

# Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar:  
Introduction to e-GGRT System Overview  
March 3, 2022**

Call-in: 1-415-655-0002 or 1-855-797-9485

Event number: 2435 906 9269

# Webinar Panels

## Three Audio Options:

1. Listen on computer
2. Use the WebEx call-me feature
3. Dial 1-415-655-0002 or 1-855-797-9485;  
Event number: 2435 906 9269

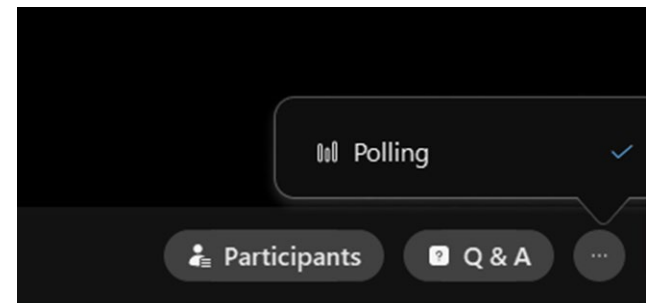
# Webinar Panels

## We'll use two panels

- Participants and Question & Answer
- Use the arrow to expand or collapse the panels

## Adding Panels

- If some panels don't appear, hover over the bottom of the screen and select the desired panels
- Select More Options (...) for additional panels
- Highlighted backgrounds indicate active panels



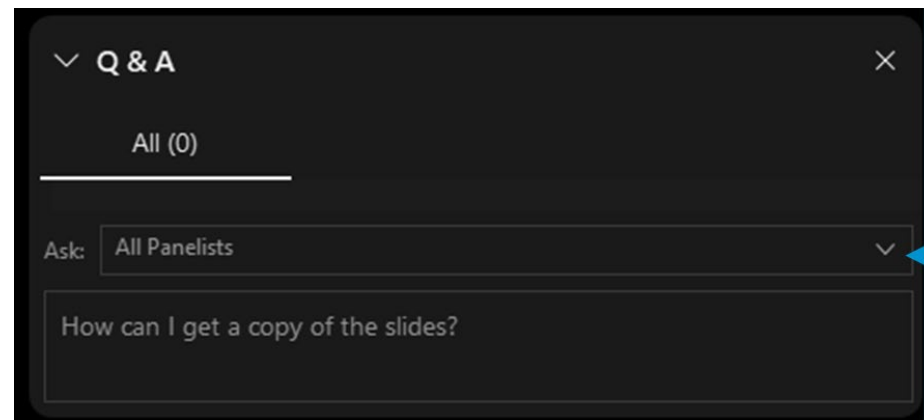
↑  
Participants

↑  
Q&A

# 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”



The screenshot shows a dark-themed Q&A interface. At the top, there is a header with a downward arrow, the text 'Q & A', and a close button (X). Below the header, it says 'All (0)'. There is a horizontal line below this. The main area has a label 'Ask:' followed by a dropdown menu currently showing 'All Panelists'. A blue arrow points to the dropdown arrow on the right side of this menu. Below the dropdown is a text input field containing the question 'How can I get a copy of the slides?'.

- EPA will post the webinar slides:  
<https://www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting>

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# Overview of Today's Presentation

- 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 needed it

# About e-GGRT

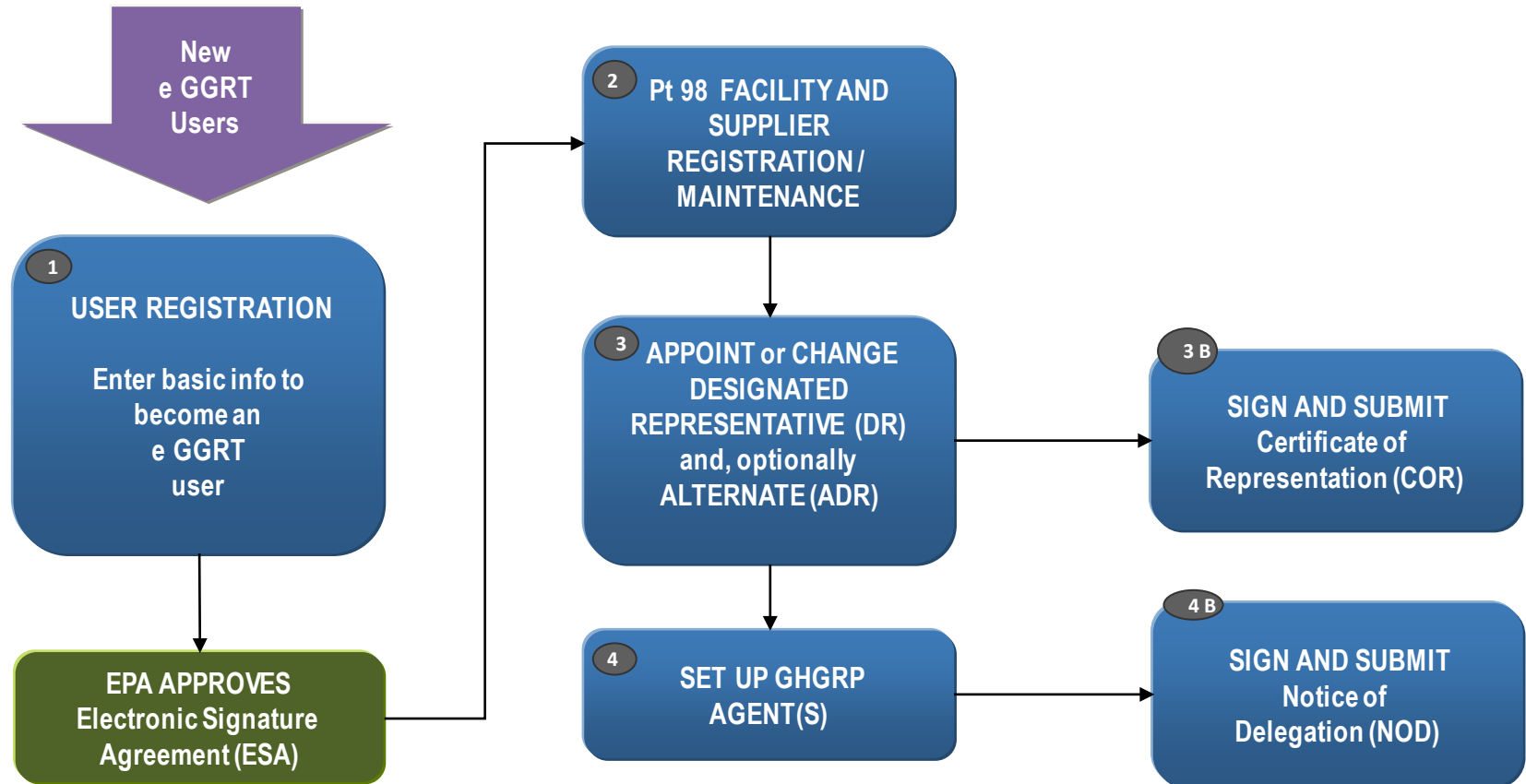
- e-GGRT: <https://ghgreporting.epa.gov>

The screenshot shows the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) website. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo with a bird icon and the text "Electronic Greenhouse Gas Reporting Tool". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool". It includes a navigation menu on the left with "e-GGRT Help" and "Login to e-GGRT". The main text area contains "About e-GGRT" (describing facility and supplier reporting for the EPA Greenhouse Gas Reporting Program), "Additional information on e-GGRT.", and a "Warning Notice" regarding U.S. Government information systems. On the right, there is an "e-GGRT LOGIN" section with fields for "User Name:" and "Password:", a "Show Password" checkbox, and a "LOGIN" button. Below the login section are links for "Need Help?" (Forgot your User Name?, Forgot your Password?) and "New to e-GGRT?" (Create your e-GGRT account).



