner for Demo

[Home](#) » [Partner Summary](#)

### METHANE CHALLENGE PARTNER SUMMARY

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

### Partner Representatives

Implementation Manager	Sarah Menassian
------------------------	-----------------

### Partner Profile

Partner Information	MC021 Partner for Demo 123 Main St Washington DC 20001 BMP	<a href="#">EDIT</a>
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### Delegates (for this partner)

Sarah Menassian Pending (Click for details)
--



[+ Add Delegate](#)

[✗ Remove selected](#)

# Access the System: Accept Delegate Invite

- Delegates will receive an email invitation similar to that received by an Implementation Manager and will complete the same steps to accept their role
- The Implementation Manager will receive an email when a Delegate has accepted their invitation



# **FACILITY REGISTRATION**



# Methane Challenge Facilities

- A Partner will need to add a Methane Challenge facility for each facility in its operations
- Data will be collected for facilities that report to Subpart W and for facilities that do not (i.e., below-threshold facilities)
- In all cases, you will be reporting on a Methane Challenge facility; your MC submissions will not affect your GHGRP data

# Facility Registration

## Access the MANAGE module

 United States Environmental Protection Agency



[HOME](#) | [PARTNER MANAGEMENT](#) | [DATA REPORTING](#) | [EPA REPORTS](#) | [HELP DESK](#)

Hello, Sarah Menassian | [My Profile](#) | [Logout](#)

[? Methane Challenge Help](#)

**ACCESS YOUR METHANE CHALLENGE PARTNERS:**

MC Partner ID	Partner	Your Role		
MC001	Sample Company	IM	<a href="#">MANAGE</a>	<a href="#">REPORT</a>
MC021	Partner for Demo	IM	<a href="#">MANAGE</a>	<a href="#">REPORT</a>



**ACCEPT AN INVITATION:**

**Use a 1-time Invitation Code?**

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

[GO](#)

Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?

[Go to e-GGRT for GHG Reporting](#)

# Facility Registration: Suggested Facilities

- When you first access partner management, you may see some facilities already populated
- These are facilities that report under Subpart W that might be owned or operated by your company and be part of your Methane Challenge commitments

# Facility Registration: Suggested Facilities

Review and either confirm or delete Suggested Facilities

Partner for Demo  
[Home](#) » [Partner Summary](#)

## METHANE CHALLENGE PARTNER SUMMARY

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

### Partner Representatives

Implementation Manager Sarah Menassian

### Delegates (for this partner)

### Partner Profile

Partner Information MC021  
Partner for Demo  
123 Main St  
Washington DC 20001  
BMP

EDIT

+ Add Delegate ✕ Remove selected

### PARTNER FACILITIES

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status		
MC021001	533910	MC Subpart W Transmission 1	123 Main Street Springfield, IL 62777	Transmission and Storage	EPA Suggested	CONFIRM	VIEW ✕

+ ADD a Facility



# Facility Registration: Suggested Facilities

After Confirmed, the Approval Status will update and you will be able to download reporting forms for the facility

Partner for Demo  
[Home](#) » [Partner Summary](#)

**METHANE CHALLENGE PARTNER SUMMARY**

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

**Partner Representatives**

Implementation Manager	Sarah Menassian
------------------------	-----------------

**Partner Profile**

Partner Information	MC021 Partner for Demo 123 Main St Washington DC 20001 BMP	<a href="#">EDIT</a>
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**Delegates (for this partner)**

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

**PARTNER FACILITIES**

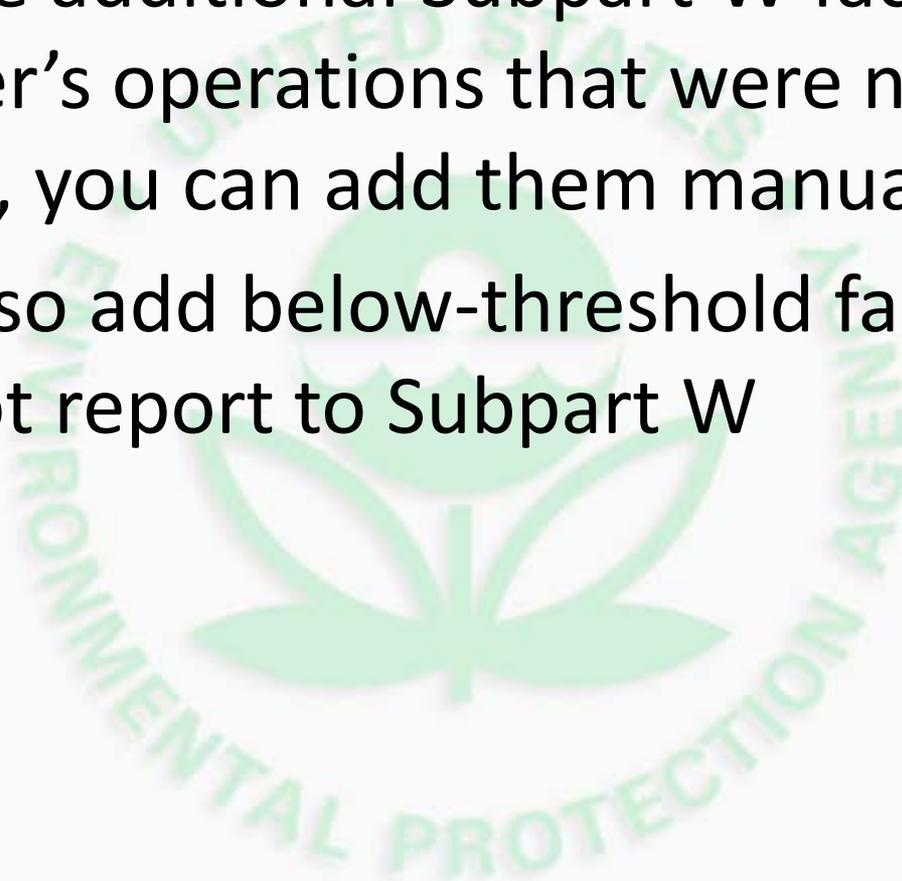
MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status	
MC021001	533910	MC Subpart W Transmission 1	123 Main Street Springfield, IL 62777	Transmission and Storage	Approved	<a href="#">VIEW</a> ✗

[+ ADD a Facility](#)



# Facility Registration: Adding Facilities

- If there are additional Subpart W facilities in the Partner's operations that were not suggested, you can add them manually
- You can also add below-threshold facilities that do not report to Subpart W



# Facility Registration: Add a Facility

Click 'ADD a Facility' to start creating a new MC facility

**EPA** United States Environmental Protection Agency

HOME **PARTNER MANAGEMENT** DATA REPORTING | EPA REPORTS | HELP DESK

Hello, Sarah Menassian | My Profile | Logout

[Methane Challenge Help](#)

### Partner for Demo

Home » **Partner Summary**

**METHANE CHALLENGE PARTNER SUMMARY**

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

Partner Representatives	
Implementation Manager	Sarah Menassian

Partner Profile	
Partner Information	MC021 Partner for Demo 123 Main St Washington DC 20001 BMP

