

Electronic Greenhouse Gas Reporting Tool (e-GGRT)



Training Webinar on BMM and Facility Registration
Akachi Imegwu and Kong Chiu, US EPA
January, 2014

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- Overview/Purpose of the webinar
- About e-GGRT
- Using e-GGRT to request BMM
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- Questions & Answers

- 40 CFR 98.3(l) allows reporters who are newly subject to the GHGRP due to the recent* global warming potential (GWP) amendments to have the option to use best available monitoring methods (BAMM) from January 1, 2014 to March 31, 2014 for any parameter that cannot reasonably be measured according to the monitoring and quality assurance/quality control requirements of a relevant subpart.
- BAMM covers:
 - Monitoring methods the facility currently uses that don't meet the specifications of a relevant subpart.
 - Supplier data.
 - Engineering calculations.
 - Other company records.

- January 1, 2014 – March 31, 2014
 - Time period by which reporters newly subject to the GHGRP due to the revised global warming potentials (GWPs) may choose to use BAMM without submitting a formal request to the EPA.
- January 31, 2014
 - Deadline for reporters newly subject to the GHGRP to submit requests to use BAMM beyond March 31, 2014. *BAMM requests MUST be received through EPA's e-GGRT system (registration is required in order to submit BAMM requests in e-GGRT).*
- April 1, 2014
 - Date when reporters newly subject to the GHGRP must begin following all applicable monitoring and quality assurance/quality control requirements as stated in Part 98.
- March 31st, 2015
 - Date when Reporting Year (RY) 2014 Annual GHG Reports are due to EPA.

BAMM Module Screenshot 1

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING EPA REPORTS

MY FACILITIES FACILITY SUMMARY Hello, Akachi Imegwu | My Profile | Logout

e-GGRT Help
About Facility Management

Facility Summary

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

Facility Representatives

| | | |
|--|---------------|------------------------|
| Designated Representative | Marcus Palmer | CHANGE |
| Alternate Designated Representative | none | |

Facility Profile

| | |
|--|---|
| Facility Information | G-C-P-CEMS - Hydrogen 2 2244 Refinery Ave Bellevue WA 98005 |
| Owners and Operators | Marcus Palmer aka Stu Knoke |
| Is a CAMD Business System Facility? | No |

Certificate of Representation Signed and Complete: No further action is required by the facility representatives.

[Certificate of Representation](#)

Agents (for this facility)

| |
|---------------------------------------|
| Akachi Imegwu (Agent to DR) |
| Mausami Desai (Agent to DR) (Pending) |
| Mausami Desai (Agent to DR) (Pending) |

[Remove self as Agent](#)

[EPA Correspondence Folder](#)

[Subpart W: Petroleum and Natural Gas Systems Best Available Monitoring Method Request](#)
Click the Subpart W Petroleum and Natural Gas Systems BAMM Request link above to submit a BAMM request for Subpart W.

[Best Available Monitoring Method Request for Reporters Newly Subject to the GHGRP](#)
Click the Best Available Monitoring Method Request for Reporters Newly Subject to the GHGRP link to submit a BAMM request if you are subject to Part 98 for the first time due to the global warming potential (GWP) changes that became effective on January 2014. Subpart W facilities who become newly subject to Part 98 due to the GWP changes should not use this module, but instead should use the **Petroleum and Natural Gas Systems BAMM Request** link above.

[Subpart RR: Geologic Sequestration of Carbon Dioxide](#)
Click the Subpart RR link above to submit an R&D Project Exemption Request, a Monitoring, Reporting, and Verification (MRV) Plan, or an MRV Plan Extension Request.

BAMM Module Screenshot 2

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING EPA REPORTS

MY FACILITIES FACILITY SUMMARY Hello, Akachi Imegwu | My Profile | Logout

e-GGRT Help
About Facility Management

BAMM Request Submission

[Facility Summary](#) » [BAMM Overview](#)

OVERVIEW OF BAMM REQUEST SUBMISSIONS

The Greenhouse Gas Reporting Rule (GHGRP) covers facilities and suppliers who are subject to the rule requirements of 40 CFR part 98, or Part 98. Reporters are required to submit annual reports to EPA on greenhouse gas (GHG) data collected during the reporting year. The EPA finalized a rule amending Part 98 to implement corrections, revisions, and other amendments including amending the global warming potential (GWP) values for certain GHGs. This rule is effective on January 1, 2014. As a result of this change, there may be facilities that would become subject to the GHGRP for the first time.

For these new reporters, EPA has provided the option to use best available monitoring methods (BAMM) from January 1, 2014 to March 31, 2014 for the 2014 reporting year. In order to use BAMM beyond March 31, 2014, a formal BAMM request must be submitted to EPA by January 31, 2014 using this page in eGGRT or the Subpart W BAMM Request page in eGGRT for facilities subject to Subpart W. Please note that existing facilities that were already subject to the GHGRP, but due to the GWP amendments are now subject to an additional subpart do not have the option to use the BAMM provisions outlined in 98.3(l).

Who should submit a BAMM Request? Only facilities or suppliers who are newly subject to 40 CFR Part 98 as a result of the amendments to the global warming potential (GWP) values in the final rule published by EPA on November 29, 2013 in the Federal Register 78 FR 71904.

BAMM REQUEST SUBMISSIONS

| Submission | Certified Date | Submission Status |
|--------------|----------------|-------------------|
| None entered | | |

[+ ADD a BAMM Submission](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2013.R19 | FM1-2

BAMM Request Submission

Facility Summary » BAMM Overview » BAMM Request Submission

BAMM REQUEST SUBMISSIONS

Use this page to specify BAMM request details, attach supporting documentation, and to indicate planned actions as noted below. When the submission is complete select the submit and certify button.

[Print-friendly version](#) 

* denotes a required field

BAMM REQUEST

Submission 2014 Reporting Year v1

REQUEST DETAILS

List the specific items of monitoring instrumentation for which the request is being made and the locations where each piece of monitoring instrumentation will be installed

Identify the specific rule requirements for which the instrumentation is needed

| Subpart | Section and paragraph number | Delete |
|--------------------------|------------------------------|--------|
| + ADD a Rule Requirement | | |

Indicate the reason for the extension request (select all that apply)

- The equipment cannot be purchased and delivered by April 1, 2014.
- The equipment cannot be installed without a process unit shutdown
- Other (specify in description field below)

Describe the reasons the needed equipment could not be obtained and installed before April 1, 2014

If the reason for the extension is that the equipment cannot be purchased and delivered by April 1, 2014, attach supporting documentation such as the date the monitoring equipment was ordered, investigation of alternative suppliers and the dates by which alternative vendors promised delivery, backorder notices or unexpected delays, descriptions of actions taken to expedite delivery, and the current expected date of delivery.


