



United States  
Environmental Protection  
Agency



# Petitioning EPA to Import HFCs for Transformation or Destruction

HFC Allocation Rule Reporting

November 18, 2021

# Agenda

- HFC Allocation Rule Background
- Reporting Requirements
- Reporting Process Overview
- HFC Reporting System Registration
- Account Management
- Import Petition Reporting
- Helpful Resources
- Questions

# HFC Allocation Rule Background

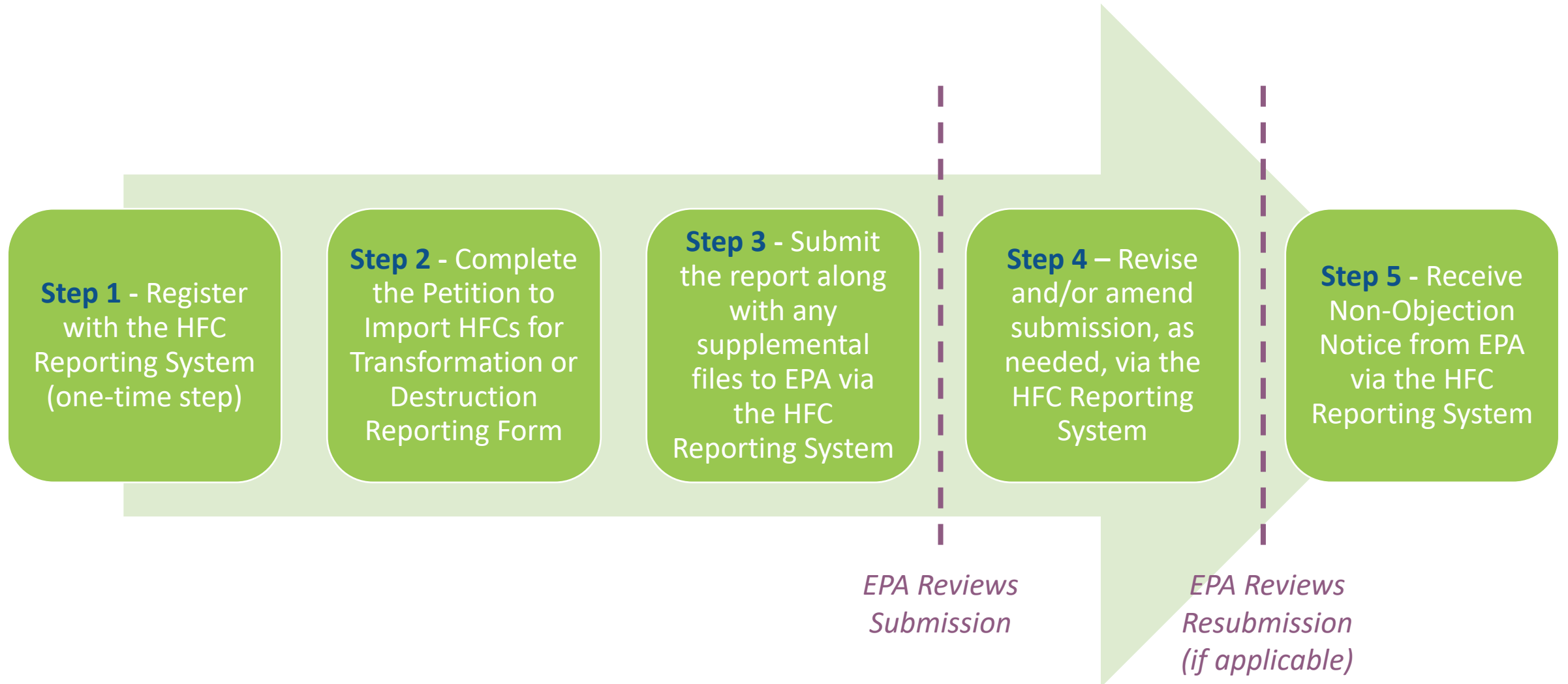


- The American Innovation and Manufacturing (AIM) Act of 2020
  - Enacted on December 27, 2020
  - Phases down production and consumption of HFCs by 85 percent by 2036
- The HFC Allocation Final Rule
  - Published October 5, 2021
  - Establishes an HFC allowance allocation and trading system to phase down HFCs consistent with the AIM Act
  - Starting January 1, 2022, allowances are needed to produce or import bulk HFCs, with certain exceptions (including imports of virgin HFCs intended for transformation or destruction)

# Reporting Requirements

- Companies that produce, import, export, destroy, use as a feedstock, reclaim, recycle for fire suppression uses, package, or otherwise distribute HFCs are subject to the reporting requirements codified in [40 CFR part 84](#)
- **84.25(a)(1) Petition to import regulated substances for use in a process resulting in transformation or destruction**
  - A person must petition EPA for the import of each individual shipment of a regulated substance imported for use in a process resulting in transformation or destruction in order to not expend allowances
  - Required at least 30 days before the shipment is to arrive at a U.S. port
  - A person importing *used* material for disposal by destruction is subject to similar but slightly different reporting requirements, per 84.25(b)(1)

# Reporting Process Overview



# HFC Reporting System Registration



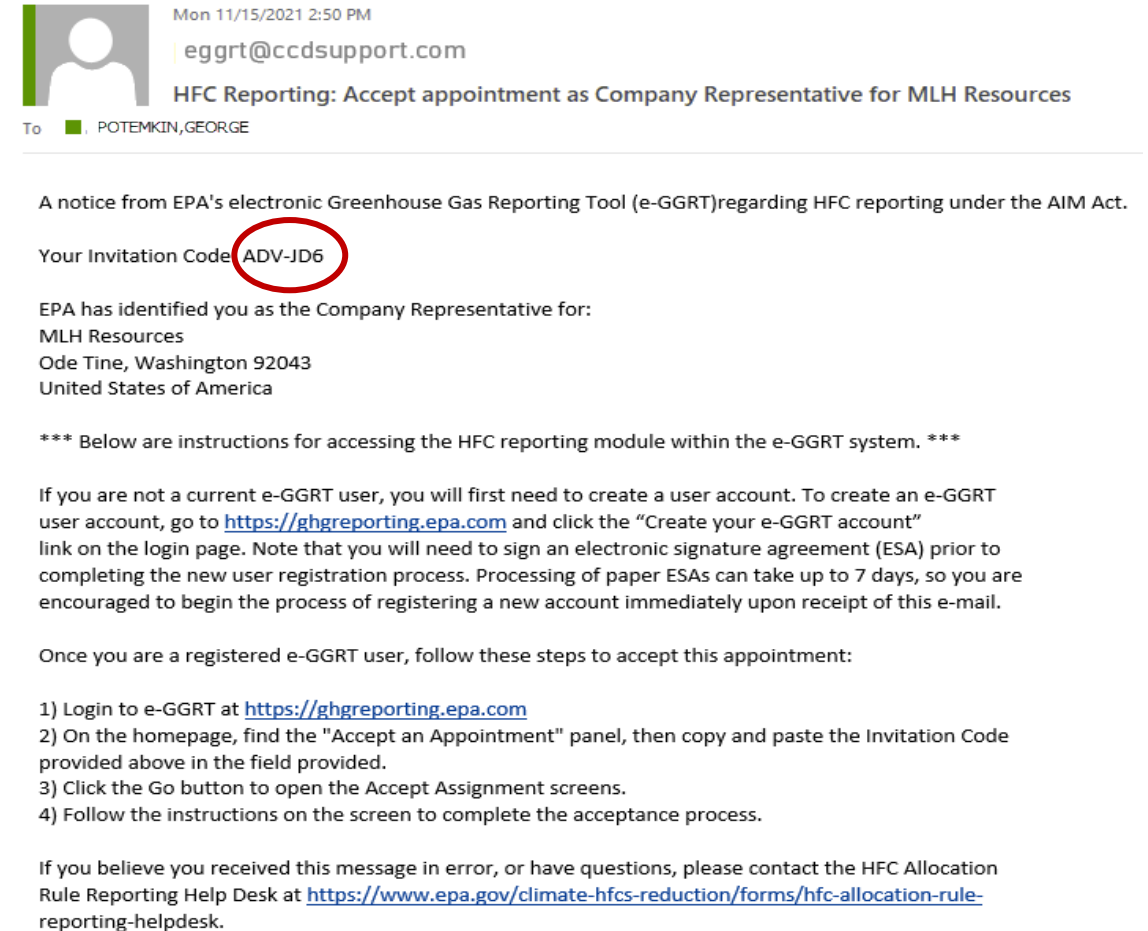
- Registration is by invitation only
- Affected entities must provide the following information to EPA to receive an invitation:
  - **Company Name** - Companies that are majority owned and/or controlled by the same individual(s) must report to EPA under a single company name.
  - **Corporate Address**
  - **Company Representative Name** - The designated officer that will serve as the entity's main point of contact for all HFC reporting under the HFC allocation program.
  - **Company Representative Email**
  - **Company Representative Phone**