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

# Registration Overview (GHGRP)





# User Registration

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

The screenshot shows the EPA's e-GGRT login page. On the left is a navigation menu with a 'e-GGRT Help' section containing links like 'How to Login to e-GGRT' and 'How to Retrieve Your Lost or Forgotten User Name'. The main content area has a 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool' header, followed by an 'About e-GGRT' section and a 'Warning Notice' section. On the right is the 'e-GGRT LOGIN' form with fields for 'User Name' and 'Password', a 'Show Password' checkbox, and a 'LOGIN' button. Below the form are links for 'Need Help?' (Forgot your User Name?, Forgot your Password?) and 'New to e-GGRT?' (Create your e-GGRT account). Red arrows point from yellow callout boxes to the 'Forgot your Password?' link, the 'Create your e-GGRT account' link, and the 'Password' field.

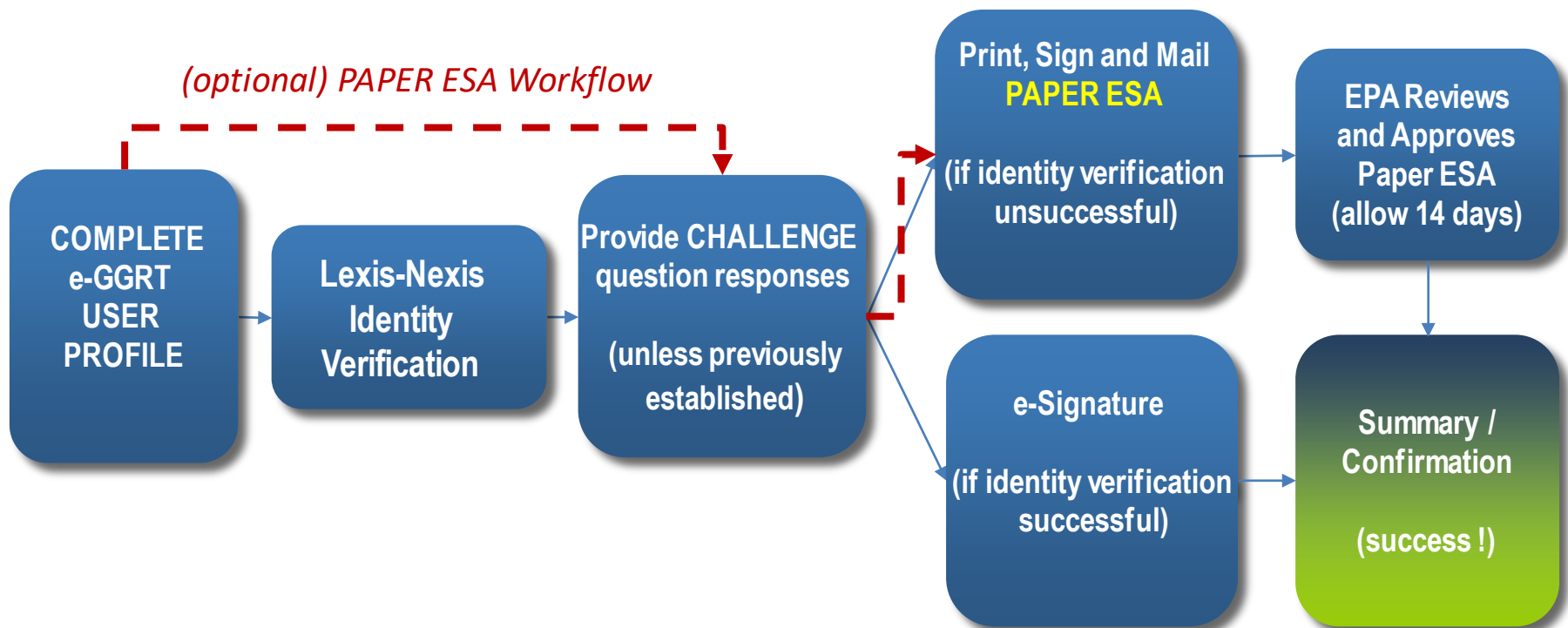
If you have a Central Data Exchange (CDX) account then log in with your credentials here

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



# User Registration – Electronic Signature Agreement (ESA)

User Profile   Challenge Questions   Signature Agreement   Print Summary

## YOUR USER PROFILE

By completing and saving this form you will establish your e-GGRT user profile.


NOTE: You will not be able to return to this screen, so please double-check the information before you save.

\* denotes a required field

Title *	Select
First Name *	<input type="text"/>
	Please use your full first name and not a nickname for identity proofing purposes.
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	Select
ADDRESS INFORMATION	
Organization (Employer) *	<input type="text"/>
Mailing Address Line 1 *	<input type="text"/>
	Maximum 50 characters

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

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

 LexisNexis® | Verification for EPA

Note: By proceeding with verification you understand the service is voluntary and that you are validating personally identifying information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. [Privacy Policy](#)

Before attempting to complete identity verification, please review the guidance below:

- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Name	<input type="text"/>
Home Address *	<input type="text"/>
Home City *	<input type="text"/>
Home State *	Select
Home Zip *	<input type="text"/>
Home Phone *	<input type="text"/>
Date of Birth *	<input type="text"/>
Last 4 of SSN *	<input type="text"/>

For more information visit:

<https://ccdsupport.com/confluence/display/help/Electronic+Signature+Agreement>

# e-GGRT Home Page

- 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>

The screenshot shows the e-GGRT Home Page interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool". Below the logos are four tabs: "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "HOME" tab is selected. In the top right corner, it says "Hello, George Potemkin | My Profile | Logout". On the left side, there is a navigation menu with "e-GGRT Help" and "About e-GGRT Home". The main content area features a "REGISTER A FACILITY" button and a section titled "ACCESS YOUR FACILITIES:". Below this is a table with three columns: "GHGRP ID", "Facility or Supplier", and "Your Role". The table contains one row with the values "525642", "Buckingham Energy", and "ADR". Below the table is a button labeled "e-GGRT Home Page". On the right side, there is a section titled "ACCEPT AN INVITATION:" with a sub-section "Use a 1-time Invitation Code?". It contains a text box for pasting a code and a "GO" button. Below this is a folder icon labeled "EPA Correspondence Folder" with the text "Issues with Message(s) awaiting reply: 1". At the bottom right, there is a section titled "e-GGRT Announcements".

\* 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/Identification+of+DRs%2C+ADRs%2C+and+Agents>

or

<https://ccdsupport.com/confluence/display/help/Changing+DR+and+ADR>

# Adding Users to an Existing Facility

HOME FACILITY REGISTRATION **FACILITY MANAGEMENT** DATA REPORTING

Electronic Greenhouse Gas Reporting Tool

MY FACILITIES FACILITY SUMMARY Hello, G Potemkin | My Profile | Logout

e-GGRT Help  
About Facility Management

**e-GGRT 101 Facility (GHGRP ID: 525542)**  
Facility Summary

**E-GGRT FACILITY SUMMARY**  
From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

**Facility Representatives**

Designated Representative	G Potemkin	→	CHANGE
Alternate Designated Representative	M Huppert	→	CHANGE

**Facility Profile**

Facility Information	e-GGRT 101 Facility 2385 Park Ave Park Fairfax VA 22203	EDIT
Owners and Operators	MLH Resources	

**Agents (for this facility)**  
none appointed

+ Add Agent ✗ Remove selected

EPA Correspondence Folder

Certificate of Representation Signed and Complete: No further action is required.

! You cannot change a Facility Representative and edit the Facility Profile at the same time. If you need to do both first change the Facility Representative who, after accepting their role, can edit the Facility Profile data.

