e-GGRT Training Webinar on Updates to Reporting GHG Data for Subpart HH – Municipal Solid Waste Landfills and Subpart TT – Industrial Waste Landfills

U.S. Environmental Protection Agency

Greenhouse Gas Reporting Program (GHGRP)

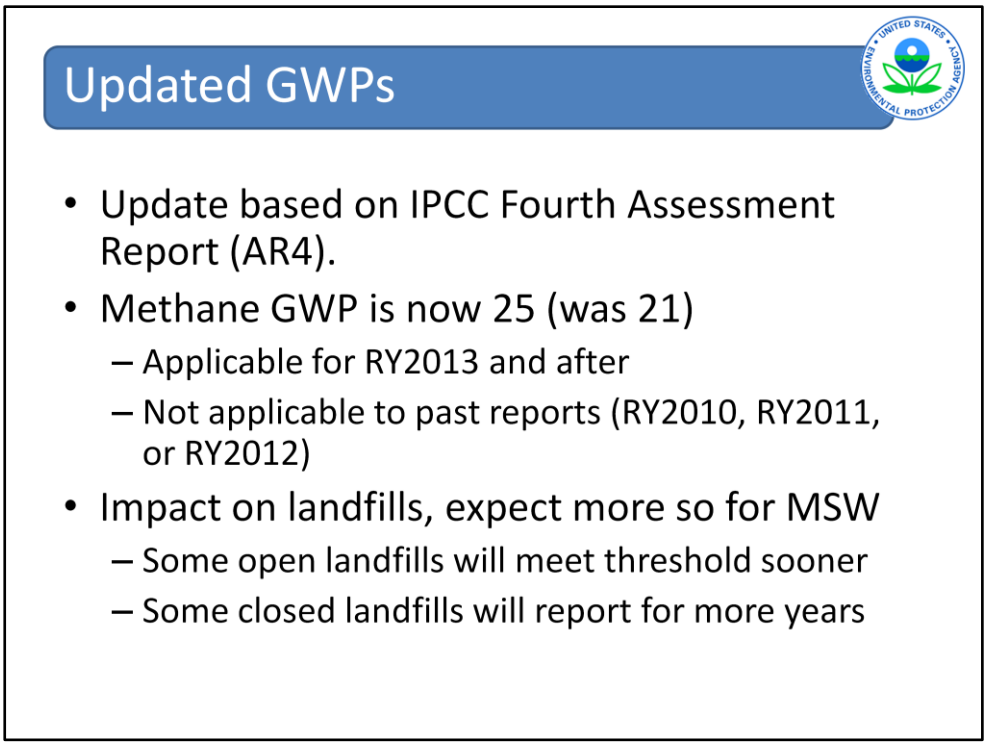
February 2014

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.

For today's webinar please only submit questions regarding e-GGRT functionality, particularly on the updates covered in this webinar. Question on other topics (rule requirements, legal issues, etc.) should be submitted to GHGReporting@epa.gov.

Purpose of Webinar

- Review GWP change effective with 2013 reports
- Walk through
  - Changes to subpart TT reporting
  - Changes to subpart HH reporting
  - Changes to reporting that impact all landfills
- Provide update on Validation Reports including new Critical Validation Errors
- Review other helpful tips for successfully completing reports



Beginning in reporting year 2013, the global warming potential (GWP) for methane was changed from 21 to 25 based on updated, internationally-accepted data from the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR-4) report. EPA expects that this change will result in some open landfills meeting the 25,000 metric ton CO_2 equivalent methane generation threshold, and therefore reporting a year or two earlier than they otherwise would have. EPA also expects that some closed landfills may have to continue to report to the program for more years than they otherwise would have.

Landfills that first become subject to reporting only because of the GWP changes are not subject to reporting in 2014, but must start monitoring January 2014 and submit their report for the calendar year 2014 in March of 2015.

Update to GWPs

- EPA is providing a specific exemption for certain small, older, closed MSW landfills
  - That did not receive waste after January 1, 2013
  - With methane generation less than 1,190 metric tons CH_4 in 2013
  - Were not required to report to the GHGRP in reporting years prior to 2013
- All 3 of these conditions must be met to qualify for the exemption

A specific exemption was added to section 98.340 in Subpart HH of the rule that exempts certain smaller, older, and/or closed municipal solid waste landfills from reporting as a result of the increased GWP for methane. These landfills are exempted if they: (a) did not receive waste after January 1, 2013; (b) generated methane less than 1,190 metric tons of CH4 in the 2013 reporting year as determined using Equation HH-5 and, if applicable, Equation HH-7; and (c) were not required to submit an annual report under any requirement of Part 98 (including for other subparts) for any reporting year prior to reporting year 2013. All three of these conditions must be met in order to qualify for the exemption.

Data Carry-Over

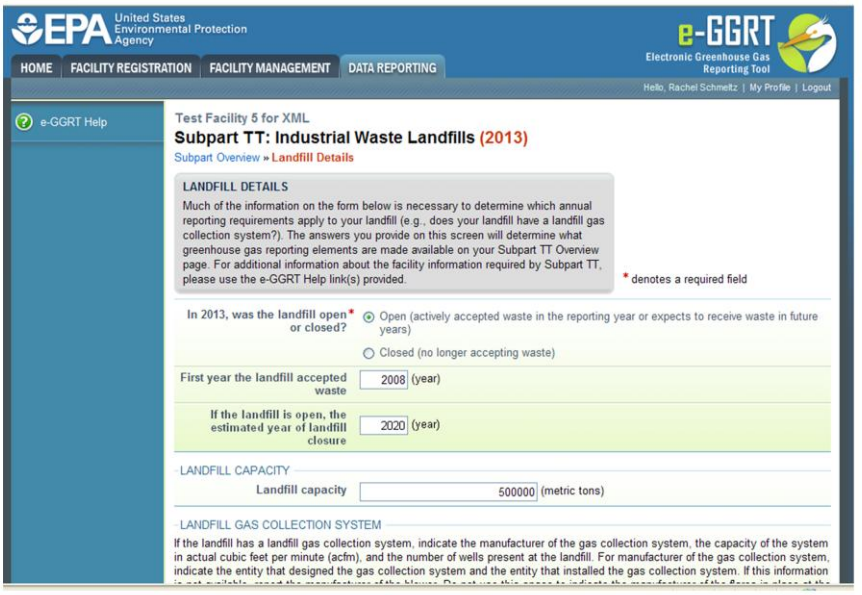
- Certain data elements will be carried over to your RY 2013 reports like in years past
- These data elements include:
  - Waste disposal quantities
  - Inputs to Equation HH-1 or TT-1 for all years except the current reporting year

Data from past years will be carried over to your current year report. In particular, waste quantities and other inputs to Equations HH-1 and TT-1, the methane generation equations.

You are strongly encouraged to check over the data that is carried over to make sure it is accurate.

Then add data for the current year of reporting.

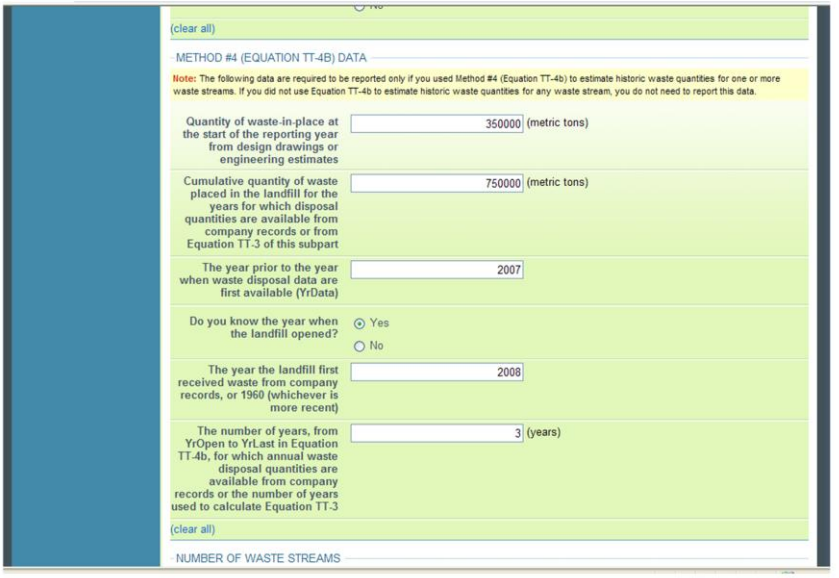
Subpart TT - Changes



There were a few changes to subpart TT that will impact reporting

This slide shows the top of the Landfill Details page for Subpart TT

Equation TT-4b Reporting



Scrolling down to the bottom of the Landfill Details page for TT, there are new reporting requirements if Equation TT-4b was used to estimate waste quantities for the landfill.

These include:

- The waste-in-place (WIP) at the start of the reporting year from design drawings or engineering estimates in metric tons for open landfills. For closed landfills for which the WIP quantities are not available, this equals the landfill design capacity.
- The cumulative quantity of waste placed in the landfill for the years for which disposal quantities are available from company records or from Equation TT-3
- The YrLast, YrOpen, and NYrData terms in Equation TT-4b.

Note the “Clear All” feature at the bottom of this section. Can be used to clear all data entered in this section.

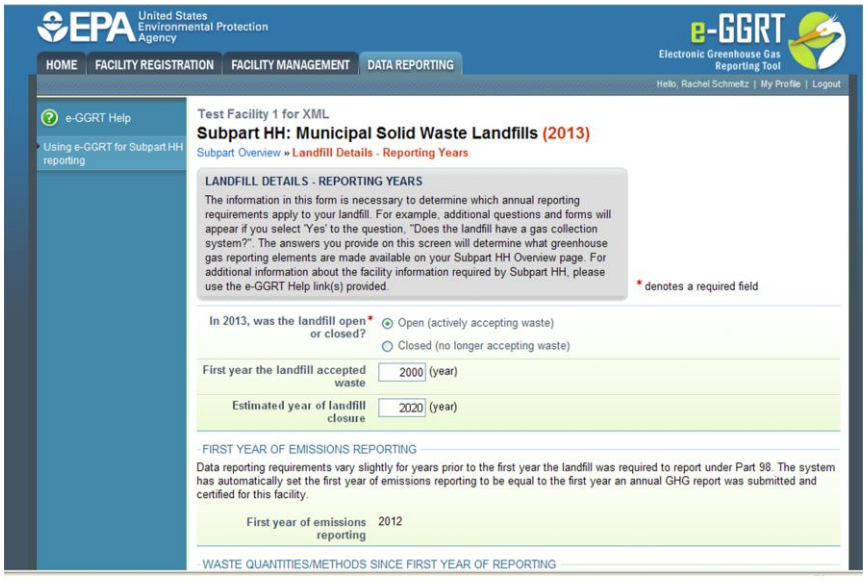
Other changes/notes on Subpart TT

- Revised Table TT-1
  - Separated out "Industrial Sludge" from other industrial waste categories
- Error in current version of the rule in e-CFR
  - Equation TT-4b is shown twice
  - Equation TT-4a is not shown
  - November 29, 2013 FR notice is correct and is legally binding
  - We are working on fixing this error

Added DOC and k-values for industrial sludge and specified that other waste types were "other than industrial sludge"

E-CFR is not legally binding. The November 29, 2013 FR notice is legally binding.

