



**e-GGRT Training Webinar on
Reporting GHG Data for Subpart SS**

U.S. Environmental Protection Agency
Greenhouse Gas Reporting Program (GHGRP)

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



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 / Overview

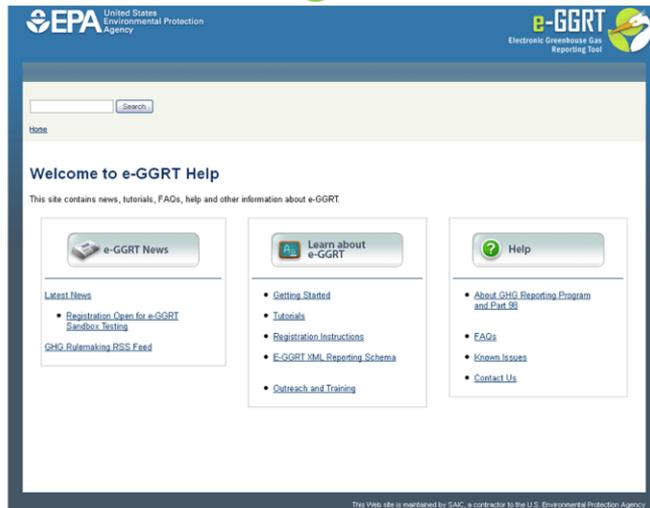


- e-GGRT Help
- Background
- Reporting GHG Data via e-GGRT
 - XML Upload
 - Calculation worksheets
 - EZForms
 - Subpart A – General Provisions
- Subpart SS
 - Selecting a Subpart
 - Reporting Data
- Questions

e-GGRT Help



- www.ccdsupport.com or
- Via Help links in e-GGRT 



If you are looking for help during the reporting period, please check these resources.

- www.ccdsupport.com
- the Help links in e-GGRT, itself

Background: Subpart SS



- Reporting is required by facilities that manufacture or refurbish gas-insulated substations, circuit breakers, other switchgear, gas insulated lines, or power transformers containing SF₆ or PFCs that have total annual purchases of SF₆ or PFCs exceeding 23,000 lbs.

5

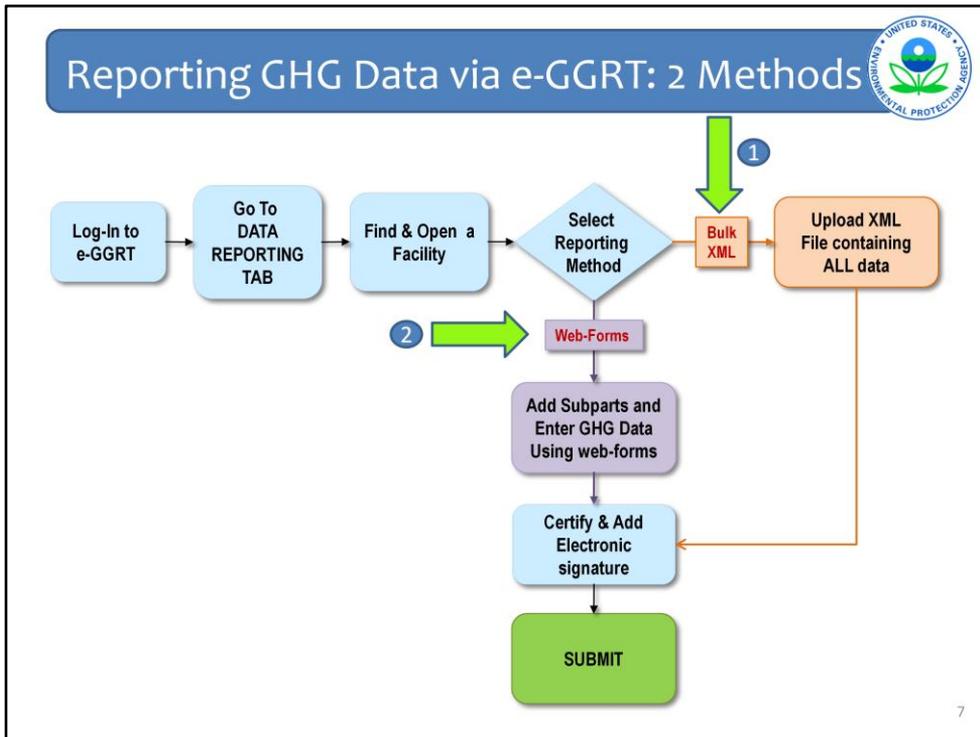
Who must report under Subpart SS?

40 CFR 98.450: The electrical equipment manufacturing or refurbishment category consists of processes that manufacture or refurbish gas-insulated substations, circuit breakers, other switchgear, gas-insulated lines, or power transformers (including gas-containing components of such equipment) containing sulfur-hexafluoride (SF₆) or perfluorocarbons (PFCs). The processes include equipment testing, installation, manufacturing, decommissioning and disposal, refurbishing, and storage in gas cylinders and other containers.

Background: Confidential Business Information



- All elements included in e-GGRT are required reporting elements, as applicable
- E-GGRT reflects the final rule deferring the reporting deadline for inputs to emission equations for direct emitters (76 FR 53057, published Aug. 25, 2011)
- Data elements that have been determined to be CBI and those that have no determination must be reported
- 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)



Two methods exist for reporting in e-GGRT. First, is to follow the provided webforms. Second, reporters may choose to upload an XML file containing all the required data.

Click Data Reporting Tab



The screenshot shows the EPA e-GGRT web application interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. A navigation bar contains the following tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The "DATA REPORTING" tab is circled in green. Below the navigation bar, the user is logged in as "Hello, Hong Chiu" with links for "My Profile" and "Logout".

On the left side, there is a sidebar with "e-GGRT Help" and "About e-GGRT Home". The main content area is divided into three sections:

- REGISTER A FACILITY:** A button to register a new facility.
- YOUR FACILITIES:** A table listing the user's facilities.
- ACCEPT AN INVITATION:** A section for responding to facility invitations, including a text input field and a "GO" button.

Facility or Supplier	Your Role
Chiu Demo Facility	DR

At the bottom of the page, there is a footer with "Paperwork Reduction Act Burden Statement | Contact Us" on the left and "e-GGRT RY2010.R.42 | UA1-2" on the right.

First, to report via webform, log-in and click on the DATA REPORTING tab.

The facility overview page is what it says- an overview of the facility-level information that has been entered into e-GGRT. It is the “home page” for the facility or supplier.

On the Facility Overview site you can also see the subparts for which you have entered data and whether any validation messages appear for a specific subpart. If you would like to learn more about the validation messages for a specific subpart, click on “view messages”. You can add or remove additional subparts from this page, and click “open” to begin working on any subpart, or add additional information to a subpart you have already been working on.

The facility overview page is also where you “generate” your report.

The facility overview page also allows you to indicate if your facility is NOT submitting an annual report in the current year. There are no reporting requirements for those that do not trigger the respective thresholds for the source categories at their facility or supply operations. Some facilities or suppliers may have registered with e-GGRT because they thought they might trigger the rule. If those facilities or suppliers now find that they are not subject to the program they may choose to check this box. In future years, consistent with 98.2(i), facilities and suppliers may no longer be required to report under the program.

Finally, for the facility’s GHG reporting method you can indicate whether you are entering data via e-GGRT web-forms OR bulk upload of XML. You want to consider this very carefully. If you click on “change” a screen will pop up.

If you are planning to use the XML bulk upload option to report your facility or supplier’s GHG data, visit our website to get more details. The link for learning how to submit data using this option is provided at the end of this presentation. <http://www.epa.gov/ghgreporting/reporters/datasystem/e-ggert_xml.html>

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible on the left, and the 'e-GGRT' logo with 'Electronic Greenhouse Gas Reporting Tool' is on the right. A navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as 'Hello, M Rohrer | My Profile | Logout'.

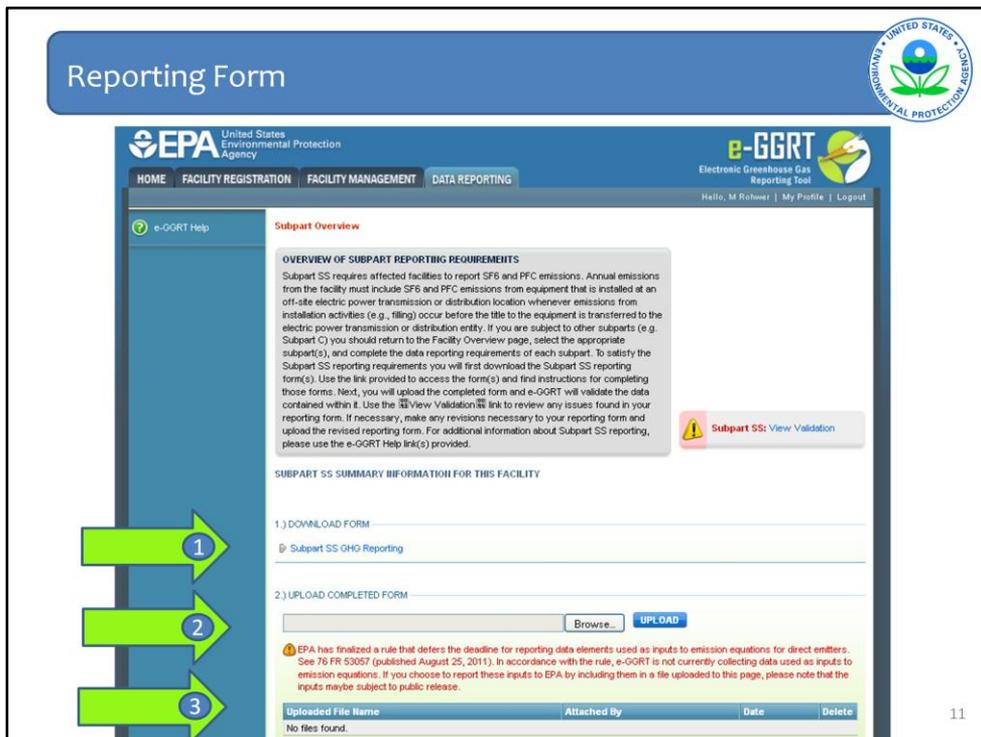
The main content area is titled 'Subpart SS Applicable Facility' and 'e-GGRT Greenhouse Gas Data Reporting (2011)'. It includes a 'Select Facility' link for 'Facility or Supplier Overview'. A section titled 'FACILITY OR SUPPLIER OVERVIEW' provides instructions on adding source and/or supplier categories. Below this, there are input fields for 'CO2 equivalent emissions (excluding biogenic)' and 'Biogenic CO2 emissions' from subparts C-HH, and a 'VIEW GHG DETAILS' button.

The 'REPORT DATA' section contains a table with columns for '2011 Reporting Source or Supplier Category', 'Validation Messages?', and 'Subpart Reporting'. A row for 'Subpart A—General Information' has a 'View Messages' link and an 'OPEN' button. Below the table is a link: 'ADD OR REMOVE SUBPARTS'. A large green arrow points to this link.

At the bottom, there is a 'SUBMIT ANNUAL REPORT' section with a table for reporting details and a 'GENERATE / RESUBMIT' button. A 'VIEW REPORTS' link is also present.

The number '10' is located in the bottom right corner of the screenshot.

Every facility is responsible for entering Subpart A's required data, but to add another subpart click on ADD OR REMOVE SUBPARTS



Certain subparts of the GHG Reporting Program use a streamlined web-form interface. For these subparts there are NO page by page e-GGRT web-forms. There are only 1 or 2 pages.

For these select subpart, you will download and complete a Reporting Form. The Reporting Form will collect required data elements for the subpart.

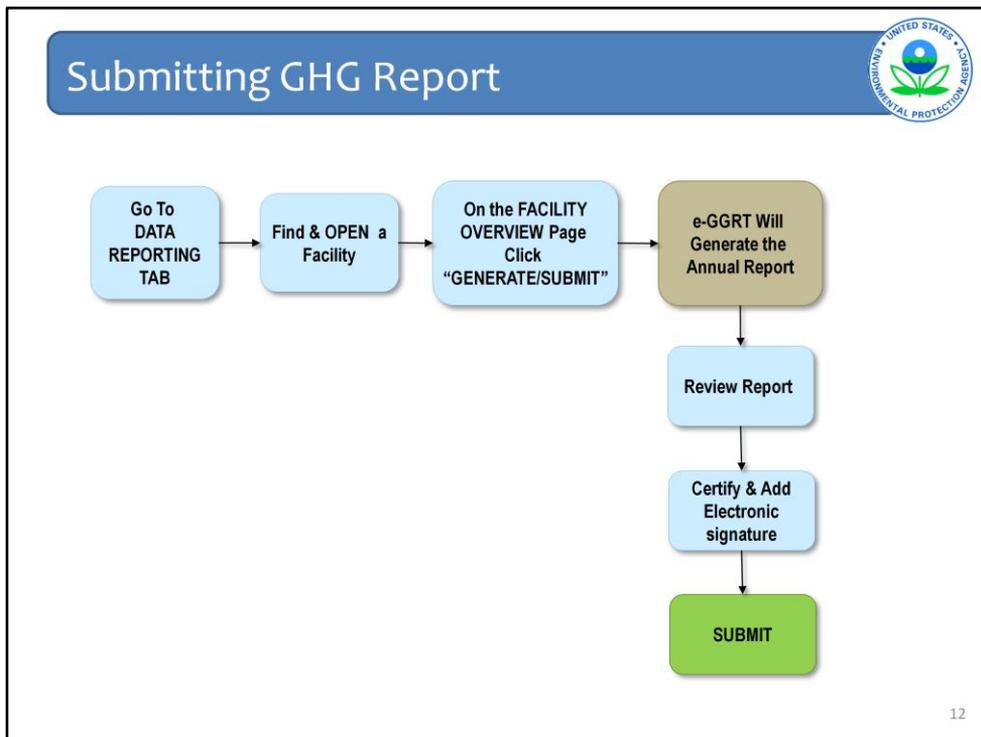
Once you have entered the required data on the Reporting Form, use e-GGRT to upload the completed form into e-GGRT.

e-GGRT may also ask you to enter a few additional data elements directly into the e-GGRT web-form, for example the Annual CO₂ emissions figure for the subpart. This will be used by e-GGRT for facility level roll-up calculations.

Please do not confuse the Reporting Form with the Optional Calculation Worksheets.

The Reporting Forms are required to satisfy GHG reporting for certain subparts and must be uploaded into e-GGRT.

The Optional Calculation worksheets are not collected by e-GGRT.



Next we will review how to fulfill your annual reporting requirements by generating and submitting your facility or supplier’s GHG report.

Once you have entered your GHG data, either by using the e-GGRT web-forms or by using the e-GGRT bulk XML upload feature, you are ready to generate, then submit your annual GHG report.

Here are the steps you will take:

Subpart A- General Information



- All must report Subpart A information:
- NAICS codes
- U.S. Parent Company
- Start date and end date for report
- Methodological changes during the year, if applicable
- Best Available Monitoring Methods used, if applicable
- Indicate if emissions include emissions from co-generation

13

If you go back to the facility overview page and open subpart A, you will have the opportunity to enter the information to meet the general requirements in 98.3 that are applicable for all reporters. These reporting requirements are

1. Reporting on at least one primary and any additional NAICS codes relevant for the facility or the supplier
2. Information on each highest level U.S. Parent Company
3. The start date and end date for the GHG report
4. An explanation of any calculation methodology changes during the reporting year, if applicable.
5. A description of best available monitoring methodologies used, if applicable
6. And, for facilities only, if your emissions include emissions from a co-generation unit.

Opening Subpart A

The screenshot shows the EPA e-GGRT web portal interface. At the top, there is a navigation bar with 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The 'DATA REPORTING' tab is active. The main content area is titled 'Subpart SS Applicable Facility' and 'e-GGRT Greenhouse Gas Data Reporting (2011)'. It includes a 'FACILITY OR SUPPLIER OVERVIEW' section with instructions on how to use the 'OPEN' buttons. Below this is a 'REPORT DATA' table with the following structure:

2011 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	View Messages	OPEN
Subpart SS—Electrical Equipment Manufacturer or Refurbishment	View Messages	OPEN

A green arrow points to the 'OPEN' button for 'Subpart A—General Information'. Below the table is a 'SUBMIT ANNUAL REPORT' section with a 'GENERATE / RESUBMIT' button. The page number '14' is visible in the bottom right corner.

Once you have added a Subpart, you may OPEN that subpart to enter or edit data. To OPEN the e-GGRT web-forms for your subpart, Navigate to your Facility Overview Page in the Data Reporting Tab.

Go to the “Report Data” Table in the middle of the page and look for the Subpart that you would like to open.

Click the Blue OPEN button to Open that subpart. For this example, we will open Subpart A.

Add a NAICS code- REQUIRED for all.

Each facility or supplier must report: The primary 6 digit- NAICS code that is the principal source of revenue for the reporter, as defined by the NAICS 2007 manual.

Optionally, a second primary NAICS code if the reporter has two distinct product/activities/services providing comparable revenue

Additionally, (and also optionally) all unique NAICS codes that describe the products/activities/services of the reporter, but are not related to the principal source of revenue

Add Information on each highest level U.S. parent company (Required for All except US Government facilities)

For each highest level U.S. parent company you must provide the Parent Company Name, Percentage of ownership interest, Street Address, city, state, ZIP Code. When finished, the summed percentages of ownership interest for all parent companies should equal 100%.

Then include the start date and end date for the GHG report (Required for All).

Subpart SS Reporting Outline / Overview



- Subpart SS reporting
 1. Review adding a Subpart
 2. Review downloading Reporting Forms
 3. Completing the Subpart SS Reporting Form
 4. Uploading Completed Subpart SS Reporting Form
 5. 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>

The screenshot shows the EPA e-GGRT web interface. At the top, there is a blue header with the EPA logo and the text 'Adding Subparts'. Below the header, the page title is 'e-GGRT Greenhouse Gas Data Reporting (2011)'. A green arrow points to the 'ADD or REMOVE Subparts' link in the 'REPORT DATA' section. The interface includes a navigation menu, a sidebar with 'e-GGRT Help', and a main content area with instructions and a table for reporting data.

As presented earlier, in order to use the web forms within e-GGRT to report data for a particular subpart – you need to add all applicable subparts to your facility from the Facility Overview page.

As shown, click the blue hyperlinked text to “ADD or REMOVE Subparts” so that you can add Subpart SS – Manufacture of Electric Transmission and Distribution Equipment

Adding Subpart: Subpart SS Selection

United States Environmental Protection Agency

e-GGRT Greenhouse Gas Data Reporting (2011)

Subpart SS Applicable Facility

Select Facility • Facility Overview • Subpart Selection

SUBPART SELECTION
Please check all relevant subparts for this facility or supplier. Further information can be found in the e-GGRT Help link to the left.

FACILITY SUBPARTS

- D—Electricity Generation
Description (SHOW | HIDE)
- E—Adipic Acid Production
Description (SHOW | HIDE)
- F—Aluminum Production
Description (SHOW | HIDE)
- G—Alumina Manufacturing
Description (SHOW | HIDE)
- H—Cement Production
Description (SHOW | HIDE)
- I—Electronics Manufacturing
Description (SHOW | HIDE)
- K—Ferroalloy Production
Description (SHOW | HIDE)
- J—Industrial Wastewater Treatment
Description (SHOW | HIDE)
- RR—Biologic Sequestration of Carbon Dioxide
Description (SHOW | HIDE)
- SS—Electrical Equipment Manufacturer or Refurbishment
Description (SHOW | HIDE)
- UU—Injection of Carbon Dioxide
Description (SHOW | HIDE)

GENERAL STATIONARY FUEL COMBUSTION

- C—Genex (Standard)
Description

LANDFILL SUBPARTS

- RR—Metal
Description
- TT—Industrial Waste Landfills
Description (SHOW | HIDE)

SUPPLIER SUBPARTS

- LL—Suppliers of Coal-based Liquid Fuels
Description (SHOW | HIDE)
- MM—Suppliers of Petroleum Products
Description (SHOW | HIDE)
- NN—Suppliers of Natural Gas and Natural Gas Liquids
Description (SHOW | HIDE)

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

CANCEL Save

18

On the Subpart selection page, select the checkbox next to Subpart SS on the list.

IF other subparts are applicable to your facility, this is where you would select those Subparts at this time, but you can also come back at anytime before submitting your report to add subparts.

Next, you should hit “SAVE” so you can return to the Facility Overview Page.

Adding Subpart

e-GGRT Greenhouse Gas Data Reporting (2011)

Select Facility » Facility or Supplier Overview

FACILITY OR SUPPLIER OVERVIEW

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

Facility's GHG Reporting Method: Data entry via e-GGRT web-forms (Change)

REPORT DATA

2011 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	View Messages	OPEN
Subpart SS—Electrical Equipment Manufacturer or Refurbishment	View Messages	OPEN

ADD or REMOVE Subparts

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

SUBMIT ANNUAL REPORT

Report	Uploaded File Name	Status	Submitted Date	Certification Date
GENERATE / RESUBMIT				

VIEW REPORTS: Annual Report reviewable formats (including public, non-CBI versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

On the Facility Overview page you should now see Subpart SS listed in the Report Data table.

See it listed in the second row.

To begin reporting data, let's open the reporting module by clicking the BLUE "OPEN" button as shown by arrow number 2.

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". The main header area includes "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "DATA REPORTING" section is active, showing "Subpart Overview".

The main content area is titled "OVERVIEW OF SUBPART REPORTING REQUIREMENTS" and contains detailed instructions for reporting. Below this, there is a section for "SUBPART SS SUMMARY INFORMATION FOR THIS FACILITY". Under the heading "1.) DOWNLOAD FORM", there is a link for "Subpart SS GHG Reporting" which is circled in green. A large green arrow points from the left side of the screen towards this link.

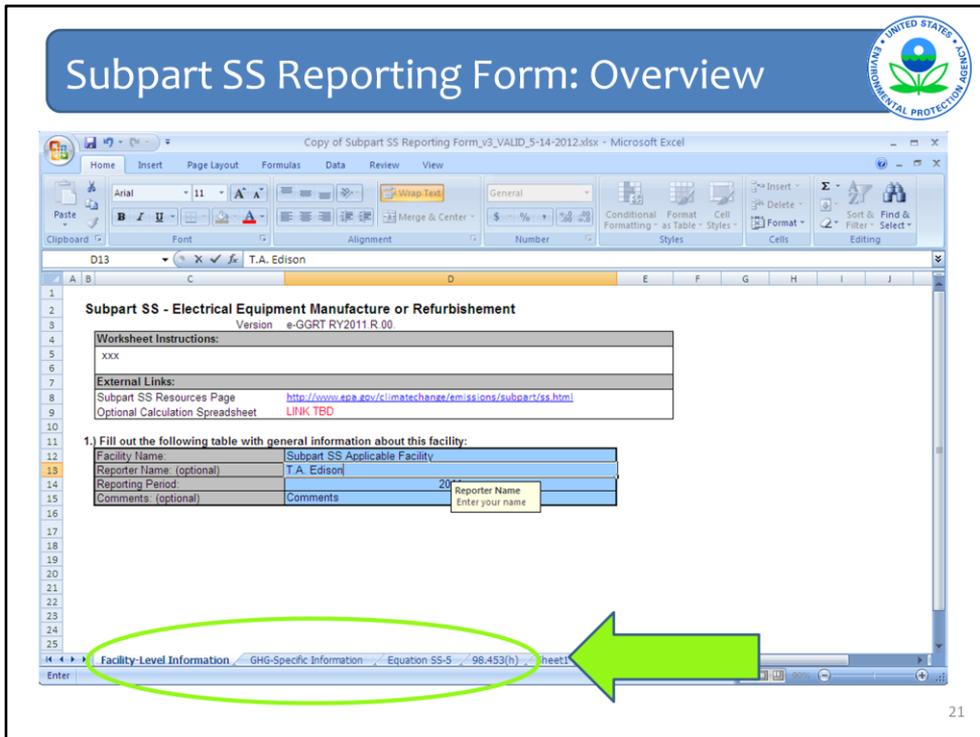
Below the download link, there is a section for "2.) UPLOAD COMPLETED FORM" with a "Browse..." button and an "UPLOAD" button. At the bottom, there is a table for "Uploaded File Name" with columns for "Attached By", "Date", and "Delete". The table currently shows "No files found."

The EPA logo and "e-GGRT Electronic Greenhouse Gas Reporting Tool" are visible in the top right corner. The user's name "Hello, M. Röhner" and "My Profile | Logout" are also visible.

20

Subpart SS is one of the subparts that requires facilities to enter information through a reporting form called an Reporting Form. In order to begin, the user must first download the Reporting Form for subpart SS.

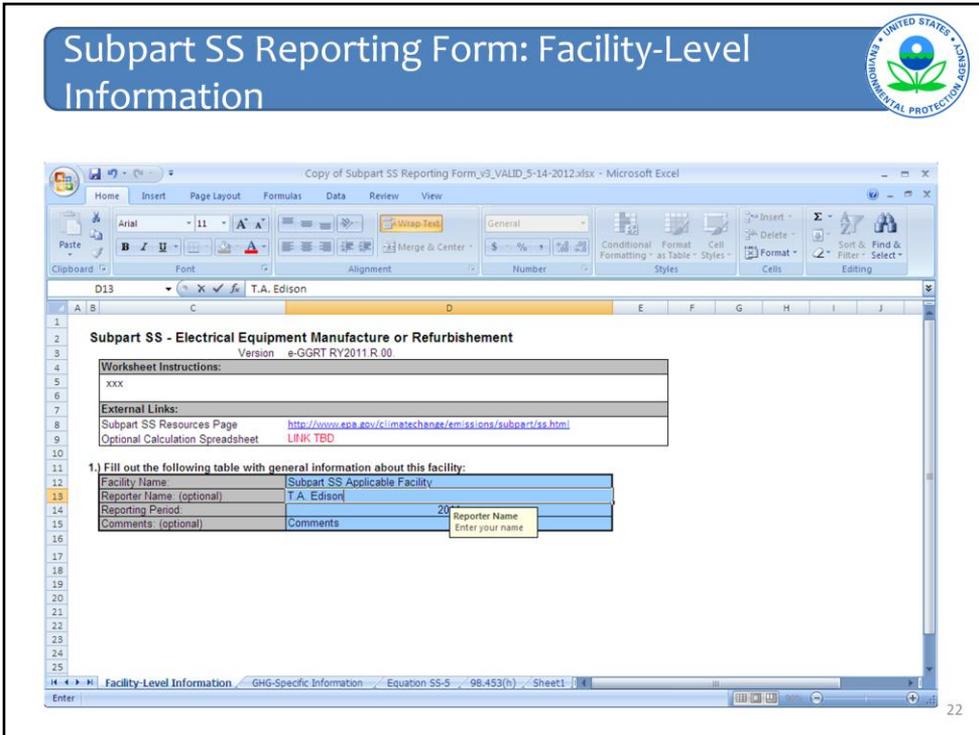
Subpart SS Reporting Form: Overview



21

The Subpart SS Reporting Form has four tabs: “Facility-Level Information;” “GHG-Specific Information;” “Equation SS-5;” and “98.453(h).” The form has one part on each tab. We will go through each of the parts next.

Subpart SS Reporting Form: Facility-Level Information



The Facility-Level tab requires the user to enter the Facility Name and Reporting Period (the year that the report covers), and also provides optional fields for Reporter Name and Comments.

Subpart SS Reporting Form: GHG-Specific Information



Copy of Subpart SS Reporting Form_v3_VALID_5-14-2012.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Was the mass of GHG disbursed to customers in new equipment determined by assuming it is equal to the equipment's nameplate

Subpart SS - Electrical Equipment Manufacture or Refurbishment
Version e-GGRT Rv2011 R.00

Worksheet Instructions:
1. See
2. External Links:
3. Subpart SS Resources Page <http://www.epa.gov/ghg/ghg-emissions/subpart-ss.html>
4. Optional Calculation Spreadsheet [LUK TBD](#)

2.) Fill out the following table with information about this facility's GHG emissions. **NOTE: The data associated with the following missing data elements have been deferred for report**

Greenhouse Gas	Select whether the following GHGs are estimated for the facility (85.3(c)(4))	Total facility GHG emissions (pounds) (85.3(c)(4)(i))	Were missing data used for the pounds of GHG stored in containers at the beginning of the year? (85.456(a)(ii))	If yes, report the reason the data were missing (85.456(b)(i))	Were missing data used for the pounds of GHG stored in containers at the end of the year? (85.456(b)(ii))	If yes, report the reason the data were missing (85.456(c)(i))	Were missing data used for the pounds of GHG purchased in bulk during the year? (85.456(c)(ii))	If yes, report the reason the data were missing (85.456(d))
Sulfur hexafluoride	Yes	22.00	Yes	Missing Begin 1	Yes	Missing End 1	Yes	Missing Buk 1
PFC-14 (Perfluoromethane)	Yes	52.00	Yes	Missing Begin 2	Yes	Missing End 2	Yes	Missing Buk 2
PFC-116 (Perfluoroethane)	Yes	626.00	No	No	No	Missing End 3	Yes	Missing Buk 3
PFC-218 (Perfluoropropane)	Yes	122,456.00	Yes	Missing Begin 3	Yes	Missing End 3	No	
Perfluorocyclopropane	No		No		No			
PFC-3-1-10 (Perfluorobutane)	Yes	32.00	Yes	Missing Begin 4	Yes	Missing End 4	Yes	Missing Buk 4
Perfluorocyclobutane	Yes	526.00	Yes	Missing Begin 5	Yes	Missing End 5	Yes	Missing Buk 5
PFC-4-1-12 (Perfluoropentane)	Yes	13,252,353,523.00	Yes	Missing Begin 6	Yes	Missing End 6	Yes	Missing Buk 6
PFC-6-1-14 (Perfluorohexane)	Yes	3,356.00	Yes	Missing Begin 7	Yes	Missing End 7	Yes	Missing Buk 7
PFC-8-1-16	Yes	12.00	Yes	Missing Begin 8	Yes	Missing End 8	Yes	Missing Buk 8

Facility-Level Information GHG-Specific Information Equation SS-5 98.453(h) Sheet1 23

Once the user has completed the “Facility-Level Information” tab, the user then proceeds to the “GHG-Specific Information” tab. This tab requires the user to enter in all facility-level GHG-specific information that is required for the 2011 reporting year. Data is entered for SF6 and each PFC type, as applicable. The data elements that are required for the 2011 reporting year include:

- Total facility emissions
- Nameplate capacity at beginning of year
- Missing data information for each deferred data element (including whether missing data were used, the reason why missing data were used, and the method used for estimating missing data).

After completing the form in its entirety, review for data entry accuracy and save it to an easily accessible location. A user can save the file and return to it at a later time to complete it.

Subpart SS Reporting Form: Equation SS-5



Copy of Subpart SS Reporting Form_V3_VALID_5-14-2012.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Paragraph Styles

AP22 No

Subpart SS - Electrical Equipment Manufacture or Refurbishment
Version e-GGRT RY2011 R 00

Worksheet Instructions:
xxx

External Links:
Subpart SS Resources Page <http://www.epa.gov/climatechange/emissions/subpart/ss.html>
Optional Calculation Spreadsheet [LINK TBD](#)

3.) Fill out the following table if you used Equation SS-5 to calculate the parameter E_L .

Hose and Valve Combination Identifier (e.g., unit ID number)	Sulfur hexafluoride		Perfluorocarbon		PFC-14 (Perfluoromethane)	
	Were missing data used for determining the value for E_{FC} for the hose and valve combination? [98.456(m)/t]	If yes, report the reason the data were missing [98.456(m)/t]	Were missing data used for total number of filing operations for each valve combination, or F_{CV} of Equation SS-5? If yes, report the reason the data were missing [98.456(m)/t]	Were missing data used for determining the value for E_{FC} for the hose and valve combination? [98.456(m)/t]	If yes, report the reason the data were missing [98.456(m)/t]	Were used for filing operations for each valve combination, or F_{CV} of Equation SS-5? If yes, report the reason the data were missing [98.456(m)/t]
123	Yes	Missing Efc SF6-1	Yes	Missing Fcv SF6-1	Yes	Missing Efc PFC14-1
456	Yes	Missing Efc SF6-2	Yes	Missing Fcv SF6-2	Yes	Missing Efc PFC14-2
789	Yes	Missing Efc SF6-3	Yes	Missing Fcv SF6-3	No	Yes
101112	Yes	Missing Efc SF6-4	Yes	Missing Fcv SF6-4	No	Yes
131415	Yes	Missing Efc SF6-5	Yes	Missing Fcv SF6-5	Yes	Missing Efc PFC14-3
161718	Yes	Missing Efc SF6-6	Yes	Missing Fcv SF6-6	Yes	Missing Efc PFC14-4
192021	No		Yes	Missing Fcv SF6-7	Yes	Missing Efc PFC14-5
212223	Yes	Missing Efc SF6-7	Yes	Missing Fcv SF6-8	Yes	Missing Efc PFC14-6
242526	Yes	Missing Efc SF6-8	Yes	Missing Fcv SF6-9	Yes	Missing Efc PFC14-7
272829	Yes	Missing Efc SF6-9	Yes	Missing Fcv SF6-10	Yes	Missing Efc PFC14-8

Facility-Level Information | GHG-Specific Information | Equation SS-5 | 98.453(h) | Sheet1 | Count: 2 | 90%

Once the user has completed the “GHG-Specific Information” tab, the user then proceeds to the “Equation SS-5” tab. This tab requires the user to enter in missing data information for each hose and valve combination if the user used Equation SS-5 to calculate the parameter E_L . Data is entered for SF6 and each PFC type, as applicable.

After completing the form in its entirety, review for data entry accuracy and save it to an easily accessible location. A user can save the file and return to it at a later time to complete it.

Subpart SS Reporting Form: 98.452(h)



Copy of Subpart SS Reporting Form_v3_VALID_5-14-2012.xlsx - Microsoft Excel

Subpart SS - Electrical Equipment Manufacture or Refurbishment
Version e-GGRT RY2011 R.00

Worksheet Instructions:
xxx

External Links:
Subpart SS Resources Page <http://www.epa.gov/climatechange/emissions/subpartss.html>
Optional Calculation Spreadsheet [LINK TBD](#)

4.) Fill out the following table if you used the nameplate capacity or partial charge in new equipment to determine the mass of GHG delivered during the period p

Unique make, model, and group of conditions identifier (e.g., unit ID number)	Use of the method specified in 98.453(h)?	Sulfur hexafluoride		Report this GHG: Yes		PFC-14 (Perfluoromethane)	
		Were missing data used for the mean value? [98.456(o)(1)]	If yes, report the reason the data were missing	Were missing data used for number of samples, the upper bound on the 95 percent CI, and the lower bound on the 95 CI? [98.456(p)(1)]	If yes, report the reason the data were missing	Were missing data used for the mean value? [98.456(o)(1)]	If yes, report the reason the data were missing
111111D	Yes	No		Yes	Mang 95p SF6-1	Yes	Mang
222222E	Yes	No		Yes	Mang 95p SF6-2	Yes	Mang
333333F	Yes	No		Yes	Mang 95p SF6-3	Yes	Mang
444444G	No	No		No			Mang
555555	Yes	No		Yes	Mang 95p SF6-4	Yes	Mang
666666	Yes	No		Yes	Mang 95p SF6-5	Yes	Mang
777777	Yes	No		No			Mang
888888	Yes	No		Yes	Mang 95p SF6-6	Yes	Mang
999999	Yes	No		No			Mang
000000	Yes	Yes	Mang Mean SF6-1	Yes	Mang 95p SF6-7	Yes	Mang

Once the user has completed the “Equation SS-5” tab, the user then proceeds to the “98.453(h)” tab. This tab requires the user to enter in all missing data information where you used the nameplate capacity or partial charge in new equipment to determine the mass of GHG delivered during the reporting period. Data is entered for SF6 and each PFC type, as applicable.

After completing the form in its entirety, review for data entry accuracy and save it to an easily accessible location. A user can save the file and return to it at a later time to complete it.

Uploading Completed Subpart SS Reporting Form



The screenshot displays the EPA e-GGRT reporting portal. The main content area is titled "Subpart Overview" and contains an "OVERVIEW OF SUBPART REPORTING REQUIREMENTS" section. Below this, there is a "SUBPART SS SUMMARY INFORMATION FOR THIS FACILITY" section with two numbered steps: "1.) DOWNLOAD FORM" and "2.) UPLOAD COMPLETED FORM". Under step 2, there is a file upload interface with a text input field containing the file path "C:\Documents and Settings\mrohwer\Desktop\Cop... of Subpart SS", a "Browse" button, and an "Upload" button. A large green arrow points to the "Upload" button. A warning message from EPA is visible below the upload buttons, and a table with columns "Uploaded File Name", "Attached By", "Date", and "Delete" is at the bottom, showing "No files found."

26

Once the Reporting Form has been completed, the user should save the file to an easily accessible location. The user then will need to upload the form to the e-GGRT system. The form can be uploaded by clicking on the “Browse” button, selecting the file, and then clicking on “Upload.”

Uploading Completed Subpart SS Reporting Form



EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT | DATA REPORTING

Hello, M Rohrer | My Profile | Logout

e-GORT Help

Subpart Overview

OVERVIEW OF SUBPART REPORTING REQUIREMENTS
Subpart SS requires affected facilities to report SF6 and PFC emissions. Annual emissions from the facility must include SF6 and PFC emissions from equipment that is installed at an off-site electric power transmission or distribution location whenever emissions from installation activities (e.g., filling) occur before the title to the equipment is transferred to the electric power transmission or distribution entity. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart SS reporting requirements you will first download the Subpart SS reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. Next, you will upload the completed form and e-GORT will validate the data contained within it. Use the [View Validation...](#) link to review any issues found in your reporting form. If necessary, make any revisions necessary to your reporting form and upload the revised reporting form. For additional information about Subpart SS reporting, please use the e-GORT Help link(s) provided.

Subpart SS: View Validation

SUBPART SS SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM

[Subpart SS GHG Reporting](#)

2.) UPLOAD COMPLETED FORM

EPA has finalized a rule that defers the deadline for reporting data elements used as inputs to emission equations for direct emitters. See 76 FR 53057 (published August 25, 2011). In accordance with the rule, e-GORT is not currently collecting data used as inputs to emission equations. If you choose to report these inputs to EPA by including them in a file uploaded to this page, please note that the inputs may be subject to public release.

Uploaded File Name	Attached By	Date	Delete
Copy of Subpart SS Reporting Form_v3_VALID_5-14-2012.xlsx	M Rohrer	May 25, 2012	

SUB PART SS EMISSIONS SUMMARY

27

After clicking upload, the form should appear in the table below, which is confirmation that the reporting form was successfully uploaded.

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: GHGreporting@epa.gov
- Other Subpart SS resources
 - www.epa.gov/ghgreporting/reporters/subpart/ss.html

28

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

We plan to post this presentation to our Web site shortly – so it will be available to you to review and use for data entry in the future.

Here are some additional links