

# Submitting Application-Specific Allowance Holders Biannual Reports through HAWK

July 2022

# Agenda

- Biannual Reporting Requirements
- Completing a Biannual Report
- Calculating Allowance Amounts
- Submitting a Biannual Report
- Resubmitting a Biannual Report
- Resources
- Questions

# Biannual Reporting Requirements

- The application-specific allowance holders biannual report is due twice per year on July 31 and January 31 each year for all application-specific allowance holders
- Current application-specific allowance holders and other entities requesting application-specific allowances can request allowances for the next calendar year in the July report
- **July report requirements:**
  - Companies must provide copies of sales records, invoices, or other records documenting the reported quantity acquired
  - If requesting additional allowances for unique circumstances, companies must provide supporting documentation that is verifiable
  - Additional reporting requirements are included in 84.31(h)
  - Must submit this form by July 31 to be considered for CY2023 application-specific allowances

# Completing a Biannual Report

# Completing a Biannual Report

- Download a blank reporting form from:
  1. [EPA's HFC Allocation Rule Reporting and Recordkeeping](#) web page;
  - or
  2. Within the HAWK reporting application

## Reporting Forms

Hyperlinks to each report will be provided as each form becomes available. Some forms are currently only available in a read-only format. A fillable version of these forms will be made available as soon as e-GGRT is ready to accept these reports.

Search all columns:		
Reporting Form	Report Level	Reporting Frequency
<a href="#">HFC Antidumping and Countervailing Duties One-Time Report for Importers (xlsx) *</a>	Company	One-Time
<a href="#">HFC Application-Specific Allowance Holders Report (xlsx)</a>	Company	Twice Yearly
<a href="#">HFC Conferral of Allowances Report (xlsx)</a>	Company	As Needed
<a href="#">HFC Destruction One-Time Report (xlsx)</a>	Facility	One-Time

United States Environmental Protection Agency

Home | **HFC Reports** | Import Petitions | Company Management

Hello, Emily Golla | My Profile | Logout

### AIM UAT ICF Company 9 (AIM809)

Home » Choose a Company » Company Reports Summary » HFC Application-Specific Allowance Holders Report

Complete and submit an HFC Application-Specific Allowance Holders Report if your company is allocated application-specific allowances. Sections 1, 2, 3, and 4 are required for each submission. Section 5 is required if the company is requesting additional allowances due to one or more of the circumstances listed in 84.13(b)(1). Section 6 is required if the company contracts out the manufacturing of defense sprays or metered dose inhalers, or pays another person to perform the servicing of onboard aerospace fire suppression.

**HFC Reports Resources**  
Blank HFC Application-Specific Allowance Holders form

#### HFC Application-Specific Allowance Holders Report

Reporting Year	Half	Report ID	Last Modified	Last Submitted	Status	Action
2022	2					
2022	1					Start

Back

# Section 1: Company Information

## Section 1 - Company Identification

Instructions: Complete the following company information.

Company Name:	
Company ID:	
Reporting Year:	
Reporting Period:	

- **Company Name:** The name under which your company is registered in HAWK
- **Company ID:** The ID assigned to your company in HAWK (e.g., AIM001)

Were allowances conferred or were HFCs received from a company to which allowances were conferred during the reporting period?	
--	--

Is your company requesting additional allowances due to one or more of the circumstances listed in §84.13(b)(1)?	
--	--

Does the company contract out the manufacturing of defense sprays or metered dose inhalers, or pay another person to perform the servicing of onboard aerospace fire suppression?	
---	--

Is your company requesting application-specific allowances for the first time?	
--	--

# Section 2: Application-Specific Data

## Section 2 - Application-Specific Data

Instructions: Enter the quantity of each regulated substance that was acquired through conferring allowances, directly imported, or purchased without expending application-specific allowances (i.e., from the open market) during the previous six months. Additionally, provide the quantity held in inventory on the last day of the previous six-month period, and the quantity destroyed or recycled during the previous six months.

HFC Allowance Conferral Data						
1	2	3	4	5	6	7
HFC	Quantity Acquired through Conferring Allowances (kg) §84.31(h)(1)(i)	Quantity of HFCs Your Company Imported Using Your Allowances (kg) §84.31(h)(1)(ii)	Quantity of HFCs Purchased for Application-Specific Use without Expending or Conferring Your Allowances (kg) §84.31(h)(1)(iii)	Quantity Held in Inventory by the Reporting Company or Held under Contract by Another Company for the Reporting Company's Use (kg) §84.31(h)(1)(iv)	Quantity Destroyed (kg) §84.31(h)(1)(v)	Quantity Recycled (kg) §84.31(h)(1)(v)
1						
2						
3						
4						

- **Quantity Acquired through Conferring Allowances:** The amount acquired from an importer, producer, or supplier during the 6-month reporting period after conferring allowances
- **Quantity of HFCs Imported using your Allowances:** The amount your company imported directly during the 6-month reporting period by expending your allowances
- **Quantity of HFCs Purchased for Application-Specific Use without Expending or Conferring your Allowances:** The amount your company purchased during the 6-month reporting period without expending allowances (i.e., from the open market)

# Section 2: Application-Specific Data

## Section 2 - Application-Specific Data

Instructions: Enter the quantity of each regulated substance that was acquired through conferring allowances, directly imported, or purchased without expending application-specific allowances (i.e., from the open market) during the previous six months. Additionally, provide the quantity held in inventory on the last day of the previous six-month period, and the quantity destroyed or recycled during the previous six months.

