

Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar:
Introduction to e-GGRT System Overview
March 7, 2024**

Call-in: 1-415-655-0002
Event number: 2432 407 2314

Audio Connection

Audio Options:

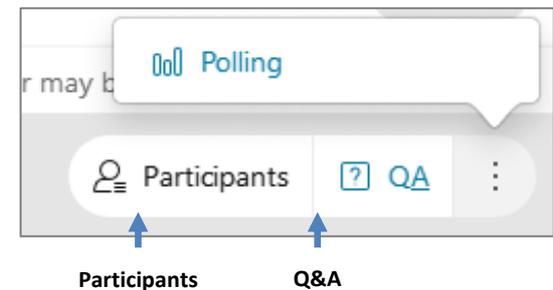
1. Listen on computer
2. Dial 1-415-655-0002; Event number: 2432
407 2314

Webinar Panels

- We will use two panels
 1. Participants and Question & Answer (Q&A)
 2. Use the arrow to expand or collapse the panels



- Adding Panels
 1. If some panels do not appear, select the desired panels in the lower right corner



Questions & Answers (Q&A)

- Participants are muted
- Questions will be moderated at the end
- To ask a question:

1. Select “All Panelists” from the drop-down menu
2. Enter your question in the Q&A box
3. Hit “Send”



The screenshot shows a Q&A interface with a title bar 'Q&A' and a close button 'x'. Below the title bar, it says 'All (0)'. There is a drop-down menu labeled 'Ask:' with 'All Panelists' selected. Below the menu is a text input field containing the question 'How can I get a copy of the slides?'. To the right of the input field is a 'Send' button, which is circled in red. Two red arrows point to the 'Ask:' menu and the text input field.

- EPA will post webinar materials to the Web in the coming weeks:
www.epa.gov/ghgreporting

This training is provided by EPA solely for informational purposes. It does not provide legal advice, have legally binding effect, or expressly or implicitly create, expand, or limit any legal rights, obligations, responsibilities, expectations, or benefits in regard to any person.

Overview of Today's Presentation

- What's New in e-GGRT for RY2023
- User Registration / Facility Registration
- Using e-GGRT Webforms and XLS Reporting forms
- Data Verification and error correction prior to submittal
- Correspondence with EPA regarding reporting issues
- Data publication and access to GHG data
- How to get help if you need it

About e-GGRT

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

The screenshot shows the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) login page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo with a bird icon and the text "Electronic Greenhouse Gas Reporting Tool". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool". Below this title, there is a section "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 link for "Additional information on e-GGRT." To the right of the welcome message is the "e-GGRT LOGIN" section, which includes fields for "User Name:" and "Password:", a "Show Password" checkbox, and a "LOGIN" button. Below the login section are links for "Need Help?" (with sub-links for "Forgot your User Name?" and "Forgot your Password?") and "New to e-GGRT?" (with a sub-link for "Create your e-GGRT account"). On the left side of the page, there is a sidebar with "e-GGRT Help" and "Login to e-GGRT" links. At the bottom of the main content area is a "Warning Notice" section with a detailed disclaimer about the use of U.S. Government information systems.

