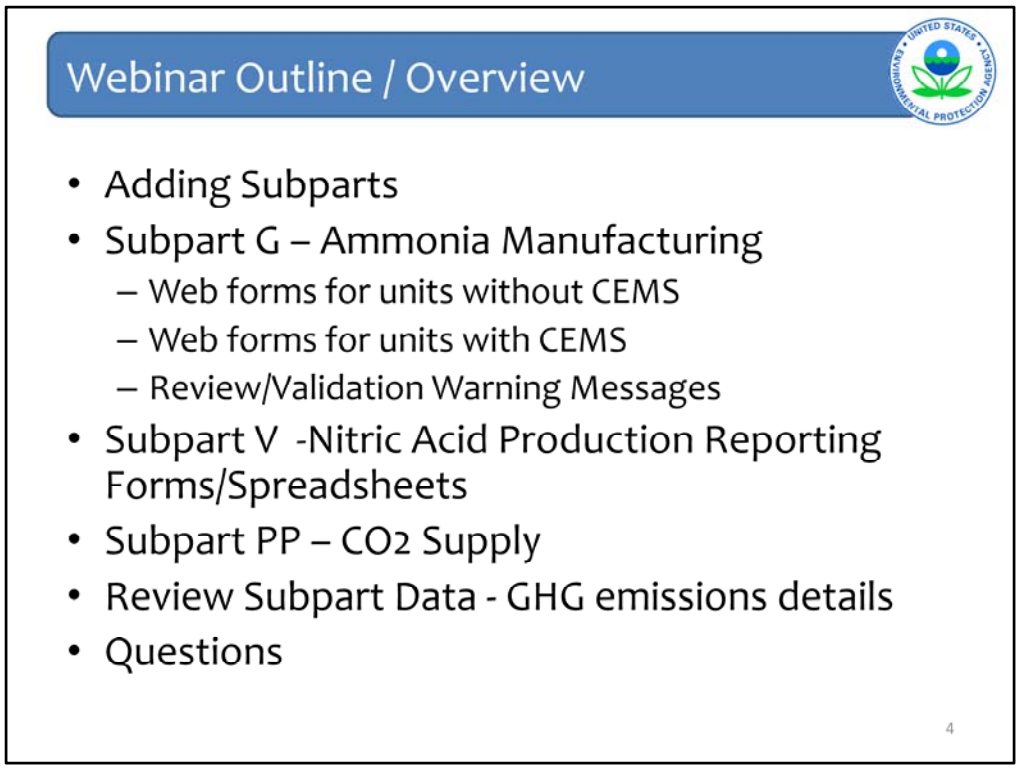
Hello, and welcome to the e-GGRT training webinar on using EPA's electronic Greenhouse Gas Reporting Tool to report GHG Data for Subparts G, V, and PP.

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 just wanted to remind participants that this webinar focuses on introducing you to the e-GGRT web forms for reporting emissions under Subparts G, V, and PP.

See the training website to review changes for reporting , web forms for Subpart C, D, P, X, and Y.

Those and other slides from previous training presentations are posted at EPA's GHG reporting Program web site shown here.



Here is an overview of the topics we will cover.

We will begin by reviewing adding subparts to your facility.

We will review reporting for Subpart G – Ammonia Manufacturing. Facilities subject to Subpart G will be using 1 of 2 methods to report emissions. You will either be using (1) CEMS or (2) the calculation methods provided in 98.73 (b).

So for Subpart G - we will first review and focus on the web forms for adding and reporting data for units NOT using continuous emission monitoring systems to monitor and report annual greenhouse gas emissions.

Next, we will review forms for reporting emissions monitored by CEMS.

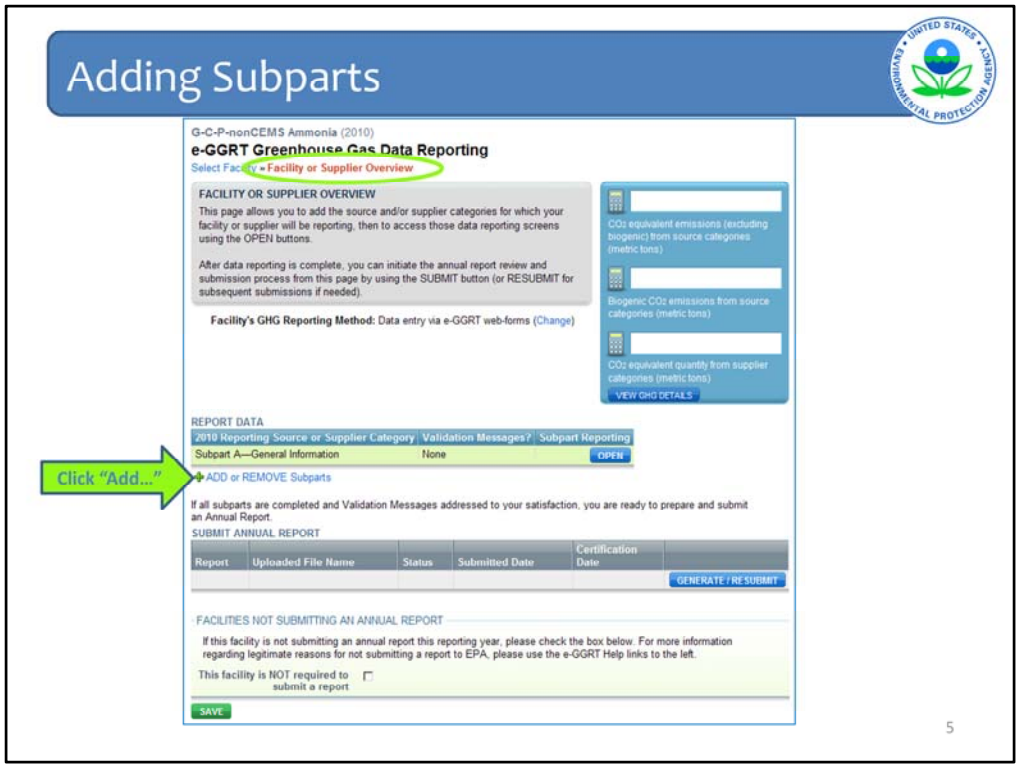
Then, we will then briefly show you how to review and check validation/warning messages for Subpart G.

We will then review reporting for Subpart V using Reporting Forms that you download, complete, and then upload back into e-GGRT.

We will then review reporting under Subpart PP using e-GGRT web forms.

Finally we will show you how to review your reported emissions for these subparts, in addition to submitting your report.

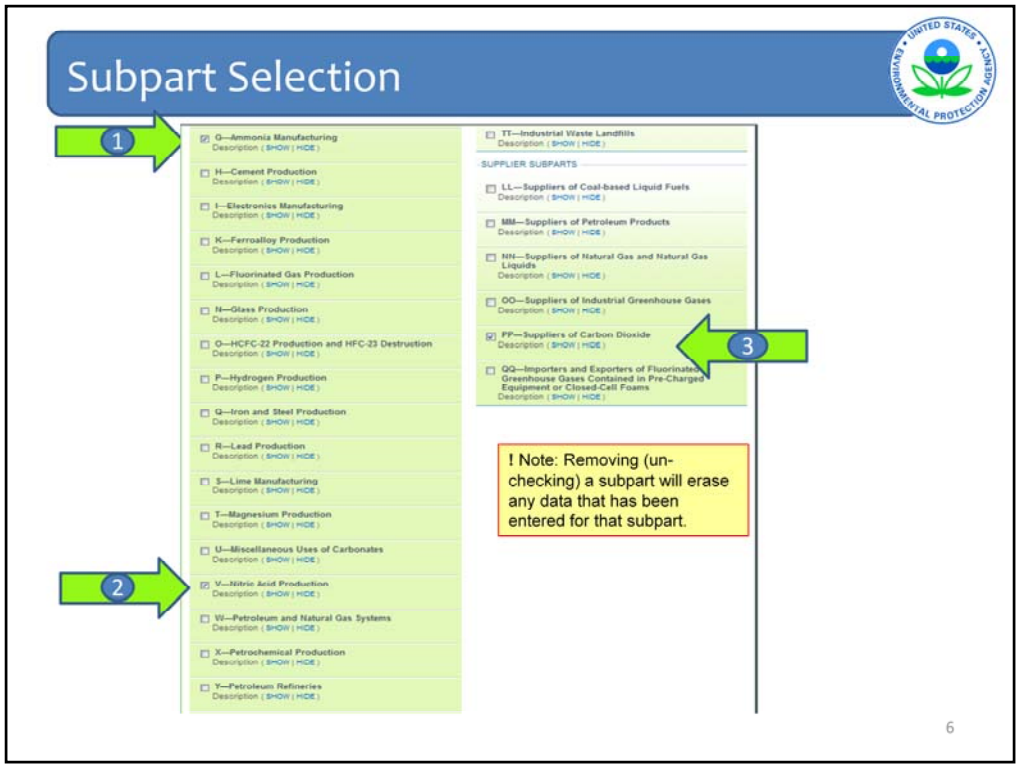
Now let's start with Subpart G.



[Note: To get to this point, you may want to review the general e-GGRT training slides at http://epa.gov/climatechange/emissions/training.html.]

In order to use the web forms within e-GGRT to report data for a particular subpart – you need to add all applicable subparts to your facility on from the Facility Overview page.

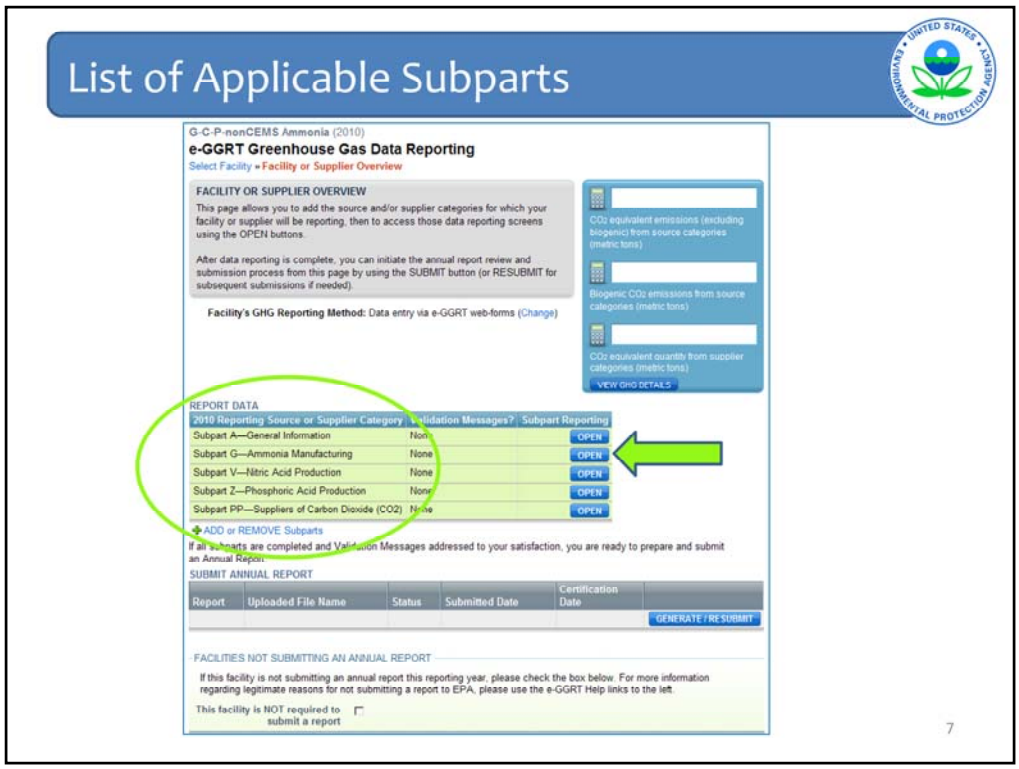
Click the blue hyperlinked text to "ADD or REMOVE Subparts" so that you can add the relevant subparts.



This is the Subpart Selection page. Use the checkboxes to select the subparts that are applicable to your facility. We will cover the data entry for subpart G first, but we are assuming that this facility is covered by Subpart V and Subpart PP as well. To save time, we have checked the boxes for all three subparts, as shown by the three arrows.

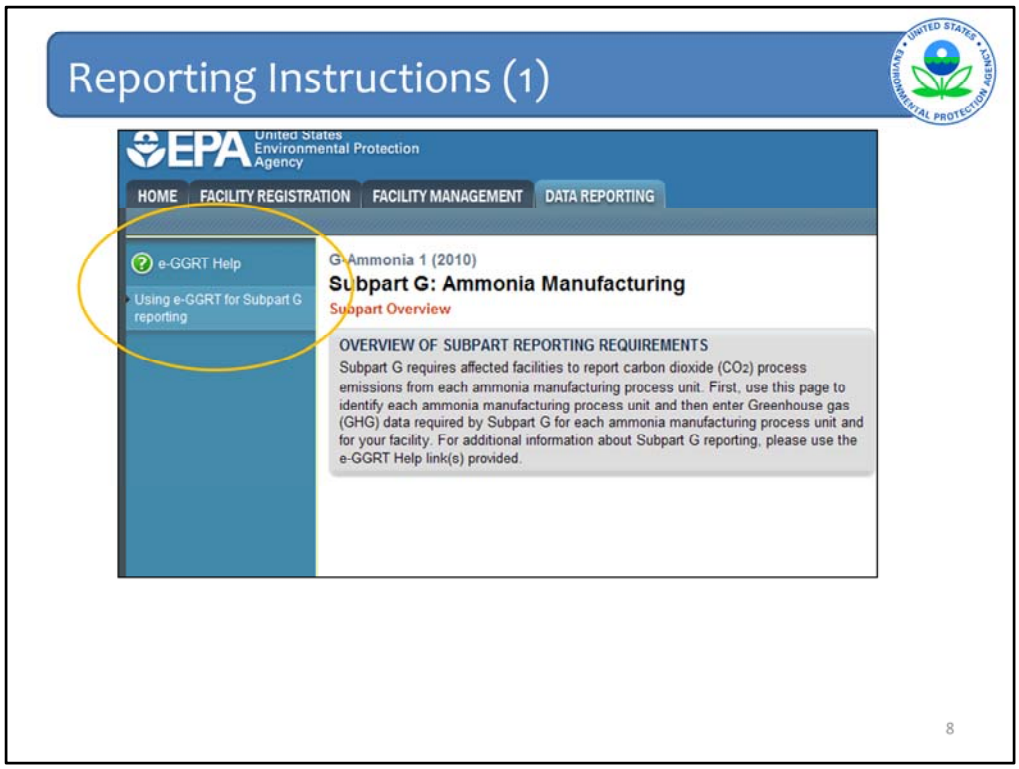
You can also come back and access this page after entering the data for subpart G.

Next, you should scroll all the way to the bottom of the page and hit “SAVE” so you can return to the Facility Overview Page.

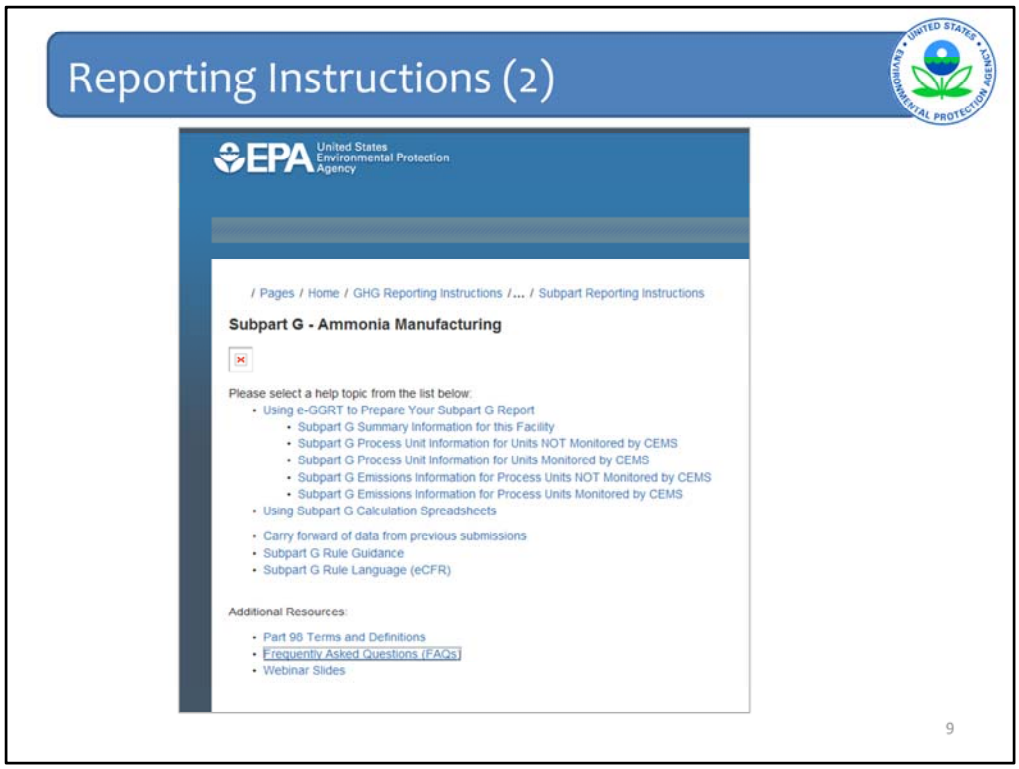


On the Facility Overview page you should now see Subpart G (Ammonia Manufacturing) listed in the Report Data table. See it listed in the second row. Note that Subpart PP (Suppliers of CO2), Subpart V (Nitric Acid Production) are also shown.

To begin reporting data, let's open the reporting module for Subpart G by clicking the BLUE "OPEN" button to the right of Subpart G, as shown by the arrow.



The next screen is the Subpart Overview page. On the top section, you will see a question mark in the left hand corner of the screen, as shown by the orange circle. By clicking on the link below the question mark, you can get additional Reporting Instructions for Subpart G.



This slide shows the content of the Reporting Instructions help available for the for Subpart G. You can choose one of the ten main topics:

--Using e-GGRT to Prepare Your Subpart G Report;

--Subpart G Summary Information for this Facility;

--Subpart G Process Unit Information for Units NOT Monitored by CEMS;

--Subpart G Process Unit Information for Units Monitored by CEMS;

--Subpart G Emissions Information for Process Units NOT Monitored by CEMS;

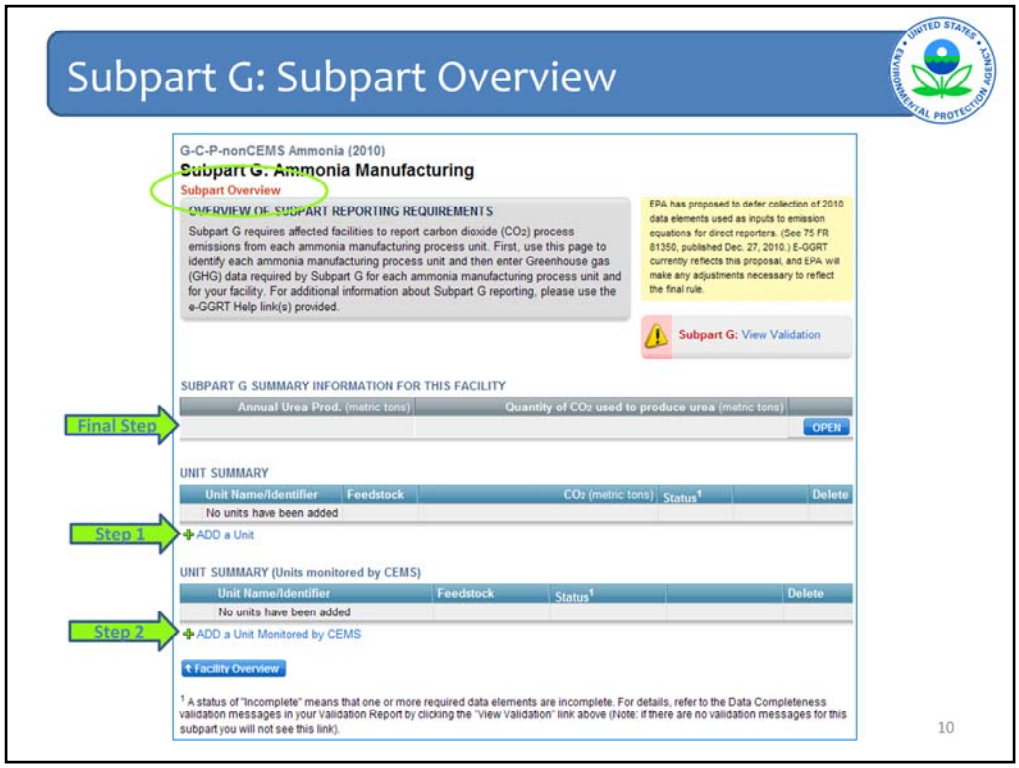
--Subpart G Emissions Information for Process Units Monitored by CEMS;

--Using Subpart G Calculation Spreadsheets

--Carry forward of data from previous submissions

--Subpart G Rule Guidance; and

--Subpart G Rule Language (eCFR).



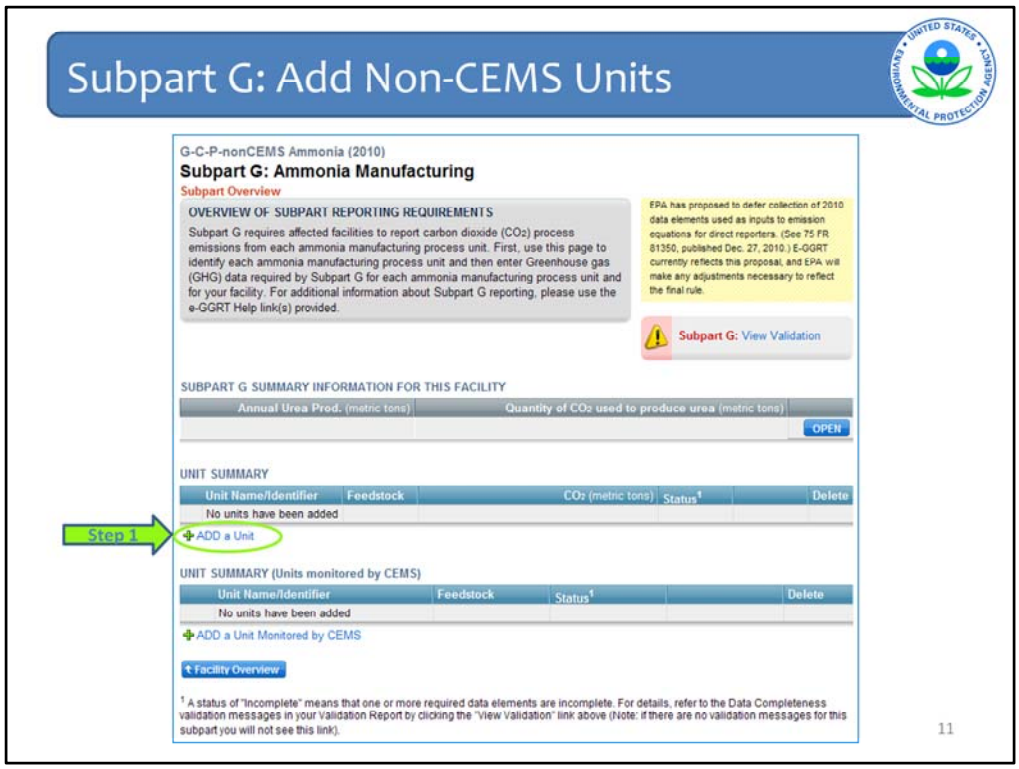
Note that you can check your location within the system using the heading in red font at the top of the page as indicated by the circle. The Subpart G overview page, like the facility overview page is the "home page" for Subpart G reporting. As you go to specific data entry forms within this module the text circled at the top of the page will change.

On the subpart overview page, there are 3 main sections where you will need to enter Subpart G specific data.

The first section is "Subpart G SUMMARY INFORMATION FOR THIS FACILITY". This table will include facility-wide information so it is best to complete this section after entering unit-specific information in the other two sections.

The second section is the "UNIT SUMMARY" table. Here you will enter information required for each ammonia unit that is not monitored by CEMS, such as the unit identification (including feedstock type) and information on methods to determine mass and carbon content for each unit. This will be the first step as noted on the screen.

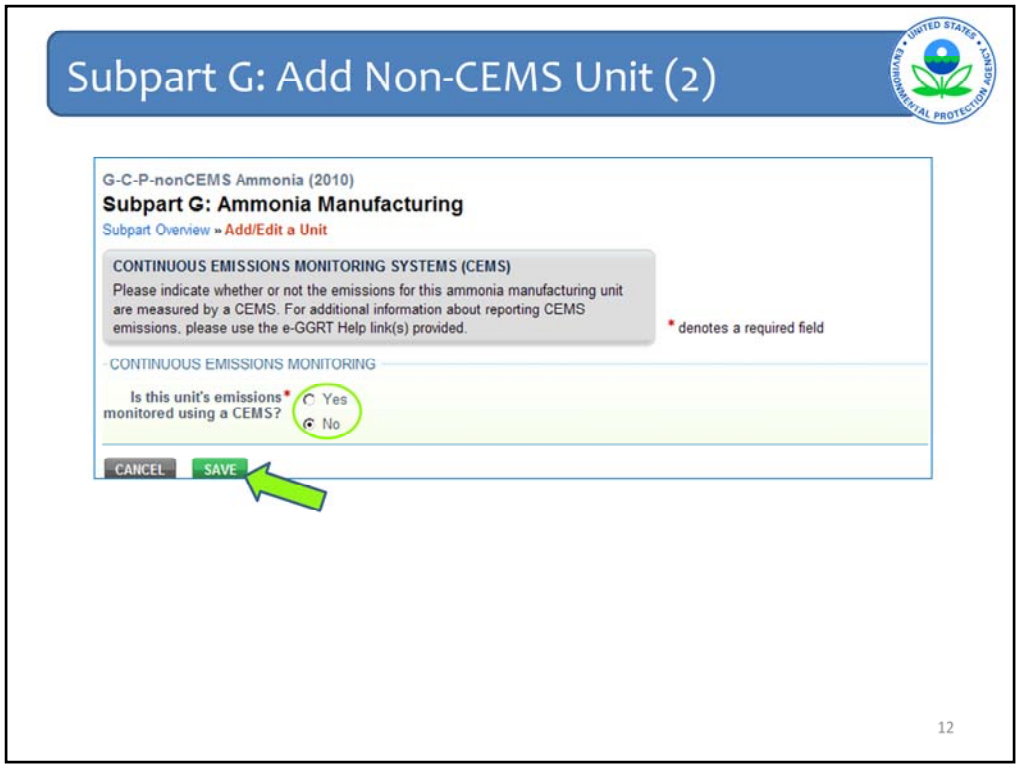
The last section, "UNIT SUMMARY (Units monitored by CEMS)", is where you will enter emissions data for ammonia units that are monitored by CEMS. We will do this as the second step.



Let's start with the second section which covers reporting of unit level information.

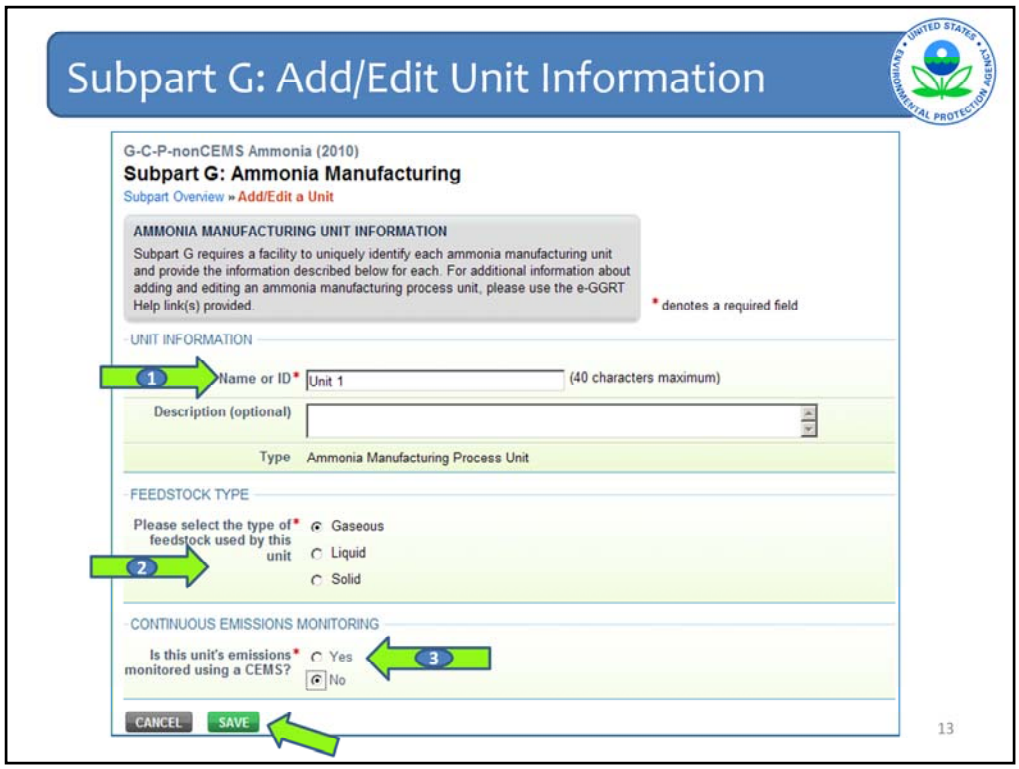
Let's first focus on entering information for units NOT using continuous emission monitoring systems (CEMS). The emissions for these units should be calculated using the procedures provided in Subpart G of Part 98.

To enter information required for each ammonia unit, let's begin by clicking on the blue hyperlink "Add a Unit" as shown by the step 1 arrow on the screen.



After selecting “Add a Unit” you will be directed to the “Add/Edit a Unit” form where you should confirm that the monitoring method for this Ammonia Unit is not CEMS. This form radio button will default to the answer “no.”

Let’s confirm this choice. To accept your selection and continue to the next form, hit the green “SAVE” button at the bottom of the form.



Once you select “save” you will be directed to the second part of the Add/Edit a unit form.

This page has 3 main sections where you will need to enter data.

