Hello, and welcome to the e-GGRT training webinar on using EPA's electronic Greenhouse Gas Reporting Tool to report GHG Data for Subpart OO.

This training is provided by EPA solely for informational purposes. It does not provide legal advice, have legally binding effect, or expressly or implicitly create, expand, or limit any legal rights, obligations, responsibilities, expectations, or benefits in regard to any person.

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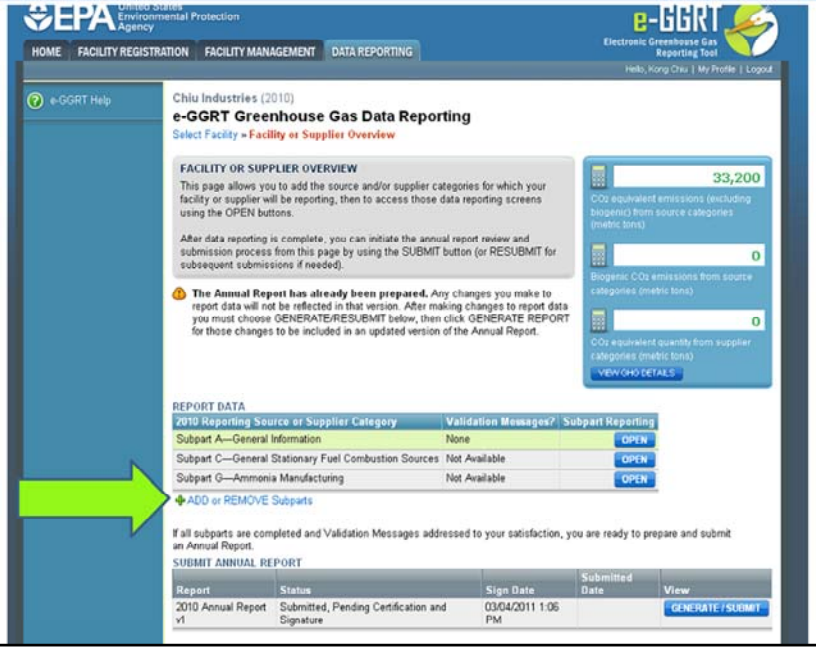
Webinar Outline / Overview

- Subpart OO
  - Selecting a Subpart
  - Reporting Data
- For an overview of reporting GHG data via e-GGRT, please see the e-GGRT and Sandbox Testing Overview presentation at: http://www.epa.gov/ghgreporting/reporters/training/index.html

3

Adding Subparts



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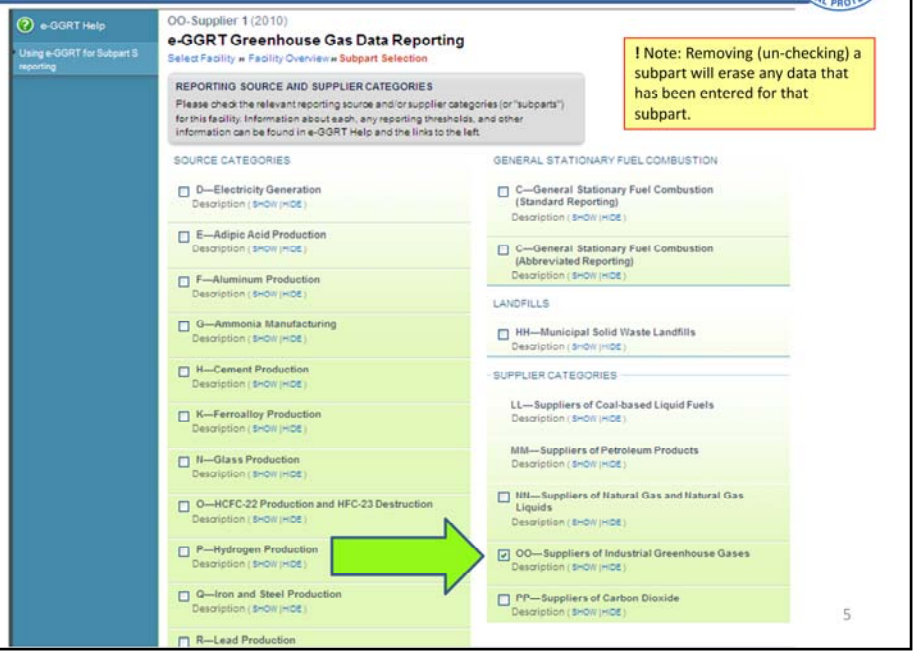
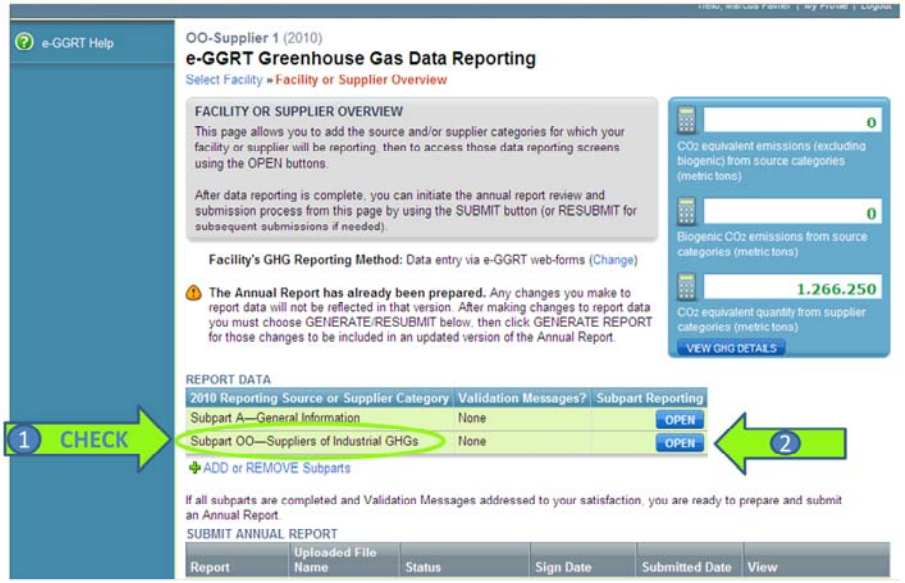
Adding Subpart: Subpart OO Selection



Adding Subpart OO- Suppliers of Industrial GHGs



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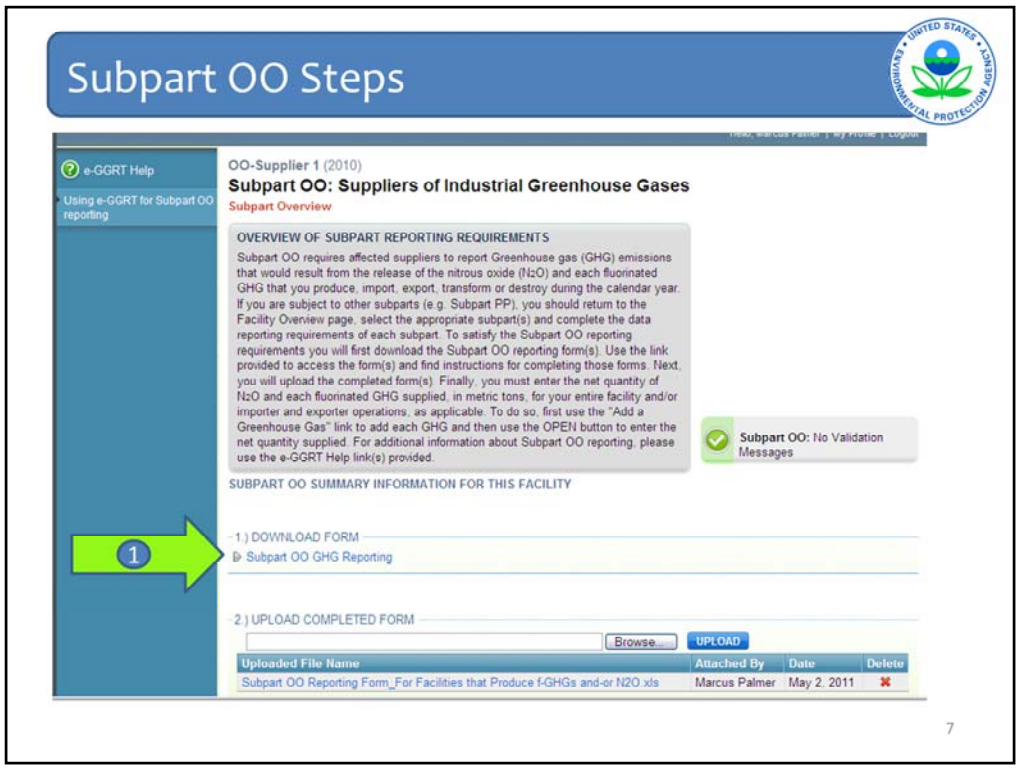
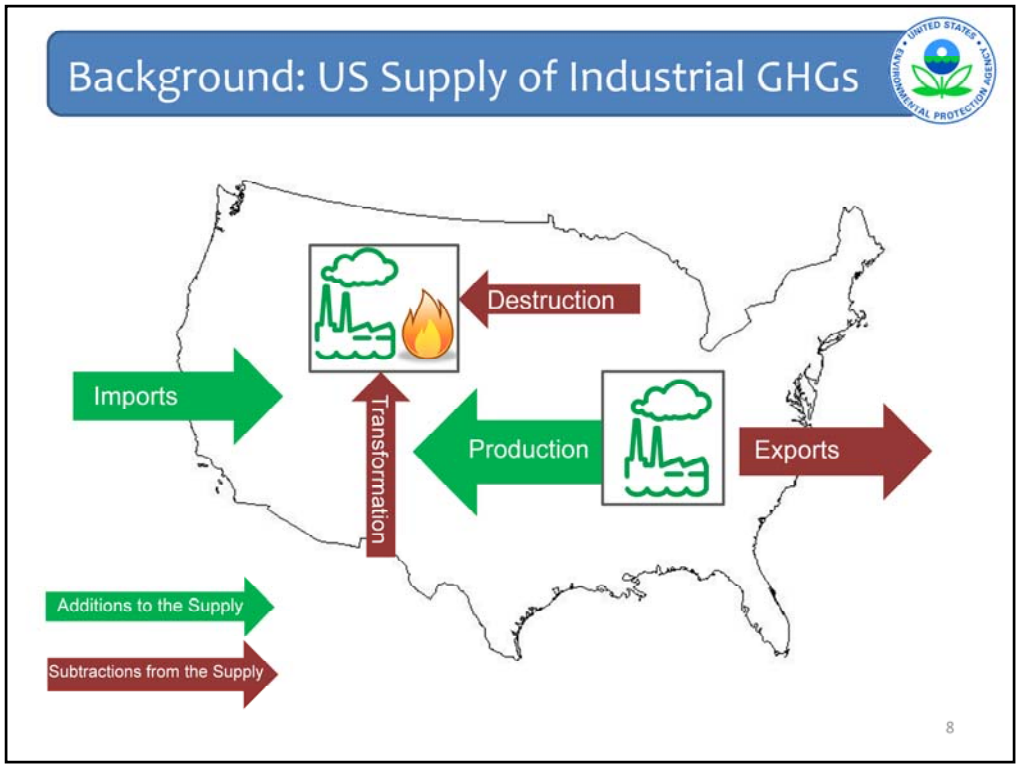


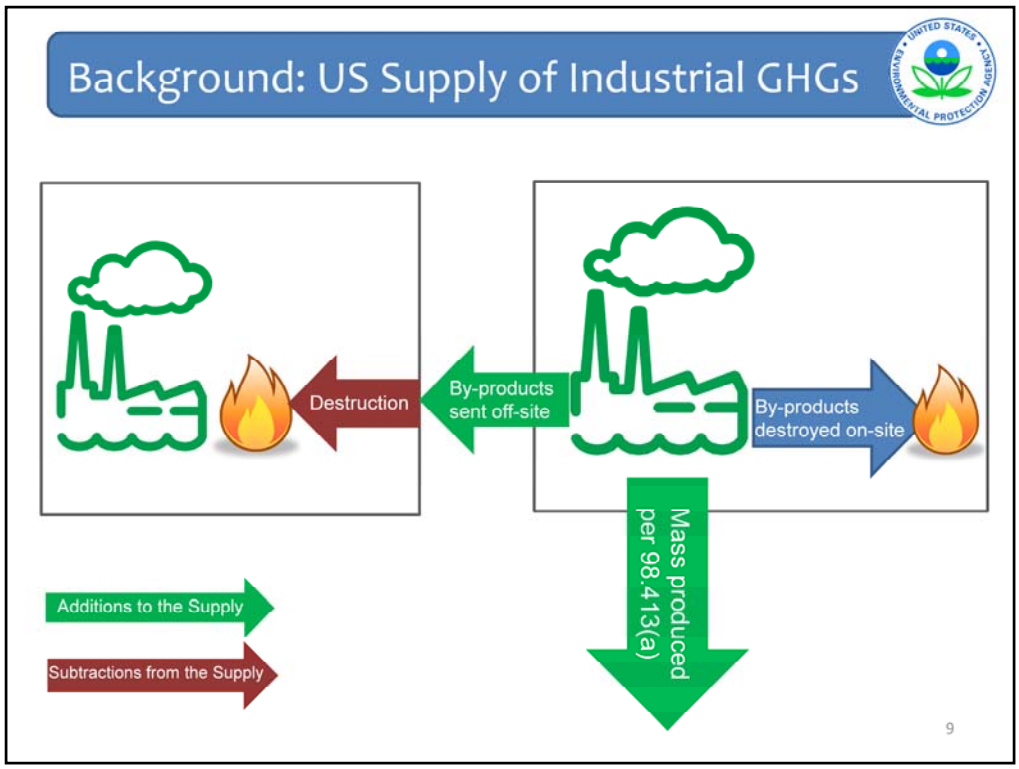
Subpart OO is one of the subparts that requires facilities to fill out EZ FORMS. In order to begin, you must first download the reporting forms here.

If you have a lot of information to put into the forms, you may want to exit from e-GGRT at this point. It will time you out after 15 minutes if you are not active in your account.



This slide provides an overview of additions to and subtractions from the US supply of industrial greenhouse gases. Industrial greenhouse gases include nitrous oxide and fluorinated GHGs.

Production and imports are additions to the supply. Exports, transformation, and destruction are subtractions.

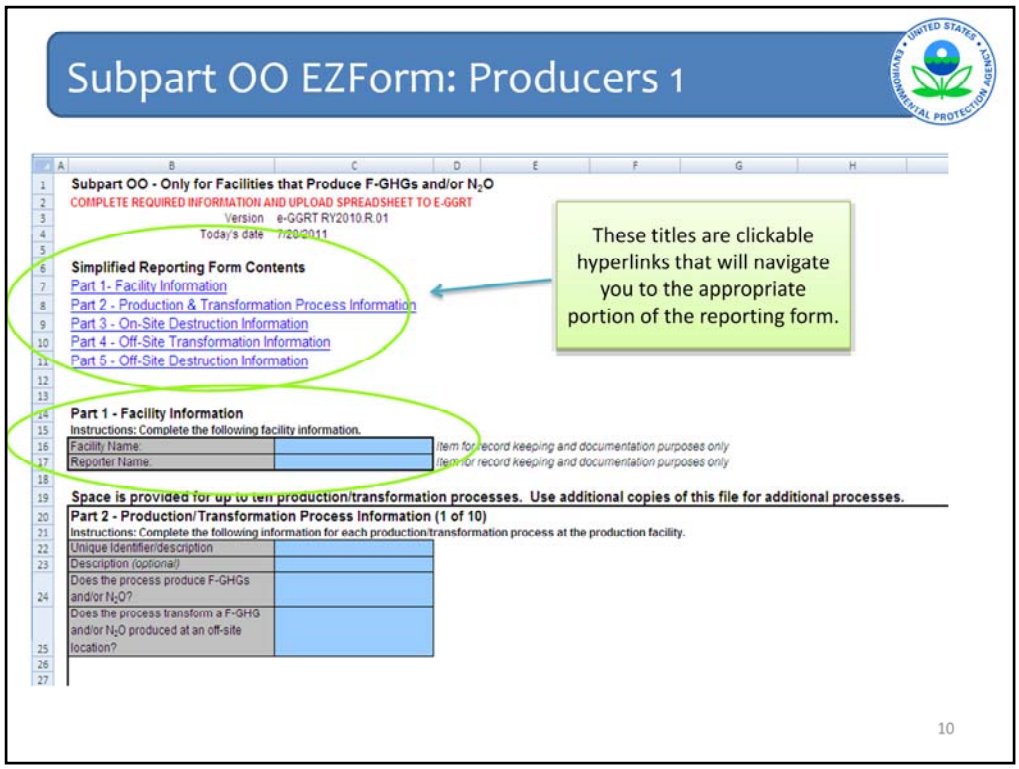


This slide provides more detail on additions and subtractions from the supply at the production facility level. It doesn't illustrate every situation, but it does illustrate some common ones.

Broadly speaking, subpart OO requires reporting of fluorinated GHGs that are created and sent off-site, or that are brought to a facility from off-site and transformed or destroyed.* Fluorinated GHGs can be created for different reasons. Some are made for particular end uses, such as refrigeration or semiconductor manufacture. These are considered part of the "mass produced" under paragraph 98.413(a) and are reported under subpart OO. Some fluorinated GHGs are made to be transformed into other chemicals. These are considered part of the "mass produced" and are reported under subpart OO IF they are sent to another facility for transformation. Other fluorinated GHGs are generated as by-products (for example during the production of another chemical) and are subsequently destroyed. These are reported under subpart OO IF they are sent to another facility for destruction, but they're reported separately from other production. They are represented by the "by-products sent off site" arrow. They're considered additions to the supply by the facility on the right, and subtractions from the supply by the facility on the left.

If fluorinated GHGs are produced and transformed, or generated and destroyed, at the same facility, they are not required to be reported under subpart OO. That's why the arrow for the by-products destroyed on-site is blue—they're not considered an addition to or subtraction from the U.S. supply of industrial GHGs.

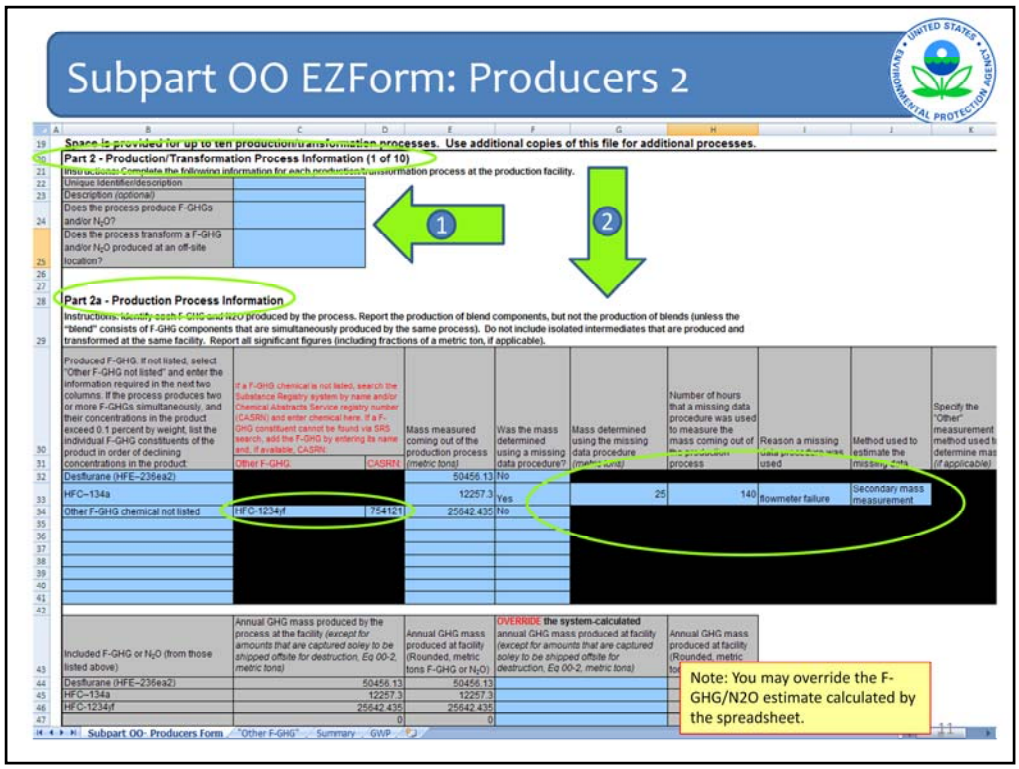
*One exception to this general rule would be a situation in which a facility produced a fluorinated GHG for an end-use, for example refrigeration, and then used that fluorinated GHG on site for that end-use. In this case, the fluorinated GHG would be considered to have been "produced" and would be reportable under subpart OO even if it never left the



There are two Subpart OO EZForms: one for production facilities and another for importers and exporters. Producers report at the facility level, while importers and exporters report at the corporate level.

For Producers, the "Subpart OO- Producers Form" tab has 5 parts.

- Part 1 requires the facility name and the name of the person filling out the report ("reporter name").
- Part 2 requires information on production and transformation processes that occur at your facility . There are 10 copies of this to allow facilities to enter production and transformation process information for up to 10 processes. If you need to report on more than 10 processes, then you must download additional EZForms to fill out.
- Part 3 addresses destruction that occurs at your facility.
- Parts 4 and 5 address the nitrous oxide and fluorinated GHGs that you send to other facilities for transformation or destruction. There are 5 copies of these parts to allow facilities to report transformation and destruction facility information for up to 5 transformation and 5 destruction facilities for up to 20 chemicals each. Again, if you need to enter more chemicals or additional transformation or destruction facility information, you must download additional EZForms to fill out.



Once you have completed Part 1 with the facility and reporter name, you will fill out Part 2 below.

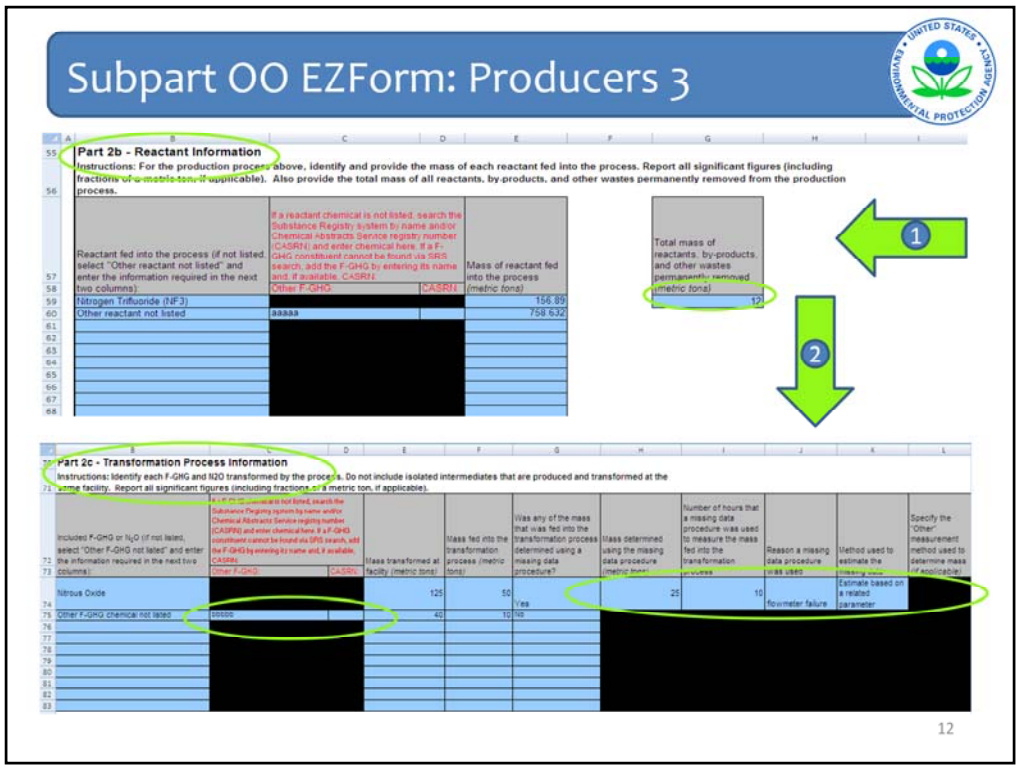
First enter a unique identifier for the production or transformation process for which you are reporting data. It may be helpful to put a description of the process in the second line under Part 2 for referencing in the future. Next, you will answer two yes/no questions to determine if the process you are reporting on is a transformation or production process.

In Part 2a, producers are required to enter each F-GHG or N2O produced by the uniquely identified process. It is important to note that EPA is interested in the production of blend components, not blends. This is to avoid any double-counting between the blends and their components, which may be made at different facilities. The one exception to this is where the "blend" consists of F-GHGs that are simultaneously produced by the same process. In this case, list the fluorinated GHGs in order of declining concentrations in the product.

If a chemical is not listed in the drop-down menu, you must provide the chemical's name and CAS number.

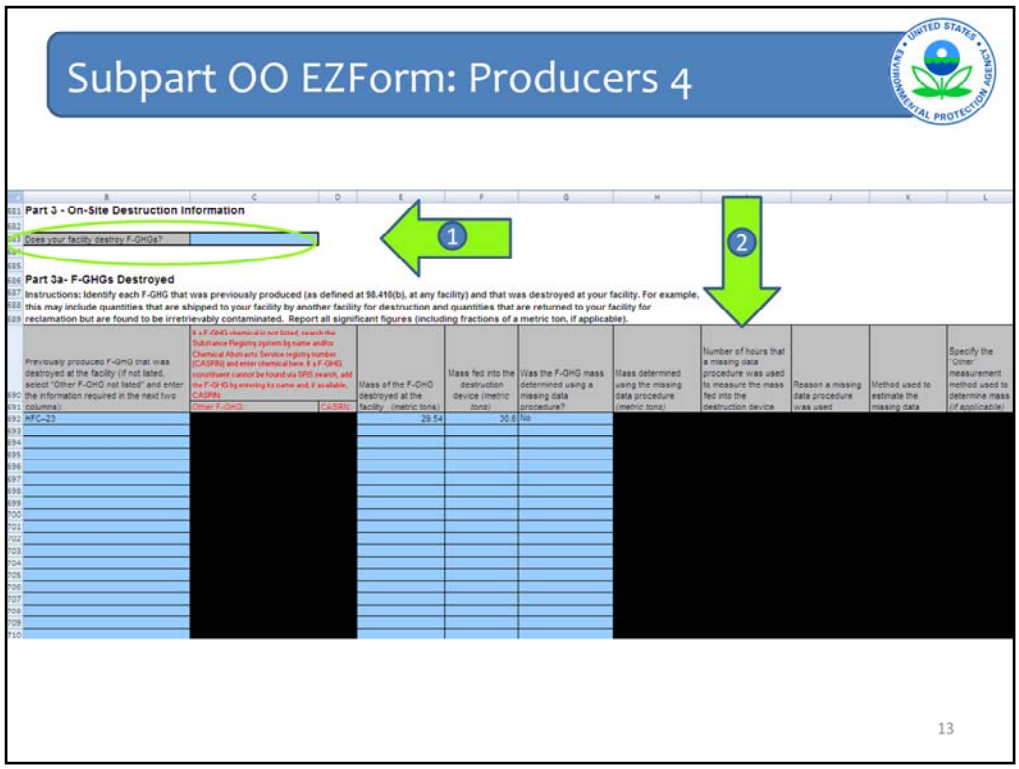
The mass of each chemical measured coming out of the production process must be entered along with information on whether the mass was estimated using missing data procedures. Please provide masses in metric tons. Provide all significant figures. In some cases, this may mean you will report fractions of a ton, such as tenths or hundredths.

For each chemical, you must also enter the amount of that chemical fed into the production process upstream of the production measurement. In some cases, this will be zero. However, it could include amounts of chemical that have been returned from the

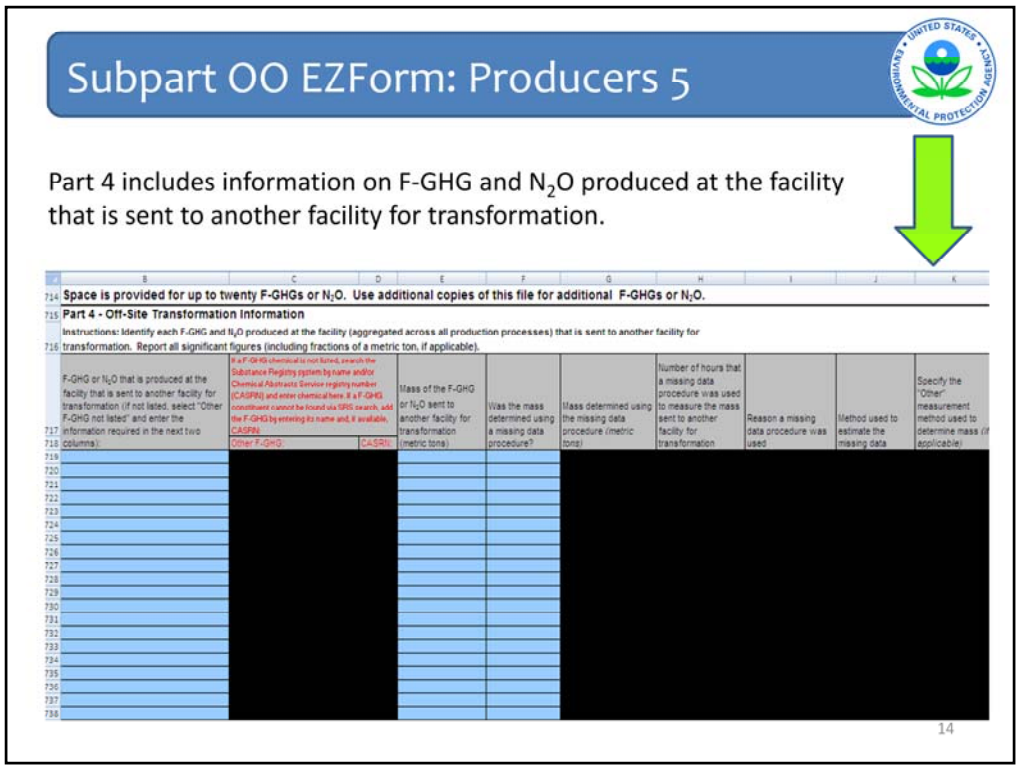


In Part 2b, producers must enter each reactant fed into the uniquely identified process. Again, if the chemical is not included in the drop-down list, you must select “other” and enter the chemical’s name and CAS number. The mass of reactant fed into the process is also required. In addition, the total mass of all reactants, by-products, and other waste permanently removed from the process must also be entered. As mentioned before, the entire Part 2 table is repeated in the sheet 10 times to allow entry of up to 10 production or transformation processes.

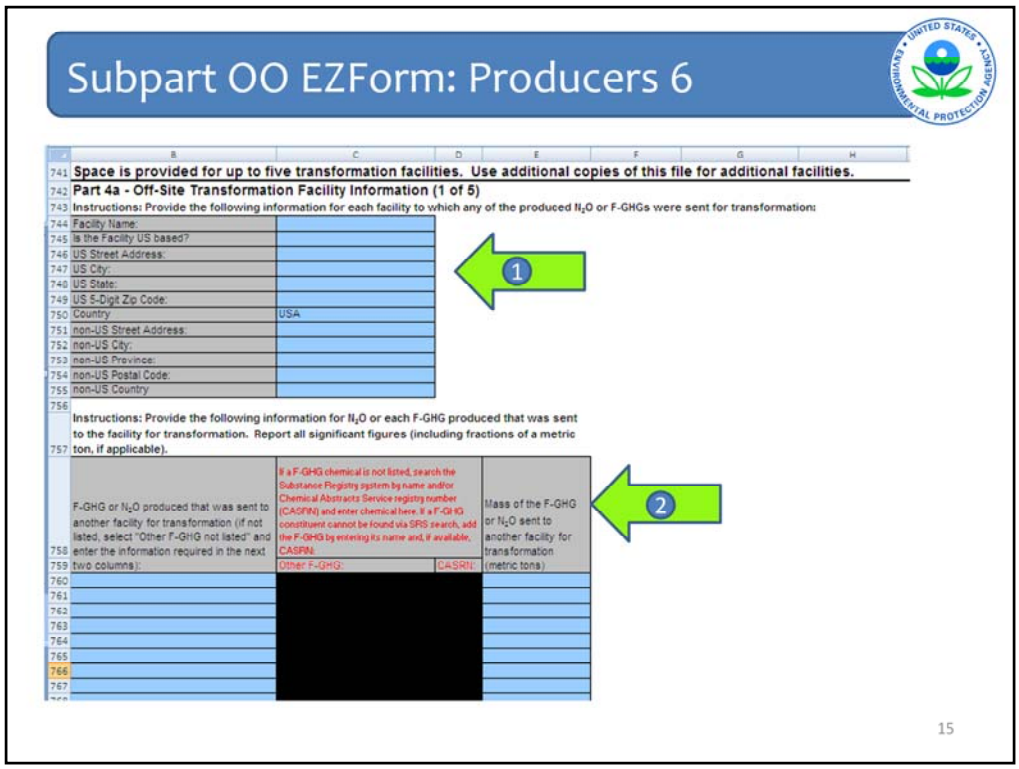
Similar to Part 2a, in Part 2c, producers are required to enter each F-GHG or N2O transformed by the uniquely identified process. If the chemical is not listed in the drop-down menu, you must include the chemical’s name and CAS number. In addition, the amount of mass transformed must be entered along with information on whether the mass was estimated using missing data procedures. As for production, please provide masses in metric tons and provide all significant figures, including fractions of tons, if applicable.



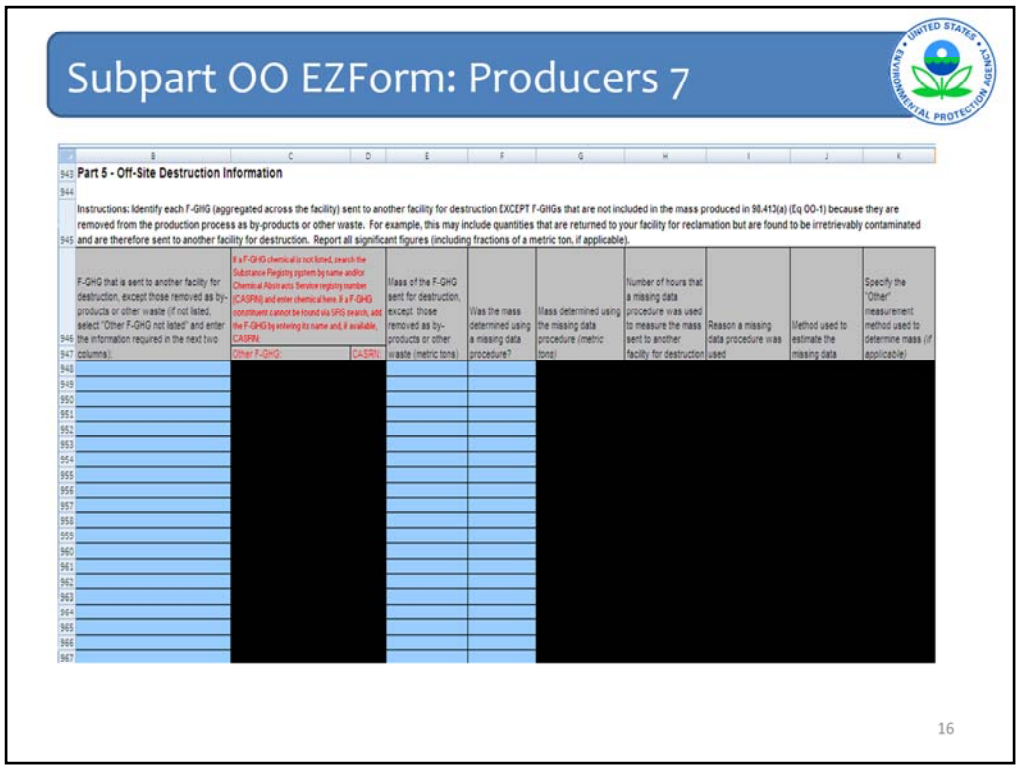
Under Part 3, producers indicate whether or not their facility destroys previously produced F-GHGs. This may include F-GHGs that are shipped to your facility by another facility for destruction or F-GHGs that are returned to your facility for reclamation but are found to be irretrievably contaminated. It does not include byproducts from an on-site production process that are destroyed without ever leaving your facility. If your facility does not destroy previously produced F-GHGs, you may move on to Part 4. If it does, you must fill out the Part 3a table indicating how much of each F-GHG was destroyed. Similar to other parts, if the F-GHG is not listed in the drop-down menu, its name and CAS number must be entered. The mass destroyed must also be entered. Again, if the amount was estimated using a missing data procedure, information on that method is required.



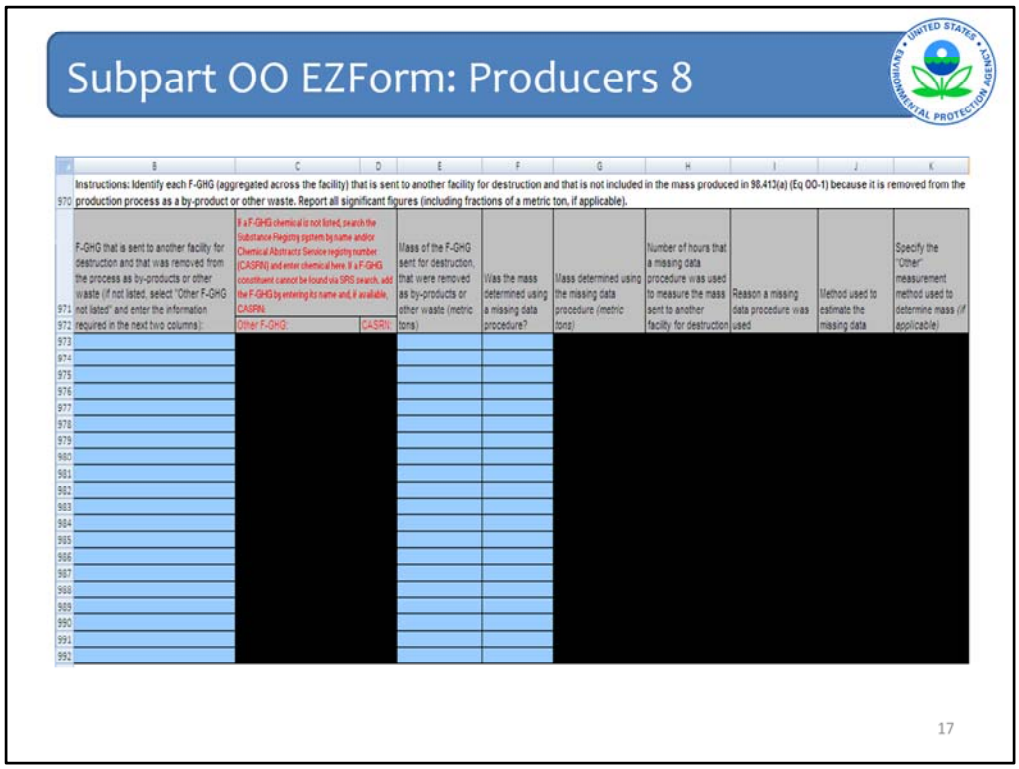
Producers fill out the names of each F-GHG or N2O that is produced at the facility and then sent to another facility for transformation in the Part 4 table. This information includes CAS numbers and names for “other” F-GHGs, the mass of chemical sent to another facility, and information on the missing data procedure used in the case where part of the mass was estimated using a missing data method.



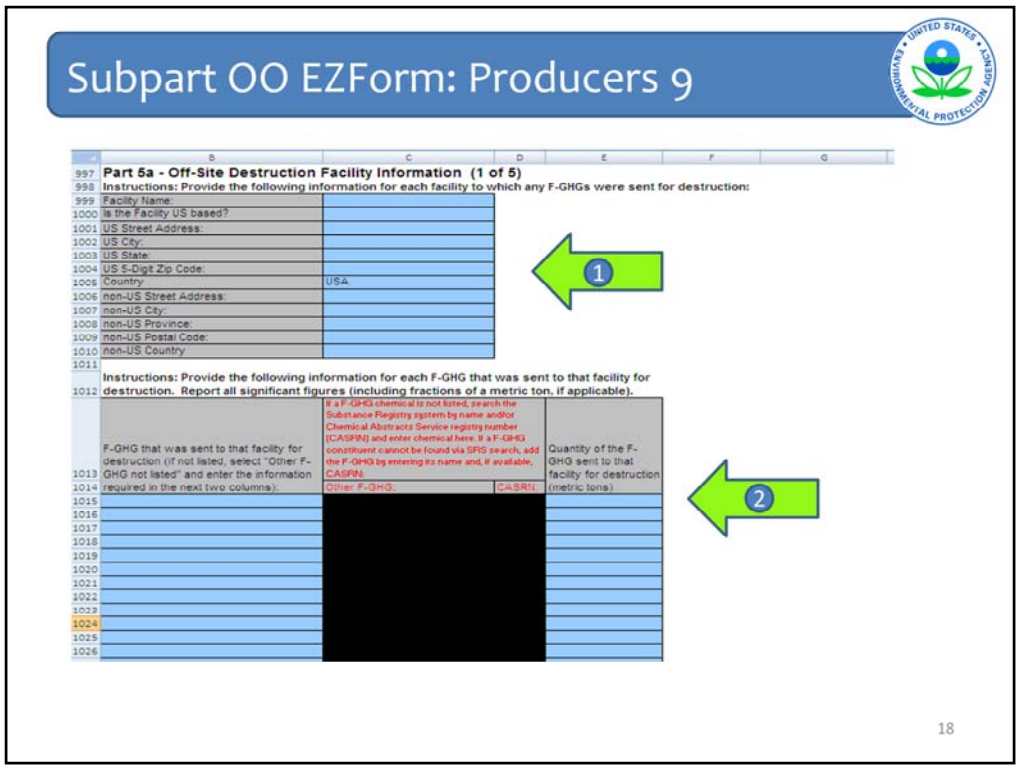
Part 4a includes information on the transformation facility identified previously in the Part 4 table. Detailed information on the address, which chemicals were sent there, and the quantities of each chemical are required. Again, if the chemical is not listed in the drop-down list, “Other” must be selected and the chemical’s name and CAS number must be entered manually. As mentioned previously, Part 4a has 5 sets of repeating tables to allow producers to enter information for up to 5 transformation facilities to which they have sent produced F-GHG. If additional tables are required, producers must download additional forms.



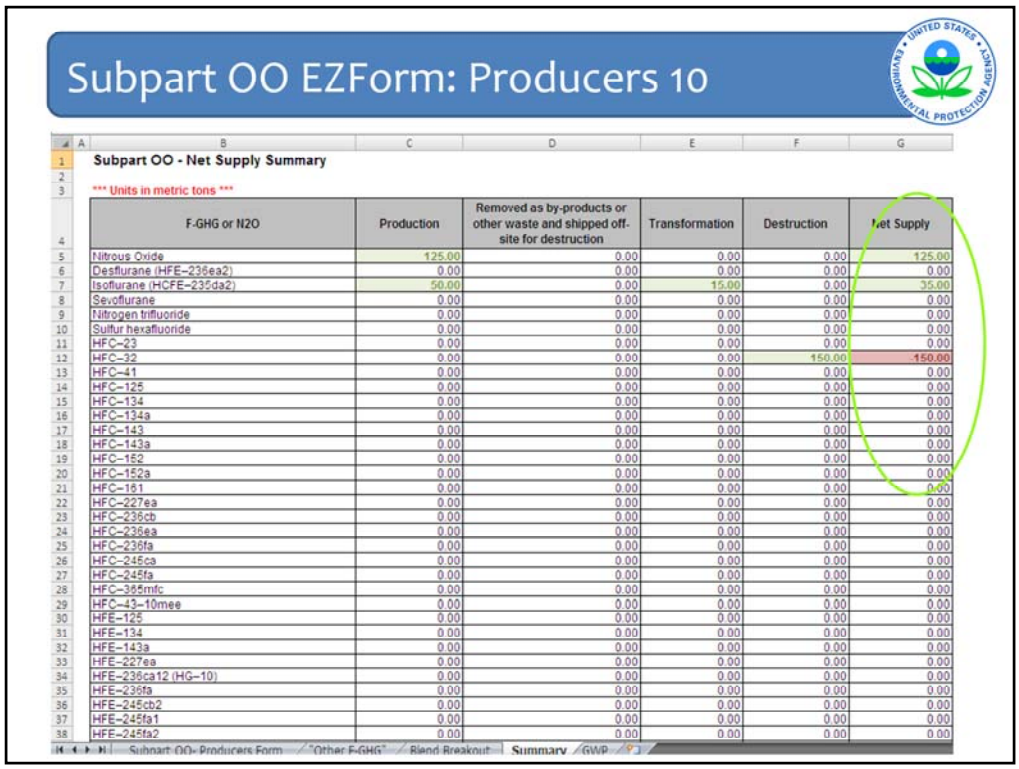
Part 5 relates to fluorinated GHGs that your facility sends to another facility for destruction. The first table requires producers to identify each F-GHG sent to another facility for destruction EXCEPT F-GHGs that are not included in the mass produced in 98.413(a) (Eq OO-1) because they are removed from the production process as by-products or other waste. This may include F-GHGs that are returned to your facility for reclamation but are found to be irretrievably contaminated. Again, the chemical name and CAS number are required for chemicals not included in the drop-down list, and information on missing data procedures is required in the case that a missing data procedure was used to estimate part of the mass reported in this table.



The second table has similar information requests but this time the producer is required to report the quantity of each F-GHG sent to another facility for destruction that is not included in the mass produced in 98.413(a) (Eq OO-1) because it is removed from the production process as a by-product or other waste. This may include F-GHG by-products from an on-site production process that are sent to another facility for destruction.



Part 5a is similar to part 4a in that it requires facility address information. Part 5a requires facility information for facilities to which the producer sent F-GHG for destruction. The first table requires the facility address, and the second table requires the chemical name and the quantity of F-GHG produced that was sent to the designated facility for destruction. The EZForm replicates the Part 5a tables to allow producers to enter up to 5 destruction facilities to which they have sent F-GHG for destruction.



Subpart OO - Net Supply Summary

*** Units in metric tons ***

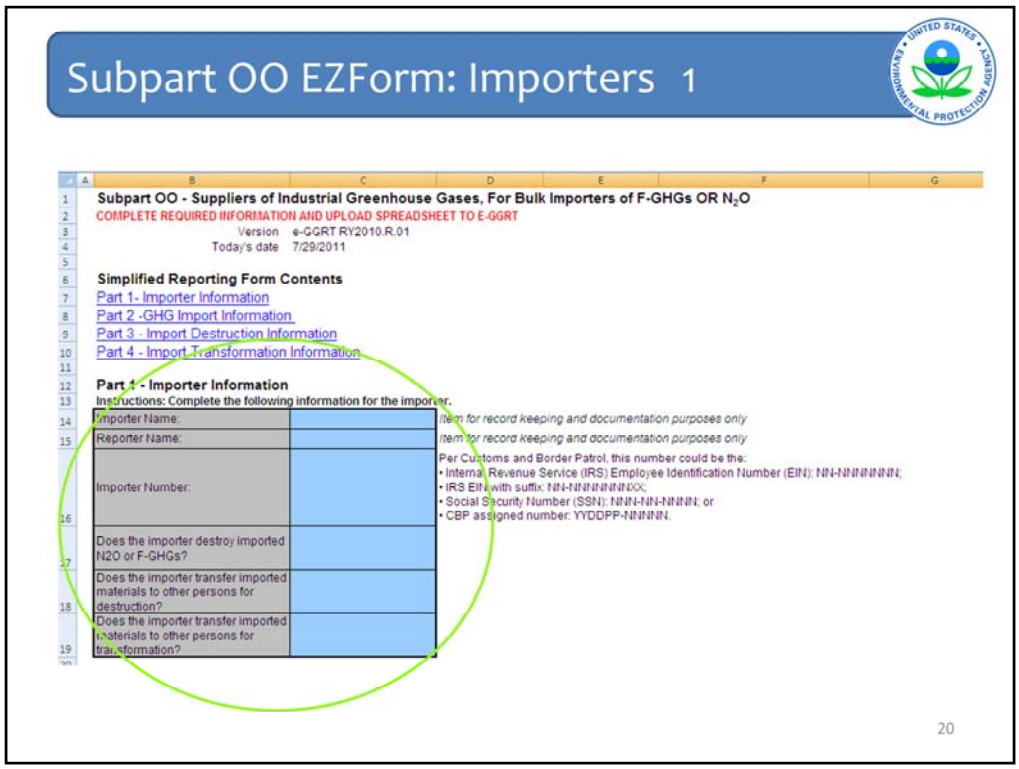
F-GHG or N2O	Production	Removed as by-products or other waste and shipped off-site for destruction	Transformation	Destruction	Net Supply
Nitrous Oxide	125.00	0.00	0.00	0.00	125.00
Desflurane (HFE–236ea2)	0.00	0.00	0.00	0.00	0.00
Isoflurane (HCFE–235da2)	50.00	0.00	15.00	0.00	35.00
Sevoflurane	0.00	0.00	0.00	0.00	0.00
Nitrogen trifluoride	0.00	0.00	0.00	0.00	0.00
Sulfur hexafluoride	0.00	0.00	0.00	0.00	0.00
HFC–23	0.00	0.00	0.00	0.00	0.00
HFC–32	0.00	0.00	0.00	150.00	150.00
HFC–41	0.00	0.00	0.00	0.00	0.00
HFC–125	0.00	0.00	0.00	0.00	0.00
HFC–134	0.00	0.00	0.00	0.00	0.00
HFC–134a	0.00	0.00	0.00	0.00	0.00
HFC–143	0.00	0.00	0.00	0.00	0.00
HFC–143a	0.00	0.00	0.00	0.00	0.00
HFC–152	0.00	0.00	0.00	0.00	0.00
HFC–152a	0.00	0.00	0.00	0.00	0.00
HFC–161	0.00	0.00	0.00	0.00	0.00
HFC–227ea	0.00	0.00	0.00	0.00	0.00
HFC–236cb	0.00	0.00	0.00	0.00	0.00
HFC–236ea	0.00	0.00	0.00	0.00	0.00
HFC–236fa	0.00	0.00	0.00	0.00	0.00
HFC–245ca	0.00	0.00	0.00	0.00	0.00
HFC–245fa	0.00	0.00	0.00	0.00	0.00
HFC–365mfc	0.00	0.00	0.00	0.00	0.00
HFC–43–10mee	0.00	0.00	0.00	0.00	0.00
HFE–125	0.00	0.00	0.00	0.00	0.00
HFE–134	0.00	0.00	0.00	0.00	0.00
HFE–143a	0.00	0.00	0.00	0.00	0.00
HFE–227ea	0.00	0.00	0.00	0.00	0.00
HFE–236ca12 (HG–10)	0.00	0.00	0.00	0.00	0.00
HFE–236fa	0.00	0.00	0.00	0.00	0.00
HFE–245cb2	0.00	0.00	0.00	0.00	0.00
HFE–245fa1	0.00	0.00	0.00	0.00	0.00
HFE–245fa2	0.00	0.00	0.00	0.00	0.00

Subpart OO- Producers Form | "Other F-GHG" | Blend Breakout | Summary | GWP

The information entered into the "Subpart OO – Producers Form" tab feeds into this "Summary" tab. For production facilities, the net addition to the supply (or "net supply") is calculated by subtracting the quantities of each industrial GHG transformed or destroyed from the quantity of that GHG produced. Note that if a facility produces and transforms or creates and destroys an industrial GHG without ever sending that industrial GHG off-site, it is not required to report its production, transformation, or destruction of that industrial GHG under subpart OO. Thus, there would be no entries in the summary tab for such production, transformation, or destruction. However, if the facility accepts an industrial GHG from outside the facility for transformation or destruction, it is required to report the quantities that it transforms or destroys under subpart OO. It is also required to calculate its net addition to the supply of that GHG for input into e-GGRT.

Note that a facility's net addition to the supply may be negative, for example if the facility destroys a fluorinated GHG but does not produce it. (Negative values are shaded in red on the summary tab.) Also note that a facility's subtractions from the supply include only the quantities destroyed or transformed at that facility, not the quantities sent off-site by the facility for destruction or transformation elsewhere.

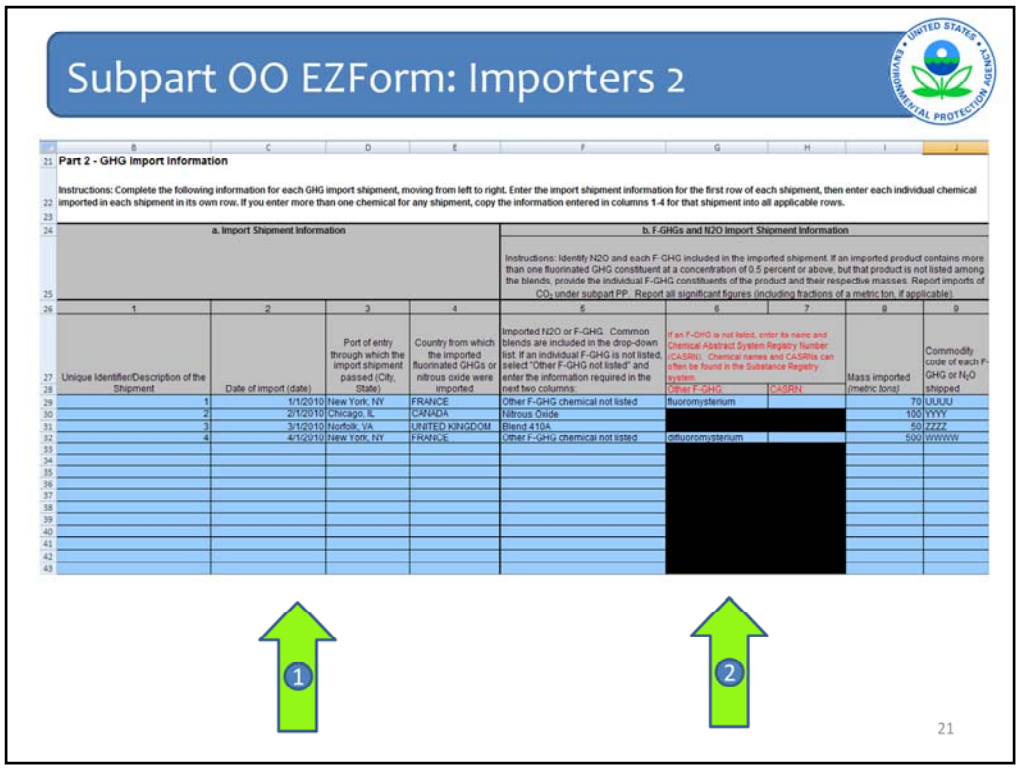
The net supply total is a required data element that you must manually enter into the e-GGRT system after you upload and submit your forms. The e-GGRT system does not have the ability to extract data from the spreadsheets. To ensure that each reporter's net additions to the supply can, in a timely fashion, be included in the net additions to the supply at the national level, we are therefore requiring reporters to report their net additions to the supply through e-GGRT online. It may be useful to print this page so that you can have it the data easily accessible for that step.



Importers and exporters are also required to report under Subpart OO. Imported and exported quantities are required to be reported at a corporate level, separate from production, which is required to be reported at the facility level. We will discuss filling out the importer information first.

Importers begin on the tab, "Subpart OO-Bulk Importer Form," in the Importer/Exporter EZForm spreadsheet. The importer form has multiple parts: the importer information, and the GHG import information.

Under Part 1, Importers must fill out the importer name, the name of the person filling out the form, and an indication of whether the importer destroys F-GHGs, transfers F-GHGs to other persons for destruction, or transfers F-GHGs or N2O to other persons for transformation. If you answer "yes" to any of these questions, then you will be prompted to fill out the Import Destruction Information or Import Transformation Information tab, as appropriate. We will discuss filling out these forms later.

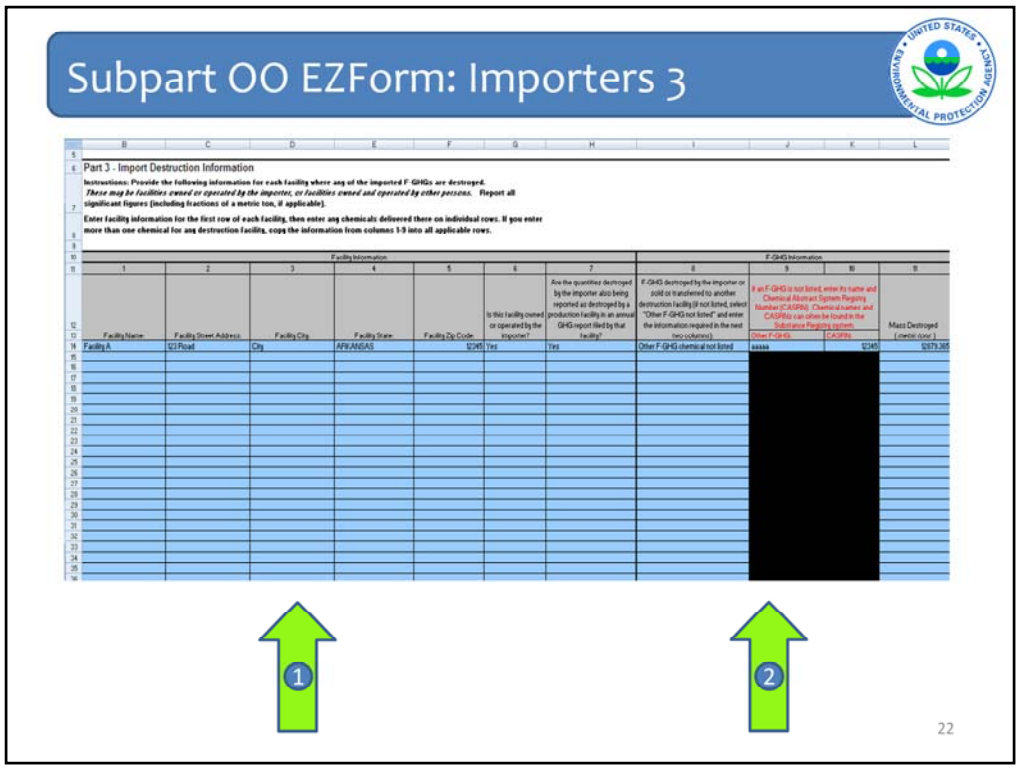


Under Part 2, importers are required to fill out three sections (a, b, and c).

The Bulk Importer Form form allows reporting of approximately 5000 imports on a single sheet.

Part 2a requires information about each import shipment. This includes a unique identifier for the shipment, date of import, port of entry through which the import shipment passed, and the country from which the imported fluorinated GHGs or nitrous oxide were imported.

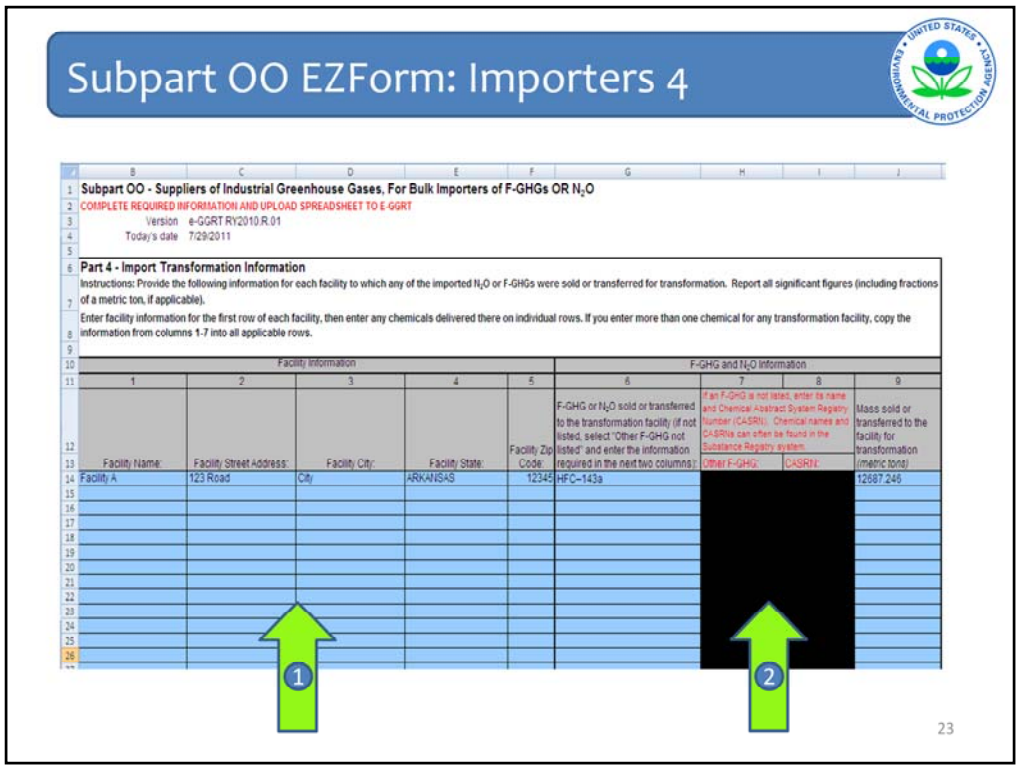
Part 2b requires information about the chemical imported and its quantity. If you enter more than one chemical for any shipment, copy the information entered in columns 1-4 for that shipment into all applicable rows. Again, there is a pull-down list to select the chemical imported. Unlike the producer list, this list includes blends because that is how many fluorinated GHGs are imported. If an imported product contains more than one F-GHG constituent at a concentration of 0.5 percent or above, but that product is not listed among the blends, importers need to provide the individual F-GHG constituents of the product and their respective masses individually. Report all significant figures (including fractions of a metric ton, if applicable).



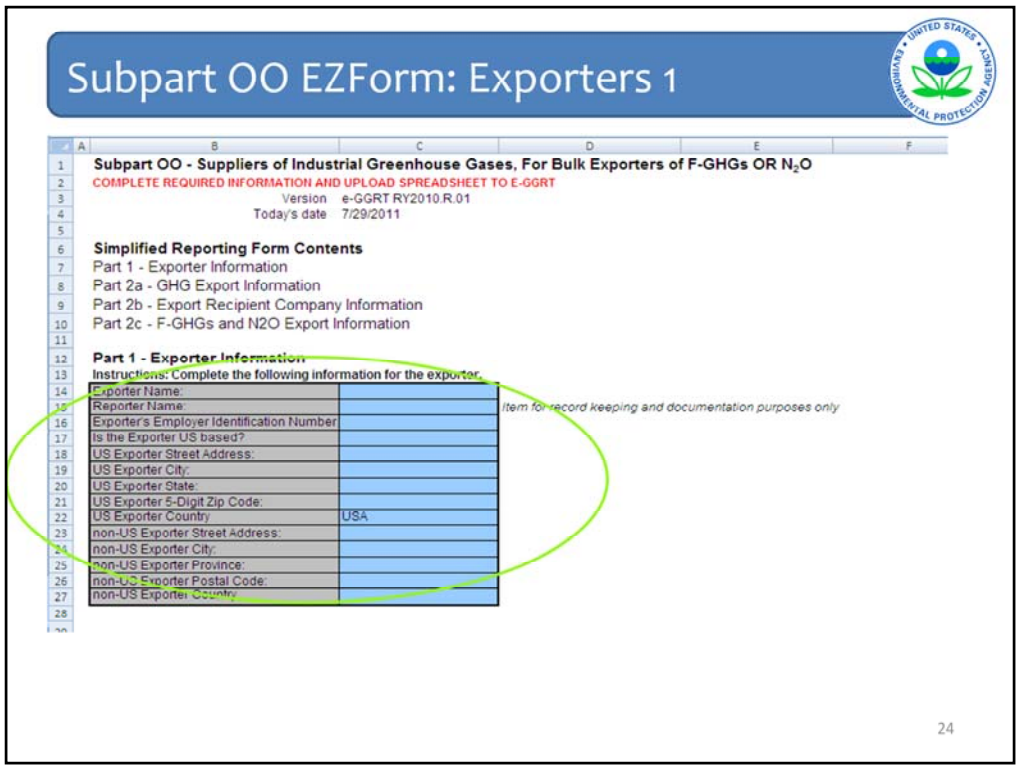
Part 3 is a separate tab that requires information from importers who destroy fluorinated GHGs or transfer fluorinated GHGs to other persons for destruction. The table requires information on the destruction facility and the chemicals that are destroyed.

The importer is required to provide information about the destruction facilities to which the importer sold or transferred imported F-GHG or N2O. These may be facilities owned or operated by the importer, or facilities owned and operated by other persons. The first 5 columns require the facility name and address. In addition the importer is asked whether it owns or operates the destruction facility. If the answer is yes, the importer is asked whether the quantities destroyed by the importer are also reported as destroyed by a production facility. This enables the net supply calculation sheet (on the Summary tab) to correctly account for the importer's destruction of imported materials.

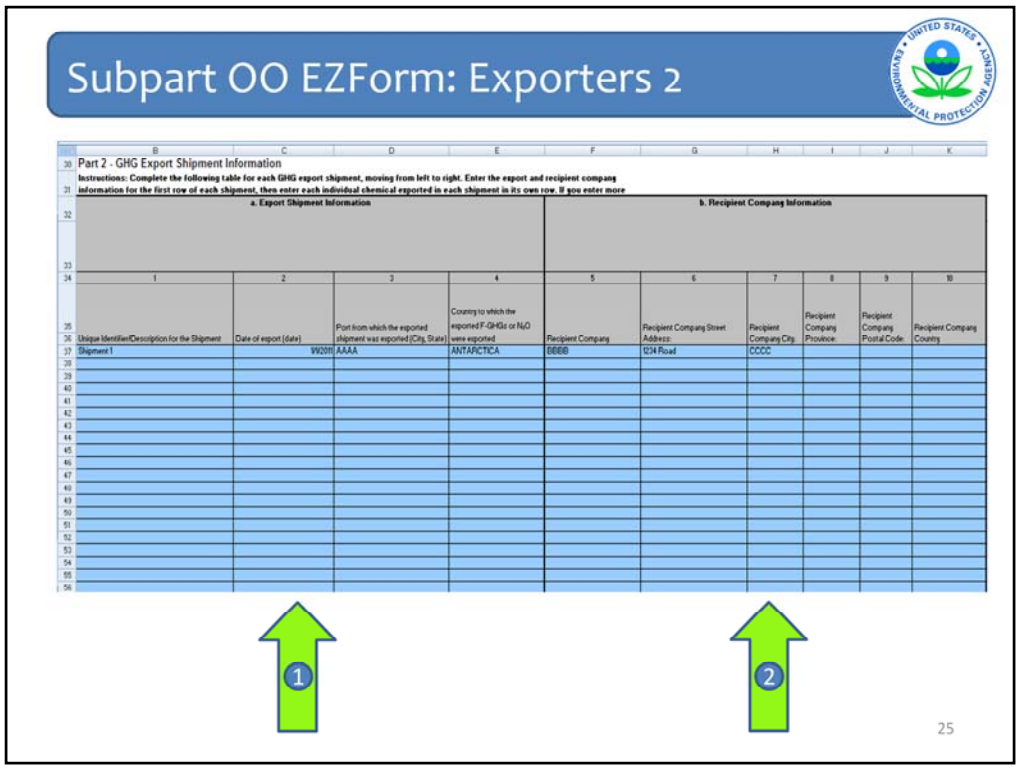
In columns 8 through 11, the importer provides information on the chemical name and mass sold or transferred to the destruction facility. As seen in previous tables, if the chemical is not in the drop-down list, the importer is required to select "other" and provide the chemical name and CAS number in columns 9 and 10. Report all significant figures (including fractions of a metric ton, if applicable).



Part 4 also appears on a separate tab, and requires information from importers who transfer imported materials to other persons for transformation. The importer is required to provide information about the transformation facility to which the importer sold or transferred imported F-GHG or N2O. The first 5 columns require the facility contact information, name, and facility address, while columns 6 through 9 require information on the chemical name and mass sold or transferred to the transformation facility. As seen in previous tables, if the chemical is not in the drop-down list, the importer is required to select “other” and provide the chemical name and CAS number in columns 7 and 8. Again, report all significant figures (including fractions of a metric ton, if applicable).



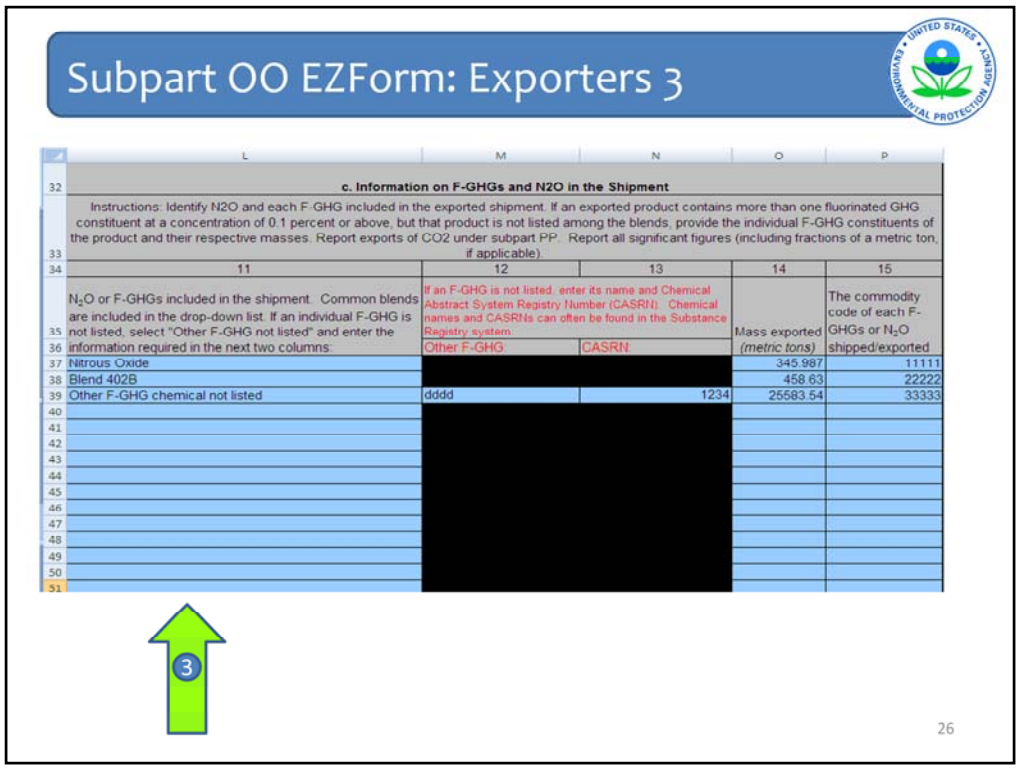
Exporters of F-GHG and/or N2O must fill out the “Subpart OO- Bulk Exporters Form” tab in the Subpart OO Importer/Exporter EZForm. There are two parts to the exporters form: one for the exporter information and one for the GHG export information. In the Part 1 table, exporters must enter the name and contact information of the exporting company, and the name of the person filling out the form.



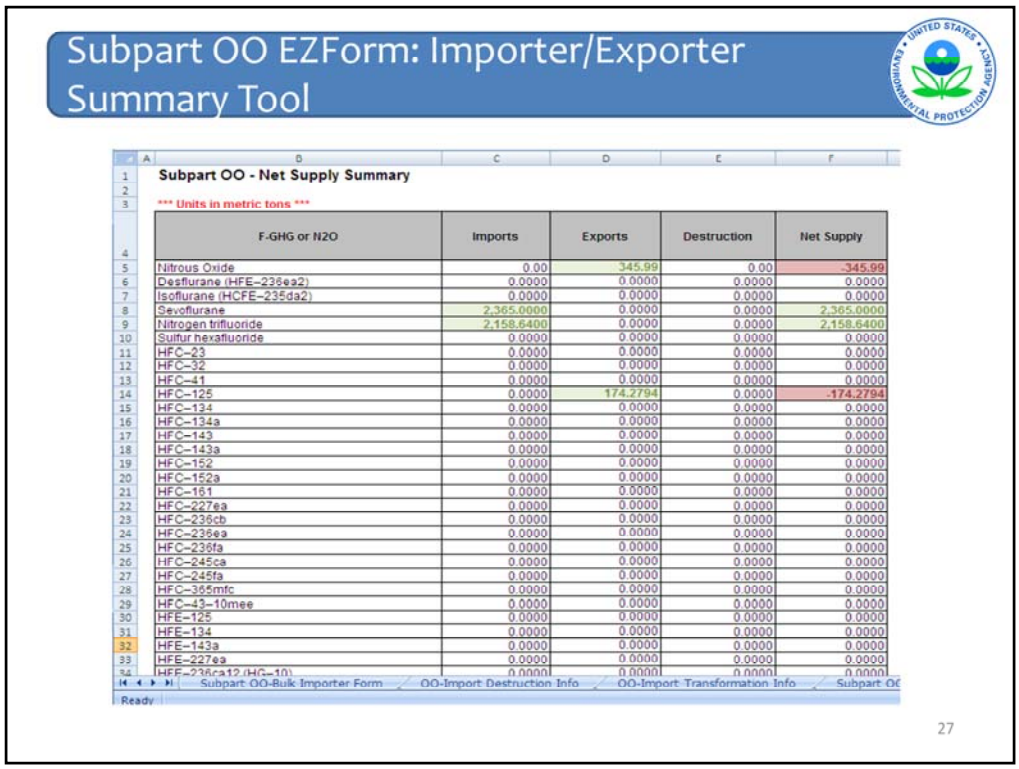
In Part 2a, the exporter provides information for each export shipment, entering a unique identifier, the date of export, the port from which the F-GHG or N2O was exported, and the country to which the F-GHG or N2O was exported.

Part 2b requires information on the contact information for the recipient company.

The Exporters form allows reporting of approximately 5000 exports on a single sheet.



The final step of Part 2 is to enter the chemicals and chemical quantities exported in each shipment. If the F-GHG is not listed, select “other” and the blacked out cells will turn blue and become available for you to enter the chemical name and CAS number. Exporters are also required to include the commodity code for each chemical exported.



For both importers and exporters, the net addition to the supply, or "Net supply," is calculated by subtracting the quantities of each industrial GHG exported (and, in some cases, destroyed) from the quantity of that GHG imported. In addition, the Summary tab breaks common blends into their component F-GHGs. Thus, if you reported an export of 100 tons of Blend 410A on the Exporters Form, this will appear on the Summary tab as a 50-ton export of HFC-32 and a 50-ton export of HFC-125.

As with the producers' Summary tab, the net supply total from the Importer/Exporter Summary tab must be manually entered into the e-GGRT system after you upload and submit your forms. It may be useful to print this page so that you can have the data easily accessible for that step.

Note that your net addition to the supply of a particular industrial GHG may be negative, e.g., if you export that industrial GHG but do not import it. Negative numbers are shaded red in the summary tab.

One Time Reports

•All facilities that produce F-GHGs must fill out the Subpart OO One Time Report for Producers.

•All facilities that produce or import F-GHGs **and** that Destroy F-GHGs must fill out the Subpart OO One Time Report for Producers or Importers that Destroy.

•These reports were due on March 31, 2011.

•If any information has changed or needs to be updated (e.g., change in DE), download a new form and submit it in the e-GGRT system.

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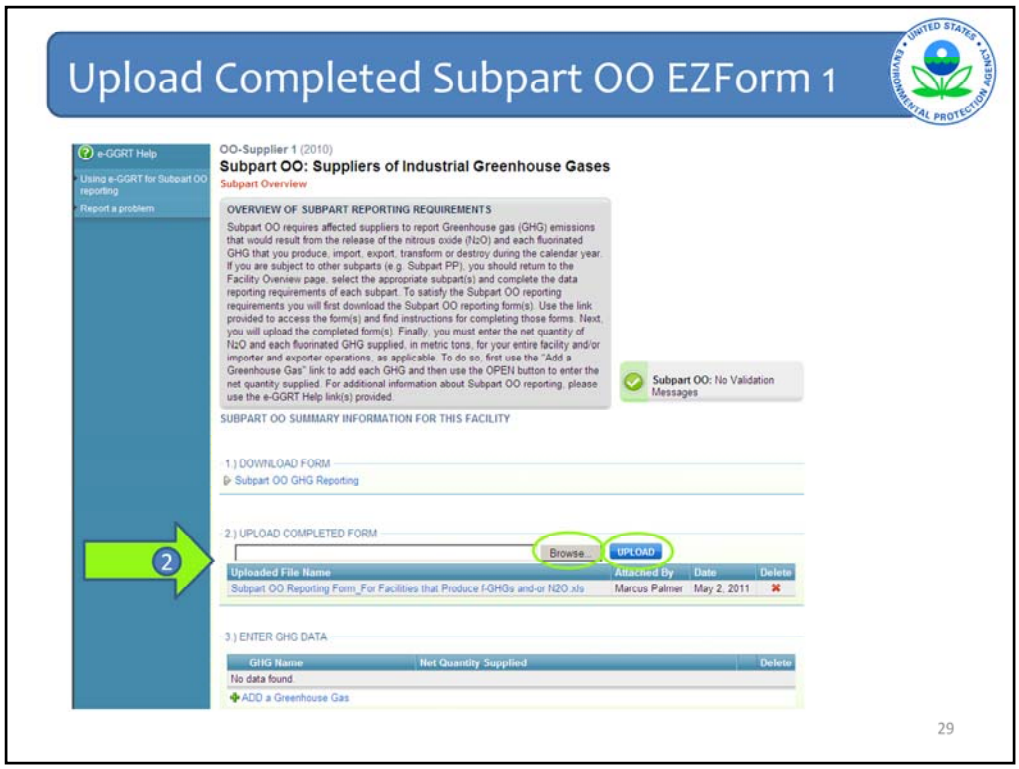
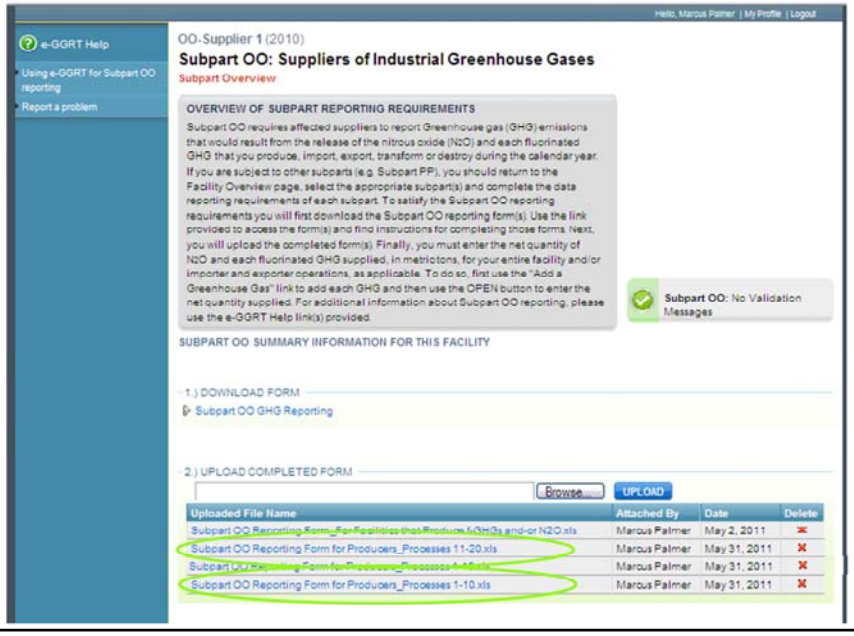


After you have filled out all the appropriate EZForms, you should save the file somewhere easily accessible on your computer. There are two additional steps that you need to take in order to complete your report; uploading the completed form, and entering the GHG data.

First, begin by uploading the form in step 2. Click on the "Browse" button, select the file(s), and then click on upload to upload the completed form.

Upload Completed Subpart OO EZ Forms 2



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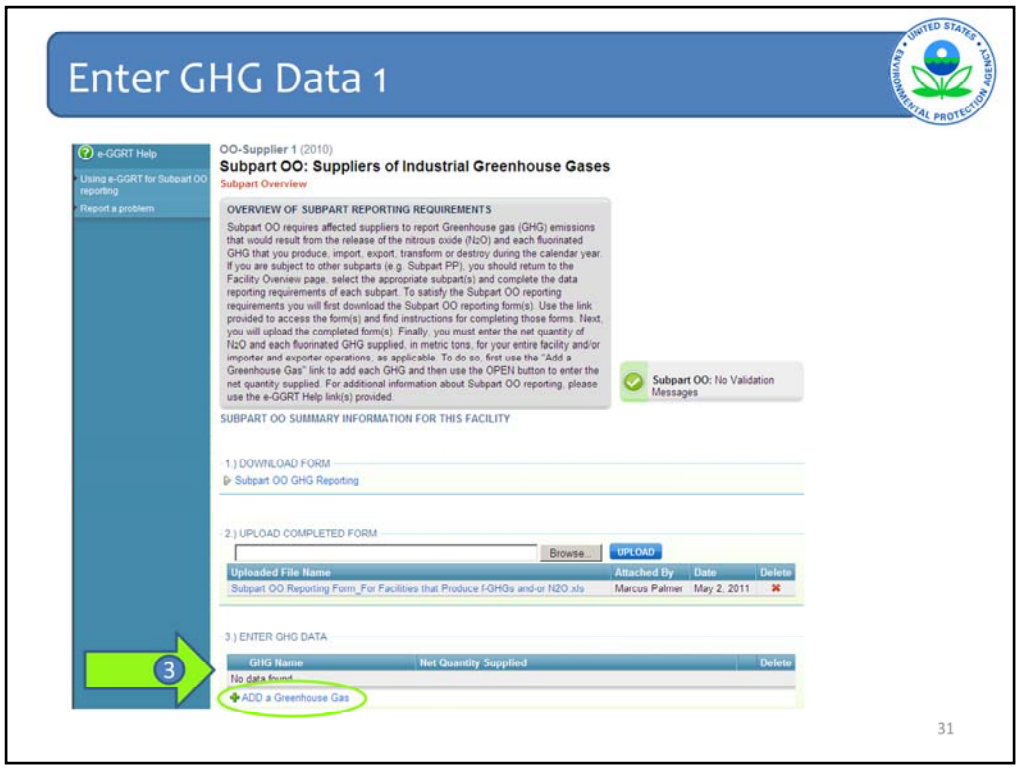
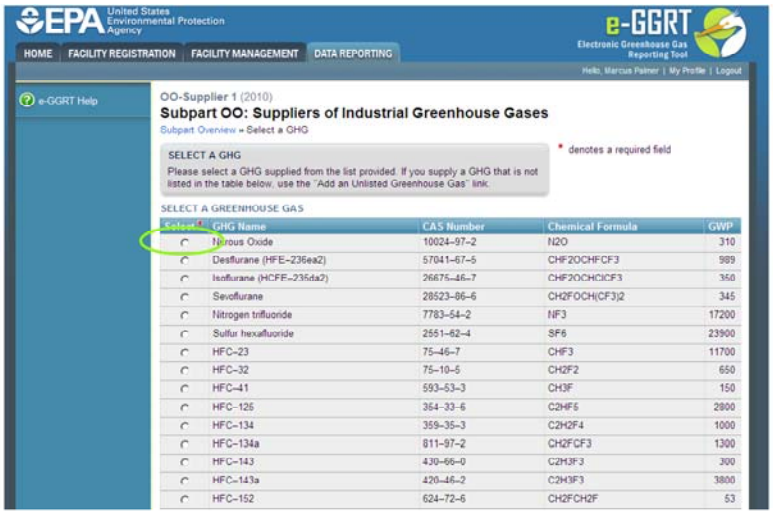
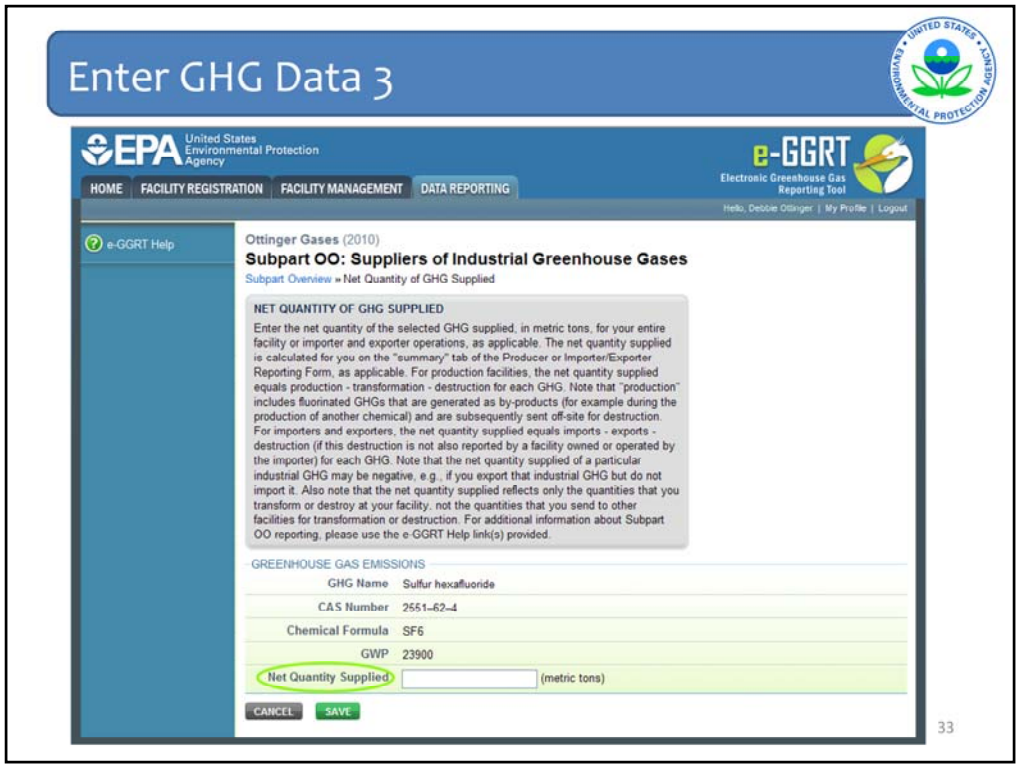


Next, under step 3, you will enter the GHG data (Net Supply) from the Calculation Tool. Begin by clicking the "Add a Greenhouse Gas" hyperlink.

