Electronic Greenhouse Gas Reporting Tool (e-GGRT)

Training Webinar: Introduction to e-GGRT System Overview
March 7, 2024

Call-in: 1-415-655-0002
Event number: 2432 407 2314
Audio Options:

1. Listen on computer
2. Dial 1-415-655-0002; Event number: 2432 407 2314
Webinar Panels

• We will use two panels
  1. Participants and Question & Answer (Q&A)
  2. Use the arrow to expand or collapse the panels

• Adding Panels
  1. If some panels do not appear, select the desired panels in the lower right corner
Questions & Answers (Q&A)

• Participants are muted

• Questions will be moderated at the end

• To ask a question:
  1. Select “All Panelists” from the drop-down menu
  2. Enter your question in the Q&A box
  3. Hit “Send”

• EPA will post webinar materials to the Web in the coming weeks:
  www.epa.gov/ghgreporting
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Overview of Today’s Presentation

• What’s New in e-GGRT for RY2023
• User Registration / Facility Registration
• Using e-GGRT Webforms and XLS Reporting forms
• Data Verification and error correction prior to submittal
• Correspondence with EPA regarding reporting issues
• Data publication and access to GHG data
• How to get help if you need it
About e-GGRT

- **e-GGRT:** [https://ghgreporting.epa.gov](https://ghgreporting.epa.gov)

- e-GGRT supports data entry and reporting requirements of multiple programs

**Annual GHGRP reporting**
40 CFR Part 98

**HFC reporting**
40 CFR Part 84

**Voluntary Landfill reporting**
EPA LMOP

**Voluntary Methane Reporting**
Methane Challenge
What’s new in E-GGRT for RY2023

• New submission workflow – optional preparer to submitter routing for Agents / ADRs
• New Reporting Forms (Office365 compatible)
• Expanded Subpart OO form pre-population from the HFC phasedown program for Import / Export Reporter
Registration Overview (GHGRP)

1. USER REGISTRATION
   Enter basic info to become an e-GGRT user

2. Pt 98 FACILITY AND SUPPLIER REGISTRATION / MAINTENANCE

3. APPOINT or CHANGE DESIGNATED REPRESENTATIVE (DR) and, optionally ALTERNATE (ADR)

4. SET UP GHGRP AGENT(S)

EPA APPROVES Electronic Signature Agreement (ESA)

3B. SIGN AND SUBMIT Certificate of Representation (COR)

4B. SIGN AND SUBMIT Notice of Delegation (NOD)

New e-GGRT Users
As a new e-GGRT user you will start at the e-GGRT login page:
https://ghgreporting.epa.gov

Context sensitive help on every page

If you have a Central Data Exchange (CDX) account then log in with your credentials here

Otherwise, click the Create your e-GGRT Account link
Preparing to Register

- e-GGRT User Registration requires
  - An Electronic Signature Agreement (ESA)
    - Option 1: Electronic ESA issued via Lexis/Nexis ID service
    - Option 2: Paper ESA, fill-print-sign-mail (Please allow up to 14 days for delivery and EPA processing)
  - Creation of Username/Password credentials
  - Responses to 5 challenge questions (used for report submission)
  - Information you will need includes:
    - Name
    - Mailing address, Phone Number
    - Email address
    - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password
    - Personal Identifying Information if you use ESA Option 1 (electronic)

- Help available at: [www.ccdsupport.com/confluence/display/help/Registration+Instructions](http://www.ccdsupport.com/confluence/display/help/Registration+Instructions)
e-GGRT User Registration Overview

- **COMPLETE e-GGRT USER PROFILE**
- **Lexis-Nexis Identity Verification**
- **Provide CHALLENGE question responses (unless previously established)**
- **Print, Sign and Mail PAPER ESA (if identity verification unsuccessful)**
- **e-Signature (if identity verification successful)**
- **EPA Reviews and Approves Paper ESA (allow 14 days)**
- **Summary / Confirmation (success !)**

*(optional) PAPER ESA Workflow*
User Registration – Electronic Signature Agreement (ESA)

- Provide your data, verify your identity, and e-sign

- If LexisNexis verification fails for you print your ESA, sign it, and mail it in

For more information visit: https://ccdsupport.com/confluence/display/help/Electronic+Signature+Agreement
Once EPA approves your ESA you can log in to e-GGRT

The e-GGRT home page has 4 tabs:

