

# Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar: Introduction to e-GGRT  
System Overview  
February 2020**

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

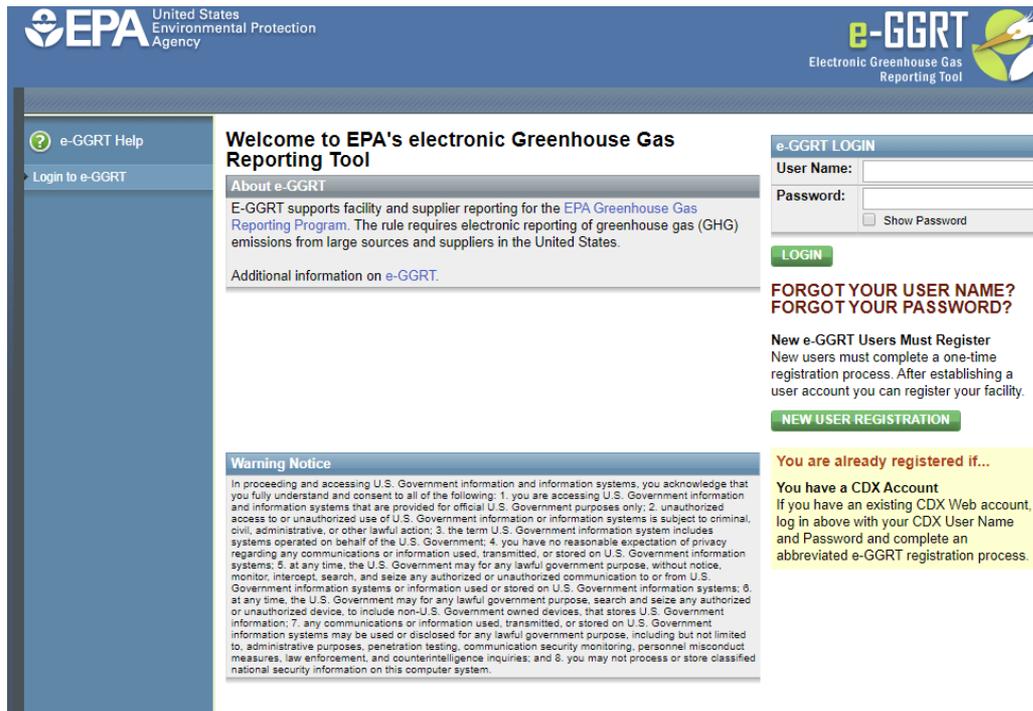
**Will start in approximately 1 minute**



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# About e-GGRT

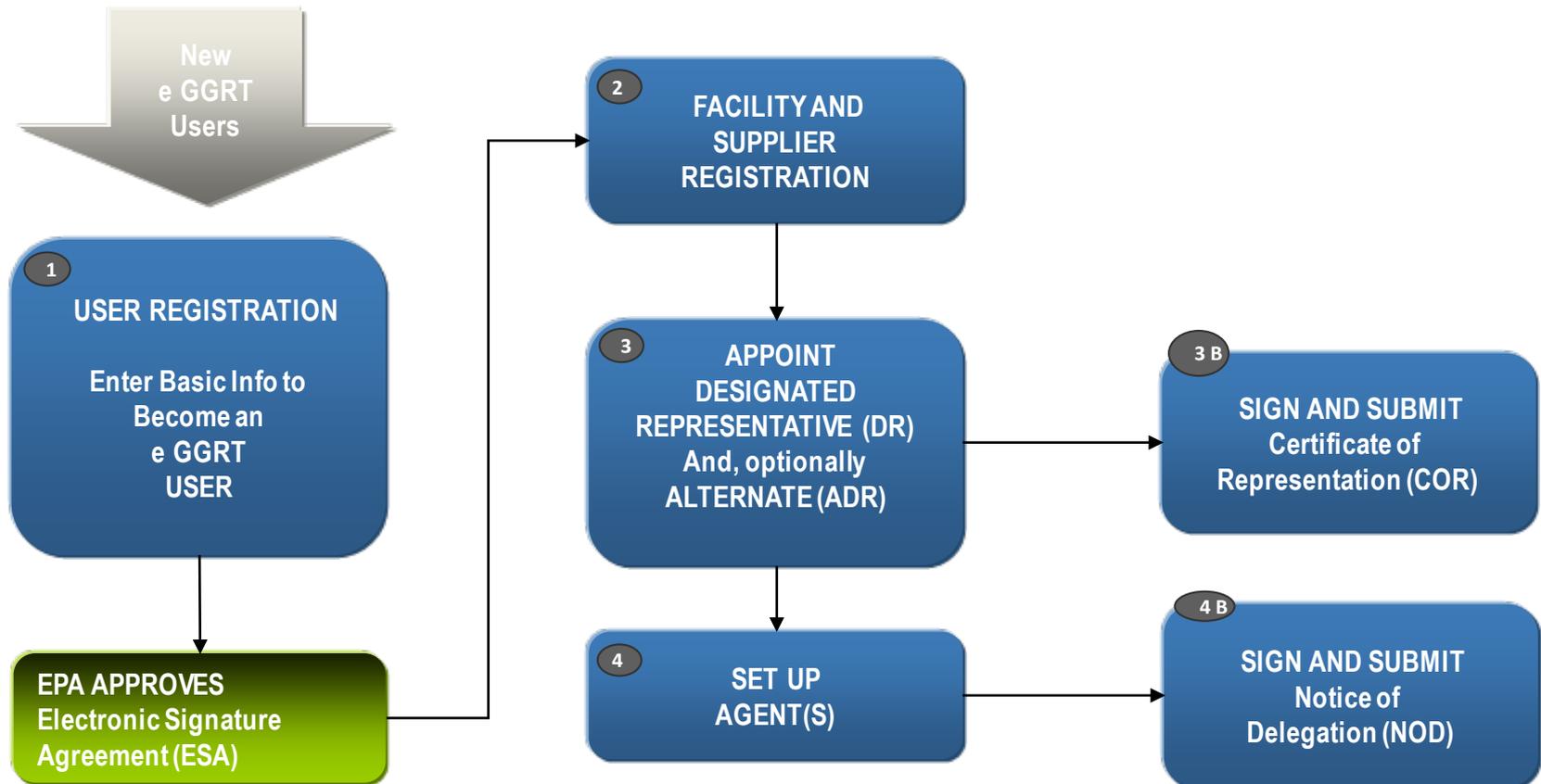
- e-GGRT: <https://ghgreporting.epa.gov>



The screenshot shows the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) website. The header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the "e-GGRT" logo with the tagline "Electronic Greenhouse Gas Reporting Tool" on the right. A navigation menu on the left contains "e-GGRT Help" and "Login to e-GGRT". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and includes a section for "About e-GGRT" which states: "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." Below this is a "Warning Notice" with a detailed disclaimer. On the right side, there is an "e-GGRT LOGIN" section with input fields for "User Name:" and "Password:", a "Show Password" checkbox, and a "LOGIN" button. Below the login section are links for "FORGOT YOUR USER NAME?" and "FORGOT YOUR PASSWORD?", a "NEW USER REGISTRATION" button, and a yellow box stating "You are already registered if..." with instructions for users with existing CDX Web accounts.

- e-GGRT software will guide you through the data entry and reporting requirements of Part 98

# Registration Overview



# User Registration

Context sensitive help on every page

As a new e-GGRT user you will start at the e-GGRT login page:  
<https://ghgreporting.epa.gov>

**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:   Show 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**  
**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 have a CDX account then log in with your CDX credentials here

Otherwise, click the green **NEW USER REGISTRATION** button

# User Registration – Getting Started

- Help available at:  
<https://www.ccdsupport.com/confluence/display/help/Registration+Instructions>
- Information you will need includes:
  - Name
  - Mailing address
  - Email address
  - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password

# User Registration – Electronic Signature Agreement (ESA)

User Profile   Challenge Questions   Signature Agreement   Print Summary

## YOUR USER PROFILE

By completing and saving this form you will establish your e-GGRT user profile.