# HFC Reporting System Registration

## Invitation Code e-mail

- You will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- The e-mail contains an invitation code
- Make sure emails from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) are not sent to your spam/junk folder

*\*\*The HFC Reporting System is a new application that is currently under development. Therefore, many of the screenshots provided in this presentation are subject to change as text is finalized and more functionality in the system is implemented and refined.\*\**



Mon 11/15/2021 2:50 PM  
eggrt@ccdsupport.com  
HFC Reporting: Accept appointment as Company Representative for MLH Resources

To: POTEMKIN, GEORGE

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

Your Invitation Code **ADV-JD6**

EPA has identified you as the Company Representative for:  
MLH Resources  
Ode Tine, Washington 92043  
United States of America

\*\*\* Below are instructions for accessing the HFC reporting module within the e-GGRT system. \*\*\*

If you are not a current e-GGRT user, you will first need to create a user account. To create an e-GGRT user account, go to <https://ghgreporting.epa.com> and click the "Create your e-GGRT account" link on the login page. Note that you will need to sign an electronic signature agreement (ESA) prior to completing the new user registration process. Processing of paper ESAs can take up to 7 days, so you are encouraged to begin the process of registering a new account immediately upon receipt of this e-mail.

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

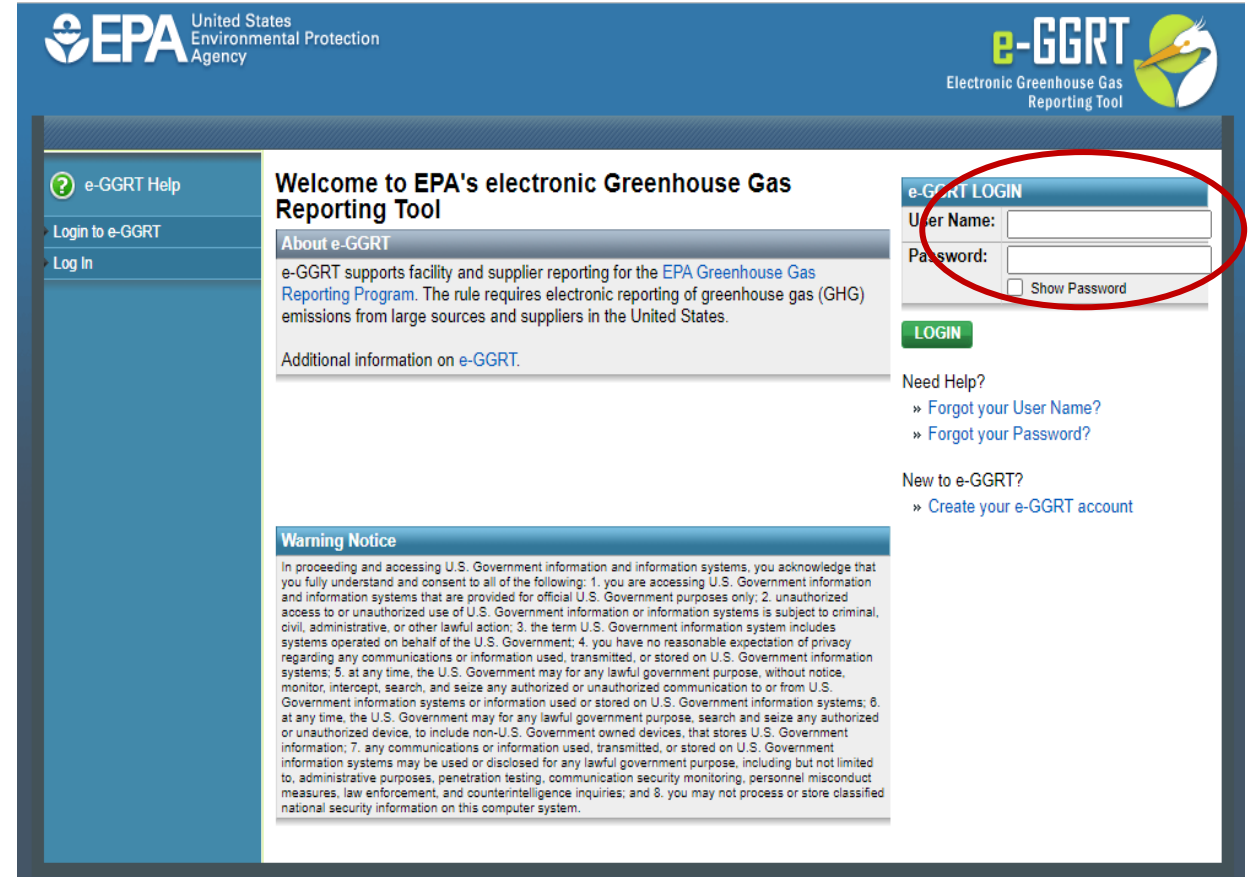
- 1) Login to e-GGRT at <https://ghgreporting.epa.com>
- 2) On the homepage, find the "Accept an Appointment" panel, then copy and paste the Invitation Code provided above in the field provided.
- 3) Click the Go button to open the Accept Assignment screens.
- 4) Follow the instructions on the screen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

If you believe you received this message in error, or have questions, please contact the HFC Allocation Rule Reporting Help Desk at <https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>.

# HFC Reporting System Registration

## Log into e-GGRT

- Visit <https://ghgreporting.epa.gov>
- Enter your Username and Password
- If you haven't used your e-GGRT account for 90 days, you will have to update your password
- If you don't already have an e-GGRT account, visit <https://ccdsupport.com/confluence/display/help/Basic+User+Registration>



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

**Welcome to EPA's electronic Greenhouse Gas Reporting Tool**

**e-GGRT LOGIN**

User Name:

Password:

Show Password

**LOGIN**

Need Help?

- » [Forgot your User Name?](#)
- » [Forgot your Password?](#)

New to e-GGRT?

- » [Create your e-GGRT account](#)

**About e-GGRT**

e-GGRT supports facility and supplier reporting for the EPA Greenhouse Gas Reporting Program. The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States.

[Additional information on e-GGRT.](#)

**Warning Notice**

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action; 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information; 7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8. you may not process or store classified national security information on this computer system.



# HFC Reporting System Registration

## Accept an Appointment

- An invitation code can be used by any e-GGRT user (not just the email recipient)
- The invitation code can only be used once
- Copy and paste the invitation code into the “Accept an Appointment” panel
- Click “Go”

The screenshot shows the EPA e-GGRT web application interface. The top navigation bar includes the EPA logo, the text 'United States Environmental Protection Agency', and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo. Below the navigation bar, there are tabs for 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as 'George Potemkin'.

The main content area is divided into several sections:

- REGISTER A FACILITY**: A button to register a new facility.
- ACCESS YOUR FACILITIES:** A table showing the user's facilities.
- ACCEPT AN APPOINTMENT:** A section for accepting an appointment to a facility. It includes a text box for pasting the invitation code and a 'GO' button. The text box and 'GO' button are circled in red in the image.
- EPA Correspondence Folder**: A folder icon indicating that there are messages awaiting a reply.
- e-GGRT Announcements**: A section for announcements.

| GHGRP ID | Facility or Supplier | Your Role |
|----------|----------------------|-----------|
| 544405   | MLH Test Facility    | AGENT     |

# HFC Reporting System Registration

## Accept the Role

- View the name and address of the company
- You may edit the corporate address following acceptance of the appointed role
- Select the “Yes” radio button and click “OK”

The screenshot shows the EPA HFC Reporting System interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the HFC logo and 'PHASED DOWN American Innovation & Manufacturing (AIM) Act A U.S. Environmental Protection Agency Program'. Below the header, there is a navigation bar with 'Hello, George Potemkin | My Profile | Logout'. The main content area is titled 'MLH Resources (AIM368)' and has a breadcrumb trail 'Home » Accept Role'. A blue box contains the text: 'Accept an appointed role for this Company. Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.' To the right of this box is a red asterisk and the text '\* denotes a required field'. Below this is a section titled 'You have been identified by EPA as the Company Representative for the following company:' followed by the company details: 'MLH Resources, 9 Main St, Ode Tine, Washington 92043, United States of America'. Below the company details is a form field 'Do you accept this role\*\*' with two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is circled in red. At the bottom of the form are two buttons: 'OK' and 'CANCEL'. The 'OK' button is also circled in red.

