



ONLINE REPORTING TIPS - 2012 REPORTING SEASON

REPORTING STEPS

☐ LOG IN WITH YOUR PASSWORD

Access the online reporting system, <http://app6.erg.com/gasstar/>, enter your email address and the password assigned to you by the Natural Gas STAR Program as contained within your reporting email.

☐ ENTER YOUR ANNUAL DATA

After logging in, you will automatically be provided with the reporting forms for your industry sector. You are not required to complete all of the forms—use only the Best Management Practices (BMP) and/or Partner Reported Opportunities (PRO) forms for which you have data to report. Please note the following:

○ DIRECTED INSPECTION AND MAINTENANCE (DI&M)

For DI&M activities, partners should report their methane emissions reductions at the facility level, rather than aggregating data across multiple facilities and reporting that data as a whole. ***For each DI&M activity reported, submit a separate form indicating the facility at which the activity was undertaken and the related methane emissions reductions.*** Please notify your STAR Service Representative if this creates a significant reporting burden for your company.

○ SUNSET DATES

The implementation of certain technologies and practices reduces methane emissions for multiple years. Natural Gas STAR allows these to count toward a partner's emissions reductions beyond the initial year of implementation. Natural Gas STAR designates the maximum length of time that these reductions can accrue as "sunset dates." Partners can report the corresponding methane emissions reductions each year up to the allowable sunset date or report reductions once for the implementation year, and have U.S. Environmental Protection Agency (EPA) automatically carry forward and aggregate those reductions for the allowable number of years. The list of methane emission reduction technologies and practices and the corresponding sunset dates are embedded in the online reporting form. Sunset dates are also available on the Natural Gas STAR website at: epa.gov/gasstar/documents/table_sunset_dates.pdf.

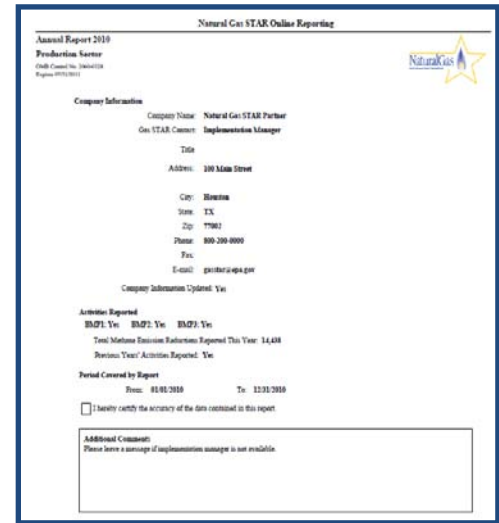
○ ADDITIONAL ACCOMPLISHMENTS

The "Additional Accomplishments" page allows you to provide U.S. EPA with more information about your company's participation in Natural Gas STAR, including employee incentive programs and training, innovative pilot projects, and the like.

The screenshot shows the login page for the Natural Gas STAR Online Reporting System. At the top, it says 'Natural Gas STAR Program' and 'U.S. ENVIRONMENTAL PROTECTION AGENCY'. Below that is a search bar with 'Search: All EPA This Area' and a 'Go' button. A breadcrumb trail reads: 'You are here: EPA Home > Climate Change > Methane > Natural Gas STAR Program > Natural Gas STAR Online Reporting System'. The main heading is 'Welcome to the Natural Gas STAR Online Reporting System'. Below this is a paragraph explaining the system's purpose: 'The online reporting system enables Natural Gas STAR partners to electronically submit their annual reporting data to EPA. The system allows users to add, modify, view, and/or print methane emissions reduction information for the current reporting year prior to submittal.' Another paragraph notes: 'The online reporting forms are best viewed in Internet Explorer 6 or later, but will function properly with any web browser. Note that if Internet Explorer is not used, you may experience minor page layout problems.' A third paragraph says: 'Please enter your E-mail and password to gain access to the online reporting forms.' Below this is a note: 'If you don't remember your password, enter the e-mail address you used to sign up and click the Password button. Your password will be e-mailed to you.' At the bottom, there are two input fields: 'E-mail:' and 'Password:'. Below these fields are two buttons: 'SUBMIT' and 'PASSWORD'.

SUBMIT AND PRINT YOUR REPORT

The online reporting system uses a report writer tool called “Crystal Reports” for generating and displaying your annual report. In order to download the report viewer, you must be using Internet Explorer. Partners using the Firefox browser will not be able to install the Crystal Reports Viewer, and therefore, will not be able to view or print their annual report before submitting it to U.S. EPA. The first time you click the ‘View’ button, you will be provided a series of three prompts asking you to run the ‘Crystal Reports Active X Viewer’ and the ‘Crystal Web Report Broker’. After each prompt, follow the instructions to run the installations. Each installation takes only a few seconds. You may also need to modify the security settings of your browser to download the report viewer. As appropriate, please consult with your IT staff. If you do not receive the download prompts or you have other problems downloading the Crystal Reports Viewer, please contact U.S. EPA or your STAR Service Representative.



The screenshot shows the 'Annual Report 2010' form for 'Production Sector'. It includes a 'Company Information' section with fields for Company Name, Gas STAR Contact, Title, Address, City, State, Zip, Phone, Fax, and E-mail. Below this is an 'Activities Reported' section with checkboxes for BLDG, TMDL, and Other. A 'Period Covered by Report' section shows dates from 01/01/2010 to 12/31/2010. There is a checkbox for certifying the accuracy of the data and an 'Additional Comments' text area.

When finished entering and reviewing all of your data, select “Submit” and the report will be delivered electronically to Natural Gas STAR. After submitting your report to U.S. EPA, you will be able to enter the system to view or print your report at any time up until the next reporting season; however, you will not be able to correct any data. If you do notice a problem after submitting your annual report, please contact your U.S. EPA Program Manager or STAR Service Representative.

PROVIDE ADDITIONAL SUPPORTING DOCUMENTATION

The online reporting system allows you to send supporting documentation with your report. After submitting your report, you will be prompted to attach and send supporting documentation via email. This could include spreadsheets or other documents that provide calculations, tracking information, or additional information about your Program activities.

ADDITIONAL INFORMATION

OTHER TOOLS AND RESOURCES

epa.gov/gasstar/tools/recommended.html

Natural Gas STAR has compiled a comprehensive suite of technical information on proven cost-effective methane mitigation technologies and practices that have been successfully implemented by partner companies.

If you have questions about annual reporting, please feel free to contact your U.S. EPA Program Manager or your STAR Service Representative. To view a list of Natural Gas STAR partners and the corresponding Program Managers and Service Representatives, please visit: epa.gov/gasstar/partners/index.html.