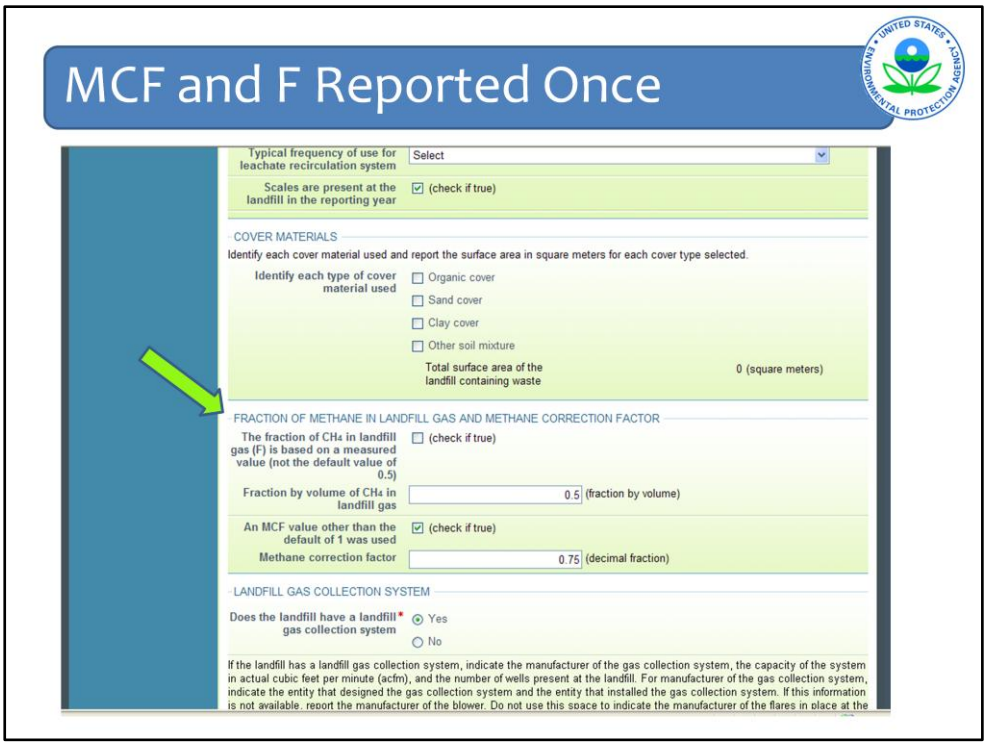
Subpart HH Changes



Subpart HH has a few more changes that will impact reporting. Some of these changes will also affect the Subpart TT facilities that have gas collection and control systems.

First address change that is Subpart HH-specific.

From Subpart Overview page, click on Landfill Details – Reporting Years and most of the data entry will be the same as last year with one exception.

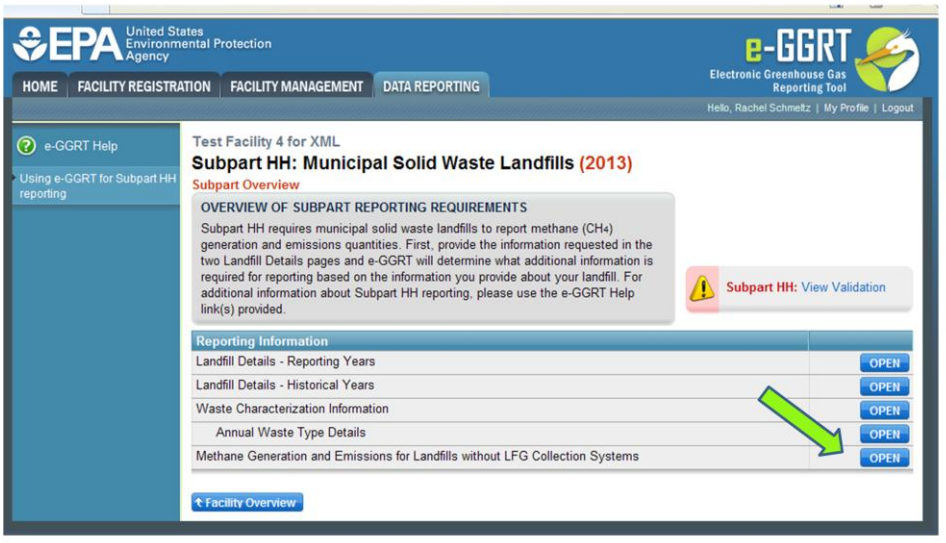


The one change on this page is that the fraction of methane in landfill gas (F) and methane correction factor (MCF) data are now collected on the Landfill Details Reporting Years Page only. These data elements were previously collected with Waste Characterization Information and were required to be reported by year and waste type. Starting in RY 2013, they are collected only once on this first page.

You must indicate if the fraction of methane in the landfill gas used in Equation HH-1 is based on a measured value and not the default value of 0.5. Check the box if the value for F is based on a measured value and if so, enter the value used in the box. If you do not check the box, the default of 0.5 will automatically populate the box.

You must also indicate if a methane correction factor other than the default value of 1.0 is used in Equation HH-1. If a value other than the default is used, check the box and report the value used. Also remember that if you use a value other than the default, you must have active aeration at your landfill and you will have to provide additional information about the aeration system on a later screen. If you do not check the box indicating that a value other than the default was used, the default value of 1.0 will automatically populate the box below.

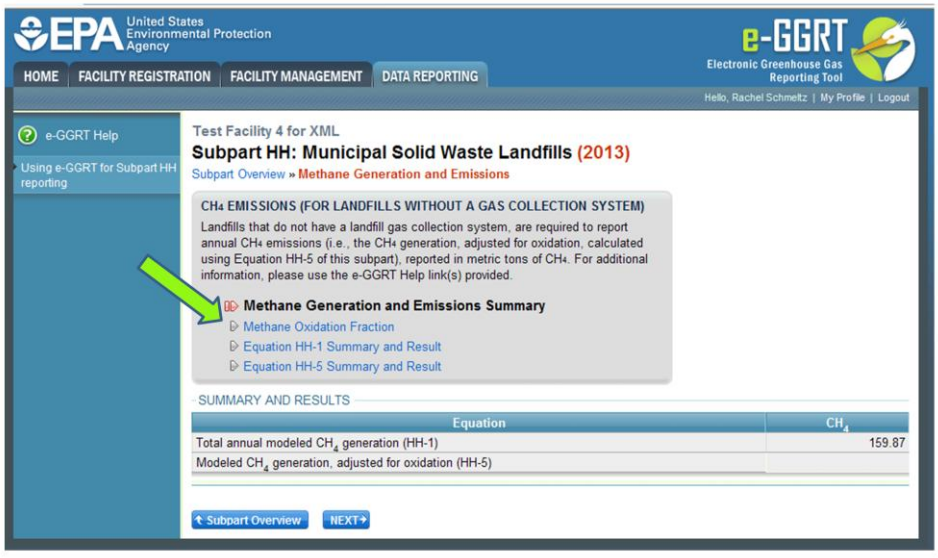
Oxidation Fraction



There were changes to the allowable values for oxidation fraction that impact both subparts HH and TT reporters.

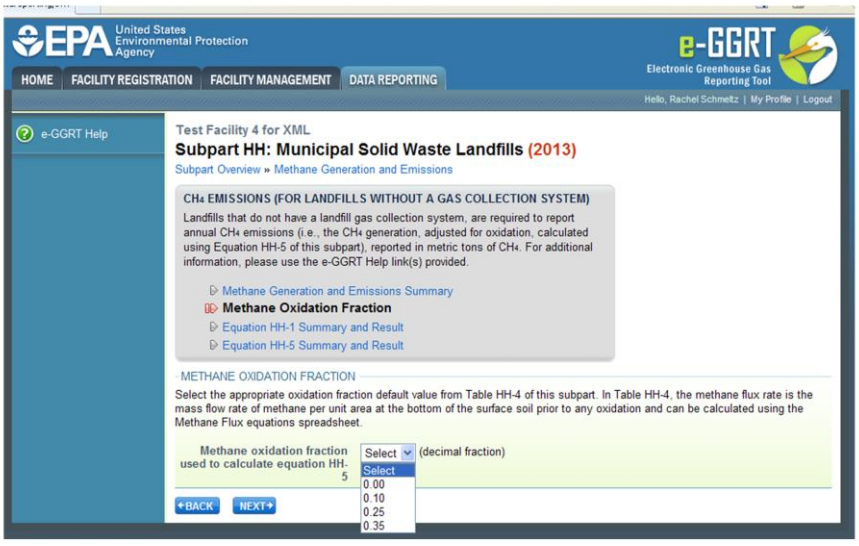
To see the changes, from the Subpart Overview page, we will first cover landfills without gas collection. Click OPEN at the bottom line.

Oxidation Fraction



The methane generation and emissions summary screen now includes a page to enter the methane oxidation fraction used in Equation HH-5 (methane generation adjusted for oxidation).

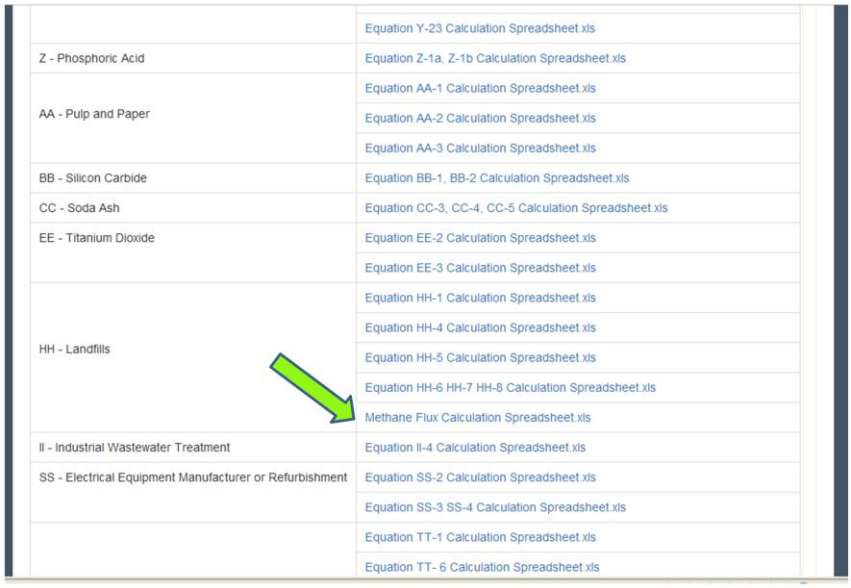
Oxidation Fraction



For landfills without gas collection systems, you need to select the methane oxidation fraction used in Equation HH-5 from the drop-down menu. These oxidation fractions are presented in Table HH-4 of the rule.

We created an optional calculation spreadsheet to help calculate the methane flux rate that can be used to select the appropriate oxidation fraction. You can go to the e-GGRT HELP page by clicking on e-GGRT Help in the upper left column of this page (and every page) and in the middle column, there will be a link to the Optional Calculation Spreadsheets.