Annual GHGRP reporting
40 CFR Part 98

HFC reporting
40 CFR Part 84



Voluntary Landfill reporting
EPA LMOP



Voluntary Methane Reporting
Methane Challenge

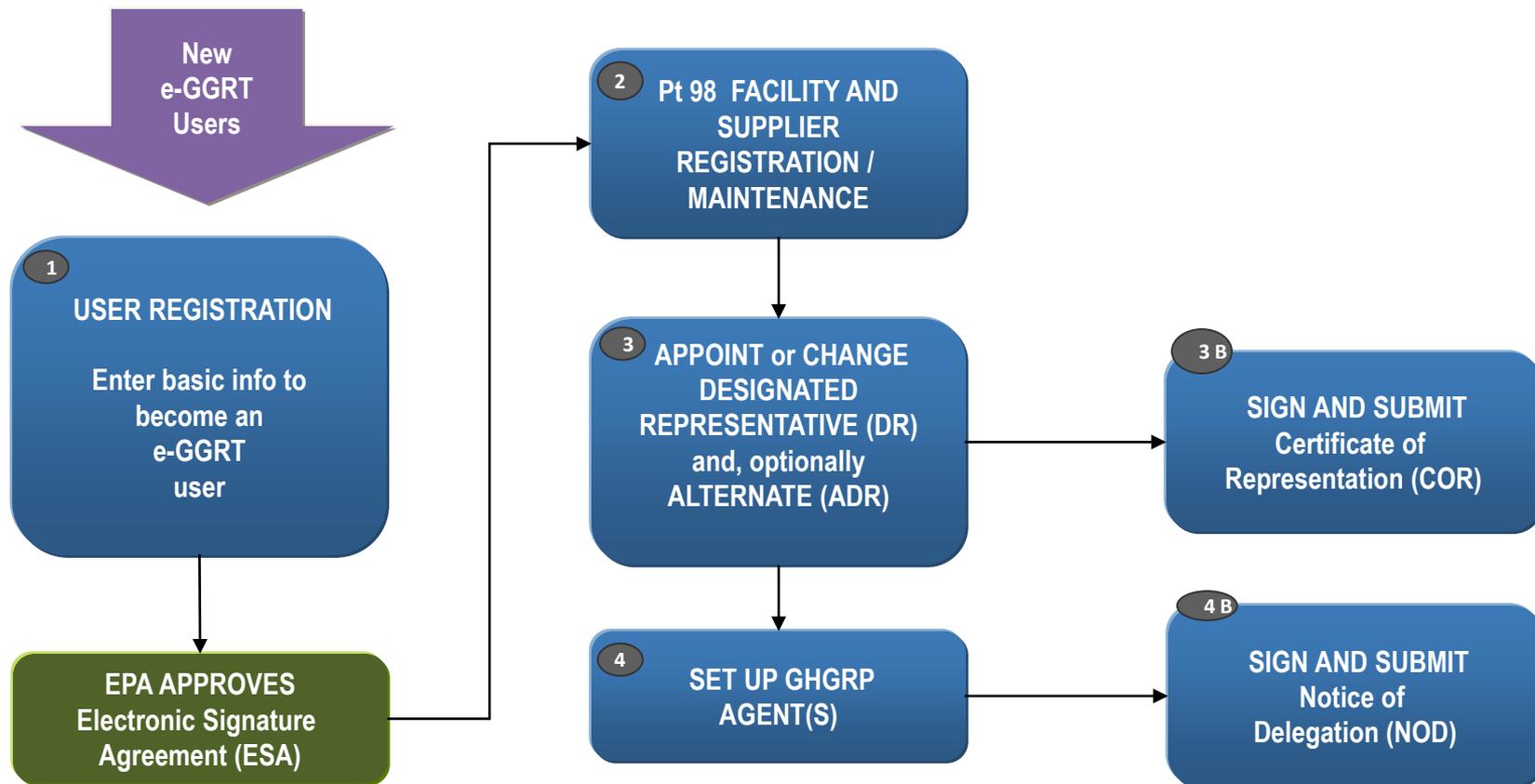


- e-GGRT supports data entry and reporting requirements of multiple programs

What's new in E-GGRT for RY2023

- New submission workflow – optional preparer to submitter routing for Agents / ADRs
- New Reporting Forms (Office365 compatible)
- Expanded Subpart OO form pre-population from the HFC phasedown program for Import / Export Reporter

Registration Overview (GHGRP)



User Registration

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

Context sensitive help on every page

The screenshot shows the EPA e-GGRT login page. On the left is a navigation menu with a search icon and the text 'e-GGRT Help'. Below it are several links: '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', and 'How to Reset Your Locked e-GGRT Account'. A red arrow points from the 'Context sensitive help on every page' callout to the 'e-GGRT Help' link.

The main content area has a header: 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. Below this is a section titled 'About e-GGRT' with the text: '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 that is a link: 'Additional information on e-GGRT.'

At the bottom of the main content area is a 'Warning Notice' section with a blue header. The text reads: '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.'

On the right side of the page is the 'e-GGRT LOGIN' section. It contains a 'User Name:' field, a 'Password:' field, and a 'Show Password' checkbox. Below these fields is a green 'LOGIN' button. Underneath the button are two sections: 'Need Help?' with links '» Forgot your User Name?' and '» Forgot your Password?'; and 'New to e-GGRT?' with a link '» Create your e-GGRT account'.

Two yellow callout boxes are present. One on the right says: 'If you have a Central Data Exchange (CDX) account then log in with your credentials here'. Another at the bottom right says: 'Otherwise, click the Create your e-GGRT Account link'.

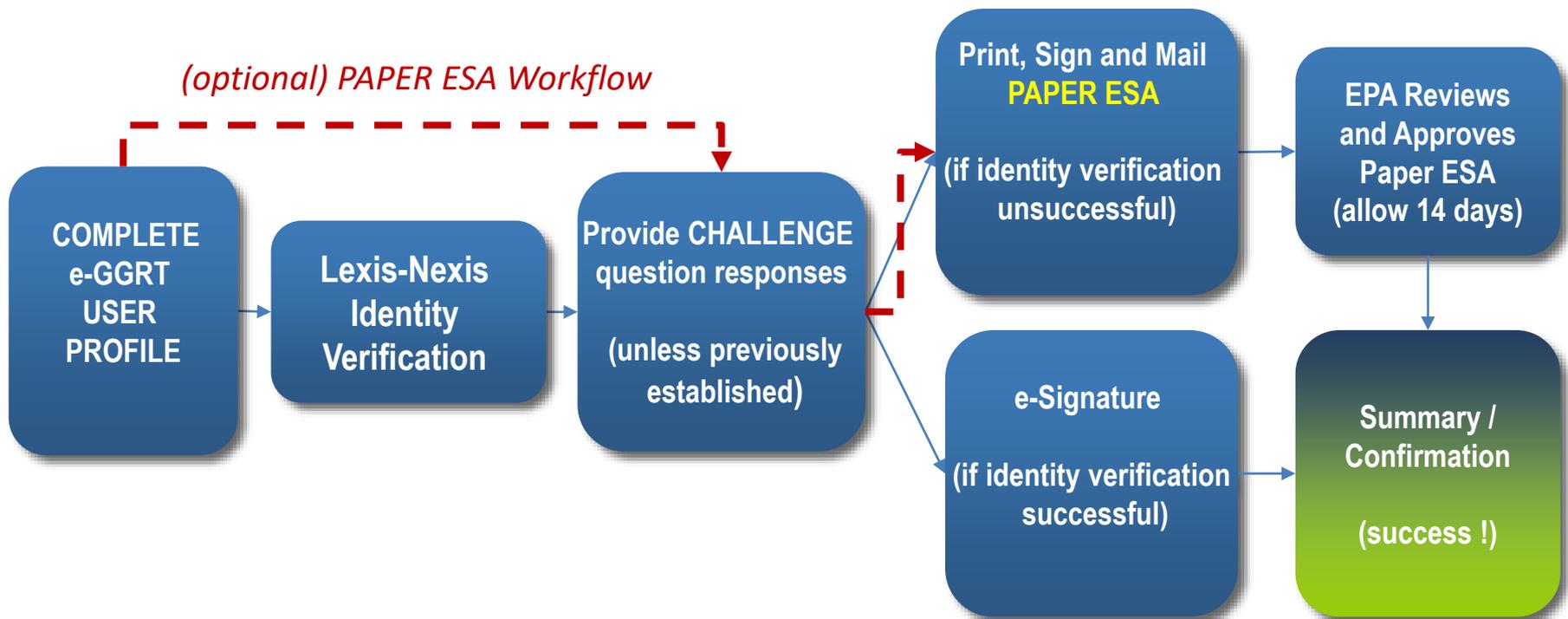
If you have a Central Data Exchange (CDX) account then log in with your credentials here