NOTE: You will not be able to return to this screen, so please double-check the information before you save.

\* denotes a required field

Title *	Select ▼
First Name *	<input type="text"/>
	Please use your full first name and not a nickname for identity proofing purposes.
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	Select ▼
ADDRESS INFORMATION	
Organization (Employer) *	<input type="text"/>
Mailing Address Line 1 *	<input type="text"/>
	Maximum 50 characters

- If LexisNexis verification fails for you print your ESA, sign it, and mail it in.

- Provide your data, verify your identity, and e-sign

 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	<input type="text"/>
Last Name	<input type="text"/>
Middle Name	<input type="text"/>
Home Address *	<input type="text"/>
Home City *	<input type="text"/>
Home State *	Select ▼
Home Zip *	<input type="text"/>
Home Phone *	<input type="text"/>
Date of Birth *	<input type="text"/>
Last 4 of SSN *	<input type="text"/>

For more information visit:

<https://ccdsupport.com/confluence/display/help/Electronic+Signature+Agreement>

# e-GGRT Home Page

- Once EPA approves your ESA you can log in to e-GGRT.
- The e-GGRT home page has 4 tabs:
  - Home - lists your facilities and where you accept nominations to access facility data
  - Facility Registration - where you set up new e-GGRT facilities
  - Facility Management - where you access / update facility profiles and manage user roles\*
  - Data Reporting - where you access facility reporting records, enter reporting data, and make reporting submissions\*
- For more information visit: <https://ccdsupport.com/confluence/display/help/About+e-GGRT+Home>

The screenshot shows the e-GGRT Home Page interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool" and a stylized bird icon. Below the logos are four navigation tabs: "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "HOME" tab is selected. Below the tabs, the user is logged in as "George Potemkin" with links for "My Profile" and "Logout".

The main content area is divided into several sections:

- REGISTER A FACILITY**: A blue button.
- ACCESS YOUR FACILITIES:** A table with the following data:

GHGRP ID	Facility or Supplier	Your Role
525642	Buckingham Energy	ADR
- ACCEPT AN INVITATION:** A section with the heading "Use a 1-time Invitation Code?". It contains the text: "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 an input field and a green "GO" button.
- EPA Correspondence Folder**: A folder icon with the text "Issues with Message(s) awaiting reply: 1".
- e-GGRT Announcements**: A section header.

A small tooltip "e-GGRT Home Page" is visible over the table.

\* This tab will only be provided when you have access to one or more facility

# DRs, ADRs, and Agents

- Users can have 1 of 3 roles at an e-GGRT facility:
  - Designated Representative (DR)
  - Alternate Designated Representative (ADR)
  - Agent
- To become a DR, ADR, or Agent for a facility you must 1) be nominated, 2) be approved by EPA, 3) Sign a certificate of representation (DRs or ADRs) or Notice of Delegation (Agents)

For more information visit:

[https://ccdsupport.com/confluence/display/help/Identification+of+DRs%2C+ADRs%2C+and+Agents\\_or](https://ccdsupport.com/confluence/display/help/Identification+of+DRs%2C+ADRs%2C+and+Agents_or)  
<https://ccdsupport.com/confluence/display/help/Changing+DR+and+ADR>

# Adding Users to an Existing Facility

The screenshot shows the 'e-GGRT 101 Facility' summary page. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT' (highlighted), and 'DATA REPORTING'. The user is logged in as 'G Potemkin'. The page content includes:

- E-GGRT FACILITY SUMMARY:** A text box explaining that users can change facility profile information, designated representatives (DR), alternate designated representatives (ADR), and agents.
- Facility Representatives:** A table with two rows: 'Designated Representative' (G Potemkin) and 'Alternate Designated Representative' (M Huppert). Each row has a red arrow pointing to a 'CHANGE' button.
- Warning:** A yellow warning icon and text stating: 'You cannot change a Facility Representative and edit the Facility Profile at the same time. If you need to do both first change the Facility Representative who, after accepting their role, can edit the Facility Profile data.'
- Facility Profile:** A section with 'Facility Information' (e-GGRT 101 Facility, 2385 Park Ave, Park Fairfax VA 22203) and 'Owners and Operators' (MLH Resources). An 'EDIT' button is next to the facility information.
- Agents (for this facility):** A section showing 'none appointed' with '+ Add Agent' and '✗ Remove selected' buttons. A red arrow points to the 'Add Agent' button.
- Certificate of Representation:** A yellow box stating 'Certificate of Representation Signed and Complete: No further action is required.' and a link to 'Certificate of Representation'.
- EPA Correspondence Folder:** A folder icon labeled 'EPA Correspondence Folder'.

- DR, ADR, or Agents can nominate a new DR
- DR can nominate an ADR
- Only a DR or ADR can nominate / delegate to an agent

# Adding Users to an Existing Facility: Using your invitation code

The image shows two overlapping screenshots. The left screenshot is an email from test@ccdsupport.com dated Tue 2/25/2020 10:53 AM. The subject is 'e-GGRT: Accept appointment as Agent (Ref# 59192 (email id))'. The email body contains instructions for accepting an appointment as an agent for Buckingham Energy. A red box highlights the invitation code: C3DF28E1B5CF44EEAFF6EE0C443EC904. The right screenshot shows the e-GGRT web interface. The header includes the e-GGRT logo and the text 'Electronic Greenhouse Gas Reporting Tool'. Below the header, it says 'Hello, George Polemkin | My Profile | Logout'. The main content area has a section titled 'ACCEPT AN INVITATION:' with a sub-section 'Use a 1-time Invitation Code?'. It instructs the user to paste an invitation code into a field and click 'GO'. The code C3DF28E1B5CF44EEAFF6EE0C443EC904 is pasted into the field, and a red arrow points to the 'GO' button. Below this, there is a folder icon and the text 'EPA Correspondence Folder' and 'Issues with Message(s) awaiting reply: 0'. At the bottom, there is a 'e-GGRT Announcements' section.

- Once your nomination is approved by EPA you will receive an invitation code by e-mail
- Log into e-GGRT and paste the invitation code into the 'Accept An Invitation' box on the e-GGRT Home page, and click 'Go'
- Accept your role, e-Sign your agreements, and you will gain access to your facility

For more information visit: <https://ccdsupport.com/confluence/display/help/About+e-GGRT+Home#Aboute-GGRTHome-AcceptanInvitation>

# Setting up a New Facility

The screenshot shows the EPA e-GGRT web application interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo featuring a stylized bird. Below the logo is a navigation bar with tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". Under "FACILITY REGISTRATION", there are sub-tabs: "ABOUT REGISTRATION", "FACILITY SETUP" (which is active), "VERIFICATION", and "ACCEPT ASSIGNMENTS". The user is logged in as "Hello, George Potemkin" with links for "My Profile" and "Logout".

On the left side, there is a sidebar with a "e-GGRT Help" link. The main content area displays a warning message:

**WARNING: This process is only for facilities or suppliers not previously registered in e-GGRT**

**PLEASE DO NOT RE-REGISTER A FACILITY OR SUPPLIER DUE TO CHANGES IN OWNERSHIP OR REPRESENTATION!**  
Changes in ownership and/or representation should only be made by a representative currently associated with it in e-GGRT. Using e-GGRT's Facility Management tools, either the Designated Representative (DR) or Alternate (ADR) can edit the list of Owners and Operators, which will create a new, updated Certificate of Representation per 40 CFR 98.4(h). In the event a wholesale change in representation is required, the outgoing DR, ADR, or Agent(s) can initiate this change by appointing the new DR. If you are part of the new representation team, and the old representation is unable or unwilling to initiate this change, please [contact the e-GGRT Help Desk](#) for assistance.

**PLEASE DO NOT RE-REGISTER A FACILITY THAT HAS ALREADY REPORTED GHG DATA VIA E-GGRT!**  
If you know a facility is already registered in e-GGRT, especially one that has already submitted an Annual GHG Report, you should not re-register it. Note, any data entered or submitted on a duplicate facility may have to be re-entered and re-submitted on the originally registered version of the facility.