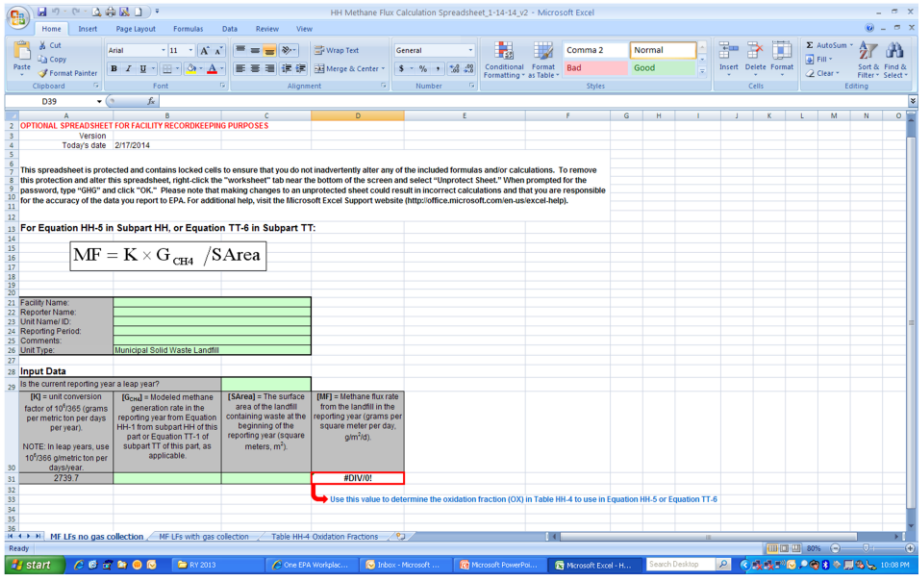
Oxidation Fraction



	Equation Y-23 Calculation Spreadsheet.xls
Z - Phosphoric Acid	Equation Z-1a, Z-1b Calculation Spreadsheet.xls
AA - Pulp and Paper	Equation AA-1 Calculation Spreadsheet.xls
	Equation AA-2 Calculation Spreadsheet.xls
	Equation AA-3 Calculation Spreadsheet.xls
BB - Silicon Carbide	Equation BB-1, BB-2 Calculation Spreadsheet.xls
CC - Soda Ash	Equation CC-3, CC-4, CC-5 Calculation Spreadsheet.xls
EE - Titanium Dioxide	Equation EE-2 Calculation Spreadsheet.xls
	Equation EE-3 Calculation Spreadsheet.xls
HH - Landfills	Equation HH-1 Calculation Spreadsheet.xls
	Equation HH-4 Calculation Spreadsheet.xls
	Equation HH-5 Calculation Spreadsheet.xls
	Equation HH-6 HH-7 HH-8 Calculation Spreadsheet.xls
	Methane Flux Calculation Spreadsheet.xls
II - Industrial Wastewater Treatment	Equation II-4 Calculation Spreadsheet.xls
SS - Electrical Equipment Manufacturer or Refurbishment	Equation SS-2 Calculation Spreadsheet.xls
	Equation SS-3 SS-4 Calculation Spreadsheet.xls
	Equation TT-1 Calculation Spreadsheet.xls
	Equation TT- 6 Calculation Spreadsheet.xls

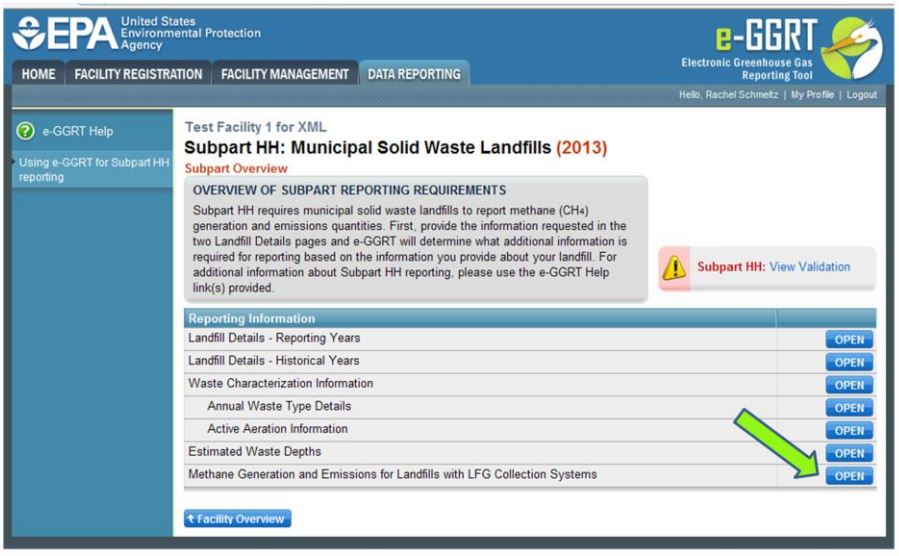
Scroll down to the spreadsheets for subpart HH. Click to the Methane Flux Calculation Spreadsheet.

Oxidation Fraction



This spreadsheet is organized into 2 categories for landfills with and without gas collection and control systems. The page shown here is for landfills without gas collection systems and shows the equation to calculate the methane flux rate that can be used so select the appropriate oxidation fraction in Table HH-4 to use in either Equation HH-5 or TT-6. The page for landfills with gas collection systems is similar and shows equations to calculate the methane flux rate to determine the oxidation fraction to use in Equations HH-5/TT-6, HH-6, HH-7, and HH-8.

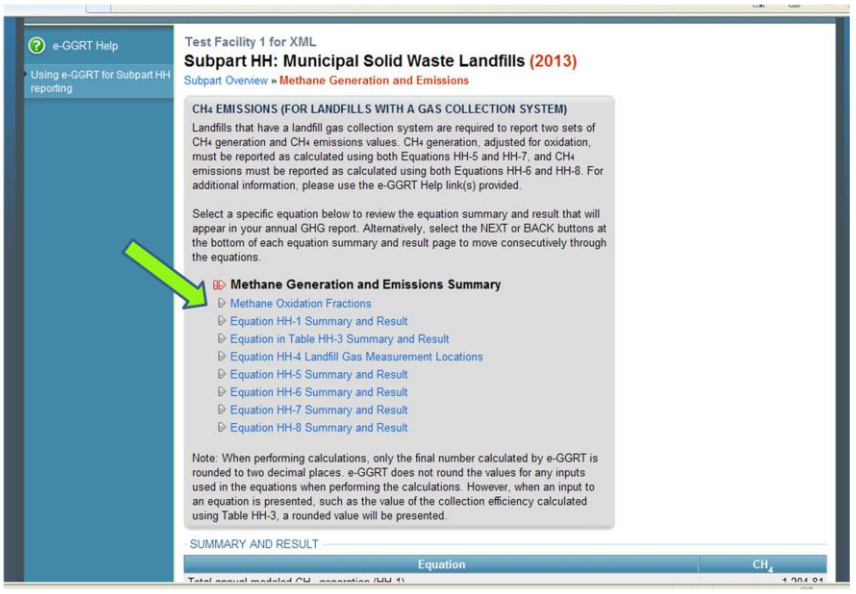
Oxidation Fraction



Similar changes were made for landfills with LFG Collections Systems.

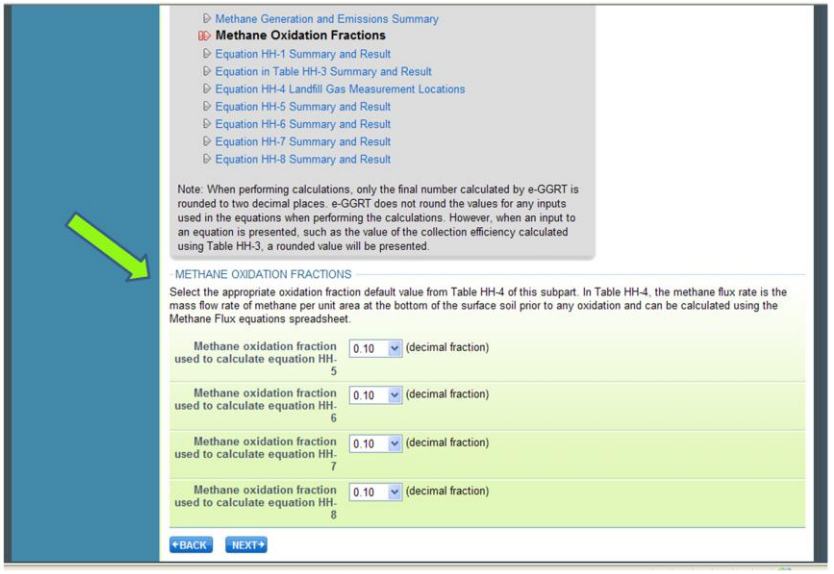
Click OPEN next to Methane Generation and Emissions for Landfills with LFG Collection Systems

Oxidation Fraction



Most of this screen looks the same as last year, except there is a new listing for Methane Oxidation Fractions.

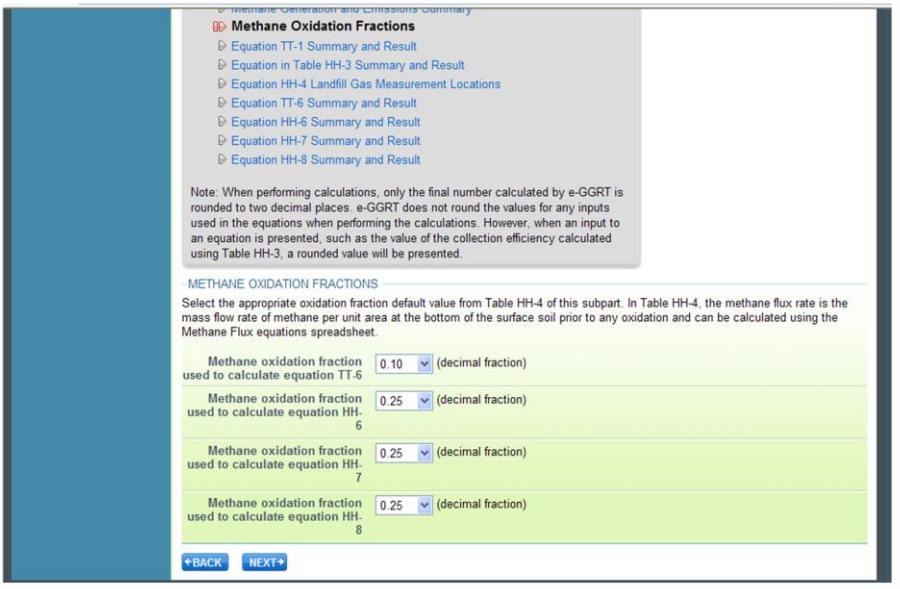
Oxidation Fraction



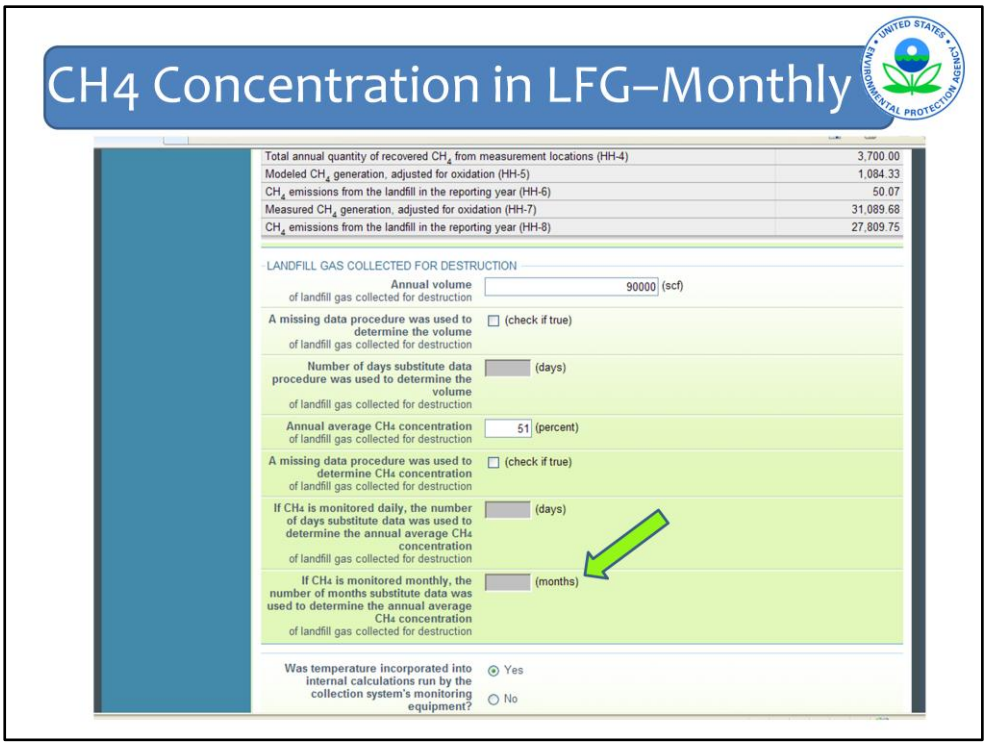
Enter the oxidation values used in all applicable equations.

