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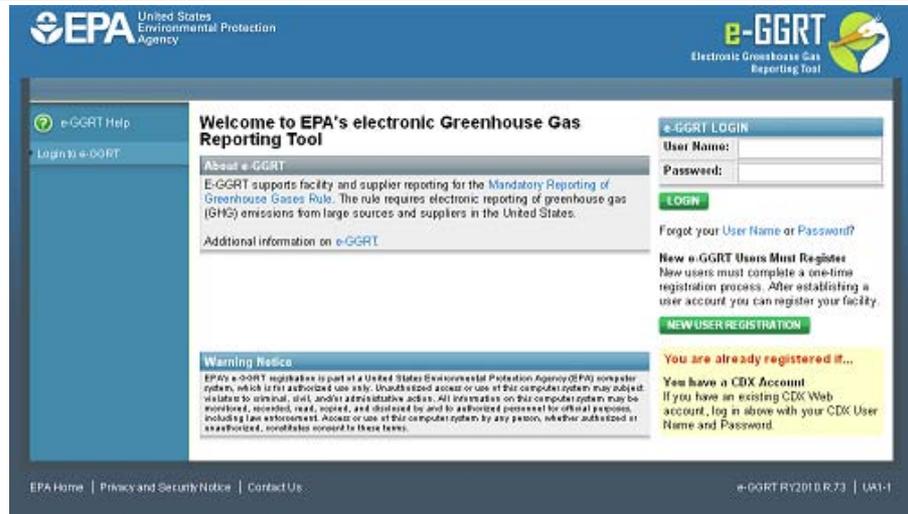
Electronic Greenhouse Gas Reporting Tool (e-GGRT)



Training Webinar on User and Facility Registration
Kong Chiu, US EPA
May, 2012

- Overview/Purpose of the webinar
- About e-GGRT
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- Questions & Answers

About e-GGRT



The screenshot shows the EPA's e-GGRT web application. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right is the e-GGRT logo and "Electronic Greenhouse Gas Reporting Tool". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool". It includes a navigation menu on the left with "e-GGRT Help" and "Login to e-GGRT". The main content area has a "Welcome" message, an "About e-GGRT" section, a "Warning Notice" section, and a "New e-GGRT Users Must Register" section. On the right side, there is an "e-GGRT LOGIN" form with fields for "User Name:" and "Password:", a "LOGIN" button, and a "NEW USER REGISTRATION" button. Below the login form, there are links for "Forgot your User Name or Password?", "You are already registered if...", and "You have a CDX Account". At the bottom of the page, there are links for "EPA Home", "Privacy and Security Notice", and "Contact Us", and the text "e-GGRT RY2010.R.73 | UWI-1".

<https://ghgreporting.epa.gov>

- Web-based system
 - Will guide reporters through data entry and submission
 - Built-in calculations
- Reporters may choose to format their annual GHG report according to the e-GGRT XML schema
 - These reporters must meet the same registration and submission deadlines as all other reporters

- System Requirements
 - Internet Explorer 7+ or Firefox 3+
 - Javascript enabled in the browser
 - Transport Layer Security (TLS) enabled in the browser
 - PDF reader (e.g. Adobe Reader)
 - Access to printer (for Electronic Signature Agreement)
 - Access to the Internet
 - Personal (private) email account
- E-GGRT performs a browser test and will redirect to these pages if you fail
- E-GGRT enforces a ten-minute inactivity timeout.



Your browser does not fulfill the e-GGRT system's browser compatibility requirements

The following browser versions are supported

- Microsoft Internet Explorer 7.0 (or above) [Go to Download website](#)
- Mozilla Firefox 3.0 (or above) [Go to Download website](#)

Your current Browser is Microsoft Internet Explorer v6.0

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Your browser does not fulfill the e-GGRT system's browser compatibility requirements.

Reason: JavaScript is disabled on this browser.

Solution: You must enable JavaScript on this browser before you can use e-GGRT. Instructions for enabling JavaScript are provided below. After you have enabled JavaScript, refresh this page.

Internet Explorer (7.0 and 8.0)

1. Select 'Tools' from the top menu
2. Choose 'Internet Options'
3. Click on the 'Security' tab
4. Click on 'Custom Level'
5. Scroll down until you see section labeled 'Scripting'
6. Under 'Active Scripting', select 'Enable' and click OK

Mozilla Firefox (3+)

1. Select 'Tools' from the top menu
2. Choose 'Options'
3. Choose 'Content' from the top navigation
4. Select the checkbox next to 'Enable JavaScript' and click OK