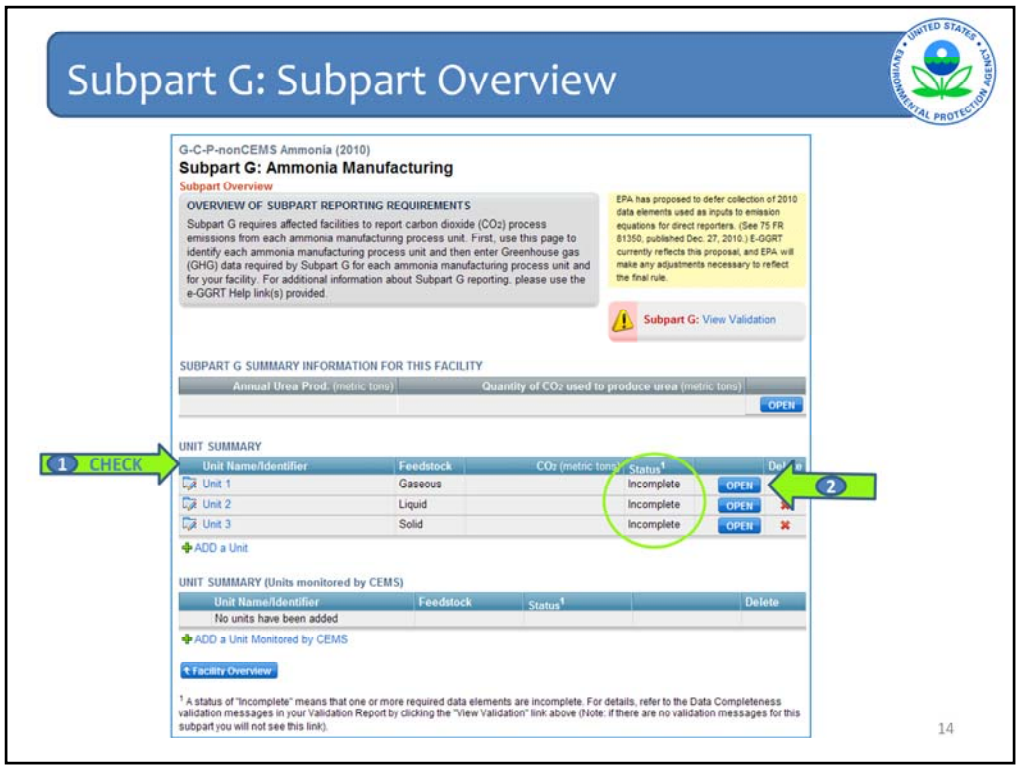
In the first section – enter the unit name or identification number. You can also enter a description if needed to help identify the unit.

In the second section, enter the type of feedstock used in this unit.

Finally, confirm again that the ammonia unit is not monitored by CEMS. You can change this unit to a CEMS unit under the heading “Continuous Emissions Monitoring”. Keep in mind that if you do decide to switch at this point, then you will lose any previously entered data for this unit once you hit the green “SAVE” button.

Once you have entered all the relevant information and confirmed the emissions methodology – hit the save button to continue.

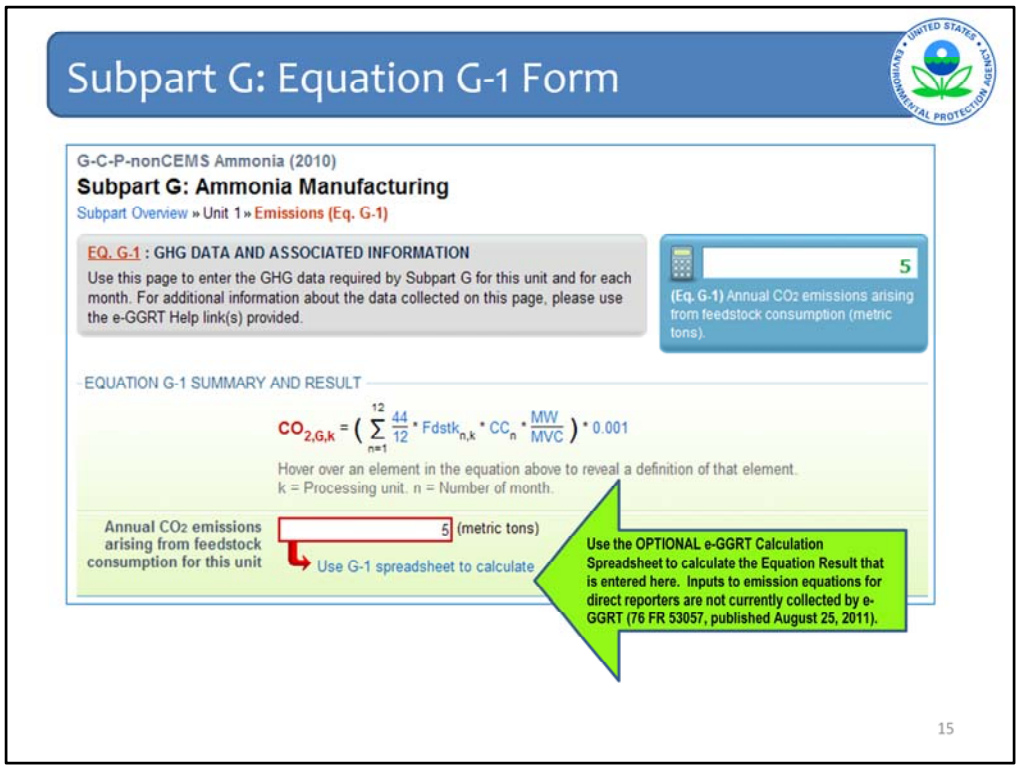
After this form you will be redirected to the Subpart G Overview page.



When you return to the Subpart G Overview page, the UNIT SUMMARY page (shown by arrow 1) will contain the units you have entered along with the type of feedstock for each unit. I repeated the steps I described and added Unit 2 and Unit 3 in the same manner as Unit 1, with each one having a different type of feedstock.

As you read across the rows, you can see that the “Status” fields are “incomplete” for the units because we need to enter emissions information.

We will begin by entering the additional information for Unit 1. Click the blue “OPEN” button for “Unit 1” as shown by arrow 2.

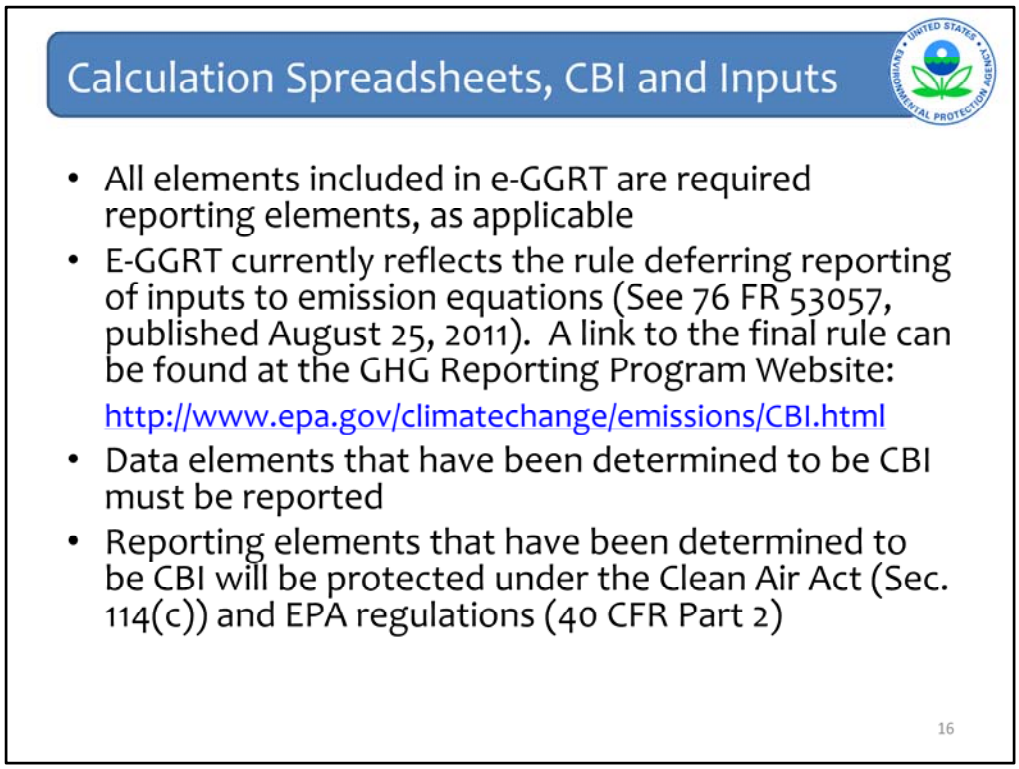


After selecting "OPEN" you will be directed to the Eq. G-1 form because Unit 1 uses gaseous feedstock. Here you see the top half of the form.

You will enter unit level GHG emissions using Equation G-1 and other associated information, such as the methods used for determining volume and carbon content of feedstock for a given unit, and the months in which missing data procedures were applied.

Enter the annual CO2 emissions for Unit 1 in the red box. Above the red box, for reference, you can see Equation G-1 from the rule, which is used to determine annual CO2 emissions from an ammonia unit with gaseous feedstock.

As I will discuss on the next slide, EPA has prepared optional worksheets to assist reporters in calculating emissions applying equations provided in Part 98. You are not required to use these worksheets and they are NOT collected by e-GGRT. The optional worksheet for equation G-1 is available by clicking on the blue hyperlink below the red box, indicated by the large arrow.



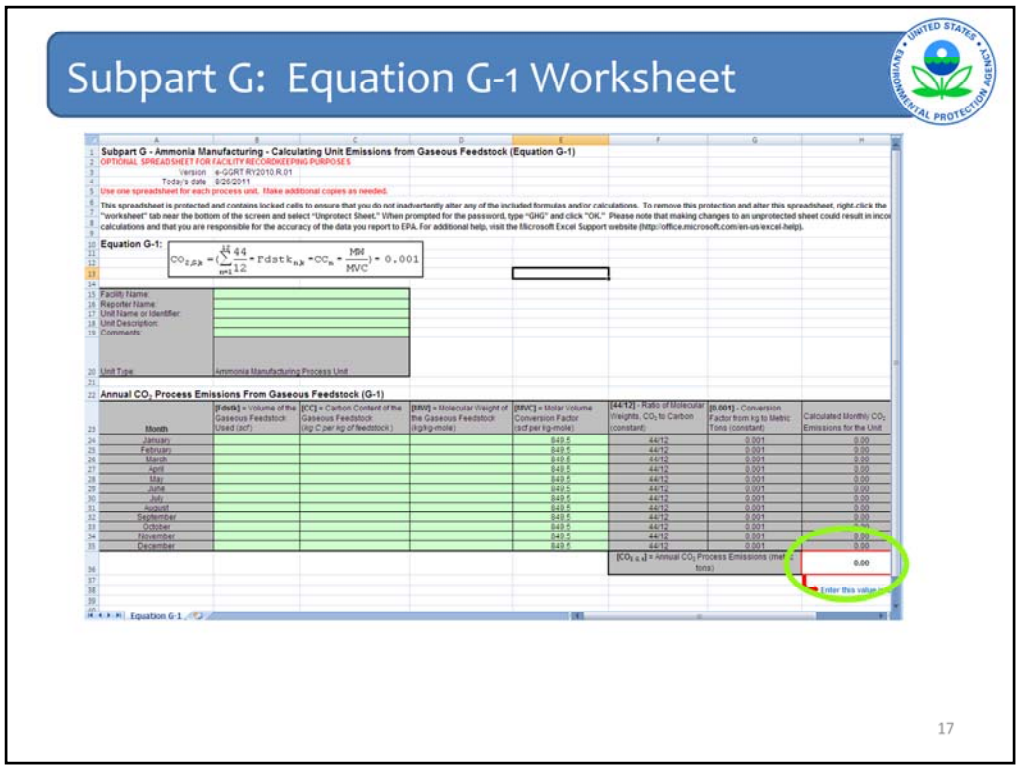
The calculation spreadsheets may have changed from previous years, so always download the most recent version of the calculation spreadsheets.

E-GGRT currently reflects the rule deferring reporting of inputs to emission equations for direct emitters.

The inputs of the equation are NOT currently collected by e-GGRT. This means that in certain web forms in e-GGRT, you can view a required equation, but you will only enter the RESULT of that equation into e-GGRT.

EPA is providing OPTIONAL calculation spreadsheets that you can use to perform the calculations called for in the emission equations. These Microsoft Excel spreadsheets can be downloaded and opened on your own computer. Just click the hyperlink on the web-form to view and download the appropriate calculation spreadsheet for the equation you are working on. You can enter the data , including equation inputs, necessary to perform the calculation for the equation, and the spreadsheets will calculate the result for you. Once you have completed the calculation, enter the result into the e-GGRT web form.

E-GGRT will NOT collect the calculation spreadsheets and you should NOT submit them outside of e-GGRT. The use of these calculation spreadsheets is voluntary. The spreadsheets are meant to support reporters as they complete the e-GGRT online reporting process. You do not need to use EPA's spreadsheets to perform the calculations for the emissions equations, but you do need to keep records of these calculations (under 40 CFR 98.3(g) and additional subpart-specific provisions) whether or not you use the calculation spreadsheets provided by EPA. If you do use the spreadsheets, you may choose to maintain copies to help meet your recordkeeping requirements.

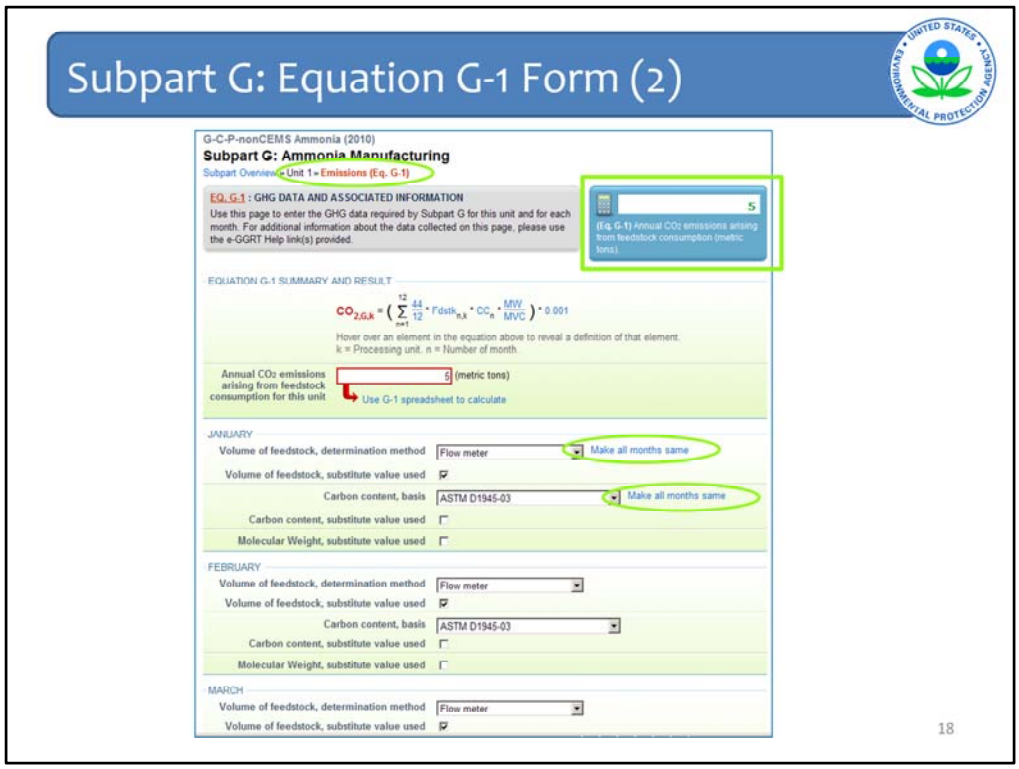


This is a screenshot of the Equation G-1 Worksheet that you could use to calculate annual CO2 emissions from an ammonia unit with gaseous feedstock and is not monitored by a CEMS.

If you choose to use the worksheets, you should use one for each ammonia unit with gaseous feedstock.

The worksheet uses monthly feedstock data (volume, carbon content, and molecular weight) to estimate the annual CO2 emissions from an ammonia unit using gaseous feedstock.

As you scroll further down the worksheet, you will see that the worksheet highlights the data to be entered into e-GGRT with a red box, as indicated by the circle.



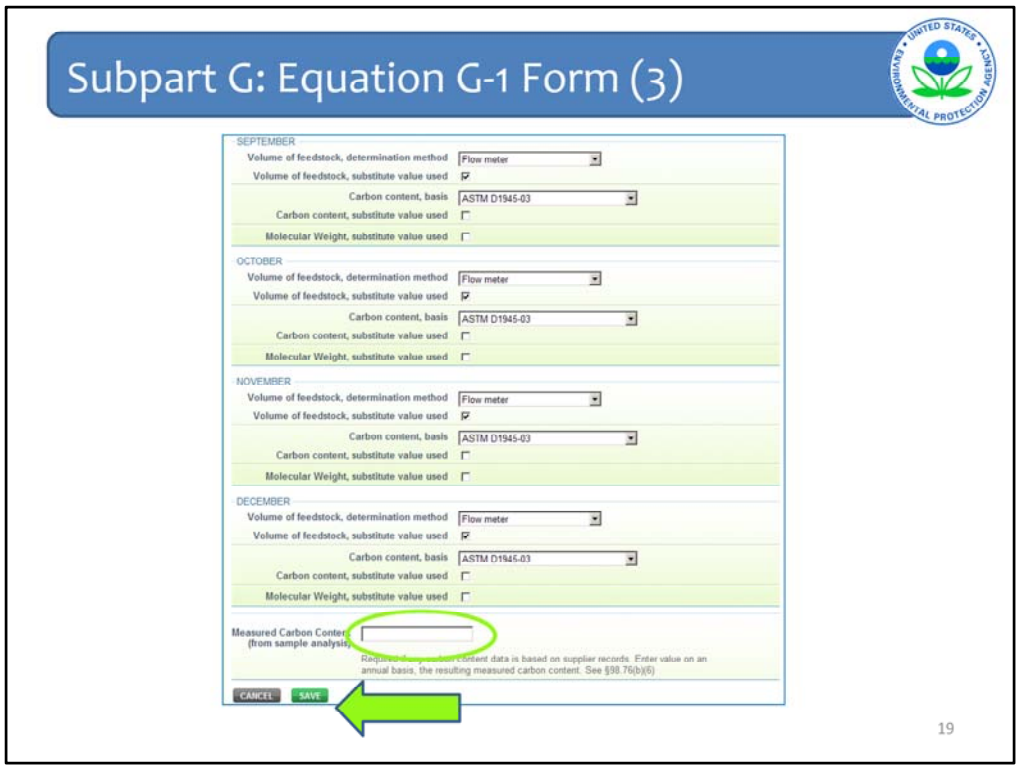
After completing the optional worksheet, return to the Eq. G-1 form and enter the total annual CO2 emissions for the unit. This screen shows additional portions of the G-1 form (initially we focused on the equation).

The emissions total that you entered should also appear in the blue box in the upper right hand corner which is outlined by a green box on this screenshot.

The form is organized to support the reporting of required monthly information used in equation G-1. You are required to enter the determination methods used to estimate the volume and carbon content of the gaseous feedstock. If you do not select a method you will see a data completeness validation error on the validation report.

You also need to use the checkboxes to indicate the months in which missing data procedures were used.

If you used the same methods and same missing data procedures for each month, you can click “Make all months same” as shown by the circles.



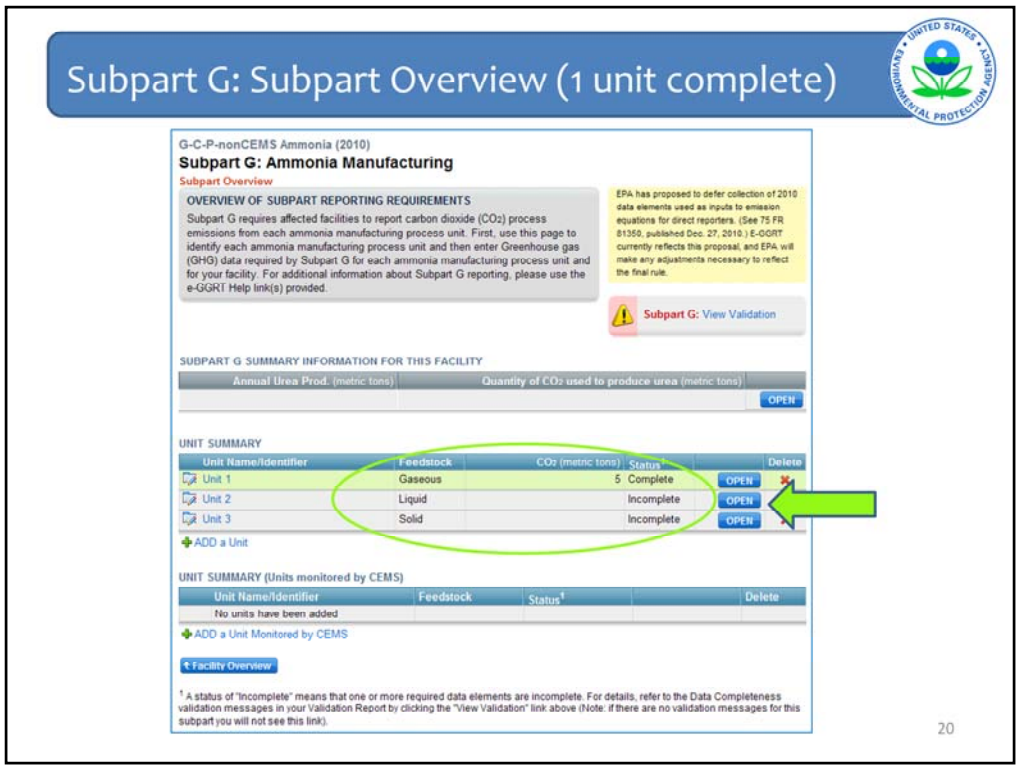
If all months are not identical, check each month to ensure that you have entered data for every drop-down box and check box.

If supplier records were used as the basis for the carbon content, enter the results from the QA/QC test of supplier data required by (98.74(e) and 98.76(b)(6)) at the bottom of the page, as shown by the circle.

If supplier records were not used, this field is not required.

Once complete, be sure to click SAVE at the bottom of the page.

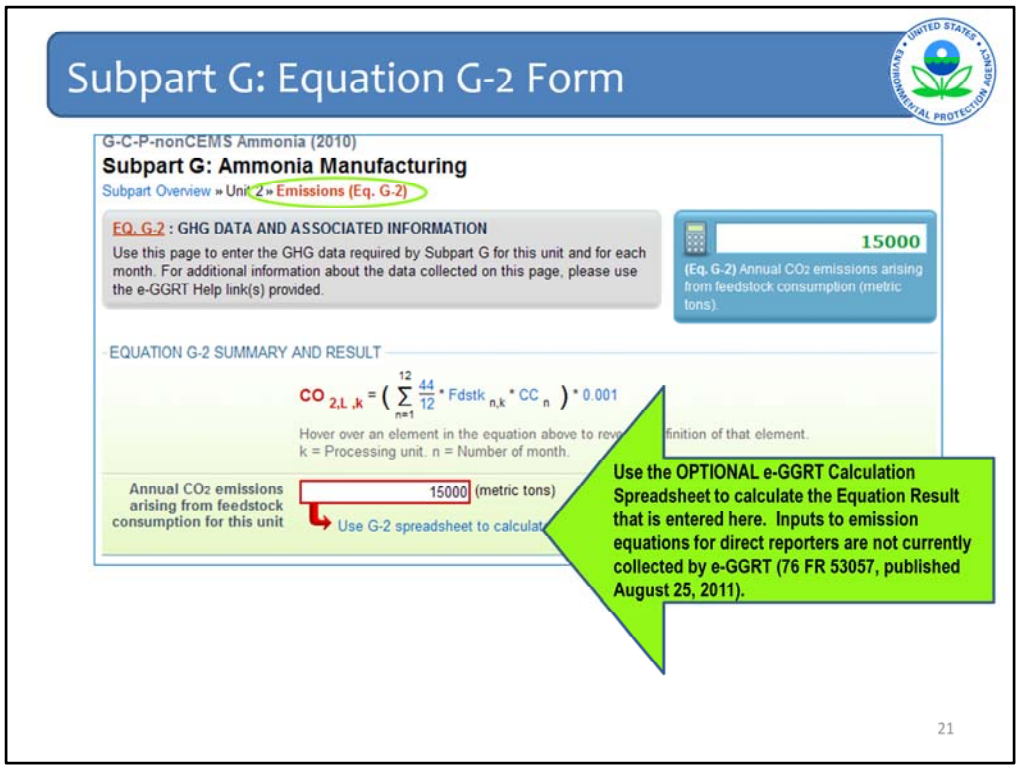
To return to the Subpart Overview page, click the link at the top of the page (red font).



When you return to the Subpart G Overview page, the UNIT SUMMARY section now shows Unit 1 as Complete.

As you read across the rows, you can see that the “Status” fields are still “incomplete” for the other two units because we need to enter emissions information for the units. This information is shown by the circle.

Continue by clicking the blue “OPEN” button for “Unit 2” as shown by the arrow.



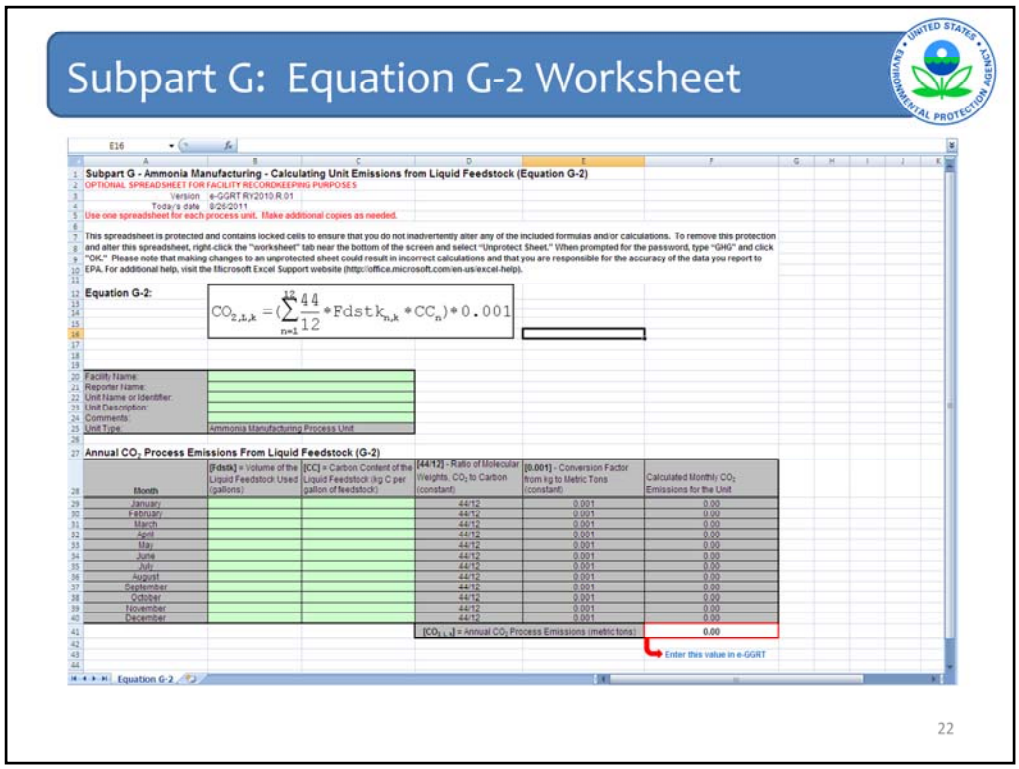
After selecting "OPEN" you will be directed to the Eq. G-2 form because Unit 2 uses liquid feedstock. You will enter unit level GHG emissions using Equation G-2 and other associated information, such as the determination methods used for volume and carbon content, and the months in which missing data procedures were applied.

Enter the annual CO2 emissions for Unit 2 in the red box. Above the red box, for reference, you can see Equation G-2 from the rule, which is used to determine annual CO2 emissions from an ammonia unit with liquid feedstock.

As mentioned previously, EPA has prepared optional worksheets to assist reporters in calculating emissions applying equations provided in Part 98. You are not required to use this worksheet, but the worksheet for equation G-2 is available by clicking on the blue hyperlink below the red box. Once you click on this link you will be directed to download the worksheet for Equation G-2.

Again, this optional worksheet is not collected by e-GGRT.

NOTE: The inputs of the equation are NOT currently collected by e-GGRT. E-GGRT will be updated to reflect the final deferral rule.

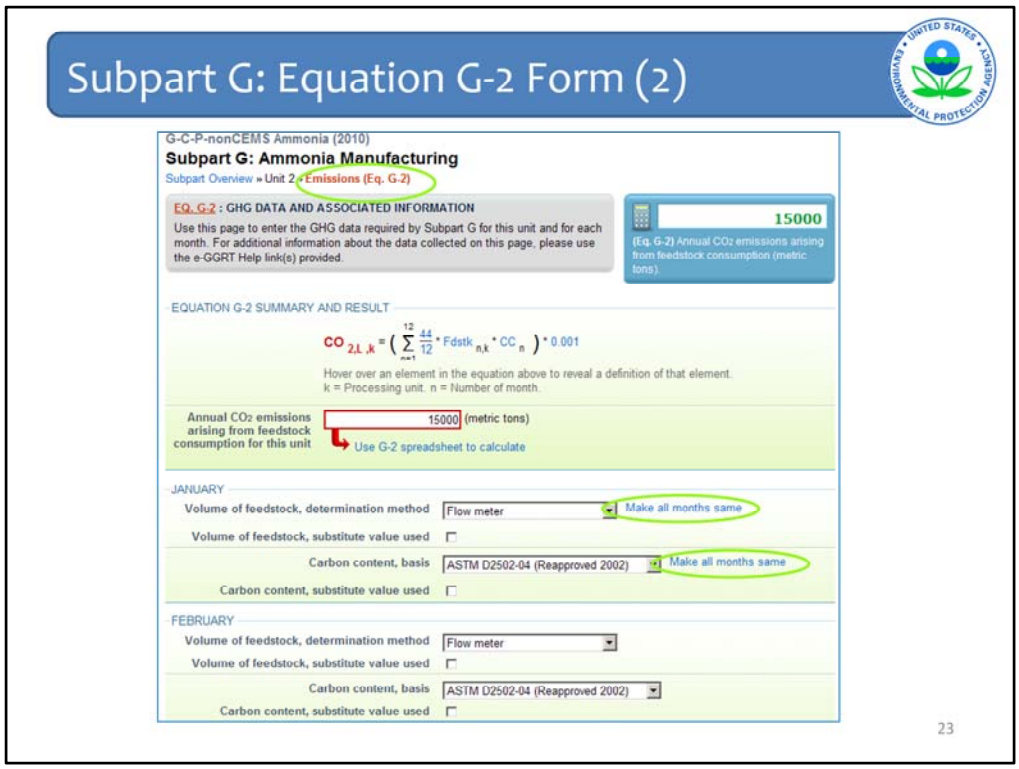


This is a screenshot of the Equation G-2 Worksheet that can be used to calculate annual CO2 emissions from an ammonia unit with liquid feedstock that is not monitored by a CEMS.

If you choose to use the worksheets, you should use one for each ammonia unit with liquid feedstock.

The worksheet uses monthly feedstock data (volume and carbon content) to estimate the annual CO2 emissions from an ammonia unit using liquid feedstock.

As you scroll further down the worksheet, you will see that the worksheet highlights the data to be entered into e-GGRT with a red box.