As mentioned earlier, the tab for landfills with gas collection in the optional methane flux calculation spreadsheet can be used.

Oxidation Fractions for Subpart TT



This screen shows what Methane Oxidation Fractions page looks like for Industrial Waste Landfills with LFG collection reporting under Subpart TT. Note, this shows Equation TT-6 which is methane generation adjusted for oxidation for industrial landfills. The rest is the same as for subpart HH since subpart TT directly references Subpart HH for calculations related to emissions from landfill with gas collection systems.

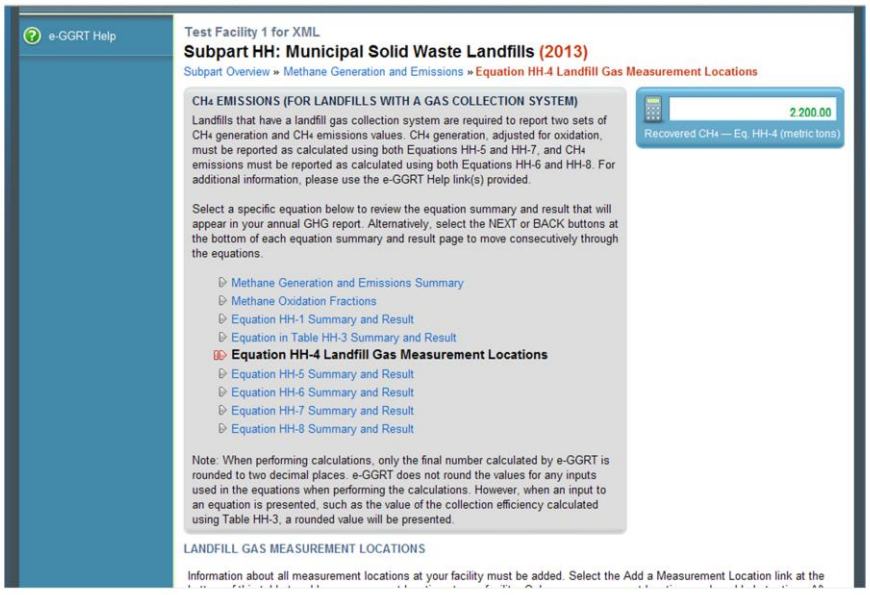


There are several other signification changes to reporting requirements for landfills with gas collection. These apply to both subparts HH and TT reporters.

First is the allowance for monthly monitoring of CH4 concentration in the landfill gas. Previously monitoring had to be done weekly if a continuous monitoring system was not already in place.

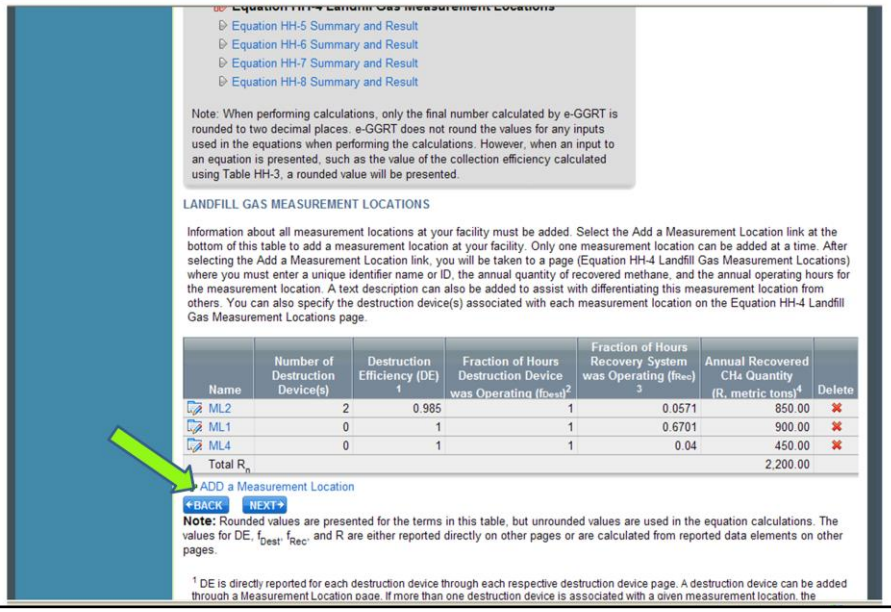
This screen is the bottom of the Methane Generation and Emissions page and is where information about landfill gas flow and concentration are entered. You can see here that the change in the reporting of substitute data has been made from weekly to monthly.

Equation HH-4



There are also changes to the pages for Equation HH-4 to collect information about measurement locations and destruction devices at the landfill.

Measurement Location(s)



Equation HH-5 Summary and Result
Equation HH-6 Summary and Result
Equation HH-7 Summary and Result
Equation HH-8 Summary and Result

Note: When performing calculations, only the final number calculated by e-GGRT is rounded to two decimal places. e-GGRT does not round the values for any inputs used in the equations when performing the calculations. However, when an input to an equation is presented, such as the value of the collection efficiency calculated using Table HH-3, a rounded value will be presented.

LANDFILL GAS MEASUREMENT LOCATIONS

Information about all measurement locations at your facility must be added. Select the Add a Measurement Location link at the bottom of this table to add a measurement location at your facility. Only one measurement location can be added at a time. After selecting the Add a Measurement Location link, you will be taken to a page (Equation HH-4 Landfill Gas Measurement Locations) where you must enter a unique identifier name or ID, the annual quantity of recovered methane, and the annual operating hours for the measurement location. A text description can also be added to assist with differentiating this measurement location from others. You can also specify the destruction device(s) associated with each measurement location on the Equation HH-4 Landfill Gas Measurement Locations page.

Name	Number of Destruction Device(s)	Destruction Efficiency (DE) [1]	Fraction of Hours Destruction Device was Operating (f_{Dest}) [2]	Fraction of Hours Recovery System was Operating (f_{Rec}) [3]	Annual Recovered CH_4 Quantity (R_n, metric tons) [4]	Delete
ML2	2	0.985	1	0.0571	850.00	✖
ML1	0	1	1	0.6701	900.00	✖
ML4	0	1	1	0.04	450.00	✖
Total R_n					2,200.00	

ADD a Measurement Location

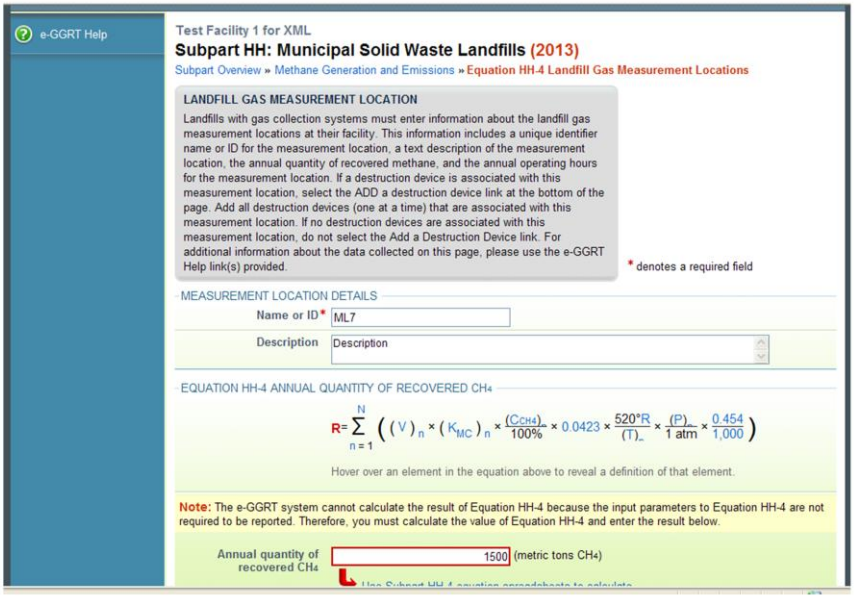
BACK NEXT

Note: Rounded values are presented for the terms in this table, but unrounded values are used in the equation calculations. The values for DE, f_{Dest}, f_{Rec}, and R are either reported directly on other pages or are calculated from reported data elements on other pages.

[1] DE is directly reported for each destruction device through each respective destruction device page. A destruction device can be added through a Measurement Location page. If more than one destruction device is associated with a given measurement location, the

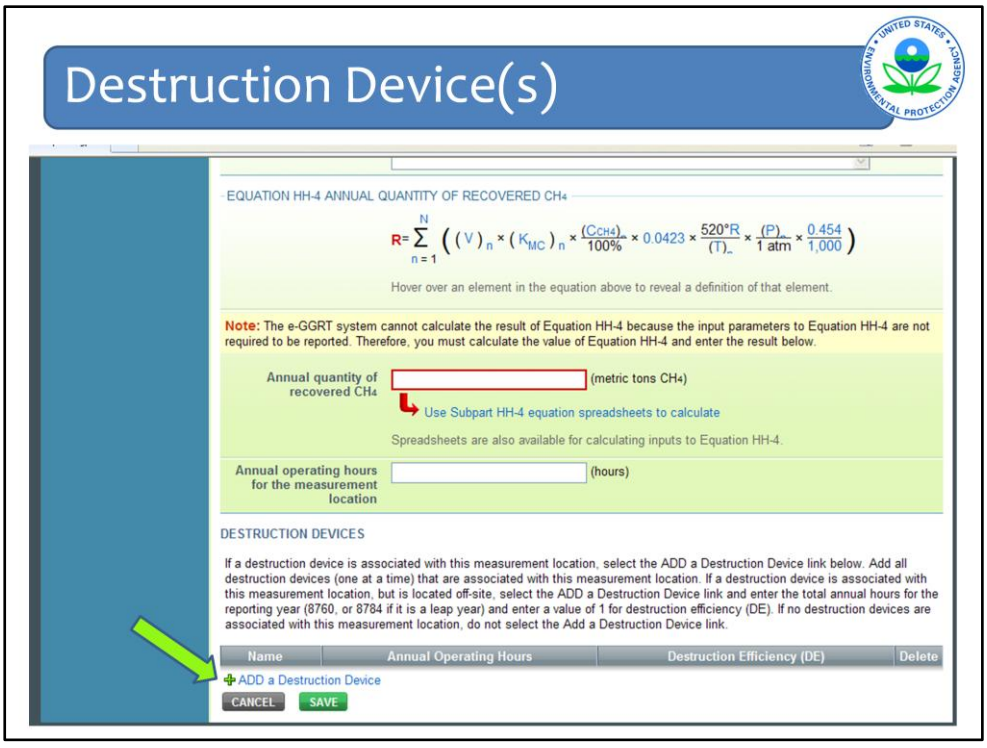
You are required to enter data about each measurement location and destruction device at your facility. Only one measurement location can be added at a time using the 'ADD a Measurement Location'" button underneath the table shown here.