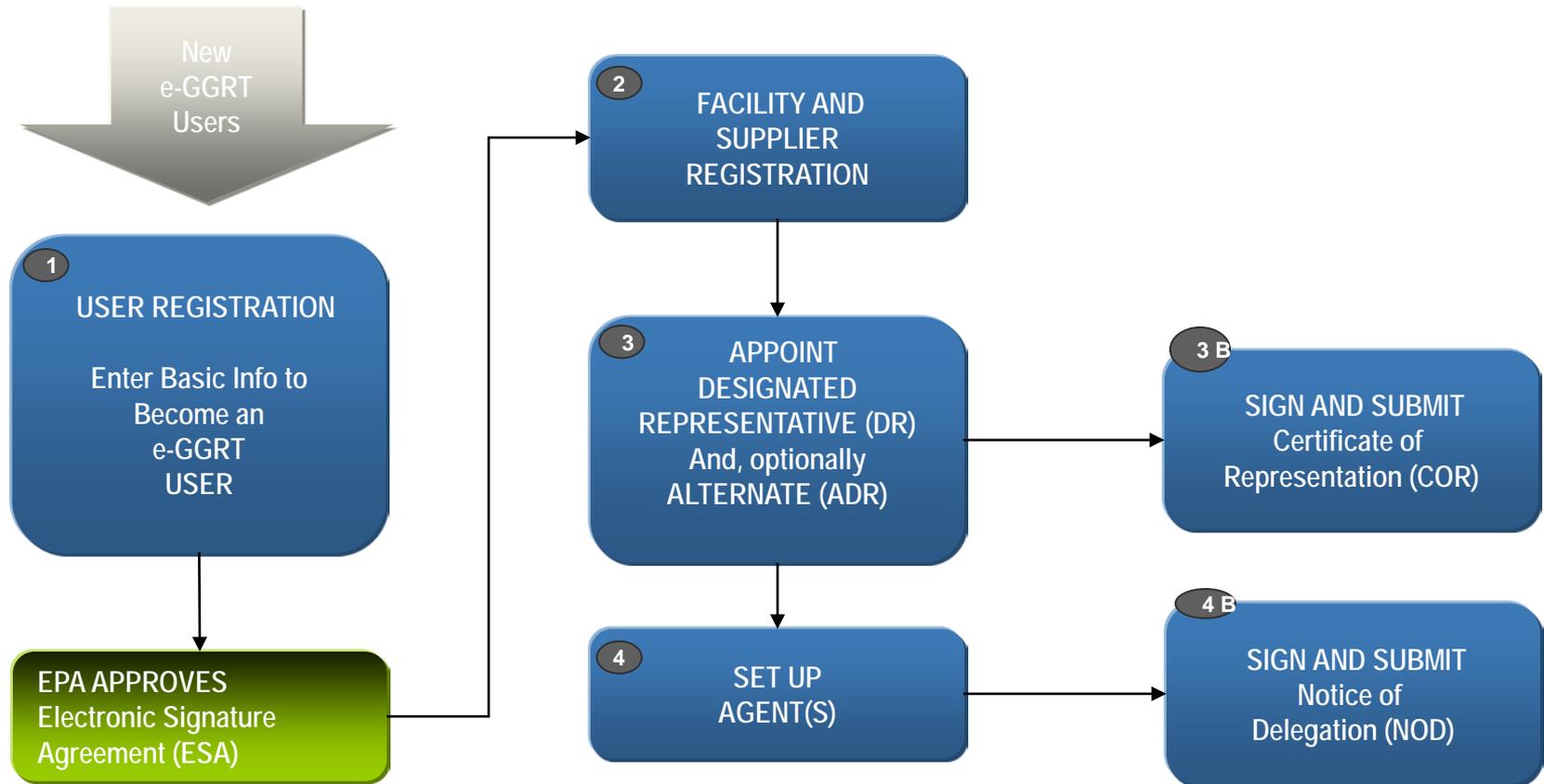
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)



- RSS web feed/syndication format
- e-GGRT specific updates, may include
 - e-GGRT outages, system status
 - e-GGRT software tips, bugs & work-arounds
 - e-GGRT FAQs
 - Other important announcements
- Subscribe:
 - <http://www.ccdsupport.com/confluence/createrssfeed.action?types=blogpost&spaces=eggrtrss&title=e-GGRT&labelString%3D&excludedSpaceKeys%3D&sort=modified&maxResults=10&timeSpan=10&showContent=true&showDiff=true&confirm=Create+RSS+Feed>
- Read the Blog:
 - <http://www.ccdsupport.com/confluence/display/help/e-GGRT+RSS>
- e-GGRT Help:
 - www.ccdsupport.com

- Help available at:
 - <http://www.ccdsupport.com/confluence/display/help/Registration+Instructions>
- Information you will need includes:
 - Name
 - Mailing address
 - Email address
 - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password

Registration: Overview



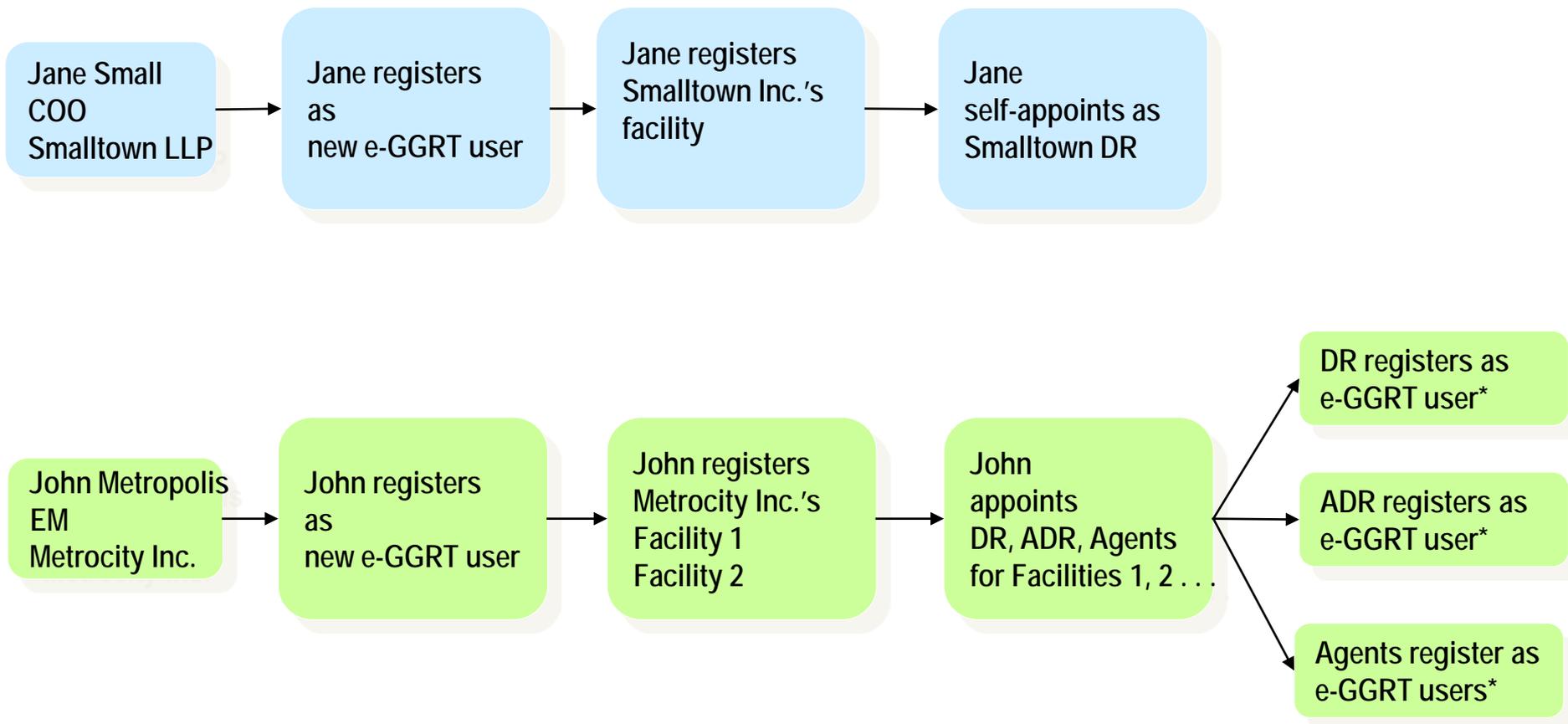
- **Smalltown Carbon LLP**

- Small Company
- Single Facility
- Designated Representative only
 - No Alternate DR
 - No Agent
- Designated Representative will self-appoint

