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Electronic Greenhouse Gas Reporting Tool (e-GGRT)

Training Webinar: Overview of RY2014
February, 2015
Overview

Part 1: General e-GGRT Updates

– Reminders
– Subpart I, L and W Webinars
– Changes to Global Warming Potentials
– Updates for XML Reporters
– Reporting Forms
– Critical Errors

Part 2: Deferred Data and the Inputs Verifier Tool
Part 1: General e-GGRT Updates
Reminders –
Key Dates

• **December 31\(^{st}\), 2014:** Reporting Year (RY) 2014 ended

• **January 1\(^{st}\), 2015:** RY2015 began

• **February 16\(^{th}\), 2015:** e-GGRT open for RY2014 data reporting

• **March 31\(^{st}\), 2015:** RY2014 Annual GHG Reports Due
Reminders –
User Name and Password

E-GGRT passwords expire every 90 days. You will likely be prompted to reset your password when you log in. Click USER NAME if you forgot your user name. Click PASSWORD if you forgot your password.
Reminders –
Update DR, ADR, and Agents

Make sure that the roles for your facility or supplier are up to date.

Editing Designated Representatives (DRs) and Alternate Designated Representatives (ADR)s: [http://www.ccdsupport.com/confluence/display/help/Changing%20DR%20and%20ADR](http://www.ccdsupport.com/confluence/display/help/Changing%20DR%20and%20ADR)

Reminders - Reporting Status

At the bottom of the Facility or Supplier Overview page, you can notify EPA if you will not be submitting a report next year (RY2015), by selecting the correct box and clicking **SAVE**. You can also see whether EPA expects you to report for RY2014.
Subparts I, L and W Webinars

Subpart I – Electronics Manufacturing
• EPA conducted a webinar on the Subpart I webforms on February 12th.

Subpart L – Fluorinated Greenhouse Gas Production
• EPA conducted a webinar on the Subpart L webforms on February 19th.

Subpart W – Petroleum and Natural Gas Systems
• EPA conducted a webinar on Subpart W reporting for RY14.
• More information: http://www.epa.gov/ghgreporting/reporters/training/index.html
Changes to Global Warming Potentials

• EPA made several changes to the global warming potentials (GWPs) used under the program for RY2014.
  – Added GWPs for fluorinated greenhouse gases (F-GHGs) and fluorinated heat transfer fluids.
  – Added default GWPs for categories of GHGs.

• E-GGRT will automatically apply correct GWP*.
  – For gases that do not have a chemical-specific GWP, e-GGRT will prompt users to assign the gas to the correct default category. E-GGRT will then apply the correct GWP.

• Subparts most likely impacted:
  – Subpart I – Electronics Manufacturing
  – Subpart L – Fluorinated Gas Production
  – Subpart OO – Suppliers of Industrial Greenhouse Gases
  – Subpart QQ – Importers and Exporters of F-GHGs Contained in Pre-Charged Equipment and Foams

*XML reporters responsible for applying correct GWP.
Updates for XML Reporters - Batch Upload

Users who prepare XML based reports for multiple facilities can now upload multiple XML reports at time. Click **ACCESS XML BATCH UPLOAD** to get started. This link will only appear if you report using XML for multiple facilities.
Updates for XML Reporters - Schema

• XML Schema has changed since last year

• Current version of schema (v5.2) available at:
  http://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions

• XML Schema is Multi-Year
  – Version v5.2 must be used for all RY2014, RY2013, RY2012, RY2011, or RY2010 reporting.
  – Reporters must apply correct GWP for each year

• Some data elements are not applicable to all reporting years (refer to XML Reporting Instructions)
Many reporting forms have changed. Be sure to download the most recent version of the reporting forms:

http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions

The following subparts will no longer use Microsoft XLS based reporting forms, but will report using webforms within the eGGRT application:

Subpart E – Adipic Acid Production
Subpart O – HCFC-22 Production and HFC-23 Destruction
Subpart BB – Silicon Carbide Production
Subpart CC – Soda Ash Manufacturing

See Reporting Instructions for help using new webforms:

http://www.ccdsupport.com/confluence/display/help/Subpart+Reporting+Instructions
EPA has added more checks for “Critical Errors.” You can see if your report has Critical Errors on the Facility or Supplier Overview page.

The stop sign indicates a Critical Error that must be fixed.
The Validation Report, provided by subpart, will display a stop sign next to critical errors. Click on the text of the validation message to go to the page where you can correct the error.
Critical Errors (continued)

If you attempt to submit without correcting Critical Errors, you will see the following error message. Click **VIEW VALIDATION REPORT** to see Critical Errors and to access the pages where the errors can be corrected.

![Critical Errors Report](image.png)
Part 2 – Deferred Data and the Inputs Verifier Tool
Summary of Recent Final Rule


• For this rule, EPA evaluated the inputs to emission equations for which the reporting deadline was deferred until March 31, 2015.

• Where EPA identified disclosure concerns, EPA added a requirement that reporters must use an EPA-provided electronic Inputs Verifier Tool (IVT) to calculate GHG data under certain subpart.
  – EPA also changed the format of “inputs to equations” records and lengthening the record retention period from three to five years for all reporters required that use the IVT.

• Where the EPA did NOT identify disclosure concerns with these inputs (and where the data will still be useful), EPA did not make further amendments.
  – For these data, the deferral will expire on March 31, 2015, and facilities must submit the data (ie. deferred data) to EPA. For list of these data, see Table A-7 of Subpart A of Part 98.
The Inputs Verifier Tool (IVT) is deployed within e-GGRT and is used as part of the annual reporting process.

Reporters enter the inputs to emission equations into IVT.

IVT uses entered data to calculate the equation results and to conduct electronic verification checks on the entered inputs to emission equations.

IVT generates a verification summary that informs the EPA about the verification results without specifying the entered inputs to emission equations.

IVT does not retain the entered inputs to emission equations.

IVT generates a file listing the inputs to equations entered into IVT, which must be maintained as a record for 5 years.
Subparts Using Inputs Verifier Tool

Subpart C – General Stationary Fuel Combustion
Subpart E – Adipic Acid Production
Subpart F – Aluminum Manufacturing
Subpart G – Ammonia Manufacturing
Subpart H – Cement Production
Subpart K – Ferroalloy Production
Subpart N – Glass Production
Subpart O – HFC-22 Production and HFC-23 Destruction
Subpart P – Hydrogen Production
Subpart Q – Iron and Steel Production
Subpart R – Lead Production

Subpart S – Lime Manufacturing
Subpart U – Miscellaneous Uses of Carbonate
Subpart V – Nitric Acid Production
Subpart X – Petrochemical Production
Subpart Y – Petroleum Refineries
Subpart Z – Phosphoric Acid Production
Subpart AA – Pulp and Paper Manufacturing
Subpart BB – Silicon Carbide Production
Subpart CC – Soda Ash Manufacturing
Subpart EE – Titanium Dioxide Production
Subpart GG – Zinc Production
Subpart C and IVT

• For most subparts, the requirement to use IVT is based on the measurement methods used at the facility.

• Certain subpart C reporters have the choice to either use IVT or to report their inputs to equations to the EPA (see next slide).
  – If a subpart C reporter chooses to report their subpart C inputs to equations to EPA, the reporter must waive their right to a confidentiality claim on those inputs.
    • If a subpart C reporter chooses to report their subpart C inputs, they must also report subpart C deferred data for RY 2010-2013 for the configuration.
  – If a subpart C reporter does not meet certain conditions and chooses to use IVT for a configuration, the reporter does not need to report subpart C deferred data for that configuration.
  – More detail is provided at http://www.ccdsupport.com/confluence/x/QgVDw
Subpart C – Do I use IVT?

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*Equation inputs must be reported if the following conditions are met:

1. The source contains at least one combustion unit that is connected to a fuel-fired electric generator owned or operated by an entity that is subject to regulation of customer billing rates by the public utility commission (PUC) (excluding generators connected to combustion units subject to 40 CFR part 98, subpart D); and
2. The source is located at a facility for which the sum of the nameplate capacities for all such electric generators is greater than or equal to 1 megawatt electric output.
In this example, we have selected Subpart S (Lime Production).
1. On the Facility Overview page, click **OPEN** for Subpart S.
2. Prior to entering data, you must indicate if you are using the CEMs or Non-CEMs methodology.

Note: Under Subpart S, only the facilities that do not use the CEMs methodology must enter inputs into IVT.
3. On the Subpart S Overview page, you must enter your Lime Products, Calcined-Lime By-Products, and/or Wastes before you can complete the inputs page.

Note: If you do not enter products, by-products or waste, e-GGRT will remind you to enter this pre-requisite data before you can open IVT.
4. Most pages addressing reporting requirements other than inputs have not changed significantly.
5. After entering the products and by-products, click the OPEN button for Subpart S Summary Information.
6. On the page where you would have entered emission information in past years, you now click **GO** to access IVT.
7a: IVT pages lead the user through entry of inputs. In this case, inputs are required for each month for each product and by-product.

Note: IVT appears with a grey header and IVT inputs cells are outlined in blue.
Using IVT – Subpart S Example (continued)

7b: Enter inputs for the second product.
7c: Enter by-product inputs and click **SAVE**.
Using IVT – Subpart S Example (continued)

8: Review your calculation results

Note: If you disagree with the calculated value you can override and enter your own value
Saving an Inputs File

After entering data into the Inputs Verifier Tool, you will have to save your inputs file to your computer or other location. On each subsequent log in, you will be prompted to temporarily upload your inputs file. The e-GGRT system will not save data entered into the Inputs Verifier Tool. Users are responsible for saving their inputs files.

The Inputs Verifier File Status Box shows whether you have saved your inputs file. Before entering inputs, the status reads “No inputs verifier file exists”. After data entry, the status updates to “Inputs Data Not Saved.”
1. To save the inputs verifier file, click **SAVE INPUTS LOCALLY** in the Inputs Verifier File Status box. The status box is found on the Facility or Supplier Page or any page where you access IVT.
2. Proceed to save the inputs file to a location of your choosing. Note that all browsers work a little differently so your screen may look different than the snapshot below.

The inputs verifier file is a zip file containing an XML file and an HTML file. These two files have identical data, but the HTML file is easier to read.
3. After saving, the status will update to **Inputs Data Loaded** and display the date and time the file was saved and the user who saved the file.

Note: e-GGRT will not have a record of where you decide to save your file. Your browser may default to a temporary storage area or a downloads folder. Please take note of your save location or move the saved file to a recordkeeping folder.
Uploading an Inputs File

To load an inputs data file that has been previously saved (as would occur if you logged off and came back to e-GGRT in a later session), follow these steps:

1. Log in to e-GGRT and go to the Data Reporting section.
2. Select TEMPORARILY LOAD INPUTS DATA.
3. Select **BROWSE** and navigate to the inputs data file saved to your local computer.
4. Click the **OPEN** button to select the most recent inputs verifier tool file
5. Click the **LOAD** button to load the file to the inputs verifier tool.

When you click the **GO** button to enter IVT, the inputs you just loaded will display in the proper fields in the inputs verifier screens. You can modify inputs to equations data elements and continue entering them.
If you select an inputs file that is not the most recently saved version you will get an error message when you click the **Load** button.

If you are unable to find your inputs file you may have to reset your facility and re-enter your inputs. To avoid this outcome we urge users to consistently save their data to a known location on the local machine.
IVT conducts the following verification checks on data entered into IVT:

- **Screen Error** - an input is missing, or an input is entered that does not match the field requirements (i.e., a whole number is entered in a field that should be a fraction). Screen errors must be corrected before you can advance to the next page.

- **Range Check (data quality)** - an input value is outside of the expected range estimated by the EPA.

- **Algorithm (data quality)** - two or more values are compared to each other, and the result is not what would be expected by the EPA.
The Inputs Verification Tool presents the results of these verification checks on the Inputs Verification Summary. To view the Inputs Verification Summary, Click the Subpart Overview link at the top of the screen. On the Subpart Overview page, click **VIEW VALIDATION**.

**OVERVIEW OF SUBPART REPORTING REQUIREMENTS**

Subpart S requires affected facilities to report carbon dioxide (CO₂) process emissions from all lime kilns combined; CO₂ combustion emissions from lime kilns; nitrous oxide (N₂O) and methane (CH₄) emissions from fuel combustion at each kiln; and CO₂, N₂O and CH₄ emissions from any other stationary combustion units. First, use this page to identify each lime product produced at your facility and then enter Greenhouse gas (GHG) data required by Subpart S for each lime product and for your facility. Next, identify each calcined-lime byproduct or waste type generated at your facility and then enter GHG data required by Subpart S for each calcined-lime byproduct or waste type and for your facility. For additional information about Subpart S reporting, please use the e-GGRT Help link(s) provided.

Or, if all data entered has satisfied the defined verification checks, this section will have a green checkmark and the label “No Validation Messages”. 
The Validation Report page will display. It has two sections: “Validation Messages for Annual Report Data” and “Verification Summary Generated by Inputs Verifier”.

### FACILITY VALIDATION MESSAGES

<table>
<thead>
<tr>
<th>Validation Type ¹</th>
<th>ID²</th>
<th>Facility Name</th>
<th>Message³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No facility validation messages found.</td>
<td></td>
</tr>
</tbody>
</table>

### LIME PRODUCT VALIDATION MESSAGES

<table>
<thead>
<tr>
<th>Validation Type ¹</th>
<th>ID²</th>
<th>Lime Product Name</th>
<th>Message³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No lime product validation messages found.</td>
<td></td>
</tr>
</tbody>
</table>

### CALCINED-LIME BY-PRODUCT VALIDATION MESSAGES

<table>
<thead>
<tr>
<th>Validation Type ¹</th>
<th>ID²</th>
<th>Calcined-Lime By-Product Name</th>
<th>Message³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No calcined-lime by-product validation messages found.</td>
<td></td>
</tr>
</tbody>
</table>

### Verification Summary Generated by Inputs Verifier

<table>
<thead>
<tr>
<th>Verification Type ¹</th>
<th>Lime Product or By-Product Name</th>
<th>ID²</th>
<th>Message³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Quality</td>
<td>Lime Product 2</td>
<td>IVT-S004</td>
<td>Calcium oxide content for January, determined according to §96.194(c). The value you have provided is less than the smallest value EPA expects to be reported for this data element (values expected to be between 0.55 and 0.96, metric ton CaO/metric ton lime). Please double check this value and the units of measure and revise, if necessary.</td>
</tr>
<tr>
<td>Data Quality</td>
<td>Lime Waste 1</td>
<td>IVT-S028</td>
<td>Calcium oxide content for calcined lime byproduct or waste type that is not sold. The value you have provided is less than the smallest value EPA expects to be reported for this data element (values expected to be between 0.55 and 0.98, metric ton CaO/metric ton lime). Please double check this value and the units of measure and revise, if necessary.</td>
</tr>
</tbody>
</table>

[+ Subpart Overview]
In each section, the Message text is linked to the related field. To view and correct the data, click on the text for the associated message. The data entry page containing the field will be displayed. In the example shown, clicking the Message for ID IVT-S004 will cause the Equation S-1 page within IVT to be displayed.
1. To review these features, start by clicking the **REPORT SUBMISSION** button on the facility overview page.
2. Click **GENERATE REPORT AND FINAL VERIFICATION SUMMARY** to begin.

**REPORT GENERATION AND SUBMISSION**

Use this page to generate your Annual Report then you may review your Annual Report submission and your Verification Summary as well as download records. On the following pages, you can comment on verification messages generated by IVT and then initiate the electronic submission and certification process.

<table>
<thead>
<tr>
<th>Report</th>
<th>Status</th>
<th>Last Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Annual Report</td>
<td>Not generated</td>
<td></td>
</tr>
</tbody>
</table>

**GENERATE REPORT AND VERIFICATION SUMMARY**

Generating the Annual Report and its associated Verification Summary may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated an Annual Report and Verification Summary, it is still possible to return to the data reporting screens to make changes. Those changes, however, will not be reflected in your Annual Report or Verification Summary until you return to this page and generate the report again using the button below. The "Last Generated" timestamp above reflects the last time your Annual Report and Verification Summary were generated.
3. After the report generates, click **CONTINUE WITH REPORT SUBMISSION**.
4. Review your annual report, verification summary, and download records from this page. Click VERIFICATION REVIEW to continue.

Remember: Inputs to equations that were entered into IVT must be kept as a record.
5. Prior to certification you will see a listing of all IVT error messages associated with your submission. If you click “Optional Comment to EPA” you can enter any explanatory text.
Deferred Data

• Deferred data where no disclosure concerns were identified must be reported by March 31, 2015. (See 79 FR 63750, Oct 2014).

• For a list of deferred data that must be reported by March 31, 2015, see Table A-7 of subpart A of Part 98.

http://www.ecfr.gov/cgi-bin/text-index?SID=6d7b9d07e412e5375a4ee2336497370c&node=ap40.21.98_19.7&rgn=div9

This requirement impacts subparts:

Subpart C – General Stationary Fuel Combustion Sources
Subpart E – Adipic Acid Production
Subpart H – Cement Production
Subpart O – HCFC-22 Production and HFC-23 Destruction
Subpart Q – Iron and Steel Production
Subpart W – Petroleum and Natural Gas Systems
Subpart Y – Petroleum Refineries
Subpart AA – Pulp and Paper Manufacturing
Subpart CC – Soda Ash Manufacturing
Subpart II – Industrial Wastewater Treatment
Reporting Deferred Data (continued)

• Deferred data is submitted as part of your RY2014 annual report.
  – For RY2014, deferred data has been incorporated into the annual report data entry screens.
  – For RY2010-2013, data will be entered on separate reporting forms and submitted with your 2014 annual report.

• More information on who needs to report and for help completing deferred data forms:
  http://www.ccdsupport.com/confluence/display/help/Deferred+Reporting+Instructions

• Subpart W – Petroleum and Natural Gas Systems
  – See subpart W webinar:
  http://www.epa.gov/ghgreporting/reporters/training/index.html
Reporting Deferred Data (continued)

1: On the Facility Overview page, **CLICK HERE** to access the Deferred Data Deporting page.
Reporting Deferred Data (continued)

2: Click **BACK YEAR REPORTING AND INPUTS FORMS** to download reporting forms.

Deferred data forms also posted here: http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions#
3: Enter deferred data on Microsoft XLS based reporting forms. Forms vary by subpart.

<table>
<thead>
<tr>
<th>Part 1 - Facility Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions: Complete the following facility information.</td>
</tr>
<tr>
<td>Facility Name:</td>
</tr>
<tr>
<td>GHGRP ID:</td>
</tr>
<tr>
<td>Reporting Period:</td>
</tr>
<tr>
<td>Did this facility report Subpart Y data in RY2010?:</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

Space is provided for up to five units. Use additional copies of this file for additional units.

<table>
<thead>
<tr>
<th>Part 2 - Petroleum Refineries - Sulfur Recover Plant Tail Gas Correction Factor (1 of 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions: Complete the following information for each petroleum refinery on-site sulfur recovery plant that used a unit-specific correction factor for recycled tail gas according to the requirements in 98.253(f)(5).</td>
</tr>
<tr>
<td>Name or ID:</td>
</tr>
<tr>
<td>Optional Description:</td>
</tr>
<tr>
<td>Value of the correction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 - Petroleum Refineries - Sulfur Recover Plant Tail Gas Correction Factor (2 of 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions: Complete the following information for each petroleum refinery on-site sulfur recovery plant that used a unit-specific correction factor for recycled tail gas according to the requirements in 98.253(f)(5).</td>
</tr>
<tr>
<td>Name or ID:</td>
</tr>
<tr>
<td>Optional Description:</td>
</tr>
<tr>
<td>Value of the correction</td>
</tr>
</tbody>
</table>

Note: In many cases, a separate tab is used for each reporting year.
4. Click **ADD AN ATTACHMENT** to upload the deferred data reporting form.

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1.) BACK YEAR REPORTING

You may be required to report data from previous years, for which reporting was previously deferred until March 31, 2015. This requirement impacts facilities reporting under Subparts C, E, H, O, Q, W, Y, AA, CC, and II. Use the help links provided to the left to determine if you are subject to this requirement. If you are required to submit any one-time back year reporting inputs please proceed to step 2.

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2.) DOWNLOAD AND COMPLETE FORM(S)

Please use the link below to access the reporting forms for each applicable subpart. Complete the forms and then proceed to step 3.

- [Back Year Reporting and Inputs Forms](#)

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3.) UPLOAD COMPLETED BACK YEAR REPORTING FORM(S)

Please use the UPLOAD form link below to upload completed reporting forms.

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**Note:** Back-year reporting forms for Subpart W (Petroleum and Natural Gas Systems) should be uploaded on the Subpart W Overview page.
XML Reporters - IVT

IVT is also provided for XML reporters. XML reporters will first upload their annual report file. They will then be prompted to upload an IVT file. Verification checks will be conducted on the IVT file, but the IVT file will not be saved by the system.
XML reporters, other than Subpart W, upload deferred reporting forms (MS Excel) in addition to their XML. E-GGRT will package those reporting forms for submission with your XML. The deferred reporting forms are uploaded XML reporters using the link immediately below the XML upload control on the the Facility or Supplier Overview page.
Questions?

e-GGRT:
https://ghgreporting.epa.gov/

Help Desk:
Website: http://ccdsupport.com
Email: GHGreporting@epa.gov
Web: http://www.epa.gov/ghgreporting/contactus.html
Telephone:
  1-877-444-1188 (toll free)
  1-703-676-4400 (outside U.S.)

As a reminder, please do not submit sensitive or business confidential information to the helpline.