Electronic Greenhouse Gas Reporting Tool (e-GGRT)

Training Webinar: Overview of Reporting Year 2015
February, 2016

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Agenda

Reminders

What subparts have significant changes & where can I learn more?

Can I discontinue reporting & how do I notify EPA?

How should I report parent company data?

Are there any changes to the Inputs Verifier Tool?

What is the batch review & certification module?

Q & A

Reminders –
Key Dates

- **December 31st, 2015:** Reporting Year (RY) 2015 ended
- **January 1st, 2016:** RY2016 began
- **February 16th, 2016:** e-GGRT open for RY2015 data reporting
- **March 31st, 2016:** RY2015 Annual GHG Reports Due

Reminders –
Accessing e-GGRT

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

Be sure you are using an up-to-date browser:

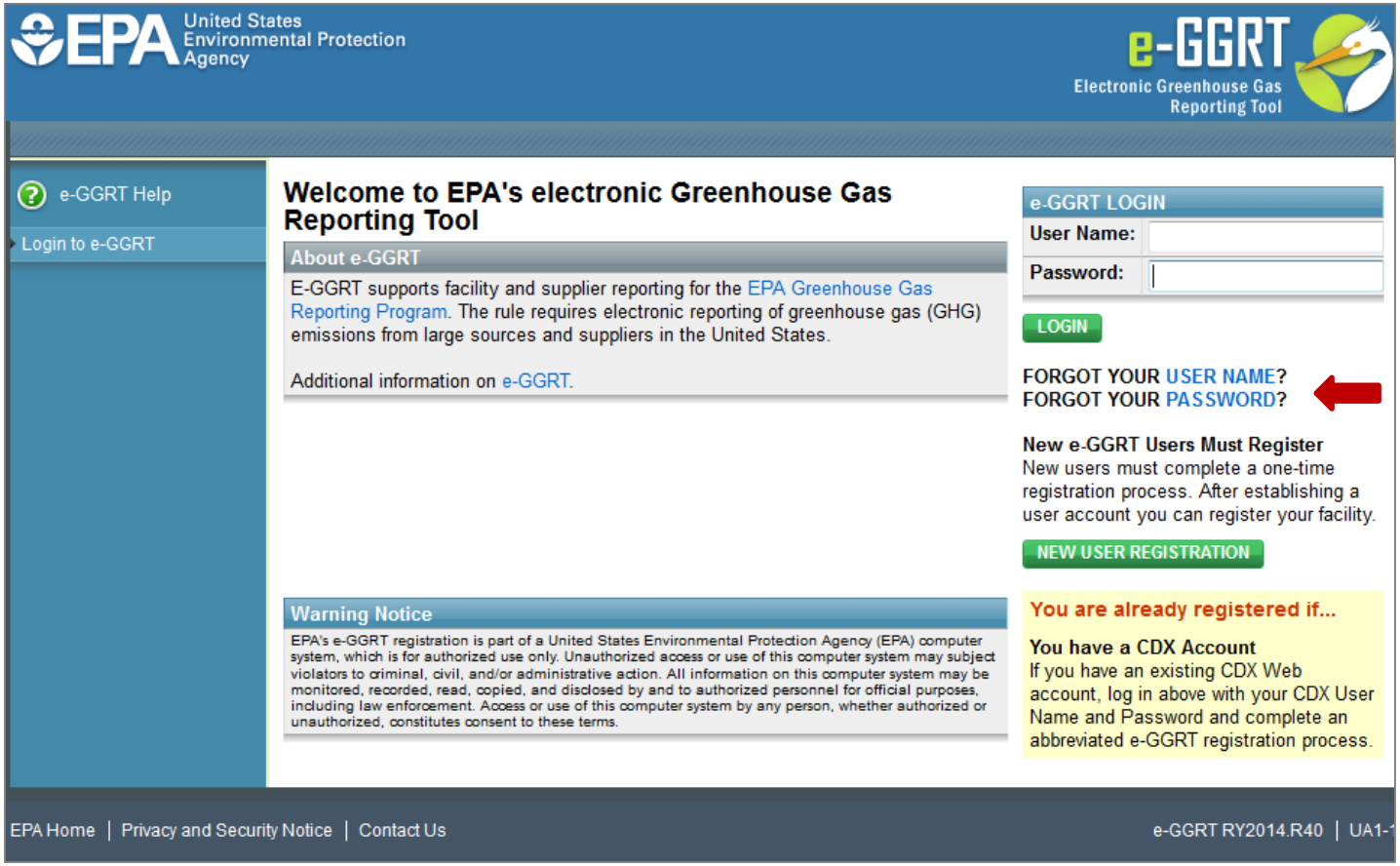
- Internet Explorer 11
- Firefox v27.0 (or above)
- Chrome v30.0 (or above)

More Information:

http://www.ccdsupport.com/confluence/display/help/System+Requirements

Reminders –
User Name and Password

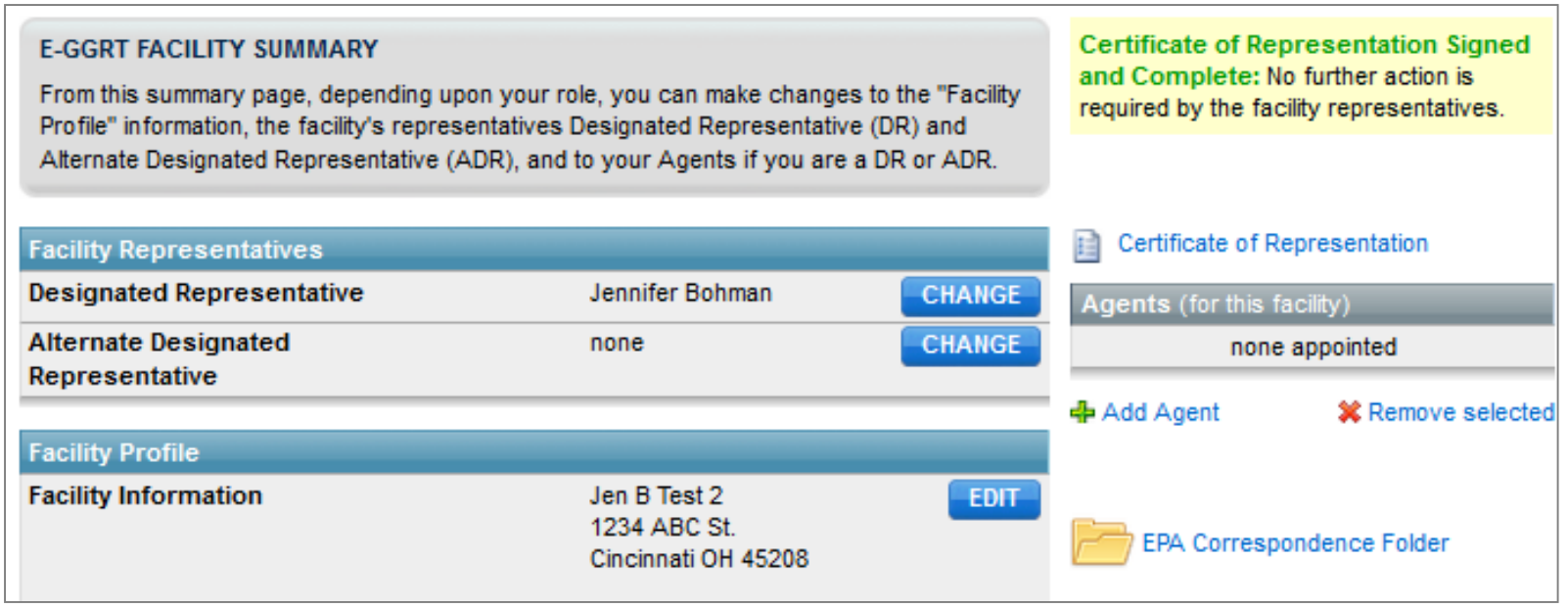
E-GGRT passwords expire every 90 days. You will likely be prompted to reset your password when you log in. Click **USER NAME** if you forgot your user name. Click **PASSWORD** if you forgot your password.