[EDIT](#) [+ Add Delegate](#) [✗ Remove selected](#)

**PARTNER FACILITIES**

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status
----------------	----------	---------------	------------------	------------------	-----------------

[+ ADD a Facility](#)

# Facility Registration: Add a Facility

Click “Yes” to add a facility that does report to **Subpart W** of the GHGRP

*This creates a Methane Challenge copy of the GHGRP facility*

*Facility data will be read-only; any changes must go through GHGRP*



Partner for Demo

[Home](#) » [Partner Summary](#) » [New Facility](#)

## NEW METHANE CHALLENGE FACILITY

Use this page to add a facility to your Methane Challenge Partner facility list. You may add facilities that are either current Greenhouse Gas Reporting Program (GHGRP) facilities that are subject to Subpart W or facilities that have never reported to the GHGRP before. You must add all facilities for which you will be submitting reports to receive a Methane Challenge Facility ID Number (MC Facility ID) for each facility. If you are unsure of how to define your operations in terms of 'facilities', please refer to the Technical Document applicable to your commitment option on the Methane Challenge page (<https://www.epa.gov/natural-gas-star-program/natural-gas-star-methane-challenge-program#tab-4>), or contact EPA at [gasstar@epa.gov](mailto:gasstar@epa.gov).

DOES THE FACILITY REPORT GHG EMISSIONS TO THE GREENHOUSE GAS REPORTING PROGRAM (40 CFR PART 98) UNDER SUBPART W: PETROLEUM AND NATURAL GAS SYSTEMS?

If the Methane Challenge facility you are about to add reports to the Greenhouse Gas Reporting Program (40 CFR Part 98) under Subpart W in e-GGRT you can select "Yes" below, then click the CONTINUE button. On the following page, you will be prompted to enter the facility's GHGRP ID which will retrieve the facility's information from e-GGRT. You can search for e-GGRT facilities and their GHGRP IDs by downloading this [List of e-GGRT Facilities](#).

If the Methane Challenge facility you are about to add does not report in e-GGRT select "No" below, then click the CONTINUE button. Then you will be prompted to add the facility name and address information.

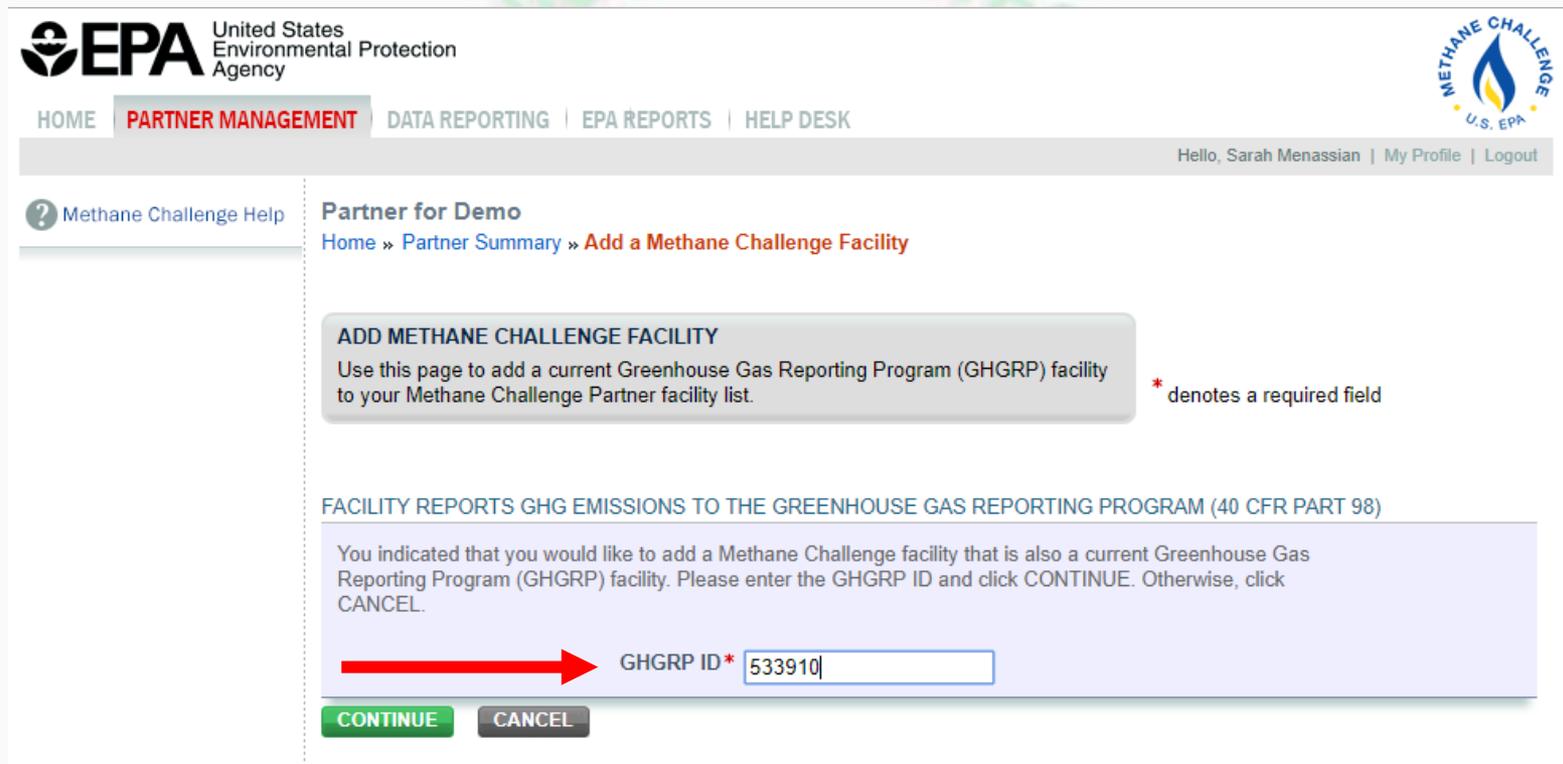
Does this facility report\*  Yes  
greenhouse gas emissions  
in e-GGRT?  No

CONTINUE

CANCEL

# Facility Registration: Subpart W Facilities

Enter the facility's GHGRP ID and click CONTINUE



The screenshot shows the EPA website interface for Methane Challenge Partner Management. The header includes the EPA logo, the text "United States Environmental Protection Agency", and navigation links: HOME, PARTNER MANAGEMENT (highlighted), DATA REPORTING, EPA REPORTS, and HELP DESK. A user greeting "Hello, Sarah Menassian | My Profile | Logout" is visible in the top right. A "Methane Challenge U.S. EPA" logo is also present.

The main content area is titled "Partner for Demo" and includes a breadcrumb trail: Home » Partner Summary » Add a Methane Challenge Facility. Below this is a section titled "ADD METHANE CHALLENGE FACILITY" with the instruction: "Use this page to add a current Greenhouse Gas Reporting Program (GHGRP) facility to your Methane Challenge Partner facility list." A note indicates that an asterisk (\*) denotes a required field.