Enter GHG Data 2

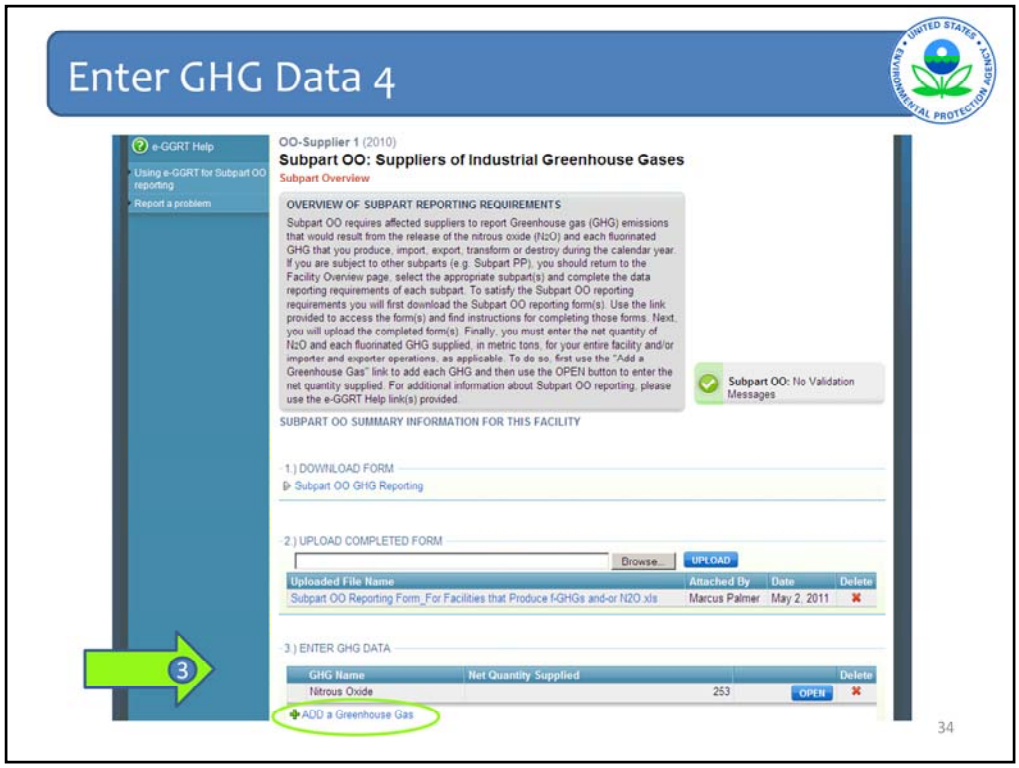


One by one, select each GHG that is applicable to your facility from the list provided. At the bottom of the table, click "Save."



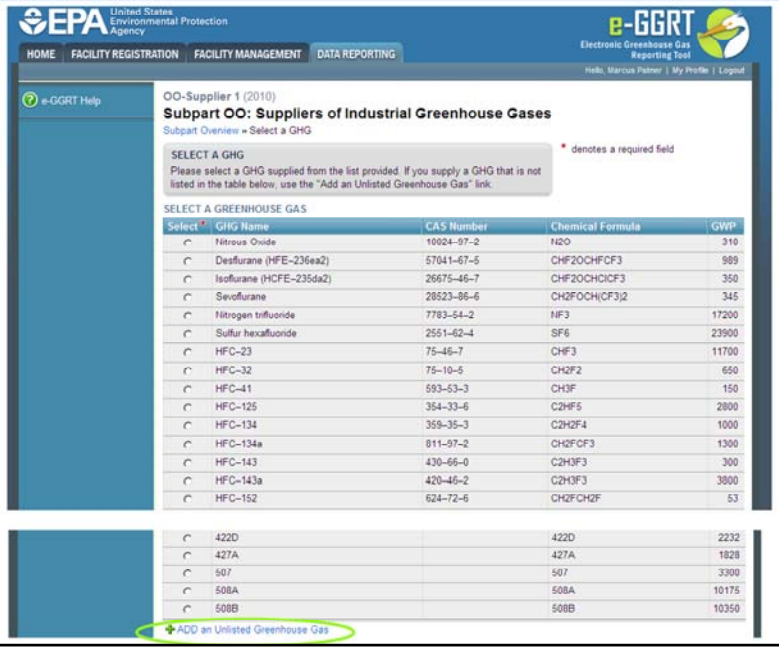
The next screen will request the Net Quantity Supplied for the gas you just selected. This value is calculated for you in the "Net Supply" column in the Calculation Tool.

After selecting "Save", e-GGRT system will return you to the Data Reporting Page where you can see the gas and net quantity supplied that you manually entered.

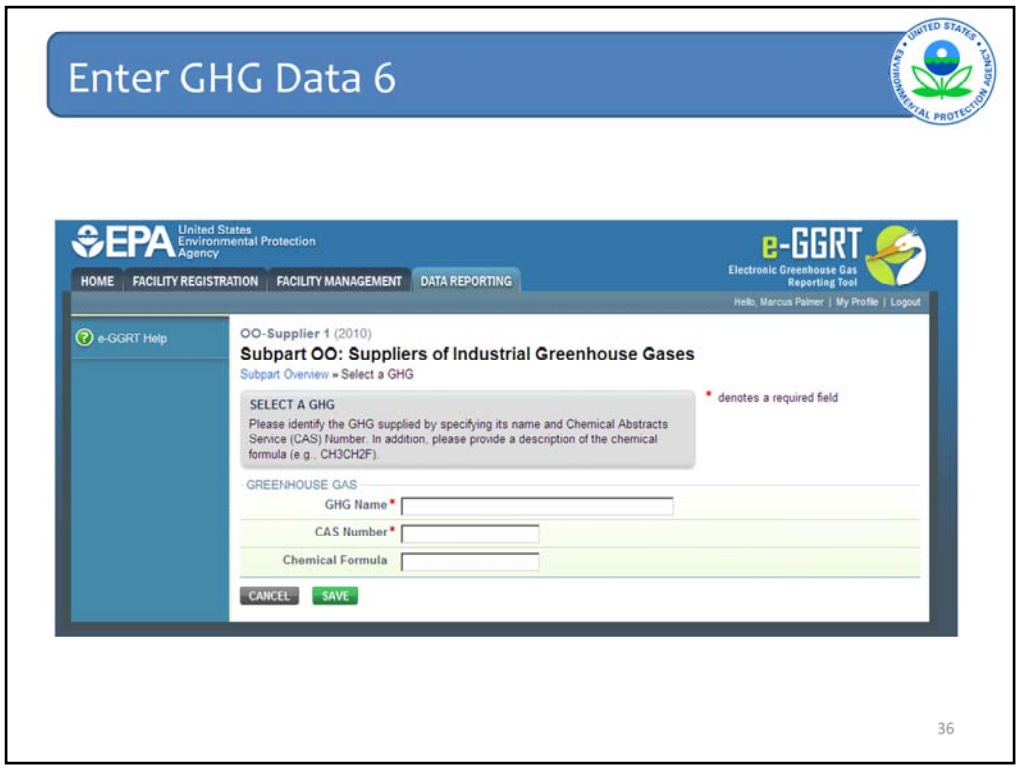


Repeat this process for each Greenhouse Gas applicable to your facility, by clicking the “Add a Greenhouse Gas” hyperlink again.

Enter GHG Data 5

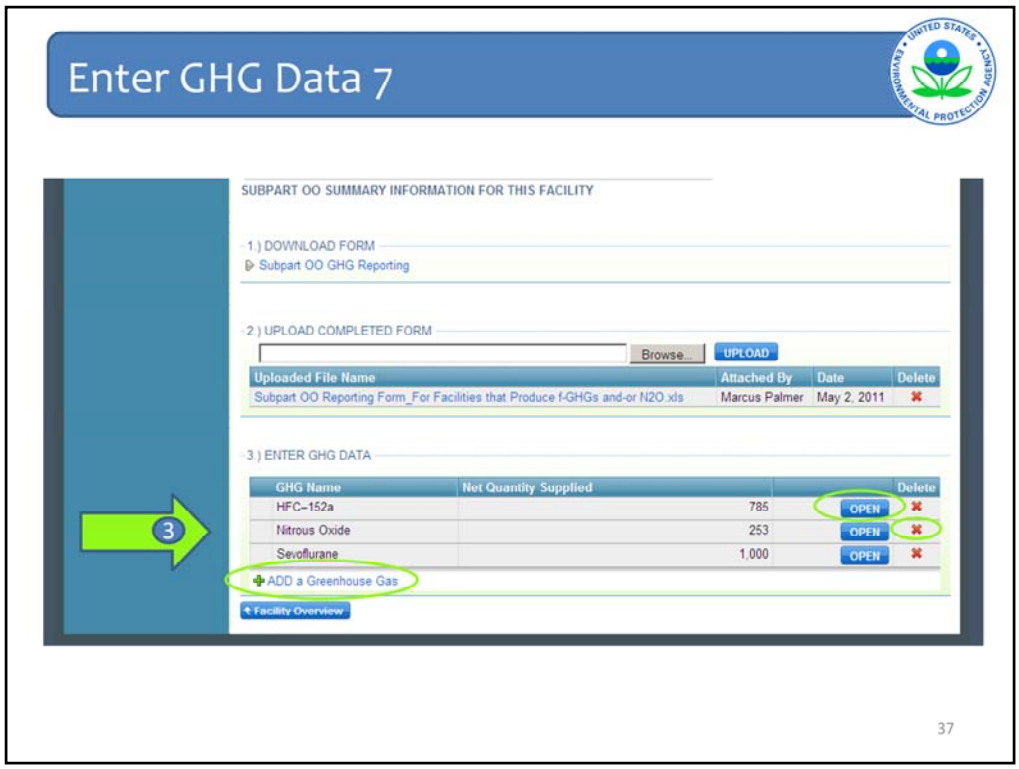


If you supply a GHG that is not listed in the table, there is an opportunity to do so using a hyperlink at the bottom of the table, “Add an Unlisted Greenhouse Gas.”

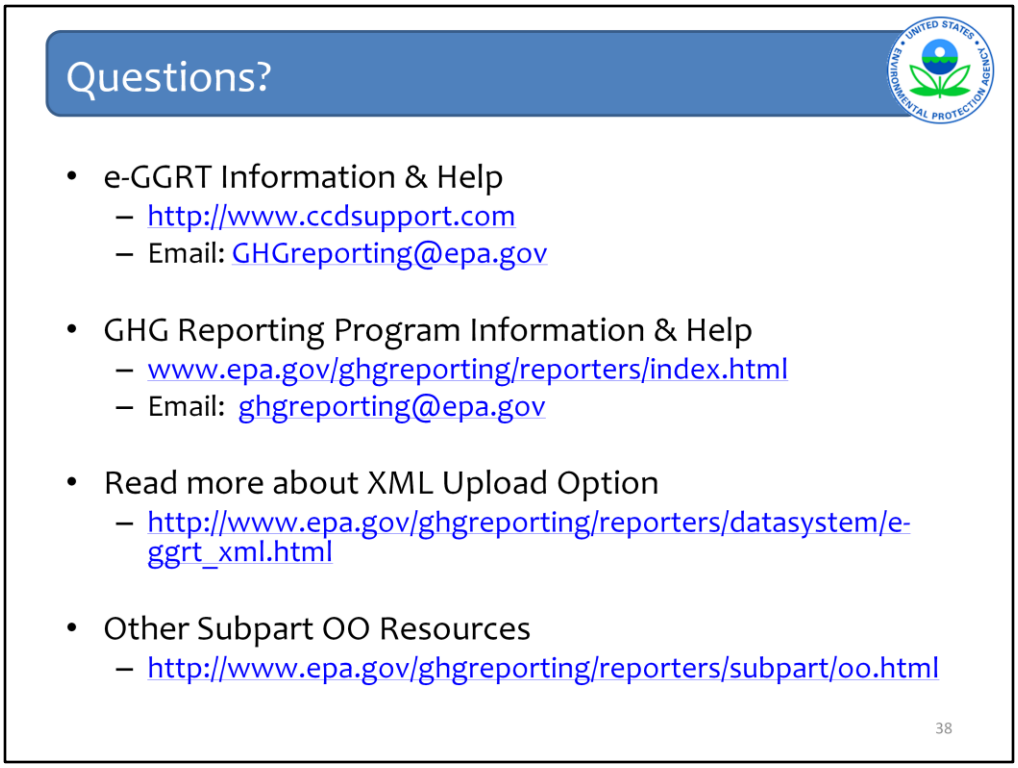


Enter the GHG name, CAS Number, and optional Chemical Formula for each gas that needs to be added to the GHG Data table. Repeat this process as many times as needed for gases not preloaded in the table.

After clicking “Save” it will bring you to the screen to enter the Net Quantity Supplied.



Once you have completed entering all GHG data, you can review your entries for accuracy. If you need to change the Net Quantity Supplied, click “Open.” If you need to delete an entry, click “Delete.” If you need to add more, simply repeat the steps you just took by clicking the “Add” button again.



We hope this overview has provided you greater familiarity with navigating and entering information using the e-GGRT reporting tool.

Here are some additional links.