If you are unsure, the first registration step consists of a facility or supplier search based on ZIP Code. If you find your facility among the results, you should not proceed with registration. If you require access to that facility or supplier as a representative (DR, ADR, or Agent), the current representation team for the facility in e-GGRT can appoint you to the appropriate role. If you have questions about how to proceed, please [contact the e-GGRT Help Desk](#) for assistance.

At the bottom of the warning box are two buttons: "CONTINUE" and "CANCEL".

- If you have a question please contact the Help Desk  
<https://ccdsupport.com/confluence/display/help/Contact+the+e-GGRT+Help+Desk>

# Entering Your Emissions

- Click on the Data Reporting Tab

The screenshot shows 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. A navigation bar contains tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING", with the latter highlighted by a red box. Below the navigation bar, a user greeting "Hello, Marty Huppert | My Profile | Logout" is visible. On the left side, there is a sidebar with "e-GGRT Help" and links for "General Reporting Information" and "About the Data Reporting Tab". The main content area is titled "e-GGRT Greenhouse Gas Data Reporting (2019)" and includes a "Select Facility" section. A grey box contains instructions for "ANNUAL GHG DATA REPORTING" and a note about the reporting year. To the right, there is a "Batch Review and Certification" section with a "REPORTING YEAR" dropdown menu set to "2019" and a "GO" button. Below this, a table lists "FACILITIES EXPECTED TO REPORT for 2019<sup>1</sup>" with columns for "GHGRP ID", "Facility or Supplier", "Annual Reporting Status", and "Facility Overview". The table contains five rows of facility data, each with an "OPEN" button. A second table, "FACILITIES NOT EXPECTED TO REPORT for 2019<sup>1</sup>", is empty, showing "No facilities found." A footnote at the bottom explains the "OPEN" button's function.

**e-GGRT Greenhouse Gas Data Reporting (2019)**  
**Select Facility**

**ANNUAL GHG DATA REPORTING**  
Use this page to access the annual reports for each of your facility(s) and supplier(s).  
Note that the page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and then selecting GO.

[Batch Review and Certification](#)

REPORTING YEAR  
2019

**FACILITIES EXPECTED TO REPORT for 2019<sup>1</sup>**

GHGRP ID	Facility or Supplier	Annual Reporting Status	Facility Overview
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Submitted, pending certification and signature	<input type="button" value="OPEN"/>
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not generated	<input type="button" value="OPEN"/>
544405	MLH XML Test Facility (Olde Tine, WA)	Not generated	<input type="button" value="OPEN"/>
544406	Foghorn Test Facility (Washington, DC)	Not generated	<input type="button" value="OPEN"/>
567521	Test Facility 2 for User (Carlsbad, CA)	Not generated	<input type="button" value="OPEN"/>

**FACILITIES NOT EXPECTED TO REPORT for 2019<sup>1</sup>**

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

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

# Current reporting year or back years

- Select the reporting year and click “Go”

## e-GGRT Greenhouse Gas Data Reporting (2019)

### Select Facility

#### ANNUAL GHG DATA REPORTING

Use this page to access the annual reports for each of your facility(s) and supplier(s).

Note that the page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and then selecting GO.

Batch Review and Certification

#### REPORTING YEAR

2019  
2019  
2018  
2017

GO

#### FACILITIES EXPECTED TO REPORT for 2019<sup>1</sup>

GHGRP ID	Facility or Supplier	Annual	2016	2015	2014	2013	2012	2011	2010	Overview
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated								OPEN
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not generated								OPEN
544405	MLH XML Test Facility (Olde Tine, WA)	Not generated								OPEN
544406	Foghorn Test Facility (Washington, DC)	Not generated								OPEN
567521	Test Facility 2 for User (Carlsbad, CA)	Not generated								OPEN

#### FACILITIES NOT EXPECTED TO REPORT for 2019<sup>1</sup>

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

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

# Select the Facility

- Click 'Open' next to the facility of interest

## Select Facility

### ANNUAL GHG DATA REPORTING

Use this page to access the annual reports for each of your facility(s) and supplier(s).

Note that the page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and then selecting GO.

Batch Review and Certification

### REPORTING YEAR

2019

GO

### FACILITIES EXPECTED TO REPORT for 2019<sup>1</sup>

GHGRP ID	Facility or Supplier	Annual Reporting Status	Facility Overview
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated	<a href="#">OPEN</a>
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not generated	<a href="#">OPEN</a>
544405	MLH XML Test Facility (Olde Tine, WA)	Not generated	<a href="#">OPEN</a>
544406	Foghorn Test Facility (Washington, DC)	Not generated	<a href="#">OPEN</a>
567521	Test Facility 2 for User (Carlsbad, CA)	Not generated	<a href="#">OPEN</a>

### FACILITIES NOT EXPECTED TO REPORT for 2019<sup>1</sup>

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

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

# Webform vs XML Submission

- e-GGRT accepts submissions prepared using application pages (webforms) or submission as an XML package. Approximately 10% of reporters use the XML method
- e-GGRT's default is webforms. To do an XML submission, click 'Change' on the Facility Overview page and upload your xml file

The screenshot shows a web interface for reporting. At the top, a red-bordered box contains the text: "Facility's GHG Reporting Method: Data entry via e-GGRT web-forms (Change)". Below this, the text "UPLOAD GHG ZIP and GENERATE REPORT" is followed by a horizontal line. Underneath, another red-bordered box contains a file upload area with a "Choose File" button, the text "No file chosen", and a blue "UPLOAD" button. Below the upload area, a yellow warning box contains a red exclamation mark icon and the text: "Please upload only the annual GHG report (XML file). After uploading the annual GHG report file, the system will determine if it is necessary for you to upload a separate Inputs Verifier Tool xml file."

- Please note that changing to the XML reporting method will delete any data previously entered for the reporting year
- For more information on XML reporting visit: <https://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions>

# Notification to Discontinue Reporting and Notification for Not Submitting an Annual Report

- A reporting facility may discontinue reporting under certain conditions
- For more information visit:  
<https://ccdsupport.com/confluence/display/help/Notification+to+Discontinue+Reporting+and+Notification+for+Not+Submitting+an+Annual+Report>

## AN ANNUAL REPORT IS EXPECTED FOR REPORTING YEAR 2019

EPA expects that this facility or supplier will submit an annual report for Reporting Year 2019. If this facility or supplier will not submit an annual report for Reporting Year 2019, please use the link below:

▶ [Notify EPA that this facility or supplier will not submit a Reporting Year 2019 annual report.](#)

## NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2020

If this facility or supplier will not submit an annual report for Reporting Year 2020, indicating the reason. Please provide the appropriate reason.

▶ [Notify EPA that this facility or supplier will not submit a report this year, you are required to notify EPA by selecting the appropriate reason.](#)

## NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2019

If this facility or supplier will not submit a report this year, you are required to notify EPA by selecting the appropriate reason.

- **Cessation of operations:** All applicable GHG-emitting processes and operations ceased to operate in the 2018 calendar year.
- **Alteration of operations:** All applicable operations of the facility or supplier changed in 2018 and the processes or operations no longer meet the definition of the source category as specified in an applicable subpart.
- **Facility has merged:** The entire facility or supplier is merged into another facility or supplier that already reports to the GHGRP.
- **Exiting the program (Entire Facility - all subparts):** The facility or supplier has reported below 15,000 metric tons (mt) CO<sub>2</sub>e/year for 3 consecutive years or below 25,000 mt CO<sub>2</sub>e/year for 5 consecutive years in 2018.

If this facility or supplier will not submit an annual report for Reporting Year 2019 for a reason other than those above, please [contact the GHGRP Help Desk](#).