- **Metrocity GHGs Inc.**

- Large Company
- Multiple Facilities
- Designated Representative
 - Plus 1 Agent
- Alternate DR
 - Plus 1 Agent
- One official will set up all appointments

Smalltown vs Metrocity User Registration

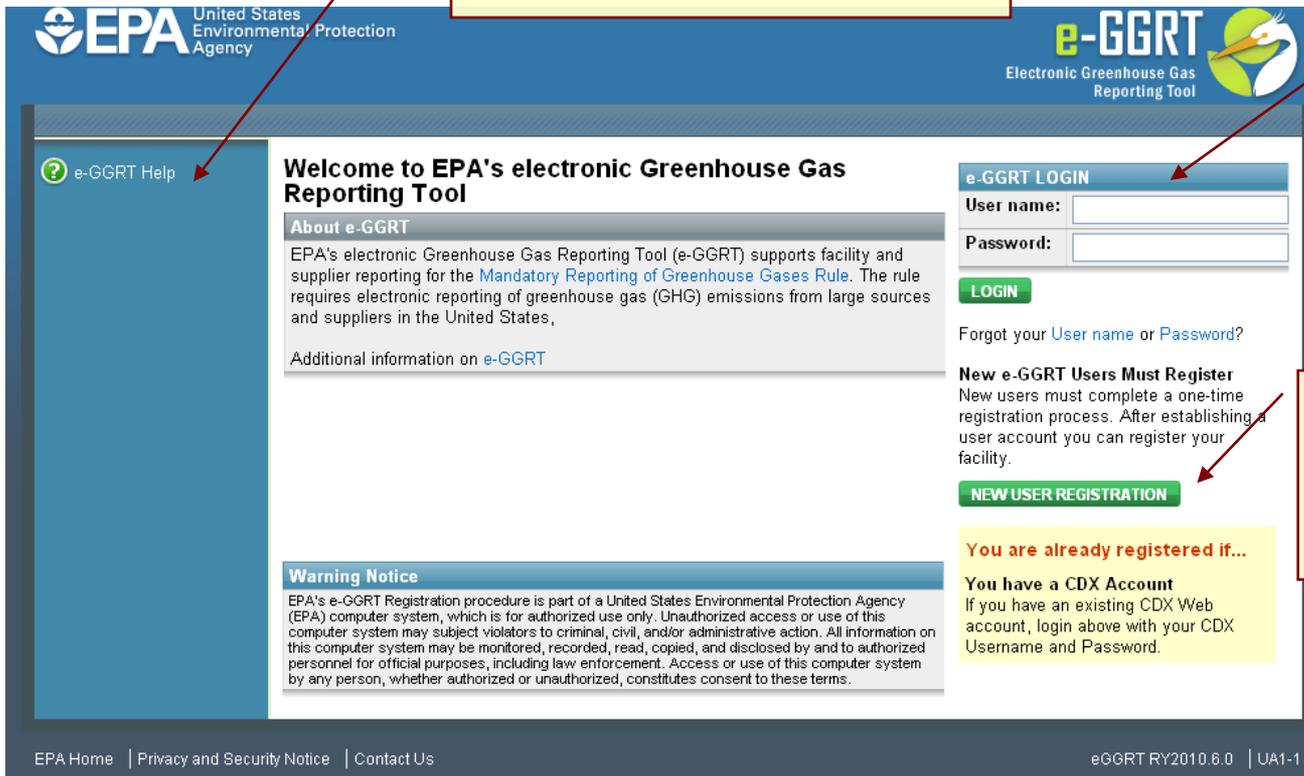


** DR, ADR, Agent(s) could register as users before being appointed*

User Registration: Login Page

Context sensitive help on every page

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



The screenshot shows the EPA's e-GGRT login page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the e-GGRT logo and 'Electronic Greenhouse Gas Reporting Tool'. On the left side, there is a navigation menu with 'e-GGRT Help' highlighted. The main content area is titled 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. It contains three sections: 'About e-GGRT' with a description of the tool and a link for more information; 'Warning Notice' with legal disclaimers; and 'e-GGRT LOGIN' which includes input fields for 'User name:' and 'Password:', a 'LOGIN' button, and a link for 'Forgot your User name or Password?'. Below the login section is a 'NEW USER REGISTRATION' button and a yellow box stating 'You are already registered if... You have a CDX Account' with instructions to login with existing credentials. At the bottom, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us', along with version information 'eGGRT RY2010.6.0 | UA1-1'.

If you have a CDX account then log in with your CDX credentials here

Otherwise, click the green NEW USER REGISTRATION button

User Registration: On-Screen Directions

The screenshot shows the EPA e-GGRT user registration interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. Below it is a 'USER REGISTRATION' tab. A left sidebar contains 'e-GGRT Help' and navigation links. The main content area is titled 'About the e-GGRT One-time User Registration Process' and includes a section 'SHOULD YOU REGISTER TO USE e-GGRT?'. Below this is a 'User Registration Process' section with four numbered steps: 1. Create User Profile, 2. Pick Challenge Questions, 3. Electronic Signature Agreement, and 4. Print Summary. A 'Start Using e-GGRT' section follows. A red arrow points from a callout box to the 'User Registration Process' section. The callout box contains text explaining that on-screen directions guide the user through the process and that most pages allow for navigation back to complete steps in one session.

On-screen directions will guide you through the user registration process.

→ Most e-GGRT pages allow you to freely navigate and come back later to complete them. New user registration, however, requires you to complete the four steps in one session.

1 Create User Profile

2 Pick Challenge Questions

3 Electronic Signature Agreement

4 Print Summary

Start Using e-GGRT

BEGIN REGISTRATION

eGGRT RY2010.6.0 | UA2-1

User Registration: Your User Profile

USER REGISTRATION

e-GGRT Help

Help with User Registration

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 information before you save.