Otherwise, click the Create your e-GGRT Account link

Preparing to Register

- e-GGRT User Registration requires
 - An Electronic Signature Agreement (ESA)
 - Option 1: Electronic ESA issued via Lexis/Nexis ID service
 - Option 2: Paper ESA, fill-print-sign-mail (Please allow up to 14 days for delivery and EPA processing)
 - Creation of Username/Password credentials
 - Responses to 5 challenge questions (used for report submission)
 - Information you will need includes:
 - Name
 - Mailing address, Phone Number
 - Email address
 - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password
 - Personal Identifying Information if you use ESA Option 1 (electronic)
 - Help available at:
www.ccdsupport.com/confluence/display/help/Registration+Instructions

e-GGRT User Registration Overview



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:
 1. Home - lists your facilities and where you accept nominations to access facility data
 2. Facility Registration - where you set up new e-GGRT facilities
 3. Facility Management - where you access / update facility profiles and manage user roles*
 4. 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 and the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo and the text "Electronic Greenhouse Gas Reporting Tool". Below the logos are four tabs: "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "HOME" tab is selected. Below the tabs, there is a navigation menu on the left with "e-GGRT Help" and "About e-GGRT Home". The main content area features a "REGISTER A FACILITY" button and a section titled "ACCESS YOUR FACILITIES:" containing a table with one row of facility data. To the right of the table is an "ACCEPT AN INVITATION:" section with a text input field and a "GO" button. Below that is an "EPA Correspondence Folder" section with a folder icon and the text "Issues with Message(s) awaiting reply: 1". At the bottom right is an "e-GGRT Announcements" section.

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, George Potemkin | My Profile | Logout

e-GGRT Help

About e-GGRT Home

REGISTER A FACILITY

ACCESS YOUR FACILITIES:

GHGRP ID	Facility or Supplier	Your Role
525642	Buckingham Energy	ADR

e-GGRT Home Page

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

* 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 Part 98 facility:

1. Designated Representative (DR)
2. Alternate Designated Representative (ADR)
3. 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/Appointing+the+DR%2C+ADR%2C+and+Agents_or
<https://ccdsupport.com/confluence/display/help/Changing+DR+and+ADR>

Adding Users to an Existing Facility

The screenshot displays the 'FACILITY MANAGEMENT' section of the e-GGRT system. The main content area is titled 'e-GGRT 101 Facility (GHGRP ID: 525542) Facility Summary'. It includes a summary box, a table of Facility Representatives, a warning message, a Facility Profile section, and an Agents section. A red box highlights the 'FACILITY MANAGEMENT' tab in the top navigation bar. Red arrows point to the 'CHANGE' buttons for the Designated Representative and Alternate Designated Representative. Another red arrow points to the 'Add Agent' button in the Agents section.

HOME FACILITY REGISTRATION **FACILITY MANAGEMENT** DATA REPORTING

Electronic Greenhouse Gas Reporting Tool

MY FACILITIES FACILITY SUMMARY Hello, G Potemkin | My Profile | Logout

e-GGRT Help
About Facility Management

e-GGRT 101 Facility (GHGRP ID: 525542)
Facility Summary

E-GGRT FACILITY SUMMARY
From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives

Designated Representative	G Potemkin	→	CHANGE
Alternate Designated Representative	M Huppert	→	CHANGE

⚠ 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

Facility Information	e-GGRT 101 Facility 2385 Park Ave Park Fairfax VA 22203	EDIT
Owners and Operators	MLH Resources	

Certificate of Representation Signed and Complete: No further action is required.

Certificate of Representation

Agents (for this facility)
none appointed

+ Add Agent ✗ Remove selected

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 an email invitation on the left and the e-GGRT web interface on the right. The email, dated Tue 2/25/2020 10:53 AM from test@ccdsupport.com, contains instructions for accepting an appointment as an Agent for Buckingham Energy. It lists four steps: 1) Login to e-GGRT at <http://ghg-test.saic.com/ghg/login.do>. 2) Find the "Accept an Invitation" panel and copy the invitation code: C3DF28E1B5CF44EEAFF6EE0C443EC904. 3) Click the Go button to open the Accept Delegation screens. 4) Complete the acceptance process. The web interface on the right shows the "ACCEPT AN INVITATION:" section with a text input field containing the same invitation code and a "GO" button. A red arrow points from the code in the email to the input field in the web interface.