HFC Allowance Conferral Data						
1	2	3	4	5	6	7
HFC	Quantity Acquired through Conferring Allowances (kg) §84.31(h)(1)(i)	Quantity of HFCs Your Company Imported Using Your Allowances (kg) §84.31(h)(1)(ii)	Quantity of HFCs Purchased for Application-Specific Use without Expending or Conferring Your Allowances (kg) §84.31(h)(1)(iii)	Quantity Held in Inventory by the Reporting Company or Held under Contract by Another Company for the Reporting Company's Use (kg) §84.31(h)(1)(iv)	Quantity Destroyed (kg) §84.31(h)(1)(v)	Quantity Recycled (kg) §84.31(h)(1)(v)
1						
2						
3						
4						

- **Quantity Held in Inventory by the Reporting Company or Held under Contract by Another Company for the Reporting Company's Use:** The amount held on the last day of the previous 6-month period (i.e., December 31 or June 30) in inventory by your company or held under contract by another company for your use
- **Quantity Destroyed:** The amount your company destroyed during the 6-month reporting period
- **Quantity Recycled:** The amount your company recycled during the 6-month reporting period



# Section 3: Allowance Conferral Data

- Required only if you conferred application-specific allowances during the 6-month reporting period

- A contact name, email, and phone number for each company to which allowances were conferred

**Section 3 - Allowance Conferral Data**  
 Instructions: Provide the names of the companies to which application-specific allowances were conferred during the past six months as well the quantity of regulated substances received from each company during the reporting period.

1	2	3	4
Company to Which Allowances Were Conferred	Company Contact Name	Company Contact Email	Company Contact Phone

- The total quantity of allowances conferred in MTEVe
  - This information should align with information previously submitted to EPA via the HFC Conferral of Allowances Report

Quantity of Allowances Conferred (MTEVe)

5

- The name and amount in kg of each regulated HFC received

Quantity of HFC Received (kg)

6a	6b	7a	7b	8a	8b	9a	9b
HFC (1) Received	Quantity of HFC (1) Received (kg)	HFC (2) Received	Quantity of HFC (2) Received (kg)	HFC (3) Received	Quantity of HFC (3) Received (kg)	HFC (4) Received	Quantity of HFC (4) Received (kg)

# Section 4: Transition Plan

- Required in the report due July 31
- Describe plans to transition the regulated HFCs currently used in the specified application to those with a lower exchange value or to alternatives to regulated HFCs

## **Section 4 - Transition Plan**

**Provide a description of plans to transition application-specific use of regulated substances to regulated substances with a lower exchange value or alternatives to regulated substances. §84.31(h)(1)(vii)**

# Section 5: Additional Allowances

- Only relevant for the report due July 31
- Fill this out **only** if your company is requesting allowances in addition to what the Agency will calculate based on HFCs purchased during the previous three years (as reported under Section 2 and Section 7)
- Select “Yes” or “No” to specify the applicable unique circumstance(s):

Demonstrated manufacturing capacity coming on line:	
The acquisition of another domestic manufacturer or its manufacturing facility or facilities:	
A global pandemic or other public health emergency that increases patients diagnosed with medical conditions treated by metered dose inhalers:	

# Section 5: Additional Allowances

- Provide a projection of the additional monthly quantity, in kg, of each regulated HFC needed for use in the specified application in the following calendar year
- Provide a detailed explanation to justify the additional need for application-specific allowances for each applicable unique circumstance

Additional Quantity Needed for Application-Specific Use §84.31(h)(1)(viii)													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
HFC	January (kg)	February (kg)	March (kg)	April (kg)	May (kg)	June (kg)	July (kg)	August (kg)	September (kg)	October (kg)	November (kg)	December (kg)	Total (kg)

Provide a detailed explanation to justify the additional need for each applicable unique circumstance. §84.31(h)(1)(viii)

# Section 5: Additional Allowances

- Provide **supporting documentation** that supports the additional need
  - Note: Failure to provide EPA with complete reports and all required documentation to verify those reports may prevent EPA from being able to issue allowances to your company
- Supporting documentation may include:
  - Copies of permits or other documents to clarify when the new line or facility is opening
  - Agency approvals for new products or product modifications
  - More recent sales numbers to document growth in MDI sales resulting from a public health emergency

**Have you provided documentation along with this report that supports this additional need due to your unique circumstance(s)? Supporting documentation includes information in a format that can be verified, such as copies of permits or other documentation to clarify when the new line or facility is opening, agency approvals for new products or product modifications, and more recent sales numbers to document growth in MDI sales resulting from a public health emergency.**

