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**E-GGRT Training Webinar on
User and Facility/Supplier Registration**

Kong Chiu, Jennifer Bohman, Peter Kokopeli
U.S. Environmental Protection Agency
Greenhouse Gas Reporting Program (GHGRP)
November 03, 2010
Start time: 1:00 pm

For more information



On the GHG Reporting Program:
www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html

On the GHG Data System:
<http://www.epa.gov/climate/climatechange/emissions/data-reporting-system.html>

Contact Us:
http://www.epa.gov/climate/climatechange/emissions/ghgrule_contactus.htm

Organization Type*:

My question concerns*:

Reporting System Question

e-GGRT
(electronic GHG Reporting Tool)

Rule Related Question

40 CFR part 98
(Final rule published on 10/30/2009)

Proposed Rule
(New rules and amendments proposed in 2010)

On 'Contact Us' page select e-GGRT for data system questions

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

GHGMRR@epa.gov

Overview of Webinar



- Purpose of this webinar
- About e-GGRT
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- e-GGRT support
- Questions & Answers

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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About Today's Webinar



- The reporting deadlines for **2010 data** are ...
 - Certificate of Representation: January 30, 2011
 - Annual GHG Report: March 31, 2011
- Today, we will explain how reporters will register in the e-GGRT system and submit the Certificate of Representation to meet the January 30, 2011 deadline
- EPA will launch e-GGRT for registration soon
 - *You should start the registration process no later than mid-January
- We will NOT discuss how facilities and suppliers will use e-GGRT to create and submit annual GHG reports
 - This will be discussed in future webinars

About Today's Webinar



We will not be discussing ...

- Applicability Determinations
- Best Available Monitoring Methods (BAMM)
- GHG emission calculations
- Proposed rulemakings
- Corporate parent reporting

Suppliers of Coal-based Liquids (LL) Suppliers of Petroleum Products (MM)



- Reporters will use Office of Transportation and Air Quality Fuels Registration (OTAQREG) to report GHG data for subparts LL and MM.
 - Instructions on subpart LL and MM reporting will be made available separately.
 - If facilities and suppliers report data in additional subparts besides LL and MM, they must register in e-GGRT for those other subparts.

About e-GGRT



- Web-based system
 - Will guide reporters through data entry and submission
 - Built-in calculations
- Reporters may choose to format their annual GHG report according to the e-GGRT XML schema
 - These reporters must meet the same registration and submission deadlines as all other reporters (i.e. January 30th 2011 and March 31st 2011).

About e-GGRT



- All data is submitted to EPA electronically in e-GGRT
 - Except the one-time Electronic Signature Agreement (ESA) which is submitted on paper
- e-GGRT supports reporting required under Part 98
 - e-GGRT does NOT support record keeping requirements under Part 98

About e-GGRT



- System Requirements
 - Internet Explorer 7+ or Firefox 3+
 - Javascript enabled in the browser
 - Transport Layer Security (TLS) enabled in the browser
 - PDF reader (e.g. Adobe Reader)
 - Access to printer (for Electronic Signature Agreement)
 - Access to the Internet
 - Personal email account
- E-GGRT performs a browser test and will redirect to these pages if you fail
- E-GGRT enforces a ten-minute inactivity timeout.





Confidential Business Information (CBI)



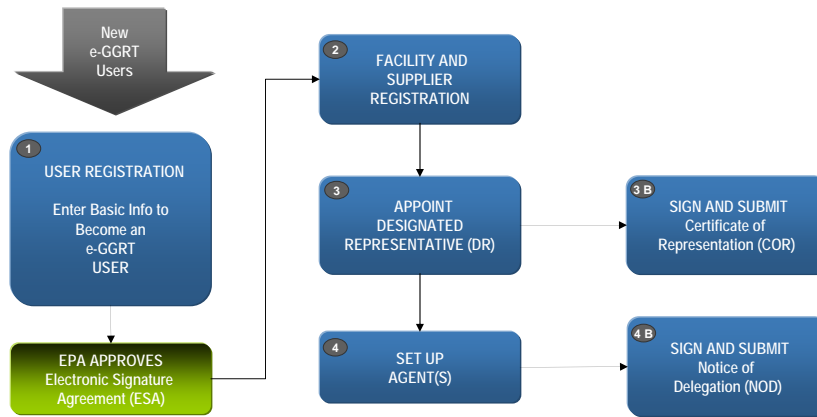
- CBI Proposed Rulemaking
 - Proposed Confidentiality Determination for the Data Required under the Mandatory Greenhouse Gas Reporting Rule and Proposed Rule Amendment Specifying Procedures for Handling Part 98 Data
- E-GGRT is equipped to handle CBI