The section "FACILITY REPORTS GHG EMISSIONS TO THE GREENHOUSE GAS REPORTING PROGRAM (40 CFR PART 98)" contains a message: "You indicated that you would like to add a Methane Challenge facility that is also a current Greenhouse Gas Reporting Program (GHGRP) facility. Please enter the GHGRP ID and click CONTINUE. Otherwise, click CANCEL." Below this message is a form field for "GHGRP ID\*" with the value "533910" entered. A red arrow points to the asterisk on the label. At the bottom of the form are two buttons: "CONTINUE" (green) and "CANCEL" (grey).

# Facility Registration: Subpart W Facilities

You will see the *read-only* GHGRP data for the facility; click 'SAVE' to use these data to create a Methane Challenge facility linked to the GHGRP facility

Partner for Demo  
[Partner Search](#) » [Edit](#)

**ADD METHANE CHALLENGE FACILITY**

Use this page to add a facility to your Methane Challenge Partner facility list. You may add facilities that are either current Greenhouse Gas Reporting Program (GHGRP) facilities or facilities that have never reported to the GHGRP before. You must add all facilities for which you will be submitting reports to receive a Methane Challenge Facility ID Number (MC Facility ID) for each facility. If you are unsure of how to define your operations in terms of 'facilities', please refer to the Technical Document applicable to your commitment option on the Methane Challenge page (<https://www.epa.gov/natural-gas-star-program/natural-gas-star-methane-challenge-program#tab-4>), or contact EPA at [gasstar@epa.gov](mailto:gasstar@epa.gov).

ADDRESS INFORMATION

GHGRP ID	533910
Facility Name	MC Subpart W Transmission 1
Street Address	123 Main Street
City	Springfield
State	IL
Zip/Postal Code	62777
Industry Segment	Transmission and Storage



# Facility Registration: Subpart W Facilities

The facility will now be 'Pending EPA Approval'; the MC program managers will regularly review these for approval

## METHANE CHALLENGE PARTNER SUMMARY

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

### Partner Representatives

Implementation Manager Sarah Menassian

### Delegates (for this partner)

### Partner Profile

Partner Information MC021  
Partner for Demo  
123 Main St  
Washington DC 20001  
BMP

EDIT

+ Add Delegate

✗ Remove selected

### PARTNER FACILITIES

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status		
MC021001	533910	MC Subpart W Transmission 1	123 Main Street Springfield, IL 62777	Transmission and Storage	Pending EPA Approval	VIEW	✗
MC021002		Sample Facility	123 Main St Washington, DC 20004	Distribution	No Approval Needed	EDIT	✗

# Facility Registration: Subpart W Facilities

Once approved, you will be able to download a reporting form for the facility

## METHANE CHALLENGE PARTNER SUMMARY

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

### Partner Representatives

Implementation Manager Sarah Menassian

### Partner Profile

Partner Information MC021  
Partner for Demo  
123 Main St  
Washington DC 20001  
BMP

EDIT

### Delegates (for this partner)

+ Add Delegate    ✕ Remove selected

### PARTNER FACILITIES

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status		
MC021001	533910	MC Subpart W Transmission 1	123 Main Street Springfield, IL 62777	Transmission and Storage	Approved	VIEW	✕
MC021002		Sample Facility	123 Main St Washington, DC 20004	Distribution	No Approval Needed	EDIT	✕

# Facility Registration: Add a Facility

Click “No” to add a below-threshold facility that does not report to Subpart W

*If the facility reports to another Subpart, but not Subpart W, please click “No” here and **do not link** to the GHGRP facility*

Partner for Demo

[Home](#) » [Partner Summary](#) » [New Facility](#)

## NEW METHANE CHALLENGE FACILITY

Use this page to add a facility to your Methane Challenge Partner facility list. You may add facilities that are either current Greenhouse Gas Reporting Program (GHGRP) facilities that are subject to Subpart W or facilities that have never reported to the GHGRP before. You must add all facilities for which you will be submitting reports to receive a Methane Challenge Facility ID Number (MC Facility ID) for each facility. If you are unsure of how to define your operations in terms of 'facilities', please refer to the Technical Document applicable to your commitment option on the Methane Challenge page (<https://www.epa.gov/natural-gas-star-program/natural-gas-star-methane-challenge-program#tab-4>), or contact EPA at [gasstar@epa.gov](mailto:gasstar@epa.gov).

DOES THE FACILITY REPORT GHG EMISSIONS TO THE GREENHOUSE GAS REPORTING PROGRAM (40 CFR PART 98) UNDER SUBPART W: PETROLEUM AND NATURAL GAS SYSTEMS?

If the Methane Challenge facility you are about to add reports to the Greenhouse Gas Reporting Program (40 CFR Part 98) under Subpart W in e-GGRT you can select “Yes” below, then click the CONTINUE button. On the following page, you will be prompted to enter the facility’s GHGRP ID which will retrieve the facility’s information from e-GGRT. You can search for e-GGRT facilities and their GHGRP IDs by downloading this [List of e-GGRT Facilities](#).

If the Methane Challenge facility you are about to add does not report in e-GGRT select “No” below, then click the CONTINUE button. Then you will be prompted to add the facility name and address information.

Does this facility report\*  Yes  
greenhouse gas emissions  
in e-GGRT?  No

CONTINUE

CANCEL



# Facility Registration: Below-Threshold Facilities

Fill out the data for the below-threshold facility and click 'SAVE'

Partner for Demo  
[Home](#) » [Partner Summary](#) » [Add a Methane Challenge Facility](#)

**ADD METHANE CHALLENGE FACILITY**

Use this page to add a facility to your Methane Challenge Partner facility list. You may add facilities that are either current Greenhouse Gas Reporting Program (GHGRP) facilities or facilities that have never reported to the GHGRP before. You must add all facilities for which you will be submitting reports to receive a Methane Challenge Facility ID Number (MC Facility ID) for each facility. If you are unsure of how to define your operations in terms of 'facilities', please refer to the Technical Document applicable to your commitment option on the Methane Challenge page (<https://www.epa.gov/natural-gas-star-program/natural-gas-star-methane-challenge-program#tab-4>), or contact EPA at [gasstar@epa.gov](mailto:gasstar@epa.gov).

