

Electronic Greenhouse Gas Reporting Tool (e-GGRT)



**Training Webinar on Report Submission via e-GGRT for Subpart MM Reporters
(Suppliers of Petroleum Products)
for Reporting Year 2012**

February 2013

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Hello and welcome to today's webinar on reporting for Subpart MM which covers Suppliers of Petroleum Products for reporting year 2012 under US EPA's Greenhouse Gas Reporting Program.

A few notes on how we'll run today's webinar:

- We will take as many questions as time allows at the end of this session. Submit your questions using the Webinar's control panel where there's a QUESTIONS BOX feature.

Please only submit questions regarding e-GGRT functionality, Questions on other topics such as rule requirements, legal issues, etc. should be submitted to GHGReporting@epa.gov.

Additionally, If we are not able to answer your question during this session, please do submit it in writing to GHGREPORTING@epa.gov. We will try to answer your questions as soon as we can.

- Note that we are also posting commonly asked questions to the FAQs section of the Reporting Program website on a regular basis so you should check out the Subpart MM help content before submitting a question to EPA.
 - Links to Additional information on the Greenhouse Gas Reporting Program and e-GGRT will be provided at the end of this presentation.
 - We will post these webinar slides after today's presentation. The notes section of the power point contains the talking points I'll be walking through today should you wish to refer back to them, we will also include many URL's within the webinar slides and within the notes section of the file for your reference in the future.
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- During today's presentation we will be showing you a number of screenshots from our data system.
 - In some cases the screenshots you see today may differ slightly in appearance from your e-GGRT account.



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

Before we begin, I am required to read this disclaimer.

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With that I'll start the presentation

- Overview/purpose of the webinar
- New RY2012 reporting form
- Reporting in e-GGRT
- Questions & answers

Let me start by giving you an overview of today's webinar.

The purpose of today's webinar is to familiarize you with the Subpart MM reporting process under the Greenhouse Gas Reporting Program's Electronic Greenhouse Gas Reporting Tool, otherwise known as eGGRT.

I will briefly review changes to the Subpart MM reporting method, which has changed from reporting using CDX to reporting using a new reporting form submitted through e-GGRT – a reporting form is an Excel based spreadsheet created by EPA in which you enter your GHG data which be uploaded into e-GGRT.

I will also give you a quick introduction to e-GGRT and provide a walk through of what you can expect to see in e-GGRT and how it will affect the Subpart MM reporter.

After I finish, we will answer questions, if there is sufficient time.

Subpart MM Reporting for RY2012



- New MS Excel reporting form
- Data elements remain the same
- Built-in data checks for immediate feedback

Old Reporting Form	New Reporting Form Tab
GHG0101: Products by Measurement Method	Tab 1. Measurement Method
GHG0201: Aggregate Petroleum Products, Natural Gas Liquids and Coal-to-Liquid Products	Tab 2. Aggregate Products
GHG0301: Total CO2	Tab 3. Total CO2 & Other Info
GHG0401: Blended Products that Do Not Contain Biomass	Tab 4. Blended Products
GHG0501: Crude Oil Received	Tab 5. Crude Oil
GHG0601: Parent Company and NAIC codes	Subpart A Web forms in e-GGRT

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Starting with reporting year 2012, you will report your greenhouse gas information through e-GGRT, EPA's electronic Greenhouse Gas Reporting Tool, rather than through the DCFUEL Application in CDX.


EPA has developed a new subpart MM reporting form in MS Excel. While this form looks different than the forms previously used to submit data through CDX, the data elements to be reported remain the same. The new form is similar to reporting forms used by other industries which already report using e-GGRT. The new form will allow for electronic submittal and built-in data checks to give reporters immediate feedback on data quality during the data entry and submittal process which should help identify any mistakes early on and reduce the amount of correspondence you'll have to have with EPA regarding potential errors after the report is submitted.

Submissions of Reporting year 2010 and 2011 reports were handled through the DCFUELS Application through January 25, 2013. Going forward, all reports and re-submissions of past years' data, including re-submissions of 2010 and 2011 data, must now be handled through e-GGRT. If 2010 or 2011 data must be re-submitted, the new reporting form must be used, the old reporting form is now obsolete. Reporting year 2012 reports are due April 1, 2013.

The new Subpart MM reporting form has been developed to correspond to the previous Subpart MM forms GHG101, GHG201, GHG301, GHG401, and GHG501. The information previously collected on Subpart MM form GHG601, which collected information required by Subpart A of Part 98, is now reported using webforms within the e-GGRT application prior to upload and submission of the Subpart MM reporting form and as such is not included in the new reporting form itself.

The table on this slide provides a cross-reference between the previous Subpart MM reporting form and the tabs on the new reporting form.

Tab 0 (zero) - Facility Details



Subpart MM - Suppliers of Petroleum Products
Facility Details



Worksheet Instructions:
This worksheet should be completed by all facilities.

Version:
R.02 Updated 02/18/2013

External Links:
Subpart MM Resources Page: <http://www.epa.gov/ghgreporting/reporters/subpart/mm.html>
Reporting Form Help Content: <http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions>

Workbook Navigation:
[0. Facility Details](#)
[1. Products by Measurement Method](#)
[2. Aggregate Petroleum Products and Natural Gas Liquids](#)
[3. Total CO2 Quantity](#)
[4. Blended Products That Do Not Contain Biomass](#)
[5. Crude Oil Received](#)
[6. Tables MM-1 and MM-2](#)

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

Facility Name:		 <p style="color: red; font-size: 12px;">You must select the type of facility before completing the remainder of the form.</p>
Type of Facility:		
GHGRP ID:		 <p style="color: blue; font-size: 12px;">Multiyear Form</p>
Reporting Period:	<div style="border: 1px solid gray; padding: 2px;"> 2009 2011 2012 2013 2014 2015 2016 2017 </div>	
Comments: (optional)		

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The following slides show some screen shots from the reporting form itself. I'll quickly walk through each tab of the reporting form and explain what must be entered in each cell of the form.

The first tab of the form is known as *Tab 0. Facility Details*. The form has a total of seven tabs. Tab 0 contains high level information about your facility. Tabs 1 through 5 contain the fields where you must enter your Subpart MM data. The last tab contains Tables MM-1 and MM-2 which contain product name codes and emission factors for your reference.

Let's look at the top portion of tab zero:

The External Links section, denoted by the number one, contains brief worksheet instructions and links to help content for Subpart MM

This box also contains hyperlinks to help navigate through each tab in the spreadsheet, see position two.

Below this section is the *General Information* table. Here you will enter the name of your facility, the facility type, your GHGRP ID (this is the ID assigned to your facility when you registered it in e-GGRT), the reporting period, and any comments.