*If you are not the Company Representative for the company listed, select ‘Cancel’ and either (1) forward the invitation code to the correct person that will serve as the Company Representative or (2) contact the [EPA HFC Allocation Rule Reporting Help Desk](#).*

# Company Management

- Appoint an alternate company representative
- Reassign the company representative
- Appoint delegates
- Edit company address
- Add a new facility

The screenshot shows the EPA HFc PHASED DOWN website. The top navigation bar includes 'Home', 'Company Management' (circled in red), and 'Import Petitions'. The user is logged in as 'George Potemkin'. A sidebar on the right contains an appointment acceptance form and a notification about EPA's Greenhouse Gas Reporting Program. The main content area features a landscape image and a notice about OMB approval. Below this is a table titled 'Access your AIMRS Companies' with a 'Manage' button circled in red for the 'MLH Resources' company.

United States Environmental Protection Agency

Home **Company Management** Import Petitions

Hello, George Potemkin | My Profile | Logout

**Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**GO**

You are also a reporter under EPA's Greenhouse Gas Reporting Program (40 CFR Part 98)

➔ Go to e-GGRT for GHG Reporting

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-XXXX). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 6.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

**Access your AIMRS Companies**

| Company       | Comp ID | Your Role              | Actions       |
|---------------|---------|------------------------|---------------|
| MLH Resources | AIM364  | Company Representative | <b>Manage</b> |

# Company Management

## Appoint Alternate Company Representative

### Company Profile

|                   |  |                |            |
|-------------------|--|----------------|------------|
| Company ID        | AIM368   | Created Date   | 10/26/2021 |
| Company Name      | MLH Resources  | Company Status |            |
| Corporate Address | 9 Main St<br>Ode Tine Washington 92043<br>United States of America<br>(Edit Address) |                |            |

### Company Representatives and Delegates

| Role                             | Name            | Date Added | Actions                 |
|----------------------------------|-----------------|------------|-------------------------|
| Company Representative           | George Potemkin | 10/26/2021 |                         |
| Alternate Company Representative | none            |            | <a href="#">Appoint</a> |

[Add a Delegate](#)

### Your Company's Facilities

| Facility | Facility ID | Created Date (By) | Last Modified Date (By) | Actions |
|----------|-------------|-------------------|-------------------------|---------|
|----------|-------------|-------------------|-------------------------|---------|

[Add a Facility](#)

[CANCEL](#)

# Company Management

## Appoint an ACR

- Enter ACR nominee's name, phone, and e-mail
- They will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) with an invitation code
- They must log into e-GGRT and paste the nomination code into "Accept an Appointment" panel
- After accepting the nomination, the ACR gains access all company data
- ACR has the same data access and reporting rights as the CR

**EPA** United States Environmental Protection Agency

Home | Company Management | Import Petitions

Hello, George Potemkin | My Profile | Logout

### MLH Resources

Home » Company Summary » **Appoint ACR**

#### Company Summary

Use the form below to appoint an Alternate Company Representative. Complete the required information and click the Send Invitation button. AIMRS will send the appointee an email invitation with instructions on how to login and accept the role. Click the Cancel button if you do not want to proceed with appointing an Alternate Company Representative.

Once this person becomes an Alternate Company Representative they will have access to all AIMRS data for this company, which may include sensitive business information.

#### New ACR Information

|                 |                      |
|-----------------|----------------------|
| First Name*     | <input type="text"/> |
| Last Name*      | <input type="text"/> |
| Phone*          | <input type="text"/> |
| Email*          | <input type="text"/> |
| Re-enter Email* | <input type="text"/> |

**Send Invitation** **Cancel**

Paperwork Reduction Act Burden Statement | AIMRS Help

AIMRS 21.1.1-j216 | CM-6

# Company Management

## Reassign a CR or ACR

### Company Profile

|                   |  |                |            |
|-------------------|--|----------------|------------|
| Company ID        | AIM368   | Created Date   | 10/26/2021 |
| Company Name      | MLH Resources  | Company Status |            |
| Corporate Address | 9 Main St<br>Ode Tine Washington 92043<br>United States of America<br>(Edit Address) |                |            |

### Company Representatives and Delegates

| Role                             | Name            | Date Added | Actions                              |
|----------------------------------|-----------------|------------|--------------------------------------|
| Company Representative           | George Potemkin | 10/26/2021 | <i>Nominate New CR - Coming Soon</i> |
| Alternate Company Representative | Tom Marker      | 11/04/2021 | Remove                               |

**Add a Delegate**

# Company Management

## Appoint a Delegate

- There is no limit on the number of Delegates a company can appoint
- Enter delegate nominee's name, phone, and e-mail
- They will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) with an invitation code
- They must log into e-GGRT and paste the nomination code into "Accept an Appointment" panel
- After accepting the nomination, the Delegate gains access to all company data
- A Delegate has the same data access and reporting rights as the CR and ACR

**Company Profile**

|                   |  |                |            |
|-------------------|--|----------------|------------|
| Company ID        | AIM368   | Created Date   | 10/26/2021 |
| Company Name      | MLH Resources  | Company Status |            |
| Corporate Address | 9 Main St<br>Ode Tine Washington 92043<br>United States of America<br>(Edit Address) |                |            |

**Company Representatives and Delegates**

| Role                             | Name            | Date Added         | Actions |
|----------------------------------|-----------------|--------------------|---------|
| Company Representative           | George Potemkin | 10/26/2021         |         |
| Alternate Company Representative | Tom Marker      | Invitation Pending |         |

**Add a Delegate**

**Your Company's Facilities**

| Facility | Facility ID | Created Date (By) | Last Modified Date (By) | Actions |
|----------|-------------|-------------------|-------------------------|---------|
|----------|-------------|-------------------|-------------------------|---------|

**Add a Facility**

# Company Management

## Edit the Company Address

**Company Profile**

|                   |  |                |            |
|-------------------|--|----------------|------------|
| Company ID        | AIM368   | Created Date   | 10/26/2021 |
| Company Name      | MLH Resources  | Company Status |            |
| Corporate Address | 9 Main St<br>Ode Tine Washington 92043<br>United States of America<br>(Edit Address) |                |            |

**Company Representatives and Delegates**

| Role                             | Name            | Date Added | Actions |
|----------------------------------|-----------------|------------|---------|
| Company Representative           | George Potemkin | 10/26/2021 |         |
| Alternate Company Representative | none            |            | Appoint |

**Add a Delegate**

**Your Company's Facilities**

| Facility | Facility ID | Created Date (By) | Last Modified Date (By) | Actions |
|----------|-------------|-------------------|-------------------------|---------|
|----------|-------------|-------------------|-------------------------|---------|

**Add a Facility**

**CANCEL**



# Company Management

## Add a Facility

- Certain HFC activities are reported to EPA at the facility-level, not the company-level
- Facility-level information is not required for reporting on petitions to import HFCs
- Additional information on the *Add a Facility* feature is coming soon

### Company Profile

|                   |  |                |            |
|-------------------|--|----------------|------------|
| Company ID        | AIM368   | Created Date   | 10/26/2021 |
| Company Name      | MLH Resources  | Company Status |            |
| Corporate Address | 9 Main St<br>Ode Tine Washington 92043<br>United States of America<br>(Edit Address) |                |            |

### Company Representatives and Delegates

| Role                             | Name            | Date Added | Actions |
|----------------------------------|-----------------|------------|---------|
| Company Representative           | George Potemkin | 10/26/2021 |         |
| Alternate Company Representative | none            |            | Appoint |

[Add a Delegate](#)

### Your Company's Facilities

| Facility | Facility ID | Created Date (By) | Last Modified Date (By) | Actions |
|----------|-------------|-------------------|-------------------------|---------|
|----------|-------------|-------------------|-------------------------|---------|

[Add a Facility](#)

[CANCEL](#)





# Import Petition Reporting

- Submitting a New Petition
  1. Log into e-GGRT
  2. Enter the HFC Reporting System
  3. Navigate to the Import Petition tab
  4. Upload a Completed Import Petition Form
  5. Address Validation Errors, if Applicable
  6. Upload Export License Documentation and Other Supporting Documentation, as Needed
  7. Submit Report
  8. Complete Electronic Signature
  9. Receive Confirmation Email

# Import Petition Reporting

## Log into e-GGRT

Visit <https://ghgreporting.epa.gov>

United States Environmental Protection Agency

**e-GGRT**  
Electronic Greenhouse Gas Reporting Tool

**Welcome to EPA's electronic Greenhouse Gas Reporting Tool**

**About e-GGRT**  
e-GGRT supports facility and supplier reporting for the EPA Greenhouse Gas Reporting Program. The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States.

Additional information on e-GGRT.

**e-GGRT LOGIN**

User Name:

Password:

Show Password

**LOGIN**

Need Help?  
» [Forgot your User Name?](#)  
» [Forgot your Password?](#)

New to e-GGRT?  
» [Create your e-GGRT account](#)

**Warning Notice**  
In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action; 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information; 7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8. you may not process or store classified national security information on this computer system.