If the reason for the extension is that the equipment cannot be installed without a process unit shutdown, attach supporting documentation demonstrating that it is not practicable to isolate the equipment and install the monitoring instrument without a full process unit shutdown. Include the date of the most recent process unit shutdown, the frequency of shutdowns for this process unit, and the date of the next planned shutdown during which the monitoring equipment can be installed. If there has been a shutdown or if there is a planned process unit shutdown between **November 29, 2013 and April 1, 2014**, include a justification of why the equipment could not be obtained and installed during that shutdown.

| Upload File Name | Attached By | Date | Delete |
|--|----------------|---------------------------------------|--------|
| No files found. | | | |
| <input type="button" value="Choose File"/> | No file chosen | <input type="button" value="Upload"/> | |

PLANNED ACTIONS

Describe the specific actions the facility will take to obtain and install the equipment as soon as reasonably feasible

Select the expected date by which the equipment will be installed and operating

SUBMIT and CERTIFY BAMM REQUEST

If you have completed your BAMM request you may proceed to certify and submit. This process includes applying your electronic signature (entering your password and answering a challenge/security question).

1

BAMM Request Submission

Facility Summary » BAMM Overview » **BAMM Request Submission**

BAMM REQUEST SUBMISSIONS

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SUPPORTING DOCUMENTATION

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| Upload File Name | Attached By | Date | Delete |
|--|----------------|---------------------------------------|--------|
| No files found. | | | |
| <input type="button" value="Choose File"/> | No file chosen | <input type="button" value="Upload"/> | |

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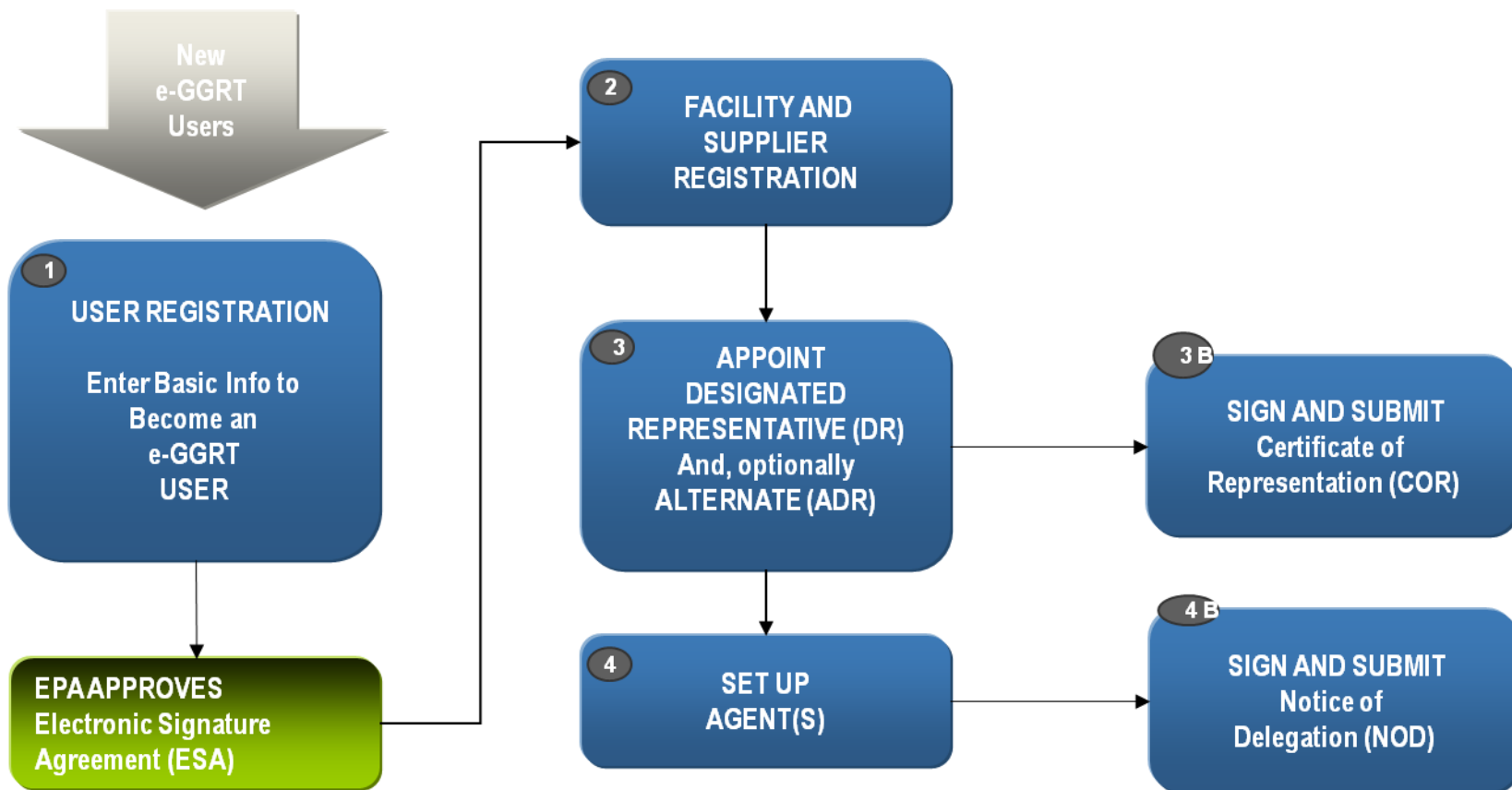
SUBMIT and CERTIFY BAMM REQUEST

Once you have completed the BAMM request, you may proceed to certify and submit. This process includes applying your electronic signature (entering your password and answering a challenge/security question).

2

3

E-GGRT Registration: The Basic Process



- Help available at:
 - <http://www.ccdsupport.com/confluence/display/help/Registration+Instructions>
- 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