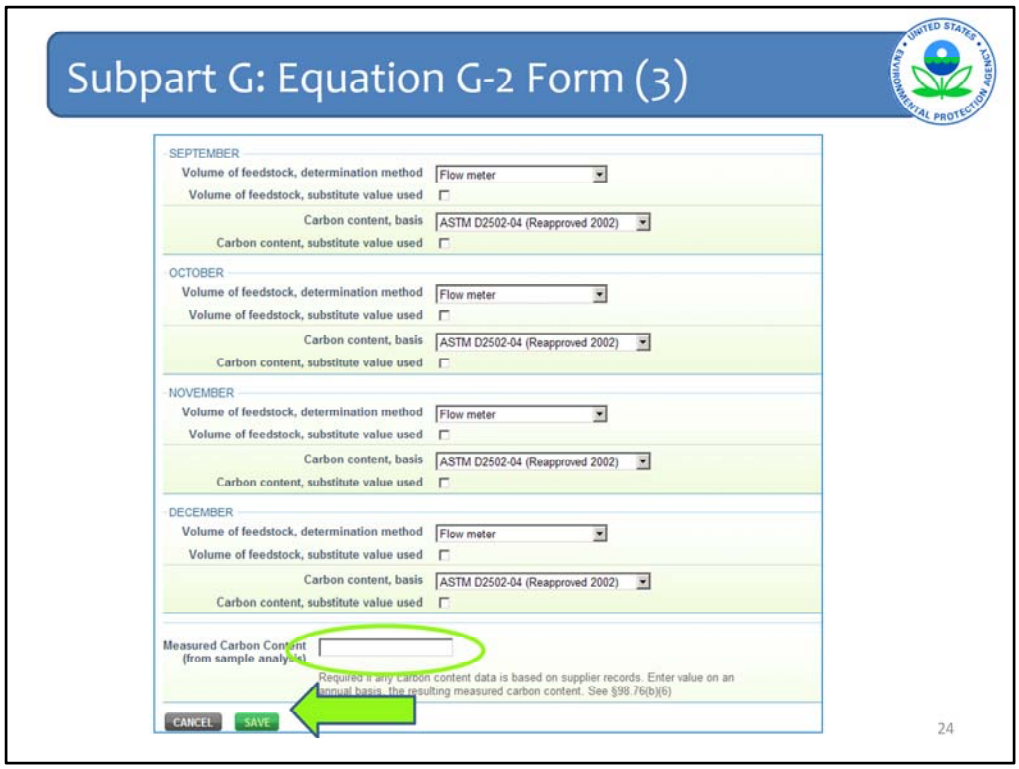


After completing the optional worksheet, return to the Eq. G-2 form for the unit you are working on. Be sure to check the heading for the form. This form is similar to the G-1 web form.

As in the G-1 form, this form requests that you enter required monthly information for your reporting year as required by the rule. You are required to enter the determination methods used to estimate the volume and carbon content of the liquid feedstock.

You also need to use the checkboxes to indicate the months in which missing data procedures were used.

If you used the same methods and same missing data procedures for each month, you can click “Make all months same” as shown by the circles.



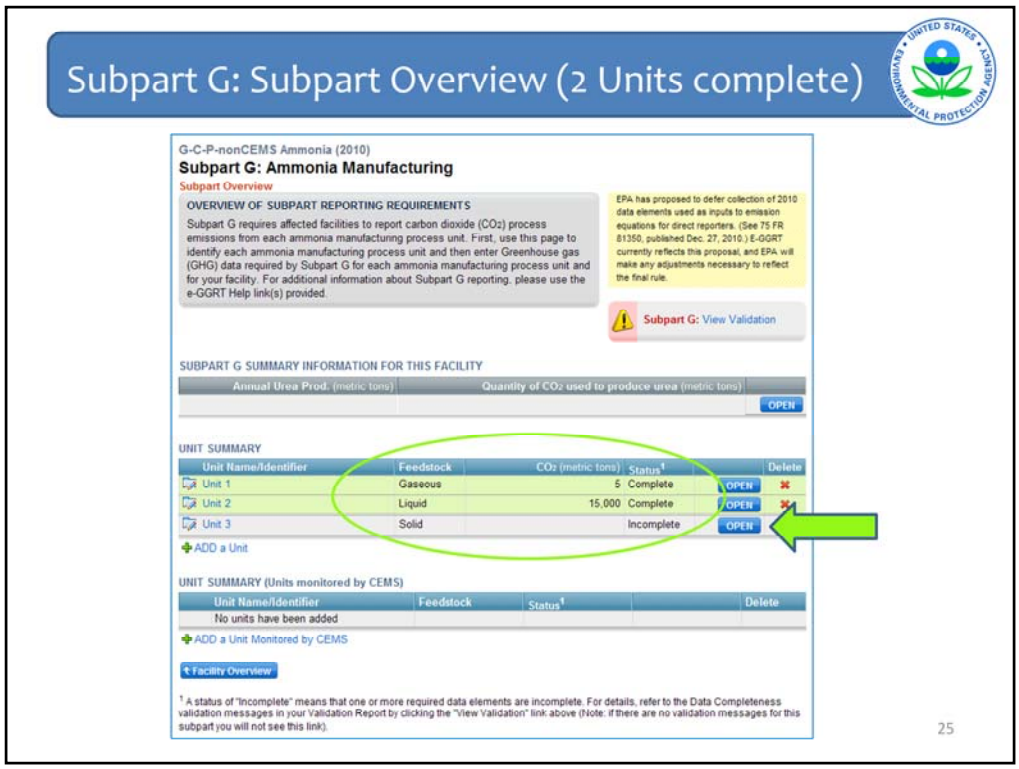
Again, check each month to ensure that you have entered data for every drop-down box. You can make all months the same.

If supplier records/data were used as the basis for the carbon content, enter results from the required QA/QC test (See 98.74(e) and 98.76(b)(6)) at the bottom of the page, as shown by the circle.

If supplier records/data were not used, this field is not required. Leave the cell blank.

Once you have completed reviewing and entering information, be sure to click SAVE at the bottom of the page.

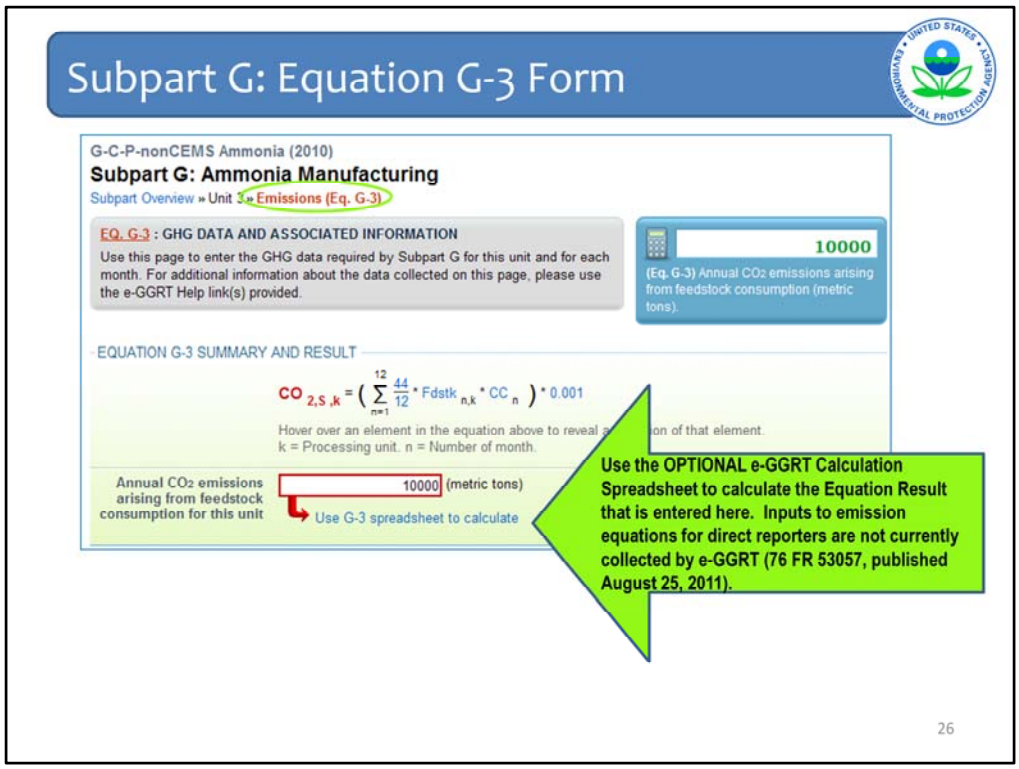
To return to the Subpart Overview screen, click the link at the top of the page (red font).



When you return to the Subpart G Overview page, the UNIT SUMMARY section now shows Unit 1 and Unit 2 as Complete.

As you read across the rows, you can see that the “Status” field is still “incomplete” for Unit 3 because we need to enter emissions information for the unit. This information is shown by the circle.

Continue by clicking the blue “OPEN” button for “Unit 3” as shown by the arrow.



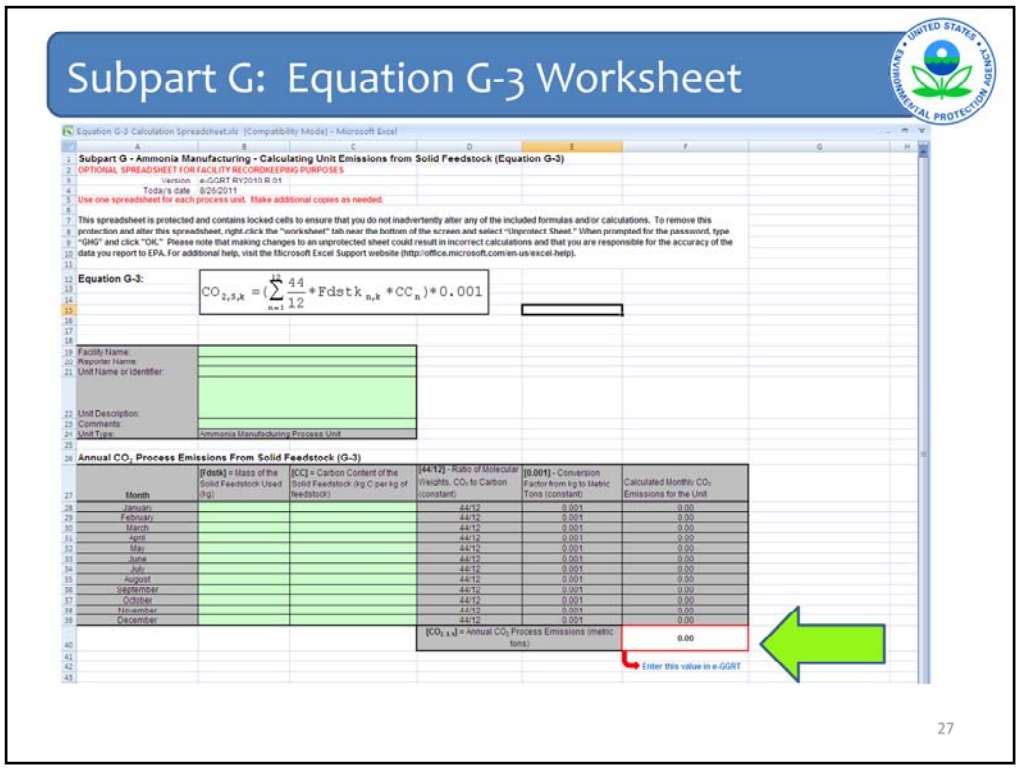
After selecting "OPEN" you will be directed to the Eq. G-3 form because Unit 3 uses solid feedstock. You will enter unit level GHG emissions using Equation G-3 and other associated information, such as the determination methods used for volume and carbon content, and the months in which missing data procedures were applied.

Enter the annual CO2 emissions for Unit 3 in the red box. Above the red box, for reference, you can see Equation G-3 from the rule, which is used to determine annual CO2 emissions from an ammonia unit using solid feedstock.

Again, EPA has prepared these optional worksheets to assist reporters in calculating emissions applying equations provided in Part 98. You are not required to use this worksheet, but the worksheet for equation G-3 is available by clicking on the blue hyperlink below the red box. Once you click on this link you will be directed to download the worksheet for Equation G-3.

This worksheet is not collected by e-GGRT.

Again note: The inputs of the equation are NOT currently collected by e-GGRT.

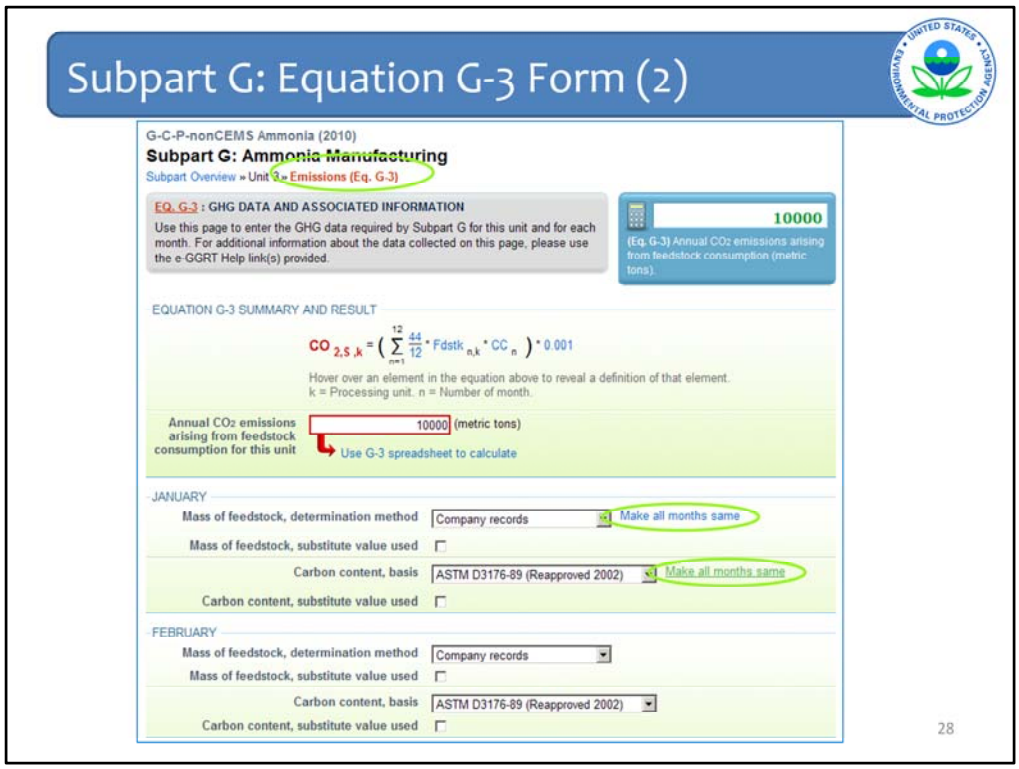


This is a screenshot of the Equation G-3 Worksheet that you could use to calculate annual CO2 emissions from an ammonia unit with solid feedstock and is not monitored by a CEMS.

If you choose to use the worksheets, you should use one for each ammonia unit with solid feedstock.

The worksheet uses monthly feedstock data (mass and carbon content) to estimate the annual CO2 emissions from an ammonia unit using solid feedstock.

As you scroll further down the worksheet, you will see that the worksheet highlights the data to be entered into e-GGRT with a red box.

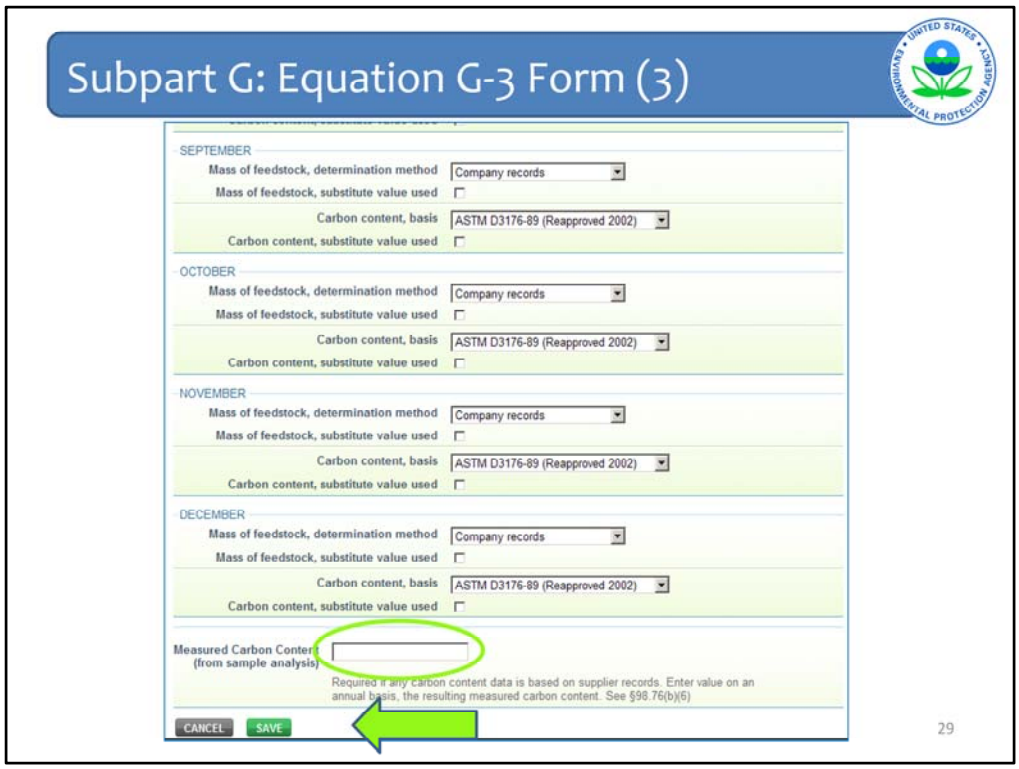


After completing the optional worksheet, return to the Eq. G-3 form.

Like the G-1 and G-2 web forms, the G-3 form requires entry of information by month for the reporting year. You are required to enter the determination methods used to estimate the mass and carbon content of the solid feedstock.

You also need to use the checkboxes to indicate the months in which missing data procedures were used.

If you used the same methods and same missing data procedures for each month, you can click “Make all months same” as shown by the circles.



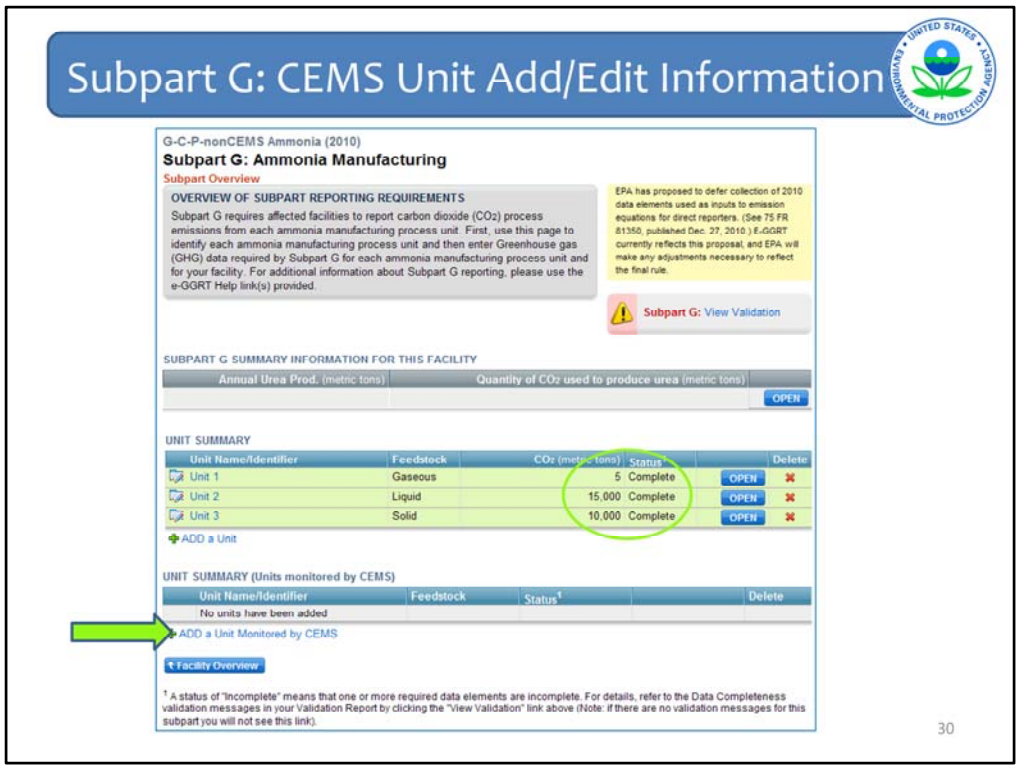
If all months are not identical, check each month to ensure that you have entered data for every drop-down box and check box.

Again, if supplier records were used as the basis for the carbon content, enter results from the QA/QC analysis (98.74(e) and 98.76(b)(6)) at the bottom of the page, as shown by the circle.

If supplier records were not used, this field is not required.

Once complete, be sure to click SAVE at the bottom of the page.

To return to the Subpart Overview page click the link at the top of the page.

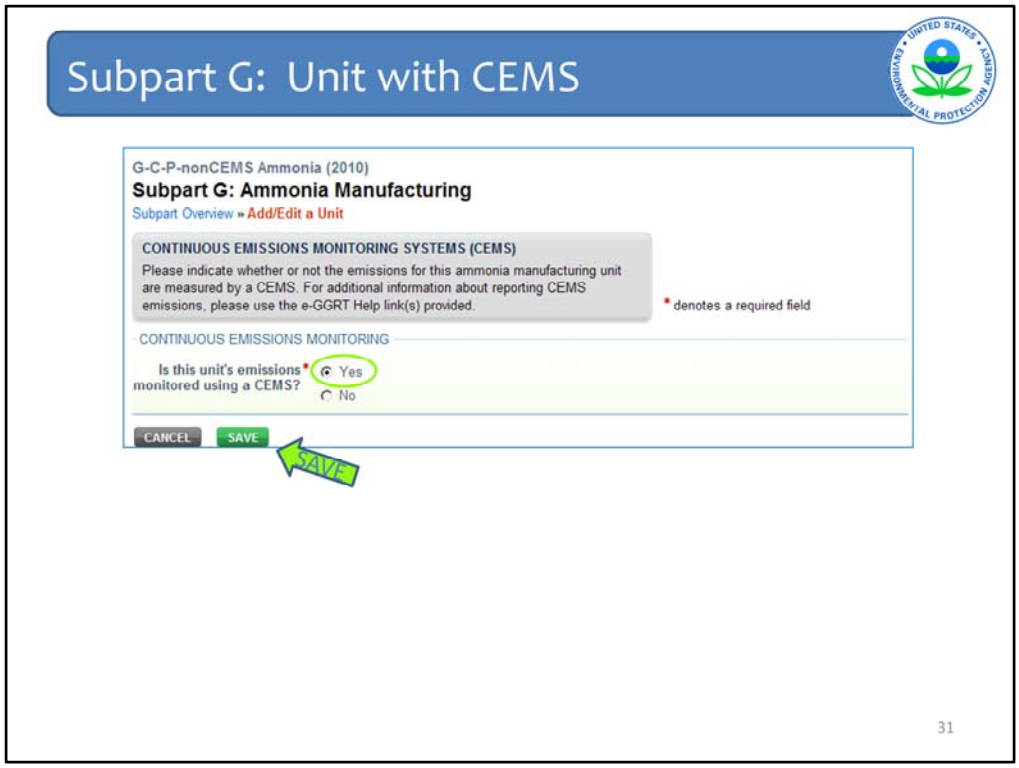


When you return to the Subpart G Overview page you should now see that the “Status” for Unit 1, Unit 2, and Unit 3 have changed to “Complete” (as shown by the circle). This is good and indicates that you have completed entering information for these non-CEMS units.

Now let’s enter information for a unit that is monitored by CEMS.

As in the case of a unit without a CEMS, the first step under the Unit Summary (Units monitored by CEMS) is to add a unit.

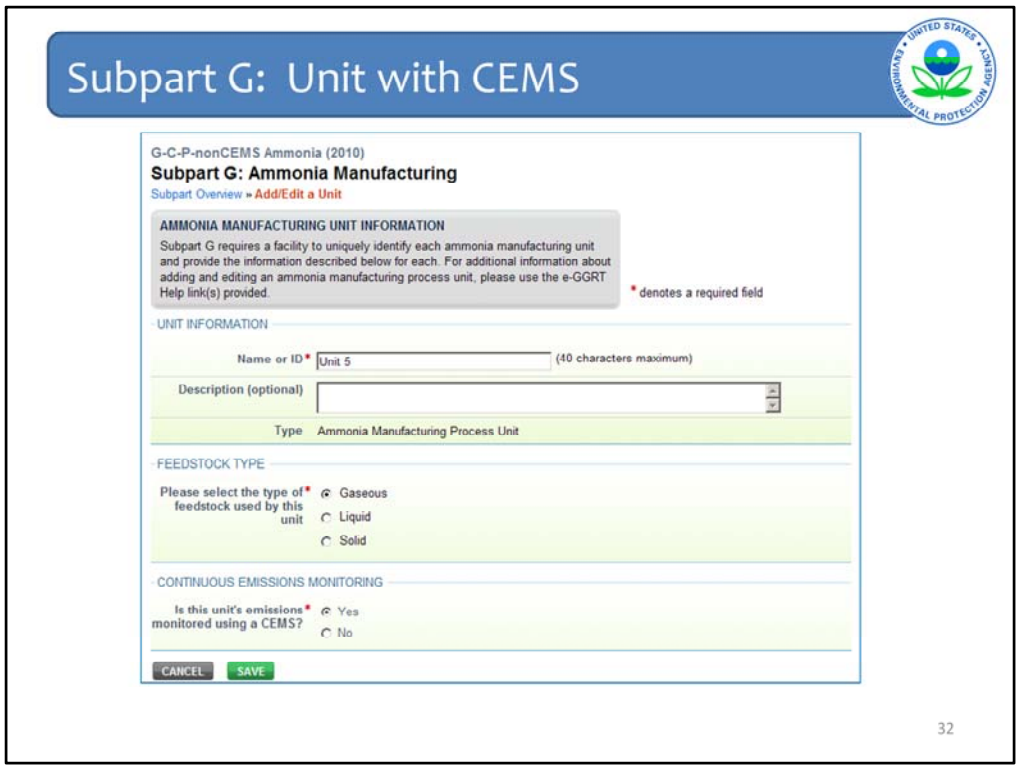
So, to begin, let’s click on the blue hyperlink text to “ADD a Unit Monitored by CEMS,” indicated by the arrow.



You will then be directed to another "Unit" information form. On this form you are asked to confirm the emissions methodology for Unit 5 is a CEMS.

For this 2nd example, you see that the radio button or answer now defaults to "yes" and we will keep this choice.

Remember to then hit the green "SAVE" at the bottom of the page to accept your selection and continue.



Once you select “save” you will be directed to this form.

This form, like the “Add/Edit a Unit” form we saw previously, has 3 main sections where you will need to enter data.

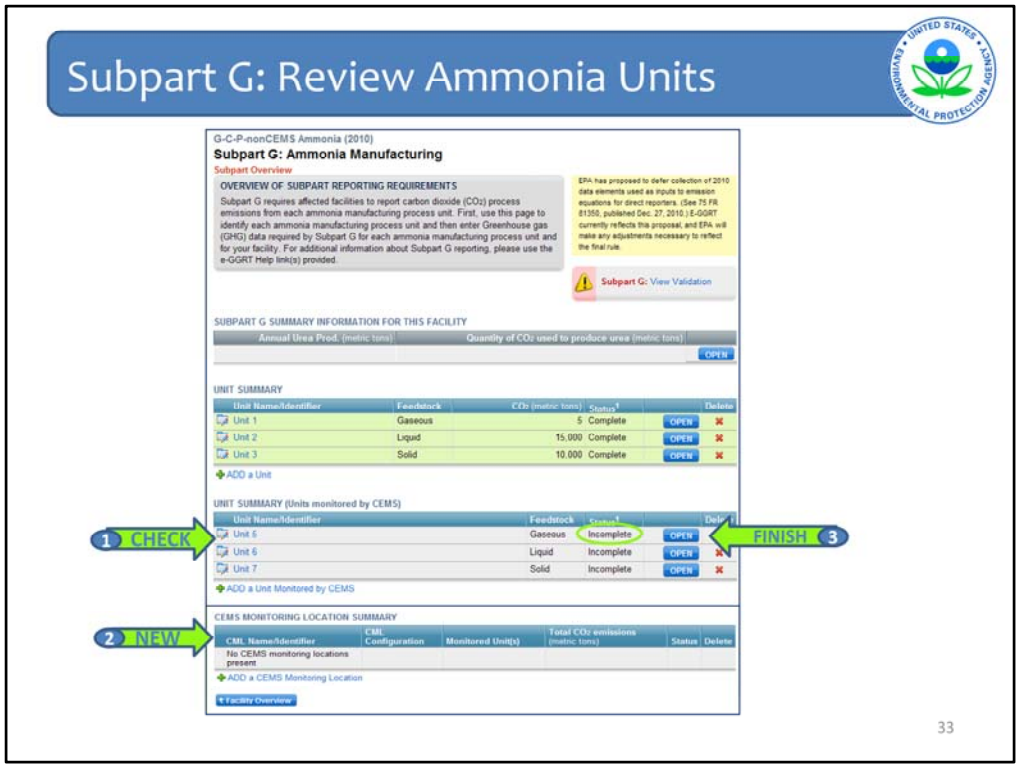
In the first section – enter the unit name or identification number. You can also enter a description if needed to help identify the unit.

In the second section, enter the type of feedstock used in this unit.

Finally, confirm again that the ammonia unit is monitored by CEMS. You can change this unit to a non-CEMS unit under the heading “Continuous Emissions Monitoring”. Keep in mind that if you do decide to switch at this point, then you will lose any previously entered data for this unit once you hit the green “SAVE” button.

Once you have entered all the relevant information and confirmed the emissions methodology – hit the save button to continue.

Clicking save on this form will direct you to the Subpart G Overview page.

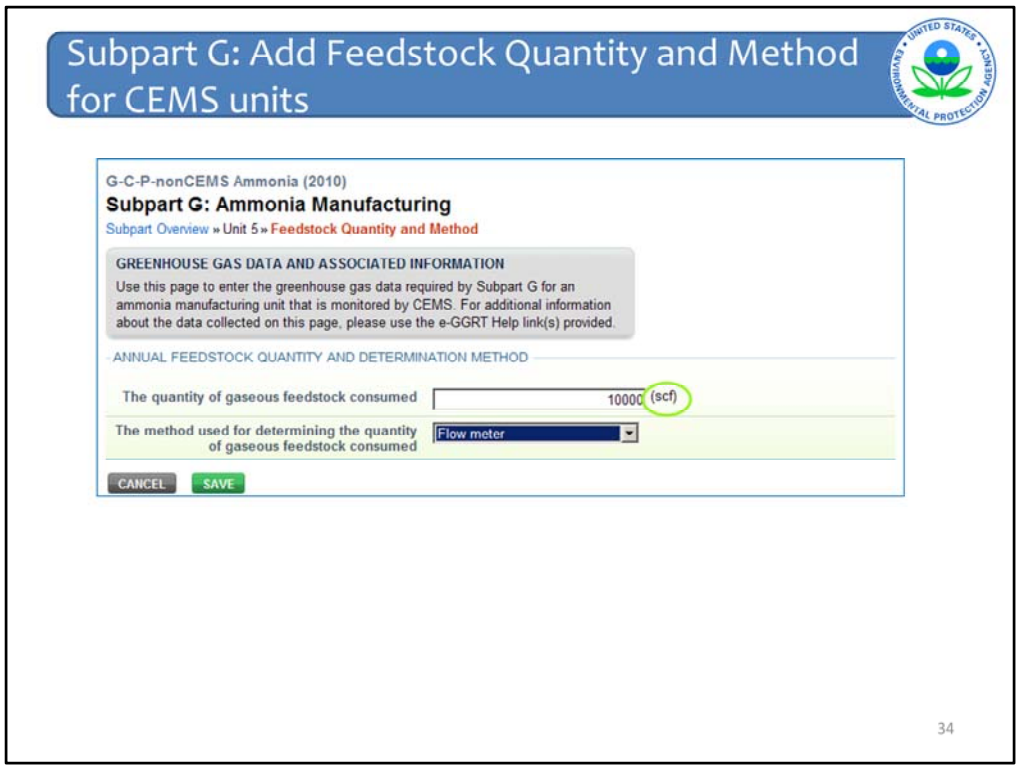


Once returned to the Subpart G Overview Page, as shown by arrow 1, in the Units Monitored by CEMS section will now reflect the unit we just entered, including the type of feedstock consumed by this unit. Also notice that I entered two other units, Unit 6 and Unit 7, in the same manner as Unit 5, only with different types of feedstocks.