User Registration: Getting Started



- Information you will need includes:
 - Name
 - Mailing address
 - Email address
- If you are an EPA Central Data Exchange (CDX) user:
 - CDX User Name and Password 
- If you are a CAMD Business System (CBS) reporter:
 - CBS User Name and Password 

Registration: Overview



Registration: Two Examples



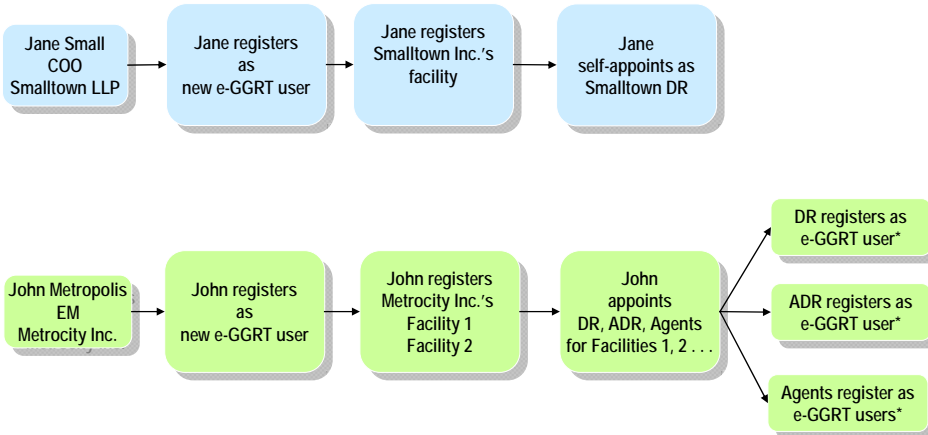
• Smalltown Carbon LLP

- Small Company
- Single Facility
- Designated Representative only
 - No Alternate DR
 - No Agent
- Designated Representative will self-appoint

• Metrocity GHGs Inc.

- Large Company
- Multiple Facilities
- Designated Representative
 - Plus 1 Agent
- Alternate DR
 - Plus 1 Agent
- One official will set up all appointments

Smalltown vs Metrocity User Registration



* DR, ADR, Agent(s) could register as users before being appointed

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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User Registration: Login Page



<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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User Registration: On-Screen Directions



On-screen directions will guide you through the user registration process.

→ Most e-GGRT pages allow you to freely navigate and come back later to complete them. New user registration, however, requires you to complete the four steps in one session.

User Registration: Your User Profile



USER REGISTRATION

e-GGRT Help
Help with User Registration

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 information before you save.

Please note the following when filling out your profile:

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

Title * Ms. [v]
First Name * Jane
Middle Initial
Last Name * Small
Suffix Select [v]

ADDRESS INFORMATION

Organization (Employer) * Smalltown Carbon
Mailing Address Line 1 * 123 Main Street
Mailing Address Line 2
City * Smalltown

User Registration: On-Screen Directions



CONTACT INFORMATION

Email* jsmall@sc.com
Re-enter Email* jsmall@sc.com
Phone Number* 123-456-7890
Phone Extension
FAX

Throughout the registration process on-screen directions and validation messages will provide help

USER NAME & PASSWORD

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name*

User name is required.

Your password must be at least 8 characters long and contain at least one number, but do not start with a number. Do not use spaces or symbols in your password. Your user name should not be part of your password.

Password*

Password confirmation is required.

Confirm Password*

Password is required.

Your secret question and answer is used to authenticate you in situations where you have forgotten your user name and has an relevance to you and has an

Secret Question*

Secret

Secret Answer* kryptonite

The Secret Question and Answer are used if you need to reset your password. Store this information securely.