[Related FAQs](#)

SAVE

CANCEL

# IVT vs Reporting Inputs

- Some subparts\* hold certain calculations inputs private by using the Input Verifier Tool (IVT)
- After you enter inputs you will be asked to save your inputs on your local computer. Each time you reopen e-GGRT you will need to re-load your save inputs using this inputs file
- These input are used by e-GGRT to verify data but not submitted to EPA

FACILITY'S INPUTS VERIFIER FILE (File History)

[What is the Inputs Verifier File?](#)

 **Inputs Data Not Saved**

**Last Saved File:** A file has not yet been saved for this facility. Be sure to use the "Save Inputs Data" link to save a copy of your equation inputs data before you log off as e-GGRT will not save or store equation inputs data!

 [Save Inputs Data](#)

**Saved By (Date):**

- For subpart C you have the option of using IVT or reporting your inputs
- For more information see:  
<https://ccdsupport.com/confluence/display/help/About+the+Inputs+Verifier+Tool>

\* Subparts C, F, G, H, K, N, O, P, Q, R, S U, V, X, Y, Z, AA, BB, CC EE, and GG use IVT

# e-GGRT Webforms vs Reporting Forms

- Depending on the subpart you are reporting e-GGRT will collect data:
  - using traditional web pages – we call these webforms
  - using excel based forms which can be loaded offline and uploaded and read by e-GGRT – we call these Reporting Forms
- We will review these processes using a facility that reports Subpart C (Stationary Combustion) via webforms and Subpart W (Petroleum and Natural Gas Systems) via reporting forms.

Download reporting forms at:

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

# Reporting with e-GGRT Webforms

- When you click the Data Reporting Tab, and click on a facility. You will start on the Facility Overview. This page is your starting point for reporting.
- This page has a lot of capabilities and information. For more detail on the features available here visit:  
<https://ccdsupport.com/confluence/display/help/Using+the+Facility+or+Supplier+Overview+Page>

The screenshot displays the e-GGRT webform interface for Buckingham Energy. The header includes the EPA logo and navigation tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING (selected), EPA REPORTS, and HELP DESK. The user is identified as M Hupper. The main content area is titled "Buckingham Energy e-GGRT Greenhouse Gas Data Reporting (2019)" and includes a "FACILITY OR SUPPLIER OVERVIEW" section with instructions on how to use the tool and a table of reporting subparts.

**2019 Reporting Source or Supplier Category**

2019 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>
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors	<a href="#">OPEN</a>

# e-GGRT Webforms: Subpart C

- Starting with a simple Subpart C example
  - This is an example a facility that had reported in RY2018. Units and fuels have been carried over.
- Start by clicking on “Open” next to Subpart C

## 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.

2019 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>
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>

[+ ADD or REMOVE Subparts](#)

- ★ Stop signs indicates that a subpart has at least one critical error preventing submission. In this case we haven't provided any data yet and e-GGRT thinks that's a critical error 😊 We will discuss validation messages later in the presentation

# e-GGRT Webforms: Subpart C

- Each subpart has a Subpart Landing Page customized to that subpart's requirements
- The subpart C landing page is shown below.

Buckingham Energy

## Subpart C: General Stationary Fuel Combustion (2019)

Subpart C Overview

### OVERVIEW OF SUBPART C REPORTING REQUIREMENTS

Subpart C requires affected facilities to report annual carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) emissions from each stationary combustion unit. First, use this page to identify each stationary combustion reporting *configuration* (reporting options listed in 40 CFR 98.36) and then enter fuel usage and related information required by subpart C for each configuration.

For additional information about subpart C reporting, please use the e-GGRT Help link(s) provided.



Subpart C: View Validation

### CONFIGURATION SUMMARY

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Incomplete	<input type="button" value="OPEN"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<input type="button" value="OPEN"/>	<input checked="" type="checkbox"/>

 Add a Configuration

For more information visit: <https://ccdsupport.com/confluence/display/help/Subpart+C+-+General+Stationary+Fuel+Combustion+Sources>

# e-GGRT Webforms: Subpart C

## CONFIGURATION SUMMARY

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Incomplete	<a href="#">OPEN</a>	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<a href="#">OPEN</a>	

[+ Add a Configuration](#)

[↑ Facility Overview](#)

- This facility has two Subpart C units: a coal boiler and comfort heating units burning Natural Gas
- These units and fuels have been carried over from RY2018 so we just need to add the RY2019 emissions inputs.
- Start by clicking 'Open' next to each configuration

### FUEL-SPECIFIC EMISSIONS

Use this page to enter the annual greenhouse gas emissions information for this fuel. The user is required to enter CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, equation inputs, sampling frequency and missing data information (as applicable) for each fuel type. For additional information about the data collected on this page, please use the e-GGRT Help link(s) provided.

Annual CO <sub>2</sub> (metric tons)	1097.8
Annual CH <sub>4</sub> (metric tons)	0.13
Annual N <sub>2</sub> O (metric tons)	0.019

### CONFIGURATION-FUEL-PERIOD

Unit or Group Name/ID	Boiler 1
Configuration Type	Single Unit Using Tiers 1, 2, or 3
Fuel (Fuel Type)	Bituminous (Coal and Coke)
Reporting Period	01/01/2019 - 12/31/2019

### EQUATION C-2A/C-9A INPUTS

Mass of solid fuel combusted (Input to Equations C-2a and C-9a)	65381 (short tons/year)
High heat value of the fuel used (Input to Equation C-2a and C-9a)	<input checked="" type="radio"/> Enter annual average high heat value, if the results of sampling are received less frequently than monthly in accordance with 98.33(a)(2)(ii)(B) <input type="radio"/> Use Equation C-2b to calculate a weighted annual average high heat value of the fuel. This option is required if the results of sampling are received monthly or more frequently, in accordance with 98.33(a)(2)(ii)(A) 0.18 (mmBtu/short ton)
Emission factor for CH <sub>4</sub> (Input to Equation C-9a)	<input checked="" type="radio"/> Default CH <sub>4</sub> emission factor for the fuel (0.011 kg CH <sub>4</sub> /mmBtu) <input type="radio"/> Use alternate CH <sub>4</sub> emission factor (0.001 kg CH <sub>4</sub> /mmBtu) - for facilities within the IPCC "Energy Industry" category

### EQUATION C-2a SUMMARY AND RESULT

$$CO_2 = 1 \times 10^{-3} \times \text{Fuel} \times \text{HHV} \times \text{EF}$$
  
Hover over an element in the equation above to reveal a definition of that element.

Fuel-specific default emission factor for CO <sub>2</sub> (Input to Equation C-9a)	93.28 (kg CO <sub>2</sub> /mmBtu)
Annual CO <sub>2</sub> emissions from combustion of the specified fuel (include both biogenic and non-biogenic emissions)	1097.7731 (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>

# e-GGRT Webforms: Subpart C

- E-GGRT will lead through each of the required data items
- As you enter data your totals in the calculator panel will update

#### EQUATION C-9a SUMMARY AND RESULTS

$$\text{CH}_4 \text{ or N}_2\text{O} = 1 \times 10^{-3} \times \text{HHV} \times \text{EF} \times \text{Fuel}$$

Hover over an element in the equation above to reveal a definition of that element.

Fuel-specific default emission factor for CH <sub>4</sub> (Input to Equation C-9a)	0.011 (kg CH <sub>4</sub> /mmBtu)
Annual CH <sub>4</sub> emissions from combustion of the specified fuel	<input type="text" value="0.1295"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>
Fuel-specific default emission factor for N <sub>2</sub> O (Input to Equation C-9a)	0.0016 (kg N <sub>2</sub> O/mmBtu)
Annual N <sub>2</sub> O emissions from combustion of the specified fuel	<input type="text" value="0.0188"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>

#### CO<sub>2</sub> EQUIVALENT EMISSIONS

CO <sub>2</sub> equivalent value for Annual CH <sub>4</sub> emissions	<input type="text" value="3.2"/> (metric tons)
CO <sub>2</sub> equivalent value for Annual N <sub>2</sub> O emissions	<input type="text" value="5.6"/> (metric tons)

#### HHV SUBSTITUTE DATA INFORMATION

Identify each month for which the monthly HHV value is calculated using one or more substitute data values

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March
<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September
<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Frequency of HHV determinations

## e-GGRT Webforms: Subpart C

- If you disagree with e-GGRT's calculations, you can enter / report alternate values
- After entering your data, click 'Save'

- Continue work through each of the data entry screens until each of your units are complete

# Excel Reporting Form Example

- Lets take a look a Reporting Form Subpart
- Subpart W is the most commonly used Reporting Form
- Start by downloading the Excel reporting form

## Subpart W: Petroleum and Natural Gas Systems (2019)

### Subpart Overview

#### OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O emissions from onshore and offshore petroleum and natural gas production. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart W reporting requirements you will first download the Subpart W reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. Next, you will upload the completed form(s) and e-GGRT will validate the data contained within them. Use the "View Validation" link to review any issues found in your reporting forms. If necessary, make any revisions necessary to your reporting forms and upload the revised reporting forms.