## Enter the HFC Reporting System

United States Environmental Protection Agency

**e-GGRT**  
Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Hello, George Potemkin | My Profile | Logout

**REGISTER A FACILITY**

**ACCESS YOUR FACILITIES:**

| GHGRP ID | Facility or Supplier | Your Role |
|----------|----------------------|-----------|
| 525642   | MLH Test Facility    | AGENT     |

**ACCEPT AN APPOINTMENT:**  
If you received an email to accept an appointment to a facility, paste the 1-time Invitation Code into the field, then click 'GO'.

**EPA Correspondence Folder**  
Issues with Message(s) awaiting reply: 0

**You are also a reporter under EPA's HFC Reporting System**  
[Go to e-GGRT for HFC Reporting System](#)

**e-GGRT Announcements**

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT 21.05-j1848 | UA1-2

# Import Petition Reporting

## Navigate to the Import Petition tab and start a New Petition



The screenshot shows the EPA HFC PHASED DOWN web application interface. The navigation menu at the top includes 'Home', 'Company Management', and 'Import Petitions', with 'Import Petitions' circled in red. The user is logged in as 'George Potemkin'. The main content area is titled 'Your Import Petitions' and includes a 'Petition Summary' link. A text box explains that users can start a new petition, view a previously submitted petition, or complete a previously started petition. To the right, the 'Import Petition Resources' section is circled in red, containing a link to the 'Blank Import Petition Form'. Below this, the 'Start a New Petition' section features a table with columns for 'Company', 'Comp ID', 'Your Role', and 'Actions'. The 'Actions' column for the first row is circled in red, showing a 'New Petition' link.

**EPA** United States Environmental Protection Agency

Home | Company Management | **Import Petitions**

Hello, George Potemkin | My Profile | Logout

### Your Import Petitions

Home » [Petition Summary](#)

Your Petitions to Import HFCs

Below is a summary of your company's saved and previously submitted petitions to import HFCs for transformation or destruction. To start a new petition, click New Petition for the company you wish to submit a petition. Locate and click Open Petition to view a previously submitted petition or complete a previously started petition.

**Import Petition Resources**

- [Blank Import Petition Form](#)

#### Start a New Petition

| Company               | Comp ID | Your Role              | Actions                      |
|-----------------------|---------|------------------------|------------------------------|
| AIM UAT ICF Company 9 | AIM809  | Company Representative | <a href="#">New Petition</a> |

# Import Petition Reporting

## Upload a Completed Import Petition Form

A blank reporting form is available for download from within the application and available on EPA's web site:

<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping>

**EPA** United States Environmental Protection Agency

Home | Company Management | **Import Petitions**

Hello, Emily Golla | My Profile | Logout

**AIM UAT ICF Company 9 (AIM809)**  
Home » Petition Summary » **Petition to Import HFCs**

**Petition to Import HFCs for Transformation or Destruction**  
Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.

**Import Petition Resources**  
→ **Blank Import Petition Form**

**Petition**

| Alias              | Petition Status          |
|--------------------|--------------------------|
| Year of Import     | Version                  |
| Created Date (By)  | Last Submitted Date (By) |
| Modified Date (By) | Approval Date            |

**Step 1:** Upload a completed Import Petition 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 a copy of an English translation of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. You may upload as many supplemental files as necessary to satisfy this requirement.

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

**Choose File** No file chosen **Upload**






# Import Petition Reporting

## Address Validation Errors, if Applicable

**Petition**

| Alias              | Petition Status          |
|--------------------|--------------------------|
| Year of Import     | Version                  |
| Created Date (By)  | Last Submitted Date (By) |
| Modified Date (By) | Approval Date            |

**VALIDATION ERRORS**

-  Company Name [AIM UAT ICF Company 10] entered in Section 1 does not match the Company Name on file.
-  Expected Month of Import is a required field but may not be known at the time of submission. Please provide this information in Section 2 if you know the Expected Month of Import. If unknown at the time of submission, please specify as Unknown.
-  You have indicated that the U.S. Customs Entry Number entered in Section 2 is Unknown at this time. Please amend your submission once this information is known.
-  You have indicated in Section 2 that the Vessel Name is Unknown at this time. Please amend your submission once this information is known.
-  A response is required to the question "Should the intermediary information be treated as confidential business information (CBI)?". Please provide this information in Section 4.

**Step 1:** Upload a completed Import Petition 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 a copy of an English translation of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. You may upload as many supplemental files as necessary to satisfy this requirement.

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

No file chosen



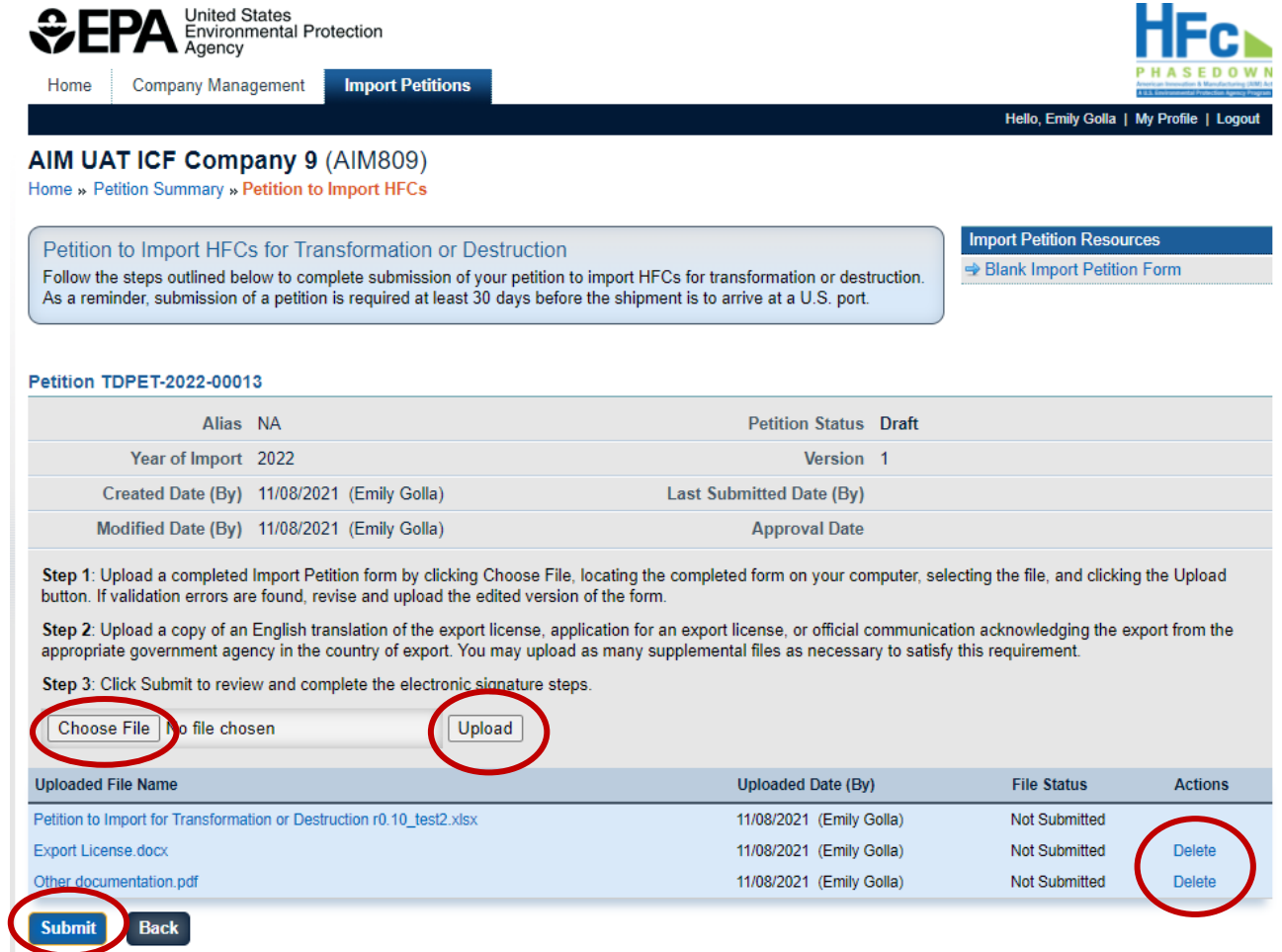
# Import Petition Reporting

## Upload Export License and Other Documentation, as Needed

- If a file is uploaded in error, delete by selecting **Delete** from the Actions menu

## Submit Report

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



**EPA** United States Environmental Protection Agency

Home | Company Management | **Import Petitions**

Hello, Emily Golla | My Profile | Logout

### AIM UAT ICF Company 9 (AIM809)

Home » Petition Summary » **Petition to Import HFCs**

**Petition to Import HFCs for Transformation or Destruction**

Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.

