The following webinar was delivered on May 30, 2012. The webinar describes the process anticipated at that time for submitting data under 40 CFR, part 98, subpart QQ.

Based on comments received during the webinar, EPA has decided to change the data entry method from the one shown in the webinar (inputting data on web-forms) to a "simplified reporting" method (providing data on an Excel-based spreadsheet). The data that will be provided in the Excel spreadsheet is similar to that shown here in the webinar.

e-GGRT Training Webinar on
Reporting GHG Data for Subpart QQ

U.S. Environmental Protection Agency
Greenhouse Gas Reporting Program (GHGRP)
May 30, 2012

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

My Name is Dave Godwin, and I am in EPA's Stratospheric Protection Division. With me today are my colleagues Jeremy Arling, also from the Stratospheric Protection Division, and Caitlin Stormont, from EPA's Climate Change Division.

Today's webinar will help orient you and prepare you for the e-GGRT Sandbox sessions that will run from June 4th to 15th. This testing will provide you with an opportunity to examine the look, feel and functionality of e-GGRT specifically for GHG Data Reporting.

The e-GGRT Help Desk will be available to respond to any problems or questions you have specific to the Data Reporting functionality of e-GGRT during this window.

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.

Webinar Outline

- Links for Help and Additional Information
- Sandbox Testing
- Who Must Report under Subpart QQ?
- Confidential Business Information
- Subpart QQ
  - Selecting a Subpart
  - Reporting Data
- Questions

4

Links for Help and Additional Information

- e-GGRT Information & Help
  - http://www.ccdsupport.com
  - Email: GHGreporting@epa.gov

- GHG Reporting Rule Information & Help
  - http://www.epa.gov/ghgreporting/reporters/index.html
  - Email: GHGMRR@epa.gov

- Other Subpart QQ resources
  - http://www.epa.gov/ghgreporting/reporters/subpart/qq.html

5

Here are some additional links

Under the general GHG Reporting Rule link, there is a tab for QQ resources (the direct link is shown here).

Sandbox Testing

- For an overview of reporting GHG data via e-GGRT, please see the e-GGRT and Sandbox Testing Overview presentation at: http://www.epa.gov/ghgreporting/reporters/training/index.html

- Sandbox testing will be open June 4-15, 2012

6

There's also a tab for Training and Testing (the direct link is shown here). We'll place copies of today's webinar slides as well as more general items like an e-GGRT overview on this webpage.

e-GGRT Data Reporting Workflow
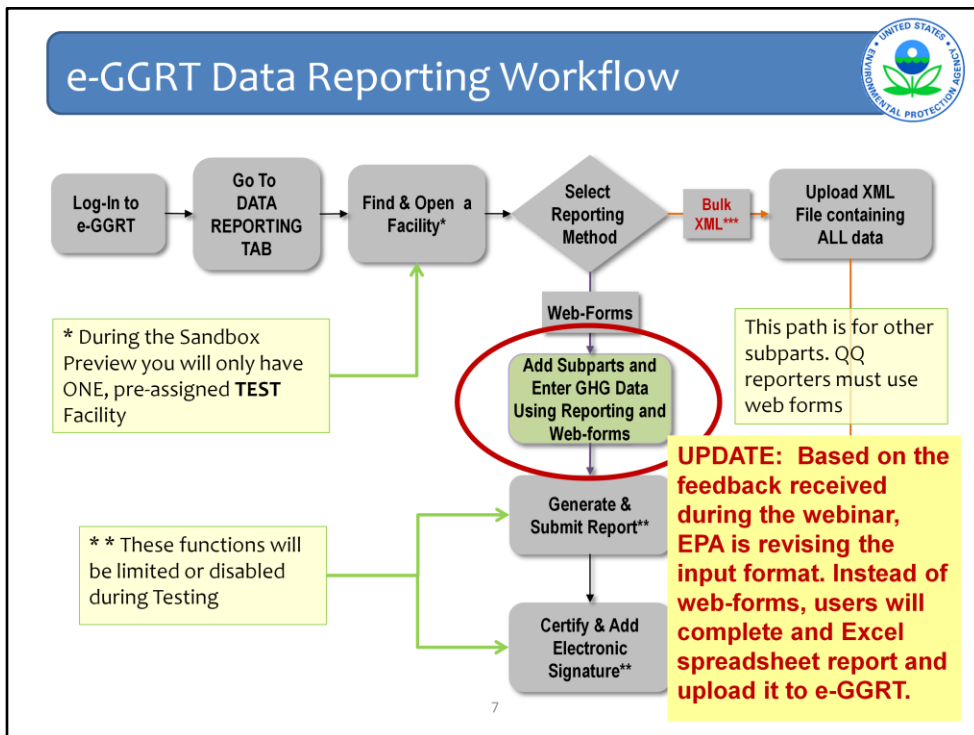
This Slide illustrates the steps that are taken by a reporter to enter data into e-GGRT and submit it to EPA.

For this webinar, I'm assuming you know how to log-in and find your facility or company under which data is reported. Today's webinar will focus only on Entering Subpart Specific QQ Data into e-GGRT.

For more information on the other, related steps or general features of e-GGRT, please refer to or attend the e-GGRT Overview Training Webinar.

For subpart QQ, all users must use webforms; there is no option to upload XML data.

Update since May 30, 2012: Based on feedback received during the webinar, EPA is revising the way users submit data. Instead of typing data directly into the web-forms shown in the following slides, users will enter data into an Excel-based spreadsheet. Once a user completes the Excel spreadsheet reporting form, the user will upload it to the e-GGRT system.

If you experience problems or have questions when using e-GGRT, please refer to the e-GGRT Version number and Screen Code in any correspondence with our Help Desk.
These can be found on the bottom right hand corner of every web-page within e-GGRT.

Who Must Report under Subpart QQ?

- Importers or exporters with total annual imports or exports of fluorinated GHGs in equipment and closed-cell foams ≥25,000 metric tons CO_2e
- Includes electrical and refrigerated units, components thereof, and closed-cell foam
- For example the following are >25,000 metric tons CO_2e:
  - 32,259 refrigerators (containing 0.2 kg HFC-134a refrigerant and 0.5 kg HFC-245fa in the foam)
  - 96,154 refrigerators (containing 0.2 kg HFC-134a refrigerant and HC foam)
  - 2,899 unitary air conditioning condensing units (containing 5 kg R-410A refrigerant)
  - 94 circuit breakers (145kV) (containing a holding charge of 11.2 kg SF_6)

9

Refrigerator: 0.2kg=7 ounces, 0.5kg=1.1 pounds
AC: about a 5-5.5 ton unit

These are examples for those importing or exporting just a single type of equipment. You must include all types of equipment (with fluorinated greenhouse gases) imported/exported in your report.

Other Criteria

- Reporting is at the corporate level
  - Not facility level
- Transshipments are excluded
  - See definition in 40 CFR §98.6
- Slides with more information on the rule: http://www.epa.gov/ghgreporting/documents/pdf/2012/training/Subpart-QQ_Only_2-8-12.pdf

10

Confidential Business Information (CBI)

- Data elements that have been determined to be CBI and those that have no determination must be reported in e-GGRT
- Reporting elements that have been determined to be CBI will be protected under the Clean Air Act (Sec. 114(c)) and EPA regulations (40 CFR Part 2)

11

EPA issues determinations regarding what type of data is considered as confidential business information (CBI) and is protected as such under the Clean Air Act and EPA regulations.

For instance, on January 10, 2012, EPA issued a proposed rule regarding some of the data submitted under subpart QQ. The proposed rule listed categories of data supplied by reporters and proposed whether those data would be considered as "emissions data" (no data categories under QQ were proposed as such), "Data that are not emissions data and are not CBI" and "Data that are not emissions data but are CBI." Please see 77 CFR 1434 (available at http://www.gpo.gov/fdsys/pkg/FR-2012-01-10/pdf/2011-33591.pdf) for more details.

To add a new subpart, click the "Add or Remove Subpart" hyperlink.

Every reporter must report under Subpart A.

Removing (un-checking) a subpart will erase any data that has been entered for that subpart.

Check to make sure the correct Subpart was added, then select "Open" to report data.

Subpart QQ uses a web-based form. Thus, companies can report their data by entering information directly into e-GGRT.

Up to four categories of data must be reported under Subpart QQ.

Importers who meet the 25,000 mt CO2e threshold must report:

1) Imports of all appliances or electrical equipment containing a fluorinated GHG (f-GHG) as a refrigerant or electrical insulator. Any foam included within the appliance is reported here too.

2) Imports of all other closed-cell foam containing a fluorinated GHG (except packaging foam).

Exporters who meet the threshold must report similar information as shown in arrows 3 and 4.

Imports and exports of pre-charged equipment or closed-cell foams imported or exported inside appliances are reported using one webform, while imports and exports of closed-cell foam not contained within appliances are reported using a different webform.

Add Appliance or Equipment Type 1

To add an appliance or equipment type, click the "Add an Appliance and Electrical Equipment Import" or "Add an Appliance and Electrical Equipment Export" hyperlink.

Add Appliance or Equipment Type 2

Companies must identify the following <u>for each type of equipment with a different f-GHG or a different charge type</u>:

1) A unique name or ID of your choice -- this could be the model number but note that if you both import and export the same model number, you will need a different name, for example Refrigerator1-I and Refrigerator1-E;

2) The type or category of the equipment -- these are broad but you can use the description if you wish to keep track of additional detail; currently there are several types covering appliances (Window units, PTACs, motor vehicle ACs, Residential & Commercial AC, Dehumidifiers, Refrigerated Appliances [i.e., refrigerator-freezers], retail food appliances, ice makers and other appliances). There are also several covering electrical equipment (circuit breakers, gas-insulated substations, gas-insulated lines, power transformers and other switchgear).

3) Whether this particular equipment was imported or exported -- you will have to enter two records if you both import and export equipment;

4) The number of pieces of equipment that is imported or exported;

5) The date(s) on which the equipment was imported or exported;

6) The total charge or holding size of each unit; and

7) Whether the appliance also contains a foam with f-GHGs.

Next, click on "ADD a Greenhouse Gas" to indicate the type of fluorinated GHG(s) contained in each piece of equipment and in the foam (if applicable).

Select the GHG that is contained in the equipment from the list provided and click save (at the bottom of the table). You may only select one GHG at a time and the process can be repeated for additional GHGs.

Once you select a listed fluorinated GHG, the next screen will request the composition of the F-GHG you just selected – how much of the entire charge or holding charge is made up by this particular GHG. Once you enter that item, the mass of the fluorinated GHG will be automatically generated. Check to make sure that the quantity in kilograms is correct and click "Save."

Add a Fluorinated GHG 3

After selecting "Save", the e-GGRT system will return you to the "Add or Edit Appliance or Equipment Type" Page where you can see the gas, the mass in kilograms, and the composition of f-GHG. To edit the composition of the f-GHG you entered, click "Open" to edit this amount.

Repeat this process for each Greenhouse Gas contained in the equipment by clicking the "Add a Greenhouse Gas" hyperlink again. For example, if you were using a 40/60 (by mass) blend of HFC-134a and HFO-1234yf, because that blend is not on the list that will be added later, you would need to add each component separately.

If the equipment contains a GHG that is not listed in the table, there is an opportunity to include it by clicking on the hyperlink at the bottom of the table, "Add an Unlisted Greenhouse Gas."

Add a Fluorinated GHG (not on the list) 5

Enter the GHG name, CAS Number, and optional Chemical Formula for each gas that needs to be added to the GHG Data table. After clicking "Save," the next screen will request the composition of the f-GHG you just added. After clicking "Save" again, the e-GGRT system will return you to the Add or Edit Appliance or Equipment Type Page.

Also, companies must report for <u>each foam type in appliances with a different f-GHG or a different amount in the foam</u>.

If you indicated that the appliance also contains a foam with f-GHGs, click on the "ADD a f-GHG in Foam" hyperlink.

Select the GHG that is contained in the foam from the list provided and click save (at the bottom of the table). You may only select one GHG at a time and the process can be repeated for additional GHGs.

As was the case with the refrigerant or gas insulator, if a foam contains a GHG that is not listed in the table, there is an opportunity to include it by clicking the hyperlink, "Add an Unlisted Greenhouse Gas".

Once you select a listed fluorinated GHG, the next screen will request the mass of the f-GHG in the foam in each piece of equipment. Indicated the quantity in kilograms and click "Save".

Once you have completed entering all GHG data, you can review your entries for accuracy.

- If you need to change the Mass, click "Open."
- If you need to delete an entry, click "Delete."
- If you need to add more, simply repeat the steps you just took by clicking the "Add" button again.
- If the information is correct, click "Save."

Add or Edit Appliance or Equipment Type

Repeat this process for each combination of equipment-chemical-charge/holding size imported and each combination exported. Make sure you correctly select "Imported" or "Exported" when adding a new Appliance or Equipment Type. If you need to edit information for an equipment type that has already been entered, select the equipment's unique name/ID. If you need to delete an entry, click "Delete."

Reporting Foam Imports and Exports

- Two types of closed-cell foams
  - Inside appliances (reported by mass per appliance)
  - Everything else (reported by density and cubic feet)
- If the identity and mass of the F-GHG is not known
  - Report by CO_2e (for foams in appliances) or CO_2e per cubic feet
  - Certify that you were unable to obtain the identity and mass information from the foam manufacturer
- Packaging foam excluded

Note: Currently the system does not allow you to certify that you do not know the identity and mass of the fluorinated GHG in the foam. This feature will be added shortly.

28

To add a foam type, click the "Add a Foam Import" or "Add a Foam Export" hyperlink.

Companies must identify the following for each foam not inside appliances with a different f-GHG or a different density:

1) A unique name or ID of your choice

2) The type or category of the foam – the types are Extruded Polystyrene (XPS), Polyurethane (PU) or other.

3) Whether this particular foam was imported or exported;

4) The date(s) on which the foam was imported or exported; and

5) The total volume of foam imported or exported (cubic feet).

The screenshot here requests (in the 6th green oval from the top) the "Mass of f-GHG(s) per cubic foot of foam." EPA has determined that if more than one f-GHG is contained in foam, the mass per cubic foot (i.e., density) of each f-GHG may be different. Therefore, in the e-GGRT version used for Sandbox testing, this data element was reported elsewhere.

Next, click on "ADD a Greenhouse Gas" to indicate the type of fluorinated GHG(s) contained within the foam.

Similar to the process for selecting each GHG contained in equipment, select the GHG that is contained in the foam from the list provided and click save (at the bottom of the table). You may only select one GHG at a time and the process can be repeated for additional GHGs.

As was the case with pre-charged equipment, if a foam contains a f-GHG that is not listed in the table, there is an opportunity to include it by clicking the hyperlink, "Add an Unlisted Greenhouse Gas".

Once you select a listed fluorinated GHG, the next screen will request the mass of the fluorinated GHG per cubic foot of foam. Once you enter that, click "Save."

Note: the "mass of f-GHG(s) per cubic foot of foam" and "Composition of f-GHG in foam" have been removed. Instead, you will be asked to enter the density (mass per cubic foot) of this particular f-GHG within the foam. In this example, you would enter the 0.5 kg/cubic feet on this screen.

Add a Fluorinated GHG 3

After selecting "Save", the e-GGRT system will return you to the Add or Edit Foam Type Page where you can see the gas, the mass in kilogram per cubic feet, and the composition of the f-GHG. Repeat this process for each Greenhouse Gas contained in the foam by clicking the "Add a Greenhouse Gas" hyperlink again.

Once you have completed entering all GHG data, you can review your entries for accuracy. If the volume is incorrect, click "Open." If you need to delete an entry, click "Delete." If you need to add more, simply repeat the steps you just took by clicking the "Add" button again. If the information is correct, click "Save."

Once all combinations of foam-chemical-quantity imports and exports are entered, select "Subpart Summary" at the bottom of the Overview Page.

Review data for accuracy. Return to the Subpart Overview Page to add or edit data, as necessary.

You can click OPEN here to see what items are contributing to the total of each individual fluorinated GHG.

Then click "Facility Overview" where you will see QQ added to your list of subparts.

If you have validation messages, click to see what they are. The validations check whether values fall within particular ranges based on expected values, but they do not verify that the information is accurate.

From here, you can view the validation messages, add another subpart if needed, or logout.

Questions?

- e-GGRT Information & Help
  - http://www.ccdsupport.com
  - Email: GHGreporting@epa.gov

- GHG Reporting Rule Information & Help
  - http://www.epa.gov/ghgreporting/reporters/index.html
  - Email: GHGMRR@epa.gov

- Other Subpart QQ resources
  - http://www.epa.gov/ghgreporting/reporters/subpart/qq.html

38

We hope this overview has provided you greater familiarity with navigating and entering information for subpart QQ using the e-GGRT reporting tool.

Here are some additional links