For additional information about Subpart W reporting, please use the e-GGRT Help link(s) provided.

Annual mass of CO<sub>2</sub> (metric tons)

Annual mass of CH<sub>4</sub> (metric tons)

Annual mass of N<sub>2</sub>O (metric tons)

**Subpart W: View Validation**

#### SUBPART W SUMMARY INFORMATION FOR THIS FACILITY

##### 1.) DOWNLOAD FORM

[Subpart W GHG Reporting](#)

##### 2.) UPLOAD COMPLETED SUBPART W INTEGRATED REPORTING FORM

Choose File No file chosen

UPLOAD

Uploaded File Name	Attached By	Date	Delete
No files found.			

Download reporting forms at:

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

# Excel Reporting Form Example

- Lets take a look a Reporting Form
- These are formatted, dynamic excel workbooks
- Use the Radio buttons and fill in data in the blue spaces. Cells will enable or disable depending on the data you enter.

## Subpart W: Petroleum and Natural Gas Systems

Version R.09

Updated:

10/5/2019

### 1.) Select the applicable industry segment for this workbook:

*Note: One workbook must be submitted for each industry segment. If your facility is required to report emissions under more than one industry segment, a workbook should be filled out for each industry segment under which that facility falls.*

- Offshore petroleum and natural gas production [98.230(a)(1)]
- Onshore petroleum and natural gas production [98.230(a)(2)]
- Onshore natural gas processing [98.230(a)(3)]
- Onshore natural gas transmission compression [98.230(a)(4)]
- Underground natural gas storage [98.230(a)(5)]
- Liquefied natural gas (LNG) storage [98.230(a)(6)]
- LNG import and export equipment [98.230(a)(7)]
- Natural gas distribution [98.230(a)(8)]
- Onshore petroleum and natural gas gathering and boosting [98.230(a)(9)]
- Onshore natural gas transmission pipeline [98.230(a)(10)]

### 2.) Fill out the following table with general information about this facility:

Facility Name:	
GHGRP ID:	
Reporting Period:	
Comments:	

# Excel Reporting Form Example

- Depending on your selections certain tables will be enabled (blue) or disabled (black) as shown below.
- For more help on the Subpart W reporting forms and requirements visit: <https://ccdsupport.com/confluence/display/help/Subpart+W++Petroleum+and+Natural+Gas+Systems>

Table AA.8. Natural Gas Distribution as per [98.236(aa)(9)]

RETURN TO TOP

Quantity of natural gas received at all custody transfer stations in the calendar year (thousand standard cubic feet)	Quantity of natural gas withdrawn from in-system storage in the calendar year (thousand standard cubic feet)	Quantity of natural gas added to in-system storage in the calendar year (thousand standard cubic feet)	Quantity of natural gas delivered to end users (thousand standard cubic feet)	Quantity of natural gas transferred to third parties such as other LDCs or pipelines (thousand standard cubic feet)	Quantity of natural gas consumed by the LDC for operational purposes (thousand standard cubic feet)	Estimated quantity of gas stolen in the calendar year (thousand standard cubic feet)
[98.236(aa)(9)(i)]	[98.236(aa)(9)(ii)]	[98.236(aa)(9)(iii)]	[98.236(aa)(9)(iv)]	[98.236(aa)(9)(v)]	[98.236(aa)(9)(vi)]	[98.236(aa)(9)(vii)]

Table AA.9. Onshore petroleum and natural gas gathering and boosting as per [98.236(aa)(10)]

RETURN TO TOP

Select the basin associated with this facility	Quantity of gas received by the gathering and boosting facility in the calendar year (thousand standard cubic feet)	Quantity of gas transported to a natural gas processing facility, a natural gas transmission pipeline, a natural gas distribution pipeline, or another gathering and boosting facility in the calendar year (thousand standard cubic feet)	Quantity of all hydrocarbon liquids received by the gathering and boosting facility in the calendar year (barrels)	Quantity of all hydrocarbon liquids transported to a natural gas processing facility, a natural gas transmission pipeline, a natural gas distribution pipeline, or another gathering and boosting facility in the calendar year (barrels)
[98.236(a)(9)]	[98.236(aa)(10)(i)]	[98.236(aa)(10)(ii)]	[98.236(aa)(10)(iii)]	[98.236(aa)(10)(iv)]

# Excel Reporting Form Example

- Once you complete your form, go back to e-GGRT and upload the form
- e-GGRT will read the data out of your reporting form
- If you have errors e-GGRT will report these issues back to you as validation messages

## Subpart W: Petroleum and Natural Gas Systems (2019)

### Subpart Overview

#### OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O emissions from onshore and offshore petroleum and natural gas production. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart W reporting requirements you will first download the Subpart W reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. Next, you will upload the completed form(s) and e-GGRT will validate the data contained within them. Use the "View Validation" link to review any issues found in your reporting forms. If necessary, make any revisions necessary to your reporting forms and upload the revised reporting forms.

For additional information about Subpart W reporting, please use the e-GGRT Help link(s) provided.

	<input type="text" value="234,061.2"/>
Annual mass of CO <sub>2</sub> (metric tons)	
	<input type="text" value="5,520.66"/>
Annual mass of CH <sub>4</sub> (metric tons)	
	<input type="text" value="0.218"/>
Annual mass of N <sub>2</sub> O (metric tons)	

 **Subpart W: No Validation Messages**

#### SUBPART W SUMMARY INFORMATION FOR THIS FACILITY

##### 1.) DOWNLOAD FORM

[Subpart W GHG Reporting](#)

##### 2.) UPLOAD COMPLETED SUBPART W INTEGRATED REPORTING FORM

No file chosen

Uploaded File Name	Attached By	Date	Delete
Subpart W Reporting Form_RY2019_Segment9.xls	M Huppert	February 17, 2020	

[↑ Facility Overview](#)

# Excel Reporting Form Example

- Here is an example of a Subpart W Validation message

## Subpart W: Petroleum and Natural Gas Systems (2019)

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

### SUBPART VALIDATION REPORT

This report contains a complete set of validation messages at the subpart level. Clicking the message text will redirect you to the screen that contains the field that generated the validation message.

⚠ Fixing the validation messages below prior to submitting your report may avoid future correspondence from EPA.

[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 found.		

### FILE-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Details	Message <sup>3</sup>
Data Quality	W9400V3	<b>Object Type:</b> (d) Acid Gas Removal Units - AcidGasRemovalID ata <b>File Name:</b> Subpart W Reporting Form_RY2019_Seg ment9.xls	The sum of the reported feed rates for all AGR units in Table D.1 is greater than the total reported quantity of gas received by the facility in Table AA.9. Please check that the feed rates in Table D.1 are in million cubic feet per year and the quantity in Table AA.9 is in thousand standard cubic feet per year. If this is an error, please correct the values. If the values are correct, please submit the values as is.

[← Subpart Overview](#)

# Validation

- e-GGRT is programmed to identify issues with your data as early as possible.
- We try to give you all the feedback you need to get your data right prior to submission
- Validation messages include screen errors, critical errors, data quality messages, post-generation messages.

# Screen Errors

- Screen Errors are associated with data elements required by e-GGRT to continue data entry.
- When a screen error occurs it must be corrected before the data on that page can be saved
- On a webform the error message will appear on the page in yellow

## **SCREEN ERRORS (fix or click CANCEL)**



The maximum rated heat input capacity of an individual unit, or the highest maximum rated heat input capacity of any unit in the group (aggregation), or the highest maximum rated heat input capacity of any unit served by the common pipe. This data element is required.