# Section 5: Additional Allowances

- *Optional:* Provide a **Cover Letter** to expedite the review process
- EPA recommends including a cover letter that specifies:
  - The total amount of allowances being requested for the following year
  - An explanation about why the request for additional allowances is being made
  - A description of the supporting documentation provided
- Can be uploaded as supporting documentation

# Section 6: Contracting Information

- Required **only** if (1) your company holds application-specific allowances for defense sprays, MDIs, or onboard aerospace fire suppression and (2) you contract out the manufacturing of defense sprays or MDIs or pay another person to perform the servicing of onboard aerospace fire suppression equipment
- The name and contact information for the manufacturing or servicing companies
- Clarify whether the data provided correspond to the application-specific allowance holder or to the contracting companies described in this section

Manufacturing/Service Representative §84.31(h)(1)(ix)						
1	2	3	4	5	6	7
Company Name	Contact Name	Contact Email	Contact Street Address	Contact City	Contact State	Contact Zip

Provide clarification on whether the responses in this report apply to the company that is allocated application-specific allowances or the company receiving the contract for manufacturing and/or servicing using application-specific allowances.  
§84.31(h)(1)(ix)

# Section 7: Quantity Acquired in Previous Three Years

- Only relevant for the report due July 31
- Provide the quantity of each HFC acquired in the previous 3 years in 6-month increments
  - Data for the most recent 6-month period will auto populate based on information entered in Section 2
- Provide, along with your report, records documenting these quantities
  - Records may include sales records or invoices
    - For current application-specific allowance holders, provide records for January 2021 – June 2022
    - For entities requesting application-specific allowances for the first time, provide records for July 2019 – June 2022
  - Specify the HFC weight per cylinder or unit if not included in the records provided
  - Note: Failure to provide EPA with complete reports and all required documentation to verify those reports may prevent EPA from being able to issue allowances to your company

Year	2019	2020	2020	2021	2021	2022
Reporting Period	July 1 - December 31	January 1 - June 30	July 1 - December 31	January 1 - June 30	July 1 - December 31	January 1 - June 30
HFC	Quantity Acquired (kg)					
1						0.00
2						0.00
3						0.00
4						0.00



# Calculating Allowance Amounts

# Calculating Allowance Amounts

- How will EPA determine allowance amounts for 2023?
  - EPA will verify data reported in the biannual report submitted by July 31, 2022, using invoices or other purchase records
  - EPA will calculate an average annual growth rate (AAGR) for each entity based on verified purchases of HFCs between July 2019 – June 2022 using the following formula:

$$\frac{\left( \left( \frac{\text{Total HFC Purchases in Year 2}}{\text{Total HFC Purchases in Year 1}} - 1 \right) + \left( \frac{\text{Total HFC Purchases in Year 3}}{\text{Total HFC Purchases in Year 2}} - 1 \right) \right)^*}{2}$$

- Using verified purchase data between July 2019 – June 2022 from all entities in each application, EPA will calculate an AAGR for each application

\* For the report due July 31, 2022, “Year 1” in the formula is July 1, 2019 through June 30, 2020; “Year 2” is July 1, 2020 through June 30, 2021; and “Year 3” is July 1, 2021 through June 30, 2022). Total HFC purchases are summed on the basis of MTEVe.