As you read across the row you can see that the “Status” field is marked as “Incomplete” because we need to enter emissions information.

Notice also, as shown by arrow number 2, there is now a new table on the overview page titled “CEMS MONITORING LOCATION SUMMARY” table.

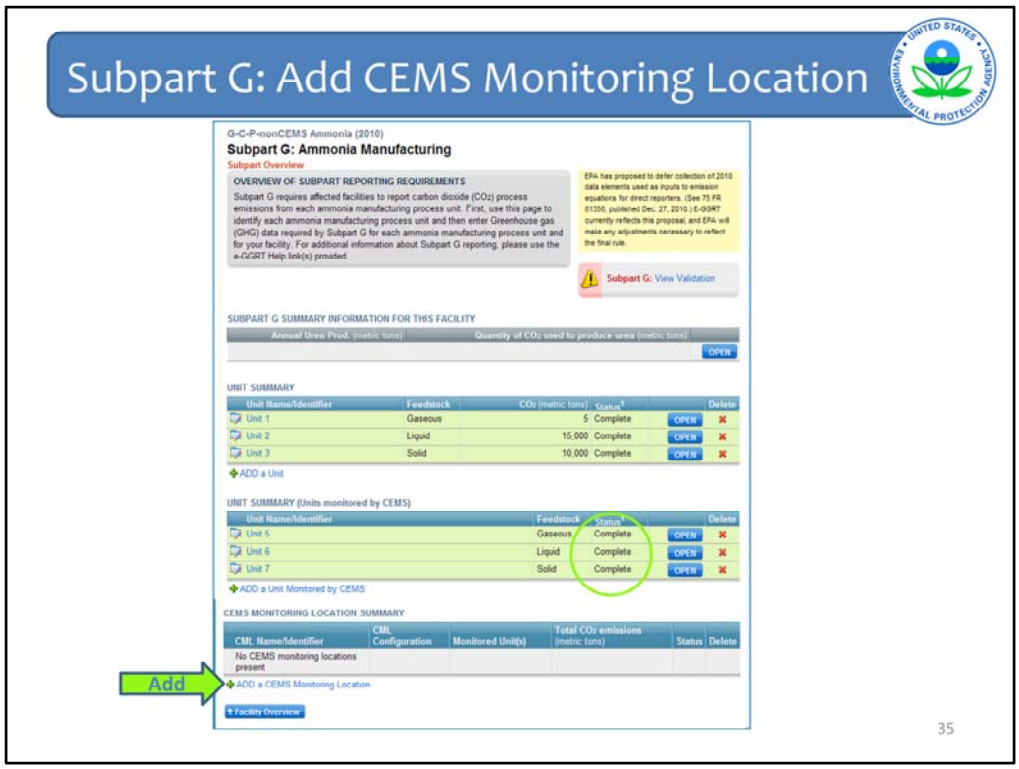
Let’s first complete the Unit 5 data entry by clicking the blue “OPEN” button as shown by arrow 3 and then come back to the new table, “CEMS MONITORING LOCATION SUMMARY”.



Once you click the “OPEN” button for Unit 5 you will be directed to the Feedstock Quantity and Method Form.

Here you should enter the annual quantity of feedstock consumed (for gaseous feedstocks the units are standard cubic feet). You should also add the method used for determining this quantity by using the drop down menu.

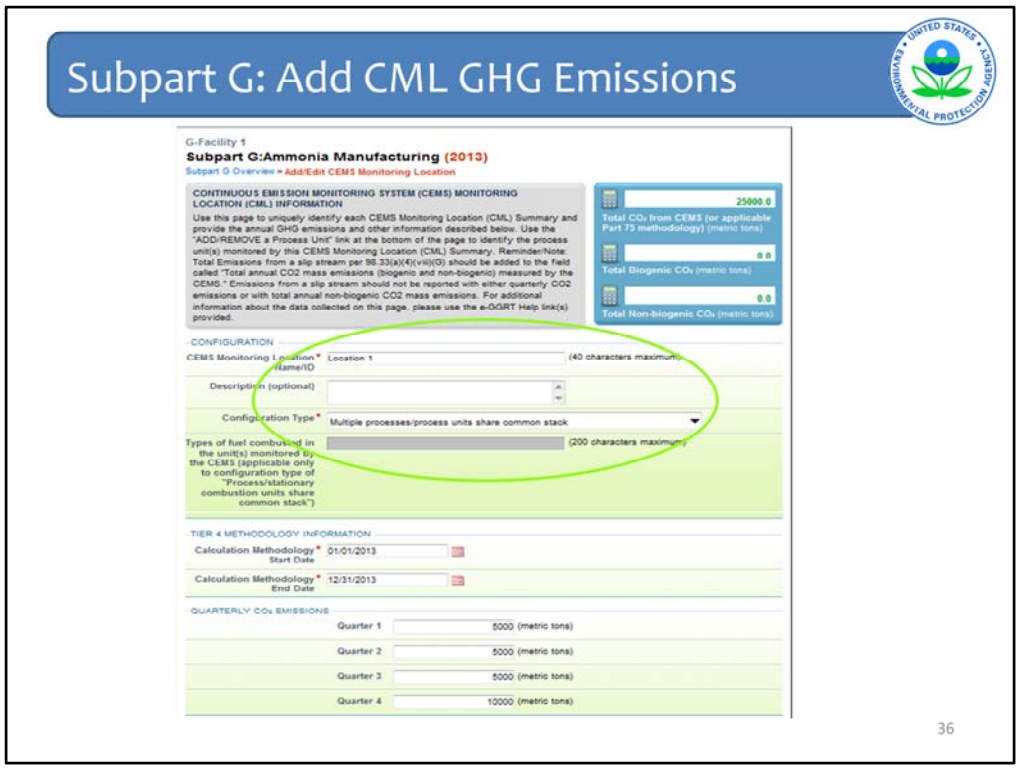
Once you have completed this form, hit the green “SAVE” button and return to the Subpart G Overview page.



When you return to the Subpart G Overview page, the status for Unit 5 should be complete as shown here with a circle. I entered the information for Units 6 and 7 in the same way as Unit 5. (The only difference is the units of measure used for the quantity of each of the feedstock types.)

So let's move to the final data entry section, CEMS Monitoring Location (CML) Summary table. Here you should add information which is required by Subpart C, Tier 4 method, including annual emissions. Click on the blue hyperlink as shown on this screen to "ADD a CEMS Monitoring Location."

This section is only required if your facility monitors some or all subpart G emissions using a CEMS.



You will now be on the “CEMS Monitoring Location” page.

You will need to complete this longer form by entering all of the information as appropriate for your CEMS unit. This form reflects the reporting requirements for using the Tier 4 method required by Subpart C. As you proceed entering information on this page, dropdown menus and automated calendars are provided for convenience.

The first step is naming the CEMS monitoring location. The next steps , as shown by the circle, are to identify the type of CEMS configuration and the types of fuel combusted in the unit(s) monitored by the CEMS, if applicable.

For configuration, you have three choices:

1) Is the CEMS unit monitoring a single process unit?

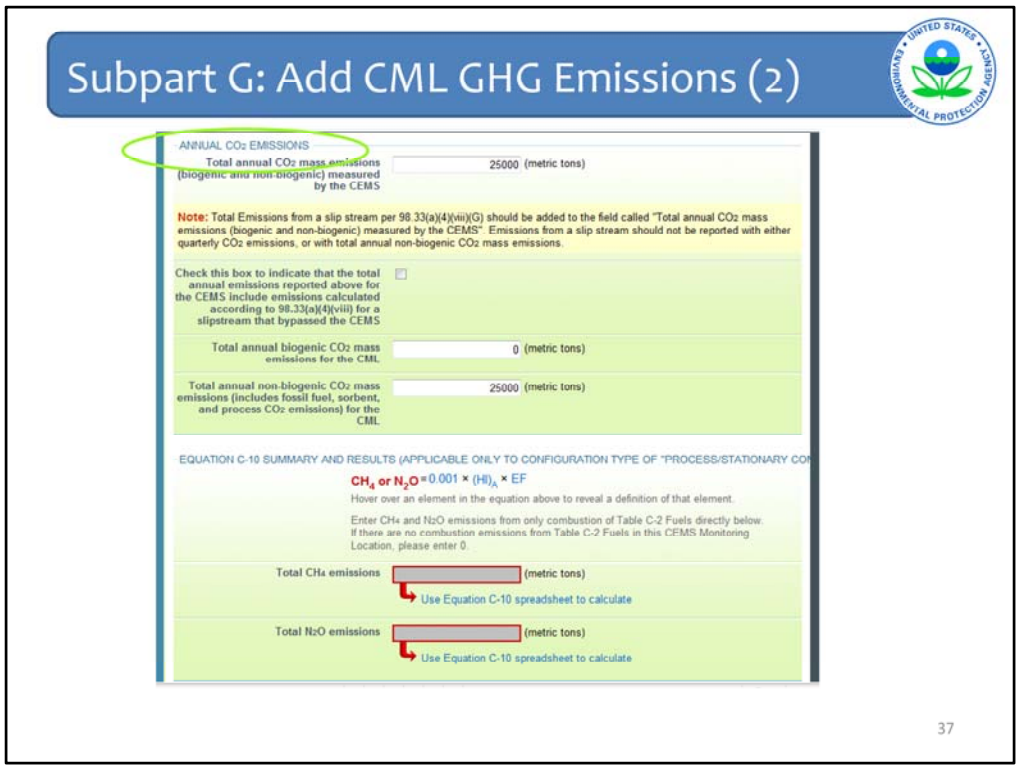
2) Is the CEMS unit monitoring multiple units sharing a common stack?

3) Is the CEMS unit monitoring a combination of process and combustion emissions?

In this example, we have a CEMS that is monitoring emissions from multiple units, so we made the appropriate selection from the drop down list.

Then enter the fuels combusted, if applicable. Keep in mind that your answer is limited to 200 characters and spaces. The types of fuels combusted is only required for CEMS Monitoring Locations that monitor combustion emissions. If your CML configuration type is “Multiple processes/process units share common stack “ or “Single process/process unit exhausts to dedicated stack,” this entry is not required and cannot be entered (as shown by the grey field inside the circle above).

Here on the top half of the form you are asked to enter the start and end dates associated with this CEMS location and then CO2 emissions for each quarter. Do not cumulate emissions data between



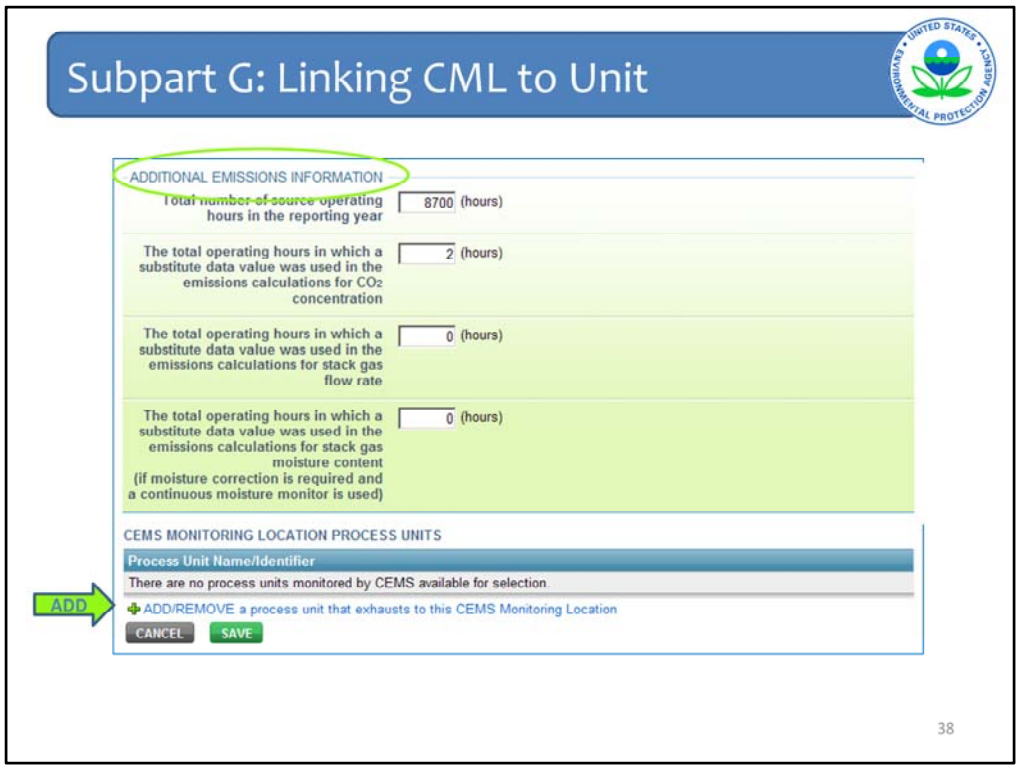
Enter all required data. The section labeled Annual CO2 Emissions, as shown by the circle, includes a check box. If the emissions reported for this CEMS include emissions calculated according to 98.33(a)(4(viii) for a slipstream that bypassed the CEMS, click the box. Otherwise, leave it unchecked

Next, divide your annual CO2 emissions into total annual biogenic CO2 emissions (metric tons) and total non-biogenic CO2 emissions (metric tons).

After that you will see additional data entry cells for CH4 and N2O emissions from combustion, calculated according to Equation C-10 of Subpart C.

The amount of CH4 and N2O emissions from combustion is only required for CEMS Monitoring Locations that monitor combustion emissions. If your CML configuration type is "Multiple processes/process units share common stack " or "Single process/process unit exhausts to dedicated stack," this entry is not required and cannot be entered (as shown by the grey fields on the web form).

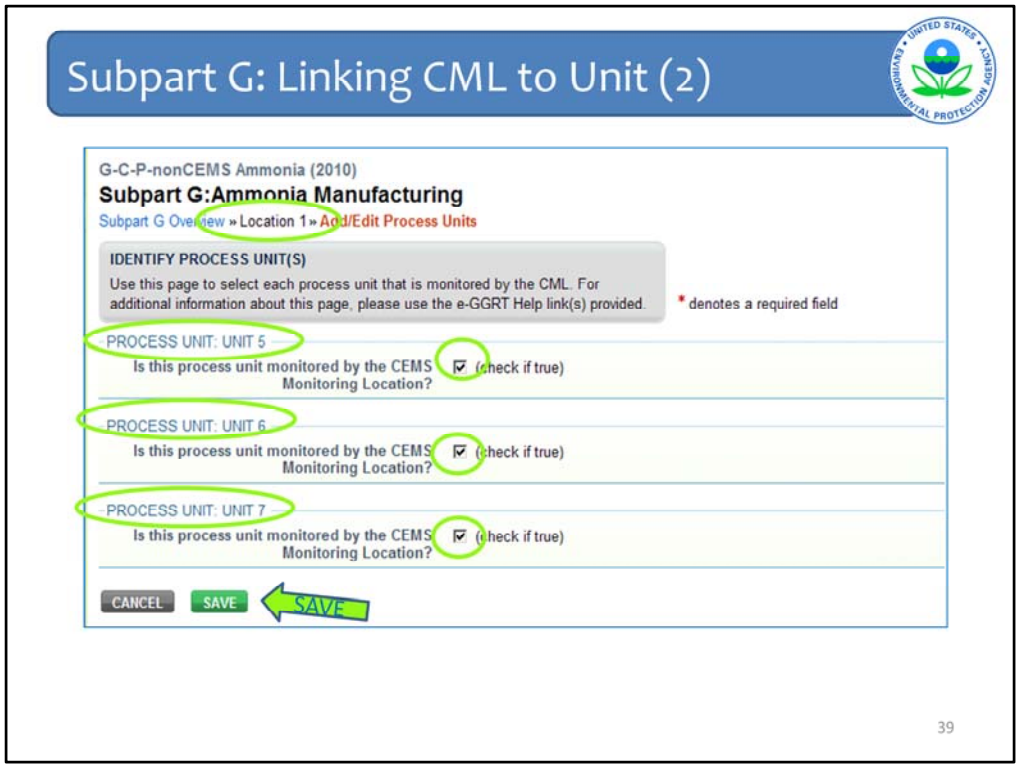
If your CML includes combustion emissions, you can download the optional calculation worksheets using the links provided. These spreadsheets are not collected by e-GGRT. Once the CH4 and N2O emissions are calculated, enter results from your worksheets into the red cells as shown.



Next is the “Additional Emissions Information” section which includes operating hours in the reporting year and the number of operating hours during which missing data procedures were used.

The final step at the bottom of this form (shown by the arrow) is to LINK the emissions monitored by this CML to the appropriate CEMS unit or units.

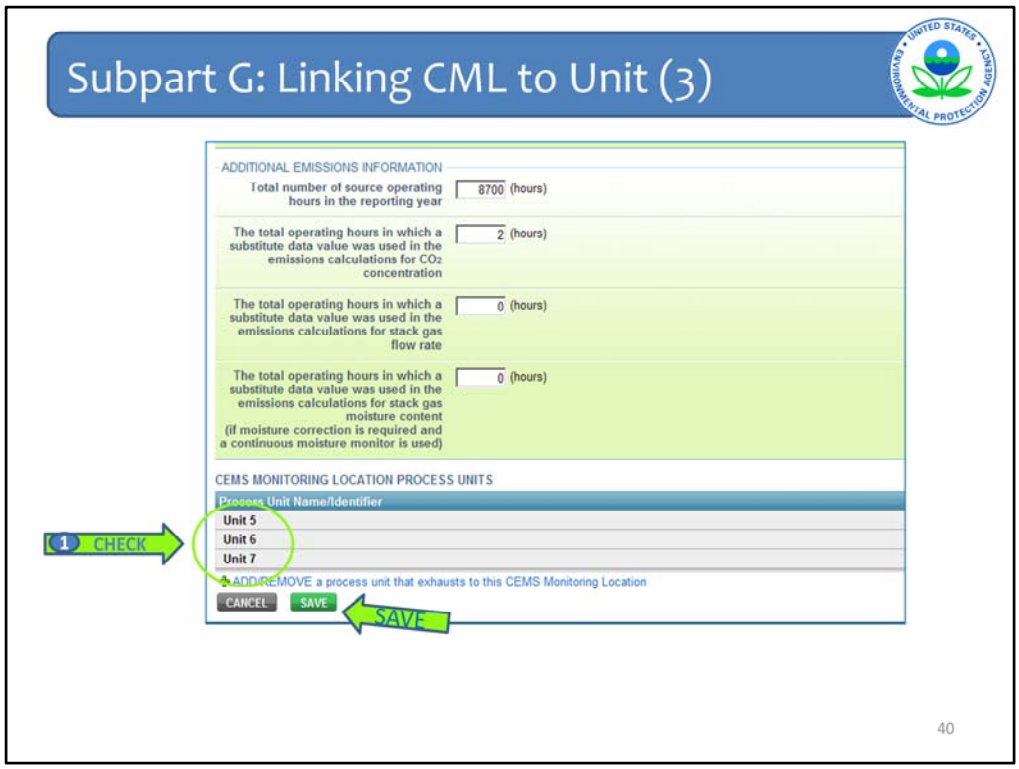
Click the “Add/Remove a process unit that exhausts to this CEMS monitoring location” hyperlink.



Clicking on the hyperlink will open this simple form.

Click the checkboxes to link the CEMS monitoring location we just entered (Location 1) to these three units.

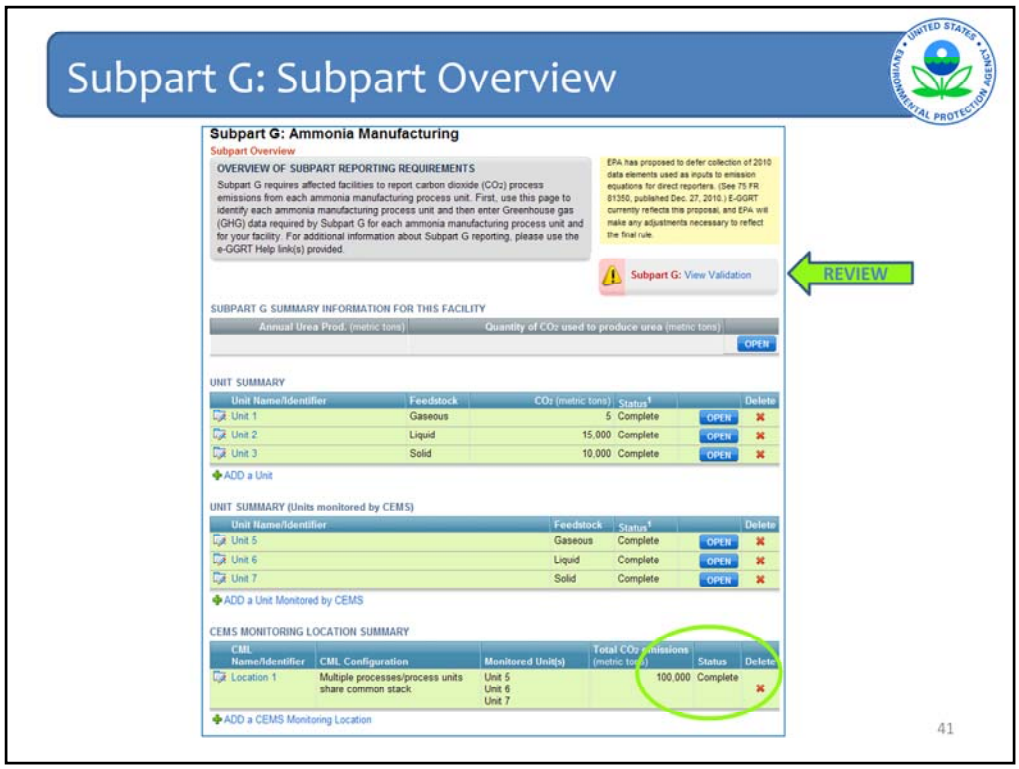
Be sure again to hit the green “SAVE” button to return to the CEMS MONITORING LOCATION page.



When you return to the CEMS MONITORING LOCATION PAGE – Scroll down to the bottom of the page and you should see Units 5, 6 and 7 now linked to this CML in the table.

This means that the emissions from all three units are vented to the stack that is monitored by this CEMS location.

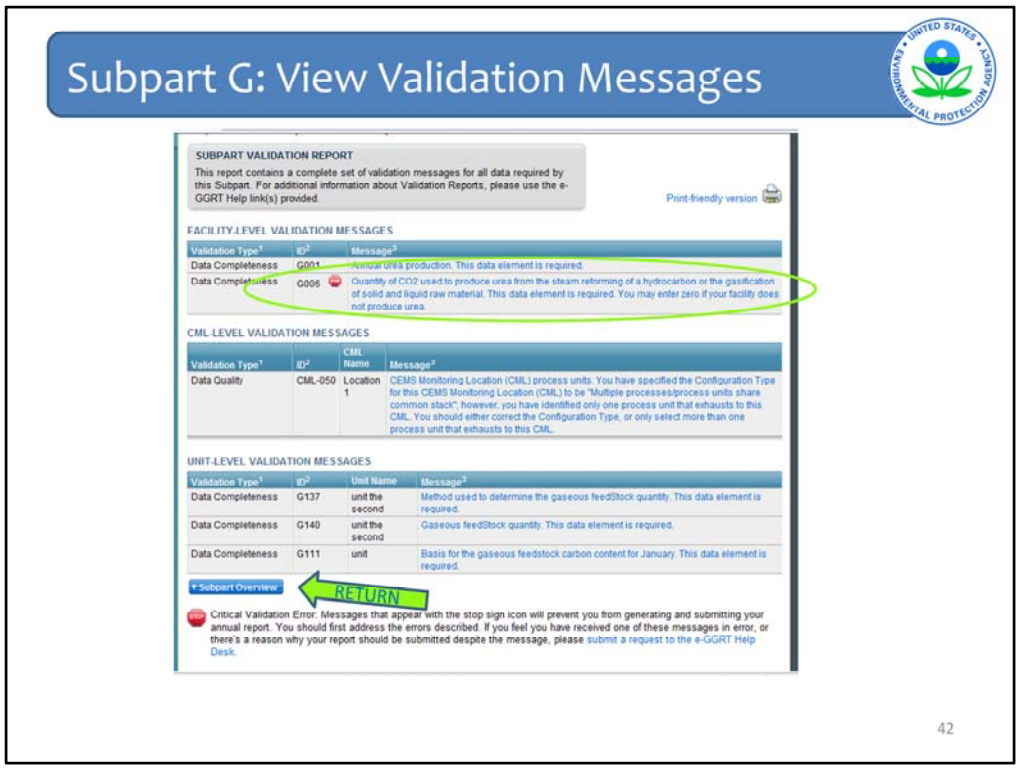
Once you have confirmed that your CEMS location is linked to the appropriate units and all other data entry on this page is complete, hit the green “SAVE” button to return to the Subpart G Overview page.



Once you return to the Subpart G overview page, if you have completed data entry for the CML, you should see that the status column indicates that data entry is complete as shown on this screen with the circle. You can also see the total CO2 emissions monitored by the CEMS Monitoring Location.

Since we have entered most of the necessary information and our tables indicate that data entry is complete, it is a good time to check the Validation Box (as shown by the arrow). The Validation Box indicates whether we have validation errors.

When the validation box is red and shows an exclamation mark, we have validation errors that require review. An validation error can mean that a required field was left blank, the data appears higher/lower than expected, or some other type of data quality error. So let's check the validation report page by clicking on the blue hyperlinked text "View Validation."



You will now be on the Subpart G Validation Report page.

There are many types of validation messages that could be generated based on the data you have entered for Subpart G. As you can see from reviewing this page, the messages are grouped into three overall categories:

1. Facility-level messages
2. CML-level messages (CML is short for CEMS Monitoring Location)
3. Unit-level validation messages.

Currently, we have 2 data completeness messages associated with facility-level information; 1 data quality message associated with CML-level information; and 3 data completeness messages associated with unit- level information.

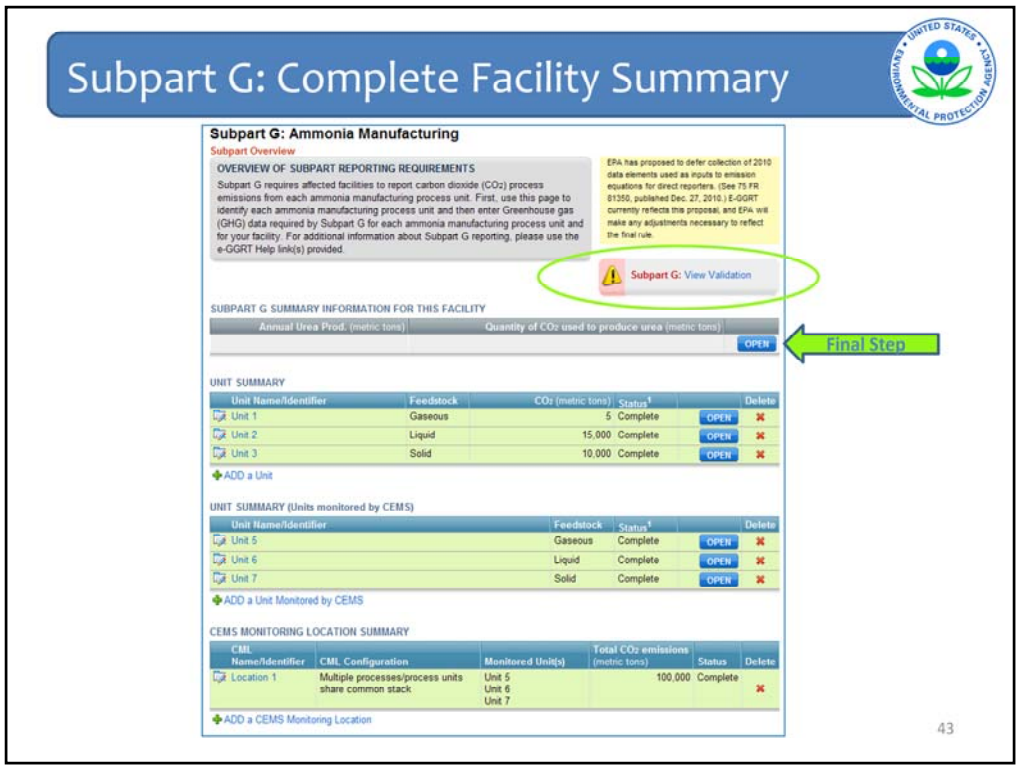
Notice that, for your convenience, each message text is a hyperlink to the e-GGRT page where the warning was generated.

You may also receive a data quality message that indicates that particular values you entered fall outside of an EPA estimate range. In those cases, you should check the data for any errors or typos, but, if you believe the data to be correct, then you should still submit that data.

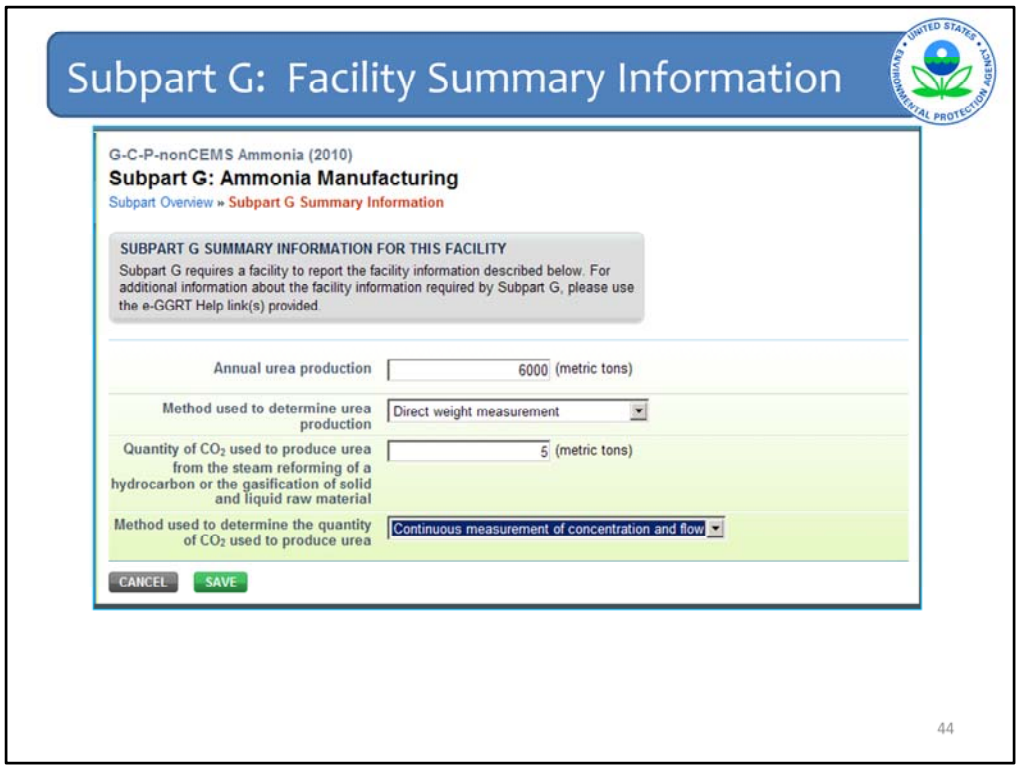
Note that one of the data completeness errors is marked with a Stop Sign. These types of errors are "Critical Validation Errors" and prevent you from generating and submitting your annual report unless they are addressed. Please address these errors before generating your annual report.