- For a reporting form the error message will appear in yellow and prevent the successful upload of the reporting form to e-GGRT

# Webforms Validations

- e-GGRT will remind you if you have forgotten something or if your data is outside the expect range.
- Click on the 'View Validation' link to see the messages

## Subpart C: General Stationary Fuel Combustion (2019)

### Subpart C Overview

#### OVERVIEW OF SUBPART C REPORTING REQUIREMENTS

Subpart C requires affected facilities to report annual carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) emissions from each stationary combustion unit. First, use this page to identify each stationary combustion reporting *configuration* (reporting options listed in 40 CFR 98.36) and then enter fuel usage and related information required by subpart C for each configuration.

For additional information about subpart C reporting, please use the e-GGRT Help link(s) provided.



[Subpart C: View Validation](#)

#### CONFIGURATION SUMMARY

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Complete	<a href="#">OPEN</a>	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<a href="#">OPEN</a>	

# Critical Errors and Data Quality Errors

- Validation message can reflect data quality issues – as below. You may submit your reporting without correcting DQ messages
- Some validations must be corrected before you can submit. These critical validations, noted with the stop sign, usually reflect incomplete items or impossible values.
- Click on the validation messages links. e-GGRT will open the page where this data can be corrected.

## FUEL-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Unit Name	Fuel Name	Message <sup>3</sup>
Data Quality	C498	Boiler 1	Bituminous	High heat value of the solid fuel. The value you have provided is outside the EPA estimated range for this data element. Please double check this value and the units of measure and revise, if necessary. If you believe it to be correct, please submit the value as is.

## CONFIGURATION-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Unit Name	Message <sup>3</sup>
Data Completeness	C143 	CP-Comfort Heaters	Annual carbon dioxide emissions from combustion of all fossil fuels combined (if any of the units burn fossil AND biomass). This data element is required.

# Validation Messages

- If you believe a data quality validation message is incorrect and your data is correct you may submit with those messages present
- If you are unable to clear a validation message and believe e-GGRT is making an error please contact the [GHGRP Help Desk](#)

## 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 FINAL REVIEW and REPORT SUBMISSION process from this page by using GO button.

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

373,622.4  
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, SS, and TT (metric tons)

0.0  
CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ (metric tons)

[VIEW GHG DETAILS](#)

## 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.

2019 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart W—Petroleum and Natural Gas Systems	None	<a href="#">OPEN</a>

# Post Generation Messages

- Some validation checks compare data between subparts or between reporting years.
- These checks can be only run once data entry is complete. So you will see the results of these checks after you click 'Go' to generate a submission package
- In this example C568 and W0017V3 are Post-Gen validation messages

## VERIFY

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	Last Final Review Date
2019 Annual Report v1	Ready for review	02/20/2020 5:32:47 AM

## 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 Boiler 1 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 and the fuel appears to provide greater than 10% of the annual heat input to the unit. 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.
W	W0017V3	A direct emitter subpart (Table A-3, Subpart C, or Subpart U) was reported in addition to the Onshore petroleum and natural gas gathering and boosting [98.230(a)(9)] industry segment. The facility definitions in Subpart W and 98.6 are exclusive so this event is unexpected.

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 SUBMISSION button to proceed to the remaining steps of report review and certification. Or, click the Return to FACILITY OVERVIEW button to return to the Facility Overview screen.

[CONTINUE with SUBMISSION →](#)

[Return to FACILITY OVERVIEW](#)

# Explaining Issues that can't be resolved

- Before you submit you will have an opportunity to provide an explanation or comment regarding each of your remaining validation messages
- While these comments are optional, providing comments may help you avoid questions from EPA

## e-GGRT Greenhouse Gas Annual Report Submission (2019)

Select Facility » Facility Overview » Add Comments

### ! Error Message Review

Please review the messages below before continuing with report submission. If appropriate, revise your annual report data to address the issues noted, or provide optional comments as needed.

While optional, providing comments below may help you to avoid future EPA correspondence and/or report revisions.

#### SUBPART A ERROR MESSAGES

Error Code A070	Unit Name	Fuel
Message	The Parent Company Name you have provided does not match a parent company on EPA's standardized list of parent company names. Please check to see if your parent company is listed on EPA's standardized list in a different format (e.g., "ABC" vs. "ABC, Inc"), and if so, use the format from EPA's standardized list. If your parent company name is not included on EPA's standardized list, please disregard this message. If you are submitting an XML, please check to remove any leading or trailing whitespace characters. More information about standardization of company names and the entire list is available: <a href="http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide">http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide</a> .	
Comment Clear	Ownership changed this year to firm that had not previously reported to the EPA GHG Program so this firm does not appear on your list of parent companies	

#### SUBPART C ERROR MESSAGES

Error Code C568	Unit Name	Fuel
Message	The type of fuel that was submitted Bituminous for the unit Boiler 1 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 and the fuel appears to provide greater than 10% of the annual heat input to the unit. 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.	
Comment Clear	Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission.	

#### SUBPART W ERROR MESSAGES

Error Code W9400V3	Unit Name	Fuel
Message	The sum of the reported feed rates for all AGR units in Table D.1 is greater than the total reported quantity of gas received by the facility in Table AA.9. Please check that the feed rates in Table D.1 are in million cubic feet per year and the quantity in Table AA.9 is in thousand standard cubic feet per year. If this is an error, please correct the values. If the values are correct, please submit the values as is.	
Comment Clear	Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission.	
Error Code W0017V3	Unit Name	Fuel
Message	A direct emitter subpart (Table A-3, Subpart C, or Subpart U) was reported in addition to the Onshore petroleum and natural gas gathering and boosting [98.230(a)(9)] industry segment. The facility definitions in Subpart W and 98.6 are exclusive so this event is unexpected.	
Comment Clear	Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission.	

SAVE

CONTINUE with SUBMISSION →

Return to FACILITY OVERVIEW

# Submitting Your GHG Report

- Generate a Submission Package on the Facility Overview Page
- Click the “Go” button, e-GGRT will generate a submission package for your review

## 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.

2019 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	<a href="#">View Messages</a>	<input type="button" value="OPEN"/>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>	<input type="button" value="OPEN"/>
Subpart W—Petroleum and Natural Gas Systems	None	<input type="button" value="OPEN"/>

[+](#) ADD or REMOVE Subparts

## 2) FINAL REVIEW and REPORT SUBMISSION

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

Version	Status	Final Review Messages	Last Final Review Date		
1	New Final Review required	<a href="#">View Messages from last Review</a>	02/20/2020 5:32 AM	<input type="button" value="GO"/>	<input type="button" value="✘"/>

# Verify your Submission Package

- After generating your submission package, you will have an opportunity to review the package
- On the Submission Review page you can view or print reports, review validation messages, and view your trend report
- After you click 'Continue with Submission' you will have an opportunity to comment on your validation messages
- For more information visit: <https://ccdsupport.com/cofluence/display/help/How+to+Submit+an+Annual+Report>

[Select Facility](#) » [Facility Overview](#) » [Verify](#)

## VERIFY

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	Last Final Review Date
2019 Annual Report v1	Ready for review	02/20/2020 5:50:49 AM

## REVIEW REPORTS

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links. You may also review PUBLIC versions of your report which include the information EPA intends to make publicly available through Envirofacts.

Report and XML Links: [REPORT](#) | [XML](#) | [DOWNLOAD XML](#) | [VIEW PUBLIC REPORT](#) | [VIEW PUBLIC XML](#)

## VERIFICATION SUMMARIES

Use the View Messages links, if any, to view the Data Entry Validation and Final Review messages. You will be able to comment on verification messages generated by IVT on the following pages.

Subpart	Comprehensive Verification Summary
Subpart A—General Information	<a href="#">View Messages</a>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>
Subpart W—Petroleum and Natural Gas Systems	<a href="#">View Messages</a>

## TREND REPORT

View a comparison of this year's Annual Report to previous years' certified submissions.