1. Home - lists your facilities and where you accept nominations to access facility data
2. Facility Registration - where you set up new e-GGRT facilities
3. Facility Management - where you access / update facility profiles and manage user roles*
4. Data Reporting - where you access facility reporting records, enter reporting data, and make reporting submissions*

For more information visit:
[https://ccdsupport.com/confluence/display/help/About+e-GGRT+Home](https://ccdsupport.com/confluence/display/help/About+e-GGRT+Home)

* This tab will only be provided when you have access to one or more facility
DRs, ADRs, and Agents

Users can have 1 of 3 roles at an e-GGRT Part 98 facility:

1. Designated Representative (DR)
2. Alternate Designated Representative (ADR)
3. Agent

To become a DR, ADR, or Agent for a facility you must:

1. be nominated,
2. be approved by EPA,
3. sign a certificate of representation (DRs or ADRs) or Notice of Delegation (Agents)

For more information visit:
https://ccdsupport.com/confluence/display/help/Appointing+the+DR%2C+ADR%2C+and+Agents or
https://ccdsupport.com/confluence/display/help/Changing+DR+and+ADR
Adding Users to an Existing Facility

- DR, ADR, or Agents can nominate a new DR
- DR can nominate an ADR
- Only a DR or ADR can nominate / delegate to an agent
Adding Users to an Existing Facility: Using Your Invitation Code

• Once your nomination is approved by EPA you will receive an invitation code by e-mail
• Log into e-GGRT and paste the invitation code into the ‘Accept An Invitation’ box on the e-GGRT Home page, and click ‘Go’
• Accept your role, e-Sign your agreements, and you will gain access to your facility

For more information visit: https://ccdsupport.com/confluence/display/help/About+e-GGRT+Home#Aboute-GGRTHome-AcceptanInvitation
Setting up a New Facility

- If you have a question please contact the Help Desk
  https://ccdsupport.com/confluence/display/help/Contact+the+e-GGRT+Help+Desk
Entering Your Emissions

- Click on the Data Reporting tab

---

**ANNUAL GHG DATA REPORTING**

Use this page to access the annual reports for each of your facility(s) and supplier(s).

The page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and clicking 'GO'.

**FACILITIES EXPECTED TO REPORT for 2023**

<table>
<thead>
<tr>
<th>GHGRP ID</th>
<th>Facility or Supplier</th>
<th>Annual Reporting Status</th>
<th>Open EPA Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>529417</td>
<td>MHReporter Test MultiSubpart 2 (Rivervale, NJ)</td>
<td>Not generated</td>
<td>View Issue</td>
</tr>
<tr>
<td>537757</td>
<td>Test Facility MLH Production Test 420 Fort Worth Syndline (Sanitary, TX)</td>
<td>Not generated</td>
<td>none</td>
</tr>
<tr>
<td>544405</td>
<td>MLH Test Facility (Olde Tine, WA)</td>
<td>Not generated</td>
<td>none</td>
</tr>
<tr>
<td>544406</td>
<td>Foghorn Test Facility (Washington, DC)</td>
<td>Not generated</td>
<td>none</td>
</tr>
<tr>
<td>567521</td>
<td>Test Facility 2 for User (Carlstown, CA)</td>
<td>Not generated</td>
<td>none</td>
</tr>
</tbody>
</table>

**FACILITIES NOT EXPECTED TO REPORT for 2023**

<table>
<thead>
<tr>
<th>GHGRP ID</th>
<th>Facility or Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>No facilities found</strong></td>
</tr>
</tbody>
</table>

1 If EPA's expectation is incorrect for any facility, use the blue OPEN button to access its Facility or Supplier Overview screen; then see the ANNUAL REPORT IS or IS NOT EXPECTED section for more information about changing the Facility or Supplier's reporting status.
Current Reporting Year or Back Years

• Select the reporting year and click “Go”
Select the Facility

- Click ‘Open’ next to the facility of interest

### e-GGRT Greenhouse Gas Data Reporting (2023)

**Select Facility**

**ANNUAL GHG DATA REPORTING**

Use this page to access the annual reports for each of your facility(s) and supplier(s).

The page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and clicking GO.