**Import Petition Resources**

⇒ [Blank Import Petition Form](#)

#### Petition TDPET-2022-00013

| Alias              | NA                       | Petition Status          | Draft |
|--------------------|--------------------------|--------------------------|-------|
| Year of Import     | 2022                     | Version                  | 1     |
| Created Date (By)  | 11/08/2021 (Emily Golla) | Last Submitted Date (By) |       |
| Modified Date (By) | 11/08/2021 (Emily Golla) | Approval Date            |       |

**Step 1:** Upload a completed Import Petition 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 a copy of an English translation of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. You may upload as many supplemental files as necessary to satisfy this requirement.

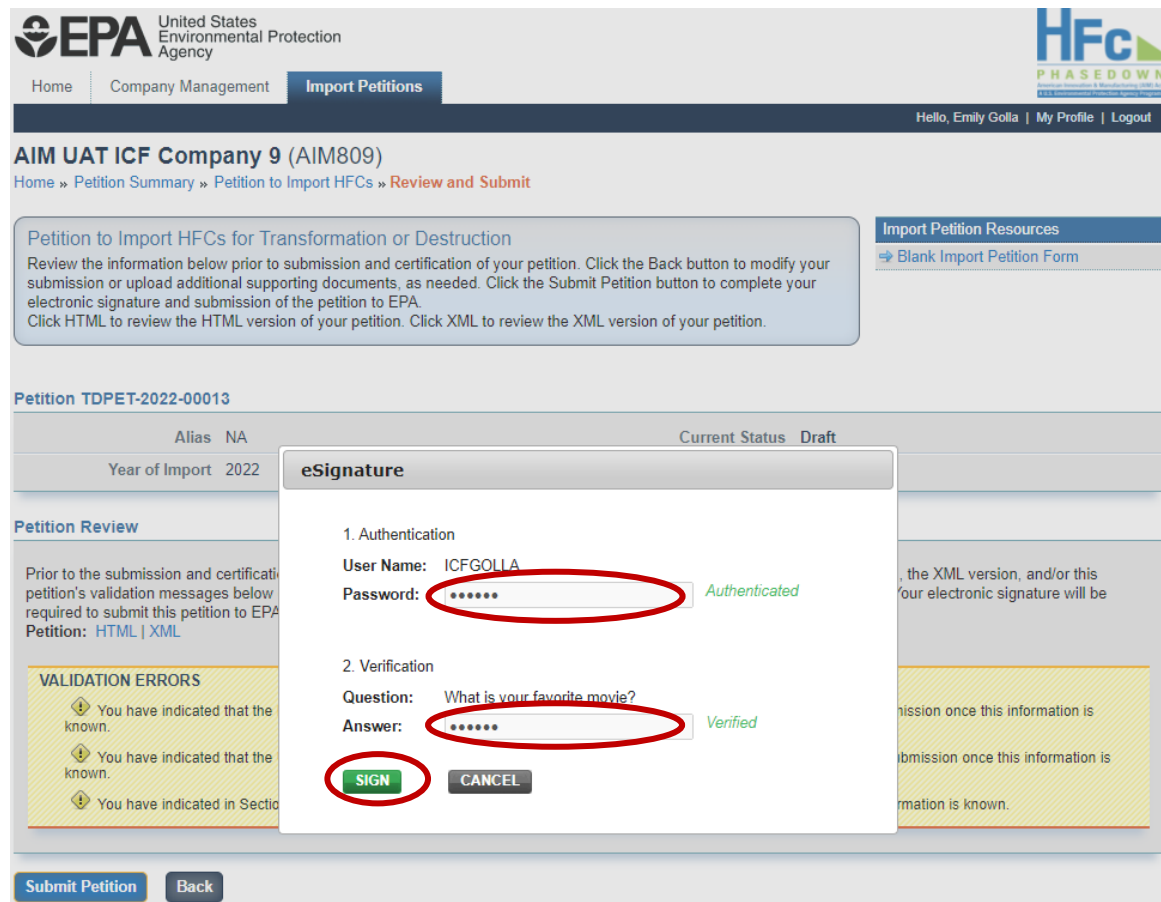
**Step 3:** Click Submit to review and complete the electronic signature steps.

No file chosen

| Uploaded File Name  | Uploaded Date (By)       | File Status   | Actions                               |
|---|--------------------------|---------------|---------------------------------------|
| Petition to Import for Transformation or Destruction r0.10_test2.xlsx | 11/08/2021 (Emily Golla) | Not Submitted |                                       |
| Export License.docx   | 11/08/2021 (Emily Golla) | Not Submitted | <input type="button" value="Delete"/> |
| Other documentation.pdf   | 11/08/2021 (Emily Golla) | Not Submitted | <input type="button" value="Delete"/> |

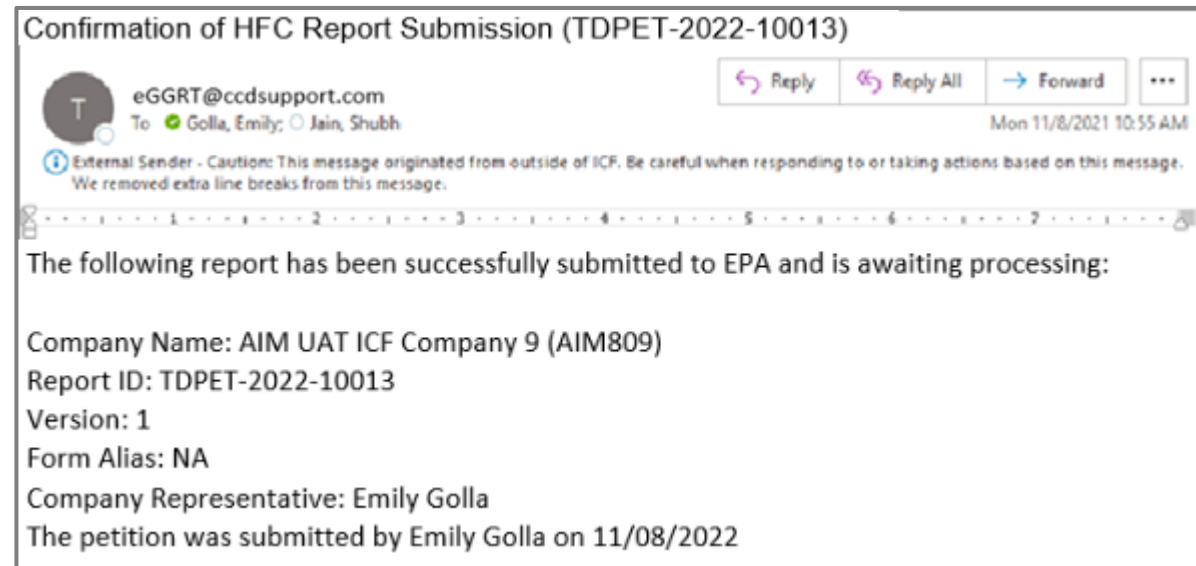
# Import Petition Reporting

## Complete Electronic Signature



The screenshot shows the EPA HFC import petition submission interface. The user is logged in as Emily Golla. The page title is "AIM UAT ICF Company 9 (AIM809)". The main heading is "Petition to Import HFCs for Transformation or Destruction". The user is currently at the "eSignature" step, which is divided into two sections: "1. Authentication" and "2. Verification". In the "1. Authentication" section, the "User Name" is "ICFGOLLA" and the "Password" field is filled with six dots. In the "2. Verification" section, the "Question" is "What is your favorite movie?" and the "Answer" field is filled with six dots. The "SIGN" button is highlighted with a red circle. The "VALIDATION ERRORS" section shows three error messages: "You have indicated that the known.", "You have indicated that the known.", and "You have indicated in Sectio".