Trend Report Links: [TREND BY CO2E](#) | [TREND BY GAS](#)

## SUBMIT and CERTIFY REPORT

If you have reviewed and are satisfied with your Annual Report you may proceed to submit then certify. The certification process includes applying your electronic signature (entering your password and answering a challenge question).

[CONTINUE with SUBMISSION](#)

 When you click the CONTINUE with SUBMISSION button, your report will be submitted to EPA. You will be given the opportunity to provide feedback on Inputs Verifier Tool validation messages (if any), and then e-GGRT will allow you to certify this report.

NOTE: The Designated Representative (DR), Alternate Designated Representative (ADR), and Agents all have the ability to submit an annual report. Agents may submit an annual report as long as the DR and/or ADR specific to the Agent has electronically signed the Notice of Delegation (NOD). Click [here](#) for more information about the NOD.

[Return to FACILITY OVERVIEW](#)

# CBI vs Non-CBI

- Certain reported data elements are considered to potentially include Confidential Business Information (CBI)
- EPA does not release CBI data to the public; rather we redact CBI in our public data releases (for more information see <https://www.epa.gov/ghgreporting/confidential-business-information-ghg-reporting>)

## e-GGRT Greenhouse Gas Annual Report Submission (2019)

Select Facility » Facility Overview » Verify

### VERIFY

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.

Report	Status	Last Final Review Date
2019 Annual Report v1	Ready for review	11/26/2019 4:06:36 PM

### REVIEW REPORTS

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links. You may also review PUBLIC versions of your report which include the information EPA intends to make publicly available through Envirofacts.

Report and XML Links: [REPORT](#) XML | [DOWNLOAD XML](#) [VIEW PUBLIC REPORT](#) [VIEW PUBLIC XML](#)

Includes  
CBI



CBI  
Removed



# Certify and Submit

## e-GGRT Greenhouse Gas Annual Report Submission (2019)

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

### CERTIFY AND SUBMIT

Your electronic signature is required to submit the facility or suppliers annual report to EPA. Please review the information below, enter your password, then answer when prompted your challenge question.

#### FACILITY INFORMATION

Current Time	Mon Feb 17 15:36:23 EST 20
Facility Name	Buckingham Energy
Address	36 N Penfield St, Arlington VA 22203
Owners and Operators	Chemours
Reporting Year	2019

#### CERTIFICATION STATEMENT

I am authorized to make this supplier, as applicable, for which I have personally examined, and am certifying that the information in this document and all its attachments are true, accurate, and complete. I assume full responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

**ACCEPT**

**DECLINE**

[By clicking "ACCEPT" I am agreeing to the above certification statement.]

### eSignature

#### 1. Authentication

User Name: MHREPORTER

Password:

Authenticated

#### 2. Verification

Question: Who is your favorite author?

Answer:

Verified

**SIGN**

**CANCEL**

# Confirmation e-mail

- After signing your submission certification you will receive a confirmation e-mail

A Notice from EPA's Electronic Greenhouse Gas Reporting Tool (e-GGRT)

The 2019 GHG annual report for the following facility or supplier has been submitted, certified and sent to EPA.

Reporting Year: 2019  
Submission Number: 1  
Confirmation Code: 36378-19481  
GHG Facility ID: 525642  
Buckingham Energy  
36 N Penfield St  
Arlington, VA 22203

Designated Representative: Huppert, M

Alternate Designated Representative:

The report was submitted by Huppert, M on Mon Feb 17 15:35:38 EST 2020.

You may submit revisions to your GHG annual report if there is a need to update your GHG data.

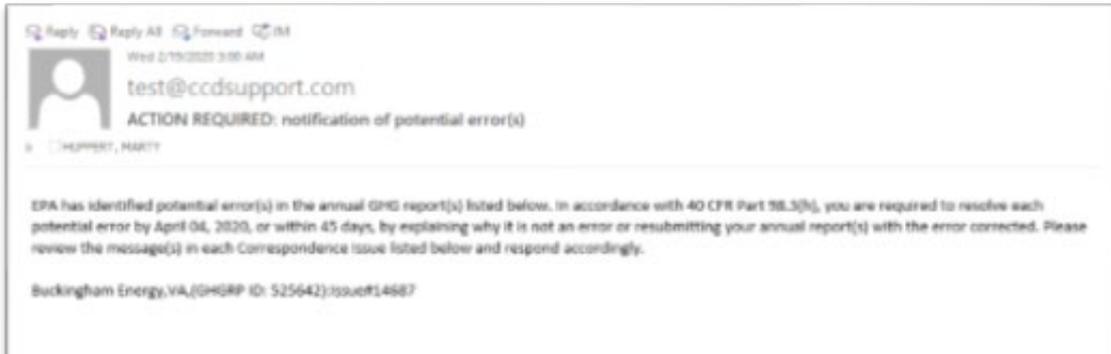
If you believe you received this message in error, or have questions, please contact the Help Desk at [test@ccdsupport.com](mailto:test@ccdsupport.com), or by calling 111-111-1111, Monday through Friday during regular business hours.

This email sent from the RY2019 TEST environment (<https://ghg-test.saic.com/ghg>)  
20042 (template id)  
59144 (email id)

# Verification

- EPA reviews reports and identifies potential data quality errors
- EPA may contact you through e-GGRT, using the EPA Correspondence Folder, and ask you to explain or resolve potential errors in your report
- Correspondence Issues are typically initiated in early May
- You will be notified via email if a potential error is identified in your report

# Correspondence Issues Messages and Response



- From the Home tab or Facility Management tab click on the 'EPA Correspondence Folder'

United States Environmental Protection Agency  
e-GGRT Electronic Greenhouse Gas Reporting Tool  
Hello, George Potemkin | My Profile | Logout

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

REGISTER A FACILITY

ACCESS YOUR FACILITIES:

GHGRP ID	Facility or Supplier	Your Role
525642	Buckingham Energy	ADR

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

**EPA Correspondence Folder**  
Issues with Message(s) awaiting reply: 1

e-GGRT Announcements

# Correspondence Issue Messaging and Response

- Click on the issue number to view your message

The screenshot displays the EPA e-GGRT web application interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo featuring a stylized bird. Below the logo is a navigation bar with tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "FACILITY MANAGEMENT" tab is active. Below the navigation bar, the user is logged in as "George Potemkin" and can access "My Profile" or "Logout".

The main content area is titled "MY FACILITIES" and "FACILITY SUMMARY". On the left is a sidebar with "e-GGRT Help" and "About e-GGRT Home". The main content area contains a section titled "ALL EPA CORRESPONDENCE" with a text box explaining that the page provides a summary of correspondence issues and access to details. Below this is an "IMPORTANT" notice regarding Confidential Business Information (CBI) and FOIA. At the bottom, there is a table of "OPEN ISSUES".

Issue	Start Date	Due Date	Status	GHGRP ID	Facility or Supplier
14687	02/19/2020	04/04/2020	Message(s) awaiting reply	525642	Buckingham Energy

Below the table, it indicates "CLOSED ISSUES (0) – SHOW | HIDE".

# Correspondence Issue Messaging and Response

Buckingham Energy

## Correspondence Tracker

[Home](#) » [All EPA Correspondence](#) » **Issue 14687**

### FACILITY CORRESPONDENCE ISSUE

EPA has established this Correspondence Issue to communicate with your facility about a potential reporting problem with your GHG Annual Report Submission.

**HOW TO RESPOND:** Review the message(s) below. If appropriate, please correct your report then resubmit and certify a new version; and, indicate below that you've corrected your report and click POST REPLY. Or, if appropriate, reply to individual messages below that your reported information was correct and why. Should you have any questions about the message(s) below, please enter your questions below and click POST REPLY.

Be sure to take these actions prior to the Due Date allowing time for EPA to review your resubmission and/or replies.