\* denotes a required field

ADDRESS INFORMATION

GHGRP ID	
Facility Name *	<input type="text" value="Sample Facility"/>
Street Address *	<input type="text" value="123 Main St"/>
City *	<input type="text" value="Washington"/>
State *	<input type="text" value="District of Columbia"/>
Zip/Postal Code *	<input type="text" value="20004"/>
Industry Segment *	<input type="radio"/> Gathering and Boosting <input type="radio"/> Transmission and Storage <input checked="" type="radio"/> Distribution
No Street Address, use Latitude/Longitude	<input type="checkbox"/> <small>Check this box if the facility you are registering does not have a physical street address. If you select the box, you will be required to enter the latitude and longitude coordinates of your facility in place of a physical street address. Reporting of latitude and longitude is not intended as an option for any facility whose physical address coincides with their facility operations. It also is not intended for use by suppliers and importers and/or exporters, or facilities reporting under subpart W in the natural gas distribution or onshore petroleum and natural gas production industry segments.</small>

# Facility Registration: Below-Threshold Facilities

The Methane Challenge Facility will be created and no additional approval will be required

## METHANE CHALLENGE PARTNER SUMMARY

The 'Partner Facilities' list below contains your Methane Challenge facilities. Those facilities with the status "EPA Suggested" are Part 98 facilities that may be related to your Methane Challenge commitment(s); they were selected based on a search of company name. Please click "Confirm" for those facilities that are associated with your Methane Challenge commitment(s) and for facilities that are not, please delete them from the list using the red X to the far right of the facility's row. If there are additional facilities that should be associated with your commitment(s), please use the "+ ADD a facility" button to register and add them to your Partner Facilities list.

### Partner Representatives

Implementation Manager Sarah Menassian

### Delegates (for this partner)

### Partner Profile

Partner Information MC021  
Partner for Demo  
123 Main St  
Washington DC 20001  
BMP

EDIT

+ Add Delegate

✗ Remove selected

## PARTNER FACILITIES

MC Facility ID	GHGRP ID	Facility Name	Facility Address	Industry Segment	Approval Status		
MC021002		Sample Facility	123 Main St Washington, DC 20004	Distribution	No Approval Needed	EDIT	✗

+ ADD a Facility

# Facility Registration: Final Thoughts

- Continue adding facilities until all facilities in the Partner's operations are listed
- You may add facilities at any time
- You can delete facilities *only before you submit reports for them*
- If you need to delete a facility that has submitted a report, contact the Help Desk ([GHGreporting@epa.gov](mailto:GHGreporting@epa.gov))

# REPORT SUBMISSION



# Report Submission: Download Forms

## Access the REPORT module

The screenshot displays the EPA Methane Challenge web application interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is the "METHANE CHALLENGE U.S. EPA" logo. A navigation bar contains links for "HOME", "PARTNER MANAGEMENT", "DATA REPORTING", "EPA REPORTS", and "HELP DESK". The user is identified as "Hello, Sarah Menassian" with links for "My Profile" and "Logout".

On the left side, there is a "Methane Challenge Help" link. The main content area is titled "ACCESS YOUR METHANE CHALLENGE PARTNERS:" and contains a table with the following data:

MC Partner ID	Partner	Your Role	MANAGE	REPORT
MC001	Sample Company	IM	MANAGE	REPORT
MC021	Partner for Demo	IM	MANAGE	REPORT

A red arrow points to the "REPORT" button for the "MC021" partner. To the right of the table is a section titled "ACCEPT AN INVITATION:" with the sub-heading "Use a 1-time Invitation Code?". It includes instructions: "Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)" and a "GO" button. Below this is a yellow box with the text: "Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?" and a link: "Go to e-GGRT for GHG Reporting".

# Report Submission: Download Forms

## Select the correct Reporting Year

[? Methane Challenge Help](#)

**Partner for Demo (2017)**  
**Methane Challenge Reporting**  
[Home](#) » [Partner Overview](#)

**REPORTING FOR THE METHANE CHALLENGE PROGRAM**  
Use this page to first download the Methane Challenge reporting form for each of your facilities (FACILITY FORM DOWNLOAD and REPORTING SUMMARY section). Fill out all applicable sources on each form and then, in the FACILITY FORM UPLOAD section, browse to locate each file on your computer and UPLOAD them. You will then be able to view any validation results. When you are finished, use the REPORT SUBMISSION button to submit your Methane Challenge data.

**REPORTING YEAR**

2017  
2017  
2016

**GO**

**FACILITY FORM DOWNLOAD and REPORTING SUMMARY**  
If a Partner Facility is missing below you can add it on the [Partner Management Summary](#)

Facility ID	Facility Name	Pre-Populated Facility Form	Uploaded File Name	Uploaded Date	Validation Messages
MC021001	MC Subpart W Transmission 1	<a href="#">DOWNLOAD</a>			

**FACILITY FORM UPLOAD**

No file chosen

Upload the Facility reporting form(s) that comprise your Methane Challenge annual report for this registered Partner. Click "Choose File", select a form, and then click "Upload" to upload each file, one at a time. As you upload your files they will be validated and the Reporting Summary above will be updated. When finished, use the REPORT SUBMISSION button below to generate, review, and submit your report.

**REPORT SUBMISSION SUMMARY**

Version	Status	Submitted Date	Reports
<input type="button" value="REPORT SUBMISSION"/>			

# Report Submission: Download Forms

## 'DOWNLOAD' the form for *each* facility

Partner for Demo (2017)  
**Methane Challenge Reporting**  
[Home](#) » [Partner Overview](#)

**REPORTING FOR THE METHANE CHALLENGE PROGRAM**  
Use this page to first download the Methane Challenge reporting form for each of your facilities (FACILITY FORM DOWNLOAD and REPORTING SUMMARY section). Fill out all applicable sources on each form and then, in the FACILITY FORM UPLOAD section, browse to locate each file on your computer and UPLOAD them. You will then be able to view any validation results. When you are finished, use the REPORT SUBMISSION button to submit your Methane Challenge data.

**REPORTING YEAR**  
2017  
2017  
2016

**FACILITY FORM DOWNLOAD and REPORTING SUMMARY**  
If a Partner Facility is missing below you can add it on the [Partner Management Summary](#)

Facility ID	Facility Name	Pre-Populated Facility Form	Uploaded File Name	Uploaded Date	Validation Messages
MC021001	MC Subpart W Transmission 1	<a href="#">DOWNLOAD</a>			

**FACILITY FORM UPLOAD**  
 No file chosen   
Upload the Facility reporting form(s) that comprise your Methane Challenge annual report for this registered Partner. Click "Choose File", select a form, and then click "Upload" to upload each file, one at a time. As you upload your files they will be validated and the Reporting Summary above will be updated. When finished, use the REPORT SUBMISSION button below to generate, review, and submit your report.