Measurement Location(s)



After clicking the 'ADD a Measurement Location' button, you are taken to this screen where you can enter data on the measurement location including:

- A unique identifier for and text description of that measurement location
- The annual quantity of recovered CH_4 associated with that location

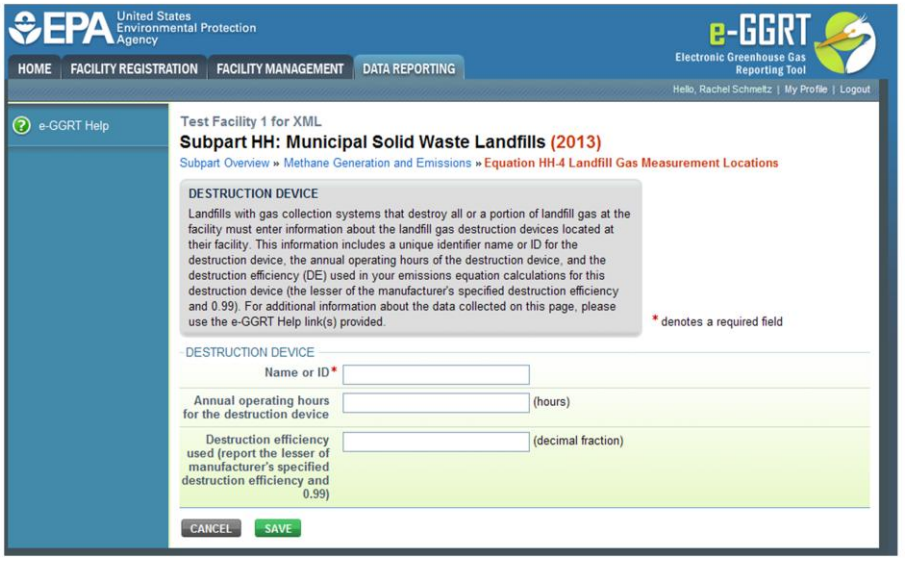


At the bottom of this page, you must also report:

- Annual operating hours for the measurement location.
- Identify all destruction devices used to destroy recovered landfill gas from that measurement location. This can be done only if you indicated that the collected landfill gas is destroyed on-site (at the facility) or both (on-site and off-site) on a previous page. If you indicate that the collected landfill gas is destroyed off-site, the option to add destruction devices for each measurement location indicated is not made available.

You can add a destruction device that is association with a given measurement location by clicking the ADD a Destruction Device button at the bottom of the page.

Destruction Device(s)



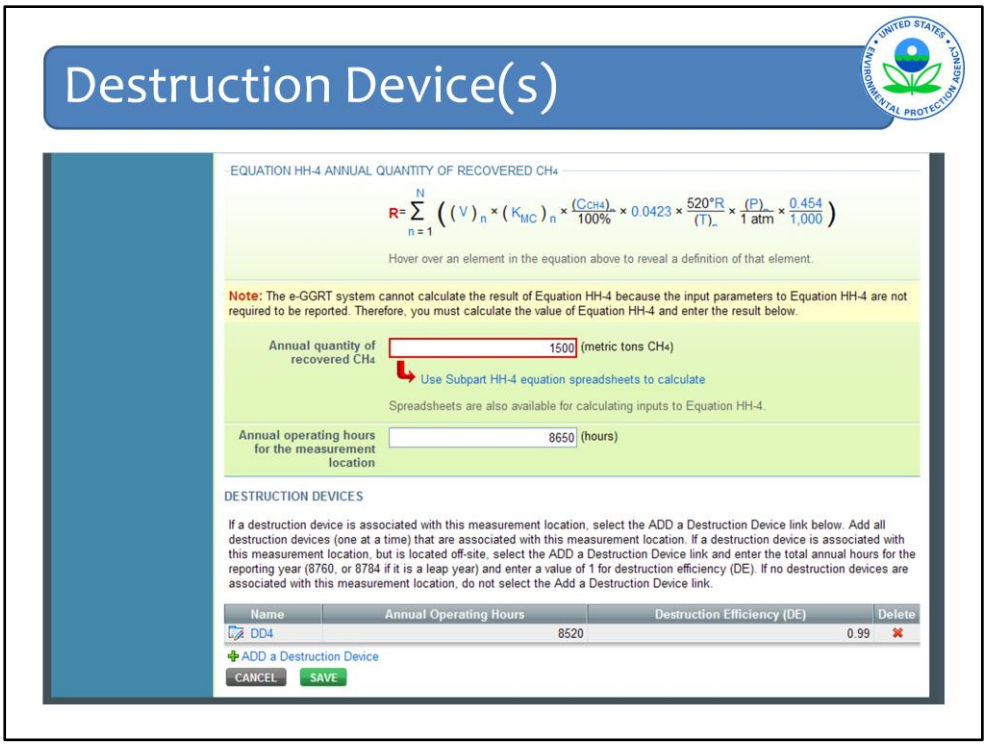
If you indicated that the collected landfill gas was destroyed either at the facility or both, the option to add a destruction device for each measurement location is made available. After clicking the "Add a Destruction Device" button, you will be taken to this Destruction Device page. If multiple destruction devices are associated with one measurement location, the destruction devices must be added one at a time in a similar fashion from the specific measurement location page.

For each destruction device associated with a measurement location, you must provide:
- Name or ID for each Destruction Device
- Annual operating hours for the destruction device
- Destruction efficiency used (report the lesser of the manufacturer's specified destruction efficiency or 0.99).

If you indicated that the collected landfill gas was destroyed both on-site and off-site, you must provide the information or the destruction devices located on-site. For the destruction devices that are located off-site, you should still add the destruction device and report the total hours in the reporting year (8760 or 8784 if it is a leap year) and report a value of 1 for the destruction efficiency.

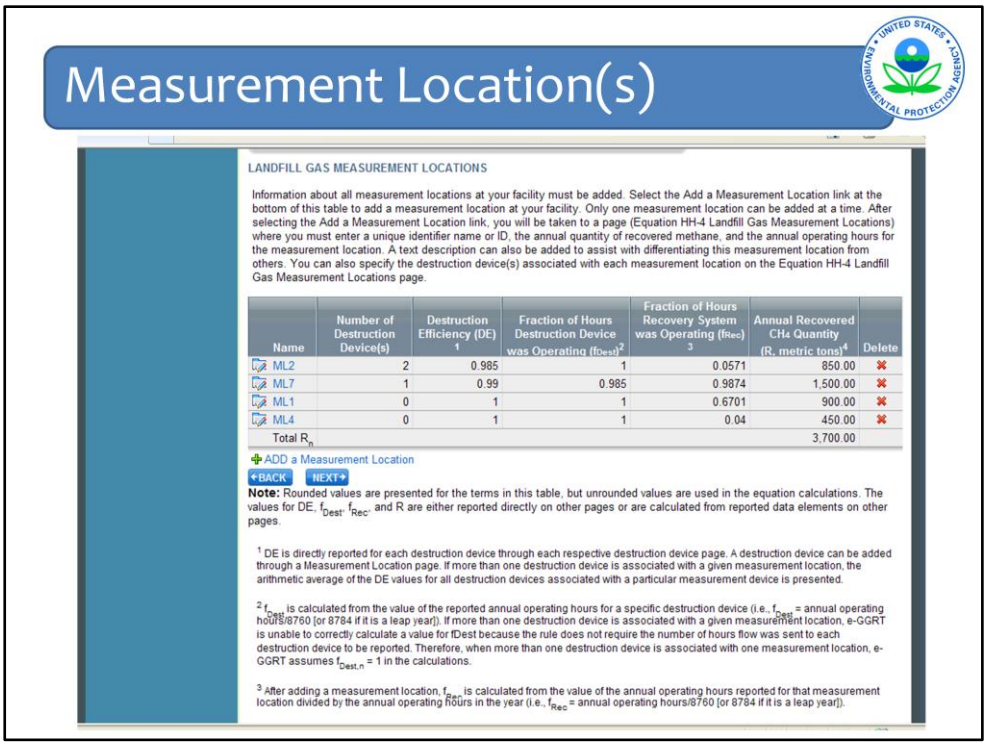
If you add a measurement location, but do not add an associated destruction device, a validation message will appear in your validation report and e-GGRT will make the assumption that the values for DE and fDest for this measurement location are both 1. Reporting this information for the off-site destruction devices will eliminate the validation message.

Click SAVE at the bottom and you will be taken back to the previous measurement location page.



If more destruction devices are associated with this measurement location, click ADD a Destruction Device again, as many times as appropriate.

If no more destruction devices are associated with this measurement location, click SAVE and you will be taken back to the HH-4 summary table of measurement locations (MLs) and destruction devices (DDs).



This is the HH-4 summary table of MLs and DDs on the Equation HH-4 Summary and Results page. It shows a summary for each measurement location and the total amount of recovered CH_4 at the facility (Total R_n) as shown in this screen. There are a lot of notes at the bottom of this screen some of which are cut off on this screenshot. We will walk through those now.

First note is that rounded values are presented for the terms in this table, but unrounded values are used in the equation calculations. The values for DE, f_{Dest}, f_{Rec}, and R are either reported directly on other pages or are calculated from data reported on other pages.

If the collected landfill gas is destroyed on-site or both, the destruction efficiency (DE) can be directly reported for each destruction device through each respective destruction device page. If more than one destruction device is associated with a given measurement location, the arithmetic average of the DE values for all destruction devices associated with this particular measurement location is presented in the table.

Again, if all of the collected landfill gas is destroyed off-site, the option to add a destruction device is not made available and a value of 1 will be shown in the Equation HH-4 summary table and used in the equation calculations.

The fraction of hours the destruction device associated with each measurement location was operating (f_{DEST}) is calculated from the value of the reported annual operating hours for a specific destruction device divided by the total hours in the year (i.e., f_{DEST} = annual operating hours/8760 [or 8784 if a leap year]). If more than one destruction device is associated with a given measurement location, e-GGRT may not be able to correctly calculate a value for f_{DEST} because the rule does not require the number of hours that gas flow was sent to each destruction device to be reported. Therefore, when more than one destruction device is associated with one measurement location, e-GGRT assumes $f_{DEST,n} = 1$ and that value is shown in the Equation HH-4 summary table and used in the calculations.

Values for DE and f_{DEST} will only appear in the table if at least one destruction device has been associated with a specific measurement location.

The fraction of hours the recovery system was operating, f_{REC} will be calculated from the value of the annual operating hours reported for that measurement location divided by the annual operating hours in the year (i.e., f_{REC} = annual operating hours/8760 [or 8784 if a leap year]).

R is added separately for each measurement location after a given measurement location is added.

Click NEXT and you will be taken through rest of methane generation and emissions equations like last year.

f_{DEST} and f_{REC}

- Part 98 does not require facilities to report the values of f_{Dest} and f_{Rec}
- e-GGRT will calculate values for f_{Dest} and f_{Rec} based on information reported for each destruction device
- You may enter your own calculated value for Eq's HH-6, HH-7, and HH-8 if e-GGRT is not calculating f_{Dest} and f_{Rec} correctly

Another item on fDEST and fREC. Part 98 currently does not require facilities to report the value of f_{Dest} and f_{Rec} used in Equations HH-6, HH-7, and HH-8. However, beginning in reporting year 2013, facilities may enter information about multiple measurement locations and destruction devices, such that a facility can determine values for f_{Rec} and f_{Dest} that incorporate data for multiple devices. As in previous reporting years, if you are reporting through e-GGRT, you may enter your own calculated values for Equations HH-6, HH-7, and HH-8 rather than use the e-GGRT calculated values if deemed appropriate.

Other tips for successful reporting

- Percent by weight must equal 1
- For MSW landfills, DOC and k-values in report must be from Table HH-1
- For Industrial Landfills, k-values in report must be from Table TT-1
- Waste depths and surface areas
  - Enter zero is area type does not exist at your facility

A few other key tips for successful reporting which will hopefully limit the number of messages EPA has to send and you have to reply to after report submission.