- 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

Tue 2/25/2020 10:53 AM  
test@ccdsupport.com  
e-GGRT: Accept appointment as Agent (Ref# 59192 (email id))

To ■

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

You have been appointed by M [redacted] to act as their Agent for Buckingham Energy [redacted]. To accept this appointment, follow these steps:

- 1) Login to e-GGRT at <http://ghg-test.saic.com/ghg/login.do> . If you are not an e-GGRT user you will need to create a user account. Click the NEW USER button on the login page to begin.
- 2) On the homepage, find the "Accept an Invitation" panel, then copy and paste the invitation code into the field provided.  
**Invitation Code: C3DF28E1B5CF44EEAFF6EE0C443EC904**
- 3) Click the Go button to open the Accept Delegation screens.
- 4) Complete the acceptance process.

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

Hello, George Polemkin | My Profile | Logout

**ACCEPT AN INVITATION:**

Use a 1-time Invitation Code?  
Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

C3DF28E1B5CF44EEAFF6EE0C443EC904 **GO**

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

e-GGRT Announcements

- 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

The screenshot shows the EPA e-GGRT web application interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool" and a stylized bird icon. Below the logos is a navigation bar with tabs: "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". Under "FACILITY REGISTRATION", there are sub-tabs: "ABOUT REGISTRATION", "FACILITY SETUP" (which is active), "VERIFICATION", and "ACCEPT ASSIGNMENTS". On the right side of the navigation bar, it says "Hello, George Potemkin | My Profile | Logout".

On the left side of the main content area, there is a sidebar with a question mark icon and the text "e-GGRT Help".

The main content area displays a warning message:

**WARNING: This process is only for facilities or suppliers not previously registered in e-GGRT**

PLEASE **DO NOT** RE-REGISTER A FACILITY OR SUPPLIER DUE TO CHANGES IN OWNERSHIP OR REPRESENTATION!  
Changes in ownership and/or representation should only be made by a representative currently associated with it in e-GGRT. Using e-GGRT's Facility Management tools, either the Designated Representative (DR) or Alternate (ADR) can edit the list of Owners and Operators, which will create a new, updated Certificate of Representation per 40 CFR 98.4(h). In the event a wholesale change in representation is required, the outgoing DR, ADR, or Agent(s) can initiate this change by appointing the new DR. If you are part of the new representation team, and the old representation is unable or unwilling to initiate this change, please contact the e-GGRT Help Desk for assistance.

PLEASE **DO NOT** RE-REGISTER A FACILITY THAT HAS ALREADY REPORTED GHG DATA VIA E-GGRT!  
If you know a facility is already registered in e-GGRT, especially one that has already submitted an Annual GHG Report, you should not re-register it. Note, any data entered or submitted on a duplicate facility may have to be re-entered and re-submitted on the originally registered version of the facility.

If you are unsure, the first registration step consists of a facility or supplier search based on ZIP Code. If you find your facility among the results, you should not proceed with registration. If you require access to that facility or supplier as a representative (DR, ADR, or Agent), the current representation team for the facility in e-GGRT can appoint you to the appropriate role. If you have questions about how to proceed, please contact the e-GGRT Help Desk for assistance.

At the bottom of the warning box, there are two buttons: "CONTINUE" and "CANCEL".

- 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

The screenshot displays the EPA e-GGRT web application. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo and the user greeting "Hello, Marty Huppert | My Profile | Logout". A navigation bar contains tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING", with the latter highlighted in red. A left sidebar contains "e-GGRT Help" and links for "General Reporting Information" and "About the Data Reporting Tab". The main content area is titled "e-GGRT Greenhouse Gas Data Reporting (2021)" and includes a "Select Facility" section. A grey box explains that the page defaults to the most recent reporting year (2021) but allows access to previous years via a "REPORTING YEAR" dropdown menu and a "GO" button. To the right of this box are links for "Batch XML Upload" and "Batch Review and Certification". Below this is a table titled "FACILITIES EXPECTED TO REPORT for 2021<sup>1</sup>".

GHGRP ID	Facility or Supplier	Annual Reporting Status	
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not generated	<a href="#">OPEN</a>
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not generated	<a href="#">OPEN</a>
544405	MLH Test Facility (Olde Tine, WA)	Not generated	<a href="#">OPEN</a>
544406	Foghorn Test Facility (Washington, DC)	Not generated	<a href="#">OPEN</a>
567521	Test Facility 2 for User (Carlsbad, CA)	Not generated	<a href="#">OPEN</a>

Below the table is a section titled "FACILITIES NOT EXPECTED TO REPORT for 2021<sup>1</sup>".

GHGRP ID	Facility or Supplier	Reason for Not Reporting
No facilities found.		

<sup>1</sup> 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 AN 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”

## e-GGRT Greenhouse Gas Data Reporting (2021)

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.

[Batch XML Upload](#)

[Batch Review and Certification](#)

### REPORTING YEAR

2021

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

### FACILITIES EXPECTED TO REPORT for 2021<sup>1</sup>

GHGRP ID	Facility or Supplier	Annual	
529417	MHReporter Test MultiSubpart 2 (Rivervale, NJ)	Not gene	
537757	Test Facility MLH Production Test 420 Fort Worth Syncline (Sanctuary, TX)	Not gene	
544405	MLH Test Facility (Olde Tine, WA)	Not gene	<input type="button" value="OPEN"/>
544406	Foghorn Test Facility (Washington, DC)	Not gene	<input type="button" value="OPEN"/>
567521	Test Facility 2 for User (Carlsbad, CA)	Not gene	<input type="button" value="OPEN"/>

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# Select the Facility

- Click 'Open' next to the facility of interest

## e-GGRT Greenhouse Gas Data Reporting (2021)

### 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.

[Batch XML Upload](#)

[Batch Review and Certification](#)

#### REPORTING YEAR

2021

GO

#### FACILITIES EXPECTED TO REPORT for 2021<sup>1</sup>

GHGRP ID	Facility or Supplier	Annual Reporting Status	
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544406	Foghorn Test Facility (Washington, DC)	Not generated	<a href="#">OPEN</a>
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#### FACILITIES NOT EXPECTED TO REPORT for 2021<sup>1</sup>

GHGRP ID	Facility or Supplier	Reason for Not Reporting
No facilities found.		

<sup>1</sup> 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

The screenshot shows a web interface for reporting. At the top, a red-bordered box contains the text: "Facility's GHG Reporting Method: Data entry via e-GGRT web-forms (Change)". Below this, there is a section titled "UPLOAD GHG ZIP and GENERATE REPORT". Underneath, another red-bordered box contains a file upload area with a "Choose File" button, the text "No file chosen", and a blue "UPLOAD" button. Below the upload area, a yellow warning box contains a warning icon and the text: "Please upload only the annual GHG report (XML file). After uploading the annual GHG report file, the system will determine if it is necessary for you to upload a separate Inputs Verifier Tool 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>

# Notification to Discontinue Reporting and Notification for Not Submitting an Annual Report

- 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 2021 STATUS

EPA is expecting an annual report for 2021 from this facility.

▶ Notify EPA that this facility or supplier will not submit a Reporting Year 2021 annual report.

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

## NOTIFICATION TO DISCONTINUE REPORTING FOR REPORTING YEAR 2021

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 2020 calendar year.

**Alteration of operations:** All applicable operations of the facility or supplier changed in 2020 and the notification to discontinue reporting for reporting year 2022

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

**Exitin**  
below  
CO2e/

If this fac  
reason o  
Related

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

**Alteration of operations:** All applicable operations of the facility or supplier changed in 2021 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 2021.

Related FAQs

SAVE


CANCEL

# 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

FACILITY'S INPUTS VERIFIER FILE (File History)

[What is the Inputs Verifier File?](#)

 **Inputs Data Not Saved**

**Last Saved File:** A file has not yet been saved for this facility. Be sure to use the "Save Inputs Data" link to save a copy of your equation inputs data before you log off as e-GGRT will not save or store equation inputs data!