**REPORTING YEAR**

2023

#### FACILITIES EXPECTED TO REPORT for 2023[^1]

<table>
<thead>
<tr>
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</tr>
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<td>537757</td>
<td>Test Facility MLH Production Test 420 Fort Worth Syncline (Santruary, TX)</td>
<td>Not generated</td>
<td>none</td>
</tr>
<tr>
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<td>MLH Test Facility (Olde Tine, WA)</td>
<td>Not generated</td>
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<td>none</td>
</tr>
</tbody>
</table>

#### FACILITIES NOT EXPECTED TO REPORT for 2023[^1]

<table>
<thead>
<tr>
<th>GHGRP ID</th>
<th>Facility or Supplier</th>
<th>Reason for Not Reporting</th>
<th>Open EPA Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[^1]: If EPA’s expectation is incorrect for any facility, use the blue OPEN button to access its Facility or Supplier Overview screen; then see the ANNUAL REPORT IS OR IS NOT EXPECTED section for more information about changing the Facility or Supplier’s reporting status.
Webform vs XML Submission

- e-GGRT accepts submissions prepared using application pages (webforms and XLS-based Reporting Forms) or submission as an XML package. Approximately 10% of reporters use the XML method.
- e-GGRT’s default is webforms. To do an XML submission, click ‘Change’ on the Facility Overview page and upload your xml file.

Please note that changing to the XML reporting method will delete any data previously entered for the reporting year.

For more information on XML reporting visit: https://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions
A reporting facility may discontinue Part 98 reporting under certain conditions.

For more information visit: https://ccdsupport.com/confluence/display/help/Notification+to+Discontinue+Reporting+and+Notification+for+Not+Submitting+an+Annual+Report

YOUR REPORTING YEAR 2022 STATUS

EPA is expecting an annual report for 2022 from this facility.

- Notify EPA that this facility or supplier will not submit a Reporting Year 2022 annual report.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2022

If this facility or supplier will not submit a report to EPA this year, you are required to notify EPA by selecting the appropriate reason.

- Cessation of operations: All applicable GHG-emitting processes and operations ceased to operate in the 2021 calendar year.

NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2023

If this facility or supplier will not submit a report next year, you are required to notify EPA by selecting the appropriate reason.

- Cessation of operations: All applicable GHG-emitting processes and operations ceased to operate in the 2022 calendar year.
- Change of operations: All applicable operations of the facility or supplier changed in 2022 and the processes or operations no longer meet the definition of the source category as specified in an applicable subpart.
- Facility has merged: The entire facility or supplier is merged into another facility or supplier that already reports to the GHGRP.
- Exiting the program: The facility or supplier has reported below 15,000 metric tons (mt) CO2e/year for 3 consecutive years or below 25,000 mt CO2e/year for 5 consecutive years in 2022.

Related FAQs
Input Verifier Tools

- Some subparts* hold certain calculations inputs private by using the Input Verifier Tool (IVT)
- After you enter inputs you will be asked to save your inputs on your local computer. Each time you reopen e-GGRT you will need to re-load your saved inputs using this inputs file
- These input are used by e-GGRT to verify data but not submitted to EPA

For subpart C you have the option of using IVT or reporting your inputs in many cases

For more information see: [https://ccdsupport.com/confluence/display/help/About+the+Inputs+Verifier+Tool](https://ccdsupport.com/confluence/display/help/About+the+Inputs+Verifier+Tool)

e-GGRT Webforms vs Reporting Forms

• Depending on the subpart you are reporting e-GGRT will collect data:
  – using traditional web pages – we call these webforms
  – using excel based forms which can be loaded offline and uploaded and read by e-GGRT – we call these Reporting Forms

• We will review these processes using a facility that reports Subpart C (Stationary Combustion) via webforms and Subpart W (Petroleum and Natural Gas Systems) via reporting forms

Download reporting forms at: https://ccdsupport.com/confluence/display/help/Reporting+Form+Instructions
Reporting with e-GGRT Webforms

• When you click the Data Reporting Tab, and click on a facility. You will start on the Facility Overview. This page is your starting point for reporting.
• This page has a lot of capabilities and information. For more detail on the features available visit: https://ccdsupport.com/confluence/display/help/Using+the+Facility+or+Supplier+Overview+Page
e-GGRT Webforms: Subpart A

- All facilities must include Subpart A
- NAICS codes, Parent Company, Reporting Dates, and Methodology change explanation
- No significant changes to Subpart A
• Starting with a simple Subpart C example
  – This is an example of a facility that had reported in RY2022. Units and fuels have been carried over
• Start by clicking on “Open” next to Subpart C

Stop signs indicate that a subpart has at least one critical error preventing submission. In this case we haven’t provided any data yet and e-GGRT thinks that’s a critical error 😊 We will discuss validation messages later in the presentation.
e-GGRT Webforms: Subpart C

- Each subpart has a subpart landing page customized to that subpart’s requirements
- The subpart C landing page is shown below

For more information visit: https://ccdsupport.com/confluence/display/help/Subpart+C+-+General+Stationary+Fuel+Combustion+Sources
This facility has two Subpart C units: a coal boiler and comfort heating units burning natural gas.