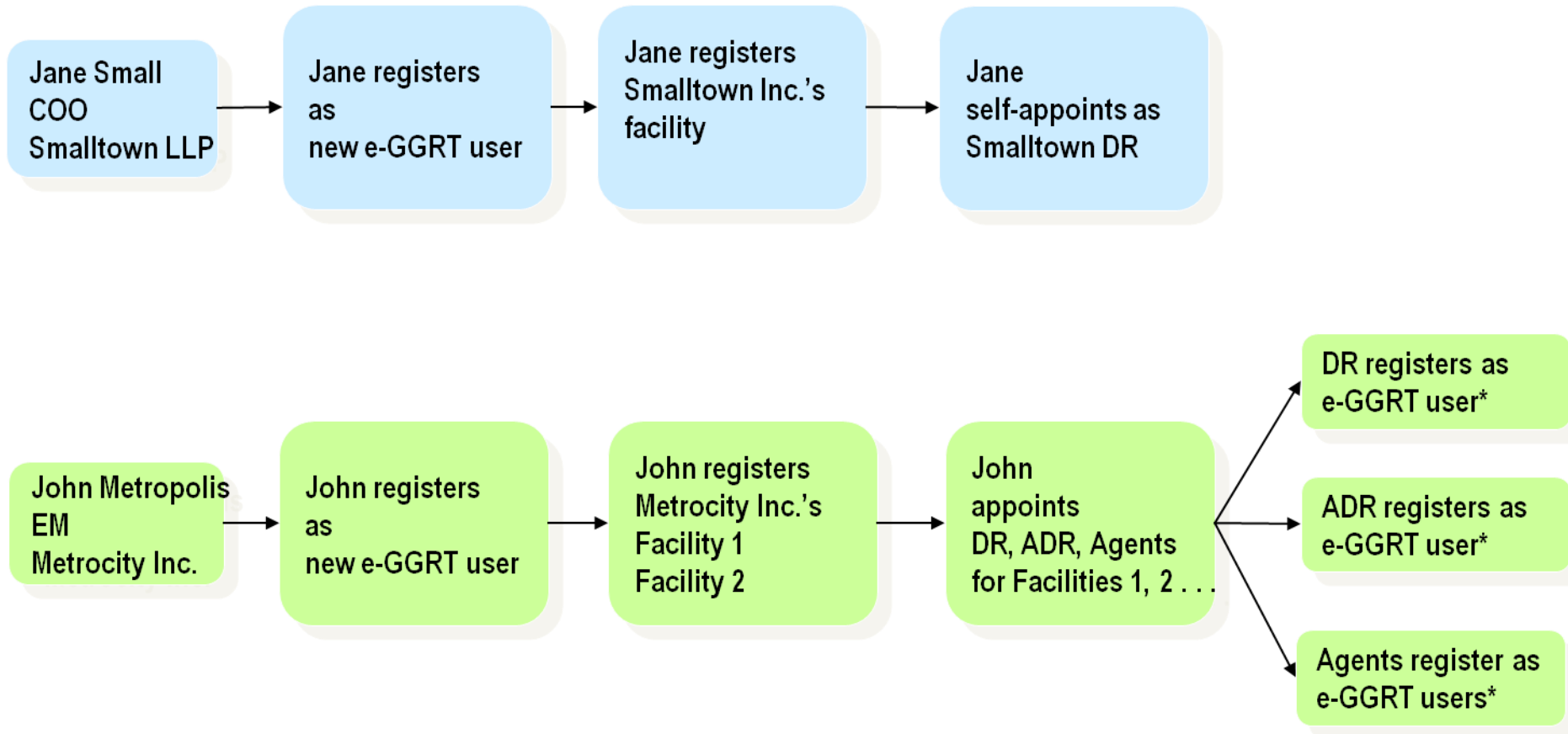
- **Smalltown Carbon LLP**

- 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

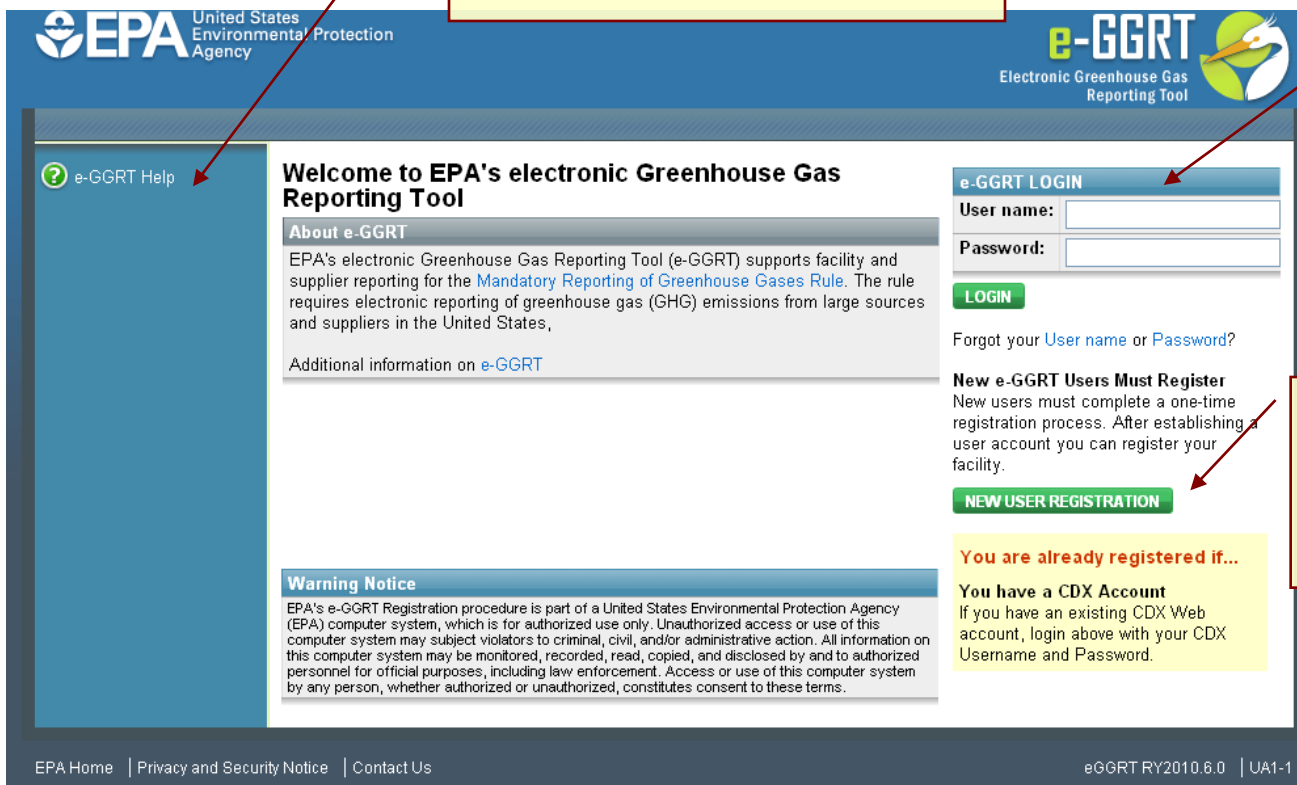


** DR, ADR, Agent(s) could register as users before being appointed*

User Registration: Login Page

Context sensitive help on every page

As a new e-GGRT user you will start at the e-GGRT login page:
<https://ghgreporting.epa.gov>



The screenshot shows the EPA's e-GGRT login page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the e-GGRT logo and 'Electronic Greenhouse Gas Reporting Tool'. On the left side, there is a blue sidebar with a green question mark icon and the text 'e-GGRT Help'. The main content area is titled 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. It contains three sections: 'About e-GGRT' with a brief description of the tool, 'Warning Notice' with legal disclaimers, and 'e-GGRT LOGIN' which includes input fields for 'User name:' and 'Password:', a green 'LOGIN' button, and a link for 'Forgot your User name or Password?'. Below the login section is a 'NEW USER REGISTRATION' button. A yellow callout box points to the 'NEW USER REGISTRATION' button with the text 'Otherwise, click the green NEW USER REGISTRATION button'. Another yellow callout box points to the 'e-GGRT LOGIN' section with the text 'If you have a CDX account then log in with your CDX credentials here'. A third yellow callout box points to the 'e-GGRT Help' link with the text 'Context sensitive help on every page'. At the bottom of the page, there is a footer with 'EPA Home | Privacy and Security Notice | Contact Us' on the left and 'eGGRT RY2010.6.0 | UA1-1' on the right.

If you have a CDX account then log in with your CDX credentials here

Otherwise, click the green NEW USER REGISTRATION button

User Registration: On-Screen Directions

The screenshot shows the EPA e-GGRT User Registration page. The page header includes the EPA logo and the text "United States Environmental Protection Agency". Below the header is a navigation menu with "USER REGISTRATION" selected. The main content area is titled "About the e-GGRT One-time User Registration Process" and contains a section "SHOULD YOU REGISTER TO USE e-GGRT?". Below this is a "User Registration Process" section with four numbered steps: 1. Create User Profile, 2. Pick Challenge Questions, 3. Electronic Signature Agreement, and 4. Print Summary. A "Start Using e-GGRT" section follows. At the bottom is a "BEGIN REGISTRATION" button. A yellow callout box with a red border and an arrow pointing to the "User Registration Process" section contains the text: "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."