First tip is that when entering the percent by weight for the various waste types, those percentages should add up to 1 for each year.

Second, the DOC and k-values reported for MSW landfills should only be those from Table HH-1. DOC and k-values that are not in Table HH-1 will be flagged and you will be asked to revise those values.

For Industrial landfills, you may used measured DOC values but the k-values must be from Table TT-1 or the values will be flagged.

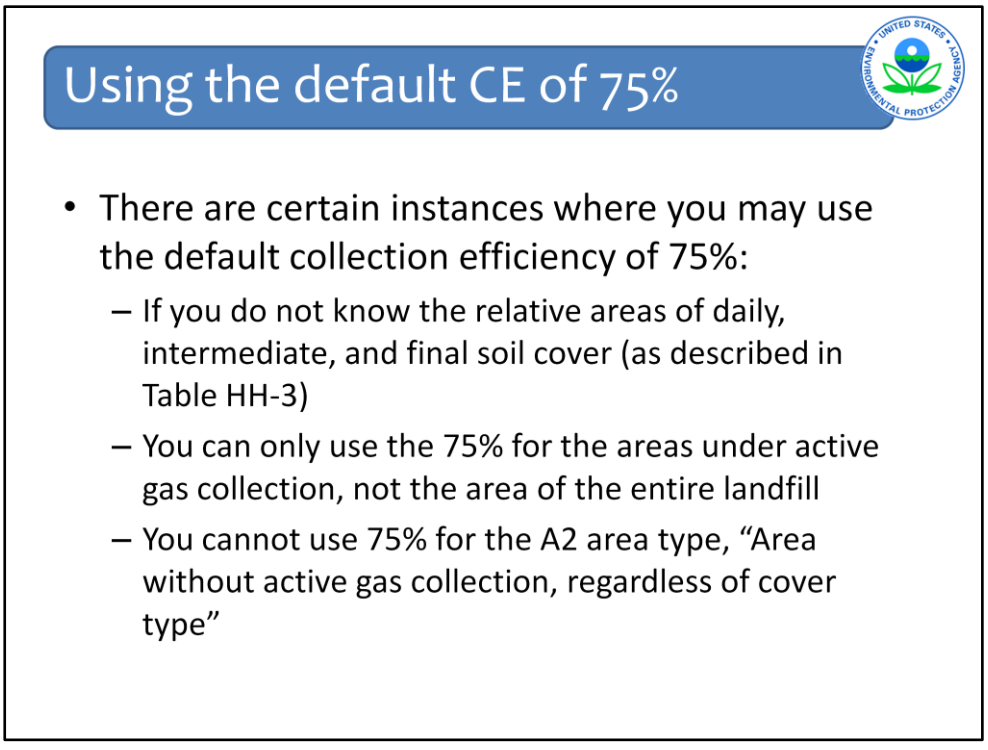
If the waste depth and/or surface area by area type from Table HH-3 is zero, or that area type does not exist at your landfill, you should actually enter a zero in that field, don't leave it blank.

Calculating Collection Efficiency

- You must use the area weighted average for all area types present (A1 through A5) in Table HH-3
- Be wary of overriding e-GGRT calculated CE value
  - A rounded value for CE is presented in e-GGRT, but the unrounded value is used in the equation calculations
- Using the default value for CE of 75% is not an alternative to the area-weighted method

Under section 98.343(c) of the rule, the collection efficiency (CE) estimated at the landfill is calculated using an area-weighted average (see Table HH-3 of this subpart) that accounts for system coverage, operation, and cover system materials. Please be wary of overriding the e-GGRT calculated CE value because you will receive messages from EPA asking why the value was overridden. If you are concerned that e-GGRT is using a rounded value in the equation calculations, please do not be. e-GGRT will present a value for CE, rounded to two decimal places, but uses unrounded values for all inputs in the equation calculations.

Finally, using the default value of 75% for the CE is not an alternative to the area-weighted method.



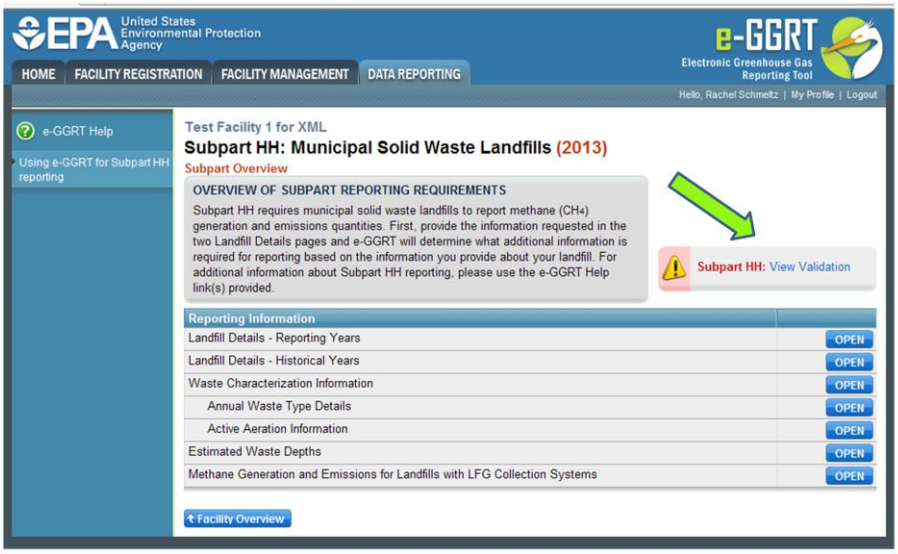
You can only use the default value of 75% if:

The area by soil cover type information is not available for all areas under active influence of the gas collection system. Please note that landfills with Area Type A2 as defined in Table HH-3, i.e., "Area without active gas collection, regardless of cover type," cannot simply use the default of 0.75 for CE in Equations HH-7 and HH-8.

We want to be clear that the 75% value is not an alternative to the area-weighted methodology for all landfills. The 0.75 alternative can only be used for those that do not know the relative areas of daily, intermediate, and final soil covers (as described in Table HH-3). It also does not apply to the entire landfill; it only applies to that portion of the landfill under active influence of the gas collection system.

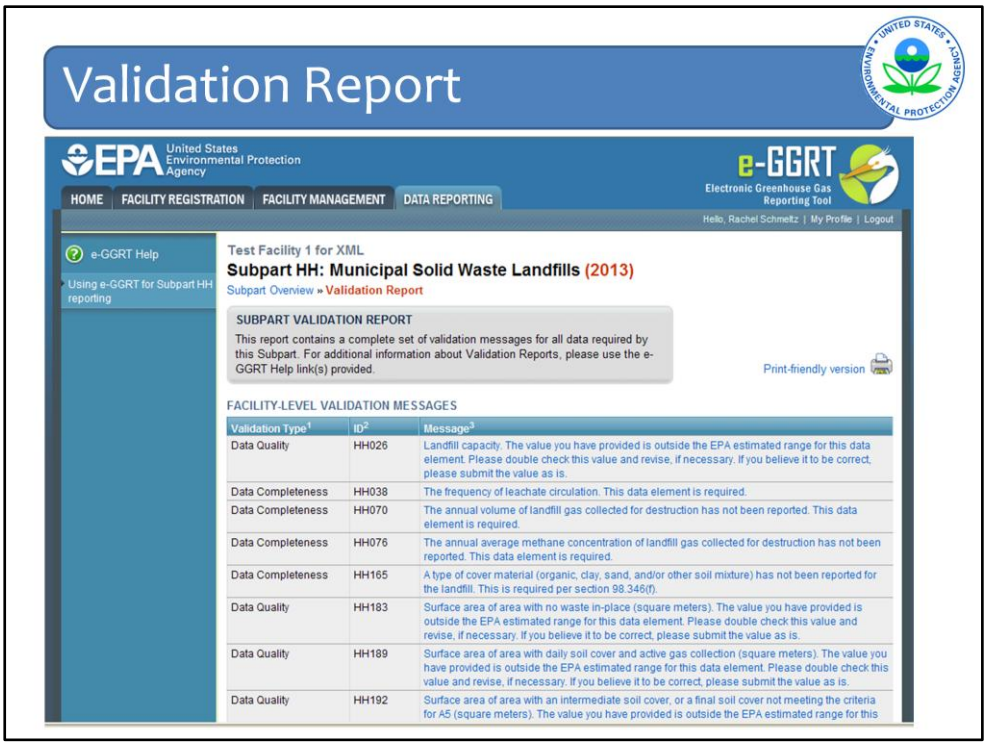
If there are areas of the landfill that are not under active influence of the gas collection system, you must report that area under Area Type A2 and then use the resulting area-weighted average CE in Equations HH-7 and HH-8, even if you use the default of 0.75 for all areas under active gas collection.

Validation Report

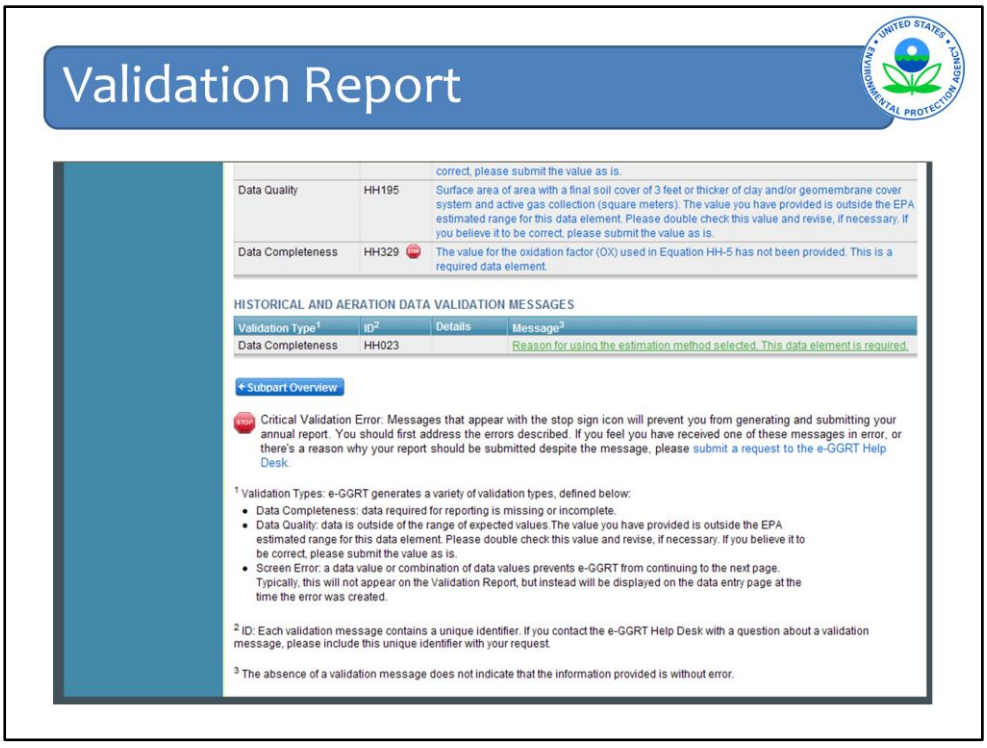


Next, we will look at the changes to the validation reports. These changes are applicable to all subparts.

To access the Validation messages for your GHG report click “View Validation” next to the yellow triangle with the exclamation point.



Here is an example of a Validation Report for Subpart HH. It looks much the same as in previous reporting years.