We are seeing the first 2 messages because we have not completely entered facility level information in the first summary table on the Subpart G Overview page. If you recall we identified this as the final step for completing the Subpart G reporting process.

The other messages can be corrected by clicking the hyperlinks.



To finish entering remaining information identified on the Validation Report page, click on the blue “OPEN” button in the subpart G Summary Information for this facility section as shown by the arrow marked “final step.”

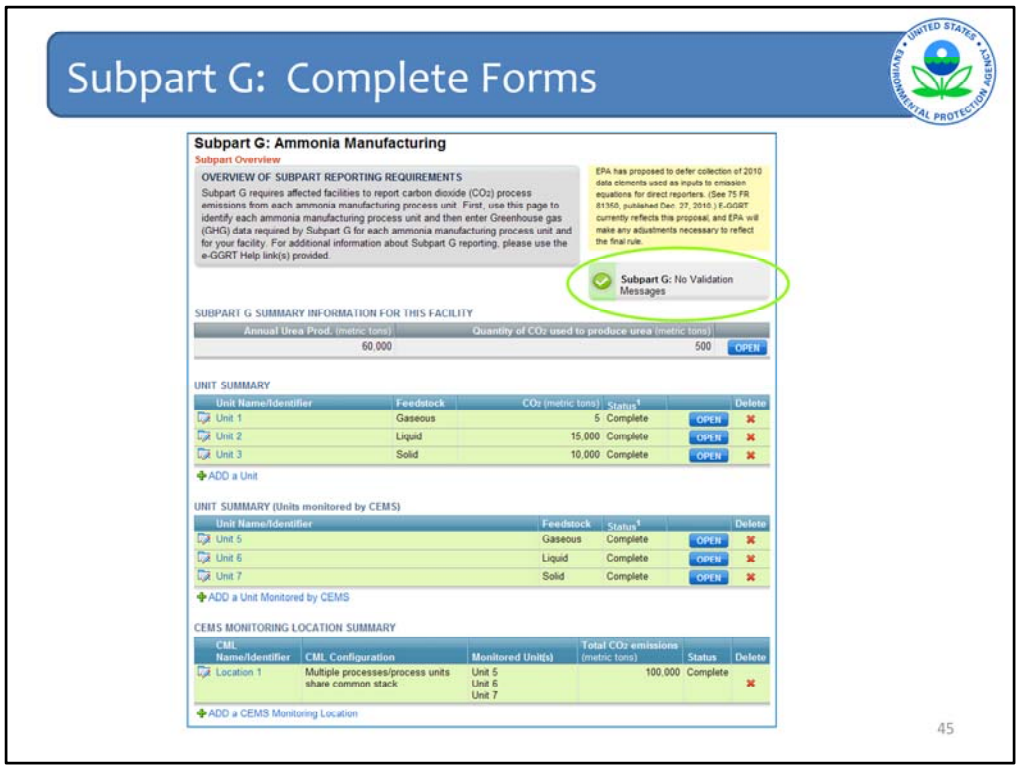


You are now on the Subpart G Summary Information form.

This form is used to enter facility level information for the ammonia facility. This information includes the amount of urea production and the quantity of CO2 used to produce urea (both in metric tons) and the methods used to determine these quantities.

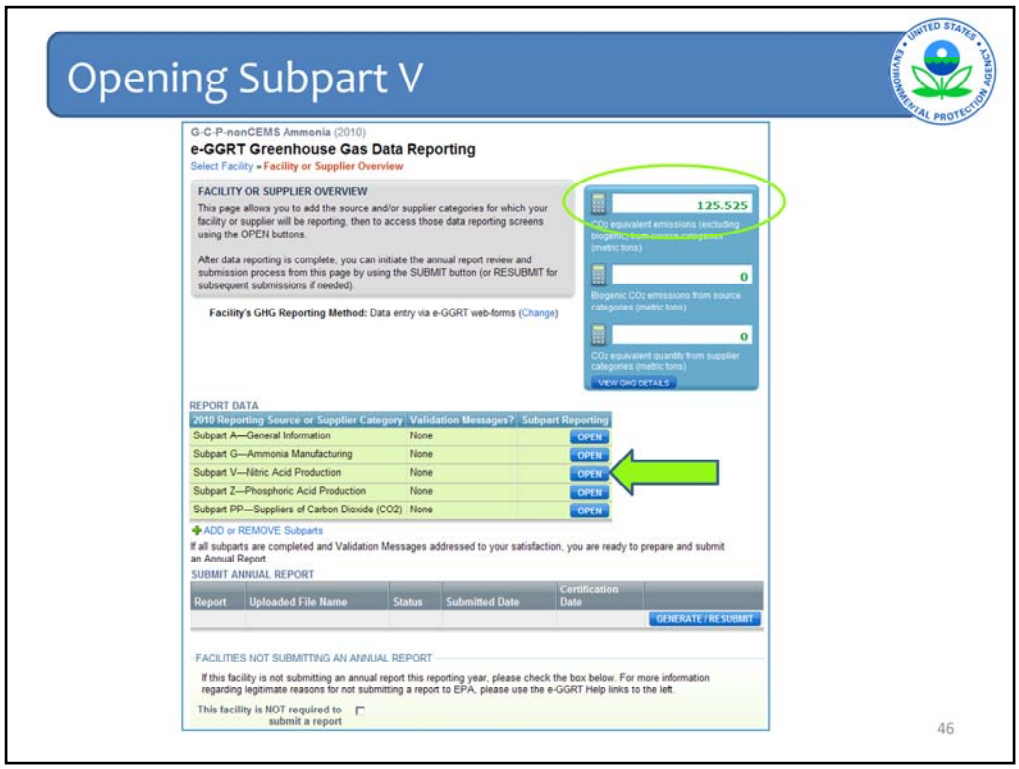
As shown by the drop down, you have a choice of three methods to determine urea production and three methods to determine the quantity of CO2 used to produce urea.

As with other forms, confirm your entries by clicking save to return to the Subpart G Overview page.



Now when you return to the Subpart G overview page, you will see no validation messages, as shown by the green circle.

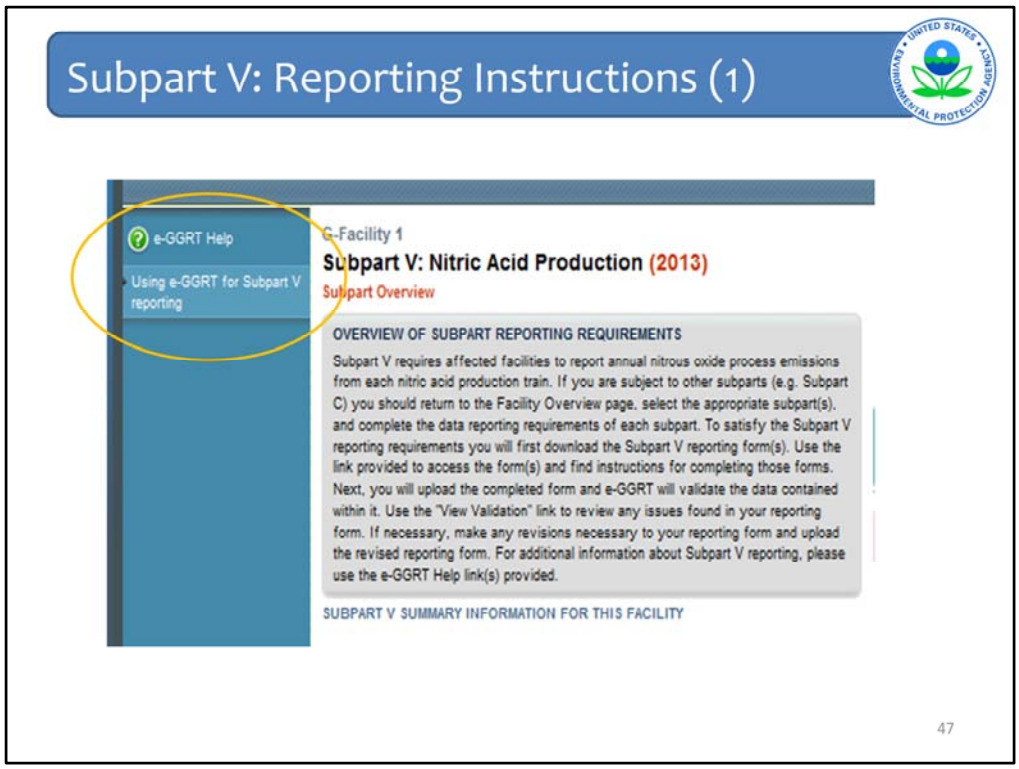
You have now completed all data entry for Subpart G and can scroll down to the bottom of the page. Click “Facility Overview” to return to the Facility Overview page to finish data entry for the other subparts.



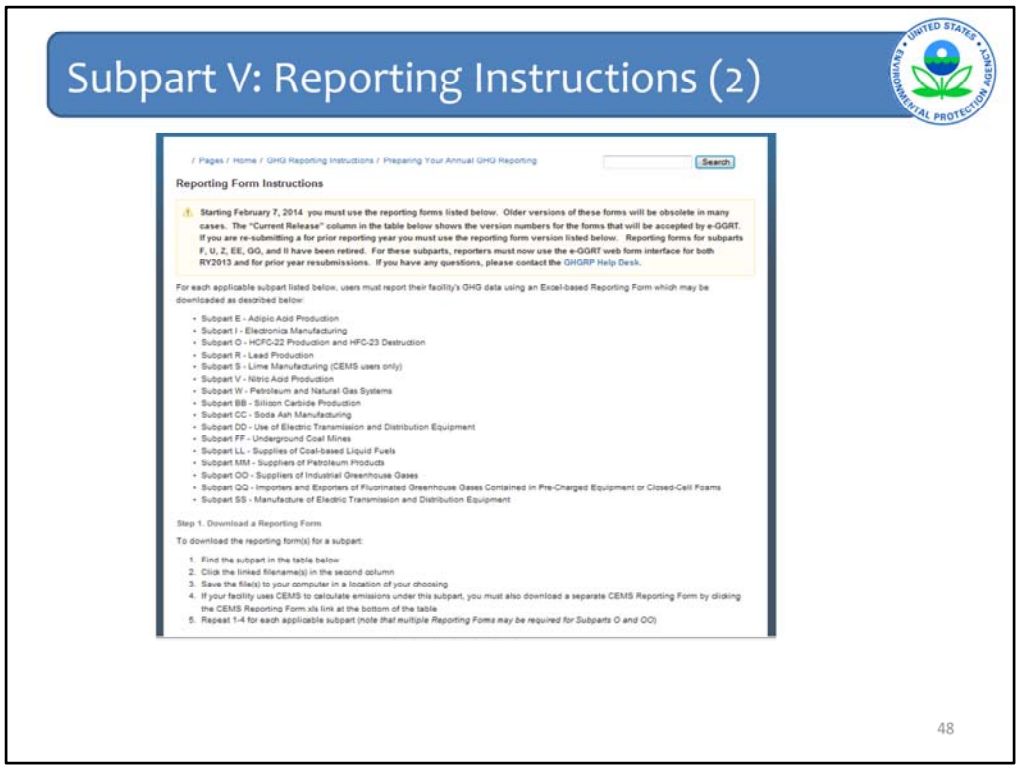
We are now ready to complete the Subpart V form, but first let's check the emissions generated from our Subpart G form completion.

On the Facility Overview page you should now see the total CO2 equivalent emissions in metric tons from Subpart G Ammonia Manufacturing, as shown by the circle. We did not report any biogenic emissions for Subpart G so those are not shown here.

To begin reporting data for subpart V, let's open the reporting module by clicking the BLUE "OPEN" button as shown by the arrow.



On the next page, you will see a question mark in the left hand corner of the screen, as shown by the orange circle. By clicking below the question mark, you can get additional Reporting Instructions for Subpart V.



Certain subparts of the GHG Reporting Program use a streamlined interface. For these subparts there are NO page-by-page e-GGRT web-forms. There is a single page within e-GGRT.

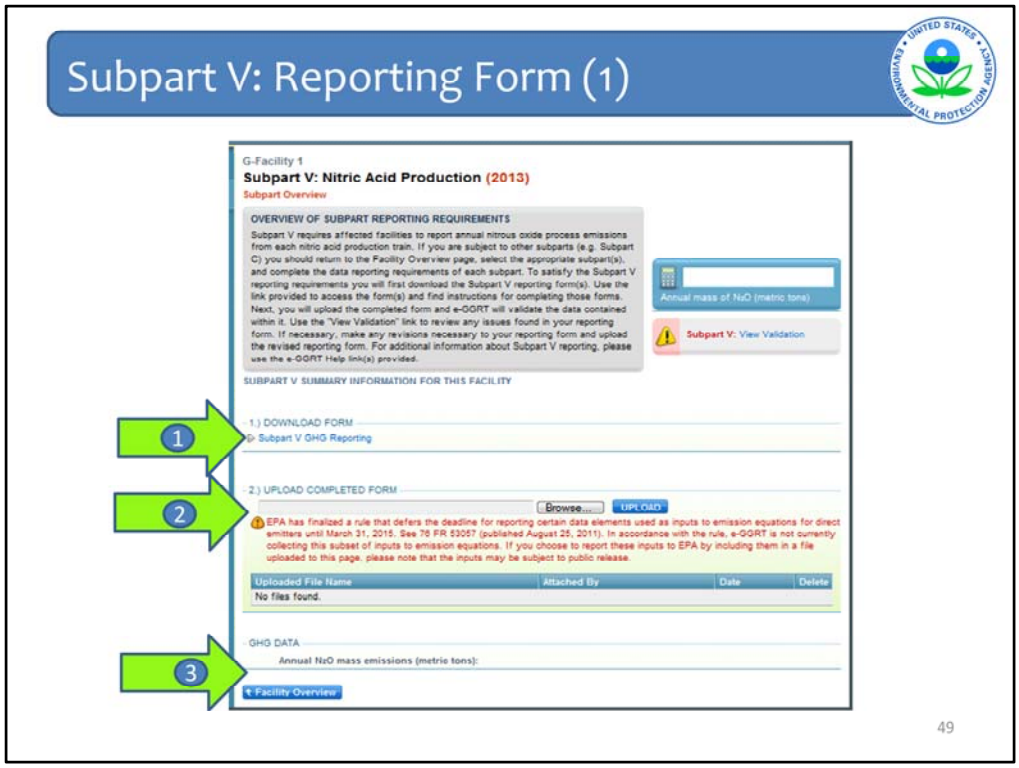
For these select subparts (which includes subpart V), you will download and complete a Reporting Form. The Reporting form will collect required data elements for the subpart.

Please do not confuse the Reporting Form with the Optional Calculation Worksheets.

The Reporting Forms are required to satisfy GHG reporting for certain subparts (including Subpart V) and must be uploaded into e-GGRT.

The Optional Calculation worksheets are not collected by e-GGRT.

This slide is what the Reporting Instructions screen looks like for all subparts with Simplified Reporting, including Subpart V. There are additional instructions as you scroll down the page, including how to download the Reporting Form.

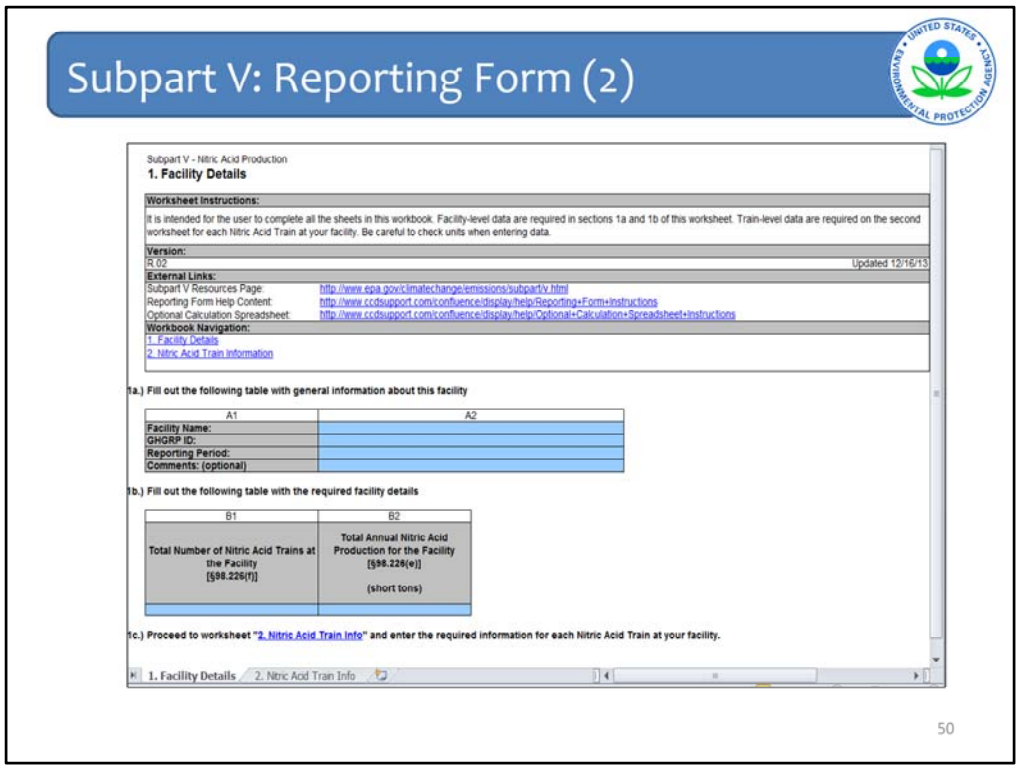


As indicated by arrow 1, the first step is to download the Subpart V reporting form.

Once you have downloaded the reporting form and entered the required data, use e-GGRT to upload the completed form in the area marked by arrow 2.

Once the reporting form is uploaded into e-GGRT, the Annual N2O mass emissions for the subpart will be calculated by the system and entered into the field marked by arrow 3.

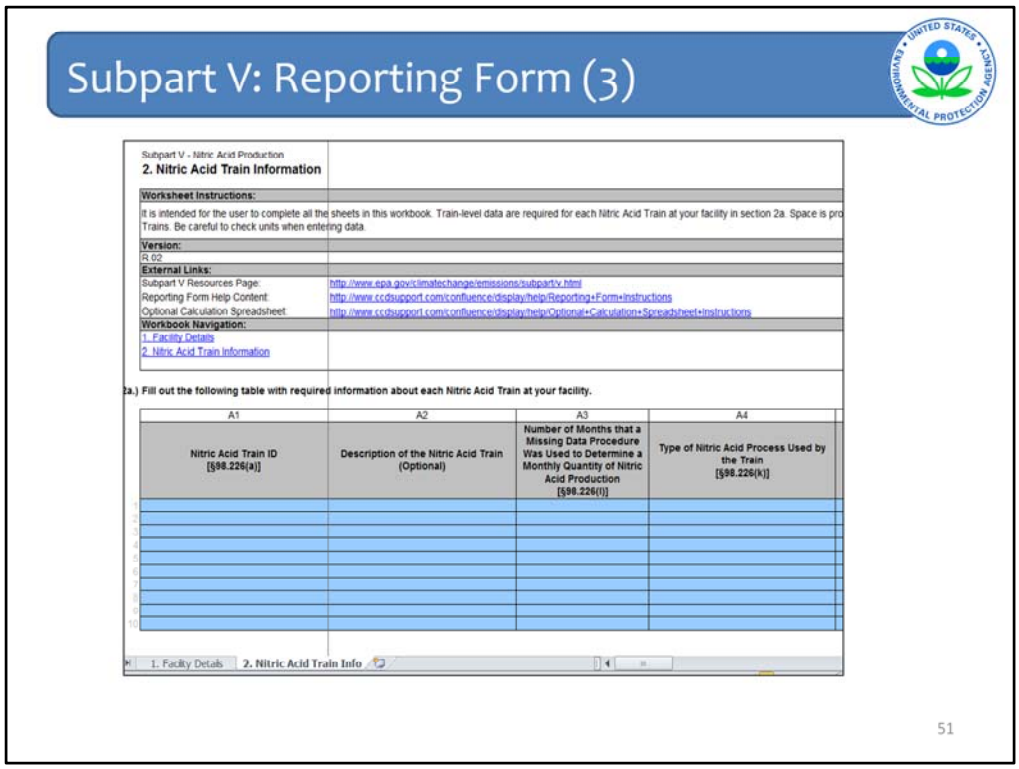
Let's start with the reporting form. The next slides show what the reporting form looks like.



First tab of the subpart V Reporting Form referencing facility-level details.

Ensure that the GHGRP ID entered into the form matches your facility.

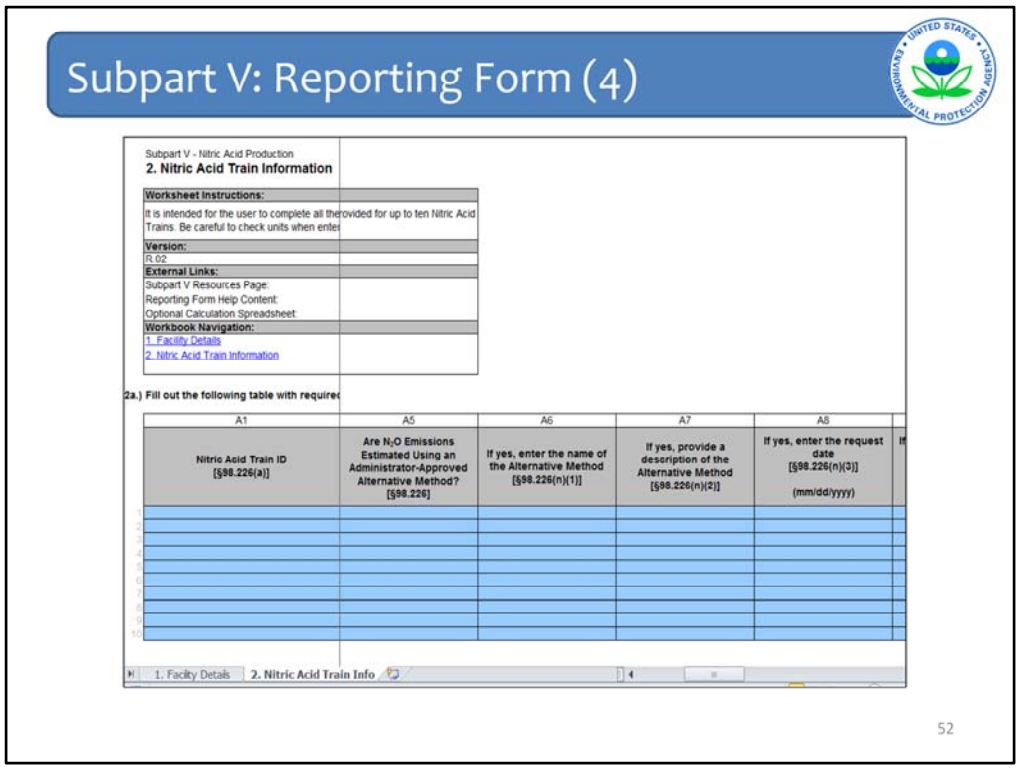
The reporting elements have rule references identified on the form for your convenience.



This is the second tab of the Subpart V Reporting Form. The responses relate to train-level information.

There are multiple slides because the reporting form is wide. On this first slide, you must enter the Nitric Acid Train ID, the number of months that a missing data procedure was used, and the type of nitric acid process employed by the train. You can also enter a description of the train but it is not required.

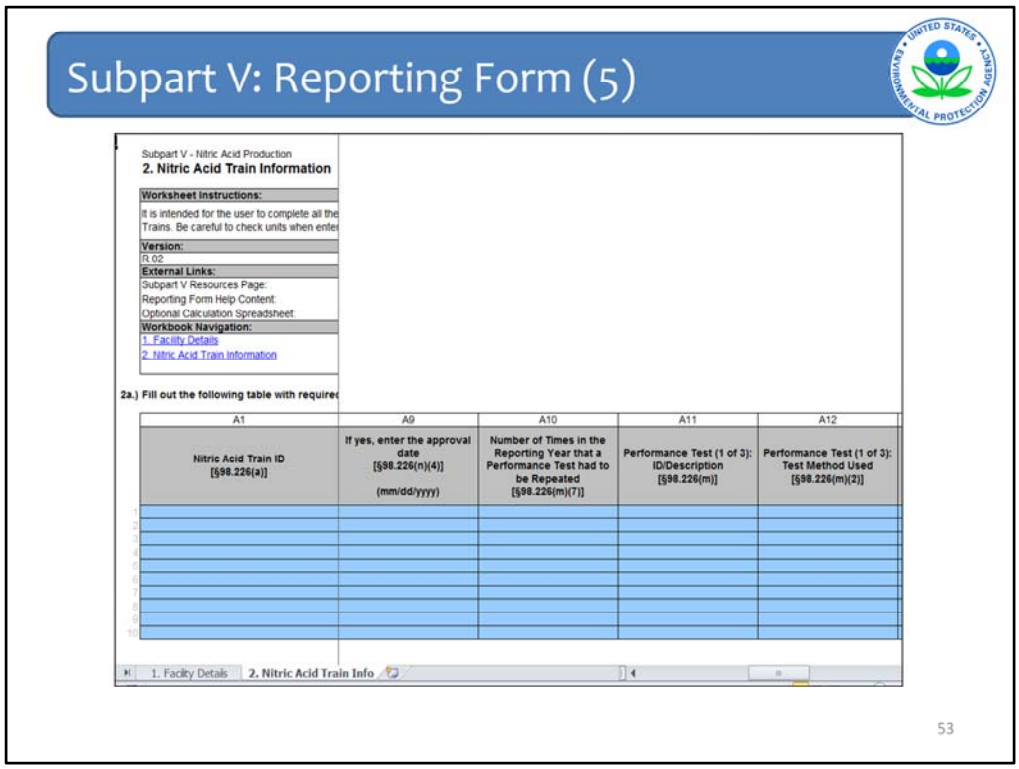
Complete all applicable fields.



The reporting form is wide so is shown on multiple slides, but the spreadsheet is formatted so that the Nitric Acid Train ID is always shown.

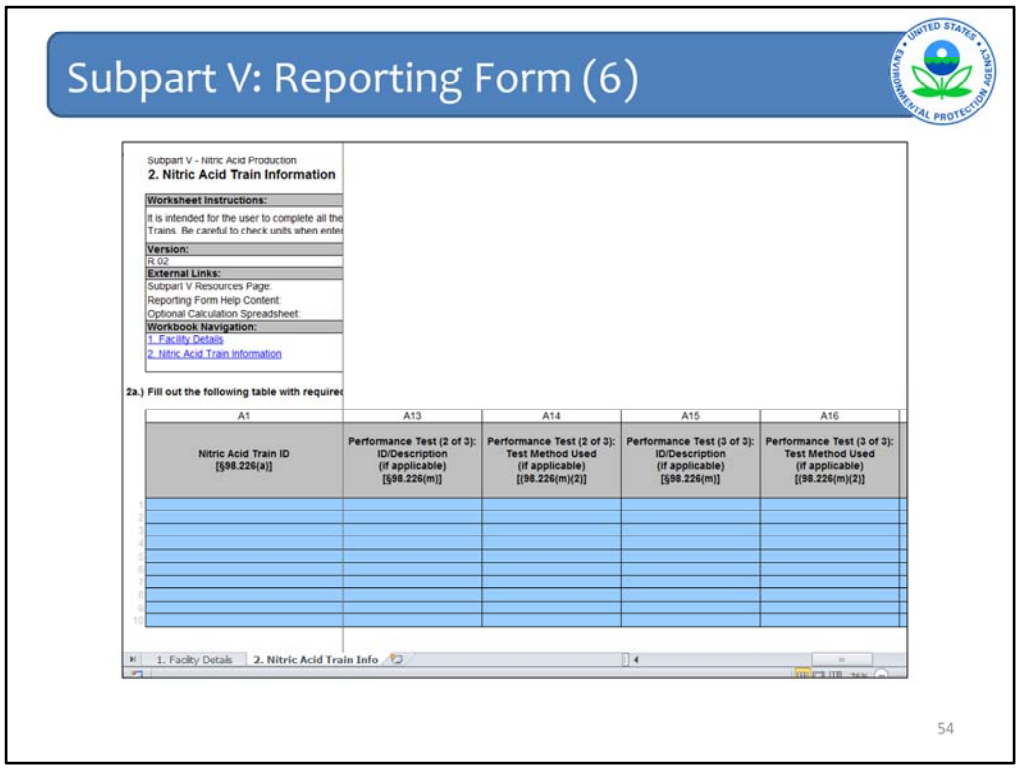
This screen asks you to answer whether the emissions were estimated using an Administrator Approved Alternative Method. If not, non-applicable fields will be blacked out. If you used an alternative method, continue by adding the name of the method, a description of the method, and the request and approval dates.

Complete all applicable fields.



This is the second tab of the Subpart V Reporting Form. The responses relate to train-level information.

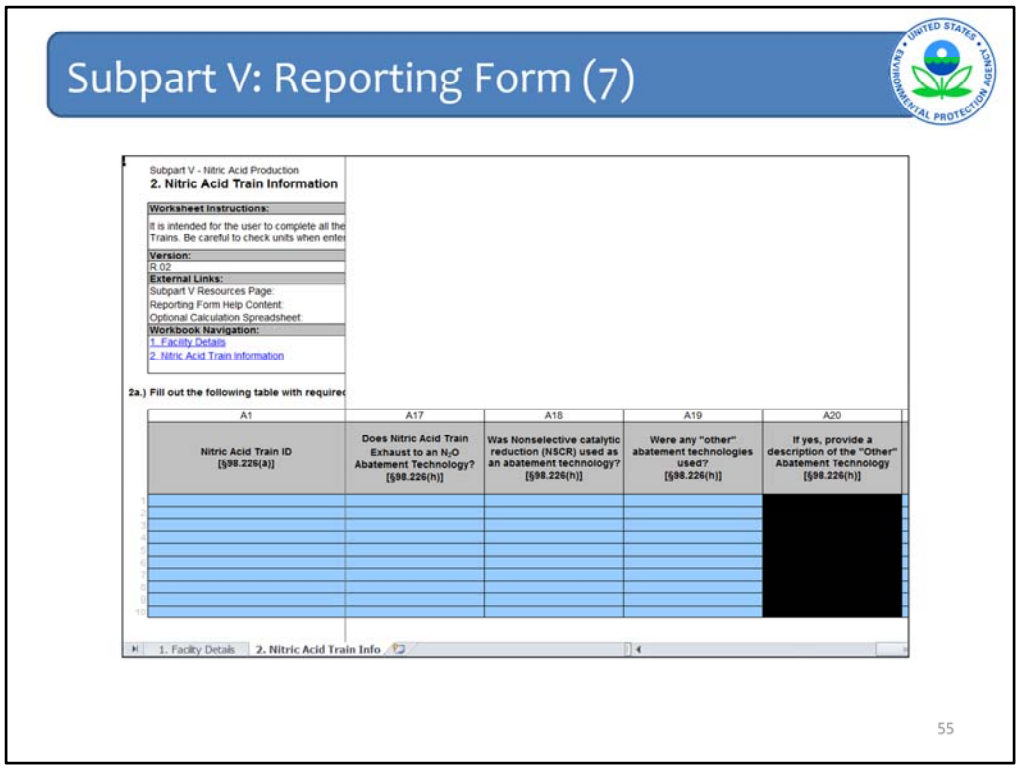
The next columns are about the performance test. If you indicated that you used an alternative method, these fields will be blacked out.