# Calculating Allowance Amounts

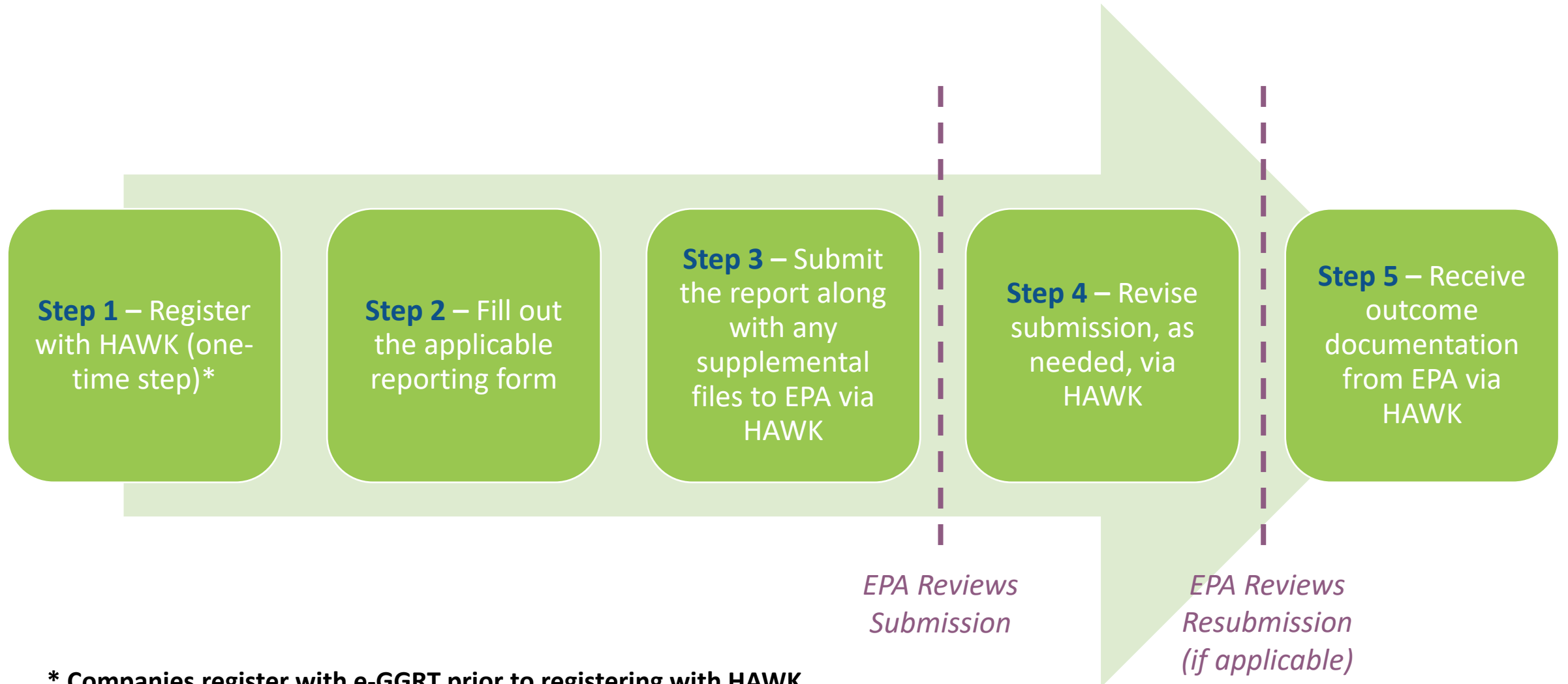
- After calculating AAGRs for each entity and for every entity reporting in the application:
  - For each entity, EPA will determine whether their individual AAGR or the application AAGR is higher
  - EPA will multiply the higher AAGR by each entity's HFC purchase quantities between July 2021 –June 2022
  - EPA will then add that amount to the entity's HFC purchase quantities between July 2021 –June 2022 to determine the 2023 allocation
- EPA will also consider companies' requests for additional allowances beyond the amount calculated above based on unique circumstances:
  - Demonstrated manufacturing capacity coming on line;
  - The acquisition of another domestic manufacturer or its manufacturing facility or facilities; or
  - A global pandemic or other public health emergency that increases patients diagnosed with medical conditions treated by metered dose inhalers

# Submitting a Biannual Report through HAWK

- **HFC and ODS Allowance Tracking (HAWK) System**
- Biannual reports are to be submitted to EPA through the HFC reporting system, now known as HAWK, within the electronic Greenhouse Gas Reporting Tool (e-GGRT)
- **Please do not submit reports via e-mail**



# Reporting Process Overview



\* Companies register with e-GGRT prior to registering with HAWK.

# Accessing HAWK

## Log into e-GGRT

Visit <https://ghgreporting.epa.gov> and enter your e-GGRT username and password

## Enter HAWK

This link will only appear for users that are registered with HAWK

\*\*If you do not have an e-GGRT account or if you are not registered with HAWK, refer to EPA's reporting instructions on [Registration and Account Management](#) for more information on the registration process or e-mail [HFCAllocation@epa.gov](mailto:HFCAllocation@epa.gov).

# HAWK Homepage

## HAWK consists of three main tabs:

- 1. HFC Reports:** Use to submit new and view previously submitted HFC reports (except import petitions)
- 2. Import Petitions:** Use to submit new and view previously submitted import petitions
- 3. Company Management:** Use to view/edit the company address, company contacts, and facility information

The screenshot shows the HAWK homepage. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the HFC logo with "PHASED DOWN" and "American Innovation & Manufacturing (AIM) Act A U.S. Environmental Protection Agency Program". Below the logos is a navigation bar with tabs: "Home", "HFC Reports" (circled in red), "Import Petitions", and "Company Management". To the right of the navigation bar is a user greeting: "Hello, Emily Golla | My Profile | Logout". Below the navigation bar is a large blue banner image of a mountain range. Underneath the banner is a paragraph of text regarding OMB approval and reporting requirements. Below that is a section titled "Access your Companies" with a table:

Company	Comp ID	Your Role	Actions
AIM UAT ICF Company 10	AIM810	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

On the right side of the page, there are two notification boxes. The top one is titled "Accept an appointment:" and contains a text input field and a "GO" button. The bottom one is titled "Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?" and contains a link: "Go to e-GGRT for GHG Reporting".



# Submitting a Biannual Report

Navigate to the HFC Reports tab, select the 'Application-Specific Allowance Holders Report' from the Company-Level dropdown menu, and click 'Go'

United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Meryl Winicov | My Profile | Logout

### AIM UAT ICF Company 7 (AIM807)

Home » Choose a Company » **Company Reports Summary**

**Submit or access your reports**

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

**Start a New Company-Level One-Time or As-Needed Report**

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

**Start**

**Go to Company-Level Periodic Reporting**

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and ~~re~~submit previously-submitted reports.