Title *	Ms.
First Name *	Jane
Middle Initial	
Last Name *	Small
Suffix	Select

ADDRESS INFORMATION

Organization (Employer) *	Smalltown Carbon
Mailing Address Line 1 *	123 Main Street
Mailing Address Line 2	
City *	Smalltown

Please note the following when filling out your profile:

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

User Registration: On-Screen Directions

CONTACT INFORMATION

Email *	<input type="text" value="jsmall@sc.com"/>
Re-enter Email *	<input type="text" value="jsmall@sc.com"/>
Phone Number *	<input type="text" value="123-456-7890"/>
Phone Extension	<input type="text"/>
FAX	<input type="text"/>

Throughout the registration process on-screen directions and validation messages will provide help

USER NAME & PASSWORD

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name *

User name is required.

Your password must be at least 8 characters long and contain at least one number, but do not start with a number, Do not use spaces or symbols in your password. Your user name should not be part of your password.

Password * Password confirmation is required.
Confirm Password *

Password is required.

Your secret question and answer is used to authenticate you in situations where you have forgotten your user name or password. Please enter a secret question which has relevance to you and has an answer that is not too obvious.

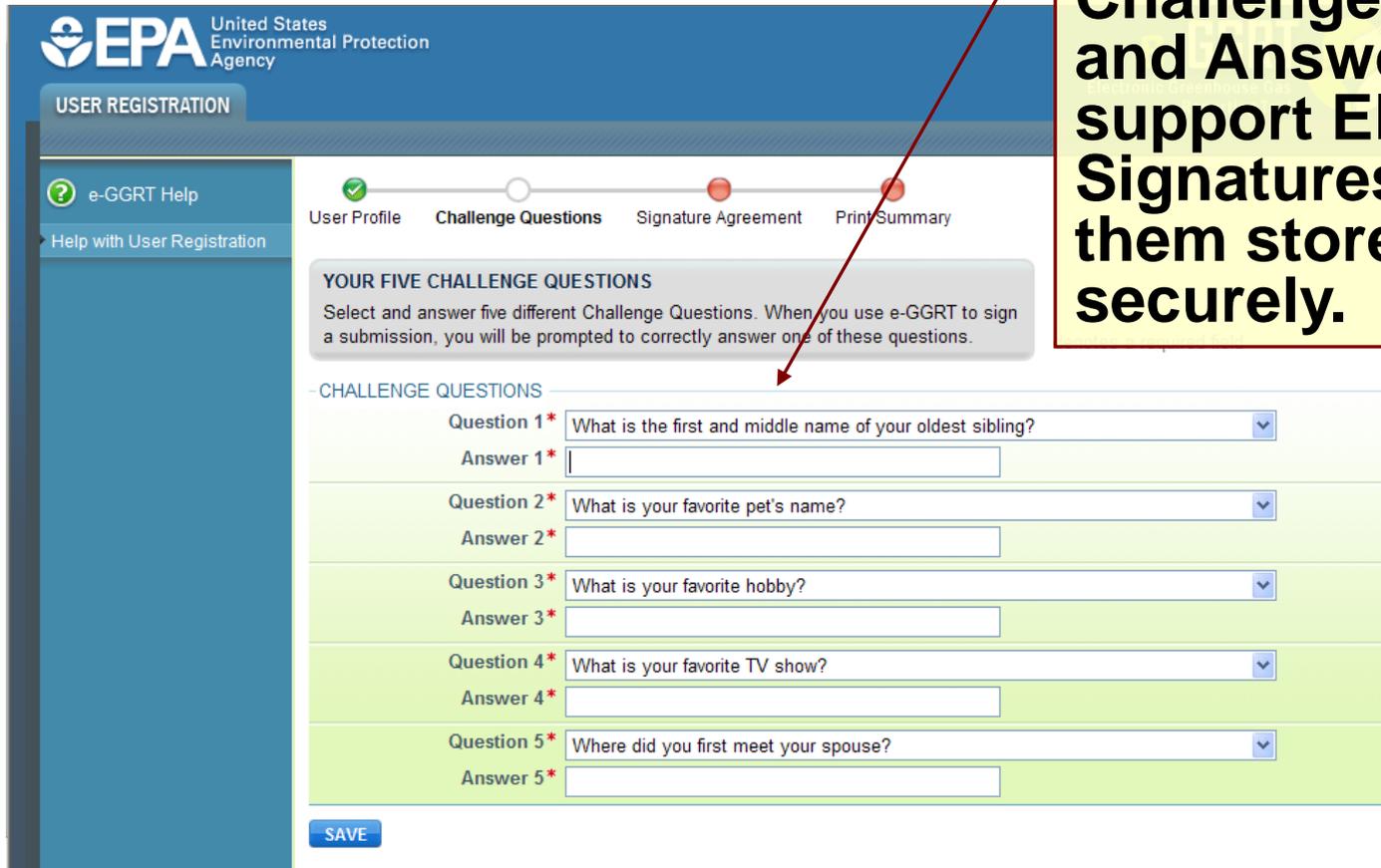
Secret question is required.

Secret Question *
Secret Answer *

The Secret Question and Answer are used if you need to reset your password. Store this information securely.

User Registration: Challenge Questions

E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.



The screenshot shows the EPA e-GGRT User Registration interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a "USER REGISTRATION" header. A progress bar indicates the current step: "Challenge Questions" (marked with a green checkmark), with previous steps "User Profile" and "Signature Agreement" (marked with red circles) and a final step "Print Summary" (marked with a red circle). A sidebar on the left contains "e-GGRT Help" and "Help with User Registration". The main content area is titled "YOUR FIVE CHALLENGE QUESTIONS" and includes the instruction: "Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions." Below this, five questions are listed, each with a dropdown menu for the question and a text input field for the answer:

- Question 1 * What is the first and middle name of your oldest sibling? [Dropdown]
- Answer 1 * [Text Input]
- Question 2 * What is your favorite pet's name? [Dropdown]
- Answer 2 * [Text Input]
- Question 3 * What is your favorite hobby? [Dropdown]
- Answer 3 * [Text Input]
- Question 4 * What is your favorite TV show? [Dropdown]
- Answer 4 * [Text Input]
- Question 5 * Where did you first meet your spouse? [Dropdown]
- Answer 5 * [Text Input]

A "SAVE" button is located at the bottom left of the form area.