User Registration: Challenge Questions



EPA United States Environmental Protection Agency

USER REGISTRATION

e-GGRT Help
Help with User Registration

User Profile Challenge Questions Signature Agreement Print Summary

YOUR FIVE CHALLENGE QUESTIONS
Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions.

CHALLENGE QUESTIONS

Question 1* What is the first and middle name of your oldest sibling?
Answer 1*

Question 2* What is your favorite pet's name?
Answer 2*

Question 3* What is your favorite hobby?
Answer 3*

Question 4* What is your favorite TV show?
Answer 4*

Question 5* Where did you first meet your spouse?
Answer 5*

E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.

User Registration: Electronic Signature Agreement



On this **final** page you can print out your Electronic Signature Agreement.

You can also save a copy as a PDF file.

User Registration: Electronic Signature Agreement



John Metropolis
123 Industrial Way
Beverly Hills, CA
90210

e-GGRT Help Desk
8301 Greensboro
Drive
Mail Stop E-11-2
McLean, VA
22102

You **MUST** sign and date your ESA

Please allow time to mail your Electronic Signature Agreement to EPA

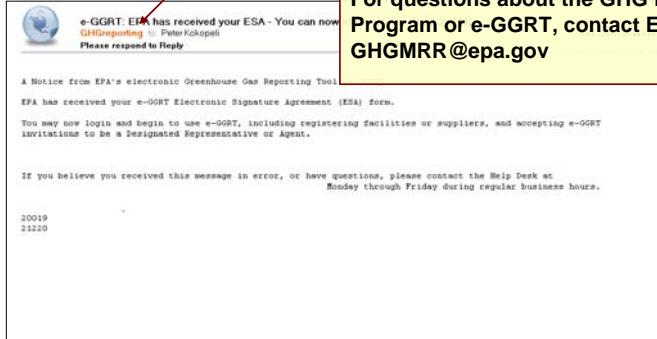
User Registration: Electronic Signature Agreement Approved!



Notifications from e-GGRT will be sent to the email address in your user profile.

Make sure your email accepts mail from egrt@ccdsupport.com

For questions about the GHG Reporting Program or e-GGRT, contact EPA at GHGMRR@epa.gov



Registering A Facility



The screenshot shows the EPA e-GGRT web interface. At the top, there are navigation tabs for "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". A "REGISTER A FACILITY" button is highlighted with a red arrow. Below this, a table titled "YOUR FACILITIES:" has columns for "Facility or Supplier" and "Your Role". The table currently shows "No Registered Facility". A red arrow points from a text box to this table. On the right side, there is a section for "ACCEPT AN INVITATION:" with a "GO" button. Below that is an "e-GGRT Announcements" section with a "Welcome to e-GGRT!" message and links for help and training. The footer of the page reads "eGGRT RY2010.6.8 | UAT-2".

Click "Register A Facility" from your e-GGRT Home Page

If you are a CBS user and have linked your CBS and e-GGRT accounts, your CBS facilities will be listed here.

Facility Registration



A "subway map" will show you where you are in the Facility setup process

e-GGRT will help you SEARCH through EPA's Facility Registry System for your facility.

Facilities that have already been registered will be labeled "Claimed"

Facility or Supplier Name	Address	Registration Status
BOYER	N WALNUT STREET YERTOWN, PA 19512	Available ✓
CABOT	COUNTY LINE ROAD YERTOWN, PA 19512	Available ✓
CABOT	COUNTY LINE RD YERTOWN, PA 19512	Available ✓
CAMPE	S WASHINGTON ST YERTOWN, PA 19512	Available ✓
COOP	COND & JEFFERSON STREETS	Available ✓

Facility Registration



List the owners and operators of the facility or supplier here. Click "ADD" to list more.

Registration: Two Examples (Revisited)



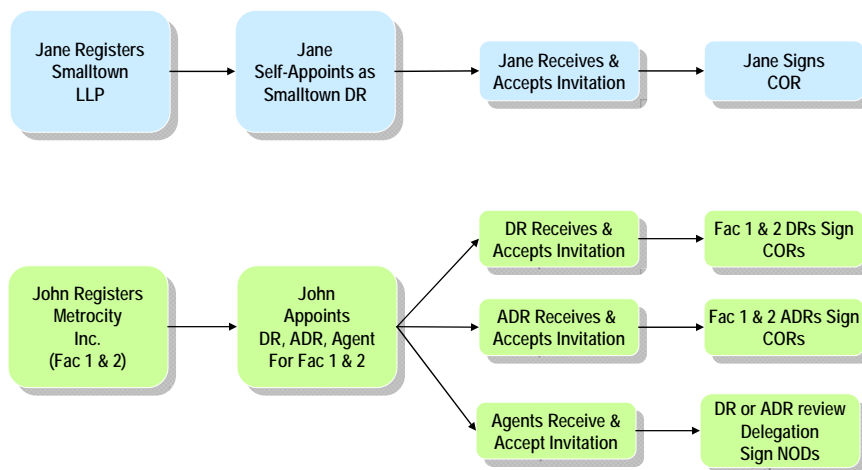
• Smalltown Carbon LLP

- Small Company
- Single Facility
- Designated Representative Only
 - No Alternate DR
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• Metrocity GHGs Inc.

- Large Company
- Multiple Facilities
- Designated Representative
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- Alternate DR
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- One official will set up all appointments

Smalltown vs Metrocity Facility Registration



Facility Registration



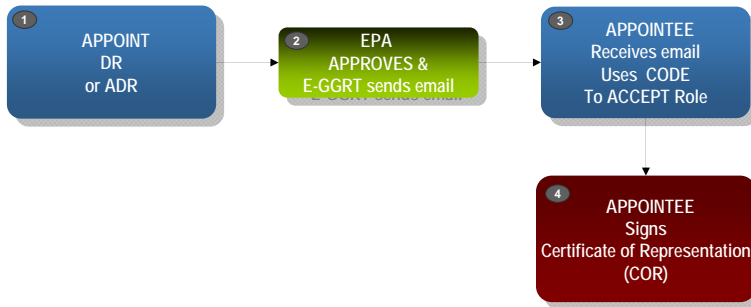
Grey boxes in e-GGRT provide explanatory text. You may also click HELP at any time for more info.

You can appoint yourself as DR or someone else. EPA will review all appointments

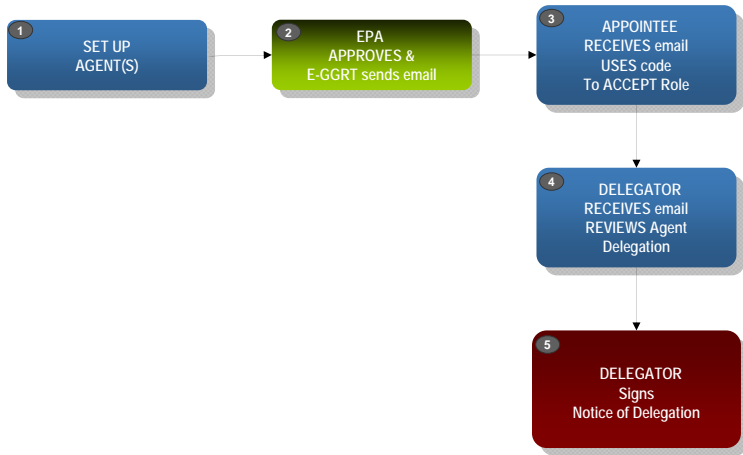
The email will be used by e-GGRT to invite the DR appointee to accept their role.

Enter the ADR's info here, if applicable. An ADR can also be added at a later time but must be approved by the DR

Appointments and Invitations: DR & ADR



Appointments and Invitations: Agent(s)



Using an Invitation Code



The screenshot shows the EPA e-GGRT home page. The navigation menu includes HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING, and REPORTS. The main content area is divided into three sections:

- FACILITIES PENDING REGISTRATION:** A table with columns for Facility or Supplier, Your Role, and Registration Status. It lists VANGUARD CORP as REGISTRAR with a Pending status. A REGISTER A FACILITY button is located below this table.
- YOUR FACILITIES:** A table with columns for Facility or Supplier and Your Role. It lists ACME STEEL as DR.
- ACCEPT AN INVITATION:** A section titled "Responding to a Facility Invitation?" with instructions to paste an invitation code into a field and click "GO". A text box contains the code 594C3E807C81CEDA2B2490.

Annotations on the screenshot:

- A yellow box with an arrow pointing to the "YOUR FACILITIES" table contains the text: "Home Page lists facilities and role".
- A white box with an arrow pointing to the "ACCEPT AN INVITATION" section contains the text: "After an APPOINTEE receives an email invitation for a ROLE, he or she can log into e-GGRT and paste the invitation code into this box."

Accepting the Appointment



to submit reports.

If you accept the role, you will digitally sign and submit a Certificate of Representation (COR) in the screens that follow. denotes a required field

You have been identified by Peter Kokopeli as the **Designated Representative (DR)** for:

ANYREPORTER
123 Main Street
ANYTOWN, USA, ANYZIP

Do you accept this* appointment? Yes No

If you do not accept, please explain

Peter Kokopeli suggested the following person as your **Alternate Designated Representative** for this facility:

Uncle JOE
202-123-4567
Joe.Uncle@mail.com

Do you confirm the ADR* appointment? Yes No — change the ADR appointment (note, this option only applies when an ADR was appointed) No — do NOT appoint an ADR at this time

[NEXT >](#)

eGGRT RY2010.6.8 | FR3-4

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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Certificate of Representation



e-GGRT

Facility or Supplier Name STEVE SHOP

Address 6251 SIDE ROAD
REDDING CA, 96001

Owners and Operators Steve Trout,
[EDIT Facility Information](#)

REPRESENTATIVE INFORMATION

Designated Representative Peter Kokopeli
1200 Pennsylvania Ave, NW
Washington DC, 22222
2023439005
kokopeli.peter@epa.gov

CERTIFICATION STATEMENTS

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative', as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

Done


Carefully review the Certification Statements. These Certification Statements can also be found in Section 98.4 of the Rule

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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Help and Outreach



- **Training & Webinars**
- **Online support:**
 - Application Help (on-screen instructions, hover-over help)
 - Links in application to  e-GGRT Help
 - e-GGRT Help Site
 - FAQs, Reporting Instructions, Copy of Federal Register Regulatory Text, Video Tutorials, News
- **Telephone & email support:**
 - Centralized Help Desk for GHGRP & e-GGRT

e-GGRT Help Website



Welcome to e-GGRT Help

This site contains news, tutorials, FAQs, help and other information about e-GGRT.

The screenshot shows the e-GGRT Help Website interface. At the top, there are three main navigation tabs: "e-GGRT News", "Learn about e-GGRT", and "Help". Below these tabs, there are three content boxes. The "e-GGRT News" box contains a list of recent news items, including "10/15/2010 e-GGRT launches today! View the Full Story...", "10/1/2010 Sign up for e-GGRT webinars. View the Full Story...", and "9/16/2010 Rule amendment on Part 98 signed. View the Full Story...". The "Learn about e-GGRT" box contains a list of links: "Getting Started", "Tutorials", "Reporting Instructions", and "Outreach & Training Webinar Schedule". The "Help" box contains a list of links: "About GHG Reporting Program and Part 98", "FAQs", "Known Issues", and "Contact Us". Two callout boxes are present: one pointing to the "e-GGRT News" box with the text "e-GGRT news provides updates, including any system outages", and another pointing to the "Learn about e-GGRT" box with the text "Links to tutorials, reporting instructions and other tools".

e-GGRT Help Website



United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

Search

Tutorials

Take advantage of these tutorials to learn more about e-GGRT. Choose from the following topics:

[Get Started](#) [Register a User](#) [Register a Facility](#)

Simple menus guide you to the tutorial best for you

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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e-GGRT Support



- E-GGRT Help Desk will be able to answer questions and provide support to e-GGRT users
- Telephone: 1-877-444-1188
- Email: GHGMRR@epa.gov

<http://www.epa.gov/climate/climatechange/emissions/ghgrulemaking.html>

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Questions?