Reminders –
Update DR, ADR, and Agents

Make sure that the roles for your facility or supplier are up to date.

Editing Designated Representatives (DRs) and Alternate Designated Representatives (ADRs):
http://www.ccdsupport.com/confluence/display/help/Changing%20DR%20and%20ADR
Editing Agents:
http://www.ccdsupport.com/confluence/display/help/Changing%20Agents



Reminders –
Reporting Forms

If your subparts enter data onto XLS based reporting forms, be sure to downloaded the most recent version before you begin preparing your report.

http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions#

Download Reporting Forms

Subpart	Reporting Forms (click to download)	Current Release
E - Adipic Acid Production	RY2010 - RY2015 now reported through e-GGRT Web forms Alternate_Method_Optional_App.pdf	
L - Fluorinated Gas Production	Subpart L Inputs Form for RY2015 Subpart L Form for Producers that Destroy F-GHGs (One Time Form)	R.039 R.01
R - Lead Production	Subpart R Reporting Form for RY2011 - RY2015 Subpart R Inputs Form for RY2014 - RY2015	R.02
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only) for RY2010 - RY2015)	R.02
V - Nitric Acid Production	Subpart V Reporting Form for RY2011 - RY2015 Subpart V Inputs Form for RY2014 - RY2015 Alternate_Method_Optional_App.pdf	R.02
W - Petroleum and Natural Gas Systems	For RY15 submissions Subpart W Reporting Form for RY2015 (*updated 2/10/15*) Subpart W Supersize Reporting Form for RY2015 (*updated 2/10/15*) Both Subpart W Forms are functionally identical, except that the supersize form can support up to 1100 sub-basin or 5000 individual units. For prior year and deferred reporting forms click this link	R.05 R.05

Reminders -
XML Schema

- XML Schema has changed since last year
- Current version of schema (v6.3) available at:

http://ccdsupport.com/confluence/display/help/XML+Reporting+Instructions

- XML Schema is Multi-Year
  - Version v6.3 must be used for all RY2015, RY2014, RY2013, RY2012, RY2011, or RY2010 reporting.
- See logs for details on changes for RY2015

Reminders -
Critical Errors

EPA has designated many data quality checks as "Critical Errors." You can see if your report has Critical Errors on the Facility or Supplier Overview page. Allow adequate time to correct these errors prior to submission.

What subparts have significant changes for RY15?

Subpart L – Fluorinated Gas Production &

Subpart OO – Suppliers of Industrial Gases

Webinar: Tuesday, March 1st, 12 – 1 pm EST

Subpart W – Petroleum & Natural Gas Systems

Webinar: Tuesday, February 23rd, 3 – 4 pm EST

Register & Learn More:

http://www.epa.gov/ghgreporting/training-and-testing-opportunities-ghg-reporting

Can I Discontinue Reporting?

- Per 40 CFR 98.2(i), a facility that has reported total (non-biogenic) GHG emissions below 15,000 $mtCO_2e$ for three consecutive years or below 25,000 $mtCO_2e$ for five consecutive years can discontinue reporting for all direct emitter subparts.
- For supplier subparts, the criteria apply instead toward reported GHG quantities.
- This is true even for source categories that are not subject to a reporting threshold or that are subject to a capacity, production, or other non-emissions threshold.

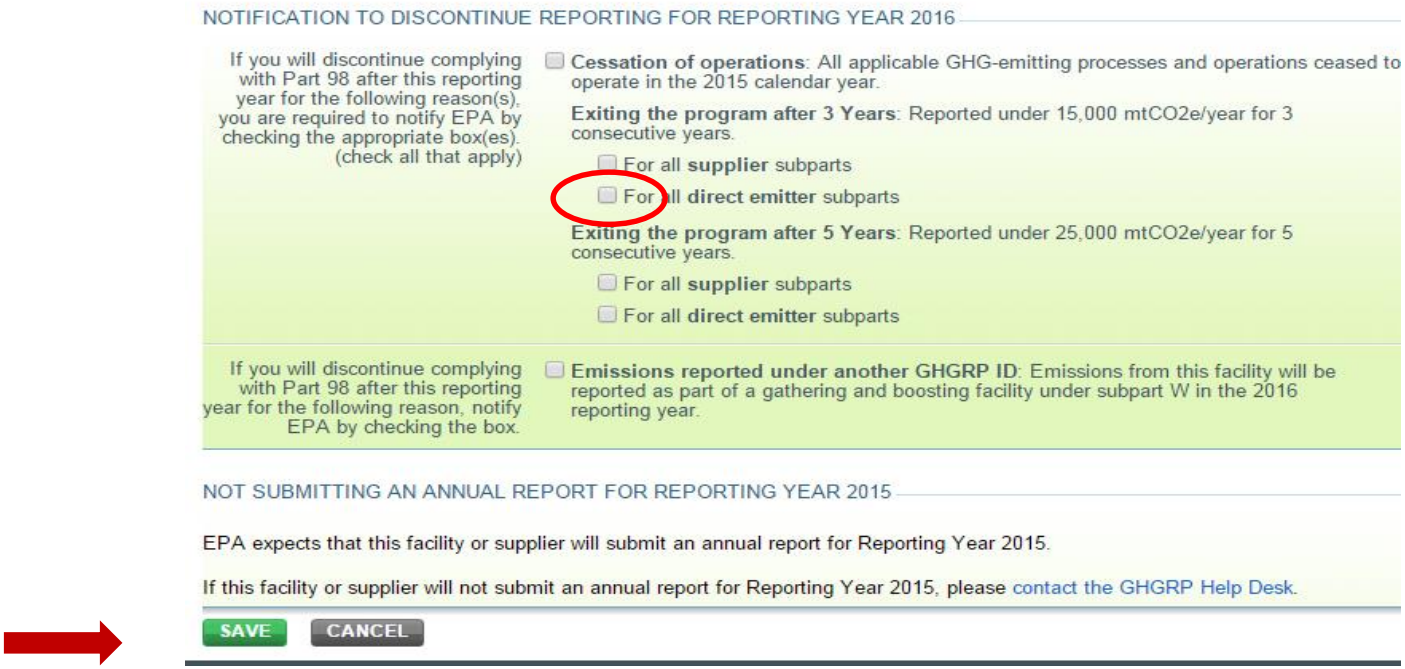
How Do I Notify EPA That I Will Discontinue Reporting?

If 2015 will be your last submission: At the bottom of the Facility Overview page, select the correct box(es) and click **SAVE**. These check boxes apply to your 2016 report (due March 31, 2017).

How Do I Notify EPA That I Will Discontinue Reporting?

If you won't submit in 2015: You must contact the help desk with a valid reason.

If you will discontinue reporting for some subparts only: If you include supplier and direct emitter subparts in the same facility reports for ease (e.g., subparts NN and W), the criteria for discontinuing reporting apply separately. Check only the box that applies.

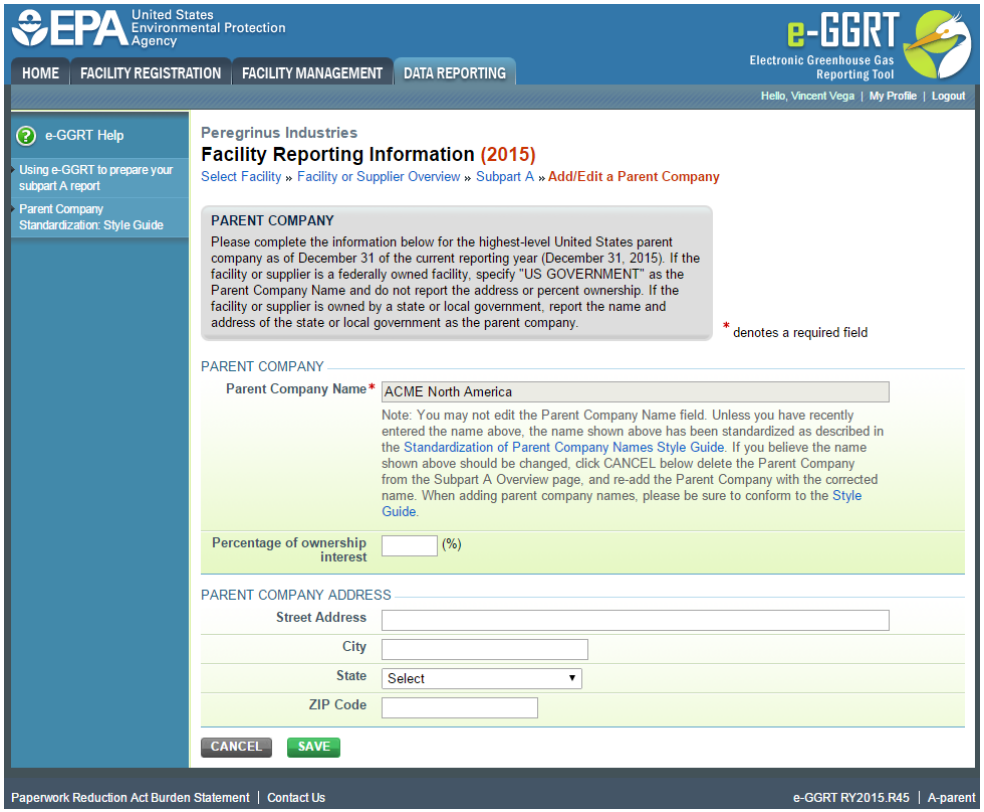


How should I report parent company data?

- Parent company reporting requirements at 40 CFR 98.3(c)(11)
  - Facilities should report the highest level, U.S. parent company.
  - Facilities should refer to e-GGRT for a list of properly formatted parent company names
- EPA evaluated these requirements when it "carried over" data from a facility's RY 2014 report into RY 2015 and, in some cases, suggested revisions
- EPA formatted all reported parent company names to align with the style guide at: http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide
- In some cases, it appears facilities did not report the highest level parent company OR did not report a U.S. parent company in their RY 2014 reports.
  - In these cases, EPA did not "carry over" the parent company data from RY 2014 into the RY 2015 report.
  - Instead, EPA suggested the highest level, U.S. parent company for that particular company based on publicly available data
  - Each of these facilities where EPA made a suggestion on the highest level, U.S. parent company will encounter critical errors prompting the facilities to review and edit their parent company data before the report can be submitted.

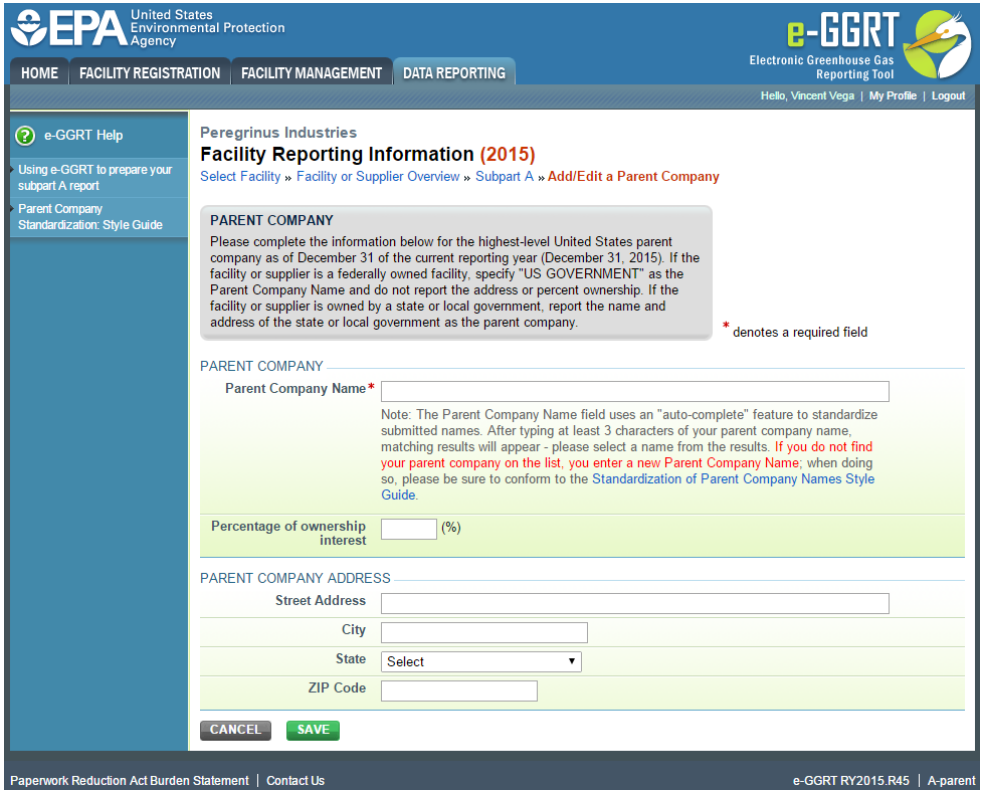
How should I report parent company data? (Continued)

Here is what your screen will look like, if EPA has suggested the highest level U.S. parent company. If you disagree with the suggestion from EPA, select **"CANCEL"** and delete this entry from the Parent Company Overview page. You cannot overwrite the value in the greyed out field.



How should I report parent company data? (Continued)

Enter the appropriate highest-level, U.S. parent company. Here is the data entry screen. All entries will be validated against the style guide: http://www.ccdsupport.com/confluence/display/help/Standardization+of+Parent+Company+Names+-+Style+Guide

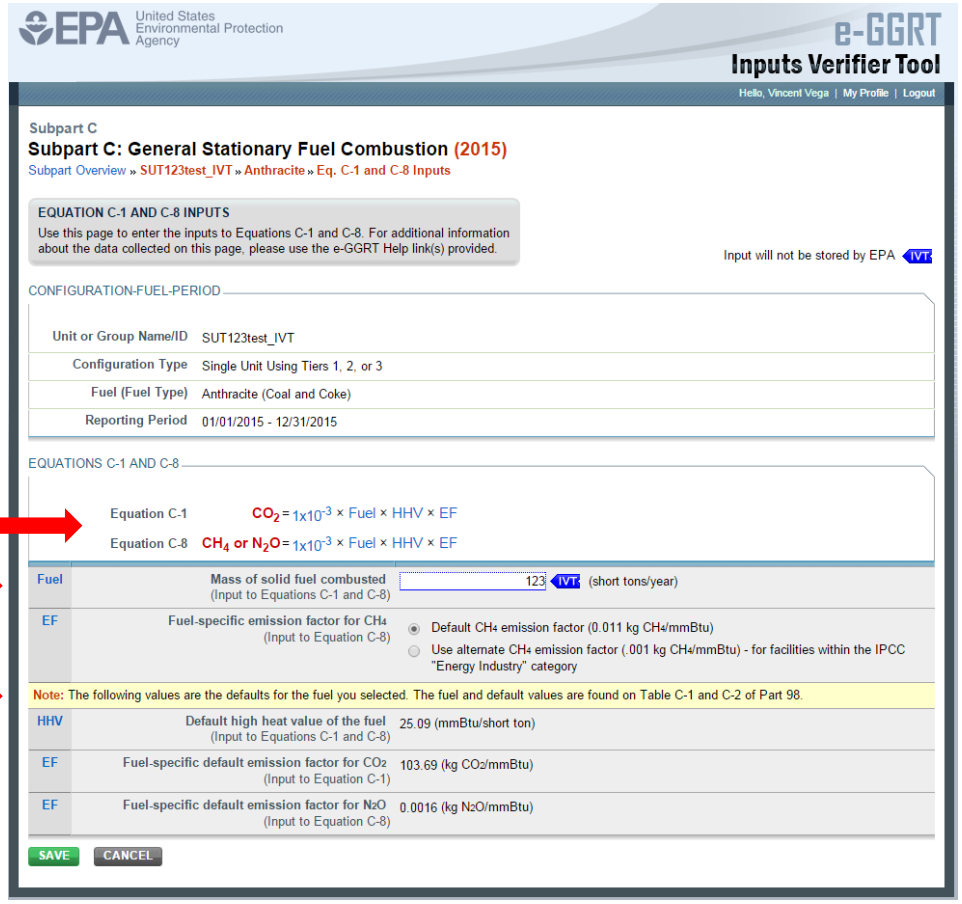


Subparts Using Inputs Verifier Tool

Subpart C – General Stationary Fuel Combustion
Subpart E – Adipic Acid Production
Subpart F – Aluminum Manufacturing
Subpart G – Ammonia Manufacturing
Subpart H – Cement Production
Subpart K – Ferroalloy Production
Subpart L – Fluorinated Gas Production (new for RY 2015 – see L webinar)
Subpart N – Glass Production
Subpart O – HFC-22 Production and HFC-23 Destruction
Subpart P – Hydrogen Production
Subpart Q – Iron and Steel Production
Subpart R – Lead Production
Subpart S – Lime Manufacturing
Subpart U – Miscellaneous Uses of Carbonate
Subpart V – Nitric Acid Production
Subpart X – Petrochemical Production
Subpart Y – Petroleum Refineries
Subpart Z – Phosphoric Acid Production
Subpart AA – Pulp and Paper Manufacturing
Subpart BB – Silicon Carbide Production
Subpart CC – Soda Ash Manufacturing
Subpart EE – Titanium Dioxide Production
Subpart GG – Zinc Production

Are there any changes to the Inputs Verifier Tool (IVT)?

Calculations* and functionality are unchanged. EPA revised the IVT screens so reporters can more easily reproduce IVT calculations. Specifically, EPA added the detailed equations, information on constants, and clarified input labels.



*Corrections made for RY15:

1: Subpart C IVT modification to allow for use of moisture-corrected Table C-1 HHV value for "Wood and Wood Residuals" fuel

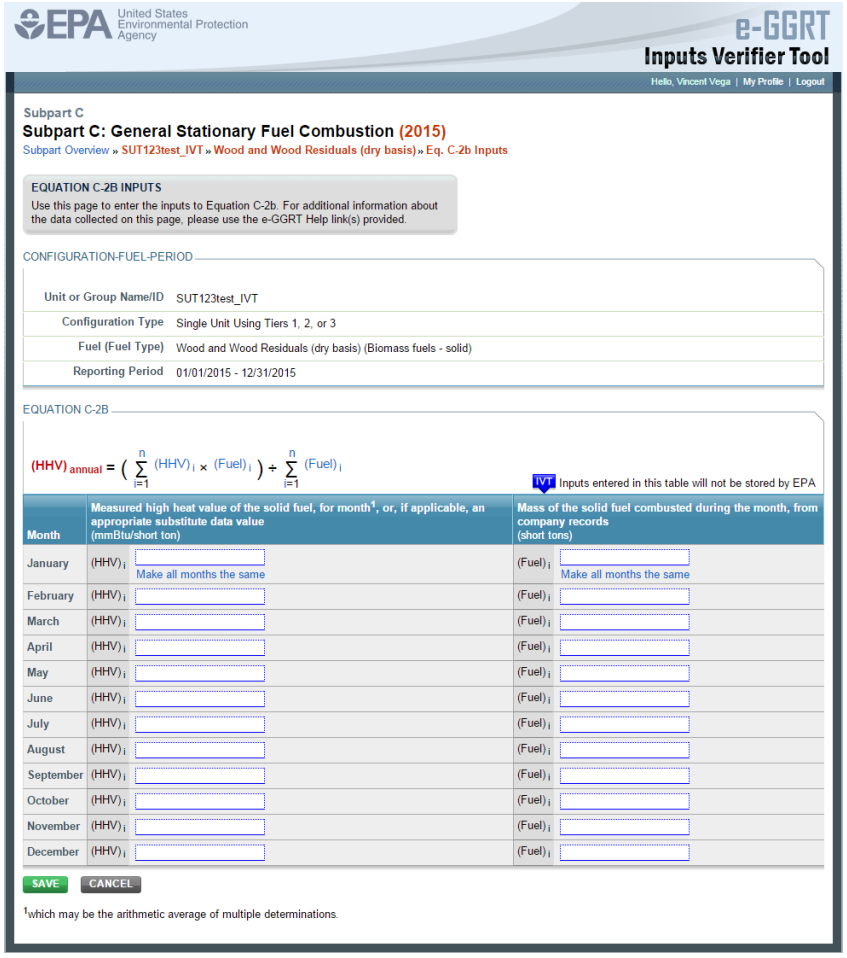
2: Subpart C IVT modification to IVT Equation C-13 support to exclude biogenic fuel inputs

3: Subpart AA IVT modification for pulp mill lime kilns so that Table AA-2 factors are used in place of Table C-2 factors, as appropriate

4: Subpart Q IVT modifications to support proper CO2 (Equation Y-3) and CH4/N2O (Equation C-9a) calculations related to Flares

Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

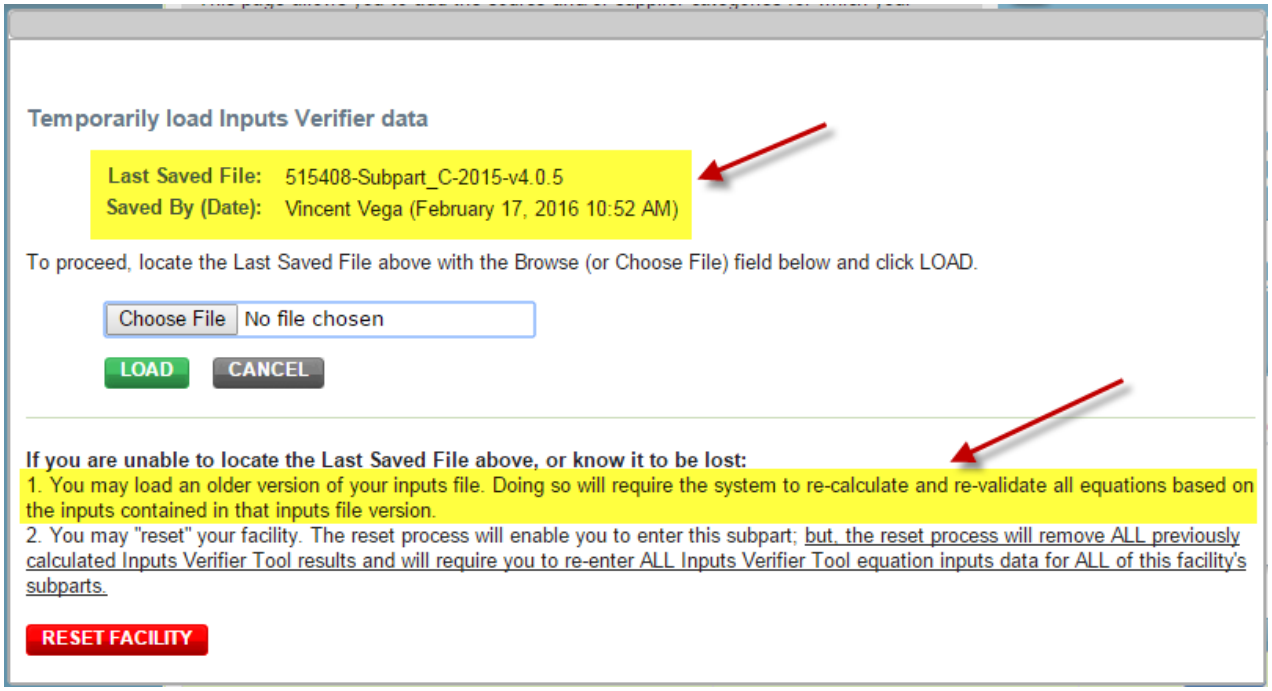
In some cases, EPA introduced tables to reduce scrolling and simplify data entry.



Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

Users must save inputs file locally. IVT displays details on the "Last Saved File" to help users locate appropriate inputs file on subsequent data entry sessions.

IVT has a new file versioning system. If you cannot find the "Last Saved File," you may upload a prior version of the inputs file.

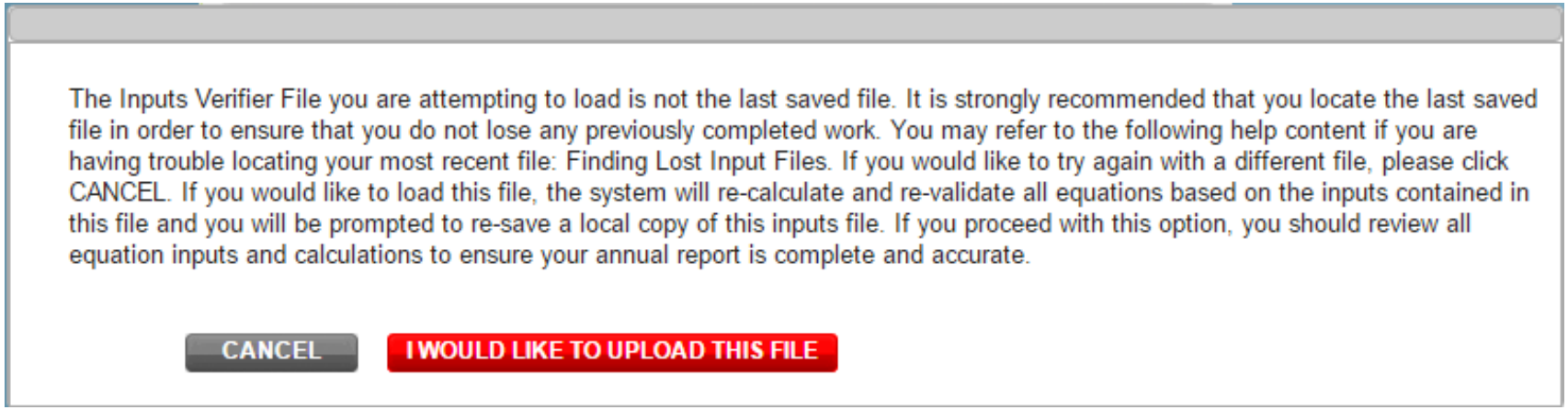


Are there any changes to the Inputs Verifier Tool (IVT)? (Continued)

You will receive the following warning, if the inputs file you upload is not the "Last Saved File."

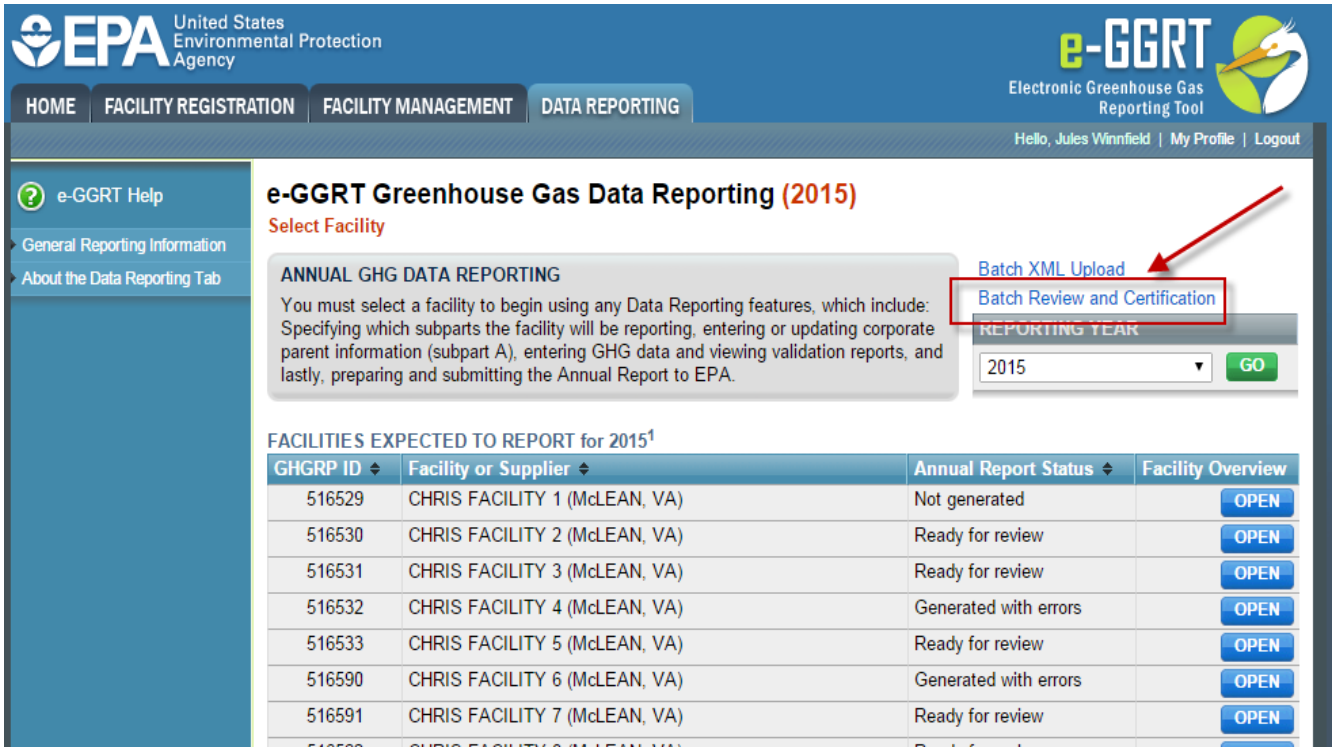
EPA recommends that you always work with the "Last Saved File" and that you SAVE YOUR INPUTS REGULARLY.

If you elect to revert to a previously saved file, be sure to review inputs data and IVT calculations – and then re-save your inputs.



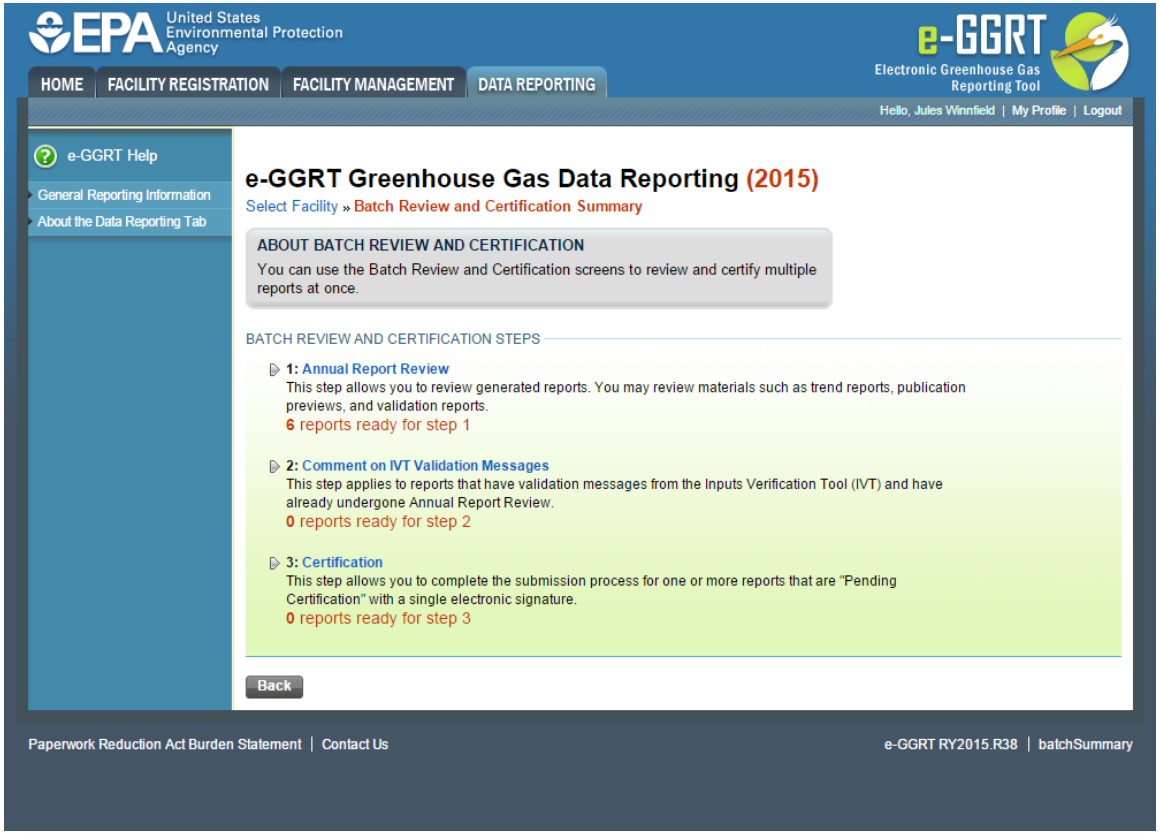
What is the batch review & certification module?

Many e-GGRT users certify and submit reports for multiple facilities. The **BATCH REVIEW AND CERTIFICAION** link will only appear for any user with 3 or more facilities. Following data entry and report generation, you have the option to use this new module to streamline report submission.



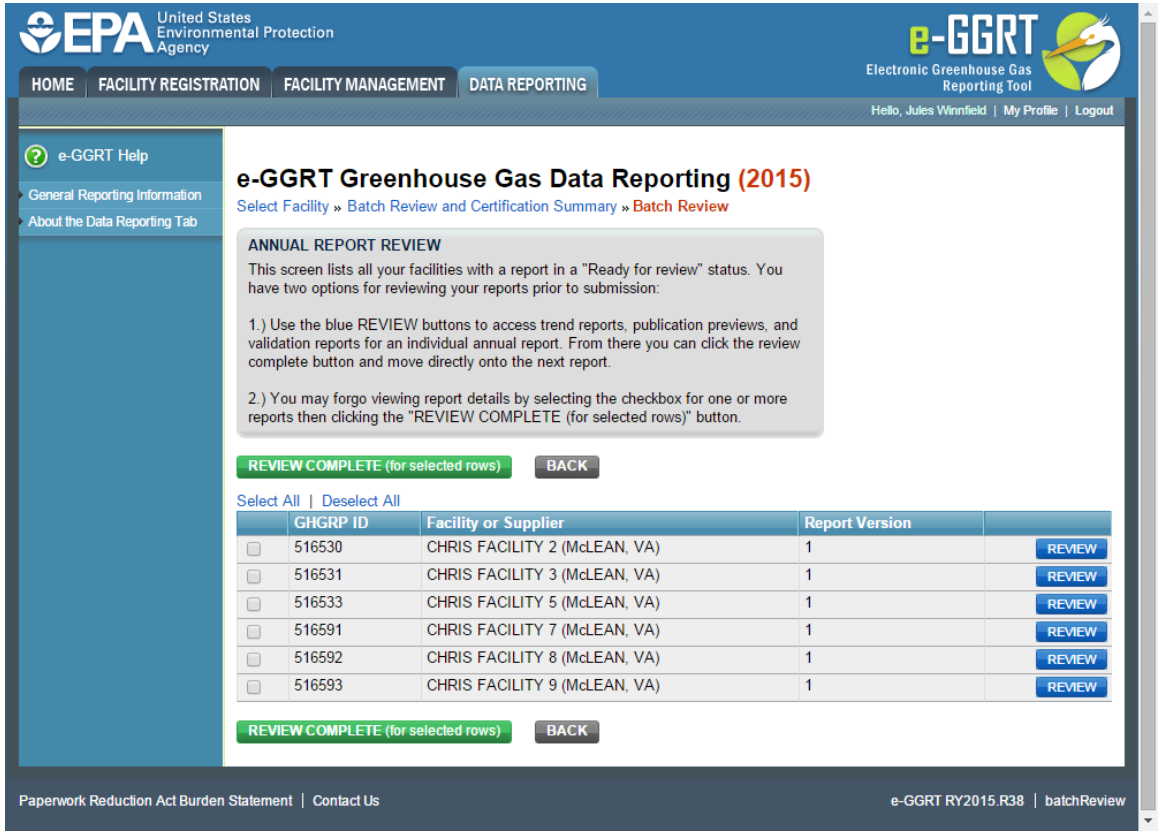
What is the batch review & certification module? (Continued)

The module contains the same steps and information as the standard submission module. However, it compiles the information in one place so that you can move through the process more quickly. Each report will need to proceed through each of these 3 steps.



What is the batch review & certification module? (Continued)

Step 1: Annual report review. Click the blue "**REVIEW**" button to see the data for a facility. If you have already conducted your review, you can select the appropriate check boxes and the green **"REVIEW COMPLETE"** button to move to Step 2.

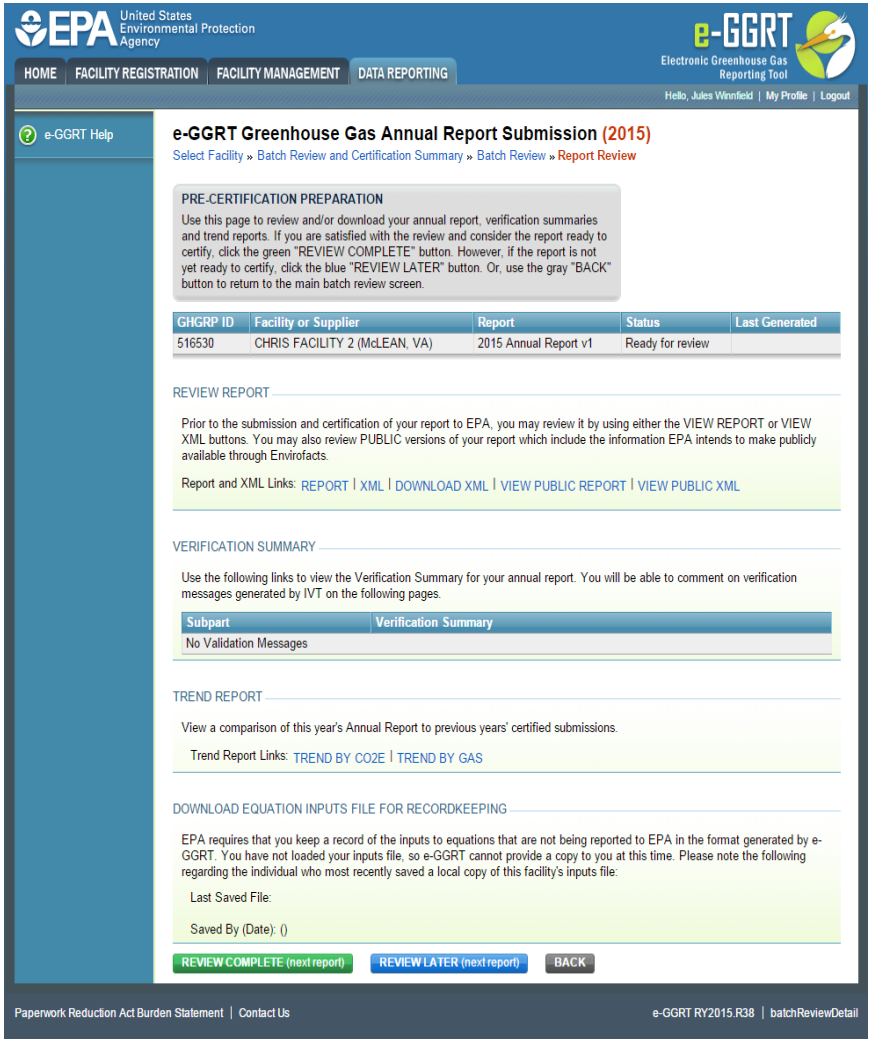


What is the batch review & certification module? (Continued)

Step 1 (Continued)

This is the detailed review screen for a single facility.

