



ONLINE REPORTING

Log-in online at:

db2.erg.com/gasstar/login.asp

REPORTING STEPS

LOG-IN WITH YOUR PASSWORD

To access the Online Reporting System, enter your e-mail address and the password listed in your reporting cover letter.

ENTER ANNUAL DATA

After logging in, you will automatically be provided with the BMP and PRO forms for your industry sector. You are not required to complete all of the forms—use only the BMP and PRO forms for which you have data to report.

○ DIRECTED INSPECTION AND MAINTENANCE (DI&M)

For DI&M activities, partners should report their emissions reductions at the facility level, rather than aggregating data across multiple facilities and reporting that data as a whole. *For each DI&M activity reported, please submit a separate form indicating the facility at which the activity was undertaken and the related emissions reductions.* Please notify your Natural Gas STAR Service Representative if this format creates a significant additional reporting burden for your company.

○ TRANSMISSION & DISTRIBUTION ON SEPARATE FORMS

The transmission and distribution sectors have been separated into two reporting forms. The BMPs for each sector remain the same; now they are separated into distinct forms for each sector. If your company is both a partner in the transmission and distribution sectors, please remember to complete both reporting forms.

○ DISTRIBUTION BMP 2: IDENTIFY AND REHABILITATE LEAKY DISTRIBUTION PIPE

EPA recently updated the leak rate conversion for “plastic” service pipe to 0.01 Mscf and the unit of the leak rate conversation factor for all service pipe materials is now “number of service connections.”

○ ADDITIONAL ACCOMPLISHMENTS

The “Additional Accomplishments” page allows you to provide EPA with more information about your company’s participation in Natural Gas STAR, including employee incentive programs and training, innovative pilot projects, etc.

SUBMIT AND PRINT YOUR REPORT

The online reporting system uses a report writer tool called Crystal Reports for generating and displaying your annual report. The first time you view your report, you will be prompted to download the Crystal Reports Viewer. At that point, you can review your report and make any necessary changes.

When finished entering and reviewing all of your data, check the box indicating that you certify the data in your report and select “Submit.” The report will then be delivered electronically to Natural Gas STAR. After submitting your report to EPA, you will be able to enter the system to view or print your report at any time up until the next reporting season; however, you will not be able to change any data. If you would like to make any changes after submitting your report, please contact your EPA Program Manager or Natural Gas STAR Service Representative.

Distribution - Natural Gas STAR Annual Report 2007

Company Information

Company Name: **Natural Gas STAR Partner**
Gas STAR Contact: **Implementation Manager**

Title
Address: **100 Main Street**

City: **Houston**
State: **TX**
Zip: **77002**
Phone: **800-200-0000**
Fax:
E-mail: **gasstar@yahoo.com**

Company Information Updated: **No**

Activities Reported
BMP1: Yes BMP2: No BMP
Total Methane Emission Reductions Reported This Year: **123**
Previous Years' Activities Reported: **Yes**

Period Covered by Report
From: **01/01/2007** To: **12/31/2007**

Additional Comments

PROVIDE ADDITIONAL MATERIALS/DOCUMENTATION

The online system allows you to send supporting documentation with your report. After submitting your report, you will be prompted to attach additional information or send EPA an e-mail via the system. These documents might include spreadsheets or other documents that provide calculations, tracking information, or more detailed descriptions of your activities.

ADDITIONAL INFORMATION

• OTHER TOOLS AND RESOURCES

○ EMISSION REDUCTION QUANTIFICATION REFERENCE GUIDE

epa.gov/gasstar/documents/xls/quantifying_ngo_methane_reductions.xls

This reference guide provides assistance to partners in quantifying methane emission reductions achieved by the implementation of a particular technology or practice. Where applicable, the guide provides several calculation methodology options for direct measurement, engineering calculation, and/or methane emission factors for Natural Gas STAR recommended technologies and practices.

○ RECOMMENDED TECHNOLOGIES AND PRACTICES DOCUMENTS

epa.gov/gasstar/tools/recommended.html

This collection of documents provides information on innovative, cost-effective emission reduction opportunities reported by Natural Gas STAR partners including *Lessons Learned Studies*, *PRO Fact Sheets*, technical presentations, and technical articles from the *Natural Gas STAR Partner Update*.

○ GREENHOUSE GAS EQUIVALENCIES CALCULATOR

epa.gov/cleanenergy/energy-resources/calculator.html

This calculator provides conversion factors for many different units of measure related to natural gas and methane, including equivalents for methane emissions reductions such as acres of trees planted or cars removed from the road.

If you have questions about annual reporting, please feel free to contact your EPA Program Manager or your Natural Gas STAR Service Representative. To view a list of Natural Gas STAR partners and the corresponding Program Managers and Service Representatives, please visit: epa.gov/gasstar/partners/index.html.