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.

| | |
|----------------|--------|
| Title * | Ms. |
| First Name * | Jane |
| Middle Initial | |
| Last Name * | Small |
| Suffix | Select |

ADDRESS INFORMATION

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

Please note the following when filling out your profile:

* denotes a required field

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)

User Registration: On-Screen Directions

CONTACT INFORMATION

| | |
|------------------|---|
| Email * | <input type="text" value="chiu@epa.gov"/> |
| Re-enter Email * | <input type="text"/> |
| Phone Number * | <input type="text"/> |
| Phone Extension | <input type="text"/> |
| FAX | <input type="text"/> |

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 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter. Passwords cannot start or end with a number. Passwords cannot contain spaces, symbols, your user name or the word 'password'.

Password *

Confirm Password *

Password confirmation Is required

Password
Is required

Your security questions and answers are used to authenticate you in situations where you have forgotten your user name or password. Please select three security questions which are relevant to you and provide answers which are not easily guessed by others.

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

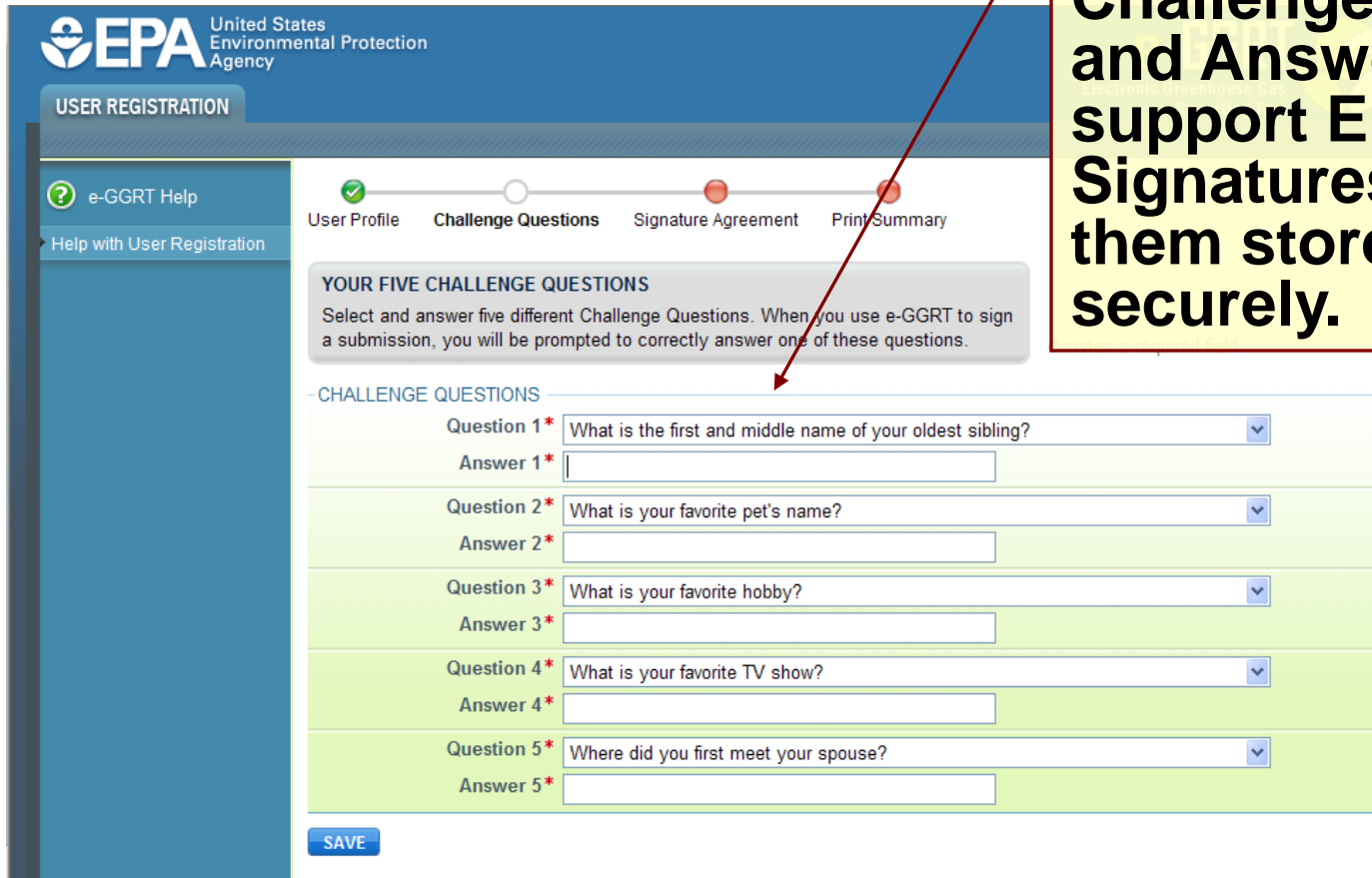
Security Question 3 *

Security Answer 3 *

The (3) Security Questions and Answers are used if you need to reset your password. Store this information securely.

User Registration: Challenge Questions

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



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?

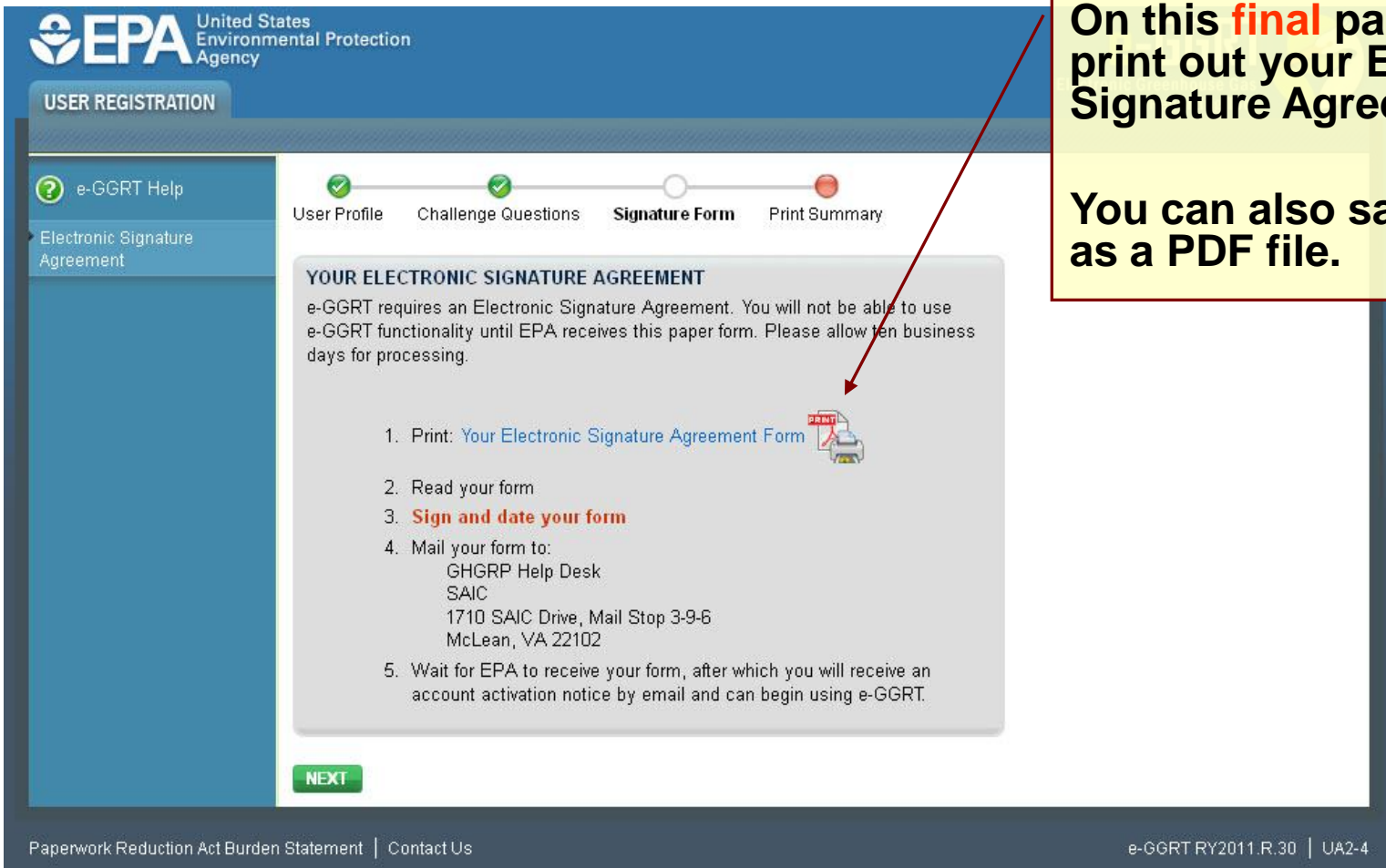
Answer 4 *

Question 5 * Where did you first meet your spouse?

Answer 5 *

SAVE

User Registration: Electronic Signature Agreement



EPA United States Environmental Protection Agency

USER REGISTRATION


e-GGRT Help

Electronic Signature Agreement

User Profile Challenge Questions **Signature Form** Print Summary

YOUR ELECTRONIC SIGNATURE AGREEMENT

e-GGRT requires an Electronic Signature Agreement. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.

1. Print: [Your Electronic Signature Agreement Form](#) 
2. Read your form
3. **Sign and date your form**
4. Mail your form to:
GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011.R.30 | UA2-4

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

Electronic Signature and Use Agreement

The electronic submittal of information to the creation and maintenance of a CDX user account and use of my account.

- (1) I understand and agree that I will be held responsible for the accuracy of the information submitted and any submission I make as I would be by making such a submission.
- (2) I agree to maintain an email account. If a user name or password is requested by EPA, I agree why this occurred when requested by EPA.
- (3) I agree to protect my user name and password and not to give my user name or password to any other individual. I agree to allow my password to be written into computer files.
- (4) I agree to contact the EPA as soon as possible if my user name or password have become lost, stolen, or otherwise compromised.
- (5) I agree not to attempt to view, change, or delete any information in an unethical and trustworthy manner and to be held responsible for any such attempt.

John Metropolis
123 Industrial Way
Beverley Hills, CA
90210



GHGRP Help Desk
1710 SAIC Drive, Mail
Stop 3-9-6
McLean, VA 22102

Name:
User name:
Organization:
Email Address: kokopeli.peter@epa.gov

Signature: _____
Date: _____

Please submit signed and dated agreement to:
e-GGRT Help Desk
SAIC
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



533668

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 eggtr@ccdsupport.com

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



e-GGRT: EPA has received your ESA - You can now
GHGReporting to: Peter Kokopeli
Please respond to Reply

A Notice from EPA's electronic Greenhouse Gas Reporting Tool

EPA has received your e-GGRT Electronic Signature Agreement (ESA) form.

You may now login and begin to use e-GGRT, including registering facilities or suppliers, and accepting e-GGRT invitations to be a Designated Representative or Agent.

If you believe you received this message in error, or have questions, please contact the Help Desk at
Monday through Friday during regular business hours.

20019
21220

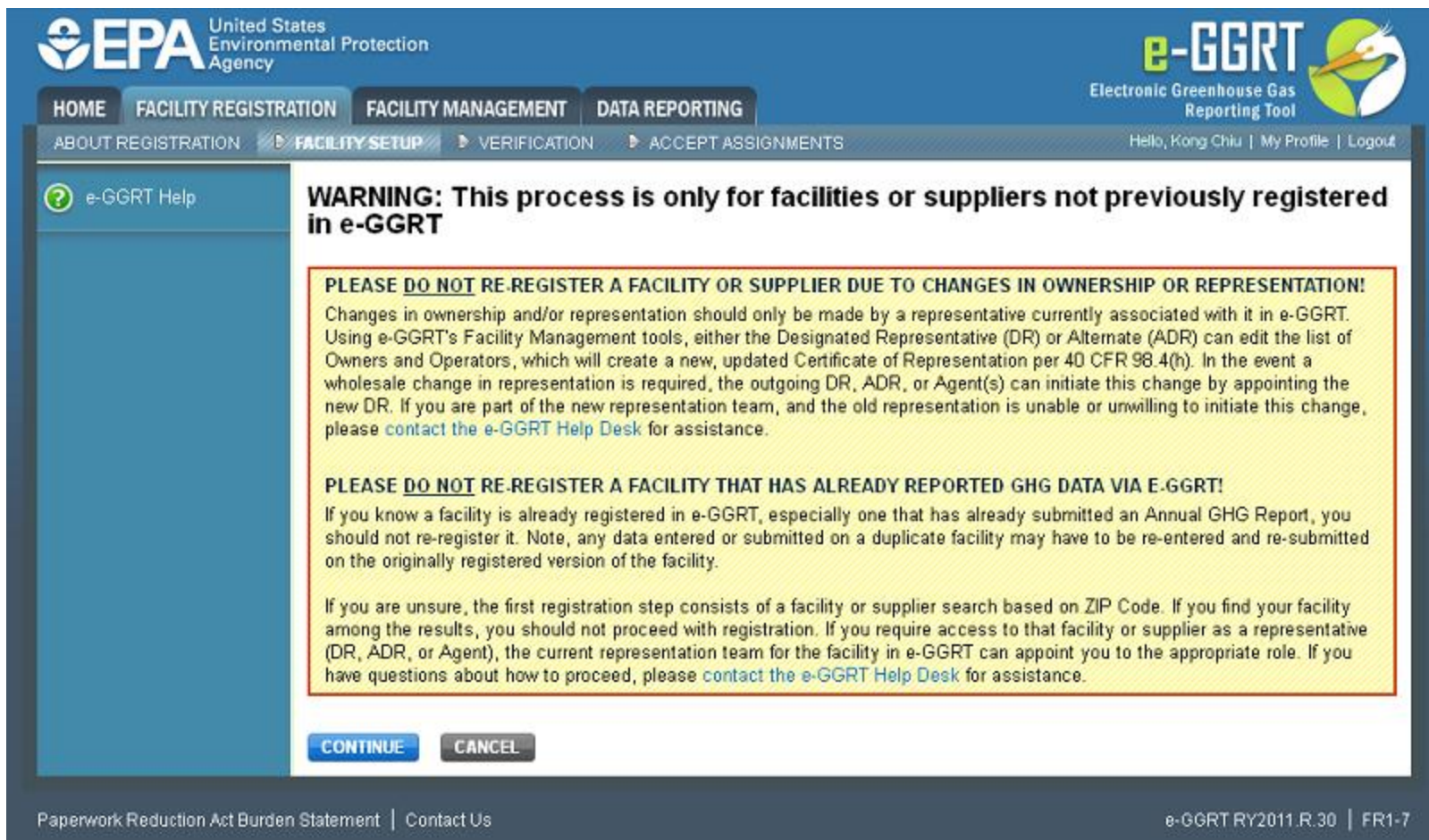
Registering A Facility

The screenshot shows the EPA e-GGRT website interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. The navigation menu includes 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. A callout box with a red border and yellow background points to a blue button labeled 'REGISTER A FACILITY'. Below this button is a table titled 'YOUR FACILITIES:' with columns 'Facility or Supplier' and 'Your Role', containing one row: 'No Registered Facility'. On the right, there is a section for 'ACCEPT AN INVITATION:' with a text input field and a 'GO' button. Below that is an 'e-GGRT Announcements' section with a date '2010-09-01 08:00:00.0' and a welcome message. The footer contains the text 'eGGRT RY2010.6.8 | UA1-2'.

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

Log-In to e-GGRT at: <https://ghgreporting.epa.gov>

New Facilities/Suppliers Only



The screenshot shows the EPA e-GGRT web application interface. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right is the e-GGRT logo and "Electronic Greenhouse Gas Reporting Tool". Below the logos is a navigation bar with tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. Under FACILITY REGISTRATION, there are sub-tabs: ABOUT REGISTRATION, FACILITY SETUP (selected), VERIFICATION, and ACCEPT ASSIGNMENTS. On the right of the navigation bar, it says "Hello, Kong Chiu | My Profile | Logout". On the left side, there is a sidebar with a question mark icon and "e-GGRT Help". The main content area displays a warning message:

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

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

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

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

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

At the bottom of the page, there is a footer with "Paperwork Reduction Act Burden Statement | Contact Us" on the left and "e-GGRT RY2011.R.30 | FR1-7" on the right.

Facility Registration

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

The screenshot shows the e-GGRT Facility Registration process. At the top, there is a navigation bar with tabs for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. Below this, there is a sub-navigation bar with tabs for ABOUT REGISTRATION, FACILITY SETUP, VERIFICATION, and ACCEPTANCE. The FACILITY SETUP tab is active, and a “subway map” progress indicator shows the current step: Search. Below the navigation, there is a section titled “SEARCH FOR YOUR FACILITY OR SUPPLIER” with instructions and two bullet points. A search form is present with a “SEARCH BY ZIP/POSTAL CODE” label and a text input field containing “77701”. A green “SEARCH” button is below the input field. Below the search results, there is a table with three columns: GHGRP ID, Facility or Supplier Name, and Address. The table contains two rows of data. Below the table, there is a blue “QUIT” button and a green “+ADD a New Facility” button. Red arrows point from the text boxes to the progress indicator, the search input field, and the “+ADD a New Facility” button.

SEARCH FOR YOUR FACILITY OR SUPPLIER
First, determine if your facility or supplier is already registered in e-GGRT by searching on the ZIP/Postal Code of the facility’s physical location/address.

- **IF you find the facility or supplier you want to register:** it should not be registered again. Click on the facility name to get more information about who registered it and when.
- **IF you do not find the facility or supplier you want to register:** you can initiate registration by clicking the +ADD a New Facility link just below the search results.

SEARCH BY ZIP/POSTAL CODE
ZIP/Postal Code* 77701

SEARCH

SEARCH RESULTS


| GHGRP ID | Facility or Supplier Name | Address |
|----------|------------------------------|---|
| 012345 | ARKEMA BEAUMONT PLANT | 2810 GULF STATES ROAD BEAUMONT, TX 77701 |
| 543210 | Exxonmobil Beaumont Refinery | 11000 BEAUMONT BLVD BEAUMONT, TX 77701 |


QUIT
+ADD a New Facility

e-GGRT will help you SEARCH through EPA’s list of Registered e-GGRT Facilities to ensure that you do not create a duplicate registration.

Once you’ve confirmed this is a NEW registration, click “ADD a New Facility”

Facility Registration


 United States Environmental Protection Agency

 e-GGRT
Electronic Greenhouse Gas Reporting Tool

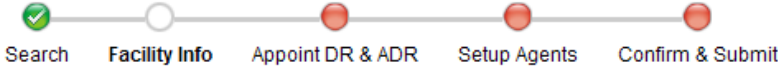
HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING REPORTS

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS

Hello, Peter Kokopeli | My Profile | Logout

 e-GGRT Help

Help with Facility Registration



FACILITY OR SUPPLIER INFORMATION

The information populated below, based upon your selection from the facility search, is from EPA's Facility Registration System (FRS). Update the information and provide Owner or Operator.

denotes a required field

— ADDRESS INFORMATION —

Facility or Supplier Name*

Street Address*


City*

State*

Zip/Postal Code*

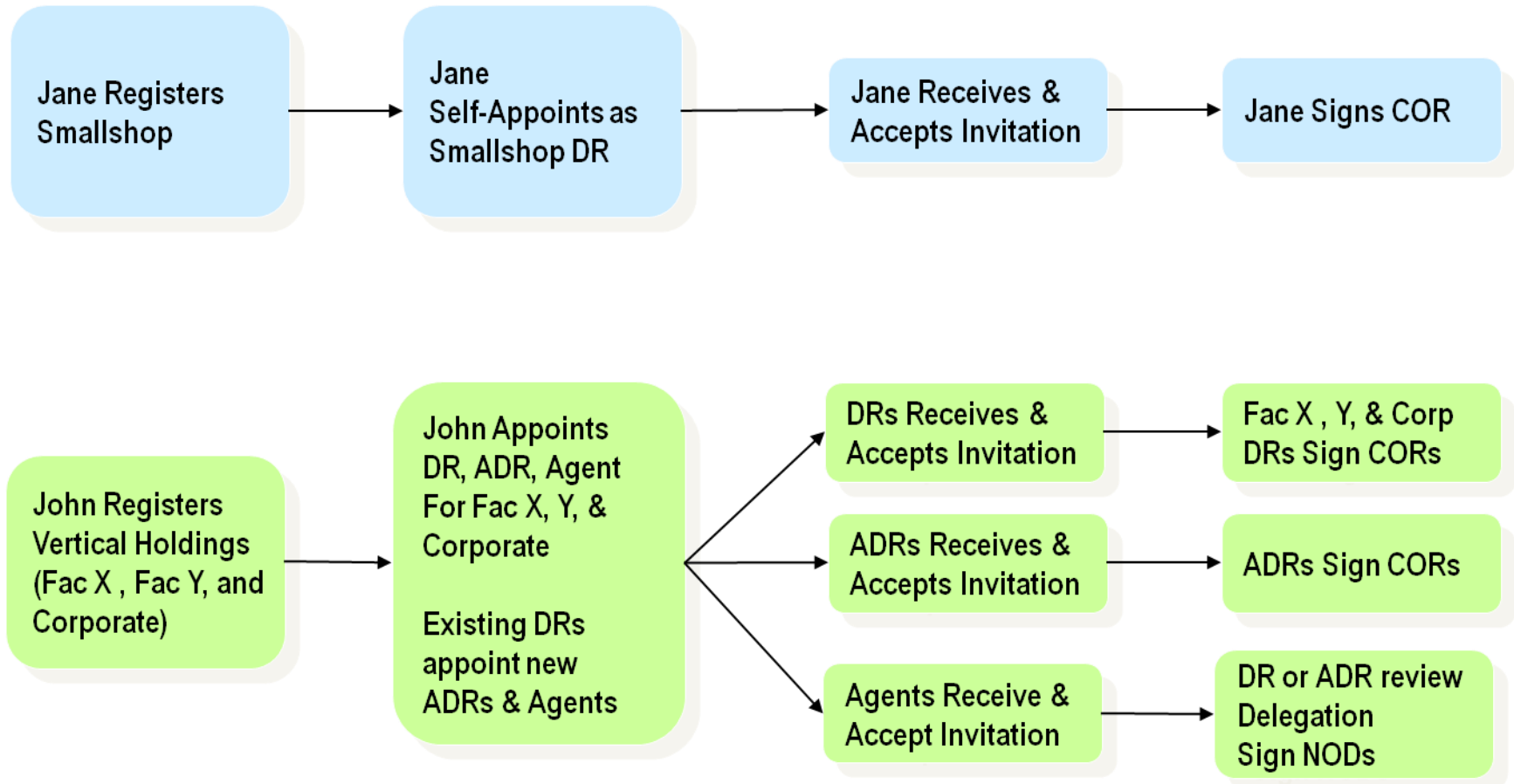
— OWNERS AND OPERATORS —

Owner or Operator*

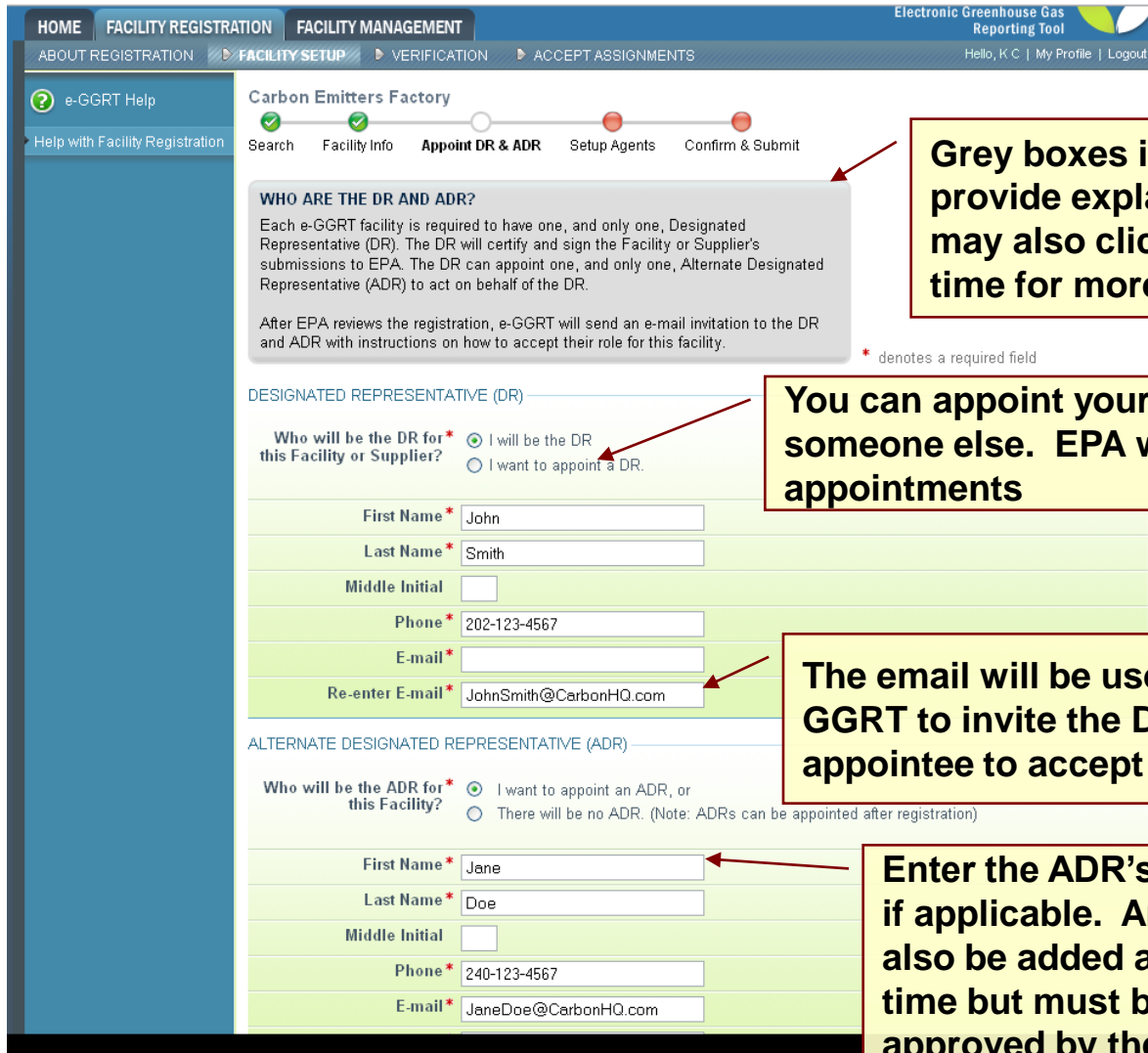
 ADD Another Owner or Operator

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

Two Examples: Facility Registration



Facility Registration: DR & ADR Info



Carbon Emitters Factory

Search Facility Info **Appoint DR & ADR** Setup Agents Confirm & Submit

WHO ARE THE DR AND ADR?
Each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR.
After EPA reviews the registration, e-GGRT will send an e-mail invitation to the DR and ADR with instructions on how to accept their role for this facility.

* denotes a required field

DESIGNATED REPRESENTATIVE (DR)

Who will be the DR for this Facility or Supplier? I will be the DR I want to appoint a DR.

First Name* John
Last Name* Smith
Middle Initial
Phone* 202-123-4567
E-mail*
Re-enter E-mail* JohnSmith@CarbonHQ.com

ALTERNATE DESIGNATED REPRESENTATIVE (ADR)

Who will be the ADR for this Facility? I want to appoint an ADR, or There will be no ADR. (Note: ADRs can be appointed after registration)

First Name* Jane
Last Name* Doe
Middle Initial
Phone* 240-123-4567
E-mail* JaneDoe@CarbonHQ.com

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

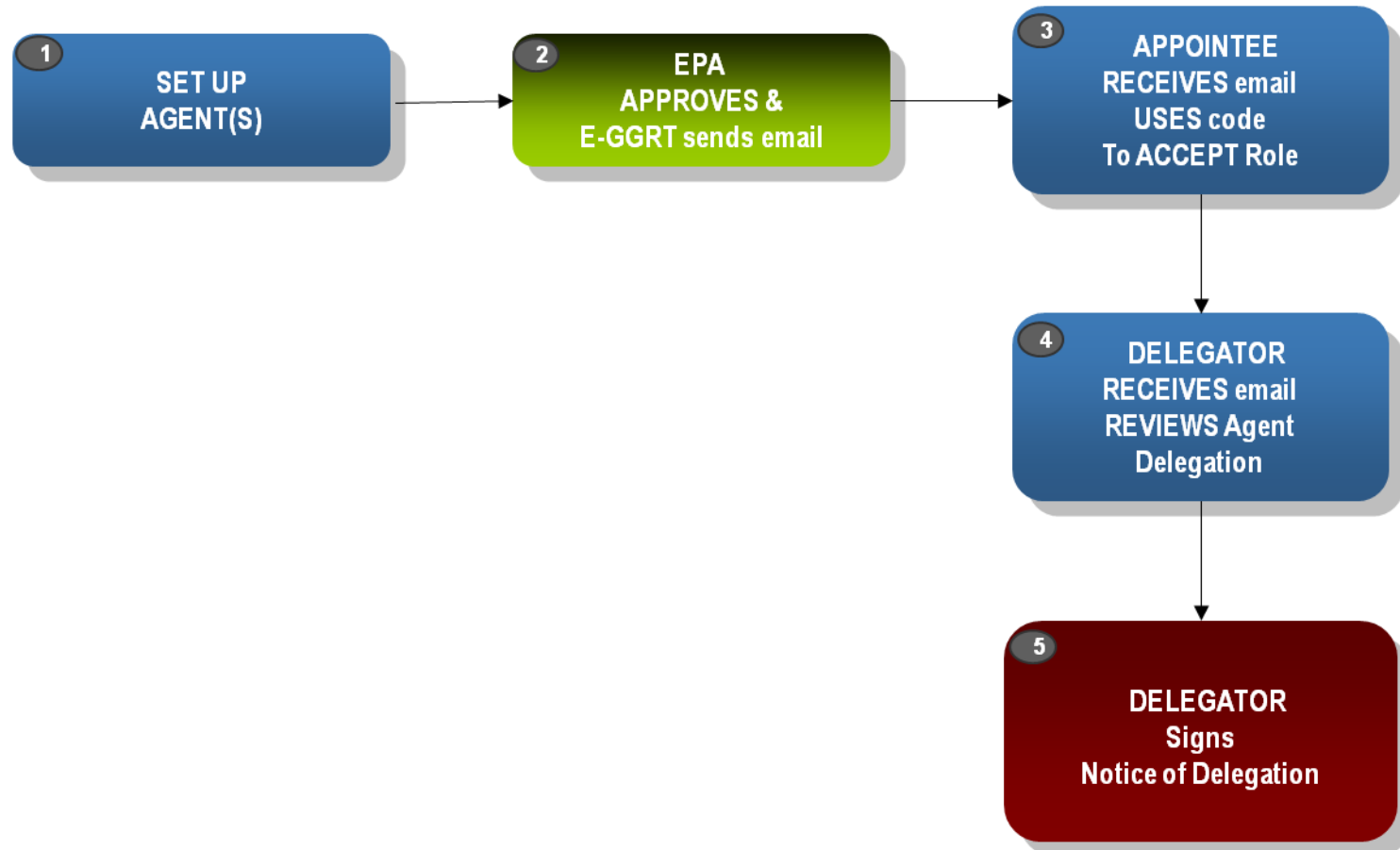
The email will be used by e-GGRT to invite the DR appointee to accept their role.

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. At the top left is the EPA logo and 'United States Environmental Protection Agency'. Navigation tabs include HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING, and REPORTS. The user is identified as 'Hello, Peter Kokopeli | My Profile | Logout'. The main content area is divided into three sections: 'e-GGRT Help' (with a link to 'About e-GGRT Home'), 'FACILITIES PENDING REGISTRATION:' (with a table for 'VANGUARD CORP' and a 'REGISTER A FACILITY' button), and 'YOUR FACILITIES:' (with a table for 'ACME STEEL'). A right-hand sidebar contains an 'ACCEPT AN INVITATION:' section with a text input field containing 'E94C3E807C81CEDA2B2490' and a 'GO' button, along with a 'Welcome to e-GGRT!' message. Two callout boxes provide instructions: one points to the 'ACME STEEL' entry in the 'YOUR FACILITIES' table, and the other points to the invitation code input field.

Home Page lists facilities and role

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.

| Facility or Supplier | Your Role | Registration Status |
|----------------------|-----------|---------------------|
| VANGUARD CORP | REGISTRAR | Pending |

[REGISTER A FACILITY](#)

| Facility or Supplier | Your Role |
|----------------------|-----------|
| ACME STEEL | DR |

ACCEPT AN INVITATION:

Responding to a Facility Invitation?
Paste the Invitation Code into the field below, then click 'GO'

 [GO](#)

Welcome to e-GGRT!
For more information, tutorials and FAQs click the [e-GGRT Help](#) link on this page. See the [GHG Reporting Program website](#) for training opportunities.

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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 →

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
2023439085
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

- GHG Reporting Program (GHGRP) Help Desk will be able to answer questions and provide support to e-GGRT users
- Telephone: 1-877-444-1188
- Email: GHGREPORTING@epa.gov
- URLs:
 - www.ccdsupport.com [GHGRP Help]
 - <https://ghgreporting.epa.gov> [e-GGRT]
 - ghgdata.epa.gov [published data]

/ Pages

Welcome to GHGRP Help

This site contains news, FAQs, help and other information about EPA's Greenhouse Gas Reporting Program and the electronic Greenhouse Gas Reporting Tool (e-GGRT).



e-GGRT News

Latest News

- [GHGRP Help Desk Telephone Service Experiencing Voicemail Issues](#)
- [RY13 XML Schema Preview](#)

[GHG Rulemaking RSS Feed](#)

[e-GGRT RSS Feed](#)



Learn about e-GGRT

- [Registration Instructions](#)
- [GHG Reporting Instructions](#)
- [XML Reporting Instructions](#)
- [Reporting Forms](#)
- [Optional Calculation Spreadsheets](#)



Help

- [About GHG Reporting Program and Part 98](#)
- [Harmonization of EPA's e-GGRT and CARB's Cal e-GGRT](#)
- [FAQs](#)
- [Known Issues](#)
- [Contact Us](#)



- RSS web feed/syndication format
- e-GGRT specific updates, may include
 - e-GGRT outages, system status
 - e-GGRT software tips, bugs & work-arounds
 - e-GGRT FAQs
 - Other important announcements
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- Read the Blog:
 - <http://www.ccdsupport.com/confluence/display/help/e-GGRT+RSS>

Questions?