**REPORT SUBMISSION SUMMARY**

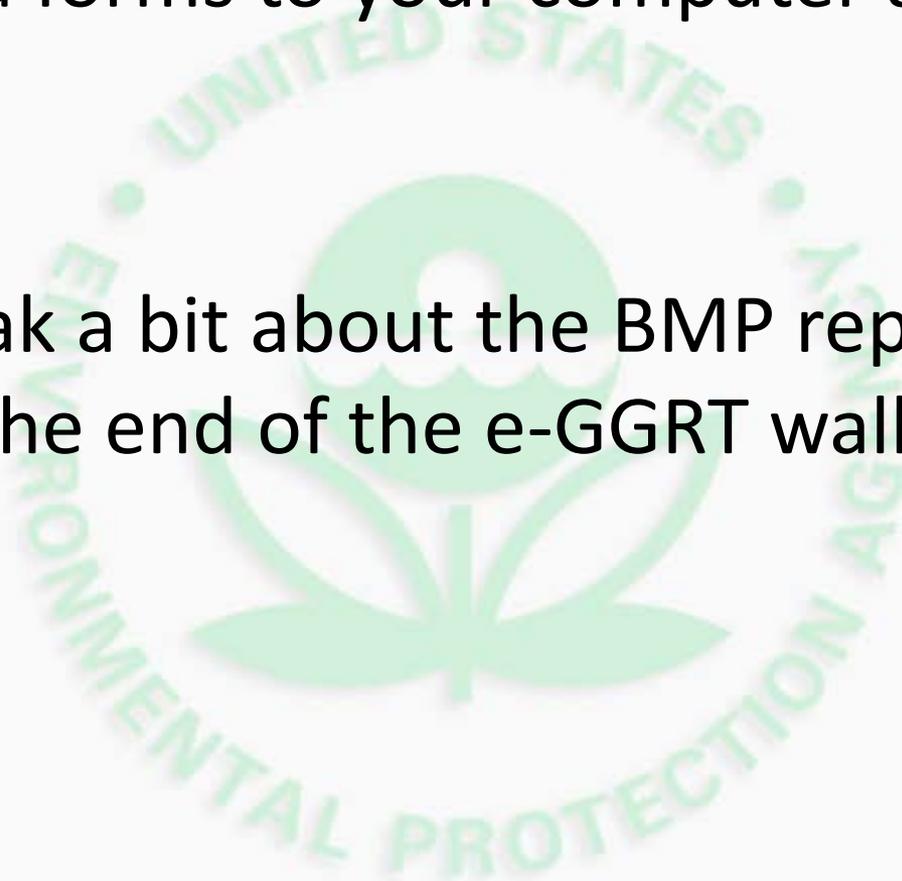
Version	Status	Submitted Date	Reports
<input type="button" value="REPORT SUBMISSION"/>			

# Report Submission: Download Forms

- You must download a form for each facility *from e-GGRT*
- The system will pre-populate important information, even for below-threshold facilities
- For facilities that report to Subpart W:
  - If it is an “EPA Suggested” facility, you must confirm it before you can download its form
  - If you added the facility, EPA must approve it before you can download its form

# Report Submission: Complete Forms

- Download forms to your computer and complete
- We'll speak a bit about the BMP reporting forms at the end of the e-GGRT walk-through



# Report Submission: Upload Forms

## Upload completed forms, one at a time

Partner for Demo (2017)

### Methane Challenge Reporting

[Home](#) » [Partner Overview](#)

#### REPORTING FOR THE METHANE CHALLENGE PROGRAM

Use this page to first download the Methane Challenge reporting form for each of your facilities (FACILITY FORM DOWNLOAD and REPORTING SUMMARY section). Fill out all applicable sources on each form and then, in the FACILITY FORM UPLOAD section, browse to locate each file on your computer and UPLOAD them. You will then be able to view any validation results. When you are finished, use the REPORT SUBMISSION button to submit your Methane Challenge data.

#### REPORTING YEAR

2017

GO

#### FACILITY FORM DOWNLOAD and REPORTING SUMMARY

If a Partner Facility is missing below you can add it on the [Partner Management Summary](#)

Facility ID	Facility Name	Pre-Populated Facility Form	Uploaded File Name	Uploaded Date	Validation Messages
MC021001	MC Subpart W Transmission 1	<a href="#">DOWNLOAD</a>	Methane Challenge Reporting Form_RY2017_MC021001_2018_08_28 10_40_00 EDT.xlsx	August 28, 2018	<a href="#">View</a>
MC021002	Sample Facility	<a href="#">DOWNLOAD</a>			

#### FACILITY FORM UPLOAD

[Choose File](#) No file chosen

[UPLOAD](#)

Upload the Facility reporting form(s) that comprise your Methane Challenge annual report for this registered Partner. Click "Choose File", select a form, and then click "Upload" to upload each file, one at a time. As you upload your files they will be validated and the Reporting Summary above will be updated. When finished, use the REPORT SUBMISSION button below to generate, review, and submit your report.

#### REPORT SUBMISSION SUMMARY

Version	Status	Submitted Date	Reports
			<a href="#">REPORT SUBMISSION</a>

# Report Submission: Validation Messages

- The current validation checks mostly look for empty data elements
- You can submit the form once messages are addressed to your satisfaction
  - **Validation messages are not required to be resolved prior to submission**
- After the first year of reporting we will review the data, identify common issues, and refine the validation messages as needed

# Report Submission: Complete Submission

Prepare your “REPORT SUBMISSION” after:

You have uploaded a form for each facility

Addressed the validation messages to your satisfaction

*If you make any updates to the forms, remember to save and re-upload the files!*

**Partner for Demo (2017)**  
**Methane Challenge Reporting**  
[Home](#) » [Partner Overview](#)

**REPORTING FOR THE METHANE CHALLENGE PROGRAM**

Use this page to first download the Methane Challenge reporting form for each of your facilities (FACILITY FORM DOWNLOAD and REPORTING SUMMARY section). Fill out all applicable sources on each form and then, in the FACILITY FORM UPLOAD section, browse to locate each file on your computer and UPLOAD them. You will then be able to view any validation results. When you are finished, use the REPORT SUBMISSION button to submit your Methane Challenge data.

**REPORTING YEAR**

2017

**FACILITY FORM DOWNLOAD and REPORTING SUMMARY**  
 If a Partner Facility is missing below you can add it on the [Partner Management Summary](#)

Facility ID	Facility Name	Pre-Populated Facility Form	Uploaded File Name	Uploaded Date	Validation Messages
MC021001	MC Subpart W Transmission 1	DOWNLOAD	Methane Challenge Reporting Form_RY2017_MC021001_2018_08_28 10_40_00 EDT.xlsx	August 28, 2018	<a href="#">View</a>
MC021002	Sample Facility	DOWNLOAD	Methane Challenge Reporting Form_RY2017_MC021002_2018_08_28 10_38_44 EDT.xlsx	August 28, 2018	<a href="#">View</a>

**FACILITY FORM UPLOAD**

No file chosen

Upload the Facility reporting form(s) that comprise your Methane Challenge annual report for this registered Partner. Click "Choose File", select a form, and then click "Upload" to upload each file, one at a time. As you upload your files they will be validated and the Reporting Summary above will be updated. When finished, use the REPORT SUBMISSION button below to generate, review, and submit your report.

**REPORT SUBMISSION SUMMARY**

Version	Status	Submitted Date	Reports
			<input type="button" value="REPORT SUBMISSION"/>

# Report Submission: Complete Submission

Generate the report



Partner for Demo

## Methane Challenge Reporting

[Partner Overview](#) » [Generate and Review](#)

### REPORT PREPARATION

Use this page to generate your Report. After generating your report, you may review your submission as well as download records on the following screens.

Report	Status	Last Generated
Report	Not generated	

Generating the Report may take from 1 to 10 minutes depending upon the volume of data.

Once you have generated a Report, it is still possible to return to the Reporting Overview to make changes. Those changes, however, will not be reflected in your Report until you return to this page and generate the report again using the button below.