User Registration: Electronic Signature Agreement

EPA United States Environmental Protection Agency

USER REGISTRATION

e-GGRT Help

Electronic Signature Agreement

User Profile Challenge Questions **Signature Form** Print Summary

YOUR ELECTRONIC SIGNATURE AGREEMENT

e-GGRT requires an Electronic Signature Agreement. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.

1. Print: [Your Electronic Signature Agreement Form](#) 
2. Read your form
3. **Sign and date your form**
4. Mail your form to:
GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011.R.30 | UA2-4

On this **final** page you can print out your Electronic Signature Agreement.

You can also save a copy as a PDF file.

User Registration: Electronic Signature Agreement

Electronic Signature and Use Agreement

The electronic submittal of information to the creation and maintenance of a CDX user account and use of my account.

- (1) I understand and agree that I will be held responsible for the accuracy of the information I submit and the submission I make as I would be by making such a submission.
- (2) I agree to maintain an email account. If a problem occurs, I will contact EPA to explain why this occurred when requested by EPA.
- (3) I agree to protect my user name and password. I will not give my user name or password to any other individual. I will not allow my password to be written into computer files.
- (4) I agree to contact the EPA as soon as possible if my user name or password have become lost, stolen, or otherwise compromised.
- (5) I agree not to attempt to view, change, or delete any information in a manner that is not an ethical and trustworthy manner and to be held responsible for any such attempt.

John Metropolis
123 Industrial Way
Beverley Hills, CA
90210



GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail
Stop 3-9-6
McLean, VA 22102

Name:

User name:

Organization:

Email Address: kokopeli.peter@epa.gov

Signature: _____

Date: _____

Please submit signed and dated agreement to:

e-GGRT Help Desk

SAIC

1710 Greenbelt Drive, Mail Stop E-11-2

You MUST sign and date your ESA

Please allow time to mail your Electronic Signature Agreement to EPA



533668

User Registration: Electronic Signature Agreement Approved!

Notifications from e-GGRT will be sent to the email address in your user profile.

Make sure your email accepts mail from eggtr@ccdsupport.com

For questions about the GHG Reporting Program or e-GGRT, contact EPA at ghgreporting@epa.gov



e-GGRT: EPA has received your ESA - You can now
GHGReporting to: Peter Kokopeli
Please respond to Reply

A Notice from EPA's electronic Greenhouse Gas Reporting Tool

EPA has received your e-GGRT Electronic Signature Agreement (ESA) form.

You may now login and begin to use e-GGRT, including registering facilities or suppliers, and accepting e-GGRT invitations to be a Designated Representative or Agent.

If you believe you received this message in error, or have questions, please contact the Help Desk at
Monday through Friday during regular business hours.