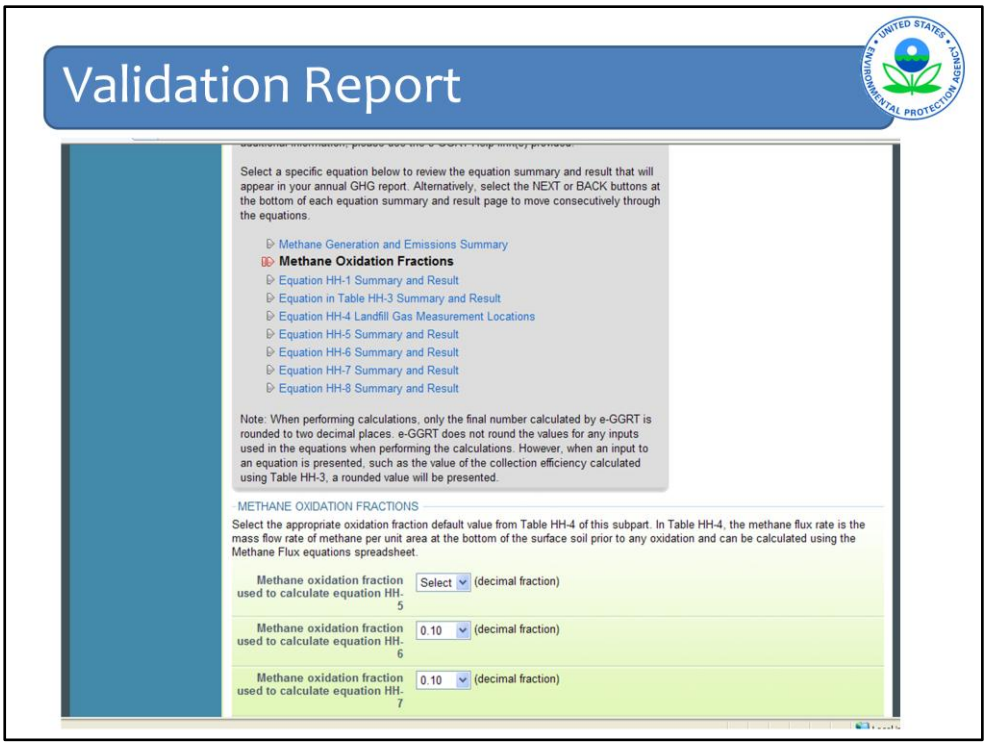
The Validation Report shows several types of checks, some of which are new for RY 2013:

- Screen errors: a data condition that requires correction and would stop the user from saving a particular screen.
- Equation completeness: if there is data missing that prevents e-GGRT from calculating an equation result
- Data Completeness: Data required for reporting that are missing or incomplete, other than an equation input
- Data Quality: Data that are outside of the expected range of values.
- Invalid emissions: if the resulting emission value is negative or outside a reasonable range

Then there are Critical Errors which must be corrected in order to submit your report. These are indicated by the red stop signs.

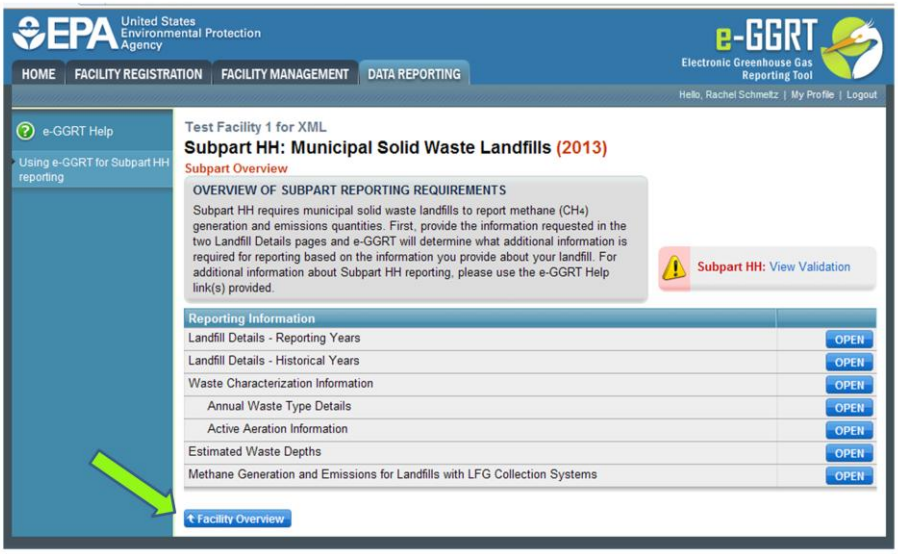
If you think you received one of these messages in error, or there is a reason why your report should be submitted despite the message, you should submit a request to the e-GGRT Help Desk.

In the right hand column is a description of the issue and a link to the page on which you can find and correct the issue, as needed. Note that the link does not take you directly to the area where the issue is; it just takes you to the specific page. Of the 3 validation messages shown in this example, the 2nd one with the red stop sign next to it is a Critical Validation Error indicating that the oxidation factor used in Equation HH-5 has not been reported. This data element must be reported before your report can be submitted.



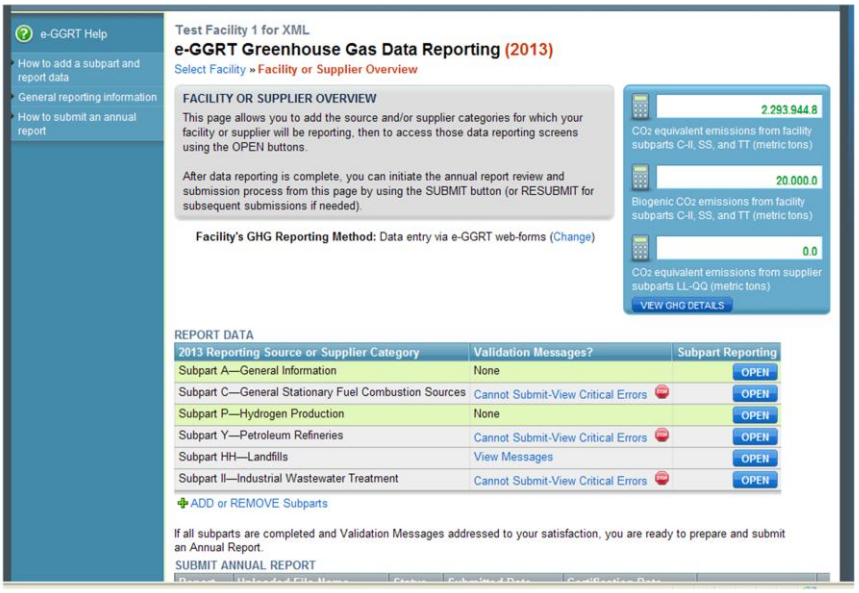
After clicking on the Critical Validation Error message for the missing oxidation factor, you're taken back to the page where that validation issue can found. Indeed, a value for the oxidation fraction used in Equation HH-5 has not been reported. To fix this issue, you need to select the value used and press SAVE at the bottom and that particular Critical Validation Error will go away.

Critical Errors



If you do not fix your Critical Validation Errors, you will not be able to generate and submit your report. The next slides illustrate this scenario. To submit your report, you need to be on your Facility Overview page and can get there by clicking the Facility Overview button on your Subpart Overview page as shown here.

Critical Errors



On the Facility Overview page, if applicable, you will be alerted that there are critical validation errors for specific subparts and will not be able to submit your report as shown on the next slide. If you do not see any red stop signs, you do not have any critical validation errors and can generate and submit your report.

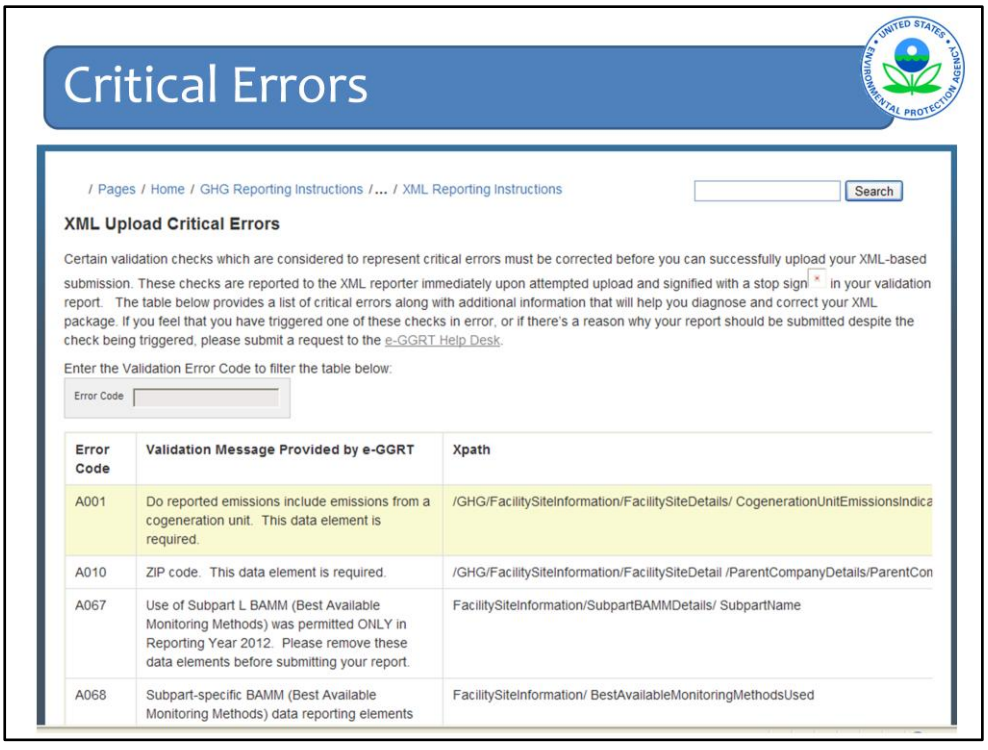
Critical Errors

If you have critical validation errors and try to generate the report, it will be generated with errors and this message in red text will pop up saying that you cannot submit the report until the critical validation errors are corrected.

e-GGRT will list all of the critical validation errors in this report in all subparts that are included in your report. You can click on the View the Validation Report for the affected subparts to see more details about each critical validation error.

The purpose of preventing a reporter from submitting a report with critical validation errors is so that these issues can be fixed before submission to reduce the number of validation messages a reporter gets after submission. If they are not fixed before submission, then the reporter will get messages saying that you need to review the report and resubmit if there is indeed an error.

See on the very bottom of the page a note for XML reporters with a link to more information about critical errors. Reports submitted via XML will also be checked for critical errors and those errors will be listed here.

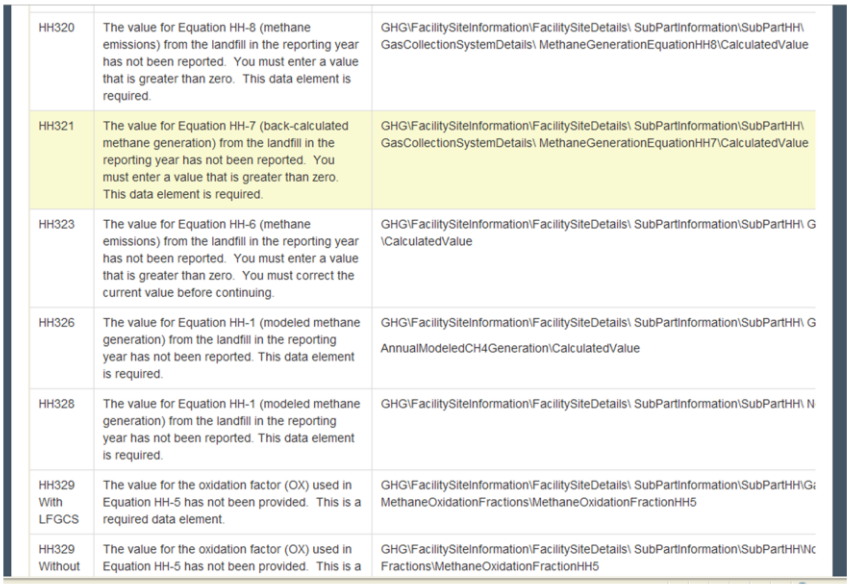


The link takes you to the list of critical errors for each subpart. You can search by Error code to more quickly find a certain error message.