**GENERATE REPORT**



**CANCEL**

# Report Submission: Complete Submission

“REGENERATE” the report if you revise and re-upload your forms



Partner for Demo

## Methane Challenge Reporting

[Partner Overview](#) » [Generate and Review](#)

### REPORT PREPARATION

Use this page to generate your Report. After generating your report, you may review your submission as well as download records on the following screens.

Report	Status	Last Generated
Report v1	Ready for review	08/28/2018 10:54:47 AM

Generating the Report may take from 1 to 10 minutes depending upon the volume of data.

Once you have generated a Report, it is still possible to return to the Reporting Overview to make changes. Those changes, however, will not be reflected in your Report or Verification Summary until you return to this page and generate the report again using the button below.

 **The Report has been generated on 08/28/2018 10:54:47 AM.** Click the REGENERATE button to regenerate the report and incorporate changes to the reported data that have been made since the date and time of the prior report generation. Or, click the Continue with Report Submission button to proceed to the next step with the previously generated report.

**REGENERATE**

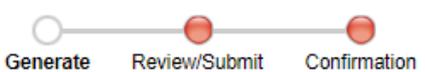
or

[Continue with Report Submission →](#)

**CANCEL**

# Report Submission: Complete Submission

Otherwise, “Continue with Report Submission”



Generate   Review/Submit   Confirmation

Partner for Demo  
**Methane Challenge Reporting**  
[Partner Overview](#) » [Generate and Review](#)

**REPORT PREPARATION**

Use this page to generate your Report. After generating your report, you may review your submission as well as download records on the following screens.

Report	Status	Last Generated
Report v1	Ready for review	08/28/2018 10:54:47 AM

Generating the Report may take from 1 to 10 minutes depending upon the volume of data.

Once you have generated a Report, it is still possible to return to the Reporting Overview to make changes. Those changes, however, will not be reflected in your Report or Verification Summary until you return to this page and generate the report again using the button below.

 **The Report has been generated on 08/28/2018 10:54:47 AM.** Click the REGENERATE button to regenerate the report and incorporate changes to the reported data that have been made since the date and time of the prior report generation. Or, click the Continue with Report Submission button to proceed to the next step with the previously generated report.

[REGENERATE](#) or [Continue with Report Submission →](#) 

[CANCEL](#)

# Report Submission: Complete Submission

Generate Review/Submit Confirmation

Partner for Demo  
**Methane Challenge Reporting**  
[Partner Overview](#) » [Generate and Review](#)

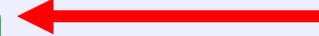
**REPORT PREPARATION**  
Use this page to generate your Report. After generating your report, you may review your submission as well as download records on the following screens.

Report	Status	Last Generated
Report v1	Ready for review	08/28/2018 10:54:47 AM

**REVIEW REPORTS**  
Prior to the submission of your report to EPA, you may review it by using either the Report or XML links. Print the HTML report in landscape view for best results.  
Report and XML Links [REPORT](#) | [XML](#) | [DOWNLOAD XML](#)

**VERIFICATION SUMMARY**  
Use the following links to view the Verification Summary for each of your uploaded reporting form files.

File	Verification Summary
Methane Challenge Reporting Form_RY2017_MC021001_2018_08_28 10_40_00 EDT.xlsx	<a href="#">View</a>
Methane Challenge Reporting Form_RY2017_MC021002_2018_08_28 10_38_44 EDT.xlsx	<a href="#">View</a>

**SUBMIT REPORT**  
If you have reviewed and are satisfied with your Report, you can now submit it. By clicking the SUBMIT button below, you certify the accuracy of the data contained in this report.  
[SUBMIT](#)   
NOTE: The Implementation Manager and each of his or her delegates have the ability to submit reports.  
[CANCEL](#)

Review the report you will be submitting in HTML (“REPORT”) or XML format

Review any remaining verifications

“SUBMIT” the report!

# Report Submission: Complete Submission

    
Generate    Review/Submit    Confirmation

Partner for Demo

## Methane Challenge Reporting

[Partner Overview](#) » [Confirmation](#)

### SUCCESS!

Your Partner's report has been successfully submitted to EPA. The Partner's Implementation Manager and Delegates will receive an email confirmation.

### METHANE CHALLENGE ANNUAL REPORT SUBMISSION

Partner Name	Partner for Demo	
MC Partner ID	MC021	
Submitted Date	Tue Aug 28 10:55:41 EDT 2018	
Submitted By	Menassian, Sarah	
Confirmation Number	1503-722	
MC Facility ID	Facility Name	Facility Address
MC021001	MC Subpart W Transmission 1	123 Main Street Springfield IL
MC021002	Sample Facility	123 Main St Washington DC

[RETURN TO REPORTING OVERVIEW](#)

# Report Submission: Complete Submission

Partner for Demo (2017)  
**Methane Challenge Reporting**

[Home](#) » [Partner Overview](#)

**REPORTING FOR THE METHANE CHALLENGE PROGRAM**  
 Use this page to first download the Methane Challenge reporting form for each of your facilities (FACILITY FORM DOWNLOAD and REPORTING SUMMARY section). Fill out all applicable sources on each form and then, in the FACILITY FORM UPLOAD section, browse to locate each file on your computer and UPLOAD them. You will then be able to view any validation results. When you are finished, use the REPORT SUBMISSION button to submit your Methane Challenge data.

**REPORTING YEAR**

2017

**FACILITY FORM DOWNLOAD and REPORTING SUMMARY**  
 If a Partner Facility is missing below you can add it on the [Partner Management Summary](#)

Facility ID	Facility Name	Pre-Populated Facility Form	Uploaded File Name	Uploaded Date	Validation Messages
MC021001	MC Subpart W Transmission 1	DOWNLOAD	Methane Challenge Reporting Form_RY2017_MC021001_2018_08_28 10_40_00 EDT.xlsx	August 28, 2018	<a href="#">View</a>
MC021002	Sample Facility	DOWNLOAD	Methane Challenge Reporting Form_RY2017_MC021002_2018_08_28 10_38_44 EDT.xlsx	August 28, 2018	<a href="#">View</a>

**FACILITY FORM UPLOAD**

Choose File No file chosen

Upload the Facility reporting form(s) that comprise your Methane Challenge annual report for this registered Partner. Click "Choose File", select a form, and then click "Upload" to upload each file, one at a time. As you upload your files they will be validated and the Reporting Summary above will be updated. When finished, use the REPORT SUBMISSION button below to generate, review, and submit your report.