**Current RY 2019 Annual Reporting Status:** Complete, certified and sent

Facility ID: 525642  
Issue Number: 14687  
Issue Date: February 19, 2020

### ISSUE DETAILS

Summary	Questions regarding your HHV for Bituminous coal
Issue Status	Message(s) awaiting reply
Due Date	April 4, 2020 ( <a href="#">Request a 30-day extension</a> )

### ATTACHMENTS

File Name	Attached By	Attached Date	Size (Kb)
none			

[+ADD an Attachment](#)

### MESSAGE (AWAITING REPLY)

EPA Posted a Message — February 19, 2020 12:00 AM

Regarding your RY2019 submission for Buckingham Energy. Under Subpart C your Boiler configuration include a fuel of Bituminous coal. For this fuel you provided a HHV of 20.05 MMBTU/short ton. This HHV is much lower than we historically see for this fuel. Please provide documentation for your basis for this HHV value. If you believe the data submitted is in error please revise and resubmit your report. Please use this messaging feature to reply to this inquiry.

**POST REPLY**

- There is an initial 45 day period to resolve the potential errors described in the Correspondence Issue.
- The Correspondence Folder provides you a CBI-secure way to communicate with EPA regarding the potential errors
- If actual errors exist, you may need to correct, resubmit and certify your annual report in order to resolve the Correspondence Issue

# Data Release

## Greenhouse Gas Reporting Program (GHGRP)



<https://www.epa.gov/ghgreporting/ghgrp-reported-data>

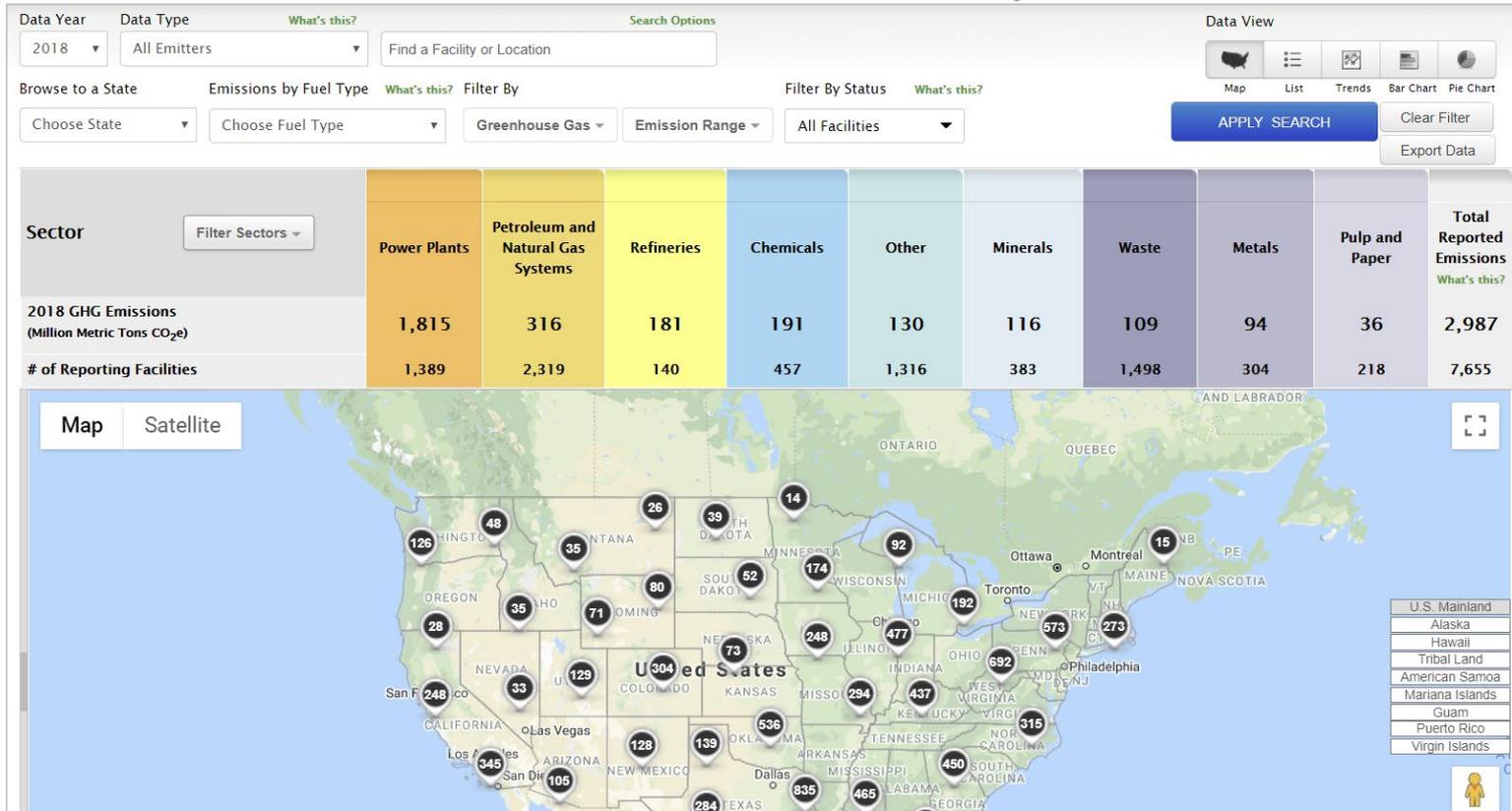
# FLIGHT



2018 Greenhouse Gas Emissions from Large Facilities

Share | View U.S. GHG Inventory | View Other GHGRP Data Products | Help

**NEW!** Now you can visit [ghgdata.epa.gov](https://ghgdata.epa.gov) from your mobile device. Click here to learn how to create a bookmark to our page on your mobile device.



- Facility Level Information on Greenhouse Gases Tool: <https://ghgdata.epa.gov/ghgp/main.do>

# Data Downloads

## Greenhouse Gas Reporting Program (GHGRP)

CONTACT US

SHARE   

Greenhouse Gas Reporting Program (GHGRP) Home

### GHGRP Data

2018 Highlights

Power Plants

Petroleum & Natural Gas Systems

Refineries

Chemicals

Waste

Metals

Minerals

Pulp & Paper

Miscellaneous Combustion

Underground Coal Mines

Electronics Manufacturing

Electrical Equipment

Suppliers Highlights

Capture, Supply, and Underground Injection of CO<sub>2</sub>

Fluorinated Greenhouse Gases

### Data Sets

For GHG Reporters

Learn About GHGRP

## GHG Reporting Program Data Sets

The Greenhouse Gas Reporting Program (GHGRP) collects Greenhouse Gas (GHG) data from large emitting facilities, suppliers of fossil fuels and industrial gases that result in GHG emissions when used, and facilities that inject carbon dioxide underground. [Learn more about the GHGRP.](#)



**Data Highlights Website:** A high level summary of yearly GHG data reported to EPA. These pages summarize GHGRP data nationally and by industry sector using maps, charts, and tables.



**Facility Level Information on GreenHouse Gases Tool (FLIGHT):** An interactive website with mapping features to identify GHGRP facilities by location, name, industry type, and other criteria. FLIGHT can also generate and download customized graphics (pie charts, trend lines, etc.) and facility lists.



**2018 Data Summary Spreadsheets (17 MB) :** Compressed file contains a multi-year data summary spreadsheet containing the most important, high-level information for facilities, as well as yearly spreadsheets containing slightly more detailed information than the multi-year summary, including reported emissions by greenhouse gas and process.



**Envirofacts:** Provides all publicly available data collected by the GHGRP in a searchable, downloadable format for facilities. This includes GHG data and much of the underlying data facilities use to determine GHG values and other reported data elements in [32 industry types](#).



**Key Facts and Figures:** A high-level summary of reported GHGRP data that allows you to view and download key figures.



**Industrial Profiles:** Detailed analyses of various industries that report under the program.

- <https://www.epa.gov/ghgreporting/ghg-reporting-program-data-sets>

# Questions?

e-GGRT:

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

Webinar slides:

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

GHG Reporting Program (GHGRP) Help Desk:

Website: <https://ccdsupport.com>

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

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

Telephone:

1-877-444-1188 (toll free)

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

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