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# Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Update on Changes to Reporting form  
for Subpart FF (Underground Coal Mines)  
for Reporting Year 2013**

**February 2014**

- Background on subpart FF
- New data elements collected for RY2013 and future reporting years.
- Changes in the RY2013 Reporting Form
- Other changes in e-GGRT affecting FF reporters

# Background on Subpart FF

- Underground coal mines began reporting in 2012 (RY2011) under subpart FF
- For RY2012 EPA received reports from 151 facilities
- RY2012 data is available at [ghgdata.epa.gov](http://ghgdata.epa.gov)



# Reminder about Subpart FF Reporting Threshold

- Underground coal mines are **not** subject to the GHGRP if they have never liberated more than 36,500,000 actual cubic feet (acf) of methane (CH<sub>4</sub>) in a calendar year, and are not subject to any other subpart included in 40 CFR Part 98.
- **If you were never subject to Part 98 but registered in e-GGRT and submitted a report for 2011 or 2012, you are encouraged to notify EPA of this status by selecting the appropriate radio button on the 2012 Facility Overview webpage in e-GGRT.**
- However, if you did liberate more than 36,500,00 actual cubic feet in RY2011, RY2012, or 2013 and your facility continued to operate in RY2013, you need to report in RY2013 and this button is not applicable to you .

## NOT SUBMITTING AN ANNUAL REPORT FOR 2013

If you are registered in e-GGRT but not submitting a report for the following reason, you may notify EPA by selecting the radio button.

[\(clear all\)](#)

- Not subject:** This facility/supplier was registered in e-GGRT but has not been subject to Part 98 in any year starting in 2010 [98.2]. This selection indicates that you are not required to comply with Part 98 monitoring or reporting requirement at this time. Note that you must comply with Part 98 if you meet the applicability requirements of the rule in any future calendar year

SAVE

CANCEL

# Changes to Subpart FF Data Collection Requirements (98.326)\*

- On November 29, 2013, EPA finalized a technical correction which included changes to Subpart FF. EPA has revised the subpart FF reporting form to accommodate these new data reporting requirements.
- The table on the next page lists the changes to the data collection requirements. The first five rows of the table do not add reporting requirements but rather clarify units of measure or the basis for a reported value. The last three rows do actually affect reporting by **adding data elements to the reporting requirements:**
  - Under 98.326(o), facilities are now required to report the moisture correction factor as used in Eq. FF-1 or Eq. FF-3;
  - Under 98.326(r), facilities are now required to report the start and close date of each well or shaft, as well as the number of days the well or shaft was in operation during the reporting year;
  - Under 98.326(t), facilities are now required to report the MSHA identification number(s) associated with each facility.

\* Per Federal Register Notice, Vol . 78, page 71904 (11/29/2013)