This is the second tab of the Subpart V Reporting Form. The responses relate to train-level information.

These columns relate to whether or not you repeated a performance test. If you used an alternative method, these fields will be blacked out.

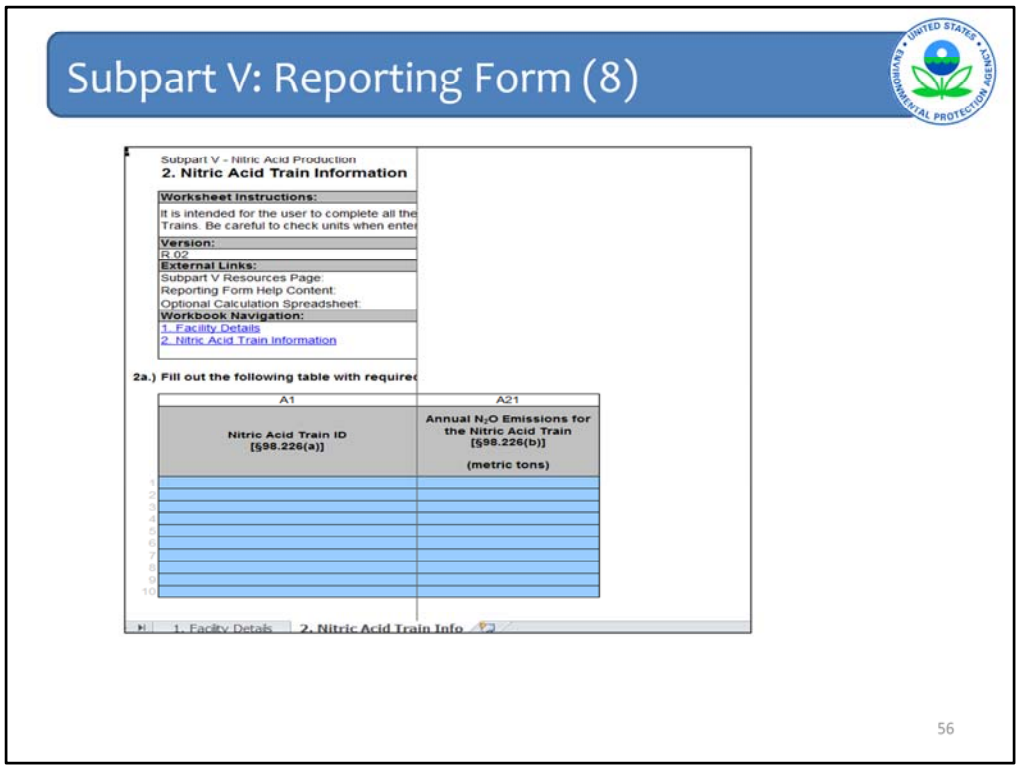
Complete all applicable fields.



This is the second tab of the Subpart V Reporting Form. The responses relate to train-level information.

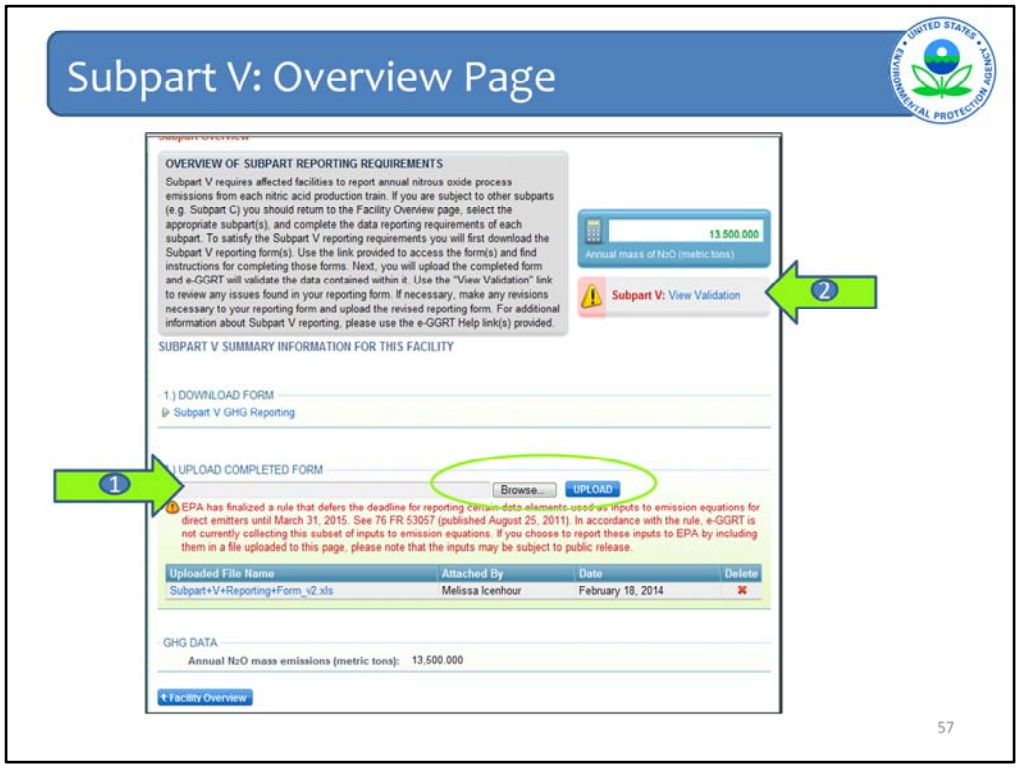
These columns relate to the use of abatement technology. Depending on your answer to column A17, some columns will be blacked out.

Complete all applicable fields.



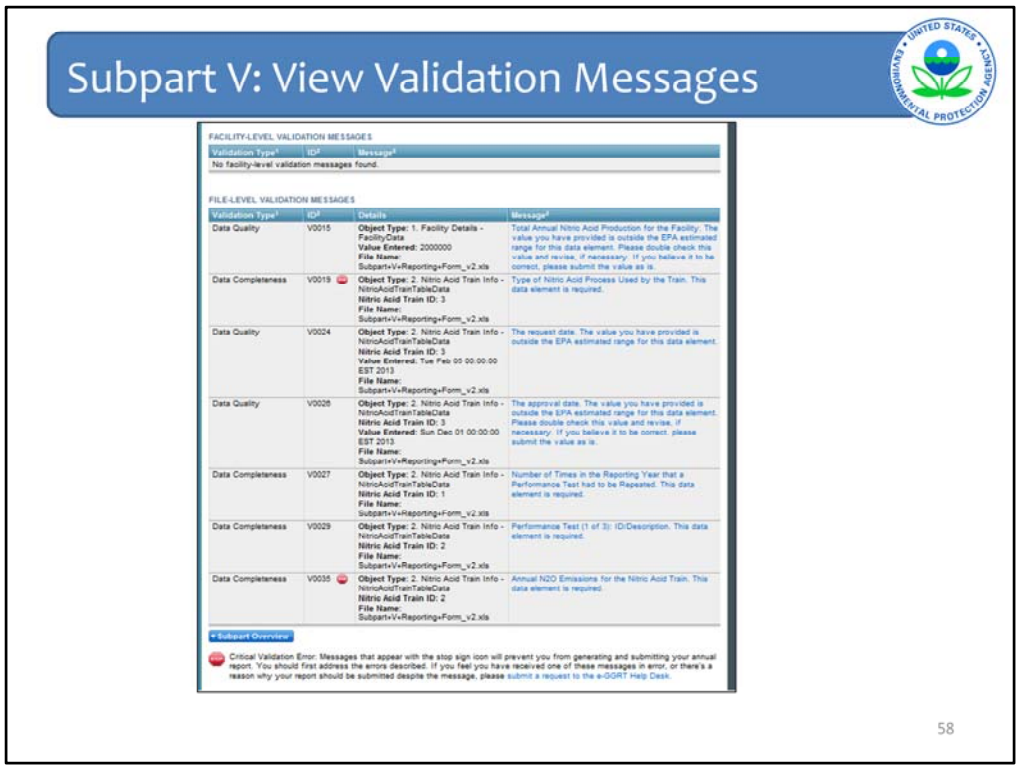
This is the second tab of the Subpart V Reporting Form. The responses relate to train-level information.

The final column is the annual amount of N2O emissions emitted from each of the nitric acid trains.



After completing the Reporting Form, upload to the e-GGRT system as shown by the circle and arrow 1. It is probably best to add your facility name to the file. This is especially important if you are reporting for multiple facilities.

Click View Validation as shown by arrow 2.



You will now be on the Subpart V Validation Report page.

There are many types of validation messages that could be generated based on the data you have uploaded for Subpart V. As you can see from reviewing this page, the messages are grouped into two overall categories:

1. Facility-level messages
2. File-level validation messages.

Currently, we have 4 data completeness messages associated with file level information; and 3 data quality message associated with file level information.

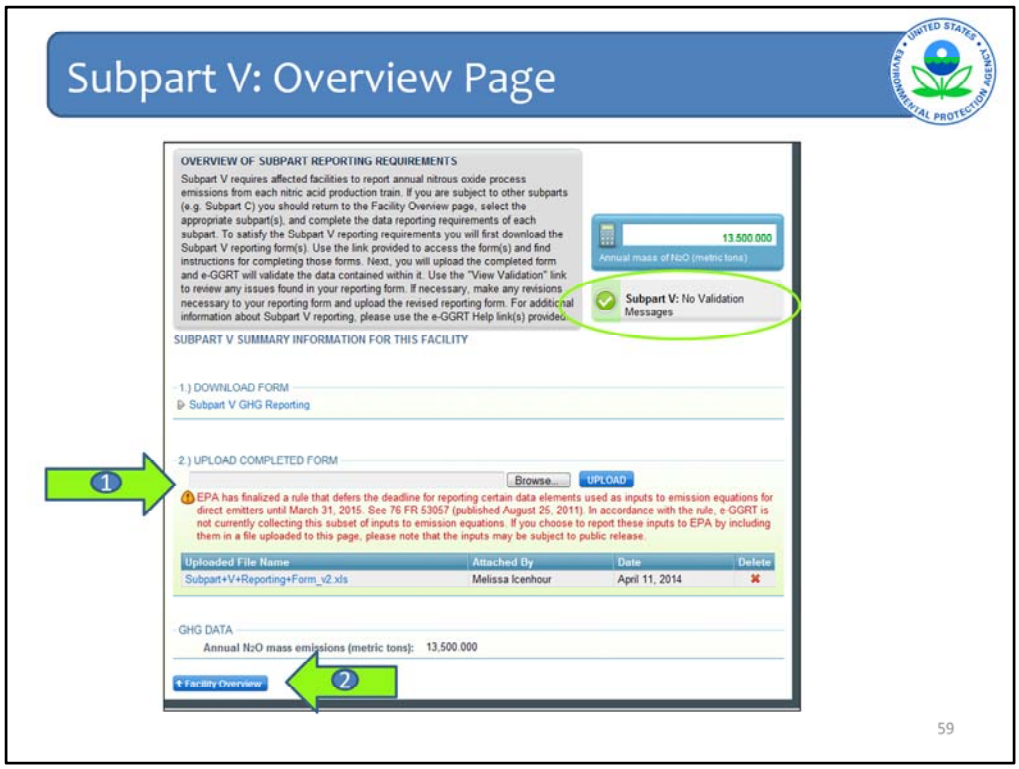
Notice that, due to the upload of a reporting form for this subpart, the hyperlinks return to the Subpart Overview Page.

Note that two of the data completeness errors are marked with a Stop Sign. These are “Critical Validation Errors” and prevent you from generating and submitting your annual report unless they are addressed. Please address these errors immediately.

In order to correct these errors, you must return to your reporting form.

Correct the stopper checks, so that no mandatory fields are left blank.

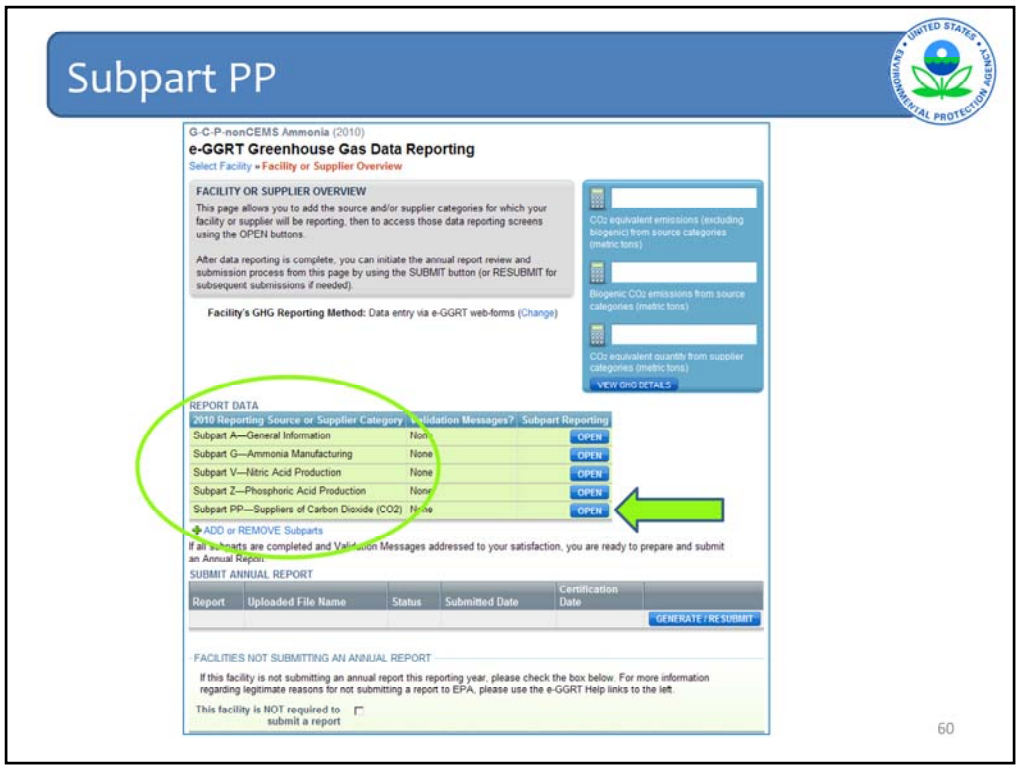
For the remaining errors, check your data for any mistakes or typos. If you believe the data



After changing the Reporting Form, upload to the e-GGRT system as shown by arrow 1. It is probably best to add your facility name to the file. This is especially important if you are reporting for multiple facilities.

As shown by the green circle, all errors have been corrected.

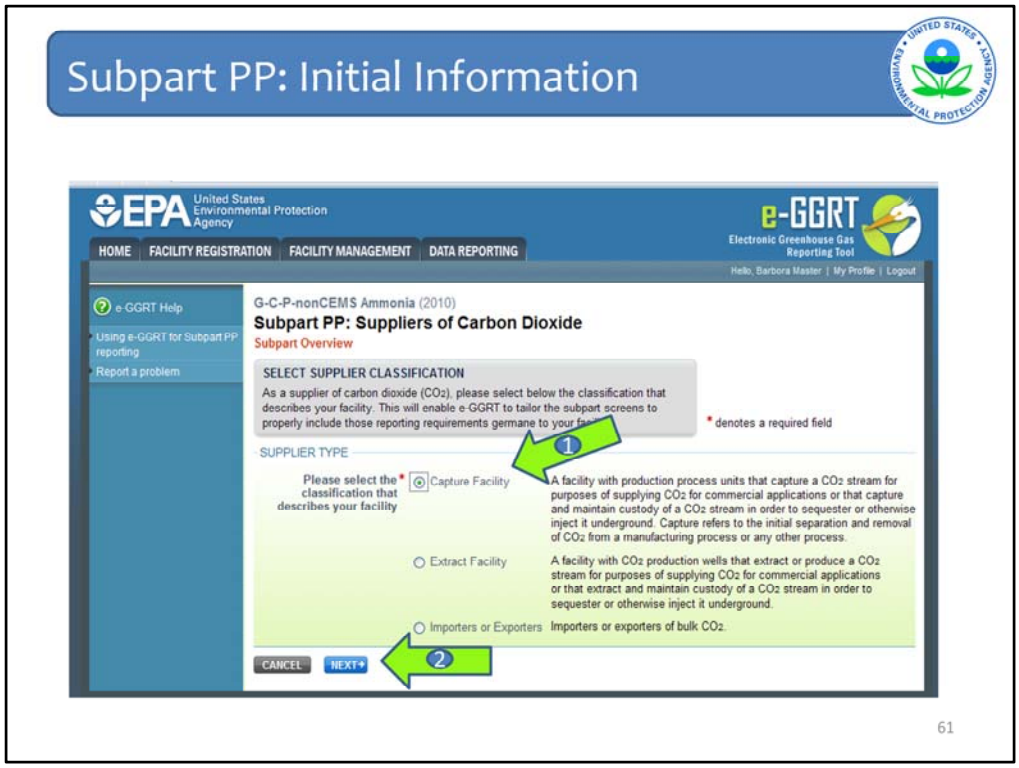
Click Facility Overview as shown by arrow 2.



Now let's move on to Subpart PP: Suppliers of Carbon Dioxide.

On the Facility Overview page you should see Subpart PP listed in the Report Data table. See it listed in the fifth row.

To begin reporting data under subpart PP, let's open the reporting module by clicking the BLUE "OPEN" button to the right of Subpart PP, as shown by the arrow.

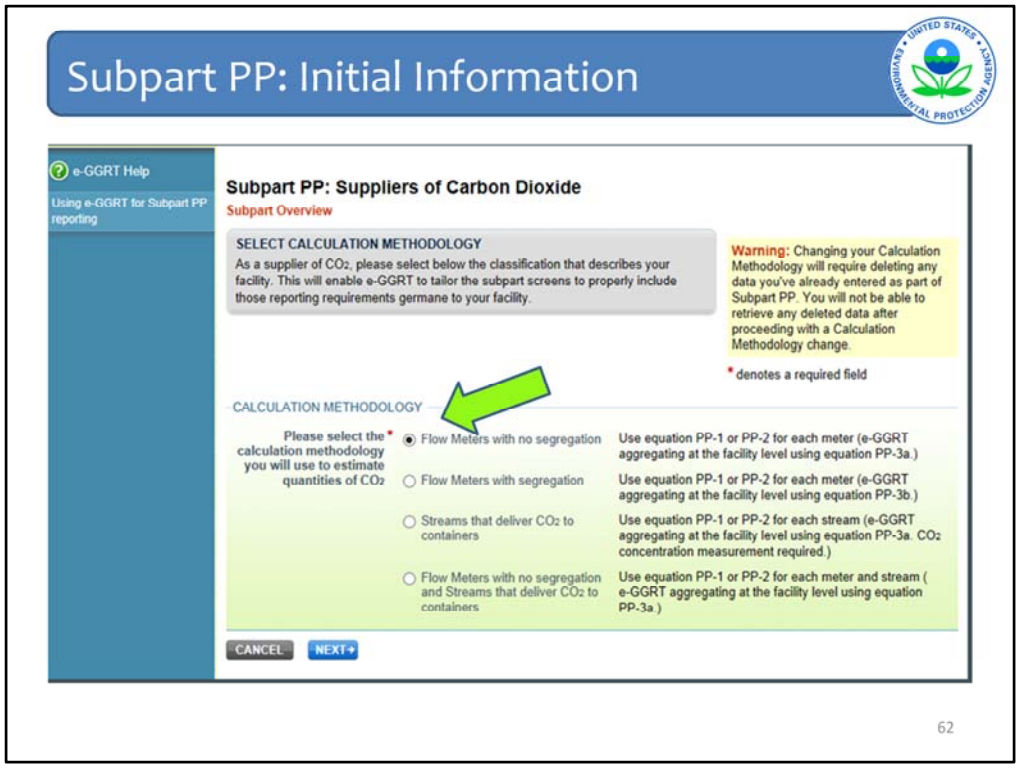


Before e-GGRT can direct you to the appropriate Subpart Overview page – also known as the subpart PP home page – you must enter some initial information on two forms.

First, on this form, there are three supplier types. When you arrive at this form for the first time, the three radio buttons will be blank. You must select one in order to advance to the next form, so select the one that applies to you.

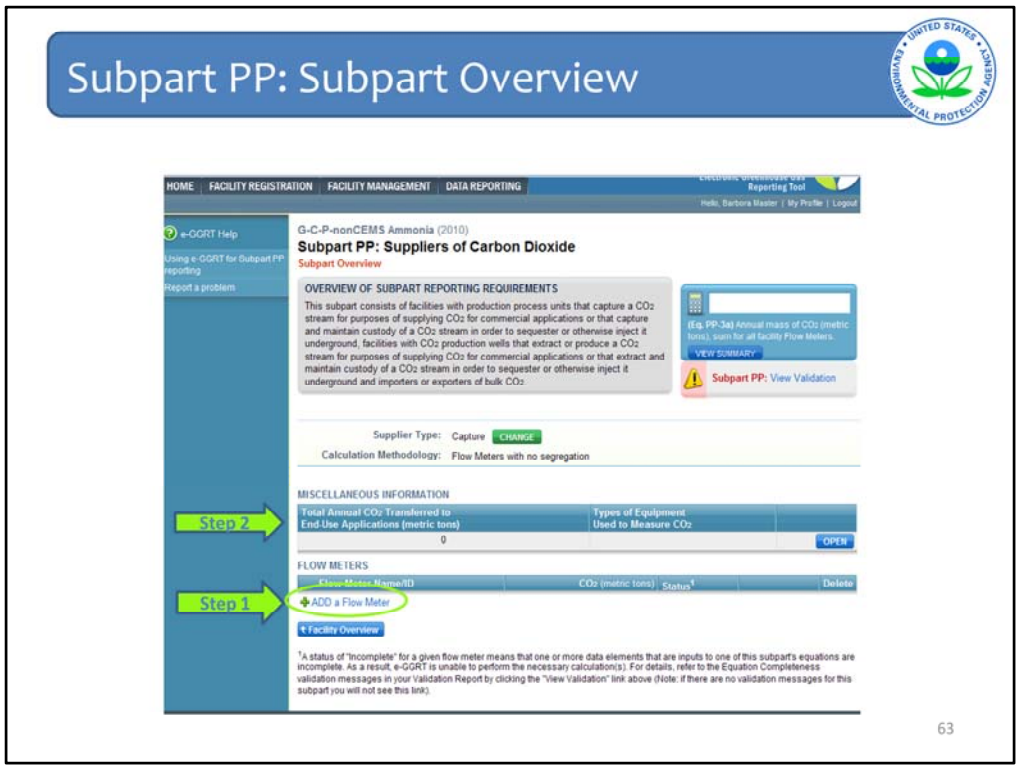
This training walks through the “Capture Facility” and “Importers or Exporters” reporting configurations. We will not go over the “Extract Facility” because it is very similar to the “Capture Facility” configuration.

Let’s start as a “Capture Facility”. Let’s begin by clicking on the radio button next to “Capture Facility” as indicated by the first arrow. To accept your selection and continue to the next page, hit the blue “NEXT” button as indicated by the second arrow.



After selecting “capture facility” as your supplier type, you will be directed to the second initial form. On this page, you must select your calculation methodology. You have four choices.

For this first example, let’s select “Flow meters with no segregation”. To accept your selection and continue to the next form, hit the blue “NEXT” button at the bottom of the form.



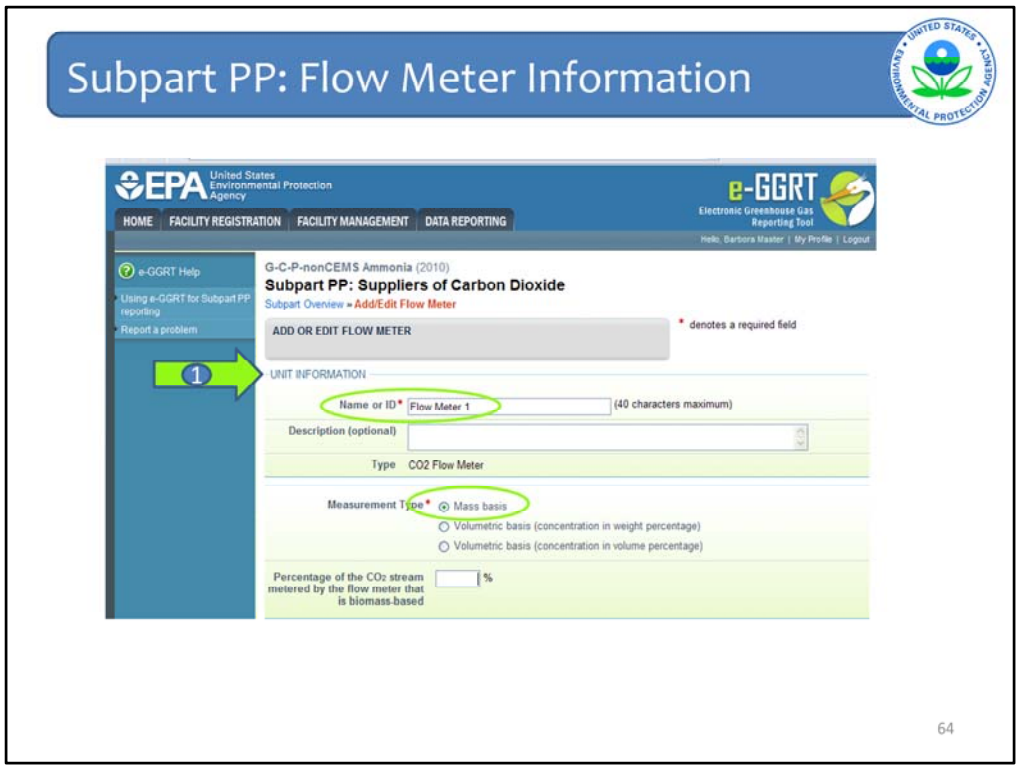
Once you select “save” you will be directed to the subpart PP Overview Page. This is the subpart PP home page.

This page has 2 main sections where you will need to enter data.

The first section is “MISCELLANEOUS INFORMATION”. This table will include supplier-level information so it is best to complete this section after entering unit-specific information in the second section.

The second section is the “FLOW METERS” table. Here you will enter information required for each flow meter. This will be the first step as noted on the screen. Let’s start there.

To enter information required for each flow meter, let’s begin by clicking on the blue hyperlink “ADD a Flow Meter” as shown by the step 1 arrow and the green circle.

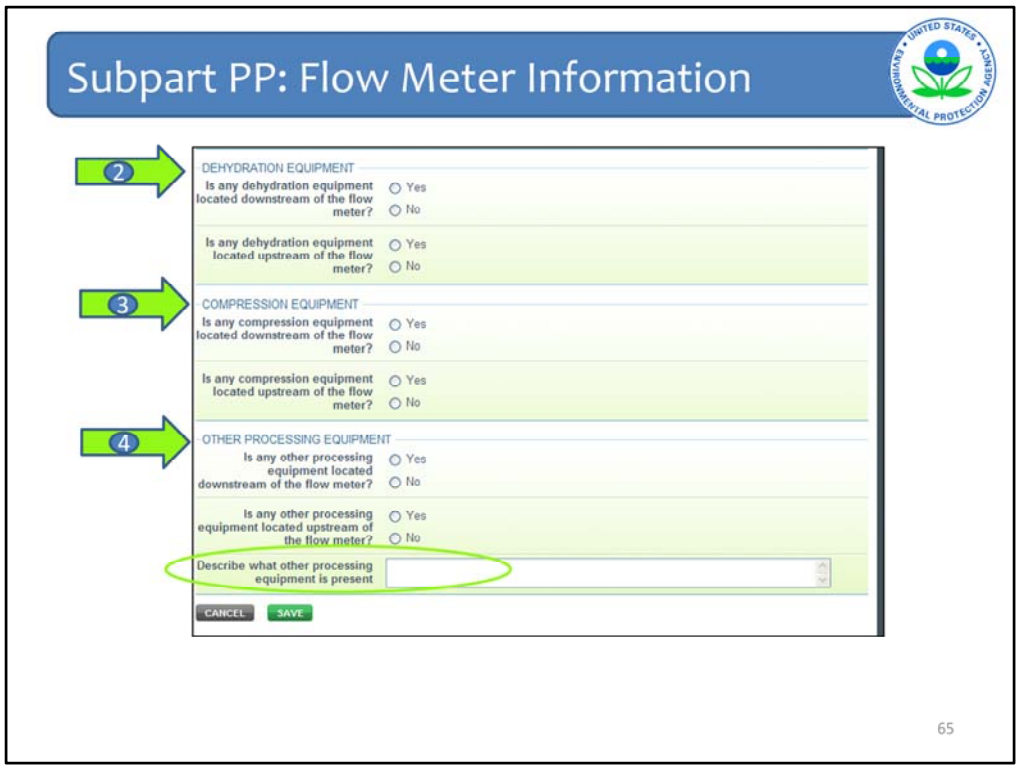


You will be directed to the "Add/Edit Flow Meter" form. On this form, the red star denotes data that you must enter in order to advance to the next form. This form has 4 sections where you will need to enter data. The form is too long for one screen shot, so let's go over this form in two slides.

In the first section - "UNIT INFORMATION" – enter the unit name or ID, the description (optional), the measurement type, and the percentage of the CO2 stream metered by the flow meter that is biomass based.

If you choose Volumetric basis (concentration in weight percentage), you will need to enter the quarterly density in metric tons per standard cubic meters on the equation page. If you choose Volumetric basis (concentration in volume percentage), the quarterly density of CO2 required by the rule will be automatically displayed on the equation page.

For this example, let's enter a unit name of "Flow Meter 1" and let's select "mass basis" for measurement type to reflect that the flow meter is a mass flow meter.



This slide shows the bottom half of the “Add/Edit Flow Meter” form from the previous slide.