 [Save Inputs Data](#)

**Saved By (Date):**

- 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>

\* Subparts C, F, G, H, K, N, O, P, Q, R, S, U, V, X, Y, Z, AA, BB, CC, EE, and GG use IVT

# 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>

The screenshot shows the EPA e-GGRT webform interface. At the top, there is a navigation bar with tabs for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING (selected), EPA REPORTS, and HELP DESK. The user is logged in as 'Hello, M Huppert | My Profile | Logout'.

The main content area is for 'Parkington Inc (GHGRP ID: 525323)' and is titled 'e-GGRT Greenhouse Gas Data Reporting (2021)'. It includes a sidebar with 'e-GGRT Help' and a list of links: 'How to add a subpart and report data', 'General reporting information', and 'How to submit an annual report'.

The main content area has a section for 'FACILITY OR SUPPLIER OVERVIEW' with the following text:
 

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the FINAL REVIEW and REPORT SUBMISSION process from this page by using GO button.

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

(metric tons) CO <sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT
(metric tons) Biogenic CO <sub>2</sub> emissions from facility subparts C-II, SS, and TT
(metric tons) CO <sub>2</sub> equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)

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.

2021 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	Cannot Submit-View Critical Errors	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors	<a href="#">OPEN</a>
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors	<a href="#">OPEN</a>

# 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
- For NAICS codes - continue to use the 2017 NAICS codes for Reporting Year 2021.

MLH Test Facility

## Facility Reporting Information (2021)

[Select Facility](#) » [Facility or Supplier Overview](#) » [Subpart A](#)

### SUBPART A – GENERAL INFORMATION

Each facility or supplier must report the names and percentage ownership of all highest-level United States parent companies, the dates covered by the report, and the North American Industry Classification System (NAICS) Code(s) representing the facility or supplier's principal production or activity. For facilities and suppliers that submitted an annual GHG report last year, the NAICS code and parent company tables are prepopulated with the information you provided in your report last year. Please review all prepopulated fields and update any information that is no longer current. To edit a NAICS code or parent company, click on the NAICS code or parent company name. Click on X symbol to delete a NAICS code or parent company.

Direct emitters (i.e., facilities reporting under subparts C through H, SS and TT) must indicate whether their report includes emissions from cogeneration units and whether the facility has a Department of Energy (DOE) or EPA's Clean Air Markets Division (CAMD) plant code.

If you changed the calculation methodology during the report year, then you must enter a brief explanation of the changes made and the subpart to which they apply (e.g., "Subpart NN: Changed from Methodology 1 to Methodology 2"). Leave this field blank if no changes to the calculation methodology were made during the reporting year.



Subpart A: No Validation Messages

### NAICS CODES

NAICS Code	Description	Relevance	Delete
211130	Natural Gas Extraction	Primary	

[+ ADD a NAICS Code](#)

### U.S. PARENT COMPANIES

Parent Company	Address	% of Ownership	Delete
MLH Resources	2020 Old Fountain Dr, Mello, LA 92043	100.00	

[+ ADD a Parent Company](#)

Total: 100.00

GHG report start date:




GHG report end date:

# e-GGRT Webforms: Subpart C

- Starting with a simple Subpart C example
  - This is an example of a facility that had reported in RY2020. Units and fuels have been carried over
- Start by clicking on “Open” next to Subpart C

## 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.

2019 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	Cannot Submit-View Critical Errors  ★	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>
Subpart W—Petroleum and Natural Gas Systems	Cannot Submit-View Critical Errors 	<a href="#">OPEN</a>

[+](#) ADD or REMOVE Subparts

- ★ 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

Buckingham Energy  
**Subpart C: General Stationary Fuel Combustion (2021)**  
[Subpart C Overview](#)





**OVERVIEW OF SUBPART C REPORTING REQUIREMENTS**

Subpart C requires affected facilities to report annual carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) emissions from each stationary combustion unit. First, use this page to identify each stationary combustion reporting *configuration* (reporting options listed in 40 CFR 98.36) and then enter fuel usage and related information required by subpart C for each configuration.

For additional information about subpart C reporting, please use the e-GGRT Help link(s) provided.

 [Subpart C: View Validation](#)

**CONFIGURATION SUMMARY**

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Incomplete	<a href="#">OPEN</a>	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<a href="#">OPEN</a>	

[+ Add a Configuration](#)





[↑ Facility Overview](#)

For more information visit:

<https://ccdsupport.com/confluence/display/help/Subpart+C+-+General+Stationary+Fuel+Combustion+Sources>

# e-GGRT Webforms: Subpart C

## CONFIGURATION SUMMARY

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Incomplete	<a href="#">OPEN</a>	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<a href="#">OPEN</a>	

[+ Add a Configuration](#)

[↑ Facility Overview](#)

- 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 RY2020 so we just need to add the RY2021 emissions inputs
- Start by clicking 'Open' next to each configuration

### FUEL-SPECIFIC EMISSIONS

Use this page to enter the annual greenhouse gas emissions information for this fuel. The user is required to enter CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, equation inputs, sampling frequency and missing data information (as applicable) for each fuel type. For additional information about the data collected on this page, please use the e-GGRT Help link(s) provided.

**93,225.9** (metric tons)  
CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT

**3,788.0** (metric tons)  
Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT

**0.0** (metric tons)  
CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)

### CONFIGURATION-FUEL-PERIOD

Unit or Group Name/ID	Boiler 1
Configuration Type	Single Unit Using Tiers 1, 2, or 3
Fuel (Fuel Type)	Bituminous (Coal and Coke)
Reporting Period	01/01/2019 - 12/31/2019

### EQUATION C-2A/C-9A INPUTS

Mass of solid fuel combusted (Input to Equations C-2a and C-9a)	<input type="text" value="65381"/> (short tons/year)
High heat value of the fuel used (Input to Equation C-2a and C-9a)	<input checked="" type="radio"/> Enter annual average high heat value, if the results of sampling are received less frequently than monthly in accordance with 98.33(a)(2)(ii)(B) <input type="radio"/> Use Equation C-2b to calculate a weighted annual average high heat value of the fuel. This option is required if the results of sampling are received monthly or more frequently, in accordance with 98.33(a)(2)(ii)(A) <input type="text" value="0.18"/> (mmBtu/short ton)
Emission factor for CH <sub>4</sub> (Input to Equation C-9a)	<input checked="" type="radio"/> Default CH <sub>4</sub> emission factor for the fuel (0.011 kg CH <sub>4</sub> /mmBtu) <input type="radio"/> Use alternate CH <sub>4</sub> emission factor (0.001 kg CH <sub>4</sub> /mmBtu) - for facilities within the IPCC "Energy Industry" category

### EQUATION C-2a SUMMARY AND RESULT

$$\text{CO}_2 = 1 \times 10^{-3} \times \text{Fuel} \times \text{HHV} \times \text{EF}$$
  
Hover over an element in the equation above to reveal a definition of that element.

Fuel-specific default emission factor for CO <sub>2</sub> (Input to Equation C-9a)	93.28 (kg CO <sub>2</sub> /mmBtu)
Annual CO <sub>2</sub> emissions from combustion of the specified fuel (include both biogenic and non-biogenic emissions)	<input type="text" value="1097.7731"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>

# e-GGRT Webforms: Subpart C

- E-GGRT will lead through each of the required data items
- As you enter data your totals in the calculator panel will update

#### EQUATION C-9a SUMMARY AND RESULTS

$$\text{CH}_4 \text{ or N}_2\text{O} = 1 \times 10^{-3} \times \text{HHV} \times \text{EF} \times \text{Fuel}$$

Hover over an element in the equation above to reveal a definition of that element.

Fuel-specific default emission factor for CH <sub>4</sub> (Input to Equation C-9a)	0.011 (kg CH <sub>4</sub> /mmBtu)
Annual CH <sub>4</sub> emissions from combustion of the specified fuel	<input type="text" value="0.1295"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>
Fuel-specific default emission factor for N <sub>2</sub> O (Input to Equation C-9a)	0.0016 (kg N <sub>2</sub> O/mmBtu)
Annual N <sub>2</sub> O emissions from combustion of the specified fuel	<input type="text" value="0.0188"/> (metric tons)
Enter/Report Alternate Result	<input type="checkbox"/>

#### CO<sub>2</sub> EQUIVALENT EMISSIONS

CO <sub>2</sub> equivalent value for Annual CH <sub>4</sub> emissions	<input type="text" value="3.2"/> (metric tons)
CO <sub>2</sub> equivalent value for Annual N <sub>2</sub> O emissions	<input type="text" value="5.6"/> (metric tons)

#### HHV SUBSTITUTE DATA INFORMATION

Identify each month for which the monthly HHV value is calculated using one or more substitute data values

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March
<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September
<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Frequency of HHV determinations

## 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

# Excel Reporting Form Example

- 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

## Subpart W: Petroleum and Natural Gas Systems (2021)

### Subpart Overview

#### OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O emissions from onshore and offshore petroleum and natural gas production. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart W reporting requirements you will first download the Subpart W reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. Next, you will upload the completed form(s) and e-GGRT will validate the data contained within them. Use the "View Validation" link to review any issues found in your reporting forms. If necessary, make any revisions necessary to your reporting forms and upload the revised reporting forms.

For additional information about Subpart W reporting, please use the e-GGRT Help link(s) provided.

(metric tons)  
CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT

(metric tons)  
Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT

(metric tons)  
CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)



[Subpart W: View Validation](#)

### SUBPART W SUMMARY INFORMATION FOR THIS FACILITY

#### 1.) DOWNLOAD FORM

[Subpart W GHG Reporting](#)

#### 2.) UPLOAD COMPLETED SUBPART W INTEGRATED REPORTING FORM

Choose File No file chosen

[UPLOAD](#)

Uploaded File Name	Attached By	Date	Delete
No files found.			

Download reporting forms at:

<https://ccdsupport.com/confluence/display/help/Reporting+Form+Instructions>



# Excel Reporting Form Example

- Let's take a look at a reporting form
- These are formatted, dynamic excel workbooks
- Use the Radio buttons and fill in data in the blue spaces. Cells will enable or disable depending on the data you enter

## Subpart W: Petroleum and Natural Gas Systems

Version R.09

Updated:

10/5/2019

### 1.) Select the applicable industry segment for this workbook:

*Note: One workbook must be submitted for each industry segment. If your facility is required to report emissions under more than one industry segment, a workbook should be filled out for each industry segment under which that facility falls.*

- Offshore petroleum and natural gas production [98.230(a)(1)]
- Onshore petroleum and natural gas production [98.230(a)(2)]
- Onshore natural gas processing [98.230(a)(3)]
- Onshore natural gas transmission compression [98.230(a)(4)]
- Underground natural gas storage [98.230(a)(5)]
- Liquefied natural gas (LNG) storage [98.230(a)(6)]
- LNG import and export equipment [98.230(a)(7)]
- Natural gas distribution [98.230(a)(8)]
- Onshore petroleum and natural gas gathering and boosting [98.230(a)(9)]
- Onshore natural gas transmission pipeline [98.230(a)(10)]

### 2.) Fill out the following table with general information about this facility:

Facility Name:	
GHGRP ID:	
Reporting Period:	
Comments:	

# 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>

Table AA.8. Natural Gas Distribution as per [98.236(aa)(9)]

RETURN TO TOP

Quantity of natural gas received at all custody transfer stations in the calendar year (thousand standard cubic feet) [98.236(aa)(9)(i)]	Quantity of natural gas withdrawn from in-system storage in the calendar year (thousand standard cubic feet) [98.236(aa)(9)(ii)]	Quantity of natural gas added to in-system storage in the calendar year (thousand standard cubic feet) [98.236(aa)(9)(iii)]	Quantity of natural gas delivered to end users (thousand standard cubic feet) [98.236(aa)(9)(iv)]	Quantity of natural gas transferred to third parties such as other LDCs or pipelines (thousand standard cubic feet) [98.236(aa)(9)(v)]	Quantity of natural gas consumed by the LDC for operational purposes (thousand standard cubic feet) [98.236(aa)(9)(vi)]	Estimated quantity of gas stolen in the calendar year (thousand standard cubic feet) [98.236(aa)(9)(vii)]
---	---	--	--	---	--	--

Table AA.9. Onshore petroleum and natural gas gathering and boosting as per [98.236(aa)(10)]

RETURN TO TOP

Select the basin associated with this facility [98.236(a)(9)]	Quantity of gas received by the gathering and boosting facility in the calendar year (thousand standard cubic feet) [98.236(aa)(10)(i)]	Quantity of gas transported to a natural gas processing facility, a natural gas transmission pipeline, a natural gas distribution pipeline, or another gathering and boosting facility in the calendar year (thousand standard cubic feet) [98.236(aa)(10)(ii)]	Quantity of all hydrocarbon liquids received by the gathering and boosting facility in the calendar year (barrels) [98.236(aa)(10)(iii)]	Quantity of all hydrocarbon liquids transported to a natural gas processing facility, a natural gas transmission pipeline, a natural gas distribution pipeline, or another gathering and boosting facility in the calendar year (barrels) [98.236(aa)(10)(iv)]
--	--	--	---	---

# Excel Reporting Form Example

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

## Subpart W: Petroleum and Natural Gas Systems (2021)

### Subpart Overview

#### OVERVIEW OF SUBPART REPORTING REQUIREMENTS

Subpart W requires affected facilities to report CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O emissions from onshore and offshore petroleum and natural gas production. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart W reporting requirements you will first download the Subpart W reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. Next, you will upload the completed form(s) and e-GGRT will validate the data contained within them. Use the "View Validation" link to review any issues found in your reporting forms. If necessary, make any revisions necessary to your reporting forms and upload the revised reporting forms.

For additional information about Subpart W reporting, please use the e-GGRT Help link(s) provided.

**93,225.9** (metric tons)  
CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT

**3,788.0** (metric tons)  
Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT

**0.0** (metric tons)  
CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)



**Subpart W: No Validation Messages**

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

- If you have errors e-GGRT will report these issues back to your as validation messages

#### SUBPART W SUMMARY INFORMATION FOR THIS FACILITY

##### 1.) DOWNLOAD FORM

[Subpart W GHG Reporting](#)

##### 2.) UPLOAD COMPLETED SUBPART W INTEGRATED REPORTING FORM

Choose File No file chosen

[UPLOAD](#)

Uploaded File Name	Attached By	Date	Delete
Subpart W Reporting Form_RY2019_Segment9.xls	M Hupert	February 17, 2020	

[Facility Overview](#)

# Validation

- e-GGRT is programmed to identify 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

## Subpart C: General Stationary Fuel Combustion (2021)

### Subpart C Overview

#### OVERVIEW OF SUBPART C REPORTING REQUIREMENTS





Subpart C requires affected facilities to report annual carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) emissions from each stationary combustion unit. First, use this page to identify each stationary combustion reporting *configuration* (reporting options listed in 40 CFR 98.36) and then enter fuel usage and related information required by subpart C for each configuration.

For additional information about subpart C reporting, please use the e-GGRT Help link(s) provided.



[Subpart C: View Validation](#)

#### CONFIGURATION SUMMARY

Operational <sup>1</sup>	Configuration Name or ID	Configuration Type	Use IVT?	Status <sup>2</sup>		Delete
<input checked="" type="checkbox"/>	 Boiler 1	Single Unit Using Tiers 1, 2, or 3	No	Complete	<a href="#">OPEN</a>	
<input checked="" type="checkbox"/>	 CP-Comfort Heaters	Common Pipe	No	Incomplete	<a href="#">OPEN</a>	


# Critical Errors and Data Quality Errors

- Validation message can reflect data quality issues – as below. You may submit your reporting without correcting DQ 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

## FUEL-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Unit Name	Fuel Name	Message <sup>3</sup>
Data Quality	C498	Boiler 1	Bituminous	High heat value of the solid fuel. The value you have provided is outside the EPA estimated range for this data element. Please double check this value and the units of measure and revise, if necessary. If you believe it to be correct, please submit the value as is.

## CONFIGURATION-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Unit Name	Message <sup>3</sup>
Data Completeness	C143 	CP-Comfort Heaters	Annual carbon dioxide emissions from combustion of all fossil fuels combined (if any of the units burn fossil AND biomass). This data element is required.

# Excel Reporting Form Validation

Here is an example of a Subpart W validation message


## Subpart W: Petroleum and Natural Gas Systems (2020)

[Subpart Overview](#) » [Validation Report](#)

### 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.

⚠ Fixing the validation messages below prior to submitting your report may avoid future correspondence from EPA.

[Print-friendly version](#) 

### FACILITY-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Message <sup>3</sup>
No facility-level validation messages found.		

### FILE-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Details	Message <sup>3</sup>
Data Quality	W9400V3	<b>Object Type:</b> (d) Acid Gas Removal Units - AcidGasRemovalID ata <b>File Name:</b> Subpart W Reporting Form_RY2019_Se gment9.xls	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.

[← 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 OR SUPPLIER OVERVIEW

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the FINAL REVIEW and REPORT SUBMISSION process from this page by using GO button.

**Facility's GHG Reporting Method:** Data entry via e-GGRT web-forms ([Change](#))

**93,225.9** (metric tons)

CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT

**3,788.0** (metric tons)

Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT

**0.0** (metric tons)

CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ

[VIEW GHG DETAILS](#)

## 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.

2019 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart W—Petroleum and Natural Gas Systems	None	<a href="#">OPEN</a>

# 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.

2019 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart W—Petroleum and Natural Gas Systems	None	<a href="#">OPEN</a>

[+ 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.

[GO](#)

# Post Generation Messages

- Some validation checks compare data between subparts or between reporting years
- These checks can be only 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

## VERIFY

On these pages e-GGRT will generate your Annual Report, perform a final verification review, then allow you to review your Annual Report for any remaining error messages, and to download records. On the following pages, you can comment on error messages and then initiate the electronic submission and certification process.

[Print-friendly version](#) 

Report	Status	Last Final Review Date
2019 Annual Report v1	Ready for review	02/20/2020 5:32:47 AM

## 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:

Subpart	ID	Message
C	C568	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.
W	W0017V3	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.

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.

[CONTINUE with SUBMISSION →](#)

[Return to FACILITY OVERVIEW](#)

# 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

## e-GGRT Greenhouse Gas Annual Report Submission (2021)

Select Facility » Facility Overview » Add Comments

### ! Error Message Review

Please review the messages below before continuing with report submission. If appropriate, revise your annual report data to address the issues noted, or provide optional comments as needed.

While optional, providing comments below may help you to avoid future EPA correspondence and/or report revisions.

#### SUBPART A ERROR MESSAGES

Error Code	Unit Name	Fuel
A070		
Message	The Parent Company Name you have provided does not match a parent company on EPA's standardized list of parent company names. Please check to see if your parent company is listed on EPA's standardized list in a different format (e.g., "ABC" vs. "ABC, Inc"), and if so, use the format from EPA's standardized list. If your parent company name is not included on EPA's standardized list, please disregard this message. If you are submitting an XML, please check to remove any leading or trailing whitespace characters. More information about standardization of company names and the entire list is available: <a href="http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide">http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide</a> .	
Comment	<input type="text" value="Ownership changed this year to firm that had not previously reported to the EPA GHG Program so this firm does not appear on your list of parent companies"/>	
Clear		

#### SUBPART C ERROR MESSAGES

Error Code	Unit Name	Fuel
C568		
Message	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.	
Comment	<input type="text" value="Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission."/>	
Clear		

#### SUBPART W ERROR MESSAGES

Error Code	Unit Name	Fuel
W9400V3		
Message	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.	
Comment	<input type="text" value="Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission."/>	
Clear		
W0017V3		
Message	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.	
Comment	<input type="text" value="Please provide you explanation here. Explanations reduce the likelihood of EPA contacting you with questions about this submission."/>	
Clear		

SAVE

CONTINUE with SUBMISSION →

Return to FACILITY OVERVIEW

# 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>

Select Facility » Facilities Overview » Final Review

## FINAL REVIEW

On this screen e-GGRT will compile a version of your Annual Report, perform a final verification review, allow you to review your Annual Report and download records. On the following submission step you can comment on error messages and then electronically sign the report to certify and send to EPA.

Print-friendly version 

Report	Status	Last Final Review Date
2021 Annual Report v1	Ready for review	02/28/2022 10:30:12 AM

## REVIEW REPORTS

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links. You may also review PUBLIC versions of your report which include the information EPA intends to make publicly available through Envirofacts.

Report and XML Links: [REPORT](#) | [XML](#) | [DOWNLOAD XML](#) | [VIEW PUBLIC REPORT](#) | [VIEW PUBLIC XML](#)

## VERIFICATION SUMMARIES

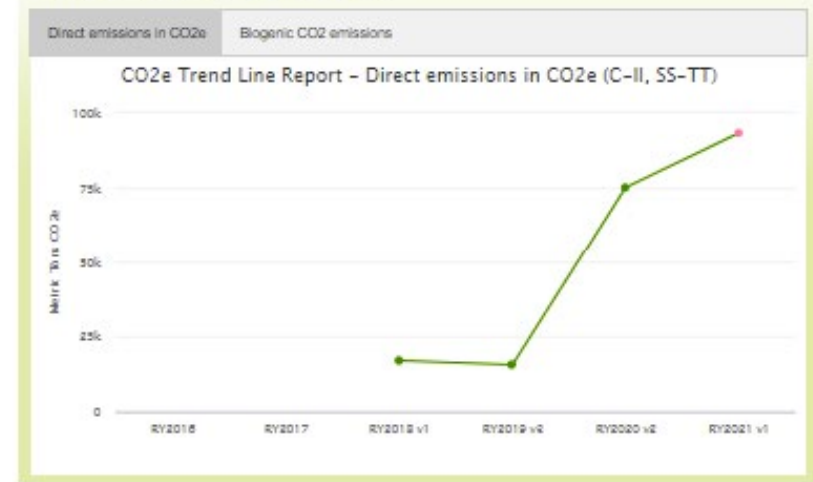
Use the View Messages links to view a comprehensive list of validation messages, if any remain. If you wish to address these messages prior to certifying and sending your report to EPA, click the Return to FACILITY OVERVIEW button. Or, click CONTINUE with SUBMISSION and you'll have the option to send comments to EPA with your annual report.

Reporting Source or Supplier Category	Remaining Validation Messages
Subpart A—General Information	No Issues
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>
Subpart W—Petroleum and Natural Gas Systems	<a href="#">View Messages</a>

## TREND REPORT

View a comparison of this year's Annual Report to previous years' certified submissions.

Trend Report Links: [TREND BY CO2e](#) | [TREND BY GAS](#)



## SUBMIT and CERTIFY REPORT

[CONTINUE with SUBMISSION](#)

# 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>

## e-GGRT Greenhouse Gas Annual Report Submission (2021)

Select Facility » Facility Overview » [Verify](#)

### VERIFY

On these pages e-GGRT will generate your Annual Report, perform a final verification review, then allow you to review your Annual Report for any remaining error messages, and to download records. On the following pages, you can comment on error messages and then initiate the electronic submission and certification process.

Report	Status	Last Final Review Date
2019 Annual Report v1	Ready for review	11/26/2019 4:06:36 PM

### REVIEW REPORTS

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links. You may also review PUBLIC versions of your report which include the information EPA intends to make publicly available through Envirofacts.

Report and XML Links: [REPORT](#) XML | [DOWNLOAD XML](#) | [VIEW PUBLIC REPORT](#) [VIEW PUBLIC XML](#)

Includes  
CBI



CBI  
Removed



# Certify and Submit

## e-GGRT Greenhouse Gas Annual Report Submission (2021)

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

Current Time	Mon Feb 17 15:36:23 EST 20
Facility Name	Buckingham Energy
Address	36 N Penfield St, Arlington VA 22203
Owners and Operators	Chemours
Reporting Year	2019

#### CERTIFICATION STATEMENT

I am authorized to make this supplier, as applicable, for which I have personally examined, and am certifying that the information in this document and all its attachments are true and complete.

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.

### eSignature

#### 1. Authentication

User Name: MHREPORTER

Password:

Authenticated

#### 2. Verification

Question: Who is your favorite author?

Answer:

Verified

**SIGN**

CANCEL

**ACCEPT**

DECLINE

[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: 36378-19481  
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](mailto:test@ccdsupport.com), or by calling 111-111-1111, Monday through Friday during regular business hours.

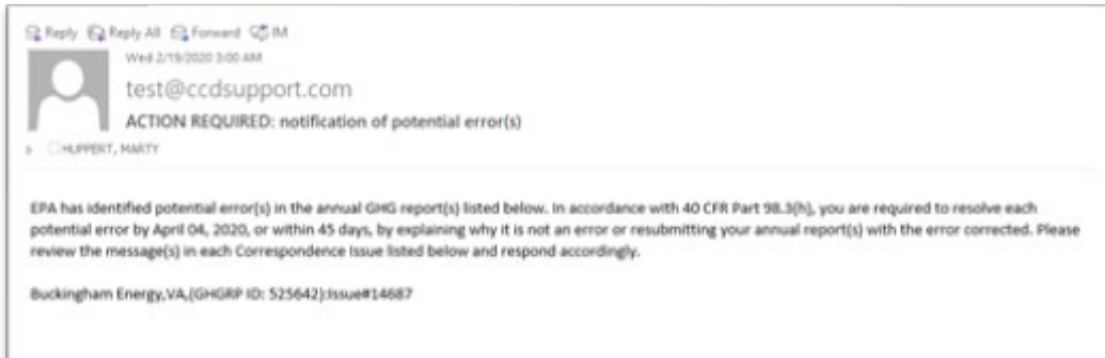
This email sent from the RY2019 TEST environment (<https://ghg-test.saic.com/ghg>)  
20042 (template id)  
59144 (email id)



# 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'

United States Environmental Protection Agency  
e-GGRT Electronic Greenhouse Gas Reporting Tool  
Hello, George Potemkin | My Profile | Logout

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

REGISTER A FACILITY

ACCESS YOUR FACILITIES:

GHGRP ID	Facility or Supplier	Your Role
525642	Buckingham Energy	ADR

ACCEPT AN INVITATION:  
Use a 1-time Invitation Code?  
Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)  
GO

**EPA Correspondence Folder**  
Issues with Message(s) awaiting reply: 1

e-GGRT Announcements

# Correspondence Issue Messaging and Response

- Click on the issue number to view your message

The screenshot displays the EPA e-GGRT web application interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo featuring a stylized bird. Below the logo is a navigation bar with tabs for "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", and "DATA REPORTING". The "FACILITY MANAGEMENT" tab is active. Below this is a sub-navigation bar with "MY FACILITIES" and "FACILITY SUMMARY". On the right side of the sub-navigation bar, it says "Hello, George Potemkin | My Profile | Logout".

On the left side, there is a sidebar with "e-GGRT Help" and "About e-GGRT Home".

The main content area features a grey box titled "ALL EPA CORRESPONDENCE" with the following text: "This page provides a summary of, and access to, all EPA Correspondence Issues with all the Facility or Suppliers for which you are a representative or agent. Click on the Issue ID to go directly to the Issue Details screen. Or, by clicking a Facility or Supplier name you will go to that facility or supplier's Correspondence Folder which summarizes the issues for just that facility or supplier."

Below this is a yellow box with an "IMPORTANT" notice: "Any non-Confidential Business Information (CBI) submitted through e-GGRT, including correspondence with EPA, is subject to public release under the Freedom of Information Act (FOIA). Data classified as CBI by any final EPA rules will be redacted prior to any such release. If you are submitting data that is not covered by a final rule related to CBI for GHG reporting (found at [www.epa.gov/ghgreporting/confidential-business-information-ghg-reporting](http://www.epa.gov/ghgreporting/confidential-business-information-ghg-reporting)), please identify any such data that you consider to be CBI. If there is no existing CBI determination for data that is submitted with a CBI claim, EPA will treat this data as CBI unless EPA makes a determination that it does not qualify for protection as CBI."

Below the notice is a section titled "OPEN ISSUES" with a table:

Issue	Start Date	Due Date	Status	GHGRP ID	Facility or Supplier
14687	02/19/2020	04/04/2020	Message(s) awaiting reply	525642	Buckingham Energy

Below the table is a section titled "CLOSED ISSUES (0) – SHOW | HIDE".

# Correspondence Issue Messaging and Response

Buckingham Energy

## Correspondence Tracker

[Home](#) » [All EPA Correspondence](#) » **Issue 14687**

### FACILITY CORRESPONDENCE ISSUE

EPA has established this Correspondence Issue to communicate with your facility about a potential reporting problem with your GHG Annual Report Submission.

**HOW TO RESPOND:** Review the message(s) below. If appropriate, please correct your report then resubmit and certify a new version; and, indicate below that you've corrected your report and click POST REPLY. Or, if appropriate, reply to individual messages below that your reported information was correct and why. Should you have any questions about the message(s) below, please enter your questions below and click POST REPLY.

Be sure to take these actions prior to the Due Date allowing time for EPA to review your resubmission and/or replies.

**Current RY 2019 Annual Reporting Status:** Complete, certified and sent

Facility ID: 525642  
Issue Number: 14687  
Issue Date: February 19, 2020

### ISSUE DETAILS

Summary	Questions regarding your HHV for Bituminous coal
Issue Status	Message(s) awaiting reply
Due Date	April 4, 2020 ( <a href="#">Request a 30-day extension</a> )

### ATTACHMENTS

File Name	Attached By	Attached Date	Size (Kb)
none			

[+ADD an Attachment](#)

### MESSAGE (AWAITING REPLY)

EPA Posted a Message — February 19, 2020 12:00 AM

Regarding your RY2019 submission for Buckingham Energy. Under Subpart C your Boiler configuration include a fuel of Bituminous coal. For this fuel you provided a HHV of 20.05 MMBTU/short ton. This HHV is much lower than we historically see for this fuel. Please provide documentation for your basis for this HHV value. If you believe the data submitted is in error please revise and resubmit your report. Please use this messaging feature to reply to this inquiry.