# Changes to Subpart FF Data Collection Requirements (98.326)\* (cont)

Rule Reference	Previous Rule Language	New Rule Language*
98.326(a)	(a) Quarterly CH <sub>4</sub> liberated from each ventilation monitoring point (CH <sub>4vm</sub> ), (metric tons CH <sub>4</sub> ).	(a) Quarterly CH <sub>4</sub> liberated from each ventilation monitoring point, (metric tons CH <sub>4</sub> ).
98.326(f)	(f) Quarterly volumetric flow rate for each ventilation monitoring point (scfm), date and location of each measurement, and method of measurement (quarterly sampling or continuous monitoring), used in Equation FF-1 of this subpart.	(f) Quarterly volumetric flow rate for each ventilation monitoring point and units of measure (scfm or acfm), date and location of each measurement, and method of measurement (quarterly sampling or continuous monitoring), used in Equation FF-1 of this subpart.
98.326(h)	(h) Weekly volumetric flow rate used to calculate CH <sub>4</sub> liberated from degasification systems (cfm) and method of measurement (sampling or continuous monitoring), used in Equation FF-3 of this subpart.	(h) Weekly volumetric flow rate used to calculate CH <sub>4</sub> liberated from degasification systems and units of measure (acfm or scfm), and method of measurement (sampling or continuous monitoring), used in Equation FF-3 of this subpart.
98.326(i)	(i) Quarterly CEMS CH <sub>4</sub> concentration (%) used to calculate CH <sub>4</sub> liberated from degasification systems (average from daily data), or quarterly CH <sub>4</sub> concentration data based on results from weekly sampling data) (C).	(i) Quarterly CH <sub>4</sub> concentration (%) used to calculate CH <sub>4</sub> liberated from degasification systems and if the data is based on CEMS or weekly sampling.
98.326(j)	(j) Weekly volumetric flow rate used to calculate CH <sub>4</sub> destruction for each destruction device and each point of offsite transport (cfm).	(j) Weekly volumetric flow rate used to calculate CH <sub>4</sub> destruction for each destruction device and each point of offsite transport, and units of measure (acfm or scfm).
98.326(o)	(o) Temperatures (°R), pressure (atm), and moisture content used in Equation FF-1 and FF-3 of this subpart, and the gaseous organic concentration correction factor, if Equation FF-9 was required.	(o) Temperatures (°R), pressure (atm), moisture content, and the moisture correction factor (if applicable) used in Equation FF-1 and FF-3 of this subpart; and the gaseous organic concentration correction factor, if Equation FF-9 was required.
98.326(r)	(r) Identification information and description for each well and shaft, indication of whether the well or shaft is monitored individually, or as part of a centralized monitoring point. Note which method (sampling or continuous monitoring) was used.	(r) Identification information and description for each well and shaft, including paragraphs (r)(1) through (r)(3) of this section: (1) Indication of whether the well or shaft is monitored individually, or as part of a centralized monitoring point. Note which method (sampling or continuous monitoring) was used. (2) Start date and close date of each well or shaft. (3) Number of days the well or shaft was in operation during the reporting year.
98.326(t)	No current requirement	(t) Mine Safety and Health Administration (MSHA) identification for this coal mine

\* Per Federal Register Notice, Vol . 78, page 71904 (11/29/2013)

## Reporting Form Tab

## Change For RY2013 and Later Reporting

### Tab 1. Introduction

**Added 1 New Item : MSHA ID**

### Tab 2. Degas Collection

No Changes

### Tab 3. Well and Shaft

**Added 3 New Items: Start Date, Close Date and # of Days in Operation**

### Tab 4. Ventilation Quarterly

**Added 2 New Items: Moisture Correction Factor (MCF) and Time Substitute Data Used for MCF**

### Tab 5. Degas Quarterly

**Added 2 New Items: Moisture Correction Factor (MCF) and Time Substitute Data Used for MCF**

### Tab 6. Degas Weekly

No Changes

### Tab 7. Destruction or Offsite

No Changes

### Tab 8. Destr. or Offsite Quarterly

No Changes

### Tab 9. Destr. or Offsite Weekly

No Changes

### Tab 10. Emissions Summary

No Changes



- Please note that the forms version number has been changed to R.03 for this reporting year. Older versions of the form (from RY2011 and RY2012) are not accepted this year. You must use this new form for current year submissions and for back year resubmissions.

Subpart FF - Underground Coal Mines

## 1. Introduction

### Worksheet Instructions:

It is intended for the user to complete all the sheets in this workbook, as applicable. If certain sheets are not applicable to your facility, for example degasification wells, then the user should not complete those inapplicable tabs. Calculation support is provided for Equations FF-2, FF-4, FF-6. Calculation support for other equations is not provided.

### Version:

R.03

### External Links:

Subpart FF Resources Page: <http://www.epa.gov/climatechange/emissions/subpart/ff.html>  
Reporting Form Help Content: <http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions>  
Optional Calculation Spreadsheet: <http://www.ccdsupport.com/confluence/display/help/Optional+Calculation+Spreadsheet+Instructions>

### Workbook Navigation:

<a href="#">1. Introduction</a>	<a href="#">6. Degas Weekly</a>
<a href="#">2. Degas Collection</a>	<a href="#">7. Destruction or Offsite</a>
<a href="#">3. Well and Shaft</a>	<a href="#">8. Destruction of Offsite Quarterly</a>
<a href="#">4. Ventilation Quarterly</a>	<a href="#">9. Destruction of Offsite Weekly</a>
<a href="#">5. Degas Quarterly</a>	<a href="#">10. Emissions Summary</a>

# Tab 1 – Introduction (cont)

- New data elements required this year are only to be reported from RY2013 onward, are not collected for prior years (RY2011 and RY2012).
- The Reporting Form has been modified to accept these new data for RY2013 and later but to disable these data fields for RY2011 and RY2012.
- MSHA ID, for example, is black or disabled, of you select RY2011 or 2012. But after selecting Reporting Year 2013, the MSHA id field becomes enabled.