Select Report Type

Select Report Type

**Quarterly Reports**

- HFC Importer Quarterly Report
- HFC Exporter Quarterly Report
- HFC Reclamation Quarterly Report
- HFC Fire Suppressant Recycler Quarterly Report

**Biannual Reports**

- HFC Application-Specific Allowance Holders Report

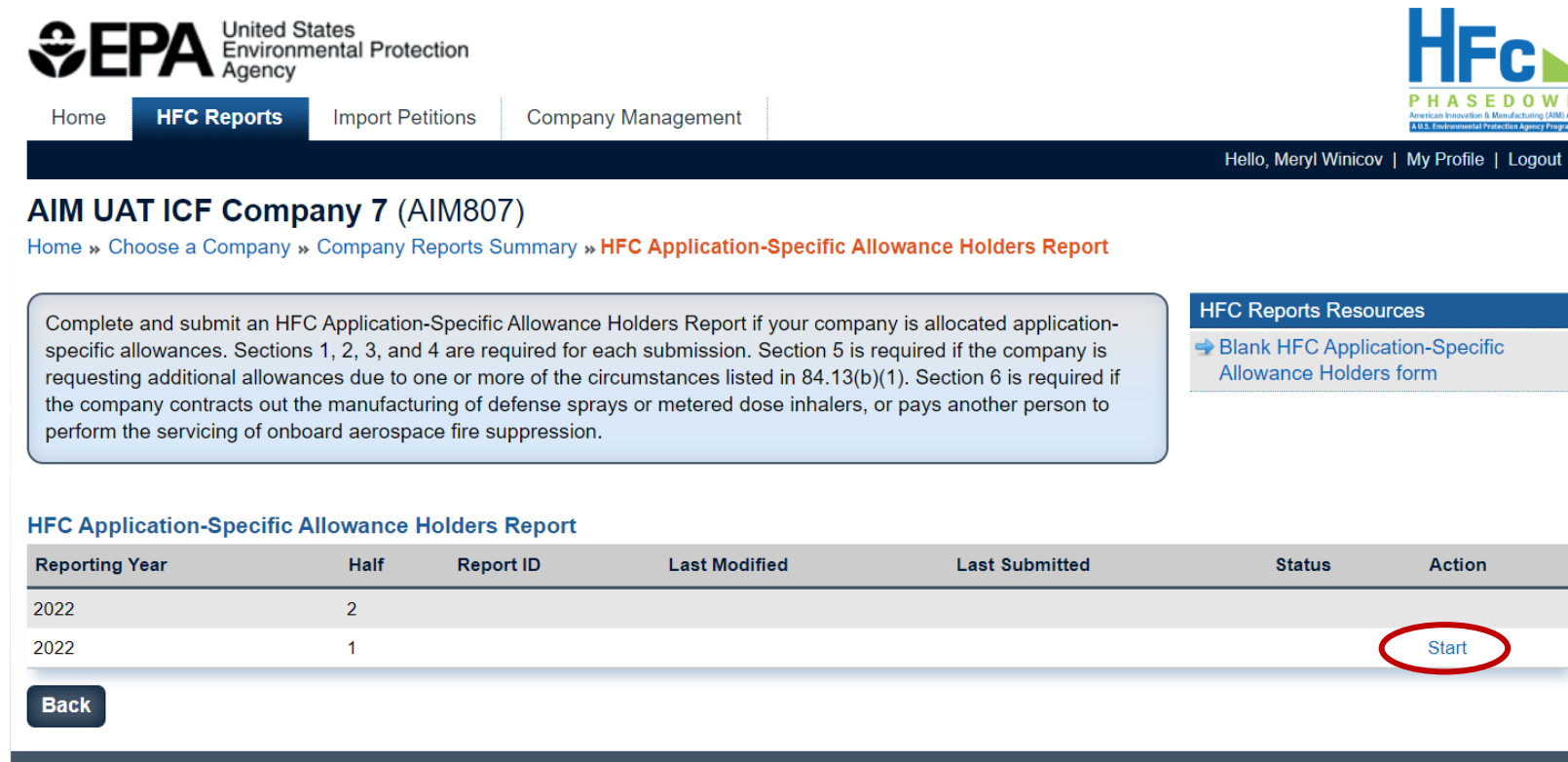
**Company-Level HFC Reports**


Report ID	Reporting Year	Period	HFC Report Type
HSHIP_2022_00065	2022	N/A	Transshipment Notification
USHP_2022_00064	2022	N/A	Transshipment Notification

# Submitting a Biannual Report

## Select the reporting period

Half 1	Half 2
January 1 – June 30	July 1 – December 31



 United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Meryl Winicov | My Profile | Logout

### AIM UAT ICF Company 7 (AIM807)

Home » Choose a Company » Company Reports Summary » **HFC Application-Specific Allowance Holders Report**

Complete and submit an HFC Application-Specific Allowance Holders Report if your company is allocated application-specific allowances. Sections 1, 2, 3, and 4 are required for each submission. Section 5 is required if the company is requesting additional allowances due to one or more of the circumstances listed in 84.13(b)(1). Section 6 is required if the company contracts out the manufacturing of defense sprays or metered dose inhalers, or pays another person to perform the servicing of onboard aerospace fire suppression.