- 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". At the top right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool" and a stylized bird icon. Below the logos 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 highlighted), "VERIFICATION", and "ACCEPT ASSIGNMENTS". On the right side of the navigation bar, it says "Hello, George Potemkin | My Profile | Logout".

On the left side of the main content area, there is a sidebar with a question mark icon and the text "e-GGRT Help".

The main content area displays a warning message in bold black text: **WARNING: This process is only for facilities or suppliers not previously registered in e-GGRT**

Below the warning is a yellow box with a red border containing the following text:

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, there 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 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. A navigation bar contains tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING" (highlighted with a red box). A user greeting "Hello, Marty Huppert | My Profile | Logout" is visible in the top right.

The main content area is titled "e-GGRT Greenhouse Gas Data Reporting (2023)". Below the title is a "Select Facility" section. On the left, a sidebar contains "e-GGRT Help" and "About the Data Reporting Tab".

The "ANNUAL GHG DATA REPORTING" section includes instructions: "Use this page to access the annual reports for each of your facility(s) and supplier(s). The page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and clicking GO." To the right, there are links for "Batch XML Upload" and "Batch Review and Certification", and a "REPORTING YEAR" dropdown menu set to "2023" with a "GO" button.

Below this is a table titled "FACILITIES EXPECTED TO REPORT for 2023¹".

GHGRP ID	Facility or Supplier	Annual Reporting Status	Open EPA Correspondence	
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated	View Issue	OPEN
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanuary, TX)	Not generated	none	OPEN
544405	MLH Test Facility (Olde Tine, WA)	Not generated	none	OPEN
544406	Foghorn Test Facility (Washington, DC)	Not generated	none	OPEN
567521	Test Facility 2 for User (Carlstown, CA)	Not generated	none	OPEN

Below the table is another section titled "FACILITIES NOT EXPECTED TO REPORT for 2023¹".

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

¹ 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.

Current Reporting Year or Back Years

- Select the reporting year and click “Go”

e-GGRT Greenhouse Gas Data Reporting (2023)

Select Facility

ANNUAL GHG DATA REPORTING

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

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

Batch XML Upload

Batch Review and Certification

REPORTING YEAR

2023

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

FACILITIES EXPECTED TO REPORT for 2023¹

GHGRP ID	Facility or Supplier	Annual Reporting Status
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanuary, TX)	Not generated
544405	MLH Test Facility (Olde Tine, WA)	Not generated
544406	Foghorn Test Facility (Washington, DC)	Not generated
567521	Test Facility 2 for User (Carlstown, CA)	Not generated

FACILITIES NOT EXPECTED TO REPORT for 2023¹

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

¹ 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.

Select the Facility

- Click 'Open' next to the facility of interest

e-GGRT Greenhouse Gas Data Reporting (2023)

Select Facility

ANNUAL GHG DATA REPORTING

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

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

[Batch XML Upload](#)

[Batch Review and Certification](#)

REPORTING YEAR

2023

GO

FACILITIES EXPECTED TO REPORT for 2023¹

GHGRP ID	Facility or Supplier	Annual Reporting Status	Open EPA Correspondence	
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated	View Issue	OPEN
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not generated	none	OPEN
544405	MLH Test Facility (Olde Tine, WA)	Not generated	none	OPEN
544406	Foghorn Test Facility (Washington, DC)	Not generated	none	OPEN
567521	Test Facility 2 for User (Carlstown, CA)	Not generated	none	OPEN

FACILITIES NOT EXPECTED TO REPORT for 2023¹

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

¹ 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 and XLS-based Reporting Forms) 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, there is a section titled "UPLOAD GHG ZIP and GENERATE REPORT". Underneath, there is 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 warning 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 Part 98 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>

YOUR REPORTING YEAR 2022 STATUS

EPA is expecting an annual report for 2022 from this facility.

▶ Notify EPA that this facility or supplier will not submit a Reporting Year 2022 annual report.

▶ Notify EPA that this facility or supplier will not submit a Reporting Year 2023 annual report.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2022

If this facility or supplier will not submit a report to EPA 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 2021 calendar year.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2023

If this facility or supplier will not submit a report next 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 2022 calendar year.

Change of operations: All applicable operations of the facility or supplier changed in 2022 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: The facility or supplier has reported below 15,000 metric tons (mt) CO₂e/year for 3 consecutive years or below 25,000 mt CO₂e/year for 5 consecutive years in 2022.

Related FAQs

SAVE

CANCEL

Input Verifier Tools

- 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 saved 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 in many cases
- 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 visit:
<https://ccdsupport.com/confluence/display/help/Using+the+Facility+or+Supplier+Overview+Page>

The screenshot shows the EPA e-GGRT webform interface. At the top, there is a navigation bar with tabs for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING (selected), EPA REPORTS, and HELP DESK. The user is logged in as M Huppert. The main content area is for 'Parkington Inc (GHGRP ID: 525323)' and is titled 'e-GGRT Greenhouse Gas Data Reporting (2023)'. It includes a sidebar with help links, a 'FACILITY OR SUPPLIER OVERVIEW' section with instructions, and a table for reporting subparts.