Note that you must select the type of facility in this table before completing the remainder of the form. The facility types available are refinery and importer/exporter. Some tables and drop down lists throughout the form are presented differently depending on what is selected here.

If your company owns several refineries and also imports or exports petroleum products, you will be required to register several reporting entities within eGGRT. Each refinery must be registered individually, and a unique reporting form must be submitted for each facility. Your corporation's import and export activities can all be reported on a single Subpart MM form, but this information must be reported through a stand alone entity within eGGRT. One eGGRT facility can not be both a refinery and an importer/exporter. In January EPA provided a webinar on how to properly register facilities required to report under Subpart MM. If you missed the webinar, slides are posted on our website for your review. You may also consult our Subpart MM FAQ's for more information on how to properly register your facilities.

*** Link to Registration Webinar: http://www.epa.gov/ghgreporting/documents/pdf/2012/training/Subpart_MM_Webinar_01-07-13.pdf

Getting back to the reporting form, the "Reporting Period" selection contains a multi-year dropdown box. In this field you will select the year for which you are reporting data.

Tab 1 – Measurement Method



Unique ID	Is the product entering the facility or leaving the facility? <small>98.396(a)(1), 98.396(a)(2)</small>	Click Here for INSTRUCTIONS Measurement Method <small>98.396(a)(1), 98.396(a)(2), 98.396(a)(3), 98.396(a)(4), 98.396(a)(5), 98.396(a)(6), 98.396(a)(7), 98.396(a)(8), 98.396(a)(9), 98.396(a)(10), 98.396(a)(11), 98.396(a)(12), 98.396(a)(13), 98.396(a)(14), 98.396(a)(15), 98.396(a)(16), 98.396(a)(17), 98.396(a)(18), 98.396(a)(19), 98.396(a)(20), 98.396(a)(21), 98.396(a)(22), 98.396(a)(23), 98.396(a)(24), 98.396(a)(25), 98.396(a)(26), 98.396(a)(27), 98.396(a)(28), 98.396(a)(29), 98.396(a)(30), 98.396(a)(31), 98.396(a)(32), 98.396(a)(33), 98.396(a)(34), 98.396(a)(35), 98.396(a)(36), 98.396(a)(37), 98.396(a)(38), 98.396(a)(39), 98.396(a)(40), 98.396(a)(41), 98.396(a)(42), 98.396(a)(43), 98.396(a)(44), 98.396(a)(45), 98.396(a)(46), 98.396(a)(47), 98.396(a)(48), 98.396(a)(49), 98.396(a)(50), 98.396(a)(51), 98.396(a)(52), 98.396(a)(53), 98.396(a)(54), 98.396(a)(55), 98.396(a)(56), 98.396(a)(57), 98.396(a)(58), 98.396(a)(59), 98.396(a)(60), 98.396(a)(61), 98.396(a)(62), 98.396(a)(63), 98.396(a)(64), 98.396(a)(65), 98.396(a)(66), 98.396(a)(67), 98.396(a)(68), 98.396(a)(69), 98.396(a)(70), 98.396(a)(71), 98.396(a)(72), 98.396(a)(73), 98.396(a)(74), 98.396(a)(75), 98.396(a)(76), 98.396(a)(77), 98.396(a)(78), 98.396(a)(79), 98.396(a)(80), 98.396(a)(81), 98.396(a)(82), 98.396(a)(83), 98.396(a)(84), 98.396(a)(85), 98.396(a)(86), 98.396(a)(87), 98.396(a)(88), 98.396(a)(89), 98.396(a)(90), 98.396(a)(91), 98.396(a)(92), 98.396(a)(93), 98.396(a)(94), 98.396(a)(95), 98.396(a)(96), 98.396(a)(97), 98.396(a)(98), 98.396(a)(99), 98.396(a)(100)</small>	Amount of Time that Missing Data Procedures Were Used (hours) <small>98.396(c)(1)</small>	Click for List of Products Product Name Code <small>98.396(a)(1), 98.396(a)(2), 98.396(a)(3), 98.396(a)(4), 98.396(a)(5), 98.396(a)(6), 98.396(a)(7), 98.396(a)(8), 98.396(a)(9), 98.396(a)(10), 98.396(a)(11), 98.396(a)(12), 98.396(a)(13), 98.396(a)(14), 98.396(a)(15), 98.396(a)(16), 98.396(a)(17), 98.396(a)(18), 98.396(a)(19), 98.396(a)(20), 98.396(a)(21), 98.396(a)(22), 98.396(a)(23), 98.396(a)(24), 98.396(a)(25), 98.396(a)(26), 98.396(a)(27), 98.396(a)(28), 98.396(a)(29), 98.396(a)(30), 98.396(a)(31), 98.396(a)(32), 98.396(a)(33), 98.396(a)(34), 98.396(a)(35), 98.396(a)(36), 98.396(a)(37), 98.396(a)(38), 98.396(a)(39), 98.396(a)(40), 98.396(a)(41), 98.396(a)(42), 98.396(a)(43), 98.396(a)(44), 98.396(a)(45), 98.396(a)(46), 98.396(a)(47), 98.396(a)(48), 98.396(a)(49), 98.396(a)(50), 98.396(a)(51), 98.396(a)(52), 98.396(a)(53), 98.396(a)(54), 98.396(a)(55), 98.396(a)(56), 98.396(a)(57), 98.396(a)(58), 98.396(a)(59), 98.396(a)(60), 98.396(a)(61), 98.396(a)(62), 98.396(a)(63), 98.396(a)(64), 98.396(a)(65), 98.396(a)(66), 98.396(a)(67), 98.396(a)(68), 98.396(a)(69), 98.396(a)(70), 98.396(a)(71), 98.396(a)(72), 98.396(a)(73), 98.396(a)(74), 98.396(a)(75), 98.396(a)(76), 98.396(a)(77), 98.396(a)(78), 98.396(a)(79), 98.396(a)(80), 98.396(a)(81), 98.396(a)(82), 98.396(a)(83), 98.396(a)(84), 98.396(a)(85), 98.396(a)(86), 98.396(a)(87), 98.396(a)(88), 98.396(a)(89), 98.396(a)(90), 98.396(a)(91), 98.396(a)(92), 98.396(a)(93), 98.396(a)(94), 98.396(a)(95), 98.396(a)(96), 98.396(a)(97), 98.396(a)(98), 98.396(a)(99), 98.396(a)(100)</small>	Measured Quantity Units <small>98.396(a)(1), 98.396(a)(2), 98.396(a)(3), 98.396(a)(4), 98.396(a)(5), 98.396(a)(6), 98.396(a)(7), 98.396(a)(8), 98.396(a)(9), 98.396(a)(10), 98.396(a)(11), 98.396(a)(12), 98.396(a)(13), 98.396(a)(14), 98.396(a)(15), 98.396(a)(16), 98.396(a)(17), 98.396(a)(18), 98.396(a)(19), 98.396(a)(20), 98.396(a)(21), 98.396(a)(22), 98.396(a)(23), 98.396(a)(24), 98.396(a)(25), 98.396(a)(26), 98.396(a)(27), 98.396(a)(28), 98.396(a)(29), 98.396(a)(30), 98.396(a)(31), 98.396(a)(32), 98.396(a)(33), 98.396(a)(34), 98.396(a)(35), 98.396(a)(36), 98.396(a)(37), 98.396(a)(38), 98.396(a)(39), 98.396(a)(40), 98.396(a)(41), 98.396(a)(42), 98.396(a)(43), 98.396(a)(44), 98.396(a)(45), 98.396(a)(46), 98.396(a)(47), 98.396(a)(48), 98.396(a)(49), 98.396(a)(50), 98.396(a)(51), 98.396(a)(52), 98.396(a)(53), 98.396(a)(54), 98.396(a)(55), 98.396(a)(56), 98.396(a)(57), 98.396(a)(58), 98.396(a)(59), 98.396(a)(60), 98.396(a)(61), 98.396(a)(62), 98.396(a)(63), 98.396(a)(64), 98.396(a)(65), 98.396(a)(66), 98.396(a)(67), 98.396(a)(68), 98.396(a)(69), 98.396(a)(70), 98.396(a)(71), 98.396(a)(72), 98.396(a)(73), 98.396(a)(74), 98.396(a)(75), 98.396(a)(76), 98.396(a)(77), 98.396(a)(78), 98.396(a)(79), 98.396(a)(80), 98.396(a)(81), 98.396(a)(82), 98.396(a)(83), 98.396(a)(84), 98.396(a)(85), 98.396(a)(86), 98.396(a)(87), 98.396(a)(88), 98.396(a)(89), 98.396(a)(90), 98.396(a)(91), 98.396(a)(92), 98.396(a)(93), 98.396(a)(94), 98.396(a)(95), 98.396(a)(96), 98.396(a)(97), 98.396(a)(98), 98.396(a)(99), 98.396(a)(100)</small>	Product Quantity <small>98.396(a)(1), 98.396(a)(2), 98.396(a)(3), 98.396(a)(4), 98.396(a)(5), 98.396(a)(6), 98.396(a)(7), 98.396(a)(8), 98.396(a)(9), 98.396(a)(10), 98.396(a)(11), 98.396(a)(12), 98.396(a)(13), 98.396(a)(14), 98.396(a)(15), 98.396(a)(16), 98.396(a)(17), 98.396(a)(18), 98.396(a)(19), 98.396(a)(20), 98.396(a)(21), 98.396(a)(22), 98.396(a)(23), 98.396(a)(24), 98.396(a)(25), 98.396(a)(26), 98.396(a)(27), 98.396(a)(28), 98.396(a)(29), 98.396(a)(30), 98.396(a)(31), 98.396(a)(32), 98.396(a)(33), 98.396(a)(34), 98.396(a)(35), 98.396(a)(36), 98.396(a)(37), 98.396(a)(38), 98.396(a)(39), 98.396(a)(40), 98.396(a)(41), 98.396(a)(42), 98.396(a)(43), 98.396(a)(44), 98.396(a)(45), 98.396(a)(46), 98.396(a)(47), 98.396(a)(48), 98.396(a)(49), 98.396(a)(50), 98.396(a)(51), 98.396(a)(52), 98.396(a)(53), 98.396(a)(54), 98.396(a)(55), 98.396(a)(56), 98.396(a)(57), 98.396(a)(58), 98.396(a)(59), 98.396(a)(60), 98.396(a)(61), 98.396(a)(62), 98.396(a)(63), 98.396(a)(64), 98.396(a)(65), 98.396(a)(66), 98.396(a)(67), 98.396(a)(68), 98.396(a)(69), 98.396(a)(70), 98.396(a)(71), 98.396(a)(72), 98.396(a)(73), 98.396(a)(74), 98.396(a)(75), 98.396(a)(76), 98.396(a)(77), 98.396(a)(78), 98.396(a)(79), 98.396(a)(80), 98.396(a)(81), 98.396(a)(82), 98.396(a)(83), 98.396(a)(84), 98.396(a)(85), 98.396(a)(86), 98.396(a)(87), 98.396(a)(88), 98.396(a)(89), 98.396(a)(90), 98.396(a)(91), 98.396(a)(92), 98.396(a)(93), 98.396(a)(94), 98.396(a)(95), 98.396(a)(96), 98.396(a)(97), 98.396(a)(98), 98.396(a)(99), 98.396(a)(100)</small>
				CGSR		
				Product Name Code Select Product Name Code corresponding to products listed on Table MM-1 and Table MM-2. (Refer to "6. Tables MM-1 and MM-2")		

