Electronic Greenhouse Gas Reporting Tool (e-GGRT)

Training Webinar on BAMM and Facility Registration
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Webinar Overview

- Overview/Purpose of the webinar
- About e-GGRT
- Using e-GGRT to request BAMM
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- Questions & Answers
40 CFR 98.3(l) allows reporters who are newly subject to the GHGRP due to the recent* global warming potential (GWP) amendments to have the option to use best available monitoring methods (BAMM) from January 1, 2014 to March 31, 2014 for any parameter that cannot reasonably be measured according to the monitoring and quality assurance/quality control requirements of a relevant subpart.

**BAMM covers:**
- Monitoring methods the facility currently uses that don’t meet the specifications of a relevant subpart.
- Supplier data.
- Engineering calculations.
- Other company records.

*2013 Revisions to the Greenhouse Gas Reporting Rule and Final Confidentiality Determinations for New or Substantially Revised Data Elements; Final Rule. 78 FR 71935*
BAMM – Deadlines

• January 1, 2014 – March 31, 2014
  – Time period by which reporters newly subject to the GHGRP due to the revised global warming potentials (GWPs) may choose to use BAMM without submitting a formal request to the EPA.

• January 31, 2014
  – Deadline for reporters newly subject to the GHGRP to submit requests to use BAMM beyond March 31, 2014. **BAMM requests MUST be received through EPA’s e-GGRT system (registration is required in order to submit BAMM requests in e-GGRT).**

• April 1, 2014
  – Date when reporters newly subject to the GHGRP must begin following all applicable monitoring and quality assurance/quality control requirements as stated in Part 98.

• March 31st, 2015
  – Date when Reporting Year (RY) 2014 Annual GHG Reports are due to EPA.
BAMM Module Screenshot 1

Facility Summary

EGRT FACILITY SUMMARY
From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the facility's representatives: Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives
Designated Representative: Marcus Palmer
Alternate Designated Representative: none

Facility Profile
Facility Information:
G-CF CEMS - Hydrogen 2
2244 Palmary Ave.
Bellevue WA 98005

Owners and Operators: Marcus Palmer aka Stu Kroke

EGRT FACILITY SUMMARY
Certificate of Representation Signed and Complete: No further action is required by the facility representatives.

Certificate of Representation
Agents for this facility:
- Akashi Isegau (Agent to DR)
- Mausami Desai (Agent to DR) (Pending)
- Mausami Desai (Agent to DR) (Pending)

Remove self as Agent

EPA Correspondence Folder

Subpart W, Petroleum and Natural Gas Systems Best Available Monitoring Method Request
Click the Subpart W Petroleum and Natural Gas Systems BAMM Request link above to submit a BAMM request for Subpart W.

Best Available Monitoring Method Request for Reporters Newly Subject to the GHGRP
Click the Best Available Monitoring Method Request for Reporters Newly Subject to the GHGRP link to submit a BAMM request if you are subject to Part 98 for the first time due to the global warming potential (GWP) changes that became effective on January 1, 2014. Subpart W facilities who become newly subject to Part 98 due to the GWP changes should not use this module, but instead should use the Petroleum and Natural Gas Systems BAMM Request link above.

Subpart RR, Geologic Sequestration of Carbon Dioxide
Click the Subpart RR link above to submit an R&D Project Exemption Request, a Monitoring, Reporting, and Verification (MRV) Plan, or an MRV Plan Extension Request.
OVERVIEW OF BAMM REQUEST SUBMISSIONS

The Greenhouse Gas Reporting Rule (GHGRP) covers facilities and suppliers who are subject to the rule requirements of 40 CFR Part 98, or Part 98. Reporters are required to submit annual reports to EPA on greenhouse gas (GHG) data collected during the reporting year. The EPA finalized a rule amending Part 98 to implement corrections, revisions, and other amendments including amending the global warming potential (GWP) values for certain GHGs. This rule is effective on January 1, 2014. As a result of this change, there may be facilities that would become subject to the GHGRP for the first time.

For these new reporters, EPA has provided the option to use best available monitoring methods (BAMM) from January 1, 2014 to March 31, 2014 for the 2014 reporting year. In order to use BAMM beyond March 31, 2014, a formal BAMM request must be submitted to EPA by January 31, 2014 using this page in eGGRT or the Subpart W BAMM Request page in eGGRT for facilities subject to Subpart W.

Who should submit a BAMM Request? Only facilities or suppliers who are newly subject to 40 CFR Part 98 as a result of the amendments to the global warming potential (GWP) values in the final rule published by EPA on November 29, 2013 in the Federal Register 78 FR 71904.

ADD a BAMM Submission
BAMM Request Submission
Facility Summary -> BAMM Overview -> BAMM Request Submission

BAMM REQUEST SUBMISSIONS
Use this page to specify BAMM request details, attach supporting documentation, and to indicate planned actions as noted below. When the submission is complete, select the submit and certify button.

BAMM REQUEST Submission 2014 Reporting Year

REQUEST DETAILS

List the specific items of monitoring instrumentation for which the request is being made and the locations where each piece of monitoring instrumentation will be installed.

Identify the specific rule requirements for which the instrumentation is needed.

Indicate the reason for the extension request (select all that apply):

- The equipment cannot be purchased and delivered by April 1, 2014.
- The equipment cannot be installed without a process unit shutdown.
- Other (specify in description field below)

Describe the reasons the needed equipment could not be obtained and installed before April 1, 2014.

If the reason for the extension is that the equipment cannot be purchased and delivered by April 1, 2014, attach supporting documentation such as the date the monitoring equipment was ordered, investigation of alternative suppliers and the dates by which alternate vendors promised delivery, backorder notices, or unexpected delays, descriptions of actions taken to expedite delivery, and the current estimated date of delivery.

If the reason for the extension is that the equipment cannot be installed without a process unit shutdown, attach supporting documentation demonstrating that it is not practicable to isolate the equipment and install the monitoring instrument without a full process unit shutdown. Include the date of the most recent process unit shutdown, the frequency of shutdowns for the process unit, and the date of the next planned shutdown during which the monitoring equipment can be installed. If a shutdown has been a shutdown or if there is a planned process unit shutdown between November 29, 2013 and April 1, 2014, include a justification of why the equipment could not be obtained and installed during that shutdown.

PLANNED ACTIONS

Describe the specific actions the facility will take to obtain and install the equipment as soon as reasonably feasible.

Select the expected date by which the equipment will be installed and operating.

FILE ATTACHMENTS

Upload File Name

Attached By

Date

Delete

No files found.

Choose File: No file chosen

Upload

SUBMIT and CERTIFY BAMM REQUEST

If you have completed your BAMM request, you may proceed to certify and submit. This process includes applying your electronic signature (entering your password and answering a challenge/security question).

Submit and Certify
E-GGRT Registration: The Basic Process

1. USER REGISTRATION
   - Enter Basic Info to Become an e-GGRT USER

2. FACILITY AND SUPPLIER REGISTRATION

3. APPOINT DESIGNATED REPRESENTATIVE (DR) And, optionally ALTERNATE (ADR)

4. SET UP AGENT(S)

3A. SIGN AND SUBMIT Certificate of Representation (COR)

4A. SIGN AND SUBMIT Notice of Delegation (NOD)
User Registration: Getting Started

• 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: Two Examples

• 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

Jane Small COO Smalltown LLP
Jane registers as new e-GGRT user
Jane registers Smalltown Inc.’s facility
Jane self-appoints as Smalltown DR

John Metropolis EM Metrocity Inc.
John registers as new e-GGRT user
John registers Metrocity Inc.’s Facility 1 Facility 2
John appoints DR, ADR, Agents for Facilities 1, 2...

