Hello, and welcome to the e-GGRT training webinar on using EPA’s electronic Greenhouse Gas Reporting Tool to report GHG Data for Subpart S.
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.

You will see a number of e-GGRT screenshots throughout this webinar.
This webinar is broken into multiple sections.

First, I will walk you through the various screens of the e-GGRT system, showing you how to add information about each of your lime products, by-products, and wastes for facilities that do not have CEMS monitoring. Second, I will show you how to enter your emissions into the e-GGRT system if your facility has CEMS monitoring. Finally, I will show you how to review your information before submitting your report to EPA, as shown in previous slides.
Click Data Reporting Tab

Image of the EPA's e-GGRT Greenhouse Gas Data Reporting (2011) interface with a table showing reporting information for different facilities. The image highlights the process of selecting facilities and viewing validation reports.
Click “ADD or REMOVE subparts” (as shown by the arrow) to select the applicable source category.
Use the checkbox to the left of the applicable source category to select or de-select the applicable source category. For a lime facility, select Subpart S, shown by the arrow. After selecting the checkbox, scroll down and click “SAVE” at the bottom of the page.
After adding Subpart S, you will be re-directed to the Facility Overview page, as shown by the orange circle.

Click “OPEN” to the right of Subpart S in the “REPORT DATA” section of the Facility Overview page, as shown by the arrow. I will show you how to enter the information required under Subpart S.
You will then move to the Subpart S Subpart Overview reporting form.

On this page, we just wanted to flag some help features to keep in mind as you move forward with data entry.

On the left side in the blue side bar you will see a question mark in the left hand corner of the screen in the blue side bar along the web form. By clicking here, you can get additional help or link to Reporting Instructions for Subpart S.
This webinar is designed to be a tutorial. In preparing to use the e-GGRT forms to report, you could begin by reviewing this webinar and then just walk through the Subpart S Reporting Instructions.

You should also refer to the e-GGRT Reporting Instructions if you have a specific questions about how to enter information as well.

This slide is what the Reporting Instructions screen looks like for Subpart S if you are not using CEMS. You can choose one of the three main topics:

--Using e-GGRT to Prepare Your Subpart S Report;
--Using Subpart S Calculation Spreadsheets; and
--Subpart S Rule Guidance.
If this is your first year of reporting under subpart S, clicking on the OPEN button for subpart S on the facility overview screen will take you to this page, where you choose the methodology used to calculate the greenhouse gas emissions from your lime facility. Choose the appropriate methodology from the drop-down menu (as indicated by the orange circle).

For this facility we are choosing the non-CEMS methodology.

Then click “START”

If you submitted a report in 2010, the e-GGRT system has been configured to use your 2010 reporting method as the default for 2011, and you will not see this screen.
This is the Subpart S Overview page. Here you add all lime products, by-products, and wastes produced at your lime facility.

As you can see by the orange circle, this page also confirms that your emissions are calculated without a CEMS. If you selected this option by mistake on the previous screen, or if you switched to use a CEMS in 2011, then you would click on the “change to CEMS” link next to the orange circle to open the appropriate screens for CEMS reporting.

For now we will continue with adding information for a facility that does not use CEMS. First we will add a lime product by clicking “ADD a Lime Product”.
On this screen, you select the type of lime product from the drop down box at arrow number 1. The choices in the drop down list are high calcium lime, magnesian lime, dolomitic lime, and other. If you select “other”, you will also be prompted to type in a name for the type of lime product.

Next, you add a product identifier at arrow 2. For this example, I am keeping it simple with “Product 1”. You can use any combination of letters and numbers up to 40 characters that will easily match your existing facility records.

Finally, click “SAVE” (arrow 3) to return to the Subpart Overview page.
As you can see by the status of “Incomplete” (in the orange circle) there is another step to complete the data entry for Product 1. Click “OPEN” to the right of the lime product (shown by the arrow) to add product-specific information by month.
For Product 1, add beginning and end of year inventory information in units of short tons (as shown by the larger orange circle).

The rest of the screen contains the product data elements that should be entered for each month. All months are the same, but I only included January on the slide. The information required includes:

- The methods used to determine the amount of Product 1 produced and sold during the month of January (arrows 1 and 2);
- Whether the quantities of Product 1 produced and sold for January were based on missing data procedures (arrows 3 and 4);
- The standard methods used to determine the calcium oxide and magnesium oxide content of your lime product in January (arrows 5 and 6); and
- Whether the calcium oxide or magnesium oxide contents were based on missing data procedures (arrows 7 and 8).

If any of the information you enter for January is the same for all months, you can click “Make all months same” (smaller orange circle) to the right of the applicable data element.

If the data elements from month to month are not identical, be sure to complete every month.

Scroll down the page to enter the required information for every month of the reporting year.
After entering information, click “SAVE” at the bottom of the screen, as shown by the arrow.
If you did not enter all the monthly data elements required for Product 1, you will see an exclamation point at the top of the Subpart Overview screen, as shown by the arrow. The system is telling you that there is a problem.

Click “View Validation” to list the errors found by the e-GGRT system.
This is the Validation Report screen for your lime facility.

In this case, all validation messages are for Product 1 (as shown by the orange circle). The error messages (to the left of the arrow), show that I did not choose a determination method for every month. I need to add methods for February, May, June, and December.

You can correct these errors by clicking on any of the hyperlinked messages.
The hyperlink takes you back to the lime product screen for Product 1. As shown by the arrow, the method used to determine the quantity of Product 1 sold during February was not selected.

To correct the validation errors, scroll down the page and select a method from every drop-down menu.
Then click “SAVE” at the bottom of the page (as shown by the arrow) to return to the Subpart Overview page.
After correcting the monthly data elements for Product 1, there are no Validation Errors, as shown by the arrow.
Further down the page, you will see “ADD a Calcined Lime By-Product or Waste”. Click to add a by-product.
On this screen you will be asked to name your by-product and whether the by-product was sold during the reporting year.

I used the name “BP 1” (arrow 1) but you can enter a name that makes sense for your lime facility. I also identified BP 1 as being sold by this lime facility (arrow 2).

Once you have completed both questions, click “SAVE” (arrow 3).
Next, you open the by-product by clicking “OPEN” to the right of the by-product, as shown by the arrow. This will send you to another screen where you enter additional information.
Then you enter the same type of information for your by-product BP 1 that you added for your lime product, including beginning and end of year inventory, and information about determination methods and the use of missing data procedures.

Scroll down the page and fill in the information for all months.

Then click “SAVE” at the bottom of the page.
I have skipped ahead a bit by adding another product, Product 2, and another by-product, BP 2.

Unlike BP 1, BP 2 is not sold by the lime facility. If a by-product or waste is not sold, there is a bit less information to add than for by-products or wastes that are sold.

Click “OPEN” to the right of the by-product that is not sold, as shown by the arrow, to see what information is required.
For BP 2, select the appropriate checkboxes, concerning missing data procedures.
Click the first box if the quantity of BP 2 not sold is based on missing data procedures; the second box if the calcium oxide content is based on missing data procedures; and the third box if the magnesium oxide content is based on missing data procedures.
If no missing data procedures were used for BP 2, leave the checkboxes blank, as shown.
When finished, click “SAVE,” as shown by the arrow.
Wastes are entered in the same way as by-products.

As shown by the orange circle, I have added an un-sold waste, named W-1.

These are all the products, by-products, and wastes produced by my fictional lime facility.
Next click “OPEN” under “SUBPART S SUMMARY INFORMATION FOR THIS FACILITY” (as indicated by the arrow) to enter production capacity, the amount of CO₂ used on-site, and the total amount of CO₂ emitted from all products, by-products, and wastes at this lime facility.
The next page is the Subpart S Summary Information page. “EQUATION S-4 SUMMARY AND RESULT” has three separate steps.

First (arrow 1), you can view Equation S-4 from Subpart S.

Second (arrow 2), you have the option to download multiple Subpart S worksheets to assist you in calculating the emissions from this facility.

Third (arrow 3), you enter the CO₂ process emissions from your lime facility.

For the first step, you can refresh your memory of the equation used to calculate the CO₂ emissions from your lime facility.
The second step is for downloading the equation worksheets for subpart S by clicking on “Use Subpart S equation worksheets to calculate.”

These optional worksheets are provided to assist reporters in calculating emissions and in keeping records of these calculations. Reporters are required to keep records of these calculations under 40 CFR 98.3(g) and additional subpart-specific provisions, but are not required to use these worksheets or to submit any worksheets to EPA. Worksheets may include inputs to emission equations, reporting of which EPA has currently deferred (76 FR 53057 published August 25,).

For Subpart S, there are four separate worksheets that correspond to the four equations in Subpart S: S-1, S-2, S-3, and S-4. I will show S-1 in the next few slides as an example.
Please note that if you used the Optional Calculation Spreadsheets for 2010 reporting, those spreadsheets may have changed since then—be sure to download the most recent version of the spreadsheets from the Subpart S e-GGRT Help site.

E-GGRT currently reflects the rule deferring reports of inputs to emission equations for direct emitters.

The inputs of the equation are NOT currently collected by e-GGRT. This means that in certain web forms in e-GGRT, you can view a required equation, but you will only enter the RESULT of that equation into e-GGRT.

EPA is providing OPTIONAL calculation spreadsheets that you can use to perform the calculations called for in the emission equations. These Microsoft Excel spreadsheets can be downloaded and opened on your own computer. Just click the hyperlink on the web-form to view and download the appropriate calculation spreadsheet for the equation you are working on. You can enter the data, including equation inputs, necessary to perform the calculation for the equation, and the spreadsheets will calculate the result for you. Once you have calculated the result, enter the result on to the e-GGRT web form.

E-GGRT will NOT collect the calculation spreadsheets and you do NOT need to submit them outside of e-GGRT. The use of these calculation spreadsheets is voluntary. The spreadsheets are meant to support reporters as they complete the e-GGRT online reporting process. You do not need to use EPA’s spreadsheets to perform the calculations for the emissions equations, but you do need to keep records of these calculations (under 40 CFR 98.3(g) and additional subpart-specific provisions). Whether or not you use the calculation spreadsheets provided by EPA. If you do not use the spreadsheets, you may choose to maintain copies to help meet your record-keeping requirements.
This is the first half of the S-1 worksheet. This is for entering information about each of your lime products. This screenshot contains calcium oxide and magnesium oxide values for Product 1 for each month of the reporting year.
This is the second half of the S-1 worksheet. This screen contains the constants used by Equation S-1 and the emission factors by month for Product 1.

S-1 contains information for lime products, S-2 contains information for by-products or wastes that are sold, S-3 contains information for by-products or wastes that are not sold. These three worksheets generate results that are entered into worksheet S-4. S-4 calculates the total emissions from the lime facility. The three worksheets are similar in design to S-1.
After calculating the total CO₂ emissions from your lime facility, complete the third step of the Subpart S Summary Information page. Enter the total CO₂ emissions into the red cell indicated near the middle of this screen.
The remaining parts of this page pertain to the entire lime facility. Enter the lime production capacity (arrow 1) and whether CO₂ was used on-site (arrow 2). If you indicate that CO₂ was used on-site, two additional boxes will open for you to enter the amount used and the method you used to determine the amount. When you have entered all of the data, click “SAVE” (arrow 3).
Now we will go through procedures for a lime facility that is equipped with CEMS monitoring.

I created a new facility to use as an example (shown by the orange circle).

To go through the different steps for the CEMS methodology, click “OPEN” to the right of Subpart S, as shown by the arrow.
Choose the CEMS methodology, as shown by the orange circle, and click “START,” as shown by the green arrow.
As shown by the orange circle, this page verifies that your facility has emissions monitored using a CEMS.

Click “Subpart S GHG Reporting” (as shown by the arrow) to download a worksheet for reporting the CEMS data associated with this lime facility. This is a link to the reporting form that is discussed in the general e-GGRT overview webinar slides.
This screen shows the page you will then be directed to within e-GGRT Help to download the required reporting forms.

You will need to download both the Subpart S-Lime Manufacturing (CEMS only) form and the additional CEMS Reporting form.
After downloading both the Subpart S GHG Reporting Form and CEMS reporting form, fill in the requested information and save.

We recommend that you save both files with some facility identification information and a date for version control before uploading to e-GGRT. For example, for the Subpart S GHG Reporting Form, file as “Facility X- Subpart S GHG Reporting - 041512.” You can do something similar with the CEMS reporting form.
After clicking “Browse,” (as shown by the orange circle) choose the file “Subpart S GHG Reporting” from your computer and then click “UPLOAD” as indicated by the arrow.

You will also need to upload the CEMS form for your facility.
This page now shows your uploaded file (shown in the orange circle).

Enter the total CO₂ emissions from your CEMS (arrow 1) and click “SAVE” at the bottom of the page (arrow 2).

IF the CEMS is also monitoring combustion emissions from the kiln – you should be entering the combined process and combustion CO₂ along with the combustion related CH₄ and N₂O emissions from the kiln.

After clicking “SAVE,” click “Facility Overview” (arrow 3) to return to the Facility Overview page.
After completing the process for your lime facility, this is the top half of the Facility Overview.

This screen shows the total CO$_2$ equivalent emissions from your lime facility (as shown by the arrow). Check that this total is correct for your lime facility and scroll down the screen.
Now you will submit your report by clicking “GENERATE / RESUBMIT” using the procedures mentioned earlier in the webinar.
When you have successfully submitted your CO₂ emissions into the e-GGRT system, you will see this confirmation screen.

“Your facility’s annual report has been successfully submitted to EPA. The facility’s representatives and agents will receive an email.”

Click “HOME” to return to the Facility Overview page.
This is the bottom half of the Facility Overview screen. As shown under “SUBMIT ANNUAL REPORT” (shown by the orange circle) you can see when your report was submitted and certified. You can view your report in XML format or HTML format and you can review your Receipt.

Click “SAVE” as shown by the arrow.

If you need to change data that you have already submitted and the final submittal date of April 2, 2012 has not passed, go through the entry screens and change the necessary information. After completing your changes, click “GENERATE/RESUBMIT” to resubmit your report with the new information. Then you can recertify and submit your report.
We hope this overview has provided you greater familiarity with navigating and entering information using the e-GGRT reporting tool.

Here are some additional links.