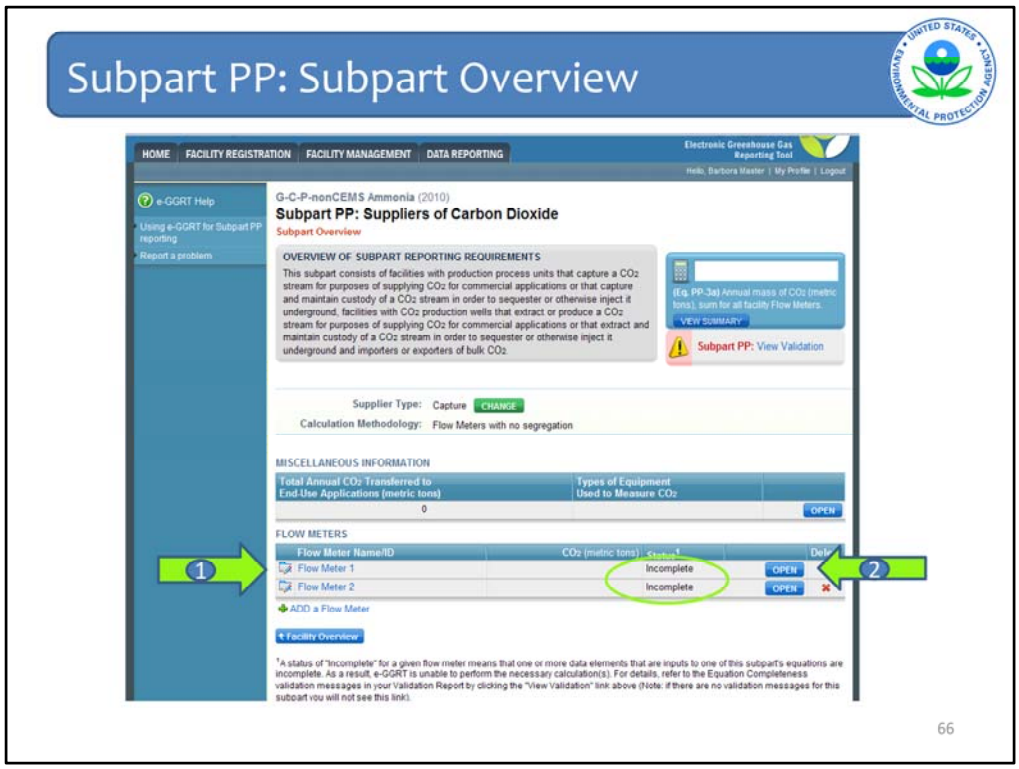
In the second, third, and fourth sections, enter information about the location of the flow meter.

In the second section, enter whether you have dehydration equipment located upstream of the flow meter or downstream of the flow meter. You can enter “no” to both questions, “yes” to both questions, or “yes” to one and “no” to the other. Enter whatever information reflects your site configuration.

In the third section, do the same for compression equipment.

In the fourth section, do the same for any other processing equipment. If you select “yes” to one or both of the “other processing equipment” questions, you must enter a description in the text box of the “other processing equipment” as indicated by the green circle.

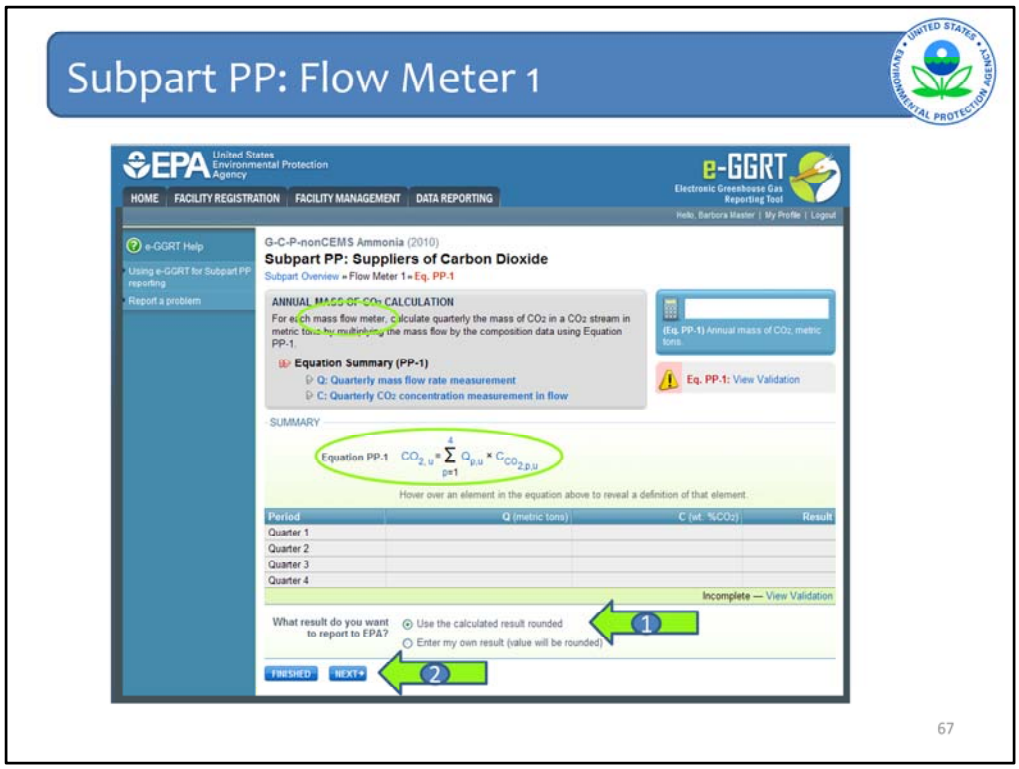
Once you have entered all the relevant information hit the green “SAVE” button to continue.



You will be redirected back to the Subpart PP Overview page, where the FLOW METERS table (shown by arrow 1) will contain the name of the flow meter you have entered. I added Flow Meter 2 in the same manner as Flow Meter 1, except I selected “volumetric basis (concentration in volume percentage)” as the measurement type. We will see how the difference in measurement type impacts some subsequent forms later.

As you read across the rows, you can see that the “Status” fields are still “incomplete” for the flow meters because we still need to enter CO2 supply information.

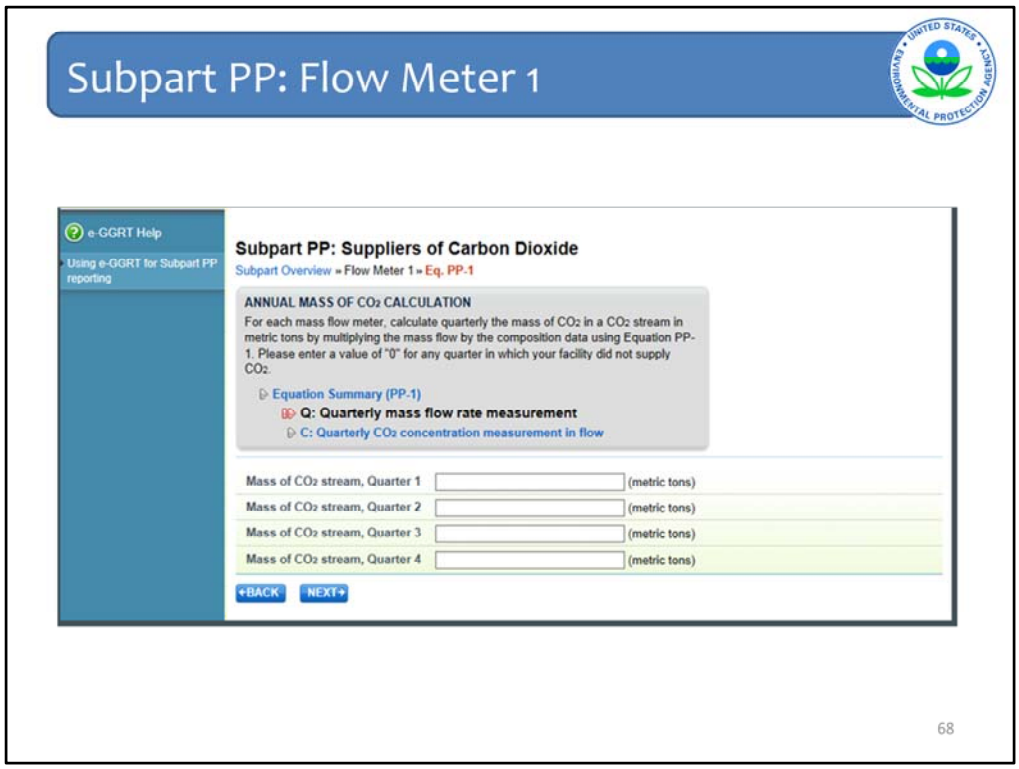
We will begin by entering the additional information for Flow Meter 1. Click the blue “OPEN” button for “Flow Meter 1” as shown by arrow 2.



Since we selected “mass basis” as the measure type for Flow Meter 1 in the previous form, this form is tailored to prompt you for information on a mass flow meter, per equation PP-1.

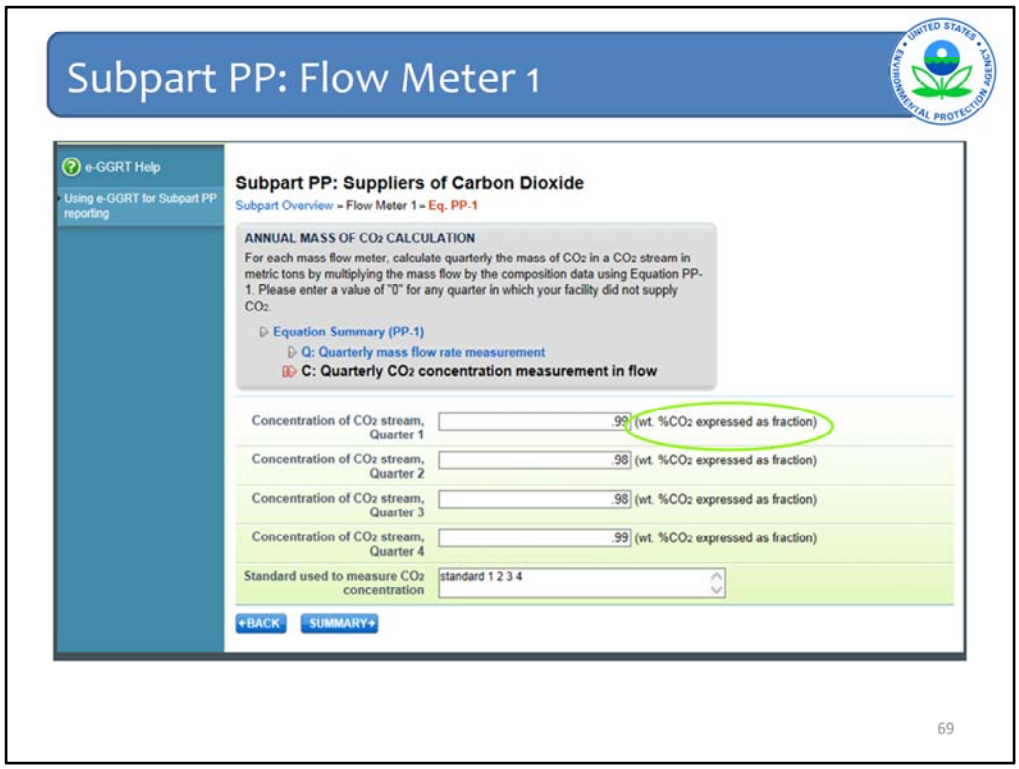
For the question “What result do you want to report to EPA?”, the default answer is “use the calculated result rounded” as indicated by arrow 1. Alternatively, you may choose the second option, to override the calculated result, by entering your own result. If you decide to use this alternative, I suggest that you wait until later in the process to do so. Whether you use the calculated result or enter your own result, you must enter the required quarterly information on quantity and CO2 concentration. So, it is most sensible to enter that information first and see the calculated result before deciding whether to enter your own result. You will be navigated back to this screen and can enter your own result at that time.

To advance to the next screen, click the blue NEXT button (arrow 2).



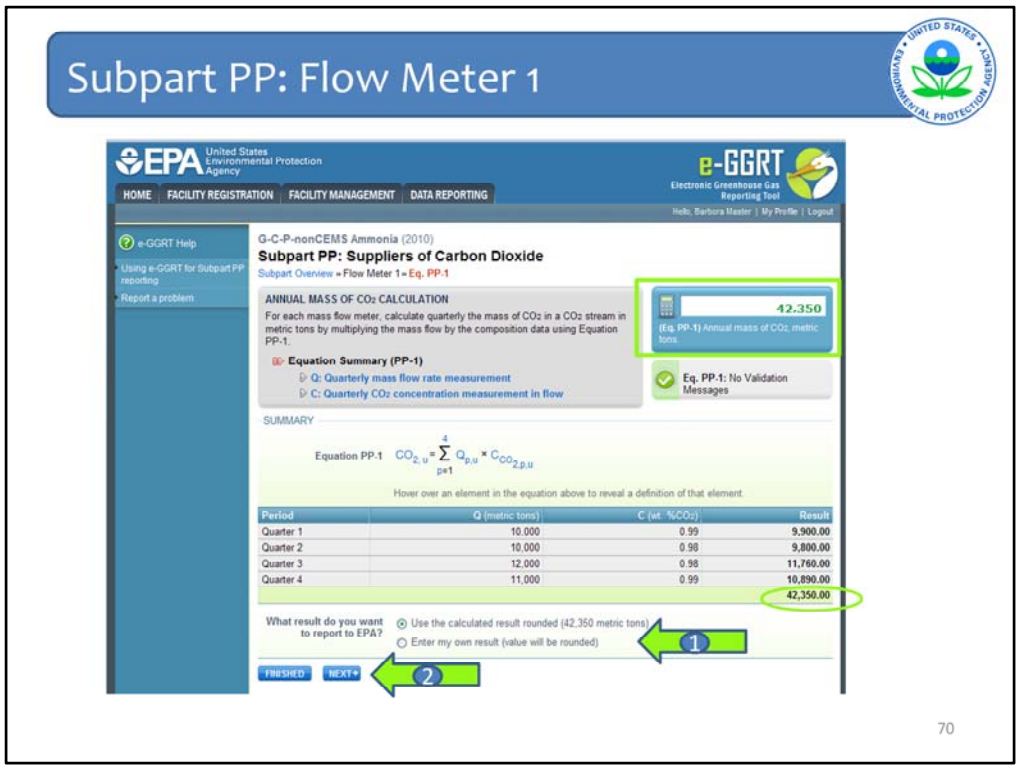
After selecting “NEXT” you will be directed to the quarterly mass measurement form. Enter a number in metric tons for each quarter and then click “NEXT”.

Enter a value of zero for any quarter in which you did not supply CO2.



Then, you will be directed to the quarterly CO2 concentration measurement form. Enter a number for each quarter that is equal to or greater than 0 and equal to or less than 1. In other words, you must express the concentration as a decimal fraction (i.e., 0.99) rather than as a percentage (like 99 for 99%). Enter a value of zero for any quarter in which you did not supply CO2.

Enter the standard you used to measure CO2 concentration, then click on the blue "SUMMARY" button.

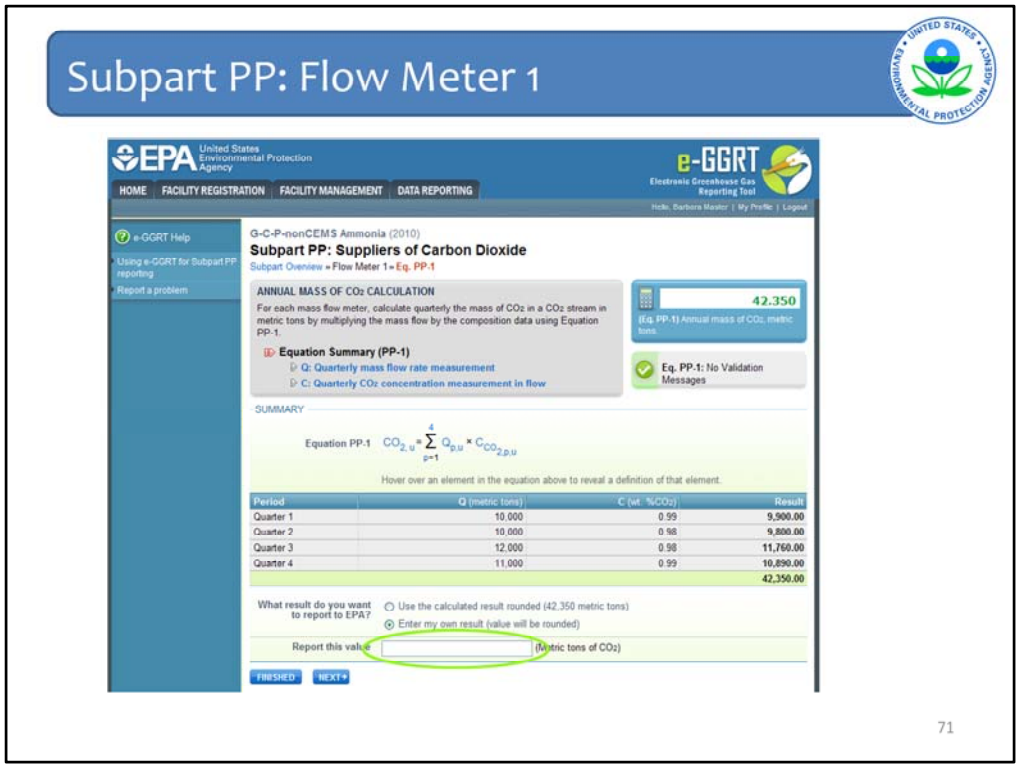


After selecting “SUMMARY” you will be redirected to the summary form for Flow Meter 1.

You can see that the information you entered has been used to calculate a result according to Equation PP-1. That number now also appears in the Equation PP-1 blue box in the upper right hand corner.

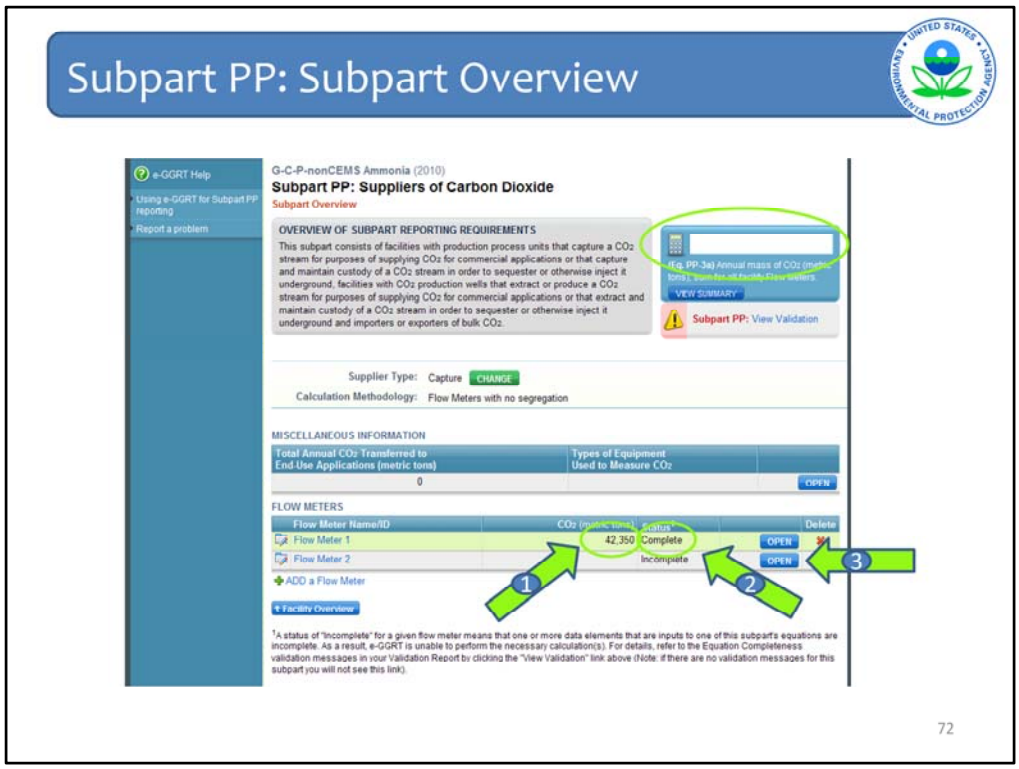
Now that you see the calculated result, you can decide whether to override that result and enter your own result. If you choose this alternative, you must change the response to the question “What result do you want to report to EPA?” by clicking on the radio button named “Enter my own result” as indicated by arrow 1. Then click on the blue “NEXT” button as indicated by arrow 2. If you choose to keep the calculate result, you will just click on the blue “FINISHED” button instead.

For this example, let’s click on the radio button named “Enter my own result” and click on the blue “NEXT” button.



After selecting “NEXT” you will be prompted with a text box to enter a value. You may enter a number in the box and click on the blue “NEXT” button.

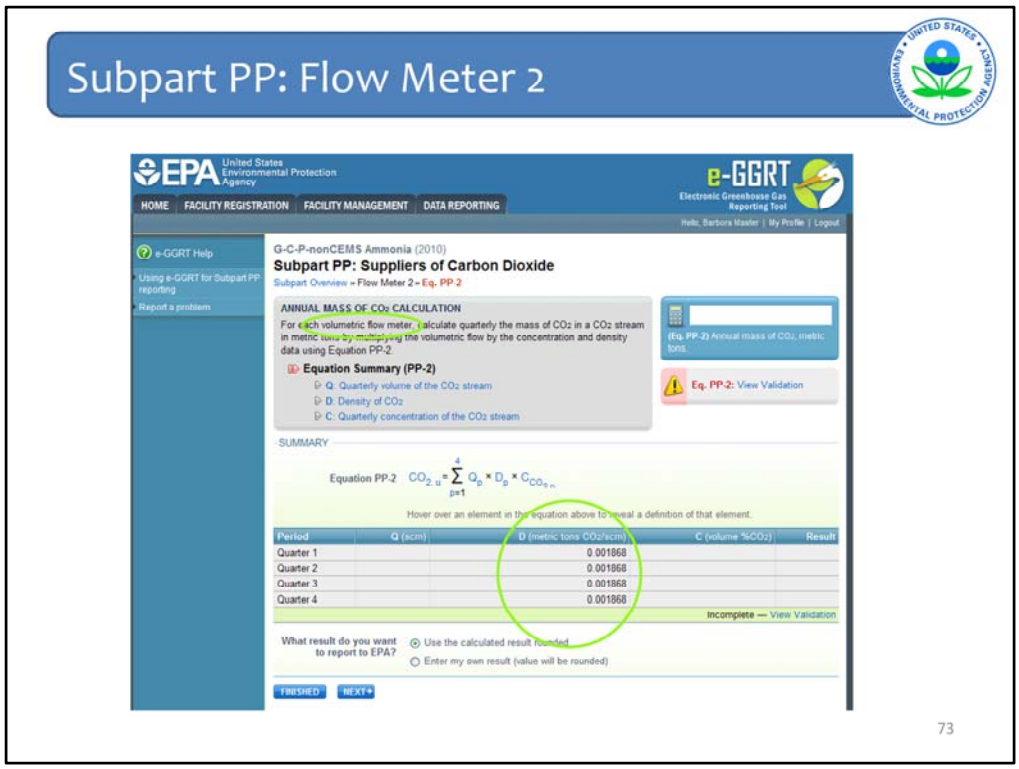
For this example, let’s reselect the “use the calculated result” radio button and click on the blue “FINISHED” button so that we retain the calculated result.



When you return to the Subpart PP Overview page, the FLOW METERS table now shows the CO2 supply for Flow Meter 1 (as indicated by arrow 1) and shows the “Status” as Complete (as indicated by arrow 2).

As you read across the rows, however, you can see that the “Status” field is still “incomplete” for Flow Meter 2 because we still need to enter supply information for that flow meter. Also, you can see that the Equation PP-3 blue box in the upper right hand corner is still empty. This is because you have added two flow meters but have only entered CO2 supply information for one. Therefore, the total CO2 supply can not yet be calculated using Equation PP-3.

To complete the information for Flow Meter 2, click the blue “OPEN” button as shown by arrow 3.



The form for Flow Meter 2 is similar to the form we saw for Flow Meter 1 – but uses Equation PP-2 because we selected “volumetric basis” as the measurement type for Flow Meter 2, since this second flow meter is a volumetric flow meter.

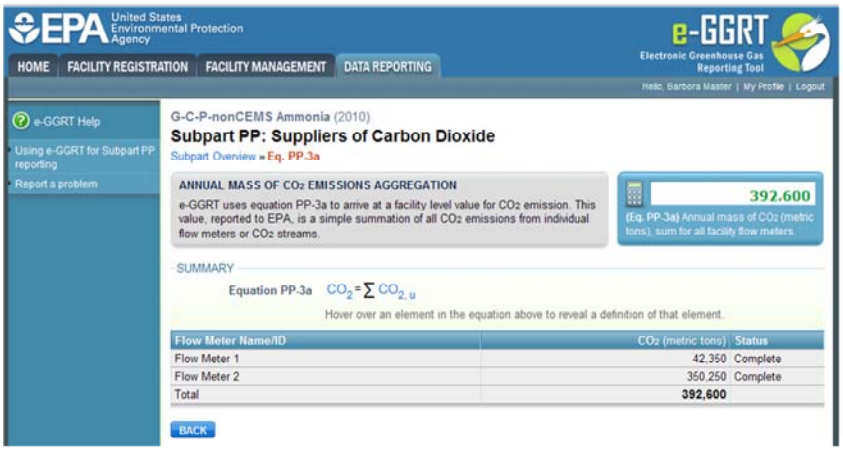
Also, you can see in the big green circle that the density of CO2 has already been populated. This is because we specified in the measurement type section on the previous form that we will account for CO2 concentration in volume percentage rather than weight percentage. If we had selected weight percentage, the density fields here would be blank, and we would have to enter a measured value of the density of the CO2 stream for each quarter in metric tons per standard cubic meter.

You will navigate from this page just as you did for Flow Meter 1, by clicking the blue “NEXT” button, entering information into the blank data fields, and clicking the blue “FINISHED” button when you are done. Just as with Flow Meter 1, you may choose to enter your own result for Flow Meter 2 CO2 supply rather than use the calculated result.

When you finish entering information for Flow Meter 2, you will be redirected back to the Subpart PP Overview page. Now, the FLOW METERS table shows the CO2 supply for Flow Meter 1 and Flow Meter 2 and shows the “Status” as Complete for both.

Also, you can see that the Equation PP-3 blue box in the upper right hand corner is no longer empty. Now it contains the sum of CO2 supply from both flow meters. To see how Equation PP-3 calculated the sum, click on the blue “VIEW SUMMARY” button as indicated by the arrow.

Subpart PP: View Summary



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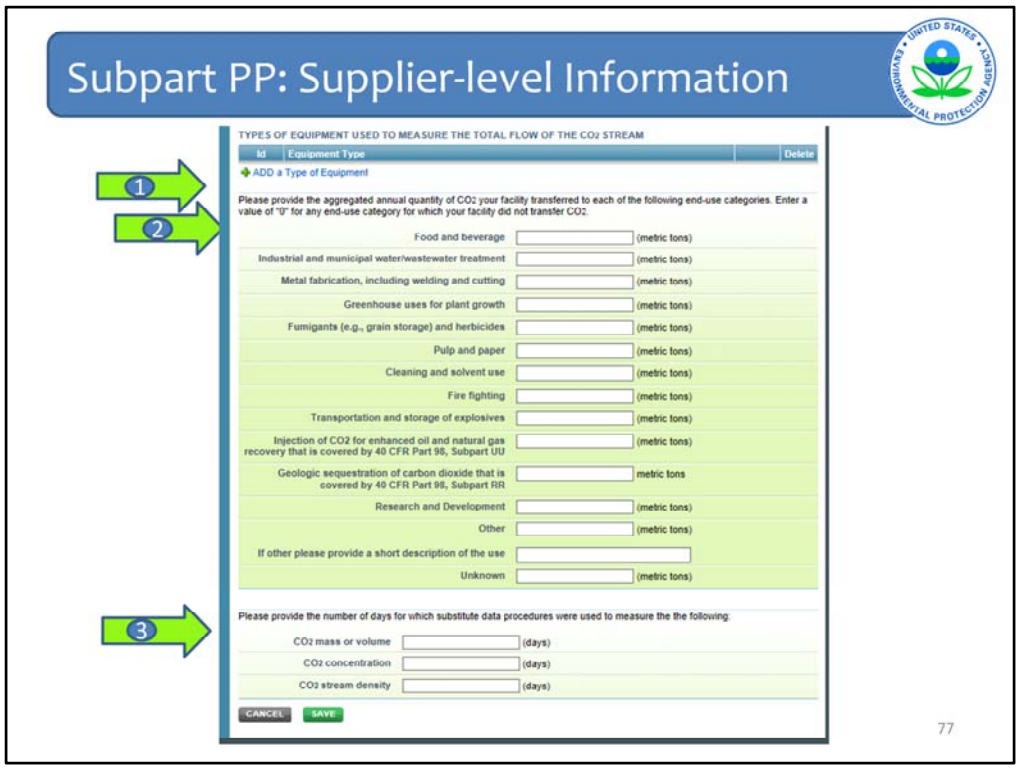
As you can see, it's just a simple addition using Equation PP-3a.

Now that we have finished entering information at the unit level, let's enter the rest of the required information, which is at the supplier level.

Let's proceed by clicking on the blue "OPEN" button in the MISCELLANEOUS INFORMATION table, as indicated by the arrow.



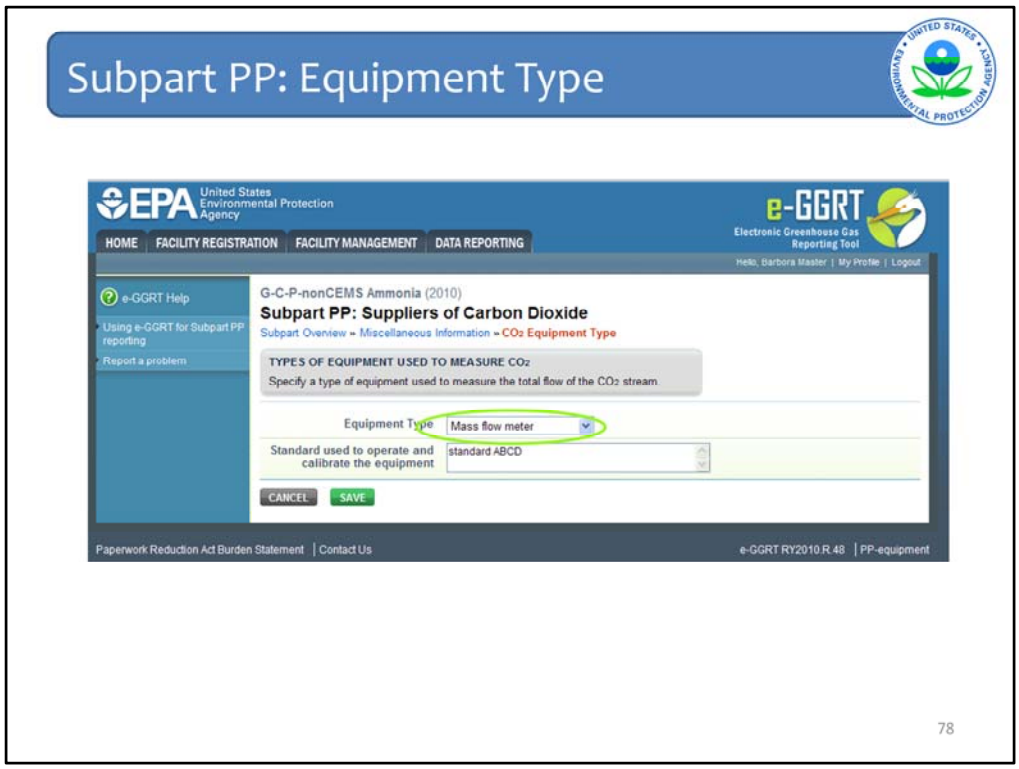
After selecting the “OPEN” button you will be directed to the “Miscellaneous Information” form. This form has 3 sections where you will need to enter data.