- Click the blue hyperlink above the Measurement Method column to access instructions for reporting this data element
- Click the blue hyperlink above the Product Name Code column for a list of all products and their associated codes

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Next, in the Measurement Method column, you will indicate the standard method or industry standard practice used for your quantity measurements. Detailed instructions on measurement method can be accessed by clicking on the “Click Here for INSTRUCTIONS” hyperlink (you’ll see these hyperlinks throughout the form). Let’s go into a little more detail about providing the measurement method:

- You must be specific in your description of measurement method so that EPA can adequately identify the standard method or industry standard practice.
- 40 CFR 98.394(a) specifies that for quantity measurements, you must use an appropriate standard method published by a consensus-based standards organization; therefore, your description should include the name of the organization., e.g. API or ASTM. If no appropriate standard method exists, then an industry standard practice should be used.
- For products where quantity was determined under procedures for estimating missing data at 40 CFR 98.395, enter “MISSING-PRODUCT QUANTITY”.
- Note that a delivery record itself is a record and not a quantity determination method or standard practice. The appropriate method or practice followed to determine the quantity cited in a delivery record must be reported.
- Third party verification is also not a quantity determination method or standard practice. The appropriate method or practice followed by the third party to determine quantity must be reported (e.g. bills of lading, invoices and custody transfers are not acceptable quantity determination methods or standard practices).