At the time of this webinar, parsing of data for XML submissions is not yet functioning. This means XML reporters will not be able to see their validation reports or know their critical errors. This should be resolved by March 1st.

In the meantime you can go to the list of Critical Errors which is at the bottom of the XML reporting Instructions page in the Help content site, to see what the critical errors are and make sure they do not exist in your report.

Critical Errors

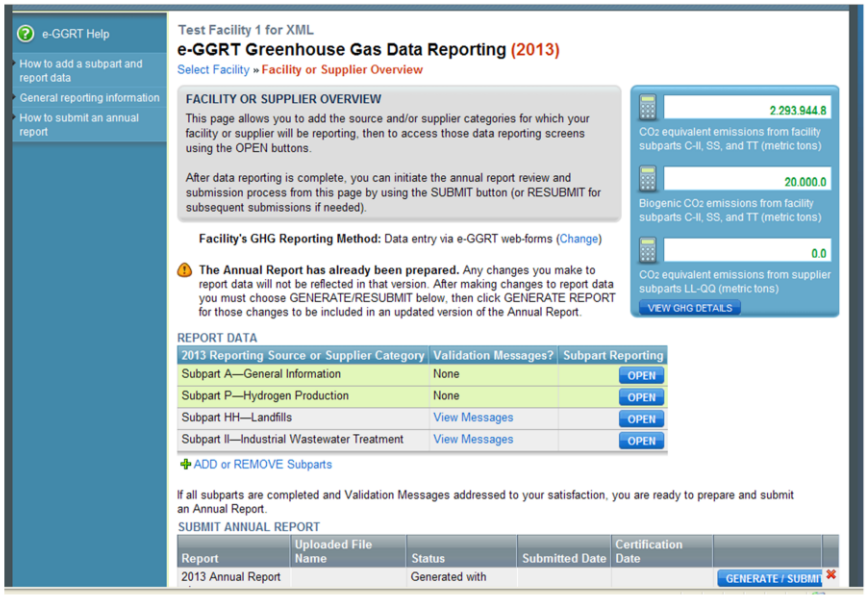


HH320	The value for Equation HH-8 (methane emissions) from the landfill in the reporting year has not been reported. You must enter a value that is greater than zero. This data element is required.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\ GasCollectionSystemDetails\ MethaneGenerationEquationHH8\CalculatedValue
HH321	The value for Equation HH-7 (back-calculated methane generation) from the landfill in the reporting year has not been reported. You must enter a value that is greater than zero. This data element is required.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\ GasCollectionSystemDetails\ MethaneGenerationEquationHH7\CalculatedValue
HH323	The value for Equation HH-6 (methane emissions) from the landfill in the reporting year has not been reported. You must enter a value that is greater than zero. You must correct the current value before continuing.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\ G \CalculatedValue
HH326	The value for Equation HH-1 (modeled methane generation) from the landfill in the reporting year has not been reported. This data element is required.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\ G AnnualModeledCH4Generation\CalculatedValue
HH328	The value for Equation HH-1 (modeled methane generation) from the landfill in the reporting year has not been reported. This data element is required.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\ N
HH329 With LFGCS	The value for the oxidation factor (OX) used in Equation HH-5 has not been provided. This is a required data element.	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\Ga MethaneOxidationFractions\MethaneOxidationFractionHH5
HH329 Without	The value for the oxidation factor (OX) used in Equation HH-5 has not been provided. This is a	GHG\FacilitySiteInformation\FacilitySiteDetails\ SubPartInformation\SubPartHH\No Fractions\MethaneOxidationFractionHH5

Some of the critical errors for subpart HH are shown on this slide.

The Xpaths are provided in the right column so you can locate that data element in your schema to facilitate correcting any errors.

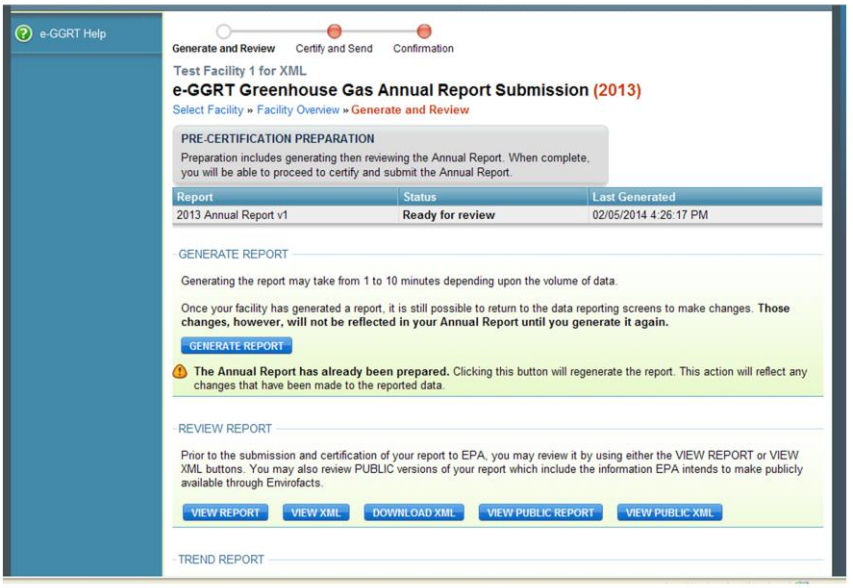
Generate Report



This is an example of a Facility Overview page where all data have been entered for all applicable subparts and no critical validation errors were found. If the validation messages column shows 'View Messages', you are strongly encouraged to view those messages and correct them, as applicable, before submitting your report. This will again reduce the number of validation messages sent to you after your report is submitted.

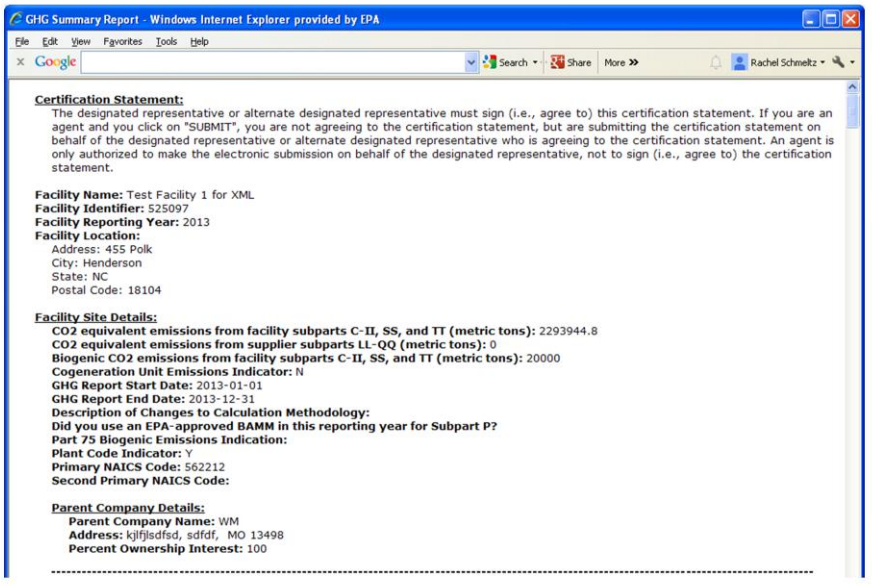
As mentioned earlier, if your validation report does not have any critical validation errors, you will be able to generate and submit your report from the facility overview page by clicking the GENERATE/SUBMIT button at the bottom of the Facility Overview page.

View HTML



When the report is generated and ready for review, the Status column will indicate such. Various options for viewing the report are provided at the bottom of the screen. The View Public Report and View Public XML are the reports minus any CBI, that the public can see. We recommend that you review the report in some version before you submit it to make sure the data were entered correctly. Click on the version you'd like to view and it will open up in a new screen.

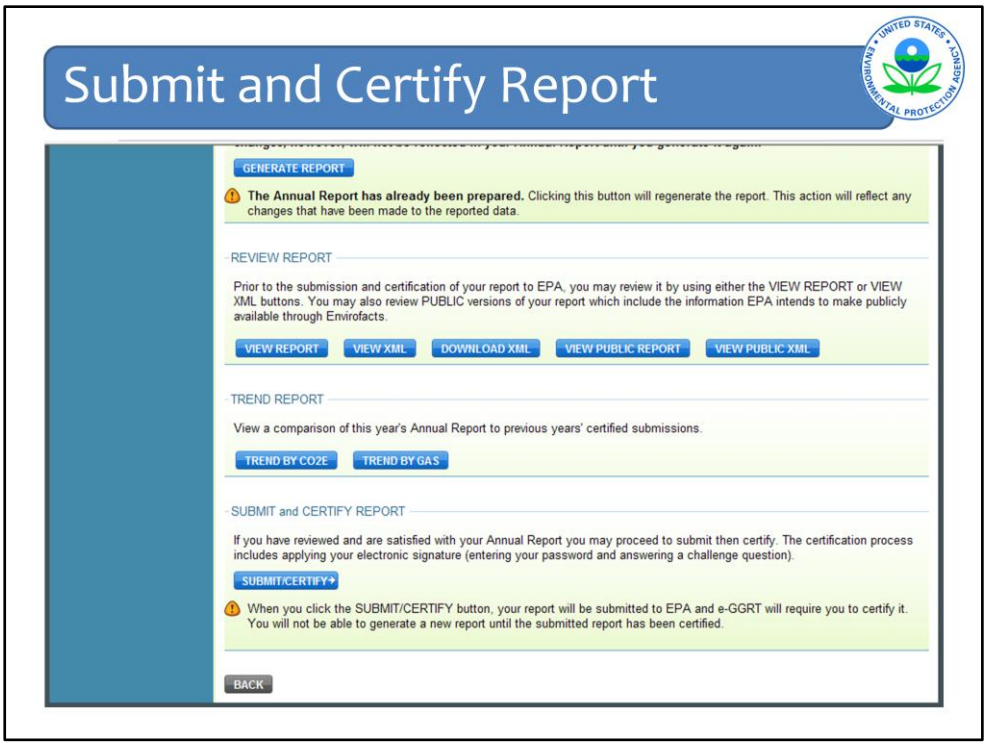
View HTML



Here is a View of the HTML version of a report. This screen just shows the Subpart A information of facility name, location, other site details, and total facility emissions.

You will need to scroll down to see all of data entered by subpart.

If you see something incorrect, you can go back into your report and the specific subpart to change the data element by navigating back to that subpart from the Facility Overview screen.



After you have reviewed the report, click SUBMIT/CERTIFY to complete the submission of your report.

As it says at the bottom of this screen, the certification process includes applying your electronic signature (entering your password and answering a challenge question). This is the same as past years.

After doing this, your report has now been signed, certified, and officially submitted to EPA.

Any question or issues?

- First check the FAQs and other subpart specific Help Content
  - Click on e-GGRT Help in left column of each screen

- Contact the GHGRP Help Desk with any other questions or issues with completing or submitting your GHG report
  - GHGreporting@epa.gov
  - 1-877-444-1188

Thank you!