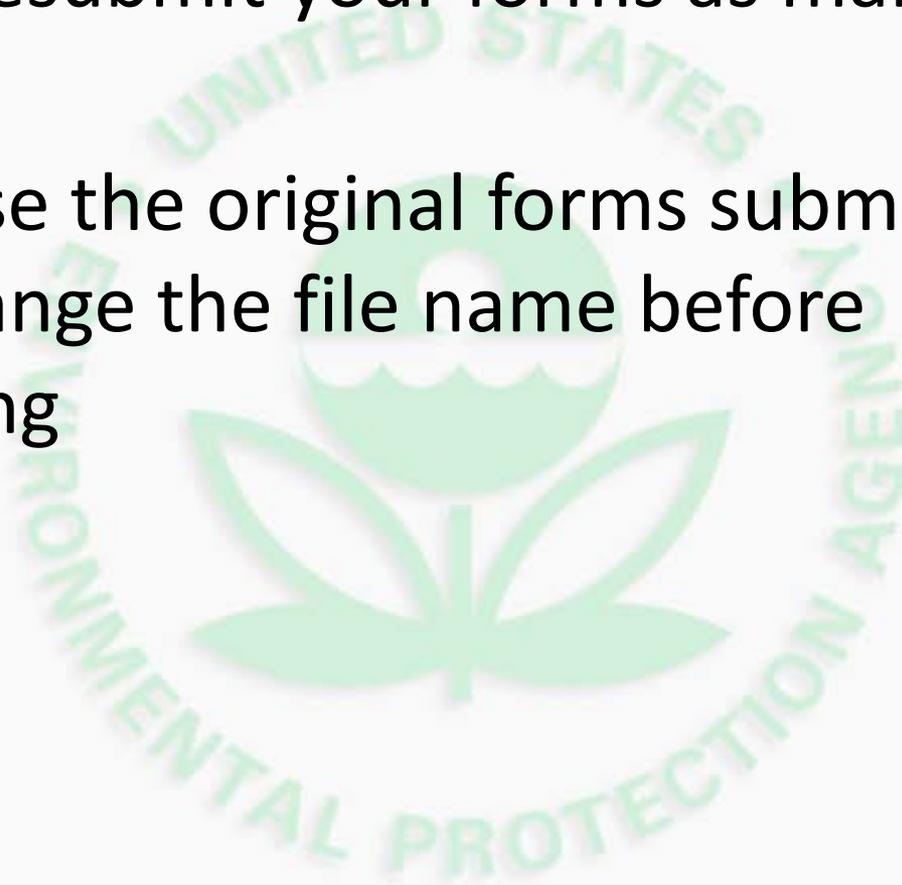
**REPORT SUBMISSION SUMMARY**

Version	Status	Submitted Date	Reports
v1	Submitted	08/28/2018 10:55 AM	<a href="#">HTML</a>   <a href="#">XML</a>   <a href="#">Receipt</a>   <a href="#">DOWNLOAD ZIP</a>

You can review the data you submitted and the confirmation receipt at any time

# Report Submission: Resubmission

- You may resubmit your forms as many times as needed
- You can use the original forms submitted, but please change the file name before reuploading



A large, faint watermark of the Environmental Protection Agency (EPA) logo is centered in the background. The logo consists of a circular border containing the text "UNITED STATES" at the top and "ENVIRONMENTAL PROTECTION AGENCY" at the bottom. In the center of the circle is a stylized flower with three leaves and a circular center.

# **RY2017 BMP REPORTING FORM**

# RY2017 BMP Reporting Form

- All forms will pre-populate with information about the partner and facility
- Forms for Subpart W facilities will also pre-populate with relevant Subpart W data
- Remember – all forms *must* be downloaded from e-GGRT, for each facility

# Reporting Form: BMP Commitments

- Sources that BMP partners have committed to will be pre-populated in each reporting form (“Facility Info” tab)
- If you have committed to a source, but it is not present at a given facility, please indicate this on the Facility Info tab of the form
- Please contact us ([GasSTAR@epa.gov](mailto:GasSTAR@epa.gov)) if the pre-populated commitments are no longer correct

## Industry Segment

<input type="checkbox"/>	Gathering and Boosting
<input type="checkbox"/>	Transmission and Storage
<input type="checkbox"/>	Distribution

*If this source does not exist at this facility, please check this box*

## Participating Sources

<input type="checkbox"/>	Blowdowns	<input type="checkbox"/>
<input type="checkbox"/>	Mains- Cast Iron and Unprotected Steel	<input type="checkbox"/>
<input type="checkbox"/>	Services- Cast Iron and Unprotected Steel	<input type="checkbox"/>
<input type="checkbox"/>	Excavation Damages	<input type="checkbox"/>
<input type="checkbox"/>	Reciprocating Compressors - Rod Packing Vent	<input type="checkbox"/>
<input type="checkbox"/>	Centrifugal Compressors - Venting	<input type="checkbox"/>
<input type="checkbox"/>	Pneumatic Controllers	<input type="checkbox"/>

# Reporting Form: Data Pre-population

- Gray cells will pre-populate with data from e-GGRT or Subpart W submissions
- Note that in some cases, Subpart W data are aggregated to create an MC data element
- If you need to edit the Subpart W data you see, you must resubmit the data to the GHGRP and redownload your Methane Challenge form

	Blue input cell (data entry)
	Gray informational cell (locked)
	Black deactivated cell (not applicable, no data required)
	Deactivated cell with data (data should be deleted)

# Reporting Form: Methodologies

- Details on the data elements and reporting methodologies can be found in the program BMP Technical Document:

<https://www.epa.gov/natural-gas-star-program/methane-challenge-program-bmp-commitment-option-technical-document>

- If you have questions on the data elements/reporting methodologies, please contact the Help Desk ([GHGreporting@epa.gov](mailto:GHGreporting@epa.gov))

# **PARTNER PROFILE PAGES**



# Partner Profile Preview

- All partners will have a profile page on the Natural Gas STAR website
- Pages will include:
  - Company information and MC commitments
  - Implementation plan
  - Download of data submitted
  - Progress towards commitments
  - Reductions achieved

# Partner Profile Preview



Environmental Topics

Laws & Regulations

About EPA

Search EPA.gov



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SHARE



## Natural Gas STAR Program

# Methane Challenge Partner Profile: Sample Transmission Company, Inc.

Natural Gas STAR Partner Since 2015 | Methane Challenge Partner Since 2018

Sample Transmission Company, Inc. has committed to apply best management practices to mitigate methane emissions from the following emission source across their operations:

- [Transmission Pipeline Blowdowns between Compressor Stations](#)

Learn more about the [Methane Challenge Program](#).

MC Test  
Company Logo

Website: <https://www.samplecompany.com/> EXIT

#### Implementation Plan

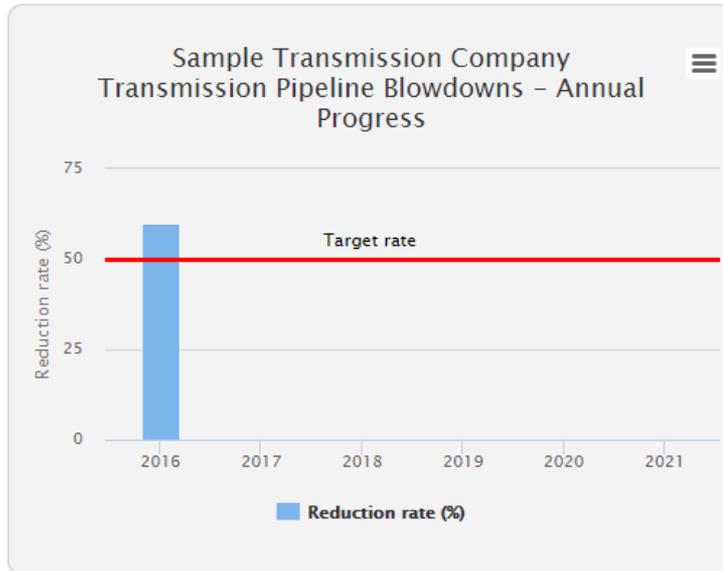
Download Sample Transmission Company, Inc.'s Methane Challenge Implementation Plan here.