**POST REPLY**

- 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

## Greenhouse Gas Reporting Program (GHGRP)



2020 Greenhouse Gas Reporting Program data is now available.

[www.epa.gov/ghgreporting/ghgrp-reported-data](http://www.epa.gov/ghgreporting/ghgrp-reported-data)

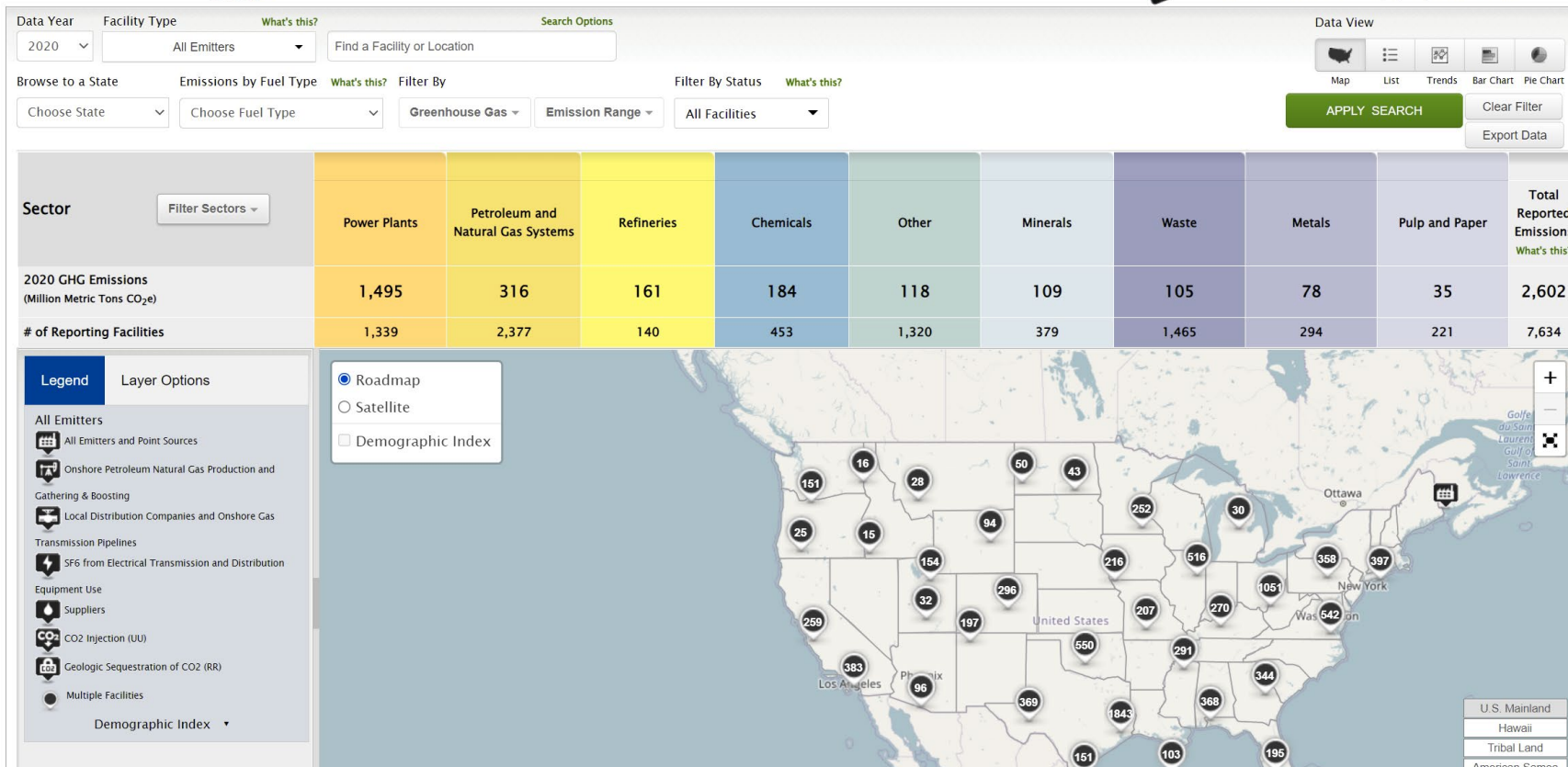
# FLIGHT



2020 Greenhouse Gas Emissions from Large Facilities

Share | View U.S. GHG Inventory | View Other GHGRP Data Products | Help

NEW! Now you can visit ghgdata.epa.gov from your mobile device. Click here to learn how to create a bookmark to our page on your mobile device.



Facility Level Information on Greenhouse Gases Tool (FLIGHT):  
<https://ghgdata.epa.gov/ghgp/main.do>

# Data Downloads

## Greenhouse Gas Reporting Program (GHGRP)

[CONTACT US](#)

[Greenhouse Gas Reporting Program \(GHGRP\) Home](#)

**[Find and Use GHGRP Data](#)**

[National Data Highlights](#)

[Sector Data Highlights](#)

**[Data Sets](#)**

[For GHG Reporters](#)

[Learn About GHGRP](#)

[Help Center](#)

## Find and Use GHGRP Data

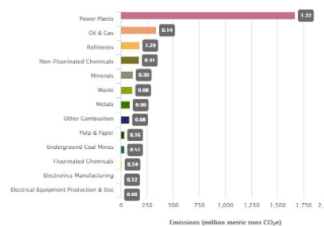
The Greenhouse Gas Reporting Program (GHGRP) releases reported greenhouse gas emissions data annually. The most recent reporting year that is publicly available is 2020 data. GHGRP also produces resources like tools, profiles, fact sheets, and more on specific topics of interest to help the public use 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:**
- 2020 national data summaries (most recent reporting year)
  - Sector summaries
  - State and tribal summaries
  - Data downloads
  - View all GHGRP data products

### [National Data Highlights \(2020\)](#)



Click on a sector below to examine sector data (displayed in the chart).

Power Plants, Oil & Gas, Refineries, Non-Fluorinated Chemicals, Minerals, Waste, Metals, Other Combustion, Food & Textile, Underground Coal Mines, Fluorinated Chemicals, Electronics Manufacturing, Electrical Equipment Production & Use, Other Combustion, Non-Fluorinated Chemicals, Electronics Manufacturing

### [GHGRP Yearly Overview Profile \(2020\)](#)

Table 1: GHGRP Sector Classifications

Power Plants	Refineries	Chemicals	Fluorinated Chemicals	Waste
Electricity Generation	Petroleum Refineries	Allylic Acid Production Acrylonitrile Production Hydrogen Production Nitric Acid Production Phenol Production Petroleum Refining Silicon Carbide Production Titanium Dioxide Production Other Chemicals Production	Fluorinated Gas Production HFC-22 Production/Use HFC-23 Production/Use Solid Waste Combustion	Municipal Landfills Industrial Waste Landfills Industrial Wastewater Treatment Solid Waste Combustion
Metals	Minerals	Pulp & Paper	Petroleum & Natural Gas Systems – Direct Emissions	
Aluminum Production Ferroalloy Production Iron & Steel Production Lead Production Zinc Production Magnesium Production Other Metals Production	Cement Production Glass Production Lime Production Manufacturing Soda Ash Production Other Minerals Production	Chemical Pulp & Paper Manufacturing Other Paper Products	Onshore Production Offshore Production Cathering and Processing Natural Gas Processing Natural Gas Transmission Natural Gas Storage Underground Natural Gas Storage Liquefied Natural Gas Storage Liquefied Natural Gas Import/Export Other Petroleum and Natural Gas Systems	

[www.epa.gov/ghgreporting/ghg-reporting-program-data-sets](http://www.epa.gov/ghgreporting/ghg-reporting-program-data-sets)

# Questions?

e-GGRT:

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

GHG Reporting Program (GHGRP) Help Desk:

Website: <https://ccdsupport.com>

Email: [GHGreporting@epa.gov](mailto:GHGreporting@epa.gov)

Web: [www.epa.gov/ghgreporting/forms/contact-us-about-ghg-reporting](http://www.epa.gov/ghgreporting/forms/contact-us-about-ghg-reporting)

Telephone:

1-877-444-1188 (toll free)

1-703-676-4400 (outside U.S.)

Slides will be posted online:

[www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting](http://www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting)