

Instructions for the Oil and Gas Information Collection Request

General Information

The U.S. Environmental Protection Agency (EPA) is conducting an information collection request (ICR) to gather information on oil and gas facilities across a variety of oil and gas industry segments under the authority of Section 114 of the Clean Air Act. More information about this ICR is provided at: <https://www.epa.gov/controlling-air-pollution-oil-and-natural-gas-industry/oil-and-gas-industry-information-requests>.

Part 1 Operator Frame Census

Part 1 of the ICR is a frame census of oil and gas production operators. Part 1 forms may be downloaded at the EPA website listed above or at the Oil & Gas ICR website at <https://oilandgasicr.rti.org>.

Part 1 is to be completed only by companies with Onshore Petroleum and Natural Gas Production operations. Please complete a separate Part 1 form for each field operator site. If you have multiple field operator sites, please increment by 1 the Facility ID so each field operating site (and each Part 1 spreadsheet) has a unique Operator ICR ID. For example, if your assigned Facility ID is 1100200, you may use that as the Operator ICR ID for the first field operator site, 1100201 for your second, and use 1100202 for your third. You may increment up to 49 times (up to 1100249 in this example) to accommodate up to 50 field operator sites. If you have more than 50 field operator sites, please contact us to get additional Facility ID assignments (see contact information at <https://oilandgasicr.rti.org> or call the Part 1 census Help Desk at: 1-800-957-6456 Monday through Friday during regular business hours).

Please submit your non-confidential Part 1 responses in one of the following ways:

- Use web entry forms on the Oil & Gas ICR website at <https://oilandgasicr.rti.org>. If you have not already registered, you will need to register before you can complete the web entry forms.
- Upload your files to the Oil & Gas ICR website (<https://oilandgasicr.rti.org>). If you have not already registered, you will need to register before you can upload your files to this website.
- Mail a hard copy of all requested files to the address shown below:

Attn: Ms. Brenda Shine
U.S. Environmental Protection Agency
109 T.W. Alexander Drive, Mail Code: E143-01
Research Triangle Park, NC 27709

Part 1 census is not expected to contain confidential business information (CBI). However, if you consider your Part 1 response to contain confidential information, you must submit a CD or DVD containing your completed Part 1 census or submit hard copy responses to:

U.S. Environmental Protection Agency
Office of Air Quality Planning and Standards
U.S. EPA Mailroom (C404-02)
Attn: Ms. Tiffany Purifoy, Document Control Officer
109 T.W. Alexander Drive
Research Triangle Park, NC 27711

For security purposes, the EPA highly recommends sending your confidential files to Ms. Purifoy via Registered U.S. Mail using return receipt requested, Federal Express, or other method for which someone must provide a signature upon receipt.

DO NOT ELECTRONICALLY TRANSMIT CONFIDENTIAL BUSINESS INFORMATION TO THE EPA using E-mail, facsimile or the <https://oilandgasicr.rti.org> website. These are not secure forms for transmitting CBI.

Part 2 Detailed Facility Survey

The Part 2 is a detailed facility survey that is required to be completed by selected oil and gas facilities across the onshore petroleum and natural gas production, onshore petroleum and natural gas gathering and boosting, onshore natural gas processing, onshore natural gas transmission compression, onshore natural gas transmission pipeline, underground natural gas storage, liquefied natural gas (LNG) storage and LNG import/export industry segments.

For the onshore petroleum and natural gas production industry segment, you are required to complete a Part 2 survey only if you operate (as of the date of receipt of this Section 114 letter) a well included on the Selected Production Well List. The Selected Production Well List is available at the EPA website provided under General Information section; it is also available at <https://oilandgasicr.rti.org>. You must complete a Part 2 survey for all equipment and wells located at the well site facility that contains a selected production well. The “Assigned Facility ICR ID” for Part 2 should be a combination of the Part 1 operator ID of the selected well and the selected US Well ID. For example, if the operator ID is 1100100 and the US Well ID is 12-123-12345-00-00, then your Part 2 ICR ID is 1100100-12-123-12345-00-00.

For the onshore petroleum and natural gas gathering and boosting (G&B) industry segment, you are required to complete the Gathering and Boosting Random Facility Selector Tool. You must also complete a Part 2 survey for each G&B compression facility and each G&B pipeline facility selected by the Gathering and Boosting Random Facility Selector Tool.

For all other industry segments, you are required complete a Part 2 survey for all for the facilities noted in your Section 114 letter. If a selected facility is located past the local distribution company (LDC) custody transfer station (as defined at 40 CFR 60.5430a), then you are not required to complete the survey for that facility.

To respond to the Part 2 survey, you must complete the Part 2 forms using the Excel-based Part 2 reporting forms and submit this information electronically using EPA's secure electronic Greenhouse Gas Reporting Tool (e-GGRT) application (<https://ghgreporting.epa.gov>). The e-GGRT system provides a secure application for which to submit all Part 2 surveys, including surveys that contain CBI.

If you are not an e-GGRT user you will first need to create a user account. If you do not have an e-GGRT user account, go to <https://ghgreporting.epa.gov> and click the NEW USER REGISTRATION button on the login page to begin.

Please note that you will need to sign an electronic signature agreement (ESA) prior to completing the user registration process. This can take up to 7 days, so you are encouraged to begin to register a new account immediately upon receipt of this e-mail.

Once you are a registered e-GGRT user, follow these steps to accept this assignment:

- 1) Login to e-GGRT at <https://ghgreporting.epa.gov>.
- 2) On the e-GGRT homepage, find the "Accept an Invitation" panel, then type the Invitation Code in the field provided.
- 3) Click the Go button to open the Accept Assignment screens.
- 4) Follow the instructions on the screen to complete the acceptance process.

Detailed instructions for completing and submitting the Part 2 forms are available at <https://ccdsupport.com/confluence/display/help/Oil+And+Gas+Information+Collection+Request+Instructions>. If you have additional questions, please contact the Help Desk at GHGReporting@epa.gov, or call 1-877-444-1188 (toll free) or 1-703-676-4400 (outside U.S.), Monday through Friday, 9am to 5pm eastern standard time.