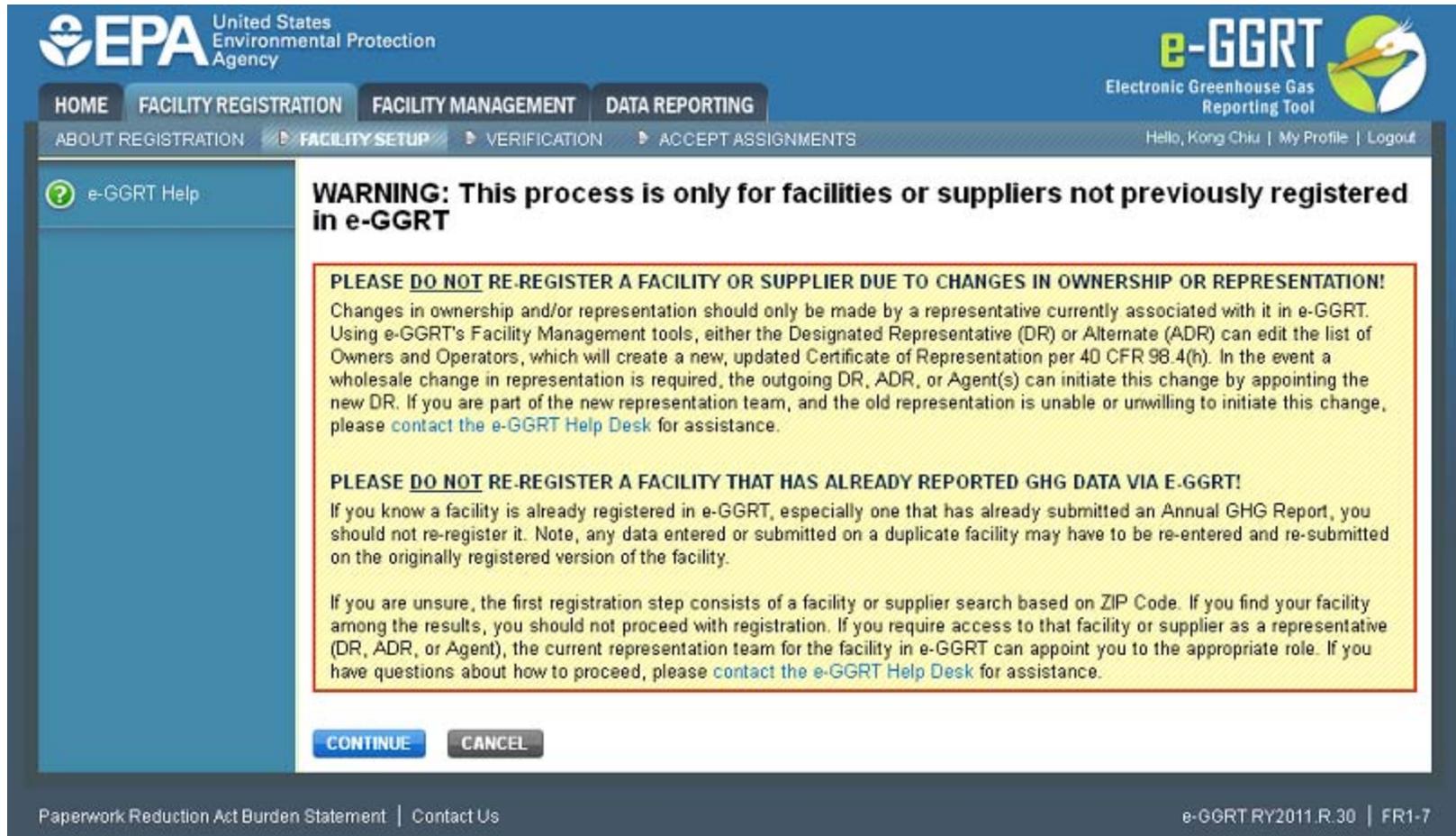
20019
21220

Registering A Facility

The screenshot displays the e-GGRT web application interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". The top navigation bar includes "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". The "FACILITY REGISTRATION" tab is active. A yellow callout box with a red border and an arrow pointing to the "REGISTER A FACILITY" button contains the text: "Click 'Register A Facility' from your e-GGRT Home Page". Below the navigation bar, there is a sidebar with "e-GGRT Help" and "About e-GGRT Home". The main content area shows "YOUR FACILITIES:" with a table containing one row: "No Registered Facility". To the right, there is a section for "ACCEPT AN INVITATION:" with a text input field and a "GO" button. Below that is an "e-GGRT Announcements" section with a date "2010-09-01 08:00:00" and a welcome message. The bottom right corner of the interface shows "eGGRT RY2010.6.8 | UA1-2".

Log-In to e-GGRT at: <https://ghgreporting.epa.gov>

New Facilities/Suppliers Only



The screenshot displays the e-GGRT web application interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the e-GGRT logo and "Electronic Greenhouse Gas Reporting Tool". Below the EPA logo is a navigation menu with tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. Under FACILITY REGISTRATION, there are sub-tabs: ABOUT REGISTRATION, FACILITY SETUP (which is active), VERIFICATION, and ACCEPT ASSIGNMENTS. On the right side of the navigation bar, it says "Hello, Kong Chiu | My Profile | Logout".

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

The main content area features a prominent warning message:

WARNING: This process is only for facilities or suppliers not previously registered in e-GGRT

Below the warning, there are two main sections of text, each enclosed in a yellow box with a red border:

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 area, there are two buttons: "CONTINUE" and "CANCEL".

At the very bottom of the page, there is a footer with the text "Paperwork Reduction Act Burden Statement | Contact Us" on the left and "e-GGRT RY2011.R.30 | FR1-7" on the right.

Facility Registration

A “subway map” will show you where you are in the Facility setup process

The screenshot displays the e-GGRT Facility Registration interface. At the top, a navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. Below this, a breadcrumb trail shows 'ABOUT REGISTRATION', 'FACILITY SETUP', 'VERIFICATION', and 'ACCEPTANCE'. A progress bar with five steps is visible: 'Search' (active), 'Facility Info', 'Appoint DR &ADR', 'Setup Agents', and 'Confirm & Submit'. The 'Search' step is highlighted with a red circle and an arrow pointing to the 'SEARCH FOR YOUR FACILITY OR SUPPLIER' section. This section contains instructions on how to search for existing facilities and a search form with the text 'SEARCH BY ZIP/POSTAL CODE' and a text input field containing '77701'. Below the search form is a green 'SEARCH' button. The search results are displayed in a table with three columns: 'GHGRP ID', 'Facility or Supplier Name', and 'Address'. The table lists two results: '012345 ARKEMA BEAUMONT PLANT' and '543210 Exxonmobil Beaumont Refinery'. Below the table is a blue 'QUIT' button and a green '+ADD a New Facility' button. A red arrow points from the 'ADD a New Facility' button to the text box on the right.

SEARCH FOR YOUR FACILITY OR SUPPLIER
First, determine if your facility or supplier is already registered in e-GGRT by searching on the ZIP/Postal Code of the facility's physical location/address.

- **IF you find the facility or supplier you want to register:** it should not be registered again. Click on the facility name to get more information about who registered it and when.
- **IF you do not find the facility or supplier you want to register:** you can initiate registration by clicking the +ADD a New Facility link just below the search results.

SEARCH BY ZIP/POSTAL CODE
ZIP/Postal Code* 77701

SEARCH

SEARCH RESULTS

GHGRP ID	Facility or Supplier Name	Address
012345	ARKEMA BEAUMONT PLANT	2810 GULF STATES ROAD BEAUMONT, TX 77701
543210	Exxonmobil Beaumont Refinery	11000 BEAUMONT BOULEVARD BEAUMONT, TX 77701

QUIT
+ADD a New Facility

e-GGRT will help you SEARCH through EPA's list of Registered e-GGRT Facilities to ensure that you do not create a duplicate registration.

Once you've confirmed this is a NEW registration, click "ADD a New Facility"

Facility Registration

 United States Environmental Protection Agency

e-GGRT
Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING REPORTS

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS

Hello, Peter Kokopeli | My Profile | Logout

 e-GGRT Help

Help with Facility Registration



FACILITY OR SUPPLIER INFORMATION

The information populated below, based upon your selection from the facility search, is from EPA's Facility Registration System (FRS). Update the information and provide Owner or Operator.

denotes a required field

-ADDRESS INFORMATION-

Facility or Supplier Name*

Street Address*

City*

State*

Zip/Postal Code*

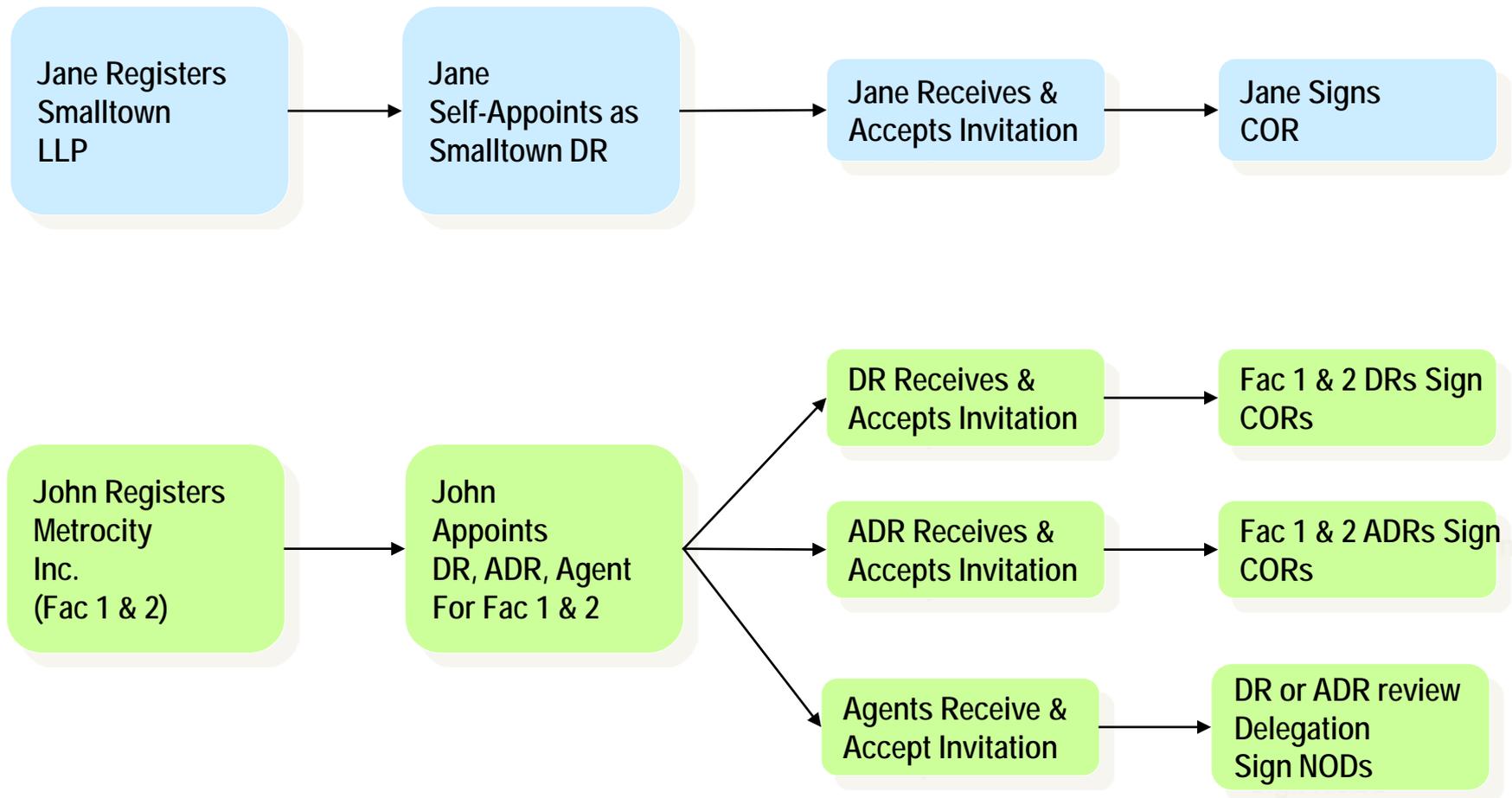
-OWNERS AND OPERATORS-

Owner or Operator*

 ADD Another Owner or Operator

List the owners and operators of the facility or supplier here. Click "ADD" to list more.

Smalltown vs Metrocity Facility Registration



Facility Registration: DR & ADR Info

Carbon Emitters Factory

Search Facility Info **Appoint DR & ADR** Setup Agents Confirm & Submit

WHO ARE THE DR AND ADR?
Each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR.
After EPA reviews the registration, e-GGRT will send an e-mail invitation to the DR and ADR with instructions on how to accept their role for this facility.

* denotes a required field

DESIGNATED REPRESENTATIVE (DR)

Who will be the DR for this Facility or Supplier? I will be the DR I want to appoint a DR.

First Name* John
Last Name* Smith
Middle Initial
Phone* 202-123-4567
E-mail*
Re-enter E-mail* JohnSmith@CarbonHQ.com

ALTERNATE DESIGNATED REPRESENTATIVE (ADR)

Who will be the ADR for this Facility? I want to appoint an ADR, or There will be no ADR. (Note: ADRs can be appointed after registration)

First Name* Jane
Last Name* Doe
Middle Initial
Phone* 240-123-4567
E-mail* JaneDoe@CarbonHQ.com

Grey boxes in e-GGRT provide explanatory text. You may also click HELP at any time for more info.

You can appoint yourself as DR or someone else. EPA will review all appointments

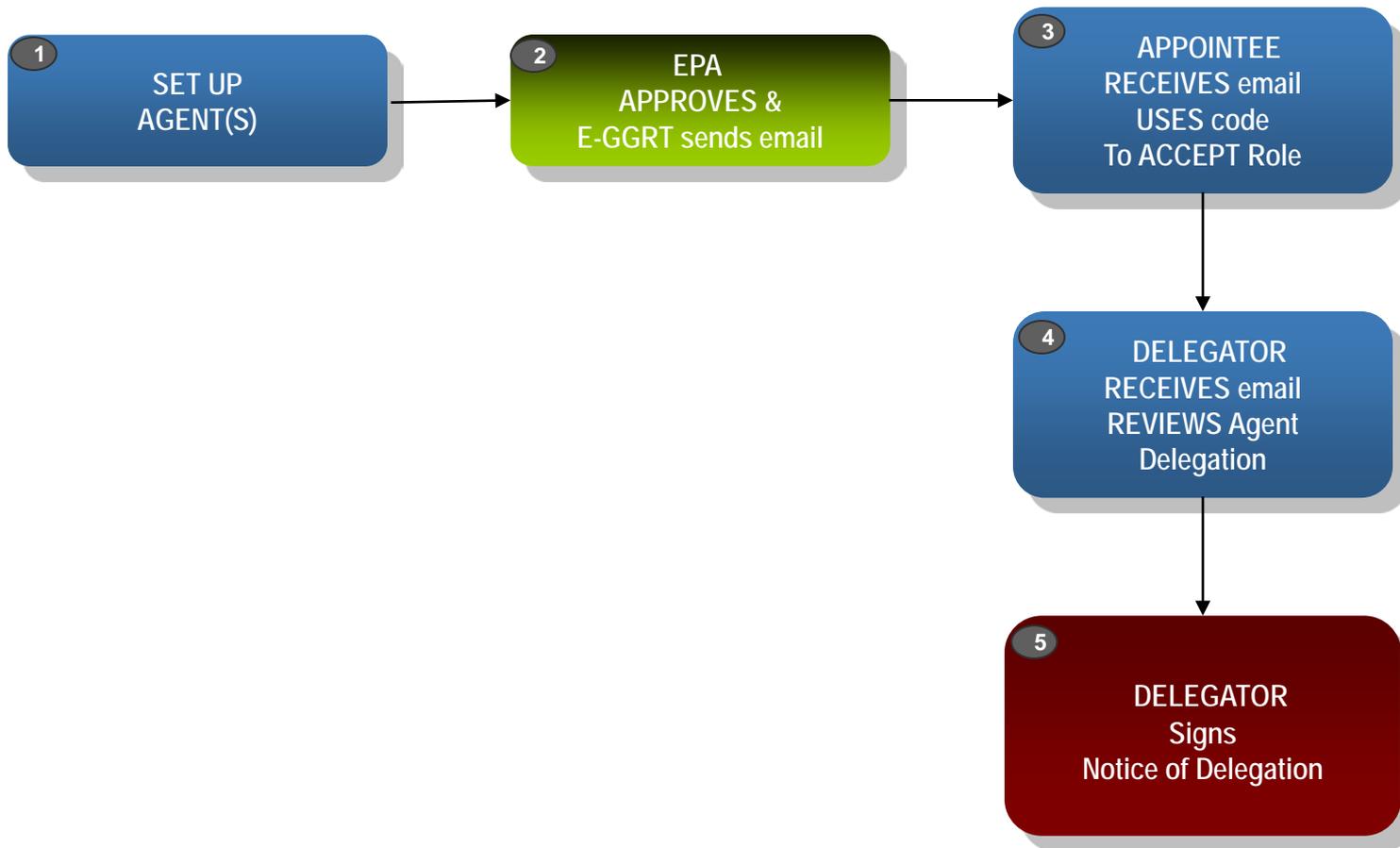
The email will be used by e-GGRT to invite the DR appointee to accept their role.

