



ONLINE REPORTING³

2010 Reporting Season

Log in online at:

<http://app6.epa.com/gasstar/>

REPORTING STEPS

LOG IN WITH YOUR PASSWORD

To access the online reporting system, enter your e-mail address and the password assigned to you by the Natural Gas STAR Program as contained within your cover letter.

ENTER YOUR ANNUAL DATA

After logging in, you will automatically be provided with the reporting 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 methane 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, submit a separate form indicating the facility at which the activity was undertaken and the related emissions reductions.*** Please notify your STAR Service Representative if this format creates a significant reporting burden for your company.

SUNSET DATES

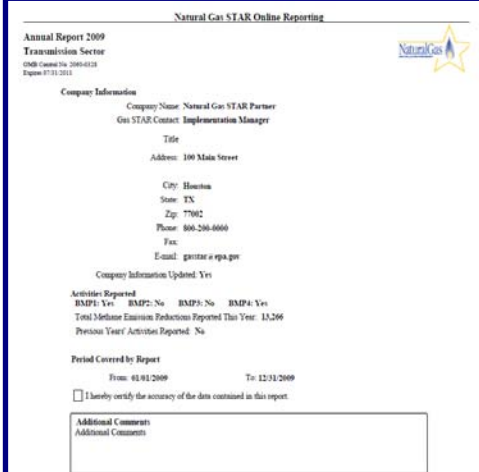
The implementation of certain technologies and practices reduces methane emissions for multiple years. Natural Gas STAR allows these to count toward a partner's emissions reductions beyond the initial year of implementation. Natural Gas STAR designates the maximum length of time that these reductions can accrue as "sunset dates." An appendix to the Annual Reporting Forms lists various methane emission reduction technologies and practices and the corresponding sunset dates. The appendix has also been included in this package. Partners can report the corresponding methane emissions reductions each year up to the allowable sunset date. Alternatively, partners might choose to report reductions only once for the implementation year, and have EPA automatically count those methane emissions for the allowable number of years.

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. In order to download the report viewer, you must be using Internet Explorer. Partners using the Firefox browser will not be able to install the Crystal Reports Viewer, and therefore, will not be able to view or print their annual report before submitting it to EPA. The first time you click the ‘View’ button, you will be provided a series of three prompts asking you to run the ‘Crystal Reports Active X Viewer’ and the ‘Crystal Web Report Broker’. After each prompt, follow the instructions to run the installations. Each installation takes only a few seconds. You may also need to modify the security settings of your browser to download the report viewer. If your security setting is “High”, try changing it to “Medium-High” or “Medium” to enable the download to occur. If you do not receive the download prompts or you have other problems downloading the Crystal Reports Viewer, please contact EPA or your STAR Service Representative.



The screenshot shows the 'Natural Gas STAR Online Reporting' interface. At the top, it says 'Annual Report 2009' and 'Transmission Sector'. Below that, there is a 'Company Information' section with fields for 'Company Name', 'Gas STAR Contact', 'Title', 'Address', 'City', 'State', 'Zip', 'Phone', 'Fax', and 'E-mail'. The 'Company Information Updated' field is set to 'Yes'. There are also sections for 'Activities Reported' and 'Period Covered by Report'. The 'Period Covered by Report' section shows 'From: 01/01/2009' and 'To: 12/31/2009'. At the bottom, there is a checkbox for 'I hereby certify the accuracy of the data contained in this report' and a text area for 'Additional Comments'.

When finished entering and reviewing all of your data, select “Submit” and the report will 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 correct any data. If you do notice a problem after submitting your annual report, please contact your EPA Program Manger or STAR Service Representative.

□ PROVIDE ADDITIONAL MATERIALS/DOCUMENTATION

The online reporting 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 could include spreadsheets or other documents that provide calculations, tracking information, or more descriptions of your activities.

ADDITIONAL INFORMATION

• OTHER TOOLS AND RESOURCES

○ EMISSIONS REDUCTION QUANTIFICATION REFERENCE GUIDE

epa.gov/gasstar/documents/xls/quantifying_ngs_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 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 methane 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*.

If you have questions about annual reporting, please feel free to contact your EPA Program Manager or your 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.