**HFC Reports Resources**

- Blank HFC Application-Specific Allowance Holders form

#### HFC Application-Specific Allowance Holders Report

Reporting Year	Half	Report ID	Last Modified	Last Submitted	Status	Action
2022	2					
2022	1					<a href="#">Start</a>

[Back](#)

# Submitting a Biannual Report

## Upload a completed Biannual Report

### AIM UAT ICF Company 7 (AIM807)

[Home](#) » [Choose a Company](#) » [Company Reports Summary](#) » [HFC Application-Specific Allowance Holders Report](#)

#### HFC Application-Specific Allowance Holders Report

Complete and submit an HFC Application-Specific Allowance Holders Report if your company was allocated application-specific allowances or if you are requesting application-specific allowances for the first time. Sections 1 through 3 must be completed for each submission. Sections 4 through 7 should only be completed when submitting data for the January 1 – June 30 reporting period.

#### HFC Reports Resources

➔ [Blank HFC Application-Specific Allowance Holders form](#)

#### Report

Reporting Year	2022	Report Status	
Reporting Half	1	Last Submitted Version	
Created Date (By)		Last Submitted Date (By)	
Modified Date (By)		Accepted Date	

**Step 1:** Upload a completed HFC Application-Specific Allowance Holders form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload any supplemental files or supporting documentation. If requesting additional application-specific allowances for next calendar year, you must upload documentation to justify this additional need (e.g., product approval letters, invoices for new equipment purchases, purchase agreements, or permits). If you are submitting a July 2022 report or requesting application-specific allowances for the first time, you must upload copies of your sales records, invoices, or other records documenting the reported quantity of material acquired in the previous three years.

**Step 3:** Click Submit to review and complete the electronic signature steps.

No file chosen


# Submitting a Biannual Report

## Address Validation Errors, if Applicable

### Report

Reporting Year	2022	Report Status	Draft
Reporting Half	1	Last Submitted Version	
Created Date (By)	06/07/2022 (Meryl Winicov)	Last Submitted Date (By)	
Modified Date (By)	06/07/2022 (Meryl Winicov)	Accepted Date	

**VALIDATION MESSAGES**

 The Company Name [AIM807] entered in Section 1 does not match the Company Name on file.

**Step 1:** Upload a completed HFC Application-Specific Allowance Holders form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload any supplemental files or supporting documentation. If requesting additional application-specific allowances for next calendar year, you must upload documentation to justify this additional need (e.g., product approval letters, invoices for new equipment purchases, purchase agreements, or permits). If you are submitting a July 2022 report or requesting application-specific allowances for the first time, you must upload copies of your sales records, invoices, or other records documenting the reported quantity of material acquired in the previous three years.

**Step 3:** Click Submit to review and complete the electronic signature steps.

No file chosen

# Submitting a Biannual Report

## Upload Other Documentation

- *Supporting documentation is required for the July 2022 report*
- Upload as many supporting documents as are needed to verify your submission
- If a file is uploaded in error, delete by selecting Delete from the Actions menu
- The report cannot be submitted until all required documentation is uploaded

## Submit Report

- You will have an opportunity to review your report prior to completing the submission

The screenshot shows the EPA HFC Reports web application interface. At the top, there is a navigation bar with 'Home', 'HFC Reports', 'Import Petitions', and 'Company Management'. The user is logged in as 'Meryl Winicov'. The main heading is 'AIM UAT ICF Company 7 (AIM807)'. Below this, there is a breadcrumb trail: 'Home » Choose a Company » Company Reports Summary » HFC Application-Specific Allowance Holders Report'. A blue box contains instructions for the 'HFC Application-Specific Allowance Holders Report', stating that it must be completed for each submission and that sections 4 through 7 should only be completed when submitting data for the January 1 – June 30 reporting period. To the right, there is a 'HFC Reports Resources' section with a link to a 'Blank HFC Application-Specific Allowance Holders form'. Below this, a table displays report details for 'Report HASAH\_2022\_00007'. The table has columns for 'Reporting Year', 'Reporting Half', 'Created Date (By)', 'Modified Date (By)', 'Report Status', 'Last Submitted Version', 'Last Submitted Date (By)', and 'Accepted Date'. The report status is 'Draft'. Below the table, there are three steps for submission: Step 1: Upload a completed HFC Application-Specific Allowance Holders form; Step 2: Upload any supplemental files or supporting documentation; Step 3: Click Submit to review and complete the electronic signature steps. A file upload area shows 'Choose File' and 'Upload' buttons, both circled in red. Below this is a table of uploaded files with columns for 'Uploaded File Name', 'Uploaded Date (By)', 'File Submitted?', and 'Actions'. Two files are listed: 'HFC Application-Specific Allowance Holders Report r0.3.xlsx' and 'Certification.pdf'. The 'Delete' button in the 'Actions' column for 'Certification.pdf' is circled in red. At the bottom, there are 'Submit Report' and 'Back' buttons, both circled in red.

**EPA** United States Environmental Protection Agency

Home | **HFC Reports** | Import Petitions | Company Management

Hello, Meryl Winicov | My Profile | Logout

### AIM UAT ICF Company 7 (AIM807)

Home » Choose a Company » Company Reports Summary » **HFC Application-Specific Allowance Holders Report**

#### HFC Application-Specific Allowance Holders Report

Complete and submit an HFC Application-Specific Allowance Holders Report if your company was allocated application-specific allowances or if you are requesting application-specific allowances for the first time. Sections 1 through 3 must be completed for each submission. Sections 4 through 7 should only be completed when submitting data for the January 1 – June 30 reporting period.

#### HFC Reports Resources

Blank HFC Application-Specific Allowance Holders form

#### Report HASAH\_2022\_00007

Reporting Year	2022	Report Status	Draft
Reporting Half	1	Last Submitted Version	
Created Date (By)	06/07/2022 (Meryl Winicov)	Last Submitted Date (By)	
Modified Date (By)	06/07/2022 (Meryl Winicov)	Accepted Date	

**Step 1:** Upload a completed HFC Application-Specific Allowance Holders form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload any supplemental files or supporting documentation. If requesting additional application-specific allowances for next calendar year, you must upload documentation to justify this additional need (e.g., product approval letters, invoices for new equipment purchases, purchase agreements, or permits). If you are submitting a July 2022 report or requesting application-specific allowances for the first time, you must upload copies of your sales records, invoices, or other records documenting the reported quantity of material acquired in the previous three years.

**Step 3:** Click Submit to review and complete the electronic signature steps.

Choose File | No file chosen | Upload

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Application-Specific Allowance Holders Report r0.3.xlsx	06/07/2022	No	
Certification.pdf	06/07/2022	No	Delete

Submit Report | Back

# Submitting a Biannual Report

## Complete Electronic Signature

AIM UAT ICF Company 7 (AIM807)  
Home » Choose a Company » Company Reports Summary » HFC Application-Specific Allowance Holders Report » Review and Submit

HFC Application-Specific Allowance Holders Report  
Review the information below prior to submission and certification of your report. Click the Back button to modify your report or upload additional supporting documents, as needed. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.  
Click "Report Summary" to review a readable version of your report. Click "Report Summary - XML Version" to review the XML version of your report data that will be submitted to EPA.

Report HASAH\_2022\_00007  
Reporting Year 2022  
Reporting Half 1

Report Review  
Prior to the submission and certification of your report, you must review the report Summary, the XML version, and/or the print-friendly HFC Application-Specific Allowance Holders Report. Click the Submit Report button below.

HFC Application-Specific Allowance Holders Report

VALIDATION MESSAGES  
The Company Name [AIM807]

Submit Report Back

Paperwork Reduction Act Burden Statement | Help 21.1

### eSignature


1. Authentication  
User Name: ICFWINICOV  
Password:  Authenticated


2. Verification  
Question: What was your high school's mascot?  
Answer:  Verified

## Receive Confirmation Email

- All individuals that are registered with the company will receive a confirmation email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- Once the report is signed, no further edits may be made to the report until EPA completes its review of the submission

Confirmation of Report Submission (HASAH\_2022\_00007)

 eGGRT@ccdsupport.com  
To: Jain, Shubh; Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message. We removed extra line breaks from this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing.




Company Name: AIM UAT ICF Company 6 (AIM806)  
Report ID: HASAH\_2022\_00007  
Version: 1  
Company Representative: Shubh Jain  
The report was submitted by Shubh Jain on 02/14/2022.


# Submitting a Biannual Report

## Receive Status Change Notification

- All individuals that are registered with the company will receive another email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) to notify you that the status of the submission has changed
- Once notified of a status change, you may log back into HAWK to:
  - View the new submission status
  - If rejected, view a detailed error message describing the reason for the rejection
  - Resubmit your report

HASAH\_2022\_00007's status has changed

 eGGRT@ccdsupport.com  
To  Jain, Shubh;  Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

A status update has occurred for the following submission:

Company ID: AIM806  
Company Name: AIM UAT ICF Company 6  
Report ID: HASAH\_2022\_00007  
New Status: Accepted

# Resubmitting a Biannual Report



# Resubmitting a Biannual Report

## Locate Your Report and Start Revision

### Report Status Update

EPA rejected this HFC Application-Specific Allowance Holders Report on 06/08/2022. Please refer to the review outcome below in the Report History table for more information. To address the issues described in the review outcome documentation you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

### Report HASAH\_2022\_00007

Reporting Year	2022	Report Status	Rejected
Reporting Half	1	Last Submitted Version	1
Created Date (By)	06/07/2022 (Meryl Winicov)	Last Submitted Date (By)	06/07/2022 (Meryl Winicov)
Modified Date (By)	06/07/2022 (Meryl Winicov)	Accepted Date	
Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Application-Specific Allowance Holders Report r0.3.xlsx	06/07/2022	Yes	
Certification.pdf	06/07/2022	Yes	

**Start Revision**

### Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	<a href="#">Report Summary</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a>	06/07/2022 (Meryl Winicov)	06/08/2022	<a href="#">HASAH_2022_00007_01_Error_Report.pdf</a>

**Back**

# Resubmitting a Biannual Report

## Revise Report

- Download the previously submitted Excel report, make the necessary revisions, and reupload the report
- You can add any new supporting documents and delete any previously uploaded files, if needed

## Resubmit Report

- Once all revisions have been made, click **Submit Revision**

### Report Status Update

EPA rejected this HFC Application-Specific Allowance Holders Report on 06/08/2022. Please refer to the review outcome below in the Report History table for more information. To address the issues described in the review outcome documentation you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

### Report HASAH\_2022\_00007

Reporting Year	2022	Report Status	Rejected
Reporting Half	1	Last Submitted Version	1 (Version 2 Started)
Created Date (By)	06/07/2022 (Meryl Winicov)	Last Submitted Date (By)	06/07/2022 (Meryl Winicov)
Modified Date (By)	06/08/2022 (Meryl Winicov)	Accepted Date	

If you need to submit a revised reporting form, upload a revised/corrected version of the reporting form to overwrite the previous version. You may also delete and/or add supplemental files, as needed.

No file chosen

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Application-Specific Allowance Holders Report r0.3.xlsx	06/07/2022	No	
Certification.pdf	06/08/2022	No	<input type="button" value="Delete"/>

### Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	<a href="#">Report Summary</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a>	06/07/2022 (Meryl Winicov)	06/08/2022	<a href="#">HASAH_2022_00007_01_Error_Report.pdf</a>

# Resubmitting a Biannual Report

## Complete Electronic Signature

AIM UAT ICF Company 7 (AIM807)  
Home » Choose a Company » Company Reports Summary » HFC Application-Specific Allowance Holders Report » Review and Submit

HFC Application-Specific Allowance Holders Report  
Review the information below prior to submission and certification of your report. Click the Back button to modify your report or upload additional supporting documents, as needed. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.

Click "Report Summary" to review a readable version of your report. Click "Report Summary - XML Version" to review the XML version of your report data that will be submitted to EPA.

Report HASAH\_2022\_00007

Reporting Year 2022  
Reporting Half 1

Report Review

Prior to the submission and certification of your report, you must review the information in the Report Review Summary, the XML version, and/or the report data. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.

HFC Application-Specific Allowance Holders Report

the print-friendly HTML Report Consumption Allowances you may

VALIDATION MESSAGES

The Company Name [AIM807]

Submit Report Back

### eSignature

1. Authentication  
User Name: ICFWINICOV  
Password: [REDACTED] *Authenticated*


2. Verification  
Question: What is the first and middle name of your oldest sibling?  
Answer: [REDACTED] *Verified*


**SIGN** CANCEL

## Receive Confirmation Email

- All individuals that are registered with the company will receive a confirmation email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- Once the report is signed, no further edits may be made to the report
- If additional edits are needed, you will have an opportunity after EPA review is complete

Confirmation of Report Submission (HASAH\_2022\_00007)

 eGGRT@ccdsupport.com  
To: Jain, Shubh; Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message. We removed extra line breaks from this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing.

Company Name: AIM UAT ICF Company 6 (AIM806)  
Report ID: HASAH\_2022\_00007  
Version: 1  
Company Representative: Shubh Jain  
The report was submitted by Shubh Jain on 02/14/2022.



# Conclusion

- Biannual reporting form must be submitted electronically through HAWK
  - Forms can be downloaded within HAWK or on our Reporting and Recordkeeping web page
- Reports must be submitted by July 31, 2022, for consideration for calendar year 2023 application-specific allowances
- EPA will have a short review timeline given allowances must be issued for calendar year 2023 by October 1, 2022
- Failure to provide EPA with complete reports on time, and all required documentation to verify those reports, may prevent EPA from being able to issue allowances to your company
- For more information, see the resources on the next slide or contact us at [HFCAllocation@epa.gov](mailto:HFCAllocation@epa.gov)

- [HFC Allocation Final Rule](https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation)  
(<https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation>)
- [HFC Allocation Program Reporting and Recordkeeping web page](https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping)  
(<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping>)
  - Reporting Forms
- [HFC Allocation Rule Reporting Resources](https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-resources)  
(<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-resources>)
  - Webinar Presentation Slides
  - Reporting Instructions
- [Access HAWK through EPA's electronic Greenhouse Gas Reporting Tool \(e-GGRT\)](https://ghgreporting.epa.gov/)  
(<https://ghgreporting.epa.gov/>)
- [HFC Allocation Rule Reporting Help Desk](https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk)  
(<https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>)

# Questions?

# Reminders

- Unless called to speak, please keep your speaker on **MUTE**
  - If joining by phone unmute by entering \*6
- During Q&A session:
  - Raise your **HAND** to ask to speak 
  - Open **CHAT** to submit questions or ask to speak 
  - Please indicate your **NAME** and **AFFILIATION**
  - Please be mindful of time to allow others opportunity to ask questions or speak
- If your internet connection is unstable, turning off your **VIDEO** might help