Enter the ADR's info here, if applicable. An ADR can also be added at a later time but must be approved by the DR

Appointments and Invitations: DR & ADR



Appointments and Invitations: Agent(s)



Using an Invitation Code

The screenshot shows the e-GGRT web application interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', 'DATA REPORTING', and 'REPORTS'. The user is logged in as 'Hello, Peter Kokopeli | My Profile | Logout'. On the left is a sidebar with 'e-GGRT Help' and 'About e-GGRT Home'. The main content area is divided into three sections: 'FACILITIES PENDING REGISTRATION:', 'YOUR FACILITIES:', and 'ACCEPT AN INVITATION:'. The 'FACILITIES PENDING REGISTRATION:' section contains a table with one row: 'VANGUARD CORP' as the Facility or Supplier, 'REGISTRAR' as the role, and 'Pending' as the registration status. Below this table is a 'REGISTER A FACILITY' button. The 'YOUR FACILITIES:' section contains a table with one row: 'ACME STEEL' as the Facility or Supplier and 'DR' as the role. The 'ACCEPT AN INVITATION:' section has a heading 'Responding to a Facility Invitation?' and instructions to paste an invitation code into a text box and click 'GO'. The text box contains the code 'E94C3E807C81CEDA2B2490'. Below this is a 'GO' button. At the bottom right, there is a 'Welcome to e-GGRT!' message with links to help and reporting program websites.

Facility or Supplier	Your Role	Registration Status
VANGUARD CORP	REGISTRAR	Pending

[REGISTER A FACILITY](#)

Facility or Supplier	Your Role
ACME STEEL	DR

ACCEPT AN INVITATION:

Responding to a Facility Invitation?

Paste the Invitation Code into the field below, then click 'GO'

[GO](#)

e-GGRT Announcements

2010-09-01 08:00:00.0

Welcome to e-GGRT!

For more information, tutorials and FAQs click the [e-GGRT Help](#) link on this page. See the [GHG Reporting Program website](#) for training opportunities.

Home Page lists facilities and role

After an APPOINTEE receives an email invitation for a ROLE, he or she can log into e-GGRT and paste the invitation code into this box.

Accepting the Appointment

to submit reports.

If you accept the role, you will digitally sign and submit a Certificate of Representation (COR) in the screens that follow.

denotes a required field

You have been identified by Peter Kokopeli as the **Designated Representative (DR)** for:

ANYREPORTER
123 Main Street
ANYTOWN, USA, ANYZIP

Do you accept this*
appointment? Yes
 No

If you do not accept,
please explain

Peter Kokopeli suggested the following person as your **Alternate Designated Representative** for this facility:

Uncle JOE
202-123-4567
Joe.Uncle@mail.com

Do you confirm the ADR*
appointment? Yes
 No — change the ADR appointment
(note, this option only applies when an ADR was appointed)
 No — do NOT appoint an ADR at this time

NEXT →

Certificate of Representation

e-GGRT

Facility or Supplier Name STEVE SHOP

Address 6251 SIDE ROAD
REDDING CA, 96001

Owners and Operators Steve Trout;

[EDIT Facility Information](#)

REPRESENTATIVE INFORMATION

Designated Representative Peter Kokopeli
1200 Pennsylvania Ave, NW
Washington DC, 22222
2023439085
kokopeli.peter@epa.gov

CERTIFICATION STATEMENTS

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative', as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

Done

Carefully review the Certification Statements. These Certification Statements can also be found in Section 98.4 of the Rule

- GHG Reporting Program (GHGRP) Help Desk will be able to answer questions and provide support to e-GGRT users
- Telephone: 1-877-444-1188
- Email: GHGREPORTING@epa.gov
- URLs:
 - www.ccdsupport.com [GHGRP Help]
 - <https://ghgreporting.epa.gov> [e-GGRT]
 - www.ghgdata.epa.gov [published data]

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Welcome to e-GGRT Help

This site contains news, FAQs, help and other information about e-GGRT.

 **e-GGRT News**

[Latest News](#)

- [2010 Greenhouse Gas Data Now Available](#)
- [e-GGRT maintenance outage planned for Saturday Mar 3, 2012](#)
- [e-GGRT Status- Reporting Year 2011 Now Available](#)

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- [Harmonization of EPA's e-GGRT and CARB's Cal e-GGRT](#)
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This web site is maintained by a contractor to the U.S. Environmental Protection Agency (RY2011.R.01)

For more information



On the GHG Reporting Program:

<http://www.epa.gov/ghgreporting/reporters/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)

Questions?