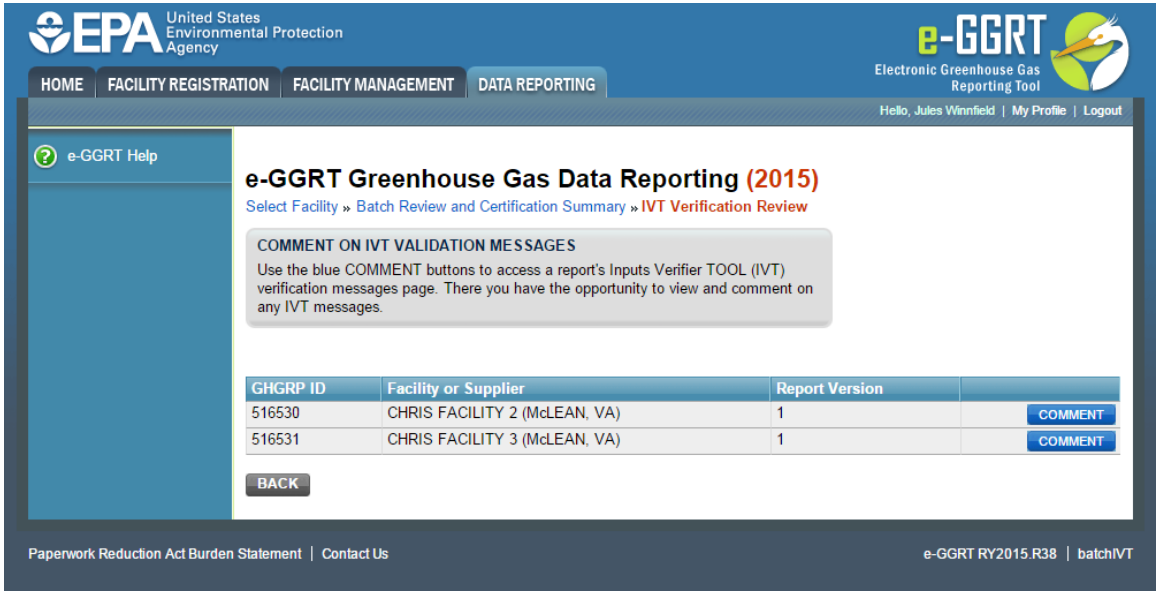
Once you are done with this page, you can choose the green **“REVIEW COMPLETE”** or blue **“REVIEW LATER”** button. You will then page to the next facility that is ready for review. The black **“BACK”** button takes you back to main screen.



What is the batch review & certification module? (Continued)

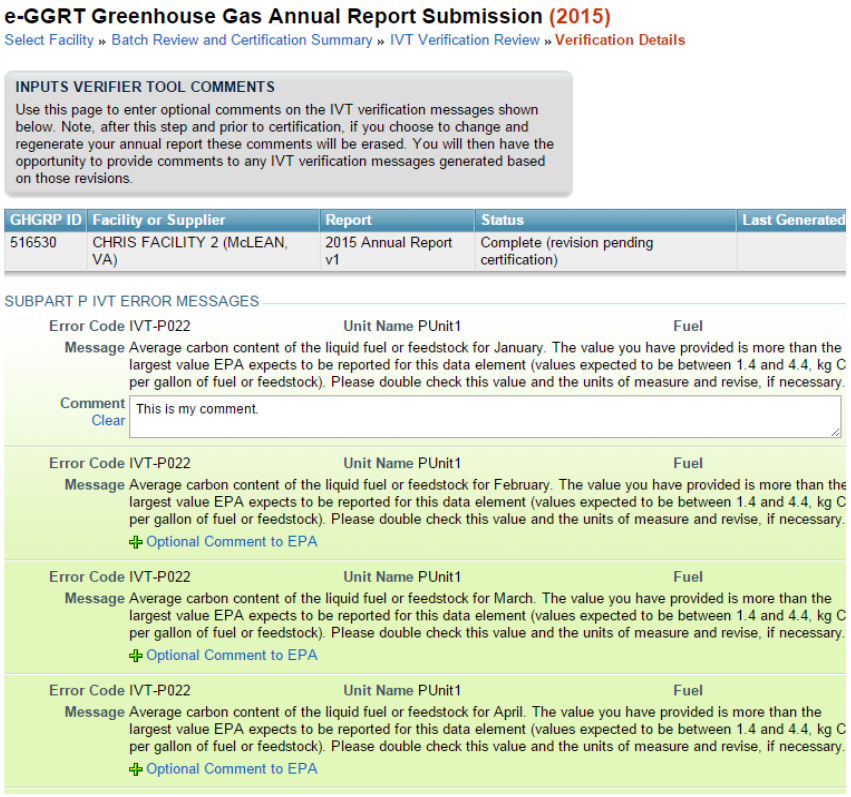
Step 2: Comment on IVT Validation Messages. If any of your facilities have IVT Validation messages, scroll through these messages and decide if you would like to leave an optional comment. Select the blue **"COMMENT"** button to begin.

If you do not use IVT or do not have validation messages, no facilities will be listed here.



What is the batch review & certification module? (Continued)

Step 2 Continued. You may opt to leave an optional comment on the validation message. Click the green **"COMMENTS COMPLETE"** button to move to the next facility or the blue **"COMMENT LATER"** button at the bottom of the page.



e-GGRT Greenhouse Gas Annual Report Submission (2015)

Select Facility » Batch Review and Certification Summary » IVT Verification Review » **Verification Details**

INPUTS VERIFIER TOOL COMMENTS

Use this page to enter optional comments on the IVT verification messages shown below. Note, after this step and prior to certification, if you choose to change and regenerate your annual report these comments will be erased. You will then have the opportunity to provide comments to any IVT verification messages generated based on those revisions.

GHGRP ID	Facility or Supplier	Report	Status	Last Generated
516530	CHRIS FACILITY 2 (McLEAN, VA)	2015 Annual Report v1	Complete (revision pending certification)	

SUBPART P IVT ERROR MESSAGES

Error Code IVT-P022 Unit Name PUnit1 Fuel

Message Average carbon content of the liquid fuel or feedstock for January. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.

Comment Clear: This is my comment.

Error Code IVT-P022 Unit Name PUnit1 Fuel

Message Average carbon content of the liquid fuel or feedstock for February. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.

Optional Comment to EPA

Error Code IVT-P022 Unit Name PUnit1 Fuel

Message Average carbon content of the liquid fuel or feedstock for March. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.

Optional Comment to EPA

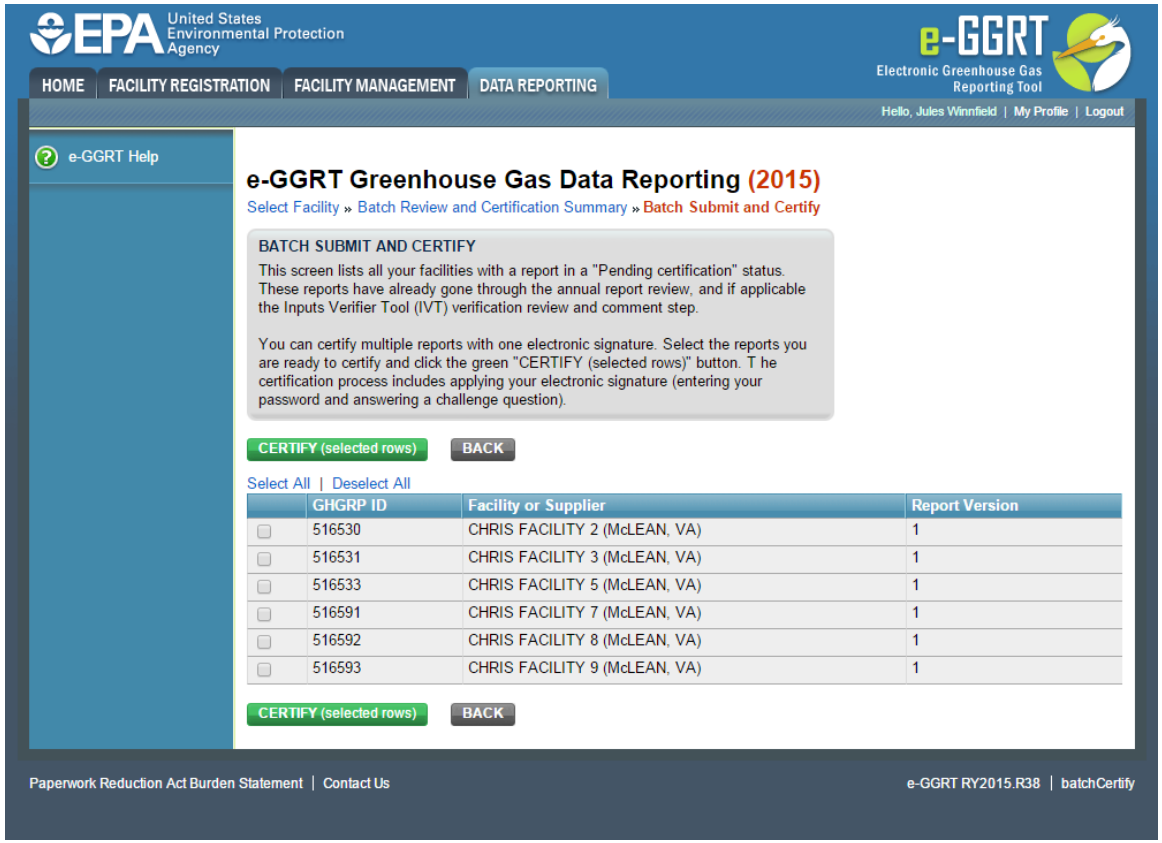
Error Code IVT-P022 Unit Name PUnit1 Fuel

Message Average carbon content of the liquid fuel or feedstock for April. The value you have provided is more than the largest value EPA expects to be reported for this data element (values expected to be between 1.4 and 4.4, kg C per gallon of fuel or feedstock). Please double check this value and the units of measure and revise, if necessary.

Optional Comment to EPA

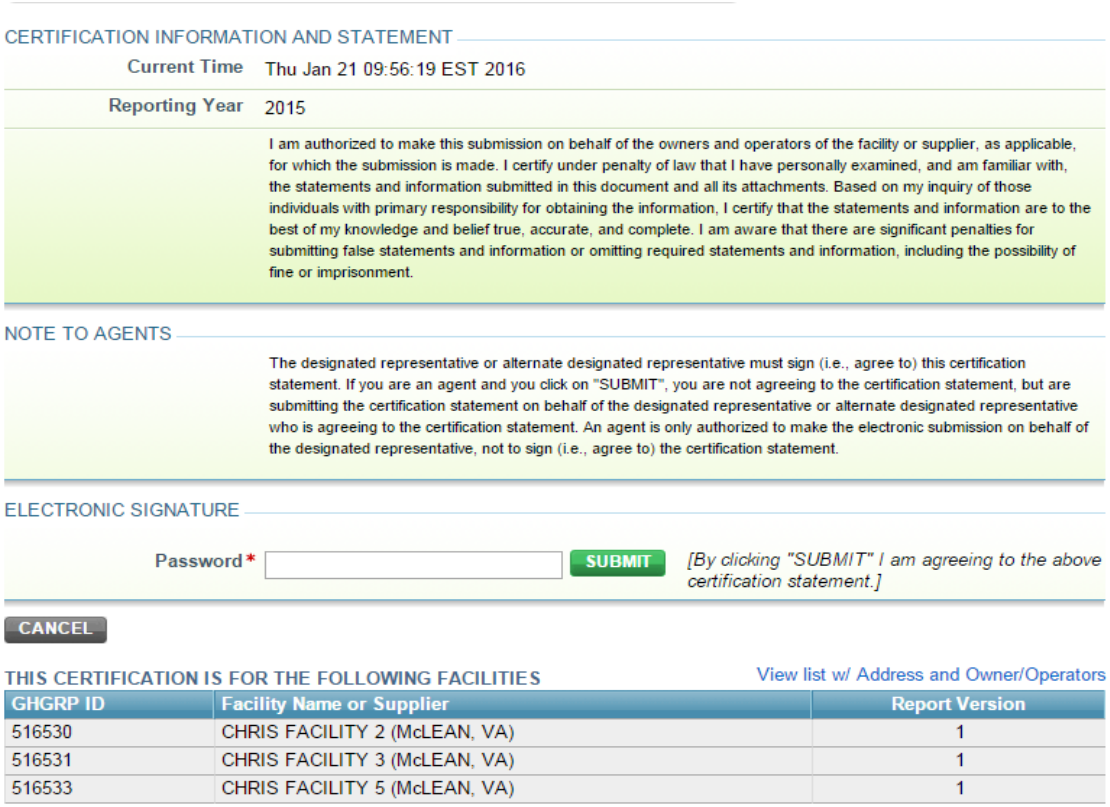
What is the batch review & certification module? (Continued)

Step 3: Certification. Check the boxes for the facilities where you are ready to certify the report. Then, click the green **"CERTIFY"** button.



What is the batch review & certification module? (Continued)

Step 3 Continued. Review the certification statement, enter your password, and click the green **"SUBMIT"** button. You will receive an email confirming receipt of each report.



CERTIFICATION INFORMATION AND STATEMENT

Current Time: Thu Jan 21 09:56:19 EST 2016

Reporting Year: 2015

I am authorized to make this submission on behalf of the owners and operators of the facility or supplier, as applicable, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility 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.

NOTE TO AGENTS

The designated representative or alternate designated representative must sign (i.e., agree to) this certification statement. If you are an agent and you click on "SUBMIT", you are not agreeing to the certification statement, but are submitting the certification statement on behalf of the designated representative or alternate designated representative who is agreeing to the certification statement. An agent is only authorized to make the electronic submission on behalf of the designated representative, not to sign (i.e., agree to) the certification statement.

ELECTRONIC SIGNATURE

Password * SUBMIT *[By clicking "SUBMIT" I am agreeing to the above certification statement.]*

CANCEL

THIS CERTIFICATION IS FOR THE FOLLOWING FACILITIES — View list w/ Address and Owner/Operators

GHGRP ID	Facility Name or Supplier	Report Version
516530	CHRIS FACILITY 2 (McLEAN, VA)	1
516531	CHRIS FACILITY 3 (McLEAN, VA)	1
516533	CHRIS FACILITY 5 (McLEAN, VA)	1

Questions?

e-GGRT:

https://ghgreporting.epa.gov/

Help Desk:

Website: http://ccdsupport.com

Email: GHGreporting@epa.gov

Web: 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.)

As a reminder, please do not submit sensitive or business confidential information to the helpline.