Parkington Inc (GHGRP ID: 525323)
e-GGRT Greenhouse Gas Data Reporting (2023)
 Select Facility » [Facility or Supplier Overview](#)

FACILITY OR SUPPLIER OVERVIEW
 This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the 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](#))

(metric tons)
CO₂ equivalent emissions from facility subparts C-II, SS, and TT

(metric tons)
Biogenic CO₂ emissions from facility subparts C-II, SS, and TT

(metric tons)
CO₂ equivalent emissions from supplier subparts LL-QQ

[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.

2021 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	Cannot Submit-View Critical Errors	OPEN
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors	OPEN
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors	OPEN

e-GGRT Webforms: Subpart A

- All facilities must include Subpart A
- NAICS codes, Parent Company, Reporting Dates, and Methodology change explanation
- No significant changes to Subpart A

MLH Test Facility

Facility Reporting Information (2023)

[Select Facility](#) » [Facility or Supplier Overview](#) » [Subpart A](#)

SUBPART A – GENERAL INFORMATION

Each facility or supplier must report the names and percentage ownership of all highest-level United States parent companies, the dates covered by the report, and the North American Industry Classification System (NAICS) Code(s) representing the facility or supplier's principal production or activity. For facilities and suppliers that submitted an annual GHG report last year, the NAICS code and parent company tables are prepopulated with the information you provided in your report last year. Please review all prepopulated fields and update any information that is no longer current. To edit a NAICS code or parent company, click on the NAICS code or parent company name. Click on X symbol to delete a NAICS code or parent company.

Direct emitters (i.e., facilities reporting under subparts C through II, SS and TT) must indicate whether their report includes emissions from cogeneration units and whether the facility has a Department of Energy (DOE) or EPA's Clean Air Markets Division (CAMD) plant code.

If you changed the calculation methodology during the report year, then you must enter a brief explanation of the changes made and the subpart to which they apply (e.g., "Subpart NN: Changed from Methodology 1 to Methodology 2"). Leave this field blank if no changes to the calculation methodology were made during the reporting year.



Subpart A: No Validation Messages

NAICS CODES

NAICS Code	Description	Relevance	Delete
211130	Natural Gas Extraction	Primary	

[+ ADD a NAICS Code](#)

U.S. PARENT COMPANIES

Parent Company	Address	% of Ownership	Delete
MLH Resources	2020 Old Fountain Dr, Mello, LA 92043	100.00	

[+ ADD a Parent Company](#)

Total: 100.00

GHG report start date: *

GHG report end date: *

e-GGRT Webforms: Subpart C

- Starting with a simple Subpart C example
 - This is an example of a facility that had reported in RY2022. 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  	OPEN
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors 	OPEN
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors 	OPEN

 [ADD or REMOVE Subparts](#)

- ★ Stop signs indicate 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 (2023)

[Subpart C Overview](#)

OVERVIEW OF SUBPART C REPORTING REQUIREMENTS

Subpart C requires affected facilities to report annual carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) 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.



CONFIGURATION SUMMARY

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

[+ Add a Configuration](#)

[← Facility Overview](#)

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

[+ 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 RY2022 so we just need to add the RY2023 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 CO₂, CH₄, N₂O, 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.

93,225.9 (metric tons)
CO₂ equivalent emissions from facility subparts C-II, SS, and TT

3,788.0 (metric tons)
Biogenic CO₂ emissions from facility subparts C-II, SS, and TT

0.0 (metric tons)
CO₂ equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)

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)	<input type="text" value="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) <input type="text" value="0.18"/> (mmBtu/short ton)
Emission factor for CH ₄ (Input to Equation C-9a)	<input checked="" type="radio"/> Default CH ₄ emission factor for the fuel (0.011 kg CH ₄ /mmBtu) <input type="radio"/> Use alternate CH ₄ emission factor (0.001 kg CH ₄ /mmBtu) - for facilities within the IPCC "Energy Industry" category

EQUATION C-2a SUMMARY AND RESULT

$$\text{CO}_2 = 1 \times 10^{-3} \times \text{Fuel} \times \text{HHV} \times \text{EF}$$

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

Fuel-specific default emission factor for CO ₂ (Input to Equation C-9a)	93.28 (kg CO ₂ /mmBtu)
Annual CO ₂ emissions from combustion of the specified fuel (include both biogenic and non-biogenic emissions)	<input type="text" value="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 ₄ (Input to Equation C-9a)	0.011 (kg CH ₄ /mmBtu)
Annual CH ₄ 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 ₂ O (Input to Equation C-9a)	0.0016 (kg N ₂ O/mmBtu)
Annual N ₂ O emissions from combustion of the specified fuel	<input type="text" value="0.0188"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>

CO₂ EQUIVALENT EMISSIONS

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

- Let's take a look at 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 (2023)

Subpart Overview

OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO₂, CH₄, and N₂O 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.

(metric tons)
CO₂ equivalent emissions from facility subparts C-II, SS, and TT

(metric tons)
Biogenic CO₂ emissions from facility subparts C-II, SS, and TT

(metric tons)
CO₂ equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)



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

- Reporting Forms are formatted, dynamic excel workbooks
- 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: 12/18/2023

1.) Select the applicable industry segment for this workbook using the dropdown list:

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.

Industry Segment:	Onshore petroleum and natural gas production [98.230(a)(2)]
-------------------	---

List of Subpart W Industry Segments:

- 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:	

New for RY2023: reporting forms no longer use radio buttons

- Radio buttons are not compatible with Office 365 so we have switched to select boxes
- The older forms with radio buttons are still accepted

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

Subpart W: Petroleum and Natural Gas Systems (2023)

Subpart Overview

OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO₂, CH₄, and N₂O 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.

93,225.9 (metric tons)
CO₂ equivalent emissions from facility subparts C-II, SS, and TT

3,788.0 (metric tons)
Biogenic CO₂ emissions from facility subparts C-II, SS, and TT

0.0 (metric tons)
CO₂ equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)



Subpart W: No Validation Messages

- e-GGRT will read the data out of your reporting form

- If you have errors e-GGRT will report these issues back to your as validation messages

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
Subpart W Reporting Form_RY2019_Segment9.xls	M Huppert	February 17, 2020	✕

[↑ Facility Overview](#)

Expanded - Subpart OO Pre-Population

- In 2022 EPA initiated a program to phase down production and consumption of certain HFCs in the United States by using an HFC allowance allocation and trading program (CFR Part 84).
- Companies report their HFC import and exports on a Quarterly basis.
- EPA has provided a feature which aggregates these quarterly reports and pre-populates the corresponding Subpart OO form.
- For RY2023 EPA has expanded this feature to include more data, including transformation and destruction



Home **HFC Reports** Import Petitions Company Management



Hello, M Huppert | My Profile | Logout

MLH Resources (AIM364)

Home » Choose a Company » **Company Reports Summary**

Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.



Pre-Populated GHGRP

Forms. Companies that submit HIMPQ and/or HEXPQ reports can generate 40 CFR Part 98

subpart OO reporting forms pre-populated with their HAWK data.

Pre-populated GHG Forms

<https://ccdsupport.com/confluence/display/help/Part+98+Reporting+Using+Importer+and+Exporter+Data+Pre-populated+from+HAWK>

Validation

- e-GGRT is set up to identify potential 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

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 (2023)

[Subpart C Overview](#)

OVERVIEW OF SUBPART C REPORTING REQUIREMENTS

Subpart C requires affected facilities to report annual carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O) 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 ¹	Configuration Name or ID	Configuration Type	Use IVT?	Status ²		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Complete	OPEN	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	OPEN	

Critical Errors and Data Quality Errors

- Validation message can reflect data quality issues – as below. You may submit your reporting without correcting these type of 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 ¹	ID ²	Unit Name	Fuel Name	Message ³
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 ¹	ID ²	Unit Name	Message ³
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.

Excel Reporting Form Validation

Here is an example of a Subpart W validation message

Subpart W: Petroleum and Natural Gas Systems (2023)

[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 ¹	ID ²	Message ³
No facility-level validation messages found.		

FILE-LEVEL VALIDATION MESSAGES

Validation Type ¹	ID ²	Details	Message ³
Data Quality	W9400V3	Object Type: (d) Acid Gas Removal Units - AcidGasRemovalID ata File Name: Subpart W Reporting Form_RY2019_Se gment9.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 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:

<https://ccdsupport.com/confluence/display/help/GHGRP+Help+Desk+Contact+Information>

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](#))

93,225.9 (metric tons)
CO₂ equivalent emissions from facility subparts C-II, SS, and TT

3,788.0 (metric tons)
Biogenic CO₂ emissions from facility subparts C-II, SS, and TT

0.0 (metric tons)
CO₂ equivalent emissions from supplier subparts LL-QQ

[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	View Messages	OPEN
Subpart C—General Stationary Fuel Combustion Sources	View Messages	OPEN
Subpart W—Petroleum and Natural Gas Systems	None	OPEN

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	View Messages	OPEN
Subpart C—General Stationary Fuel Combustion Sources	View Messages	OPEN
Subpart W—Petroleum and Natural Gas Systems	None	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.

[GO](#)

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 (2022)

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: http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide .	

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

Final Review of your Submission

- 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/confluence/display/help/How+to+Submit+an+Annual+Report>

Select Facility » Facility Overview » Final Review

FINAL REVIEW

On this screen e-GGRT will compile a version of your Annual Report, perform a final verification review, allow you to review your Annual Report and download records. On the following submission step you can comment on error messages and then electronically sign the report to certify and send to EPA.

Print-friendly version 

Report	Status	Last Final Review Date
2021 Annual Report v1	Ready for review	02/26/2022 10:30:12 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

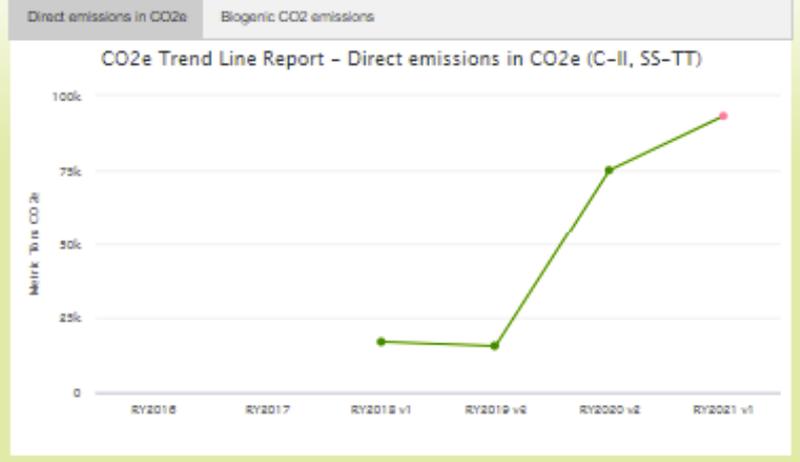
Use the View Messages links to view a comprehensive list of validation messages, if any remain. If you wish to address these messages prior to certifying and sending your report to EPA, click the Return to FACILITY OVERVIEW button. Or, click CONTINUE with SUBMISSION and you'll have the option to send comments to EPA with your annual report.

Reporting Source or Supplier Category	Remaining Validation Messages
Subpart A—General Information	No Issues
Subpart C—General Stationary Fuel Combustion Sources	View Messages
Subpart W—Petroleum and Natural Gas Systems	View Messages

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

[CONTINUE with SUBMISSION](#)

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 (2022)

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

- New feature: you can ask another representative or agent to sign and submit your reporting

e-GGRT Greenhouse Gas Annual Report Submission (2023)

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

CERTIFY AND SEND

The facility or supplier annual report is now ready to certify and send to EPA. An electronic signature is required to certify and send to EPA.

REPORT INFORMATION

(Fa

This report is ready to certify and send.

You have the ability to certify and send this annual report to EPA. You can elect to do that now or have another representative or agent certify and send. Please indicate how you would like to proceed.

- ➔ I will certify and send this report
- ➔ Someone else will certify and send this report
- ➔ Not sure. Return to Facility Overview

Ti

You have the ability to certify and send this annual report to EPA. You can elect to do that now or have another representative or agent certify and send. Please indicate how you would like to proceed.

- ➔ I will certify and send this report
- ➔ Someone else will certify and send this report
- ➔ Not sure. Return to Facility Overview

Certify and Submit

e-GGRT Greenhouse Gas Annual Report Submission (2023)

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 the information and all its attachments, and I accept 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, 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

Reply Reply All Forward IM



Wed 2/19/2020 3:00 AM

test@ccdsupport.com

ACTION REQUIRED: notification of potential error(s)

to HUPPERT, MARTY

EPA has identified potential error(s) in the annual GHG report(s) listed below. In accordance with 40 CFR Part 98.3(h), you are required to resolve each potential error by April 04, 2020, or within 45 days, by explaining why it is not an error or resubmitting your annual report(s) with the error corrected. Please review the message(s) in each Correspondence Issue listed below and respond accordingly.

Buckingham Energy,VA,(GHGRP ID: 525642):Issue#14687

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

To access a facility's Correspondence Folder icon <http://www.ccdsupport.com>

As we have done in prior unresolved issues in their an

To submit questions to EPA the POST REPLY button.

This email sent from the RY20101 (template id) 59153 (email id)



HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING



Hello, George Potemkin | My Profile | Logout

e-GGRT Help

About e-GGRT Home

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.)

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 interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo. Below the header are navigation tabs: "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "MY FACILITIES" section is active, showing "FACILITY SUMMARY". A user greeting "Hello, George Potemkin | My Profile | Logout" is visible in the top right.

ALL EPA CORRESPONDENCE

This page provides a summary of, and access to, all EPA Correspondence Issues with all the Facility or Suppliers for which you are a representative or agent. Click on the Issue ID to go directly to the Issue Details screen. Or, by clicking a Facility or Supplier name you will go to that facility or supplier's Correspondence Folder which summarizes the issues for just that facility or supplier.

IMPORTANT: Any non-Confidential Business Information (CBI) submitted through e-GGRT, including correspondence with EPA, is subject to public release under the Freedom of Information Act (FOIA). Data classified as CBI by any final EPA rules will be redacted prior to any such release. If you are submitting data that is not covered by a final rule related to CBI for GHG reporting (found at www.epa.gov/ghgreporting/confidential-business-information-ghg-reporting), please identify any such data that you consider to be CBI. If there is no existing CBI determination for data that is submitted with a CBI claim, EPA will treat this data as CBI unless EPA makes a determination that it does not qualify for protection as CBI.

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

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 (Request a 30-day extension)

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



www.epa.gov/ghgreporting/ghgrp-reported-data

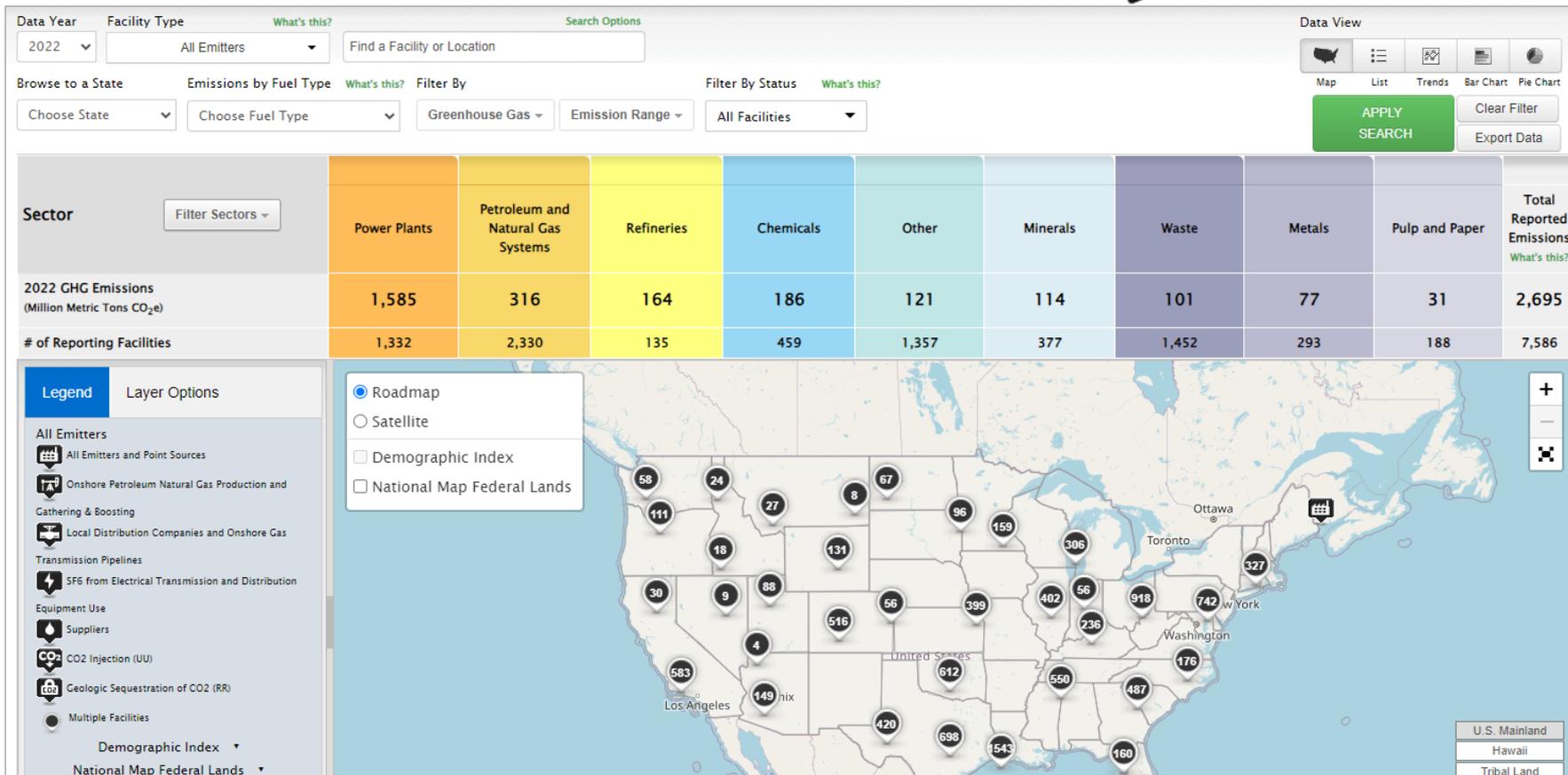
FLIGHT



2022 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 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 (FLIGHT):
<https://ghgdata.epa.gov/ghgp/main.do>

Data Downloads

Greenhouse Gas Reporting Program (GHGRP)

[CONTACT US](#)

- [GHGRP Home](#)
- [Find and Use GHGRP Data](#)
- [National Data Highlights](#)
- [Sector Data Highlights](#)
- [Data Sets](#)
- [For GHG Reporters](#)
- [Learn About GHGRP](#)
- [Help Center](#)
- [Data Citation](#)

Find and Use GHGRP Data

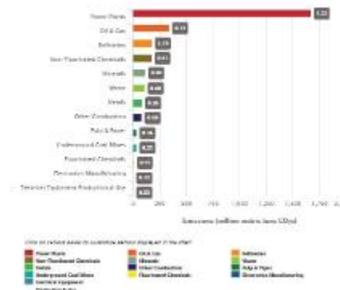
The Greenhouse Gas Reporting Program (GHGRP) releases reported greenhouse gas emissions data annually. The most recent reporting year that is publicly available is 2022 data. GHGRP also produces resources like tools, profiles, fact sheets, and more on specific topics of interest to help the public use and derive value from the greenhouse gas reporting data.

Find GHGRP data products using the options below.

Alternatively, use the left menu to browse webpages on various topics.

- I want to view:**
- 2022 national data summaries (most recent reporting year)
 - Sector summaries
 - State and tribal summaries
 - Data downloads
 - View all GHGRP data products

National Data Highlights (2022)



GHGRP Yearly Overview Profile (2022)

Table 1. GHGRP Sector Classifications

Power Plants	Refineries	Chemicals	Manufacturing	Waste
<ul style="list-style-type: none"> Electricity Generation Co-firing Refineries 	<ul style="list-style-type: none"> Allyl Acid Production Ammonia Manufacturing Aspirin Production Butyric Acid Production Propylene Acid Production Perfluorinated Production Other Chemical Production Toluene Oxide Production Other Chemical Production 	<ul style="list-style-type: none"> Food and Beverage Production Textile Mill Production Other Textile Production 	<ul style="list-style-type: none"> Food and Beverage Production Textile Mill Production Other Textile Production 	<ul style="list-style-type: none"> Waste Landfills Landfills Other Landfills Other Landfills Other Landfills Other Landfills Other Landfills Other Landfills

www.epa.gov/ghgreporting/data-sets

Questions?

e-GGRT:

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

GHG Reporting Program (GHGRP) Help Desk:

Website: <https://ccdsupport.com>

Email: GHGreporting@epa.gov

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

Telephone:

1-877-444-1188 (toll free)

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

Webinar materials will be posted in the coming weeks:

www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting