



# **Greenhouse Gas Reporting Program Subpart W: Petroleum and Natural Gas Systems**

## **Best Available Monitoring Methods (BAMM)**

**November 17, 2011**

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# Outline



- Subpart W Overview
- Best Available Monitoring Methods (BAMM) provisions of Subpart W
- How to apply for BAMM for 2012, if needed
- How to register facilities and Designated Representatives in the Electronic Greenhouse Gas Reporting Tool (e-GGRT)

# Subpart W Overview



Subpart W requires petroleum and natural gas facilities that emit 25,000 metric tons or more of CO<sub>2</sub>e per year to report:

- offshore petroleum and natural gas production
- onshore petroleum and natural gas production
- onshore natural gas processing
- onshore natural gas transmission compression
- underground natural gas storage
- liquefied natural gas (LNG) storage
- LNG import and export equipment
- natural gas distribution

# Background to Subpart W BAMM



- November 2010 – Subpart W Published in FR
- January 1, 2011 – Data Collection Began for W Reporters. Reports Due September 2012.
- June 2011 – Proposed rule to allow automatic BAMM for all sources for 2011
- September 2011 - Finalized rule granting automatic BAMM for 2011, and in future years allowing use of BAMM in cases of unique or unusual circumstances, upon EPA approval

# Background to Subpart W BAMM



- Final BAMM Rule (76 FR 59533)
  - Permits use of BAMM for all measurements for calendar year 2011 without being required to submit a request for approval from the Administrator
  - Gives owners and operators additional time to request to use BAMM beyond 2011

# How Do I Use BAMM?



- Reporters **MUST** estimate emissions using applicable equations in rule
- Reporters **MAY** use approved BAMM for estimating equation inputs

# What Methods Qualify as BAMM?



## **BAMM could include the following:**

- Monitoring methods currently used by your facility that do not meet the specifications of a relevant subpart (including use of industry accepted or company used emission factors, e.g., the API Compendium)
- Supplier data
- Engineering calculations
- Other company records

# To What Sources does BAMM apply?



- If a parameter cannot reasonably be measured:
  - 98.234(f)(2): Well-related emissions
  - 98.234(f)(3): Specified activity data
  - 98.234(f)(4): Leak detection and measurement
  - 98.234(f)(5)(iv): All sources not listed above



# 2011 – BAMM Automatic



- In 2011, option to use BAMM is granted automatically
- No need for notice of intent (NOI) submission or BAMM request submission
- Use of BAMM does not impact reporting obligations- you must still follow the reporting requirements in 98.236, but your report will reflect the methods you used for BAMM.

# Requests to use BMM in 2012



- EPA does not anticipate a need for BMM in 2012
- EPA will only approve BMM if and applicant demonstrates unique or unusual circumstances according to 98.234(f)(8)(iii).
- Two Step Process – NOI must be submitted by 12/31/11 and BMM Request must be submitted by 3/30/12
  - A reporter must submit both NOI & BMM requests by the respective deadlines
  - Each reporter must specify in every facility's BMM application the amount of time BMM is needed, and a description of unique and unusual circumstances. In order to give compliance assurance, EPA will automatically grant BMM through June 30, 2012 for every BMM application submitted by March 30, 2102.
  - Between March 30 and June 30, 2012 EPA will evaluate every BMM application. EPA will only approve BMM beyond June 30, 2012 if an application clearly demonstrates unique or unusual circumstances. EPA will send notification of rejected BMM applications by June 2012.

# Requests to use BMM for 2012



- Owners or operators that submit an NOI but do not follow up with the BMM request by March 30, 2012 cannot use BMM in 2012.

# Subpart W Bamm Process



# BAMM Request Process for 2012



Facility registers Designated Representative and facility through e-GGRT in 2011 **prior** to submitting Notice of Intent

Facility submits Notice of Intent by December 31, 2011

Facility submits BAMM request by March 30, 2012

If both documents are submitted by respective deadlines, AUTOMATIC BAMM through June 30, 2012

Use of BAMM between June 30 - December 31, 2012 is subject to EPA approval

# BAMM Request Process for 2013 and Beyond



Facility registered in e-GGRT (completed)



Facility submits BAMM request by September 30 of PRECEDING year for which BAMM is sought



BAMM extensions are subject to receiving EPA approval by December 31. NO AUTOMATIC BAMM.



Each BAMM request will be approved for a maximum of one calendar year ending on the date requested or by December 31, whichever is earlier.