DR registers as e-GGRT user*
ADR registers as e-GGRT user*
Agents register as e-GGRT users*

* DR, ADR, Agent(s) could register as users before being appointed
User Registration: Login Page

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

Context sensitive help on every page

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

Otherwise, click the green NEW USER REGISTRATION button
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.
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

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

User name is required.

Password is required.

Password confirmation is required.

The (3) Security Questions and Answers are used if you need to reset your password. Store this information securely.

User name: chiu@epa.gov

Password: kryptonite
E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.
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 submission 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 to the same standards as if I were by making such submission.

2. I agree to maintain an email account. If it is why this occurred when requested by EPA.

3. I agree to protect my user name and password to any other individual. I allow my password to be written into computer.

4. I agree to contact the EPA as soon as possible if have been lost, stolen, or otherwise compromised.

5. I agree not to attempt to view, change, or use the information entrusted to me in an ethical and trustworthy manner and to be

Name: John Metropolis
Address: 123 Industrial Way
City: Beverley Hills, CA
Zip: 90210

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

Please allow time to mail your Electronic Signature Agreement to EPA

You MUST sign and date your ESA
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 eggrt@ccdsupport.com

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

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 ghgreporting@epa.gov Monday through Friday during regular business hours.

20619
21320
Registering A Facility

Click “Register A Facility” from your e-GGRT Home Page

Log-In to e-GGRT at: https://ghgreporting.epa.gov
New Facilities/Suppliers Only

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

*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.

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*CONTINUE*  *CANCEL*
A “subway map” will show you where you are in the Facility setup process.

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”
List the owners and operators of the facility or supplier here. Click “ADD” to list more.
Two Examples: Facility Registration

Jane Registers Smallshop

Jane Self-Appoints as Smallshop DR

Jane Receives & Accepts Invitation

Jane Signs COR

John Registers Vertical Holdings (Fac X, Fac Y, and Corporate)

John Appoints DR, ADR, Agent For Fac X, Y, & Corporate

Existing DRs appoint new ADRs & Agents

DRs Receives & Accepts Invitation

Fac X, Y, & Corp DRs Sign CORs

ADRs Receives & Accepts Invitation

ADRs Sign CORs

Agents Receive & Accept Invitation

DR or ADR review Delegation Sign NODs
Facility Registration: DR & ADR Info

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

1. APPOINT
   DR
   or ADR

2. EPA APPROVES &
   E-GGRT sends email

3. APPOINTEE
   Receives email
   Uses CODE
   To ACCEPT Role

4. APPOINTEE
   Signs
   Certificate of Representation (COR)
Appointments and Invitations: Agent(s)

1. SET UP AGENT(S)

2. EPA APPROVES & E-GGRT sends email

3. APPOINTEE RECEIVES email USES code To ACCEPT Role

4. DELEGATOR RECEIVES email REVIEWS Agent Delegation

5. DELEGATOR Signs Notice of Delegation
Using an Invitation Code

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.

Home Page lists facilities and role
Accepting the Appointment

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

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

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

• 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]
  - ghgdata.epa.gov [published data]
Welcome to GHGRP Help

This site contains news, FAQs, help and other information about EPA's Greenhouse Gas Reporting Program and the electronic Greenhouse Gas Reporting Tool (e-GGRT).

Latest News
- GHGRP Help Desk Telephone Service Experiencing Voicemail Issues
- RY13 XML Schema Preview

GHG Rulemaking RSS Feed
e-GGRT RSS Feed

Learn about e-GGRT
- Registration Instructions
- GHG Reporting Instructions
- XML Reporting Instructions
- Reporting Forms
- Optional Calculation Spreadsheets

Help
- About GHG Reporting Program and Part 98
- Harmonization of EPA's e-GGRT and CARB's Cal e-GGRT
- FAQs
- Known Issues
- 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
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• Read the Blog:
  – http://www.ccdsupport.com/confluence/display/help/e-GGRT+RSS
Questions?