#### Download Data

Download all Sample Transmission Company, Inc.'s Methane Challenge reported data here.

# Partner Profile Preview

## Progress Toward Achieving Methane Challenge Program Commitments



### Transmission Pipeline Blowdowns between Compressor Stations

For more information about this source, see the [BMP Commitment Option reference page](#)

**Segment:** Transmission & Storage

**Target Year:** 2021

**Target Reduction Rate:** 60%

**Current Reduction Rate:** 55%

**Graph shows:** Sample Transmission Company, Inc.'s annual progress towards achieving, and maintaining, their target rate of reducing methane emissions from blowdowns from planned maintenance activities by at least 60% annually. The red line indicates the partner's target rate. Bars above the line indicate the partner achieved, and exceeded, their goal for the year.

Show/Hide Data

Sample Transmission Company, Inc. has implemented this commitment by routing gas to low-pressure systems and by using hot taps.

# Partner Profile Preview

SampleProfileDataExport.xlsx - Excel

Menassian, Sarah

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

A2 Sample Partner

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
	PARTNER_NAME	FACILITY_NAME	MCFACILITY_ID	REPORTING_YEAR	TRANSBL OWDOW NS_COUNT PIPEINTEGRITY WORK	TRANSBL OWDOW NS_EMISSIONS PIPEINTEGRITY WORK	TRANSBL OWDOW NS_COUNT PIPEINTEGRITY EOM	TRANSBL OWDOW NS_EMISSIONS PIPEINTEGRITY EOM	TRANSBL OWDOW NS_COUNT EQUIPMENT REPAIR	TRANSBL OWDOW NS_EMISSIONS EQUIPMENT REPAIR	TRANSBL OWDOW NS_COUNT PIPEABANDONMENT	TRANSBL OWDOW NS_EMISSIONS PIPEABANDONMENT	TRANSBL OWDOWNS NEWCONSTRUCTORMOD	TRANSBL OWDOWNS NEWCONSTRUCTORMOD	TRANSBL OWDOWNS OPPRECAUTION	TRANSBL OWDOWNS OPPRECAUTION	TRANSBL OWDOWNS OPPRECAUTION	TRANSBL OWDOWNS OPPRECAUTION
1																		
2	Sample Partner	Sample Partner Facility	MC001001	2017	10	40	10	40	10	40	10	40	10	40	10	40		
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Ready

Submissions Transmission - Blowdowns

100%

# Partner Profile Preview

1	COLUMN_NAME	DATA_ELEMENT	DATA_TYPE	DATA_UNITS
2	PARTNER_NAME	Name of partner that reported	Text	NA
3	FACILITY_NAME	Name of facility the data were reported for	Text	NA
4	MCFACILITY_ID	Unique Methane Challenge program ID for the facility reported on	ID	NA
5	REPORTING_YEAR	Year during which reported activities/emissions/reductions occurred	Integer	Year
6	TRANSBLOWDOWNS_COUNT_PIPEINTEGRITYWORK	Total number of blowdowns - Pipeline integrity work (e.g., the preparation work of modifying facilities, ongoing assessments, maintenance or mitigation) (Method 1)	Integer	Count of blowdowns
7	TRANSBLOWDOWNS_EMISSIONS_PIPEINTEGRITYWORK	Total CH4 emissions - Pipeline integrity work (e.g., the preparation work of modifying facilities, ongoing assessments, maintenance or mitigation) (Method 1)	Numeric	Metric tons of methane
8	TRANSBLOWDOWNS_COUNT_PIPELINEEOM	Total number of blowdowns - Traditional operations or pipeline maintenance (Method 1)	Integer	Count of blowdowns
9	TRANSBLOWDOWNS_EMISSIONS_PIPELINEEOM	Total CH4 emissions - Traditional operations or pipeline maintenance (Method 1)	Numeric	Metric tons of methane
10	TRANSBLOWDOWNS_COUNT_EQUIPMENTREPLACEMENT	Total number of blowdowns - Equipment replacement or repair (e.g., valves) (Method 1)	Integer	Count of blowdowns
11	TRANSBLOWDOWNS_EMISSIONS_EQUIPMENTREPLACEMENT	Total CH4 emissions - Equipment replacement or repair (e.g., valves) (Method 1)	Numeric	Metric tons of methane
12	TRANSBLOWDOWNS_COUNT_PIPEABANDONMENT	Total number of blowdowns - Pipe abandonment (Method 1)	Integer	Count of blowdowns
13	TRANSBLOWDOWNS_EMISSIONS_PIPEABANDONMENT	Total CH4 emissions - Pipe abandonment (Method 1)	Numeric	Metric tons of methane
14	TRANSBLOWDOWNS_COUNT_NEWCONSTRUCTIONMODIFICATION	Total number of blowdowns - New construction or modification of pipelines including commissioning and change of service (Method 1)	Integer	Count of blowdowns
15	TRANSBLOWDOWNS_EMISSIONS_NEWCONSTRUCTIONMODIFICATION	Total CH4 emissions - New construction or modification of pipelines including commissioning and change of service (Method 1)	Numeric	Metric tons of methane
16	TRANSBLOWDOWNS_COUNT_OPERATIONALPRECAUTION	Total number of blowdowns - Operational precaution during activities (e.g. excavation near pipelines) (Method 1)	Integer	Count of blowdowns
17	TRANSBLOWDOWNS_EMISSIONS_OPERATIONALPRECAUTION	Total CH4 emissions - Operational precaution during activities (e.g. excavation near pipelines) (Method 1)	Numeric	Metric tons of methane
18	TRANSBLOWDOWNS_COUNT_OTHER	Total number of blowdowns - All other pipeline segments with a physical volume greater than or equal to 50 cubic feet (Method 1)	Integer	Count of blowdowns
19	TRANSBLOWDOWNS_EMISSIONS_OTHER	Total CH4 emissions - All other pipeline segments with a physical volume greater than or equal to 50 cubic feet (Method 1)	Numeric	Metric tons of methane
	TRANSBLOWDOWNS_COUNT_FLOWMETER	Total number of blowdowns - Calculated using flow meter (Method 2)	Integer	Count of blowdowns

# Question and Answer Session

Please submit questions via the chat box



# Wrap Up

- Today's presentation and recording will be available on the Natural Gas STAR website.
- Questions or comments?
  - Contact: Sarah Menassian  
U.S. EPA  
Natural Gas STAR / Methane Challenge Program  
[menassian.sarah@epa.gov](mailto:menassian.sarah@epa.gov)  
202-343-9165

Thank you for participating!