# How do I submit NOI and BAMM requests?



- NOI and BAMM requests must be submitted through e-GGRT
- EPA now modifying e-GGRT to accept both NOIs and BAMM requests.
  - e-GGRT will be able to accept NOIs by November 2011 (to meet the December 31, 2011 deadline for submission of NOIs).
  - e-GGRT will be able to accept the full BAMM request before the March 30, 2012 deadline.

# How do I submit NOI and BAMM requests? (cont'd)



- Facilities reporting under subpart W that also reported for the 2010 data collection year (e.g., under another subpart) are already registered with e-GGRT
- For facilities reporting for the first time in 2011, you must register the facility and Designated Representative in 2011 prior to submitting an NOI.
- If you do not plan to use BAMM in 2012, then the registration deadline is July 30, 2012.



# Who can submit the NOI and BAMM request?



- Each NOI and BAMM request must be submitted by the Designated Representative, or an alternate designated representative, or agent.
- A single Designated Representative may represent multiple facilities.
- An association cannot submit NOI or BAMM requests for multiple facilities.

# NOI's and BMM Requests



- An NOI or BMM request submitted prior to the effective date of the final BMM rule revision (76 FR 59533, September 30, 2011) is not valid.
- Reporters must submit an NOI due by December 31, 2011 and BMM application due by March 30, 2012 for use of BMM during 2012.

# BAMM Requests for 2012 and Beyond



- See 76 FR 59533, section 98.234(f)(8)(ii) for requirements for content of BAMM request
  - List of industry segments and parameters for which BAMM is requested
  - Description of unique and unusual circumstances justifying BAMM
  - Explanation of how and when the facility will comply with all Subpart W reporting requirements

# For More Information



- Subpart W Information  
<http://www.epa.gov/ghgreporting/reporters/subpart/w.html>
- GHG Reporting Program Information:  
<http://www.epa.gov/ghgreporting/reporters/index.html>
- Questions on the rule  
<http://www.epa.gov/ghgreporting/contactus.html>
- Email  
[GHGreporting@epa.gov](mailto:GHGreporting@epa.gov)



For a copy of these slides, visit:

[www.epa.gov/ghgreporting/reporters/training/index.html](http://www.epa.gov/ghgreporting/reporters/training/index.html)



# Electronic Greenhouse Gas Reporting Tool (e-GGRT)



# E-GGRT Overview



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

# About e-GGRT



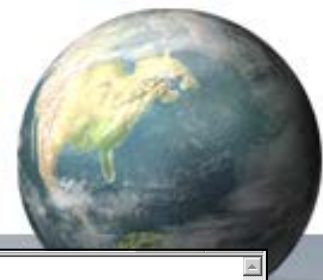
The screenshot shows the EPA e-GGRT website interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo. The main content area includes a 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool' heading, an 'About e-GGRT' section explaining its purpose for reporting greenhouse gas emissions, a 'Warning Notice' regarding system security, and an 'e-GGRT LOGIN' section with input fields for 'User Name' and 'Password', and buttons for 'LOGIN' and 'NEW USER REGISTRATION'. A footer at the bottom contains links for 'EPA Home', 'Privacy and Security Notice', 'Contact Us', and version information 'e-GGRT RY2011.0.R.73 | UAI-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



# About e-GGRT



- 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](#)

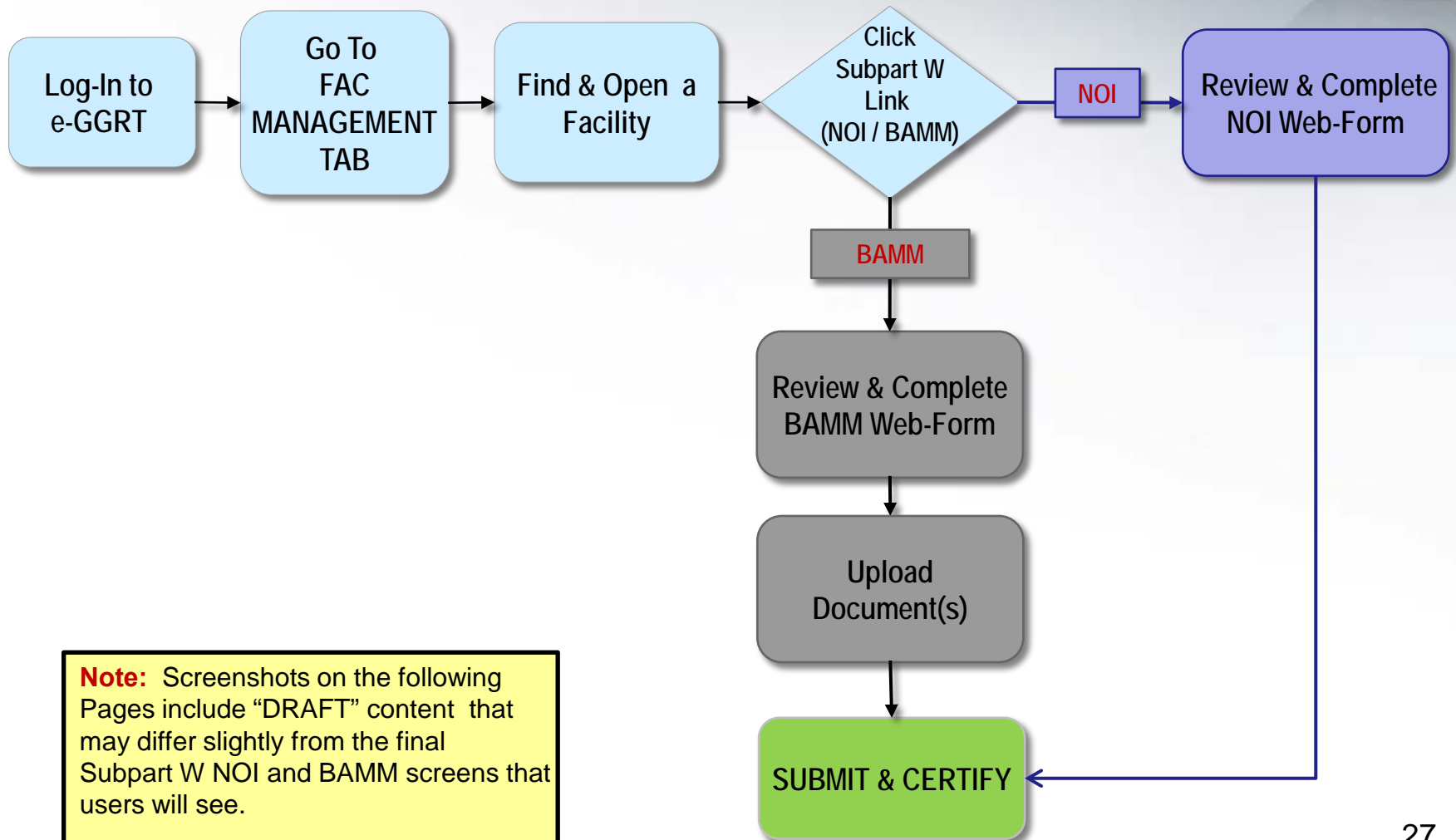


# e-GGRT RSS Feed



- 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](http://www.ccdsupport.com)

# Using e-GGRT for NOI and BAMB: Overview



# e-GGRT Home Screen



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION **FACILITY MANAGEMENT** DATA REPORTING

Hello, Kong Chiu | My Profile | Logout

e-GGRT Help  
About e-GGRT Home

**ACTION REQUIRED:**

Action	Facility or Supplier
Sign Certificate of Representation	TEST Chiu Industries

**REGISTER A FACILITY**

**ACCESS YOUR FACILITIES:**

Facility or Supplier	Your Role
Chiu Demo Facility	AGENT
TEST FAC ACME #3	AGENT
TEST Chiu Industries	DR

**ACCEPT AN INVITATION:**

**Use a 1-time Invitation Code?**  
Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

**GO**

**e-GGRT Announcements**

Paperwork Reduction Act Burden Statement | Contact Us


e-GGRT RY2010.R.76 | UA1-2

Access your Facilities HERE or Click the FACILITY MANAGEMENT Tab (above)



# Facility Summary Screen





United States Environmental Protection Agency



Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, Lisa Murray-Smith | My Profile | Logout

e-GGRT Help

About Facility Management

## DeMasi Carbon Services, Inc.

### Facility Summary

**E-GGRT 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.

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

Facility Representatives		
Designated Representative	Anthony Valinote	<a href="#">CHANGE</a>
Alternate Designated Representative	none	<a href="#">CHANGE</a>

[Certificate of Representation](#)

Agent (for this facility)	for
none appointed	

[+ Add Agent](#)   [✗ Remove selected](#)

[EPA Correspondence Folder](#)

Facility Profile		
Facility Information	AJ Test Facility IV 123 Test Street Falls Church VA 22043	<a href="#">EDIT</a>
Owners and Operators	AJ	
Is a CAMD Business System Facility?	No	

[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.

[Subpart W: Petroleum and Natural Gas Systems](#)  
Click the Subpart W link above to submit a Notice of Intent (NOI) to submit a Best Available Monitoring Methods (BAMM) Request, or a BAMM Request.

Click **HERE** to begin The Subpart W NOI and BAMM Process for this Facility



# Subpart W Overview



United States Environmental Protection Agency

Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, Elijah | My Profile | Logout

MY FACILITIES ▶ FACILITY SUMMARY

ⓘ e-GGRT Help

▶ Link to a relevant PDF

▶ Resources by Subpart: **Subpart W**

**DeMasi Carbon Services, Inc.**

**Subpart W: NOI and BAMM Request Submission**

[Facility Summary](#) » [Subpart W Overview](#)

**OVERVIEW OF SUBPART W**

Subpart W requires petroleum and natural gas facilities that emit 25,000 metric tons or more of carbon dioxide (CO<sub>2</sub>) equivalent per year to report annual methane (CH<sub>4</sub>) and CO<sub>2</sub> emissions from equipment leaks and venting, and emissions of CO<sub>2</sub>, CH<sub>4</sub>, and nitrous oxide (N<sub>2</sub>O) from gas flaring and from onshore petroleum and natural gas production stationary and portable combustion emissions and combustion emissions from stationary equipment involved in natural gas distribution.

[Ask EPA an NOI or BAMM-related Question](#)

**NOTICE OF INTENT (NOI) SUBMISSIONS**

Reporting Year	Certified Date	Submission Status
2012	January 2, 2012	Certified and Sent

[+ ADD an NOI Submission](#)

**BAMM REQUEST SUBMISSIONS**

Submission	BAMM (File)	Certified Date	Submission Status	Review Status
2012 v1	filename.zip	January 9, 2012	Certified and Sent	Approved by EPA
2013 v1	filename.zip	March 15, 2012	Certified and Sent	Approved by EPA
2013 v2	filename.zip	March 15, 2012	Draft	
2014 v1	filename.zip	March 15, 2012	Certified and Sent	Pending Review

[+ ADD a BAMM Submission](#)

Click HERE to add a NOI Submission

Click HERE to add a BAMM Submission

e-GGRT version 1.0 | W(overview)

# NOI / Bamm Web-Form(s)



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

MY FACILITIES FACILITY SUMMARY Hello, Elijah | My Profile | Logout

e-GGRT Help

DeMasi Carbon Services, Inc.  
**Subpart W: NOI and Bamm Request Submission**  
Facility Summary » Subpart W Overview » **NOI Submission**

**NOTICE OF INTENT SUBMISSION**

For reporters who anticipate the potential need for best available monitoring for emissions sources for which they need to request approval from EPA and the situation is unresolved at the time of the deadline, reporters should submit a written notice of this potential situation to EPA by the specified deadline for requests to be considered. For reporters who wish to use Bamm in 2012, a notice of intent must be submitted to EPA by December 31, 2011.

\* denotes a required field

NOTICE OF INTENT TO SUBMIT A Bamm REQUEST

Reporting Year\* 2012

SUBMIT and CERTIFY NOI SUBMISSION

You may proceed to submit and certify the NOI submission. This process includes applying your electronic signature (entering your password and answering a challenge/security question).

**SUBMIT and CERTIFY**

⚠ An NOI submission for the selected reporting year already exists. Only one NOI for a given reporting year is required and permitted.

e-GGRT version 1.0 | W(NOI)

Review Text on Page

Complete information, as needed.

Click HERE to begin the Official Submission & Certification process..

# BAMM File Upload



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

MY FACILITIES FACILITY SUMMARY

Hello, Elijah | My Profile | Logout

**DeMasi Carbon Services, Inc.**  
**Subpart W: NOI and BAMM Request Submission**  
[Facility Summary](#) » [Subpart W Overview](#) » **BAMM Request Submission**

**BAMM REQUESTS**  
Facilities requesting to use best available monitoring methods must upload supporting documents demonstrating the following information based on 40 CFR 98.236(f)(8)(ii): 1) a listing of specific source categories and parameters for which the owner or operator is seeking use of best available monitoring methods. 2) For each specific source for which an owner or operator is requesting use of best available monitoring methods, a description of the unique or unusual circumstances, such as data collection methods that do not meet safety regulations, technical infeasibility, or specific laws or regulations that are counter to data collection methods that conflict with each specific source and 3) A detailed explanation and supporting documentation of how and when the owner or operator will comply with all of the subpart W reporting requirements for which use of best available monitoring methods are sought.

\* denotes a required field

BAMM REQUEST

Submission\* 2013 Reporting Year v1

BAMM Request\* File not yet uploaded

Browse... **UPLOAD**

If your BAMM Request is comprised of more than one document, please compile them first into a zip file or other archive format, then upload.

**SAVE** **CANCEL** **Facility Summary**

SUBMIT and CERTIFY BAMM REQUEST

If you have completed upload of your BAMM petition 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 Help  
Link to a relevant PDF  
Resources by Subpart: Subpart W

For BAMM submission only you will need to **UPLOAD** a file containing your document(s)

When you have Successfully Attached your file Click here to Submit



# Sign/Certify/Submit



"subway" map shows you the steps in the process and where you are.



The screenshot shows the EPA e-GGRT interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. The top right features the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo and navigation links for 'My Account', 'My Profile', and 'Logout'. A navigation bar contains 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. A progress bar at the top indicates three steps: 'Submit' (checked), 'Certify' (active), and 'Confirmation'. The main content area is titled 'DeMasi Carbon Services, Inc. Subpart W: NOI and BAMM Petition Submission'. Below this is a 'CERTIFY AND SIGN' section with instructions: 'Your electronic signature is required to certify this BAMM petition submission. Please review the information below, enter your password, and answer your challenge question to certify, thus completing the submission process'. A table of 'SUBMISSION INFORMATION' lists details for DeMasi Carbon Services, Inc., including address and owners. Below are 'CERTIFICATION STATEMENT' and 'AGENT CERTIFICATION STATEMENT' sections with explanatory text. At the bottom, there is a 'Password\*' input field, a green 'SUBMIT' button, and a grey 'CANCEL' button.

Review Certification Statement(s) As appropriate then enter your Password to begin CROMERR Submission



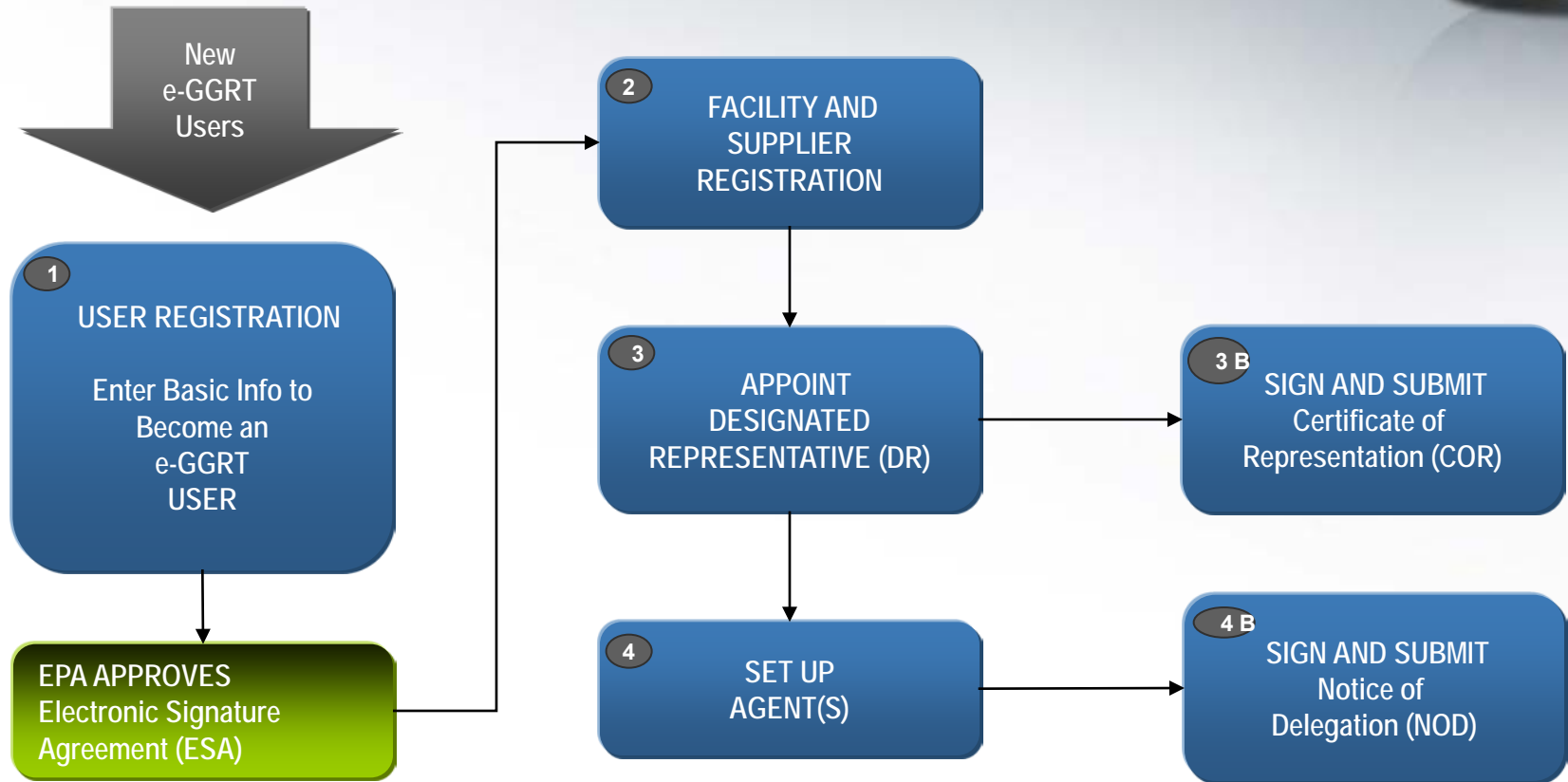
# User Registration: Getting Started



- Video Tutorials available at:
  - <http://www.ccdsupport.com/confluence/display/help/Tutorials>
- 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



# 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>

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



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.

**EPA** United States Environmental Protection Agency

**USER REGISTRATION**

**?** e-GGRT Help

- About e-GGRT
- Climate Change Home Page
- Applicability Tool for the Mandatory Greenhouse Gas Reporting Rule

**About the e-GGRT One-time**

**SHOULD YOU REGISTER TO USE e-GGRT?**

You will need to create an e-GGRT user account if you are a Facility or Supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule. If you are uncertain, the [Applicability Tool](#) can help determine if you are required to report greenhouse gas (GHG) emissions. Facilities that information related to emissions is required to report to EPA.

Log in to e-GGRT with your username and password.

**User Registration Process**

<b>1 Create User Profile</b>	Enter identifying information (name, address, contact information); set your username, password, and a secret password reset question.
<b>2 Pick Challenge Questions</b>	Pick, and supply answers to, five challenge questions. You will be asked one of these questions anytime you certify and sign a submission in e-GGRT.
<b>3 Electronic Signature Agreement</b>	Print the Electronic Signature Agreement (ESA). Sign the form, then mail or courier to EPA.  You will not be able to use e-GGRT until EPA has received and processed this paper agreement with your signature.
<b>4 Print Summary</b>	Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your ESA, you can refer to this document.
<b>Start Using e-GGRT</b>	EPA will not activate your account until your ESA has been received and processed. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.

**BEGIN REGISTRATION**

eGGRT RY2010.6.0 | UA2-1

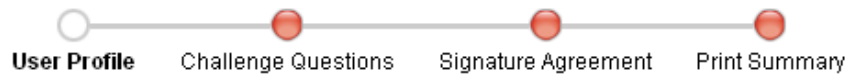
# User Registration: Your User Profile



## USER REGISTRATION

e-GGRT Help

Help with User Registration



### 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 all 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 \*

Secret Answer \*

Secret

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.**

**EPA** United States Environmental Protection Agency

**USER REGISTRATION**

e-GGRT Help  
Help with User Registration

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

**YOUR FIVE CHALLENGE QUESTIONS**  
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.

**CHALLENGE QUESTIONS**

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]

**SAVE**



# User Registration: Electronic Signature Agreement




**United States Environmental Protection Agency**

**USER REGISTRATION**

e-GGRT Help  
Help with User Registration

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

**YOUR ELECTRONIC SIGNATURE AGREEMENT (ESA)**  
e-GGRT requires an Electronic Signature Agreement (ESA). You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow 10 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:  
e-GGRT Help Desk  
SAIC  
8301 Greensboro Drive, Mail Stop E-11-2  
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**

eGGRT RY2010.6.8 | 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 submitted and any submission I make as I would be by making a paper submission.
- (2) I agree to maintain an email account. If I do not, I agree to provide an email address and why this occurred when requested by EPA.
- (3) I agree to protect my user name and password. I agree not to give my user name or password to any other individual and to 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 has become lost, stolen, or otherwise compromised.
- (5) I agree not to attempt to view, change, or delete any information in the system in an unethical and trustworthy manner and to be held responsible for any such attempt.

John Metropolis  
123 Industrial Way  
Beverley Hills, CA  
90210

e-GGRT Help Desk  
8301 Greensboro  
Drive  
Mail Stop E-11-2  
McLean, VA  
22102



Name:

User name:

Organization:

Email Address:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit signed and dated agreement to:

e-GGRT Help Desk

SAIC

8301 Greensboro Drive, Mail Stop E-11-2  
McLean, VA 22102

**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 [eggrt@ccdsupport.com](mailto:eggrt@ccdsupport.com)

For questions about the GHG Reporting Program or e-GGRT, contact EPA at [GHGReporting@epa.gov](mailto: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



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Click "Register A Facility" from your e-GGRT Home Page

**REGISTER A FACILITY**

**YOUR FACILITIES:**

Facility or Supplier	Your Role
No Registered Facility	

If you are a CBS user and have linked your CBS and e-GGRT accounts, your CBS facilities will be listed here.

**ACCEPT AN INVITATION:**

Responding to a Facility Invitation?

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

eGGRT RY2010.6.8 | UA1-2

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

# Facility Registration



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

**e-GGRT will help you SEARCH through EPA’s Facility Registry System for your facility.**

**Facilities that have already been registered will be labeled “Claimed”**

**United States Environmental Protection Agency**

**GGRT Greenhouse Gas Reporting Tool**

ello, K.C | My Profile | Logout

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT

e-GGRT Help

Help with Facility Registration

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

**SEARCH FOR YOUR FACILITY**

First, determine if your facility or supplier is already known to e-GGRT.

- **IF you find your facility:** select it to begin registration. If it is "Claimed" you will be directed to the Help Desk.
- **IF you do not find your facility:** try different search terms, or Add a New Facility.

SEARCH BY NAME AND LOCATION

Zip/Postal Code\* 19512

**SEARCH**

**SEARCH RESULTS**

	Facility or Supplier Name	Address	Registration Status
<input type="radio"/>	BOYERTOWN CASKET COMPANY	25 N. WALNUT STREET BOYERTOWN, PA 19512	Available ✓
<input type="radio"/>	CABOT S	650 COUNTY LINE ROAD BOYERTOWN, PA 19512	Available ✓
<input type="radio"/>	CABOT S	COUNTY LINE RD BOYERTOWN, PA 19512	Available ✓
<input type="radio"/>	CAMPE	300 S. WASHINGTON ST. BOYERTOWN, PA 19512	Available ✓
<input type="radio"/>	COOPER INDUSTRIES	SECOND & JEFFERSON STREETS	Available ✓

# Facility Registration



**EPA** 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

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

**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\* VANGUARD CORP

Street Address\* 10 JAVA STREET

City\* BROOKLYN

State\* New York

Zip/Postal Code\* 11222

-OWNERS AND OPERATORS-

Owner or Operator\* Jane Doe

+ ADD Another Owner or Operator

←BACK NEXT→

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

# Facility Registration



HOME FACILITY REGISTRATION FACILITY MANAGEMENT Electronic Greenhouse Gas Reporting Tool

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS Hello, K C | My Profile | Logout

e-GGRT Help  
Help with Facility Registration

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.

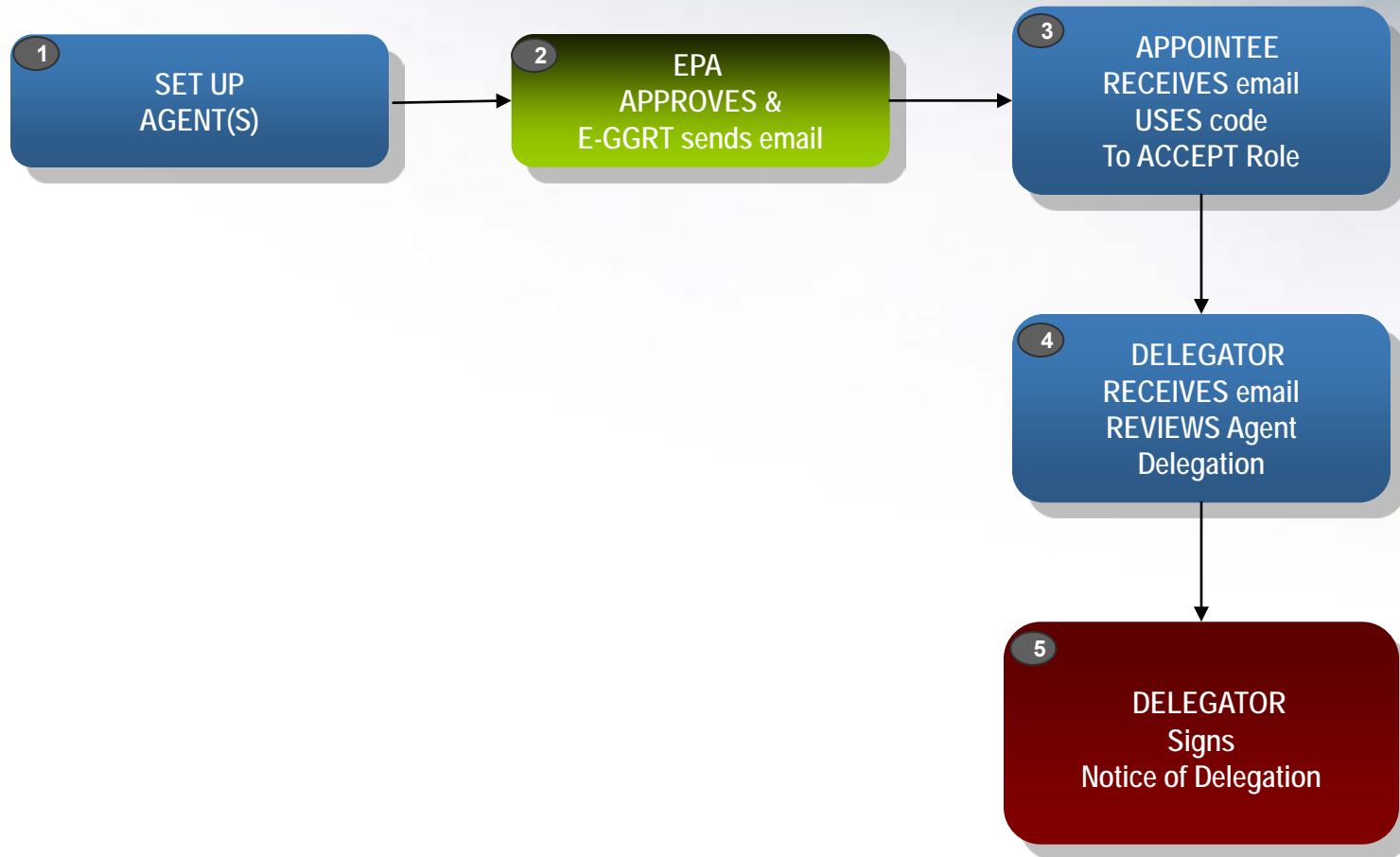
Enter the ADR's info here, if applicable. An ADR can also be added at a later time but must be approved by the DR

# Appointments and Invitations: DR & ADR





# Appointments and Invitations: Agent(s)



# Using an Invitation Code



**HOME** FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING REPORTS

United States Environmental Protection Agency

**e-GGRT**  
Electronic Greenhouse Gas Reporting Tool

Hello, Peter Kokopeli | My Profile | Logout

e-GGRT Help  
About e-GGRT Home

**FACILITIES PENDING REGISTRATION:**

Facility or Supplier	Your Role	Registration Status
VANGUARD CORP	REGISTRAR	Pending

[REGISTER A FACILITY](#)

**YOUR FACILITIES:**

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!**  
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eGGRT RY2010.6.8 | UA1-2

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

<b>Facility or Supplier Name</b>	STEVE SHOP
<b>Address</b>	6251 SIDE ROAD REDDING CA, 96001
<b>Owners and Operators</b>	Steve Trout; <a href="#">EDIT Facility Information</a>

REPRESENTATIVE INFORMATION

<b>Designated Representative</b>	Peter Kokopeli 1200 Pennsylvania Ave, NW Washington DC, 22222 2023439085 kokopeli.peter@epa.gov
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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**

# e-GGRT Support



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

# e-GGRT Help Site


## www.ccdsupport.com



[Home](#)

## Welcome to e-GGRT Help

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


 **e-GGRT News**

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Latest News


- [E-GGRT Help Desk Closed on Jan. 17](#)
- [Maintenance Scheduled Saturday Jan. 22](#)
- [EPA Releases E-GGRT Tutorials](#)
- [EPA Proposes Updates to Greenhouse Gas Reporting Program](#)
- [GHGRP Rulemaking Notices](#)
- [E-GGRT Webinars](#)

[GHG Rulemaking RSS Feed](#)

 **Learn about e-GGRT**

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- [Getting Started](#)
- [Tutorials](#)
- [Registration Instructions](#)
- [E-GGRT XML Reporting Schema](#)
- [Outreach and Training](#)

 **Help**

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- [About GHG Reporting Program and Part 98](#)
- [FAQs](#)
- [Known Issues](#)
- [Contact Us](#)

# For more information



On the GHG Reporting Program:

<http://www.epa.gov/ghgreporting/reporters/index.html>

On the GHG Data System:

<http://www.ccdsupport.com>

Contact Us:

<http://www.epa.gov/ghgreporting/contactus.html>

Organization Type\*:

My question concerns\*:

Reporting System Question

e-GGRT  
(electronic GHG Reporting Tool)

Rule Related Question

40 CFR part 98  
(Final rule published on 10/30/2009)

Proposed Rule  
(New rules and amendments proposed in 2010)

On 'Contact Us' page select e-GGRT for data system questions



**Questions?**