Tab 2 – Aggregate Products



Is Calculation Method 2 Used for this Product?	Number of Samples 98.396(a)(9)(i), 98.396(a)(10)(i), 98.396(b)(5)(i), 98.396(c)(5)(i)	Sampling Standard Method Used 98.396(a)(9)(ii), 98.396(a)(10)(ii), 98.396(b)(5)(ii), 98.396(c)(5)(ii)	Carbon Share (mass %) 98.396(a)(9)(iii), 98.396(a)(10)(iii), 98.396(b)(5)(iii), 98.396(c)(5)(iii)	Standard Method Used to Test Carbon Share 98.396(a)(9)(iv), 98.396(a)(10)(iv), 98.396(b)(5)(iv), 98.396(c)(5)(iv)

Calculated CO ₂ Quantity Emission Factor 98.396(a)(9)(v), 98.396(a)(10)(v), 98.396(b)(5)(v), 98.396(c)(5)(v)	Calculated CO ₂ Quantity Emission Factor Units 98.396(a)(9)(vi), 98.396(a)(10)(vi), 98.396(b)(5)(vi), 98.396(c)(5)(vi)	Density Test Results (metric tons/ barrel) 98.396(a)(10)(i), 98.396(a)(12)(i), 98.396(b)(5)(i), 98.396(c)(5)(i)	Standard Method Used to Test Density 98.396(a)(10)(ii), 98.396(a)(12)(ii), 98.396(b)(5)(ii), 98.396(c)(5)(ii)

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The next 9 columns are conditionally required, you might not need to report them. This depends on whether Calculation Method 2 is used to determine the emission factor for a product. Calculation Method 2 allows you to determine your own emission factor for the product, instead of relying on EPA's default values. As you can see in the screenshots on this slide, the data entry cells are currently disabled (turned to black), meaning that they are not ready for data entry. If you select "Yes" in the column "Is Calculation Method 2 Used for this product?" indicating that you used calculation method 2 for that specific product, the blacked out cells will be enabled (turn to blue) indicating that they are ready for data entry. Throughout the reporting form, if you enter data in a blacked out, disabled field, it will appear bold and red so you can easily see it. You should go back and delete these data, or enable the field if the data must be reported.

Let's take a look at this next set of data entry cells in more detail:

- Is Calculation Method 2 Used for this Product?: Select 'Yes' if Calculation Method 2 is used to determine the emission factor for this product; Select 'No' if Calculation Method 2 is not used.
 - Number of Samples: Enter number of samples collected according to 98.394(c) for use in Calculation Method 2, if used.
 - Sampling Standard Method Used: Enter sampling standard method used for Calculation Method 2, if used.
 - Carbon Share (mass %) Enter the carbon share test results (mass %) for Calculation Method 2, if used.
 - Standard Method Used to Test Carbon Share: Enter standard method used to test carbon share for Calculation Method 2, if used.
-
- Calculated CO₂ Quantity Emission Factor: Enter calculated CO₂ emission factor for Calculation Method 2, if used.
 - Calculated CO₂ Quantity Emission Factor Units: Select unit of measure for the emission factor for Calculation Method 2, if used: your choices are metric tons CO₂ per barrel, or metric tons CO₂ per metric ton of product.
 - Density Test Results (metric tons/ barrel): Enter density test results in units of metric tons per barrel for Calculation Method 2, if used.
 - Standard Method Used to Test Density: Enter standard method used to test density for Calculation Method 2, again, only if used.

Tab 3 – Total CO₂ & Other Info



Reporter Type 98.396(b), 98.396(c)	Sum of CO ₂ Quantity for All Products 98.396(a)(19), 98.396(a)(20), 98.396(a)(21)	Quantity of Bulk Natural Gas Liquids Received for Processing 98.396(a)(22)	Quantity of Bulk Natural Gas Liquids Units of Measure 98.396(a)(23)	Amount of Time that Missing Data Procedures Were Used (hours) for NGL Volume 98.396(a)(24)	Crude Oil Injected Into Supply/Reservoir, barrels 98.396(a)(25)	Amount of Time that Missing Data Procedures Were Used (hours) for Crude Volume 98.396(a)(26)
Refinery						
Importer						
Exporter						

- The last 5 data entry columns are only applicable to refiners so these data entry cells are always disabled for importers/exporters

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Moving right along, we have Tab 3 – Total CO₂ & Other Info. This tab must be completed by refineries, importers, and exporters. If you selected refinery as your facility type, the Importer and Exporter rows will be disabled. If you select Importer/Exporter, the refinery row will be disabled. If you are an Importer only, report zero for the total CO₂ quantity on the Exporter row and if an Exporter only, report zero on the Importer row. This table has 6 data entry columns, the last 5 columns are only applicable to refineries so they are always disabled for Importers and Exporters.


Let's take a look at each of the data entry columns:

- Sum of CO₂ Quantity for All Products: Enter annual CO₂ emissions in metric tons (MT) that would result from complete combustion or oxidation of all products as calculated using 98.393(d). In this field you are required to INCLUDE both the CO₂ reported on Tab 2. Aggregate Products and also the CO₂ from blended products reported on "Tab 4. Blended Products." This value excludes CO₂ from biomass based products.

The last 5 data entry columns are applicable only to refineries:

- Quantity of Bulk Natural Gas Liquids Received for Processing: Enter bulk NGL product quantity received for processing. If no bulk NGLs were received for processing, enter zero. (Note this is different from previous reporting forms where you entered "NA" if no bulk NGLs were received for processing).
- Quantity of Bulk Natural Gas Liquids Units of Measure : Select unit of measure for bulk NGLs received: barrels (BBL) or metric tons (MT).
- Amount of Time that Missing Data Procedures Were Used (hours) for NGL Volume: Enter time (hours) for which missing data procedures were used to estimate the quantity of NGL received for processing.
- Crude Oil Injected Into Supply/Reservoir, (barrels): Enter quantity of crude oil (in barrels) injected into a crude oil supply or reservoir. Oil entering the refinery but not reported in 98.396(a)(2) or 98.396(a)(20) is not reported here.
- Amount of Time that Missing Data Procedures Were Used (hours) for Crude Volume: Enter time (hours) for which missing data procedures were used to estimate the crude quantity.

Tab 4 – Blended Products



Are you reporting optional procedures for blended products that do not contain biomass per the requirements of 98.393(i)? YES NO ←

Blended Products						
Is the product entering the facility or leaving the facility? <small>98.396(d)(1)(ii)</small>	Blended Product Name <small>98.396(b)</small>	Blended Product ID <small>98.396(d)</small>	Annual CO ₂ Quantity, MT <small>98.396(d)(1)(i)</small>	Click Here for INSTRUCTIONS Measurement Method <small>98.396(d)(2), 98.396(d)(3)</small>	Amount of Time that Missing Data Procedures Were Used (hours) <small>98.396(i)</small>	Total Number of Blending Components <small>98.396(d)(2), 98.396(d)(3)</small>

Components of Blended Products				
Blended Product ID <small>98.396(d)</small>	Click Here for INSTRUCTIONS Blending Component Number <small>98.396(d)(1)(i)</small>	Blending Component Name Code <small>98.396(d)(1)(i)</small>	Blending Component Quantity Units of Measure <small>98.396(d)(1)(i)</small>	Blending Component Quantity <small>98.396(d)(1)(i)</small>

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Next up we have Tab 4 – Blended Products. This form is potentially applicable to refineries, exporters, and importers. It must only be completed by refineries importers or exporters where emissions associated with products supplied were calculated according to the provisions of 98.393(i) - Optional procedures for blended products that do not contain biomass. This form is therefore entirely optional, and is not used by a large number of reporters.

If you are reporting using the optional procedures for blended products that do not contain biomass, be sure to select “Yes” at the top of this form where it asks if you will be reporting this information.

 Selecting “Yes” will enable the data entry cells on this tab. By default this tab will be blacked out, unless you indicate you used these optional procedures by selecting Yes using the radio button.

 There are two tables on this tab, the "Blended Products" table and the "Components of Blended Products" table.

- In the "Blended Products" table, the first table, each row represents a single blended product.
- In the "Components of Blended Products" table, the second table, you will describe the blending components for each blended product identified in the first table. The number of rows to be completed for each blended product stream in the second table corresponds to the number of blending components identified in the first table.

Tab 4 – Blended Products

Blended Products			
Unique ID	Is the product entering the facility or leaving the facility?	Blended Product Name	Blended Product ID
	98.296(d)(1)(ii)	98.296(d)	98.296(d)
1	Out	Gasoline Blend	Blend ID 1

Blended Products			
Annual CO ₂ Quantity, MT	Click Here for INSTRUCTIONS	Amount of Time that Missing Data Procedures Were Used (hours)	Total Number of Blending Components
	Measurement Method		
98.296(d)(1)(i)	98.296(d)(2), 98.296(d)(3)	98.2(c)(8)	98.296(d)(2), 98.296(d)(3)
10000.0	XYZ Method	0	3

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Let's take a look at each of the data entry items in these tables more closely:

Here are the first seven columns of the first table, the Blended Products Table:

- **Is the product entering the facility or leaving the facility?:** This is the same question as on Tabs 1 and 2, select the appropriate response, "In"/"Out" or "Import"/"Export".
- **Blended Product Name:** Enter the name for the blended product. This is a name chosen by the reporter.
- **Blended Product ID:** Enter a unique identifier for each blended product. This unique ID is chosen by the reporter.
- **Annual CO₂ Quantity, (MT):** Enter annual CO₂ emissions in metric tons (MT) that would result from the complete combustion or oxidation of the blended product. Note that this is only reported for the blended product and not for the individual blending components. The CO₂ quantity listed here for the blended product is the sum of the CO₂ values associated with the individual components reported in the 2nd table.
- **Measurement Method :** This entry follows the same rules we discussed for reporting measurement method in Tab 1.
- **Amount of Time that Missing Data Procedures Were Used (hours):** Enter time (hours) for which missing data procedures were used to estimate the product quantity.
- **Total Number of Blending Components:** Enter total number of blending components to be reported for the blended product. The total number of components listed here will equal the number of rows to be entered in the second table for that blended product. For example, if your blended product is comprised of three individual components, you will enter "3" under "Total Number of Blending Components" in the first table, and enter three different rows in the second table.

Tab 4 – Blended Products



Components of Blended Products					
Unique ID	Blended Product ID <small>98.296(d)</small>	Click Here for INSTRUCTIONS	Blending Component Name Code <small>98.296(d)(10)</small>	Blending Component Quantity Units of Measure <small>98.296(d)(11)</small>	Blending Component Quantity <small>98.296(d)(12)</small>
		Blending Component Number <small>98.296(d)(13)</small>			
1	Blend ID 1		CGRS	BBL	8400
2	Blend ID 1		DF04	BBL	1500
3	Blend ID 1		C4H10	BBL	100

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Here is the entire second table of Tab 4, the Components of Blended Products table:

In this table you will identify each blending component for a blended product in a separate row with a unique sequential number. As in the above example, for a blended product with three individual components, you will enter "3" under "Total Number of Blending Components" in the first table, and enter three different rows in the second table. Each of the three rows in the second table would have the same "Blended Product ID" identifier (as entered in the first table) and would be labeled "Blending Component Number" "1", "2", and "3".

Let's take a look at each data entry column:

- **Blended Product ID:** From the drop down list, select the appropriate identifier for each blended product. The drop down list is automatically populated with the Blended Product IDs that were entered in the first table.
- **Blending Component Number:** Identifying number for each blending component, numbered sequentially.
- **Blending Component Name Code:** Select the Component name code from the drop-down list which is based on Table MM-1. You can use the link above the column header to go directly to Table MM-1, if desired.
- **Blending Component Quantity Units of Measure:** Select unit of measure for the product: barrels (BBL) or metric tons (MT)
- **Blending Component Quantity:** Enter the quantity of the blending component in the specified unit of measure.

Tab 4 – Blended Products



Components of Blended Products					
Unique ID	Blended Product ID 98.296(d)	Click Here for INSTRUCTIONS	Blending Component Name Code 98.296(d)(1)(i)	Blending Component Quantity Units of Measure 98.296(d)(1)(i)	Blending Component Quantity 98.296(d)(1)(i)
		Blending Component Number 98.296(d)(1)(i)			
1	Blend ID 1		CGRS	BBL	8400
2	Blend ID 1		DF04	BBL	1500
3	Blend ID 1		C4H10	BBL	100

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IT IS IMPORTANT TO NOTE that some of the information reported on this tab must also be reported on other tabs on this form:

- Include the Blending Component Quantity, as reported in the second table, in the "Product Annual Quantity" field on Tab 2 – Aggregate Products.

- DO NOT INCLUDE the CO2 quantity for the blended product, or the individual blending components, in the "Annual CO2 Quantity" field on Tab 2 - Aggregate Products.

- DO INCLUDE the CO2 quantity for the blended product in the "Sum of CO2 Quantity for All Products" field on Tab 3 - Total CO2 & Other Info.

Tab 5 – Crude Oil



Batch Identifier 98.396(a)(2)(i)	Crude Volume (barrels) 98.396(a)(2)(ii)	Amount of Time that Missing Data Procedures Were Used for Crude Volume (hours) 98.3(c)(8)	API Gravity (°API) 98.396(a)(2)(iii)	Amount of Time that Missing Data Procedures Were Used for API Gravity (hours) 98.3(c)(8)	Sulfur Content (weight %) 98.396(a)(2)(iv)	Amount of Time that Missing Data Procedures Were Used for Sulfur Content (hours) 98.3(c)(8)
Batch ID 1	1000	0	59.9	0	0.03	0
Batch ID 2	1200	0	58.5	0	0.02	0
Batch ID 3	1500	0	59.3	0	0.04	0

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The final data entry tab is Tab 5 – Crude Oil. This tab is applicable only to refineries.

This tab has 12 data entry columns, the first 7 columns are shown here.

- **Batch Identifier:** Enter a unique identifier for the batch. This unique identifier is chosen by the reporter.
- **Crude Volume (barrels):** Enter the volume of crude received in this batch, in barrels.
- **Amount of Time that Missing Data Procedures Were Used for Crude Volume (hours):** Enter time (hours) for which missing data procedures were used to estimate the crude volume.
- **API Gravity (°API):** Enter the volume weighted average API gravity of the crude batch, as calculated in 98.394(d)(3).
- **Amount of Time that Missing Data Procedures Were Used for API Gravity (hours):** Enter time (hours) for which missing data procedures were used to estimate the API gravity.
- **Sulfur Content (weight %):** Enter the volume weighted average sulfur content (weight percent) of the crude batch, as calculated in 98.394(d)(4).
- **Amount of Time that Missing Data Procedures Were Used for Sulfur Content (hours):** Enter time (hours) for which missing data procedures were used to estimate the sulfur content.

Tab 5 – Crude Oil



	Link to EIA Crude Stream Codes	Link to EIA Country Codes	Link to EIA State / Production Area Codes	
Crude Stream Name 98.396(a)(20)(v), (vi)	EIA Crude Stream Code 98.396(a)(20)(v)	EIA Country Code 98.396(a)(20)(vi)	EIA State/ Production Area Code 98.396(a)(20)(v)	Country of Origin 98.396(a)(20)(iv)
Stream 1	00062	NA	NA	NA
Stream 2	NA	SA	NA	NA
Stream 3	NA	NA	NA	Canada

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This graphic contains the final 5 columns:

- **Crude Stream Name:** Enter crude stream name, if known. If not known, enter 'NA' for not applicable.
- **EIA Crude Stream Code:** Enter EIA crude stream code. EIA stream codes are equal to or less than five alphanumeric characters. If not known or no appropriate EIA crude stream code exists, enter 'NA'.
- **EIA Country Code:** Enter the 2 character EIA country code for foreign crude oil. You only have to report this if 'NA' was entered for EIA crude stream code and the source of the crude is foreign. If the crude is produced domestically or no appropriate EIA country code exists, enter 'NA'.
- **EIA State/ Production Area Code:** Enter the EIA State/Production Area Code. Enter only if 'NA' was entered for EIA crude stream code and source of crude is domestic. If the crude is foreign or no appropriate EIA State/Production Area Code exists, enter 'NA'.
- **Country of Origin:** Enter country of origin. Enter only if 'NA' was entered for EIA crude stream code, EIA county code, and EIA state/ production area code. If the country of origin is not known, enter 'NA'.

Tab 5 – Crude Oil



Crude Stream Name 98.396(a)(20)(v), (vi)	Link to EIA Crude Stream Codes	Link to EIA Country Codes	Link to EIA State / Production Area Codes	Country of Origin 98.396(a)(20)(iv)
	EIA Crude Stream Code 98.396(a)(20)(v)	EIA Country Code 98.396(a)(20)(vi)	EIA State/ Production Area Code 98.396(a)(20)(vii)	
Stream 1	00062	NA	NA	NA
Stream 2	NA	SA	NA	NA
Stream 3	NA	NA	NA	Canada

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Let's go through this one more time because this can be a little confusing

Ideally, you will know the crude stream name of the batch. If you do not know this information, enter the generic name for the crude stream. If this is not known, enter 'NA'.

- Next, hopefully you are aware of the EIA crude stream code for this batch. EIA stream codes are less than or equal to five alphanumeric characters. If you know this code, enter it here. If you do not know the code, or no appropriate EIA crude stream code exists, enter 'NA'.
 - If you are able to provide an EIA Crude Stream Code, then you have entered all the information you need to for this batch. Enter 'NA' for the next three columns: EIA country code, state/production area code and country of origin.
- If 'NA' was entered for EIA crude stream code and the source of crude is foreign, enter the 2 character EIA Country Code in the next column. If the crude is produced domestically or no appropriate EIA country code exists, enter 'NA' in this column.
 - If the EIA country code is provided, you do not need to report the country of origin. Enter 'NA' in that field.
- If 'NA' was entered for EIA crude Stream Code and the source of crude is domestic, enter the EIA State/Production Area Code in the next column.
 - Enter 'NA' for the country of origin if the EIA State/Production Area Code is provided.
- If 'NA' was entered for the EIA crude stream code, EIA Country Code, and EIA State/Production Area Code, enter the country of origin in the last column. If the country of origin is not known, enter 'NA'.

Tab 5 – Crude Oil



	Link to EIA Crude Stream Codes	Link to EIA Country Codes	Link to EIA State / Production Area Codes	
Crude Stream Name 98.396(a)(20)(v)	EIA Crude Stream Code 98.396(a)(20)(v)	EIA Country Code 98.396(a)(20)(v)	EIA State/ Production Area Code 98.396(a)(20)(v)	Country of Origin 98.396(a)(20)(v)
Stream 1	00062	NA	NA	NA
Stream 2	NA	SA	NA	NA
Stream 3	NA	NA	NA	Canada

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NOTE that links to lists of stream codes, country codes, and state/production area codes are provided within the form for reference, use the links above the column headers to access the lists.

Additional information including the definitions of these terms will be posted in these power point slides.

That completes the overview of the new reporting form, now we'll transition and discuss some of the built in validation checks we've added to the reporting forms this year and discuss the best way to transfer data from your old reporting forms to the new ones.

EIA Crude Stream Code:

The EIA Crude Stream Code should represent both the generic crude stream name and either a single foreign country of origin or U.S. production area (i.e., not a "miscellaneous" foreign crude type or a domestic crude type from an "other state/area"). For domestic crude oil, the one- and two-digit numeric EIA Crude Stream Codes are found on Form EIA-182: http://www.eia.gov/pub/oil_gas/petroleum/survey_forms/eia182f.pdf. For foreign crude oil, the five-digit alpha numeric codes are found in Appendix A associated with Form EIA-856: http://www.eia.gov/pub/oil_gas/petroleum/survey_forms/eia856appa.pdf.

EIA Country Code:

For foreign crude oil, enter the EIA Country Code if no appropriate EIA Crude Stream Code exists. The EIA Country Codes are the first two letters in the Crude Stream Codes found in Appendix A associated with Form EIA--856: http://www.eia.gov/pub/oil_gas/petroleum/survey_forms/eia856appa.pdf.

EIA State/Production Area Code:

For domestic crude oil, the EIA State and Production Area Codes can be found in Appendix A to the instructions for Form EIA--182: http://www.eia.gov/pub/oil_gas/petroleum/survey_forms/eia182i.pdf.

Validation and Error Prevention Onboard the Reporting Form



- We have added some useful validation to the reporting form.
 - Some prevent irrational input (e.g., > 8784 hours in a year)
 - Others warn of data entry errors, such as data entered non-sequentially.

WARNING: Data must be entered in sequential rows. e-GGRT will not process records after an empty row.

Is the product entering the facility or leaving the facility? 98.396(b); 98.396(c)	Click Here for INSTRUCTIONS Measurement Method 98.396(a)(4); 98.396(a)(8); 98.396(a)(13); 98.396(a)(15); 98.396(b)(1); 98.396(b)(4); 98.396(c)(1); 98.396(c)(4)	Amount of Time that Missing Data Procedures Were Used (hours) 98.3(c)(9)	Click for List of Product Name 98.396(a)(7); 98.396(b)(7); 98.396(b)(8)
In			
In			

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When you use the reporting form you will notice a couple types of on-board (or built-in) validation checks which will help improve data quality. For example:

- Some prevent irrational input (e.g., > 8784 hours in a yr)
- Others warn of data entry errors, such as data entered non-sequentially.

Here in the webinar we have shown an example of a non-sequential error check. Some validation will not let you continue because the data is illogical and clearly wrong. Other validation, like this one in our example, are just warnings and will allow to you to continue entering data.

Additional checks which cannot be performed in excel are conducted / applied after you upload your reporting form to e-GGRT.

- It may save time to cut and paste some data from the form you submitted last year into the new RY2012 reporting form you are required to submit this year.

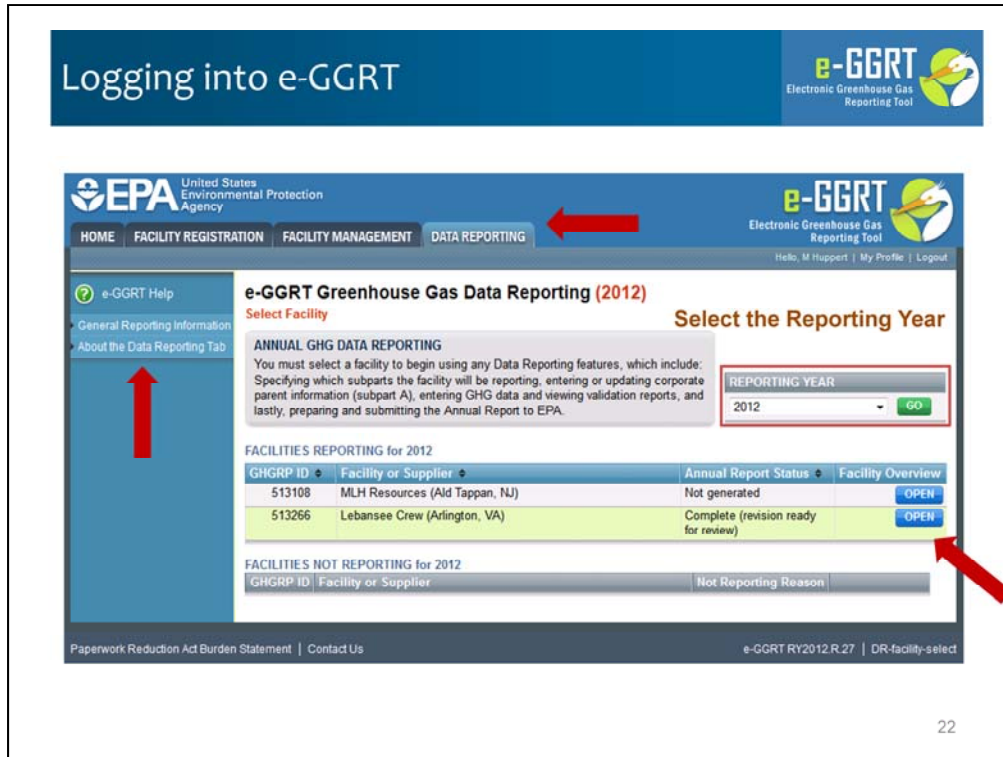
WARNING: If you cut and paste, EPA strongly recommends using Paste Special -> Values. Incorrect Cut and Paste processes can cause cells to be protected so they can no longer be edited.



It may save time to cut and paste some data from the old reporting form you submitted last year into the new reporting form you are required to submit this year. Note that there are some formatting differences between the old and new forms, so be careful when copying and pasting data (e.g., for measured quantity units, the new form requires you to use “BBL” instead of “BBLs” and “MT” instead of “MTON”). Also note that if you enter “IN” in all capitals instead of Capital I, lower case n “In” (as listed in the drop down menu) or “OUT” in all caps instead of “Out” with just the O capitalized, you will receive a validation error. EPA is updating the validation logic to remove this error, but if you submit your report this week, you will see this flag. This flag can be ignored.

If you Cut & Paste data from an old form, EPA strongly recommends you use the Paste Special features in excel and select Past Special -> Values. We recommend cutting and pasting this way even when copying and pasting data between tabs of the RY12 reporting form. Incorrect Cut and Paste processes can alter conditional formatting within the reporting form and even mess up pick lists. Even worse cutting and pasting from external sources can cause cells to become protected so they no longer can be edited. We have worked very hard to prevent unintended alteration of formats and protection but there are limitations within MS Excel.

Use of the Paste Special / Values command will ensure that formatting and cell protection is not altered. If you use cut and paste processes and later encounter problems with your reporting form please contact the [GHGRP Help Desk](#).



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Now we'll go through the steps necessary to upload your reporting form to the eGGRT application.

When you first get into e-GGRT you should click the Data Reporting tab at the top of the screen.