1a.) Fill out the following table with general information about this facility:

A1	A2
Facility Name:	
GHGRP ID:	
Reporting Period:	2012
MSHA Individual Identification Number:	
Comments: (optional)	

1a.) Fill out the following table with general information about this facility:

A1	A2
Facility Name:	
GHGRP ID:	
Reporting Period:	2013
MSHA Individual Identification Number:	← Enabled
Comments: (optional)	

# Tab 3 - Well and Shaft

3 new data items for each well or shaft:

- Start date and stop date: first date of operation and the date the well or shaft ceases operation.
  - If in service at the beginning of the year or operated intermittently prior to the beginning of the year, enter the first day of the reporting year.
  - If in service at the end of the year or operated intermittently beyond the end of the year, enter the last day of the reporting year.
- Number of days of operation: the actual operating time in days, up to three decimals, consistent with the number of days of used in Eq. FF-1 or FF-3

A6	A7	A8	A9	A10
Start date of well or shaft [MM/DD/YYYY] [\$98.326(r)]	Close date of well or shaft [MM/DD/YYYY] [\$98.326(r)]	Number of days the well or shaft was in operation during the reporting year [\$98.326(r)]	Indicate whether the well or shaft is monitored individually, or as part of a centralized monitoring point [\$98.326(r)]	Identify the Centralized Monitoring Point [\$98.326(s)]

# Tab 4 - Ventilation Quarterly

- 2 new data elements: Moisture Correction Factor and Length of Time Substitute Data is used for Moisture Correction Factor.

A24	A25	A26	A27	A28	A29	A30
P - Absolute Pressure used in Eq. FF-1 (atm) [§98.326(o)]	Length of time that substitute data are used for the pressure used in Eq. FF-1 (hours) [§98.3(c)(8), §98.326(o)]	$f_{H_2O}$ - Moisture content used in Eq. FF-1 (cubic feet water per cubic feet biogas) [§98.326(o)]	Length of time that substitute data are used for the moisture content used in Eq. FF-1 (hours) [§98.3(c)(8), §98.326(o)]	Moisture correction factor used in Eq. FF-1 [§98.326(o)]	Length of time that substitute data are used for the moisture correction factor used in Eq. FF-1 (hours) [§98.3(c)(8), §98.326(o)]	$CH_4$ - Quarterly $CH_4$ liberated from ventilation monitoring point (MT $CH_4$ ) [§98.326(a)] --- Output of Eq. FF-1

# Tab 5 - Degas Quarterly

- 2 new data elements: Moisture Correction Factor and Length of Time Substitute Data is used for Moisture Correction Factor.

A14	A15	A16	A17	A18	A19	A20	A21
$T_1$ - Temperature used in Eq. FF-3 (°R) [§98.326(o)]	Length of time that substitute data are used for the temperature used in Eq. FF-3 (hours) [§98.3(c)(8), §98.326(o)]	$P_1$ - Absolute Pressure used in Eq. FF-3 (atm) [§98.326(o)]	Length of time that substitute data are used for the pressure used in Eq. FF-3 (hours) [§98.3(c)(8), §98.326(o)]	$f_{H_2O}$ - Moisture content used in Eq. FF-3 (cubic feet water per cubic feet biogas) [§98.326(o)]	Length of time that substitute data are used for the moisture content used in Eq. FF-3 (hours) [§98.3(c)(8), §98.326(o)]	Moisture correction factor used in Eq. FF-3 [§98.326(o)]	Length of time that substitute data are used for the moisture correction factor used in Eq. FF-3 (hours) [§98.3(c)(8), §98.326(o)]

- It may save time to cut and paste some data from the old format RY2012 form you submitted last year into the new format RY2013 reporting form you are required to submit this year.
- **Warning:** If you cut and paste, EPA strongly recommends using Paste Special, Values. Incorrect Cut and Paste processes can cause cells to be protected so they no longer can be edited.

- e-GGRT / CDX passwords expire after 90 days; you password may need to be updated.
  - If you have forgotten your password e-GGRT offers [self service password resets](https://ghgreporting.epa.gov/ghg/forgotpassword.do)  
(<https://ghgreporting.epa.gov/ghg/forgotpassword.do>)

# Changes You Will See When You Log into e-GGRT

- You will be able to select RY2010, RY2011, RY2012 or RY2013. This will default to 2013. Use this to resubmit back year reporting. **Note:** back year Subpart FF data must be migrated to the Version 3 reporting form before e-GGRT will accept a re-submission.

## e-GGRT Greenhouse Gas Data Reporting (2013)

### Select Facility

#### ANNUAL GHG DATA REPORTING

You must select a facility to begin using any Data Reporting features, which include: Specifying which subparts the facility will be reporting, entering or updating corporate parent information (subpart A), entering GHG data and viewing validation reports, and lastly, preparing and submitting the Annual Report to EPA.

### Select the Reporting Year

REPORTING YEAR  
2013

#### FACILITIES REPORTING for 2013


GHGRP ID	Facility or Supplier	Annual Report Status	Facility Overview
529417	MHRReporter Test MultiSubpart 2 (Rivervale, NJ)	Generated with errors	<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	e-GGRT XML User Test Facility 8 (Washington, DC)	Not generated	<input type="button" value="OPEN"/>

#### FACILITIES NOT REPORTING for 2013

GHGRP ID	Facility or Supplier	Not Reporting Reason	
544406	Foghorn Test Facility (Washington, DC)	Not submitting - Other	<input type="button" value="OPEN"/>



## One new validation feature: Critical Errors (stoppers)

Data Completeness	FF0121 	5. Degas Quarterly Table 5 Row: Well 1	Temperature used in Eq. FF-3. This data element is required. If a flow meter that automatically corrects to 520 degrees Rankine was used, enter 520. This data element is located on Tab 5 in column A14.
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- Critical Errors prevent completion of your submission until they are corrected. These will appear in the validation report with a Stop Sign icon. If you try to generate or regenerate your submission without correcting these, you will get a message like the example above.

- One additional change in subpart A: you must answer a question regarding your Plant Code in Subpart A. (Yes or No)
- If you answer Yes and you report under Subpart C, a plant code will be required in Subpart C.

Does your facility report under subpart C or D and have a plant code (as defined in §98.6)?

Yes

No

A plant code is the Plant ID code assigned by the Department of Energy's (DOE) Energy Information Administration (EIA) and may also be referred to as the "ORIS code", "ORISPL code", "Facility ID", or "Facility code", among other names. If a plant code has not been assigned by the DOE's EIA, then plant code means a code beginning with "88" assigned by EPA's Clean Air Markets Division (CAMD) for electronic reporting. If you need more information about what is a "plant code", please see <http://www.codsupport.com/confluence/display/TBSAND/Subpart+A+Additional+Summary+Information+for+this+Facility>.

# For more information



On the GHG Reporting Program:

<http://www.epa.gov/ghgreporting/index.html>

On using e-GGRT:

<http://www.ccdsupport.com>

Contact Us:

<http://www.ccdsupport.com/confluence/display/help/e-GGRT+Help+Desk+Contact+Information>

Rule Citations, 40 CFR (related to Facility Registration):

98.4 Authorization and responsibilities of the designated representative (DR)

98.4(i) Certificate of Representation (COR)

98.4(m) Delegation by designated representative and alternate designated representative (Agents)

- EPA has updated the help content located on the [www.ccdsupport.com](http://www.ccdsupport.com) site. This content includes step by step information on how to complete a Subpart FF reporting form.
- If you are looking for additional information please go to <http://www.ccdsupport.com/confluence/display/Help/Subpart+FF+--+Underground+Coal+Mines>
- Or contact the GHGRP Help Desk at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov) or 1-877-444-1188



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