These units and fuels have been carried over from RY2022 so we just need to add the RY2023 emissions inputs.

Start by clicking ‘Open’ next to each configuration.
E-GGRT will lead through each of the required data items

As you enter data your totals in the calculator panel will update
**e-GGRT Webforms: Subpart C**

- If you disagree with e-GGRT’s calculations, you can enter / report alternate values
- After entering your data, click ‘Save’

- Continue work through each of the data entry screens until each of your units are complete
Let’s take a look at a reporting form subpart.

Subpart W is the most commonly used reporting form.

Start by downloading the Excel reporting form.

Download reporting forms at:
https://ccdsupport.com/confluence/display/help/Reporting+Form+Instructions
Excel Reporting Form Example

• Reporting Forms are formatted, dynamic excel workbooks
• Fill in data in the blue spaces. Cells will enable or disable depending on the data you enter

New for RY2023: reporting forms no longer use radio buttons
• Radio button are not compatible with Office 365 so we have switched to select boxes
• The older forms with radio button are still accepted
Excel Reporting Form Example

- Depending on your selections certain tables will be enabled (blue) or disabled (black) as shown below
- For more help on the Subpart W reporting forms and requirements visit: https://ccdsupport.com/confluence/display/help/Subpart+W+-Petroleum+and+Natural+Gas+Systems
Excel Reporting Form Example

- Once you complete your form, go back to e-GGRT and upload the form.

- e-GGRT will read the data out of your reporting form.

- If you have errors, e-GGRT will report these issues back to you as validation messages.
In 2022 EPA initiated a program to phase down production and consumption of certain HFCs in the United States by using an HFC allowance allocation and trading program (CFR Part 84).

Companies report their HFC import and exports on a Quarterly basis.

EPA has provided a feature which aggregates these quarterly reports and pre-populates the corresponding Subpart OO form.

For RY2023 EPA has expanded this feature to include more data, including transformation and destruction.

https://ccdsupport.com/confluence/display/help/Part+98+Reporting+Using+Importer+and+Exporter+Data+Pre-populated+from+HAWK
Validation

• e-GGRT is set up to identify potential issues with your data as early as possible
• We try to give you all the feedback you need to get your data right prior to submission
• Validation messages include screen errors, critical errors, data quality messages, post-generation messages
Screen Errors

• Screen errors are associated with data elements required by e-GGRT to continue data entry
• When a screen error occurs it must be corrected before the data on that page can be saved
• On a webform the error message will appear on the page in yellow

SCREEN ERRORS (fix or click CANCEL)

The maximum rated heat input capacity of an individual unit, or the highest maximum rated heat input capacity of any unit in the group (aggregation), or the highest maximum rated heat input capacity of any unit served by the common pipe. This data element is required.

• For a reporting form the error message will appear in yellow and prevent the successful upload of the reporting form to e-GGRT
Validations

- e-GGRT will remind you if you have forgotten something or if your data is outside the expect range
- Click on the ‘View Validation’ link to see the messages
Critical Errors and Data Quality Errors

- Validation message can reflect data quality issues – as below. You may submit you reporting without correcting these type of messages
- Some validations must be corrected before you can submit. These critical validations, noted with the stop sign, usually reflect incomplete items or impossible values
- Click on the validation messages links. e-GGRT will open the page where this data can be corrected
Here is an example of a Subpart W validation message.

### Subpart W: Petroleum and Natural Gas Systems (2023)

#### SUBPART VALIDATION REPORT

This report contains a complete set of validation messages at the subpart level. Clicking the message text will redirect you to the screen that contains the field that generated the validation message.

#### FACILITY LEVEL VALIDATION MESSAGES

<table>
<thead>
<tr>
<th>Validation Type</th>
<th>ID</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No facility-level validation messages found.</td>
</tr>
</tbody>
</table>

#### FILE LEVEL VALIDATION MESSAGES

<table>
<thead>
<tr>
<th>Validation Type</th>
<th>ID</th>
<th>Details</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Quality</td>
<td>W9400V3</td>
<td>Object Type: (d) Acid Gas Removal Units - AcidGasRemovalData</td>
<td>The sum of the reported feed rates for all AGR units in Table D.1 is greater than the total reported quantity of gas received by the facility in Table AA.9. Please check that the feed rates in Table D.1 are in million cubic feet per year and the quantity in Table AA.9 is in thousand standard cubic feet per year. If this is an error, please correct the values. If the values are correct, please submit the values as is.</td>
</tr>
</tbody>
</table>

← Subpart Overview
Validation Messages

• If you believe a data quality validation message is incorrect and your data is correct you may submit with those messages present
• If you are unable to clear a validation message and believe e-GGRT is making an error please contact the GHGRP Help Desk: https://ccdsupport.com/confluence/display/help/GHGRP+Help+Desk+Contact+Information

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

• Generate a Submission Package on the Facility Overview Page
• Click the “Go” button, e-GGRT will generate a submission package for your review

1) GHG DATA REPORTING
Select appropriate subparts and complete data entry. Data Entry Validation Messages will ensure you have provided all required data and avoided common data entry mistakes.

<table>
<thead>
<tr>
<th>2019 Reporting Source or Supplier Category</th>
<th>Validation Messages?</th>
<th>Subpart Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subpart A—General Information</td>
<td>View Messages</td>
<td>OPEN</td>
</tr>
<tr>
<td>Subpart C—General Stationary Fuel Combustion Sources</td>
<td>View Messages</td>
<td>OPEN</td>
</tr>
<tr>
<td>Subpart W—Petroleum and Natural Gas Systems</td>
<td>None</td>
<td>OPEN</td>
</tr>
</tbody>
</table>

ADD or REMOVE Subparts

2) FINAL REVIEW and REPORT SUBMISSION
When all subparts are completed and Data Entry Validation Messages addressed to your satisfaction, you will be ready to perform a final verification review and submit an Annual Report.
Post Generation Messages

- Some validation checks compare data between subparts or between reporting years.
- These checks can only be run once data entry is complete. So you will see the results of these checks after you click ‘Go’ to generate a submission package.
- In this example C568 and W0017V3 are post-gen validation messages.

<table>
<thead>
<tr>
<th>Report</th>
<th>Status</th>
<th>Last Final Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Annual Report v1</td>
<td>Ready for review</td>
<td>02/20/2020 5:32:47 AM</td>
</tr>
</tbody>
</table>

REPORT GENERATION AND FINAL REVIEW RESULTS

e-GGRT has successfully generated a version of your annual report and performed a final verification review. The final review identified the following potential errors:

<table>
<thead>
<tr>
<th>Subpart</th>
<th>ID</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>C568</td>
<td>The type of fuel that was submitted Bituminous for the unit Boiler 1 should not be reported using the Tier 2 method because the maximum rated heat input capacity for this unit is greater than [250] million Btu per hour and the fuel appears to provide greater than 10% of the annual heat input to the unit. If this is indeed a substantive error, please correct the value and submit your report. If you believe it to be correct, please submit the value as is.</td>
</tr>
<tr>
<td>W</td>
<td>W0017V3</td>
<td>A direct emitter subpart (Table A-3, Subpart C, or Subpart U) was reported in addition to the Onshore petroleum and natural gas gathering and boosting [98.230(a)(9)] industry segment. The facility definitions in Subpart W and 98.6 are exclusive so this event is unexpected.</td>
</tr>
</tbody>
</table>

If you return to the data reporting screens to make changes, those changes will not be reflected in your Annual Report or Verification Summary until you return to this page and your report is generated and another final review is performed.

Click the CONTINUE with SUBMISSION button to proceed to the remaining steps of report review and certification. Or, click the Return to FACILITY OVERVIEW button to return to the Facility Overview screen.
Explaining Issues that Can’t be Resolved

• Before you submit you will have an opportunity to provide an explanation or comment regarding each of your remaining validation messages

• While these comments are optional, providing comments may help you avoid questions from EPA
Final Review of your Submission

• After generating your submission package, you will have an opportunity to review the package
• On the Submission Review page you can view or print reports, review validation messages, and view your trend report
• After you click ‘Continue with Submission’ you will have an opportunity to comment on your validation messages
• For more information visit: https://ccdsupport.com/confluence/display/help/How+to+Submit+an+Annual+Report
CBI vs Non-CBI

- Certain reported data elements are considered to potentially include Confidential Business Information (CBI)
- EPA does not release CBI data to the public; rather we redact CBI in our public data releases
- For more information see: https://www.epa.gov/ghgreporting/confidential-business-information-ghg-reporting
Certify and Submit

- New feature: you can ask another representative or agent to sign and submit your reporting.
Certify and Submit

**e-GGRT Greenhouse Gas Annual Report Submission (2023)**

Select Facility » Facility Overview » Certify and Send

**CERTIFY AND SUBMIT**
Your electronic signature is required to submit the facility or suppliers annual report to EPA. Please review the information below, enter your password, then answer when prompted your challenge question.

**FACILITY INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Time</td>
<td>Mon Feb 17 15:36:23 EST 2023</td>
</tr>
<tr>
<td>Facility Name</td>
<td>Buckingham Energy</td>
</tr>
<tr>
<td>Address</td>
<td>36 N Penfield St, Arlington VA 22203</td>
</tr>
<tr>
<td>Owners and Operators</td>
<td>Chemours</td>
</tr>
<tr>
<td>Reporting Year</td>
<td>2019</td>
</tr>
</tbody>
</table>

**CERTIFICATION STATEMENT**

I am authorized to make this supplier, as applicable, for which I personally examined, and all its attachments. I am responsible for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

[By clicking "ACCEPT" I am agreeing to the above certification statement]
Confirmation e-mail

- After signing your submission certification you will receive a confirmation e-mail

A Notice from EPA's Electronic Greenhouse Gas Reporting Tool (e-GGRT)

The 2019 GHG annual report for the following facility or supplier has been submitted, certified and sent to EPA.

Reporting Year: 2019
Submission Number: 1
Confirmation Code: 3637-19481
GHG Facility ID: 525642
Buckingham Energy
36 N Penfield St
Arlington, VA 22203

Designated Representative: Huppert, M

Alternate Designated Representative:

The report was submitted by Huppert, M on Mon Feb 17 15:35:38 EST 2020.

You may submit revisions to your GHG annual report if there is a need to update your GHG data.

If you believe you received this message in error, or have questions, please contact the Help Desk at test@ccdsupport.com, or by calling 111-111-1111, Monday through Friday during regular business hours.

This email sent from the RV2019 TEST environment (https://ghg-test.saic.com/ghg)
20042 (template id)
59144 (email id)
Verification

- EPA reviews reports and identifies potential data quality errors
- EPA may contact you through e-GGRT, using the EPA Correspondence Folder, and ask you to explain or resolve potential errors in your report
- Correspondence Issues are typically initiated in early May
- You will be notified via email if a potential error is identified in your report
Correspondence Issues Messages and Response

- From the Home tab or Facility Management tab click on the ‘EPA Correspondence Folder’
Correspondence Issue Messaging and Response

- Click on the issue number to view your message
Correspondence Issue Messaging and Response

- There is an initial 45 day period to resolve the potential errors described in the Correspondence Issue.
- The Correspondence Folder provides you a CBI-secure way to communicate with EPA regarding the potential errors.
- If actual errors exist, you may need to correct, resubmit and certify your annual report in order to resolve the Correspondence Issue.
Data Release

www.epa.gov/ghgreporting/ghgrp-reported-data
Find and Use GHGRP Data

The Greenhouse Gas Reporting Program (GHGRP) releases reported greenhouse gas emissions data annually. The most recent reporting year that is publicly available is 2022 data. GHGRP also produces resources like tools, profiles, fact sheets, and more on specific topics of interest to help the public use and derive value from the greenhouse gas reporting data.

Find GHGRP data products using the options below.

Alternatively, use the left menu to browse webpages on various topics.

I want to view:
- 2022 national data summaries (most recent reporting year)
- Sector summaries
- State and tribal summaries
- Data downloads
- View all GHGRP data products

www.epa.gov/ghgreporting/data-sets
Questions?

e-GGRT:

https://ghgreporting.epa.gov/

GHG Reporting Program (GHGRP) Help Desk:

Website: https://ccdsupport.com
Email: GHGreporting@epa.gov
Web: www.epa.gov/ghgreporting/forms/contact-us-about-ghg-reporting

Telephone:
1-877-444-1188 (toll free)
1-703-676-4400 (outside U.S.)

Webinar materials will be posted in the coming weeks:
www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting

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