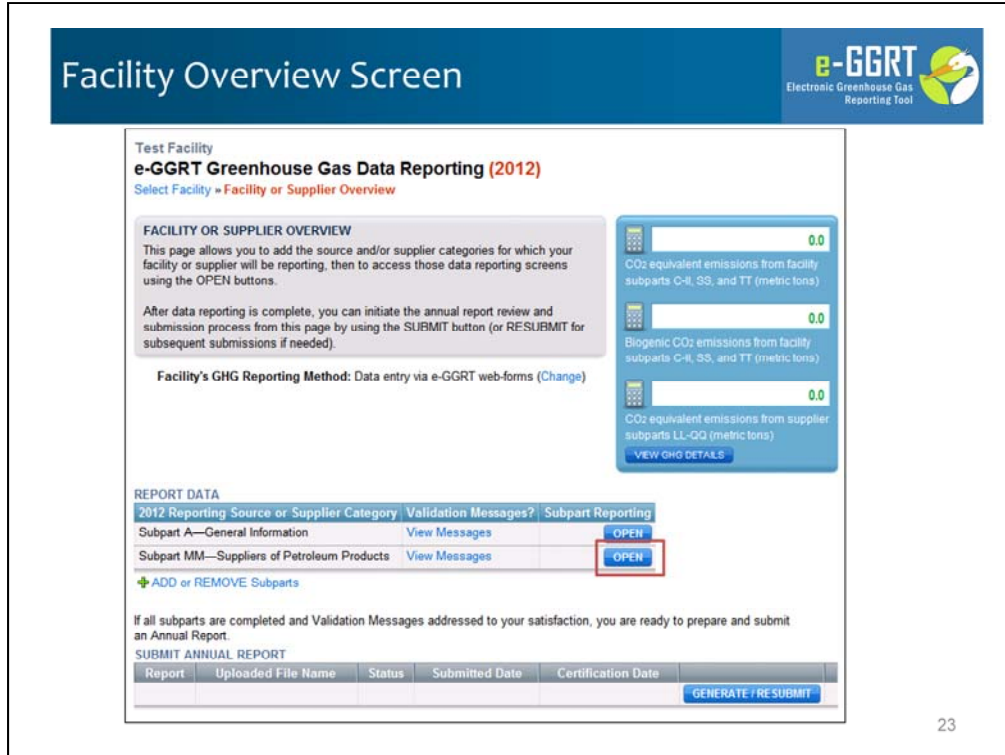
You will see a facility & reporting year selection page: If you have more than one facility you will see all of them on this page (this example shows two facilities).

First, I want to call you attention to the reporting year selection box, marked with the red rectangle. You will be able to select RY2010, RY2011, or RY2012. This will default to 2012, so you will need to use this if you need to resubmit your RY2010 or RY2011 data.

If you select a back year and click 'Go' you will see the current status of your submissions for each facility for that reporting year. To resubmit for a prior year simply go to that year and click 'Open' next to the facility name. That will open the facility overview screen for that particular facility. From the facility overview screen you can perform most of the critical functions including adding and removing subparts, opening subparts to add subpart specific data or reporting forms and / or go to the validation or submission pages.

Note that if you need help regarding this page, or any page in e-GGRT, you can use the help links on the left hand side.

Once you've selected the reporting year, click the button labeled "OPEN" next to the facility for which you would like to report data, this will bring you to the "Facility Overview" screen.



Once you've selected your facility you will see the Facility Overview screen. Here we are showing the top portion of the screen only.

Firstly, you should use this section to add all the subparts this facility is required to report under (note that you may need to add subpart MM before you can upload your report). You can also open subpart reports, open validation messages, view GHG details and use the generate / submit button to go the Generate / Submit page once you have entered your data.

If you need help using the features of this screen we have a help link on the page detailing all these features. Or use the following link:

<http://www.ccdsupport.com/confluence/display/Help/Using+the+Facility+Overview+Page>

Click OPEN next to Subpart MM to begin the process to upload your completed spreadsheet.

Subpart MM Reporting Form Upload

e-GGRT
Electronic Greenhouse Gas Reporting Tool

SUBPART MM SUMMARY INFORMATION FOR THIS FACILITY

SCREEN ERRORS

- ✘ GHGRP ID. This data element is required and must be equal to the GHGRP ID for the facility.
- ✘ Reporting Period. This data element is required and must be equal to the expected reporting year.

1.) DOWNLOAD FORM

↳ Subpart MM GHG Reporting

2.) UPLOAD COMPLETED FORM

Uploaded File Name	Attached By	Date	Delete
No files found.			

↑ Facility Overview

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This is the subpart reporting form upload page in e-GGRT. This is where you will upload your completed Subpart MM reporting form.

First, click browse to find the file you want to upload on your computer, then click the “UPLOAD” button to begin the process.

If there is an error during upload of the form, a screen error will appear that will show you the errors encountered.

A screen error will stop the upload process – if your form has a screen error you will see a yellow message during upload and e-GGRT will reject your reporting form until the error, or errors, are corrected.

In this example we attempted to upload a form with an incorrect GHGRP ID and an incorrect reporting period.

e-GGRT Validation

e-GGRT
Electronic Greenhouse Gas Reporting Tool

- e-GGRT will validate your reporting form after you upload

Subpart MM 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 MM reporting, please use the e-GGRT Help link(s) provided.

Annual mass of CO₂ (metric tons)

Subpart MM: View Validation

SUBPART MM SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM
[Subpart MM GHG Reporting](#)

2.) UPLOAD COMPLETED FORM

Uploaded File Name Attached By Date Delete

Subpart MM Reporting Form_v3_021813_TEST UPLOAD.xls		February 20, 2013	✖
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[Facility Overview](#)

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Once all screen errors have been resolved and your reporting form has been successfully uploaded, e-GGRT will validate your reporting form. If there are data validation issues, you will see a warning message, under the Annual mass of CO₂ box,

denoted by the red rectangle on your screen. Click "View Validation" to see the validation messages.

This is what the data validation screen looks like.

Data quality and completeness errors will appear in the Validation Report in the format presented here. For each error, the following information will be included in the validation report: the first column contains the error type (data quality or completeness error), second is the error ID number (which you should refer to in all questions submitted to the helpline), third is a column with details about the specific error so that you can locate the error in your report and make any necessary corrections, note that the Unique ID field is especially important as that refers to the unique ID in your reporting form that the error message is associated with.

Please note that you may receive a warning validation error message suggesting that the value you have provided is greater than the maximum value EPA expected for this data element. We do expect that a small percent of submitters will exceed validation maximum, as this is the first year of reporting in the new system and some of our maximum expected values may be a little too low. If you do receive this message we just ask the you double check this value. If you believe it to be correct, please submit the value as is. EPA will continue to refine these checks in future reporting years to improve their accuracy.

For more information



On the GHG Reporting Program:

<http://www.epa.gov/ghgreporting/index.html>

On using e-GGRT :

<http://www.ccdsupport.com>

Contact Us:

<http://www.ccdsupport.com/confluence/display/help/e-GGRT+Help+Desk+Contact+Information>

Subpart MM FAQs:

<http://www.ccdsupport.com/confluence/display/help/Subpart+MM+-+Suppliers+of+Petroleum+Products>

Contact the GHGRP Help Desk at:

GHGReporting@epa.gov or call 1-877-444-1188



e-GGRT RSS Feed



- RSS web feed/syndication format
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 - <http://www.ccdsupport.com/confluence/display/help/e-GGRT+RSS>
- e-GGRT Help:
 - www.ccdsupport.com

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EPA maintains a RSS feed which provides timely news and updates on e-GGRT system status, updates, and outages. If you are interested, web addresses for that content and subscription links are provided.

Questions?

Thanks for your attention during this portion of our presentation.

Now we will answer questions that have been submitted through the webinar interface.