## Receive Confirmation Email

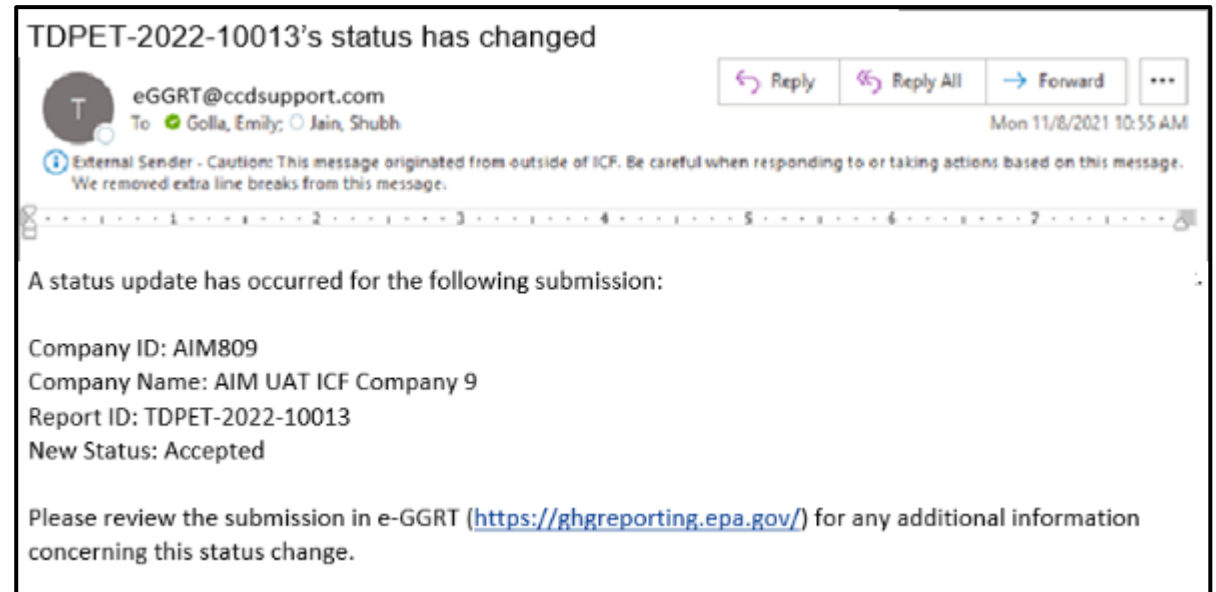


The screenshot shows a confirmation email from eGGRT@ccdsupport.com. The subject is "Confirmation of HFC Report Submission (TDPET-2022-10013)". The email is addressed to Golla, Emily; Jain, Shubh. The date and time are Mon 11/8/2021 10:55 AM. The email content states: "The following report has been successfully submitted to EPA and is awaiting processing: Company Name: AIM UAT ICF Company 9 (AIM809) Report ID: TDPET-2022-10013 Version: 1 Form Alias: NA Company Representative: Emily Golla The petition was submitted by Emily Golla on 11/08/2022".

# Import Petition Reporting

## ■ Viewing Submission Documents

1. Receive status update notification
2. Log into e-GGRT and enter the HFC Reporting System
3. Locate and open the previously submitted petition
4. Open Review Outcome files



# Import Petition Reporting

## Locate and Open Submission



EPA United States Environmental Protection Agency

Home Company Management **Import Petitions**

PHASEDOWN American Innovation & Manufacturing (AIM) Act A U.S. Environmental Protection Agency Program

Hello, Emily Golla | My Profile | Logout

### Your AIMRS Import Petitions

Home » [Petition Summary](#)

#### Your Petitions to Import HFCs

Below is a summary of your company's saved and previously submitted petitions to import HFCs for transformation or destruction. To start a new petition, click New Petition for the company you wish to submit a petition. Locate and click Open Petition to view a previously submitted petition or complete a previously started petition.

#### Import Petition Resources

[Blank Import Petition Form](#)

#### Petitions to Import HFCs for Transformation or Destruction

| Petition ID      | Alias | Company               | Created Date | Last Modified Date (By)  | Status    | Actions  |
|------------------|-------|-----------------------|--------------|--------------------------|-----------|--|
| TDPET-2022-00013 | NA    | AIM UAT ICF Company 9 | 11/08/2021   | 11/08/2021 (Emily Golla) | Submitted | <a href="#">Open Petition</a>                          |
| TDPET-2022-00012 | Test1 | AIM UAT ICF Company 9 | 11/03/2021   | 11/03/2021 (Shubh Jain)  | Submitted | <a href="#">Open Petition</a>                          |
| TDPET-2021-00018 | Test1 | AIM UAT ICF Company 9 | 10/18/2021   | 10/18/2021 (Emily Golla) | Draft     | <a href="#">Open Petition</a>   <a href="#">Delete</a> |
| TDPET-2021-00017 | Test1 | AIM UAT ICF Company 9 | 10/18/2021   | 10/18/2021 (Emily Golla) | Submitted | <a href="#">Open Petition</a>                          |

#### Start a New Petition

| Company               | Comp ID | Your Role              | Actions                      |
|-----------------------|---------|------------------------|------------------------------|
| AIM UAT ICF Company 9 | AIM809  | Company Representative | <a href="#">New Petition</a> |

## View Review Outcome Documents



EPA United States Environmental Protection Agency

Home Company Management **Import Petitions**

PHASEDOWN American Innovation & Manufacturing (AIM) Act A U.S. Environmental Protection Agency Program

Hello, Emily Golla | My Profile | Logout

### AIM UAT ICF Company 9 (AIM809)

Home » [Petition Summary](#) » [Petition to Import HFCs](#)

#### Petition to Import HFCs for Transformation or Destruction

Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.

#### Import Petition Resources

[Blank Import Petition Form](#)

#### Petition TDPET-2022-00013

| Alias              | NA                       | Petition Status          | Accepted                 |
|--------------------|--------------------------|--------------------------|--------------------------|
| Year of Import     | 2022                     | Version                  | 1                        |
| Created Date (By)  | 11/08/2021 (Emily Golla) | Last Submitted Date (By) | 11/08/2021 (Emily Golla) |
| Modified Date (By) | 11/08/2021 (Emily Golla) | Approval Date            |                          |

**This Import Petition has been submitted to EPA for review.** At this time, the petition cannot be edited. Following a review you will be notified via email, at which time you can log into AIMRS, open the petition, and find more information about the review outcome.

| Uploaded File Name  | Uploaded Date (By)       | File Status | Actions |
|---|--------------------------|-------------|---------|
| Petition to Import for Transformation or Destruction r0.10_test2.xlsx | 11/08/2021 (Emily Golla) | Submitted   |         |
| Export License.docx   | 11/08/2021 (Emily Golla) | Submitted   |         |
| Other documentation.pdf   | 11/08/2021 (Emily Golla) | Submitted   |         |

#### Amend Import Information

#### Petition History

| Version | Petition Version Reports  | Submission Date (By)     | Review Date | Review Outcome                           |
|---------|---|--------------------------|-------------|--|
| 1       | <a href="#">HTML</a>   <a href="#">XML</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a> | 11/08/2021 (Emily Golla) | 11/08/2021  | <a href="#">Non-Objection_Notice.pdf</a> |

[Back](#)

# Import Petition Reporting

- Amending a Petition
  1. Log into e-GGRT and enter the HFC Reporting System
  2. Locate and open the previously submitted petition
  3. Start amendment
  4. Enter new/updated information
  5. Submit amended petition
  6. Receive confirmation email

The screenshot displays the EPA e-GGRT interface for 'Import Petitions'. The user is logged in as 'Emily Golla'. The page title is 'AIM UAT ICF Company 9 (AIM809)'. The main heading is 'Petition to Import HFCs for Transformation or Destruction'. A message states: 'Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.' Below this, the petition details for 'Petition TDPET-2022-00013' are shown, including 'Alias NA', 'Petition Status Accepted', 'Year of Import 2022', 'Version 1', and submission dates. A table lists uploaded files: 'Petition to Import for Transformation or Destruction r0\_10\_test2.xlsx', 'Export License.docx', and 'Other documentation.pdf', all submitted on 11/08/2021. A red circle highlights the 'Amend Import Information' button. The 'Petition History' table shows one version with a 'Non-Objection\_Notice.pdf' outcome. A 'Back' button is at the bottom.

| Alias              | NA                       | Petition Status          | Accepted                 |
|--------------------|--------------------------|--------------------------|--------------------------|
| Year of Import     | 2022                     | Version                  | 1                        |
| Created Date (By)  | 11/08/2021 (Emily Golla) | Last Submitted Date (By) | 11/08/2021 (Emily Golla) |
| Modified Date (By) | 11/08/2021 (Emily Golla) | Approval Date            |                          |

| Uploaded File Name  | Uploaded Date (By)       | File Status | Actions |
|---|--------------------------|-------------|---------|
| Petition to Import for Transformation or Destruction r0_10_test2.xlsx | 11/08/2021 (Emily Golla) | Submitted   |         |
| Export License.docx   | 11/08/2021 (Emily Golla) | Submitted   |         |
| Other documentation.pdf   | 11/08/2021 (Emily Golla) | Submitted   |         |

| Version | Petition Version Reports  | Submission Date (By)     | Review Date | Review Outcome                           |
|---------|---|--------------------------|-------------|--|
| 1       | <a href="#">HTML</a>   <a href="#">XML</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a> | 11/08/2021 (Emily Golla) | 11/08/2021  | <a href="#">Non-Objection_Notice.pdf</a> |

# Import Petition Reporting

## Enter New/Updated Information

- Only select fields can be edited
  - Revise expected date of import
  - Provide previously unknown information

**EPA** United States Environmental Protection Agency

Home | Company Management | **Import Petitions**

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### AIM UAT ICF Company 9 (AIM809)

Home » Petition Summary » Petition to Import Virgin HFCs » Amend Import Information

Amending an Approved Petition to Import Virgin HFCs for Transformation or Destruction \* denotes a required field  
Use the form below to amend import information that was included in your previously accepted import petition. Click the SAVE button when finished, then proceed to submit the revised, amended petition.

Petition **TDPET-2022-00013**

| Alias              | NA                       | Petition Status          | Accepted                 |
|--------------------|--------------------------|--------------------------|--------------------------|
| Year of Import     | 2022                     | Version                  | 1                        |
| Created Date (By)  | 11/08/2021 (Emily Golla) | Last Submitted Date (By) | 11/08/2021 (Emily Golla) |
| Modified Date (By) | 11/08/2021 (Emily Golla) | Approval Date            |                          |

#### Import Information

|                           | In Previously Accepted Petition | Amend To  |
|---------------------------|---------------------------------|---|
| Vessel Name               | Unknown                         | <input type="text" value="Unknown"/>                      |
| Expected Year of Import   | 2022                            | <input type="text" value="2022"/>                         |
| Expected Month of Import  | Unknown                         | <input type="text" value="May"/>                          |
| Intended Port of Entry    | Unknown                         | <input type="text" value="Port Manatee, Florida - 1821"/> |
| U.S. Customs Entry Number | 12312312312                     | <input type="text" value="12312312312"/>                  |
| Source Country            | Japan                           | Japan   |

# Import Petition Reporting

## Complete Electronic Signature

The screenshot shows the EPA HFC reporting portal interface. At the top, there are logos for EPA and HFC PHASEDOWN. The navigation bar includes 'Home', 'Company Management', and 'Import Petitions'. A user profile for 'Emily Golla' is visible. The main content area is titled 'AIM UAT ICF Company 9 (AIM809)' and shows a 'Petition to Import HFCs for Transformation or Destruction' with a status of 'Accepted'. An 'eSignature' modal window is open, displaying two steps: 1. Authentication, where the user name 'ICFGOLLA' and password are entered and verified; 2. Verification, where the user answers the question 'What is your favorite movie?'. The modal includes 'SIGN' and 'CANCEL' buttons. In the background, a 'VALIDATION ERRORS' section lists three items, and a 'Submit Petition' button is visible at the bottom.

## Receive Confirmation Email

The screenshot shows an email titled 'Confirmation of HFC Report Submission (TDPET-2022-10013)'. The sender is 'eGRT@ccdsupport.com' and the recipients are 'Golla, Emily' and 'Jain, Shubb'. The email date is 'Mon 11/8/2021 10:55 AM'. The body of the email contains the following text:

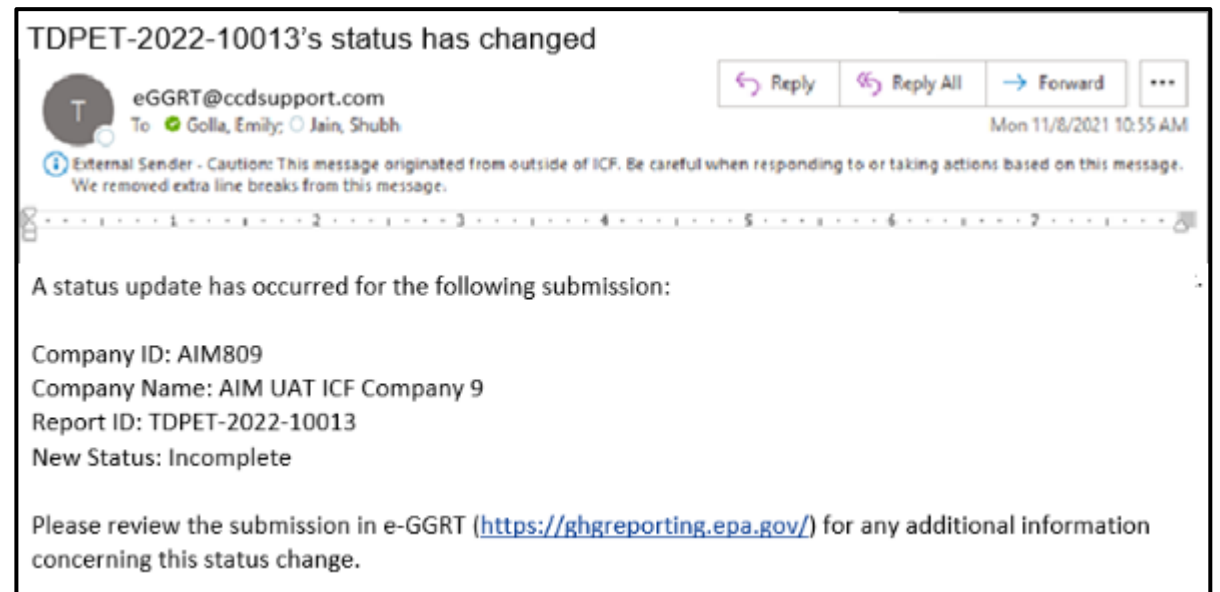
A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

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

Company Name: AIM UAT ICF Company 9 (AIM809)  
Report ID: TDPET-2022-10013  
Version: 2  
Form Alias: NA  
Company Representative: Emily Golla  
The petition was submitted by Emily Golla on 11/08/2022

# Import Petition Reporting

- Resubmitting a Petition
  1. Receive status update notification
  2. Log into e-GGRT and enter the HFC Reporting System
  3. Locate and open the previously submitted petition
  4. View incomplete letter
  5. Start revision
  6. Revise petition
  7. Resubmit petition
  8. Receive confirmation email





# Import Petition Reporting

## View incomplete letter

- The letter will specify the reason the petition was identified as incomplete

## Start revision

- Selection of the Start Revision button is required to modify submission files

**EPA** United States Environmental Protection Agency

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

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### 4M Corporation Three (AIM056)

Home » Petition Summary » [Petition to Import HFCs](#)

Petition to Import HFCs for Transformation or Destruction  
Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.

**Import Petition Resources**  
Blank Import Petition Form

**Petition Status Update**

EPA found this Import Petition to be **Incomplete** on 09/20/2022. Please refer to the review outcome below in the Petition History table for more information. To address the issues described in the Incomplete Letter you may submit a petition revision. First, click the Start Revision button. Upload a revised Import Petition form and/or revised supplemental file(s) as appropriate. Then resubmit the petition.

#### Petition TDPET-2022-10011

| Alias                   | 2022C3B                        | Petition Status          | Incomplete                     |
|-------------------------|--------------------------------|--------------------------|--------------------------------|
| Expected Year of Import | 2022                           | Version                  | 1                              |
| Created Date (By)       | 09/09/2022 (George Washington) | Last Submitted Date (By) | 09/10/2022 (George Washington) |
| Modified Date (By)      | 10/05/2022 (Abigail Adams)     | Acceptance Date          |                                |

| Uploaded File Name                       | Uploaded Date (By)             | File Submitted? | Actions |
|--|--------------------------------|-----------------|---------|
| 4M_Corp_One Petition to Import HFCs.xlsx | 09/09/2022 (George Washington) | Yes             |         |
| Supporting Doc One.docx                  | 09/09/2022 (George Washington) | Yes             |         |
| Supporting Doc Two.pdf                   | 09/10/2022 (George Washington) | Yes             |         |

**Start Revision**

#### Petition History

| Version | Petition Version Reports                      | Submission Date (By)           | Review Date | Review Outcome        |
|---------|---|--------------------------------|-------------|-----------------------|
| 1       | HTML   XML   ZIP Archive   Validation Summary | 09/10/2022 (George Washington) | 09/20/2022  | incomplete_Letter.pdf |

**Back**

Paperwork Reduction Act Burden Statement | AIMRS Help

AIMRS 21.1.0-J189 | AIMRS Petition-1

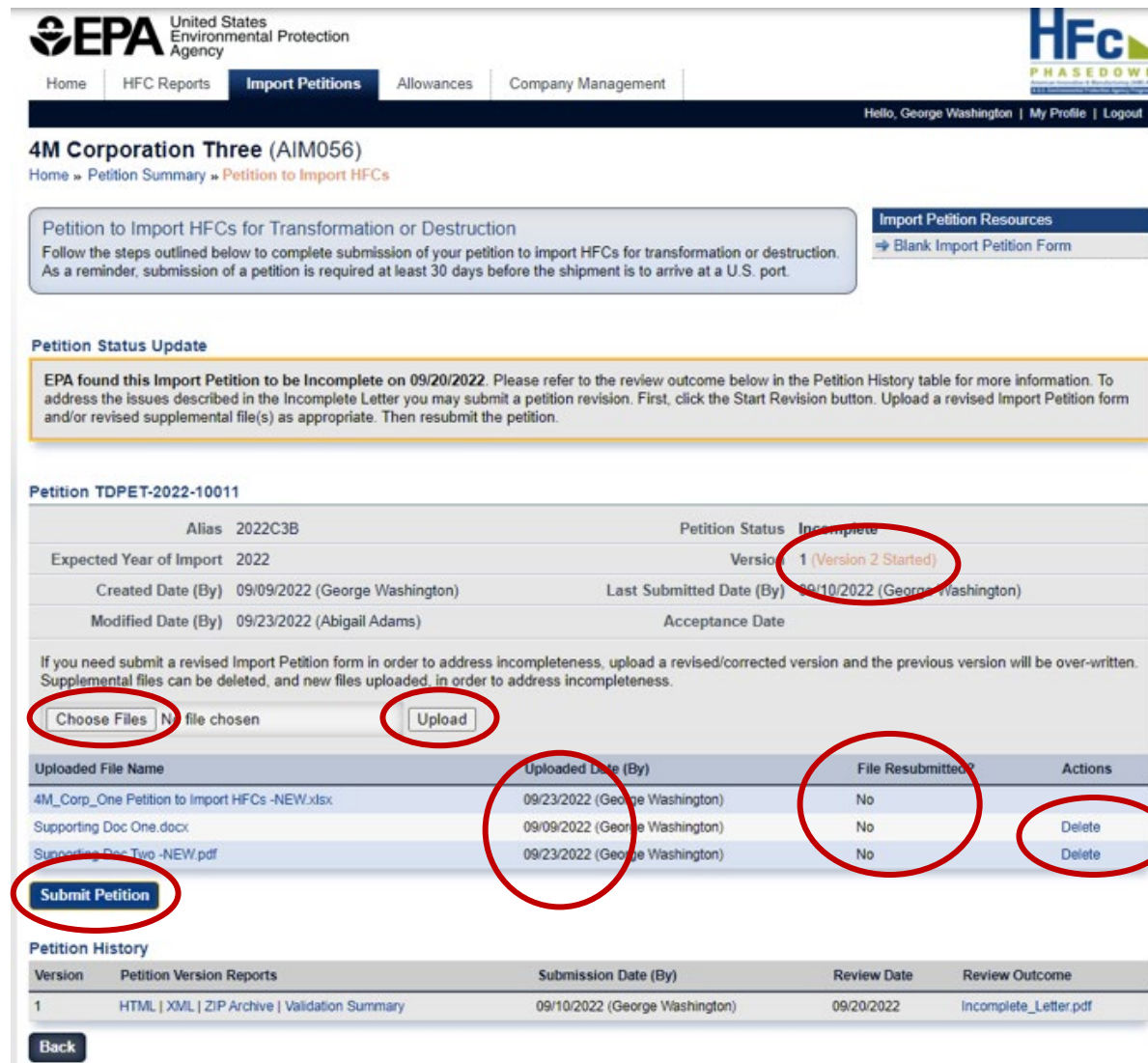
# Import Petition Reporting

## Revise Petition

- Upload modified Excel-report
- Delete and/or add new supporting documents

## Resubmit Petition

- Select **Submit Petition**
- Complete electronic signature



The screenshot shows the EPA HFC Reporting portal for a user named George Washington. The page title is "4M Corporation Three (AIM056)". A message states: "Petition to Import HFCs for Transformation or Destruction. Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port." A yellow box highlights a status update: "EPA found this Import Petition to be Incomplete on 09/20/2022. Please refer to the review outcome below in the Petition History table for more information. To address the issues described in the Incomplete Letter you may submit a petition revision. First, click the Start Revision button. Upload a revised Import Petition form and/or revised supplemental file(s) as appropriate. Then resubmit the petition." Below this is a table for "Petition TDPET-2022-10011" with columns for Alias, Expected Year of Import, Created Date, Modified Date, Petition Status, Version, Last Submitted Date, and Acceptance Date. The status is "Incomplete" and the version is "1 (Version 2 Started)". A file upload section includes a "Choose Files" button, an "Upload" button, and a table of uploaded files. The table has columns for Uploaded File Name, Uploaded Date, File Resubmitted?, and Actions. The files listed are "4M\_Corp\_One Petition to Import HFCs -NEW.xlsx", "Supporting Doc One.docx", and "Supporting Doc Two -NEW.pdf". The "Submit Petition" button is also highlighted. A "Petition History" table at the bottom shows a single entry for version 1, which was reviewed on 09/20/2022 with an outcome of "Incomplete\_Letter.pdf".

| Alias                   | 2022C3B                        | Petition Status          | Incomplete                     |
|-------------------------|--------------------------------|--------------------------|--------------------------------|
| Expected Year of Import | 2022                           | Version                  | 1 (Version 2 Started)          |
| Created Date (By)       | 09/09/2022 (George Washington) | Last Submitted Date (By) | 09/10/2022 (George Washington) |
| Modified Date (By)      | 09/23/2022 (Abigail Adams)     | Acceptance Date          |                                |

| Uploaded File Name                            | Uploaded Date (By)             | File Resubmitted? | Actions |
|---|--------------------------------|-------------------|---------|
| 4M_Corp_One Petition to Import HFCs -NEW.xlsx | 09/23/2022 (George Washington) | No                |         |
| Supporting Doc One.docx                       | 09/09/2022 (George Washington) | No                | Delete  |
| Supporting Doc Two -NEW.pdf                   | 09/23/2022 (George Washington) | No                | Delete  |

| Version | Petition Version Reports                      | Submission Date (By)           | Review Date | Review Outcome        |
|---------|---|--------------------------------|-------------|-----------------------|
| 1       | HTML   XML   ZIP Archive   Validation Summary | 09/10/2022 (George Washington) | 09/20/2022  | Incomplete_Letter.pdf |

# Import Petition Reporting

## Petition Status and History

EPA United States Environmental Protection Agency

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

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### 4M Corporation One (AIM056)

Home » Petition Summary » [Petition to Import HFCs](#)

Petition to Import HFCs for Transformation or Destruction  
Follow the steps outlined below to complete submission of your petition to import HFCs for transformation or destruction. As a reminder, submission of a petition is required at least 30 days before the shipment is to arrive at a U.S. port.

**Import Petition Resources**  
[Blank Import Petition Form](#)

#### Petition TDPET-2022-10023

|                    |                                |                          |                               |
|--------------------|--------------------------------|--------------------------|-------------------------------|
| Alias              | 2022C3B                        | Petition Status          | <b>Submitted</b>              |
| Reporting Year     | 2022                           | Version                  | <b>2</b>                      |
| Created Date (By)  | 09/09/2022 (George Washington) | Last Submitted Date (By) | 09/23/2022 (Thomas Jefferson) |
| Modified Date (By) | 09/23/2022 (George Washington) | Acceptance Date          |                               |

This Import Petition has been submitted to EPA for review. At this time, the petition can not be edited. Following a review you will be notified via email, at which time you can log into AIMRS, open this petition, and find more information in the Review Outcome document.

| Uploaded File Name                            | Uploaded Date (By)             | File Submitted? | Actions |
|---|--------------------------------|-----------------|---------|
| 4M_Corp_One Petition to Import HFCs -NEW.xlsx | 09/23/2022 (George Washington) | Yes             |         |
| Supporting Doc One.docx                       | 09/09/2022 (George Washington) | Yes             |         |
| Supporting Doc Two -NEW.pdf                   | 09/23/2022 (George Washington) | Yes             |         |

#### Petition History

| Version | Petition Version Reports                             | Submission Date (By)           | Review Date | Review Outcome        |
|---------|--|--------------------------------|-------------|-----------------------|
| 1       | HTML   XML   ZIP Archive   Validation Summary        | 09/10/2022 (George Washington) | 09/20/2022  | Incomplete_Letter.pdf |
| 2       | <b>HTML   XML   ZIP Archive   Validation Summary</b> | 09/23/2022 (Thomas Jefferson)  |             |                       |

[Back](#)

## Receive Confirmation Email

Confirmation of HFC Report Submission (TDPET-2022-10023)

eGGRT@ccdsupport.com  
To: Golla, Emily; Jain, Shubh  
Mon 11/8/2021 10:55 AM

[Reply](#) [Reply All](#) [Forward](#) [...](#)

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: 4M Corporation One (AIM056)  
Report ID: TDPET-2022-10023  
Version: 2  
Form Alias: 2022C3B  
Company Representative: Emily Golla  
The petition was submitted by Emily Golla on 09/23/2022

# Helpful Resources

- [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
  - Webinar Recordings and Presentation Slides (coming soon)
  - Reporting Instructions (coming soon)
- [EPA's electronic Greenhouse Gas Reporting Tool \(e-GGRT\)](https://ghgreporting.epa.gov/ghg/login.do)  
(<https://ghgreporting.epa.gov/ghg/login.do>)
- [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>)

*This presentation will be posted to EPA's Reporting and Recordkeeping website*

Questions?