The first section is for entering the type(s) of equipment.

The second section is for entering the end-use(s) of the CO2 supply.

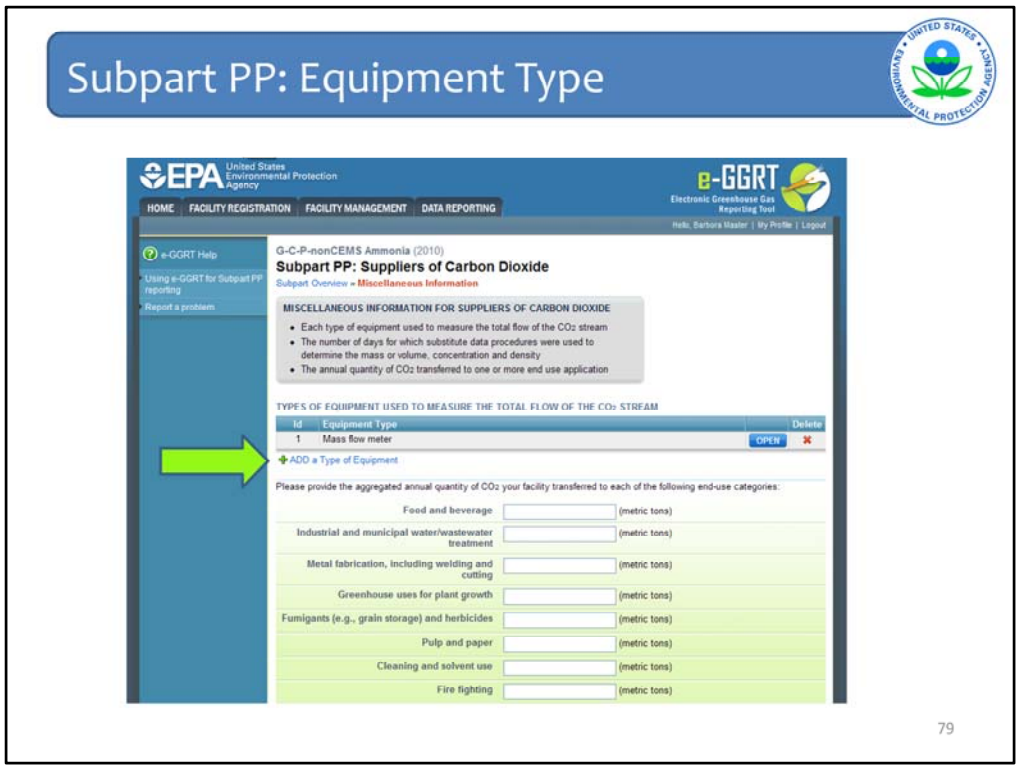
The third section is for entering the number of days for which substitute data were used.

Let’s start with the first section on equipment type. We’ll click on the blue hyperlink “ADD a Type of Equipment” as show by the arrow 1.



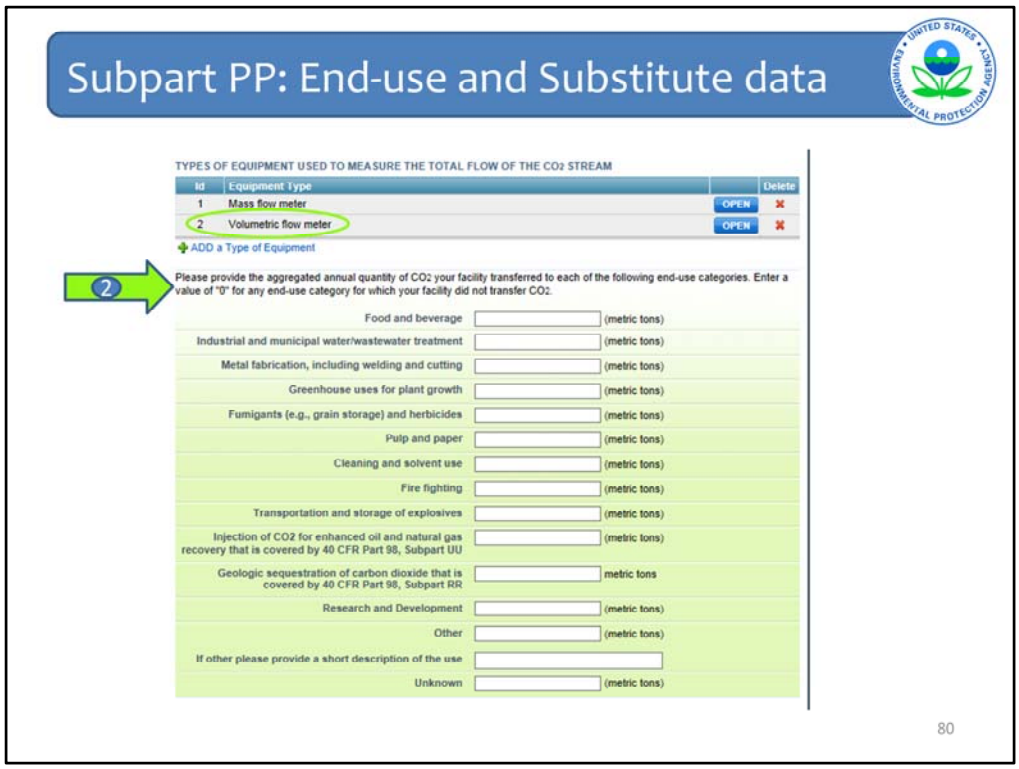
On the “CO2 Equipment Type” form, we see a drop down menu for Equipment Type. Since Flow Meter 1 is a mass flow meter, I selected “Mass flow meter” from the drop down menu. I also entered the standard used to operate and calibrate the equipment.

Next, we click on the green “SAVE” button to return to the “MISCELLANEOUS INFORMATION” form.



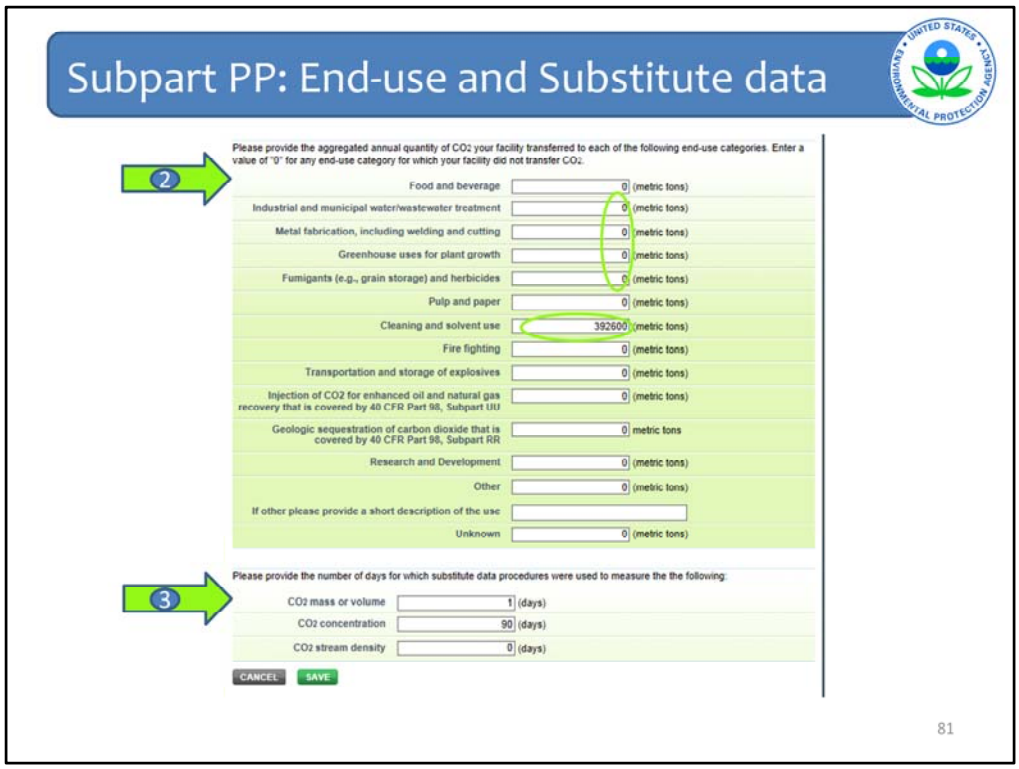
When we return to the “MISCELLANEOUS INFORMATION” form, we see “Mass flow meter” displayed as the equipment type.

We are not yet finished with this section, however. Since Flow Meter 2 is a volumetric flow meter, we need to add that as an additional equipment type by clicking again on the blue hyperlink “ADD a Type of Equipment” as indicated by the arrow.



As you can see in the green circle, I added volumetric flow meter in the same manner as mass flow meter. Now, our Equipment Type Section is complete.

Let's move on to the second section of the "Miscellaneous Information" form as indicated by arrow 2, the end-use section. Here, you will enter the quantity of CO2 that is supplied to each of these end-uses. Note that you must enter a number in each data field even if that number is zero. If you supply CO2 to an end-use that is not listed, enter the amount supplied and enter a description of the "Other" end-use (optional). If you do not know the end use of your CO2 supply, enter your total CO2 supply in the "Unknown" box at the bottom of the section.

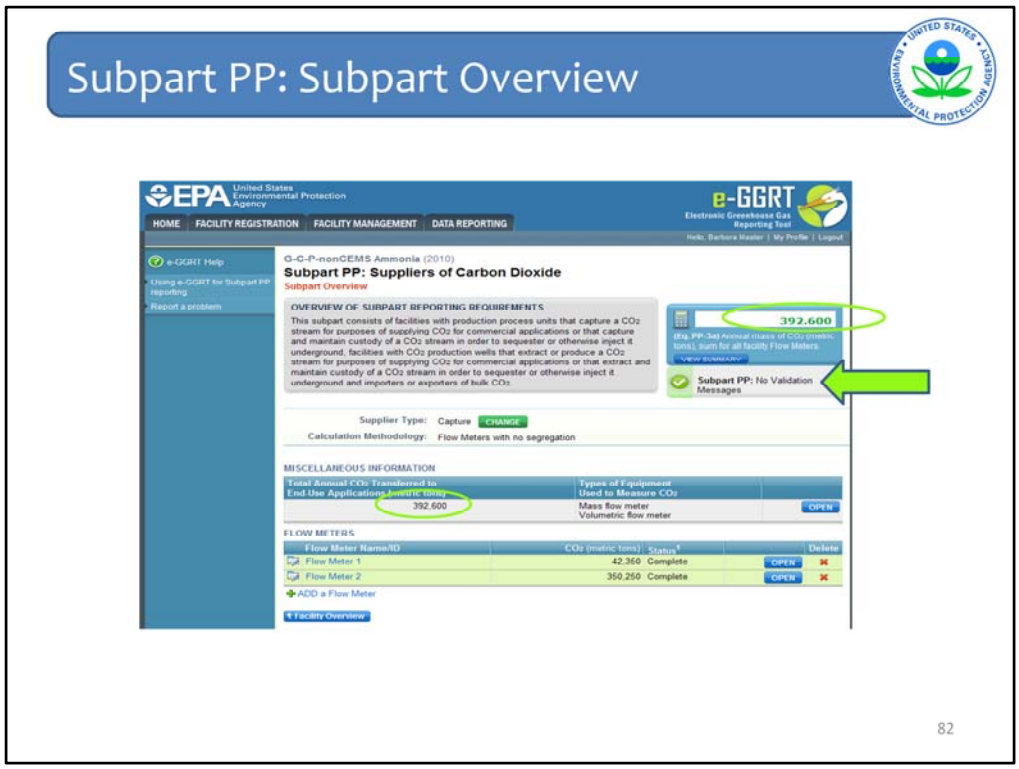


To demonstrate, let's assume that all of our CO2 supply – from both flow meters – is piped to a cleaning and solvent factory. We put a zero in every data field except for the "cleaning and solvent use" data field, where we enter "392600". As you may remember, this number equals the total CO2 supply result that was calculated by the system using equation PP-3 and displayed on the Subpart PP overview screen.

If, on the other hand, half of the CO2 supply is piped to a cleaning and solvent factory while the other half is delivered to a food and beverage manufacturer, then you should enter "196300" for the "cleaning and solvent use" data field and "196300" for the "food and beverage" data field. In most cases we would anticipate that the numbers add up to the total CO2 supply displayed on the subpart PP Overview screen.

Finally, let's complete section 3 of the "Miscellaneous Information" form as indicated by arrow 3. Here, you must provide the number of days for which substitute data procedures were used to the measure CO2 quantity, CO2 concentration, and density. Again, you must enter a number in each data field, even if that number is zero.

When you are done, click the green "SAVE" button.

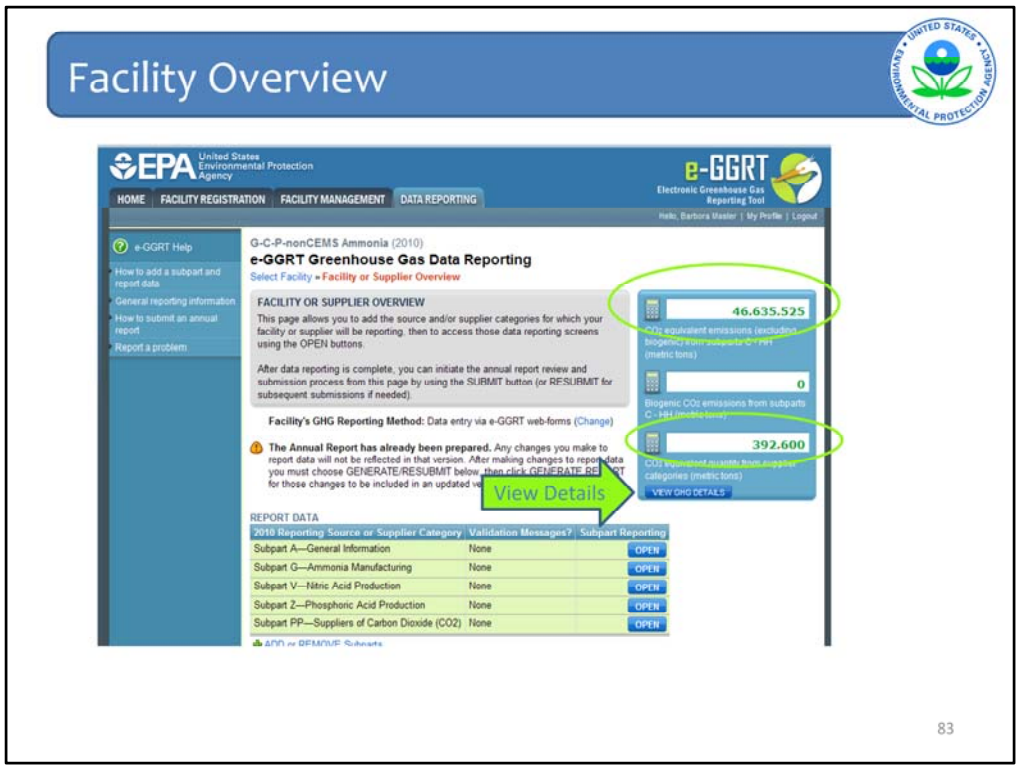


When you click the green “SAVE” button, you are redirected back to the Subpart PP Overview screen.

As you can see by the green circles, the total quantity supplied to end-uses is equal to the total quantity supplied as calculated by Equation PP-3, which means that we did our math right in this case.

Also, as the green arrow points out, all of your data entry is complete and accurate and there are no validation messages. If there were any validation errors, the validation box would be red and show an exclamation mark as in the previous subpart G example.

At this point we have successfully completed data entry for subpart PP. Let’s click on the blue “FACILITY OVERVIEW” button to see the summary for all of the subparts at the facility.



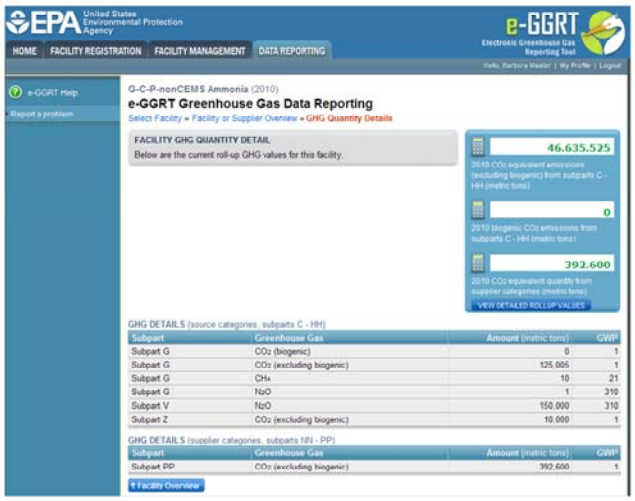
When you return to the facility overview page, you will see that the total CO2 equivalent emissions include the emissions from subparts G, and V and the total CO2 quantity from supplier categories includes the CO2 supply from subpart PP.

You can view the details of your emissions and supplies using the “VIEW GHG DETAILS” button, as shown by the arrow.

This is where the “rollup” is presented, which provides your total CO2 equivalent emissions (excluding biogenic), biogenic CO2 emissions, and CO2 equivalent quantities from the supplier categories.

If you click on “view GHG details” you can see the underlying details on the metric tons of GHGs, by gas and by subpart, along with the GWPs that go into the calculations.

View Facility GHG Details



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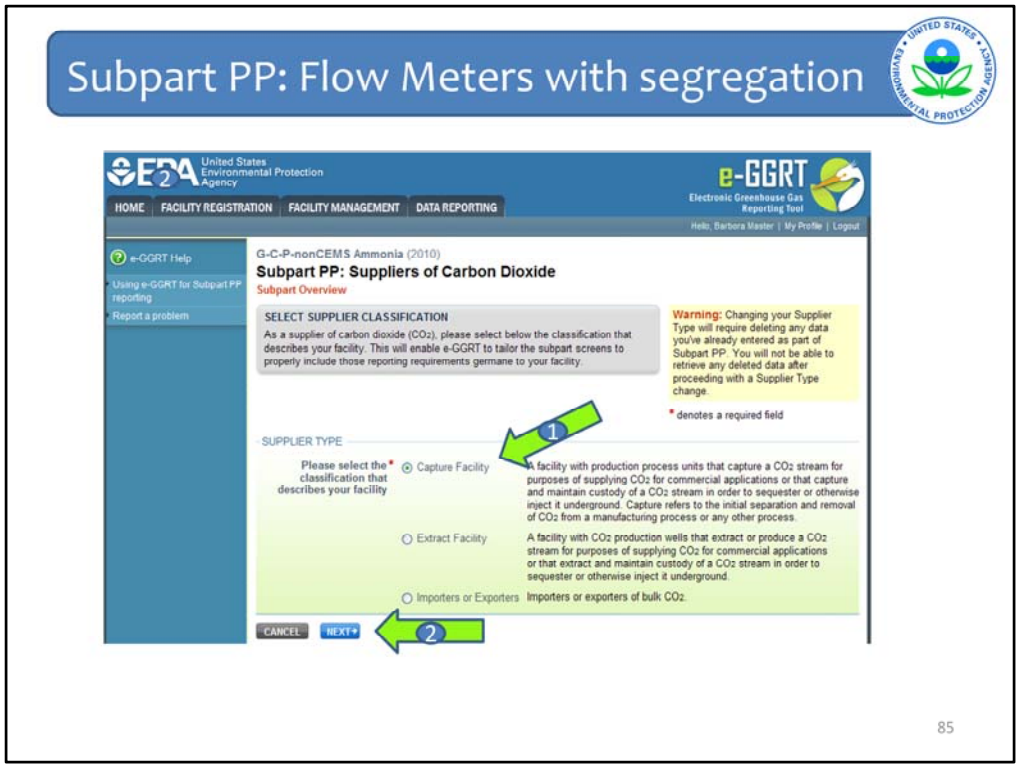
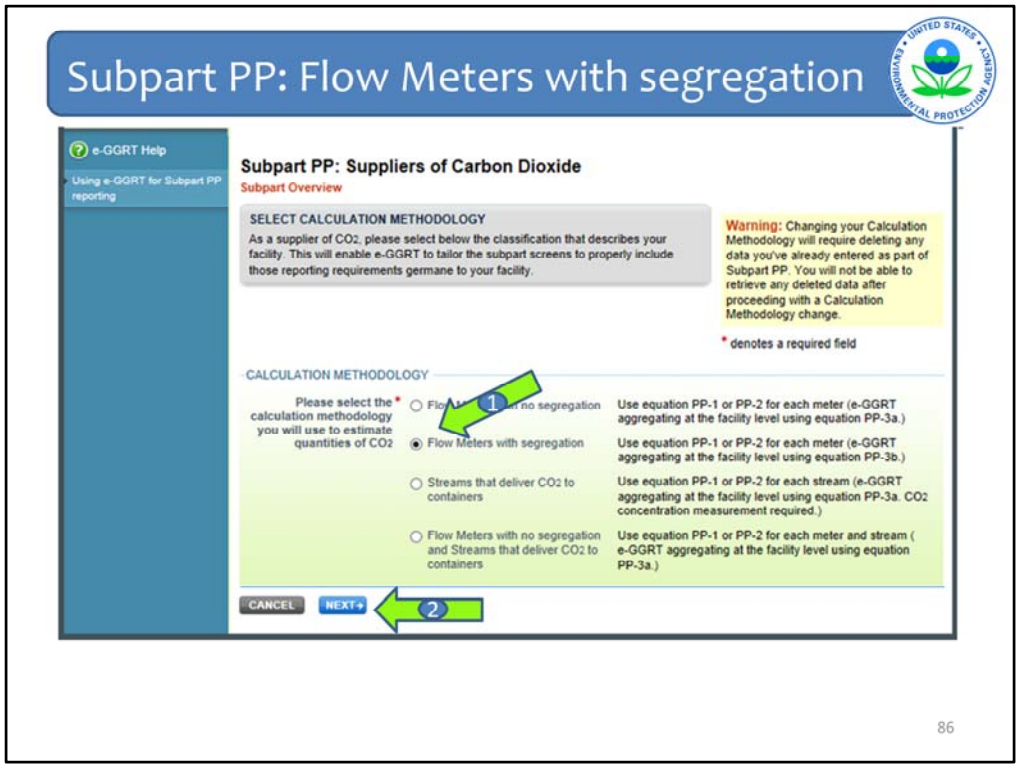
We will not repeat these steps but just wanted to highlight that the GHG Details page will help you review information you entered and can be useful to check totals.



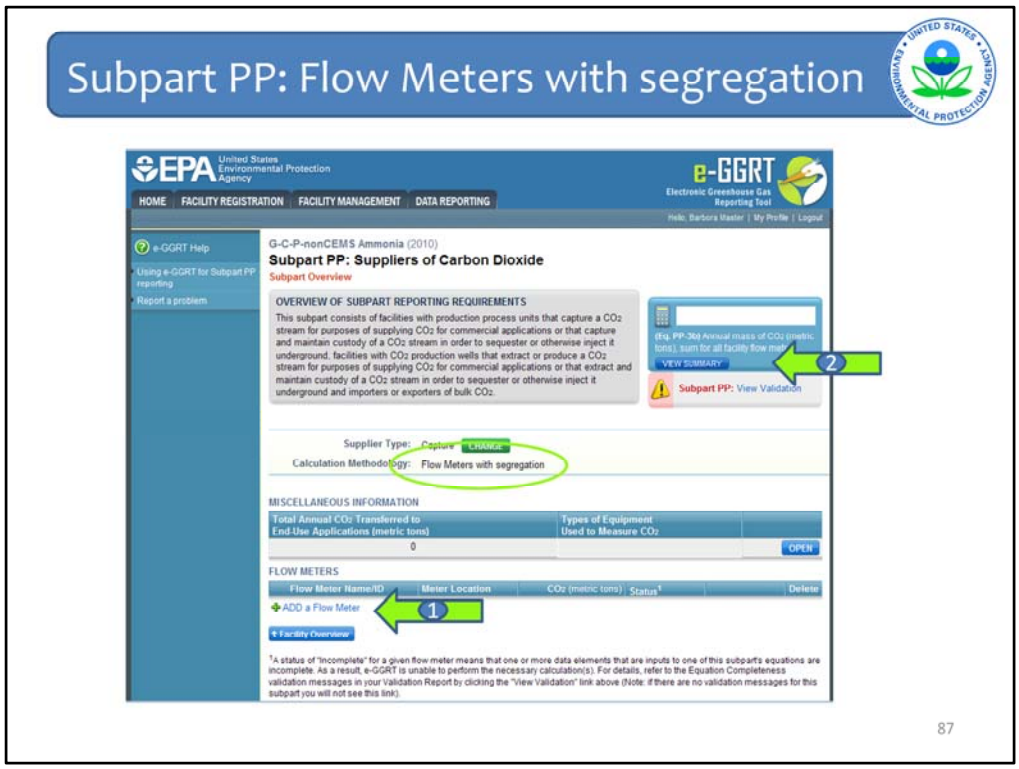
Before we move on to discussing how to submit a GHG report, let's run through a few more configuration options for subpart PP.

Let's start again at the first subpart PP screen and enter some new initial information. First, let's stick with "capture facility" as the supplier type and click the blue "NEXT" button to proceed.



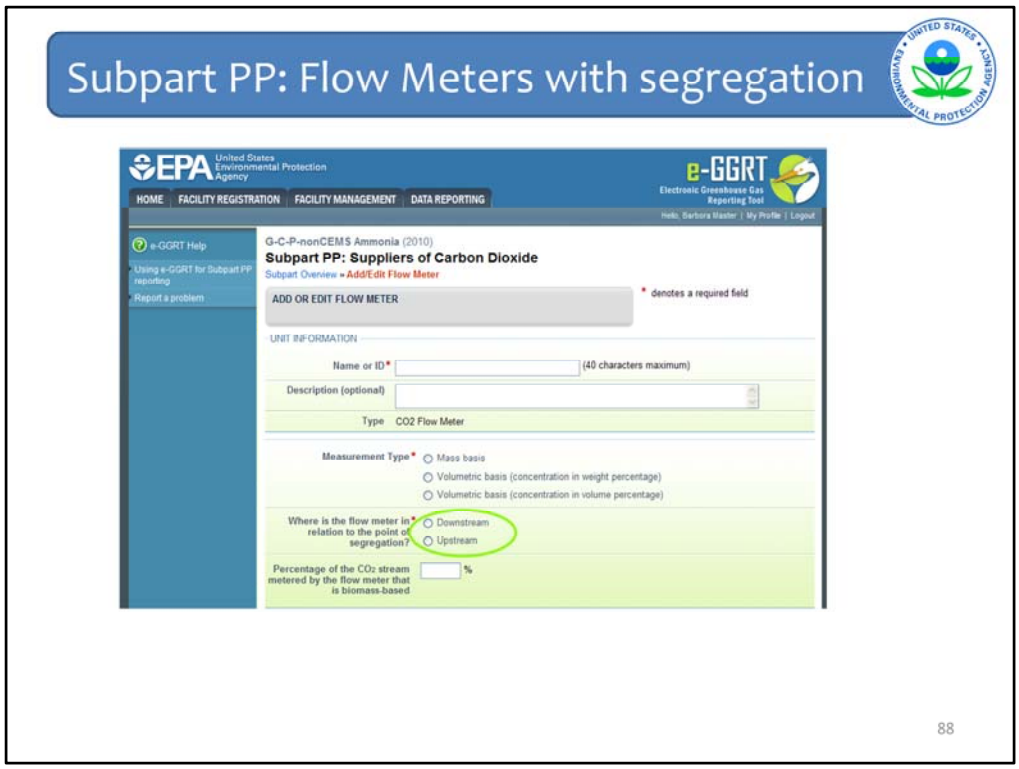
Here, let's select "Flow Meters with segregation" as the calculation methodology. You can choose this calculation methodology if you segregate, or separate, a portion of your captured CO2 and do not supply it for commercial applications, sequester, or otherwise inject it underground.

Then, click the blue "NEXT" button.



As you can see, the Subpart PP Overview screen looks almost identical to the Subpart PP Overview screen for Flow Meters with no segregation. The only difference is the calculation methodology summarized in the green circle.

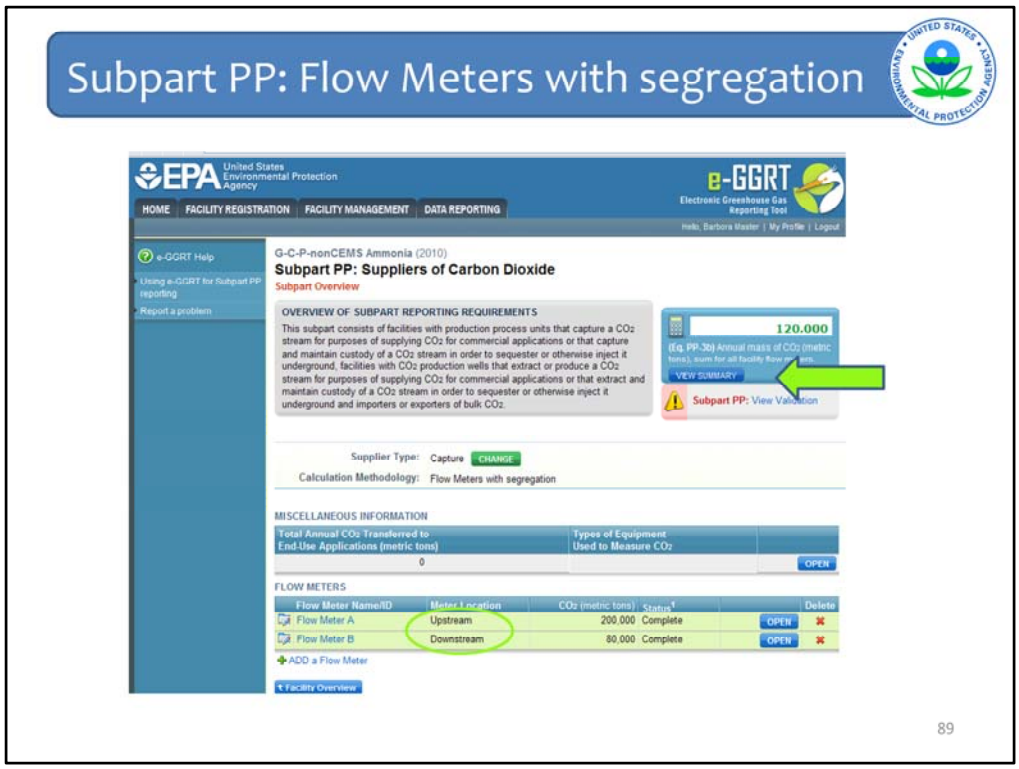
However, as indicated by the arrows, there are two forms in this calculation methodology that look a little different. Let's start with arrow 1 and click on the blue hyperlink "ADD a Flow Meter".



As you can see by the text in the green circle, the one difference on this “Add/Edit Flow Meter” form is the addition of a new question. If you choose to use the “Flow meter with segregation” calculation methodology, you must identify whether the flow meter is upstream of the point of segregation or downstream of the point of segregation. In other words, the flow meter that is downstream of the point of segregation measures the quantity being segregated for onsite use or emissions; the flow meter that is upstream of the point of segregation measures the total quantity before anything is segregated. Note that if you capture CO2 and supply a portion of it in containers, you can choose the calculation methodology “streams that deliver CO2 to containers”. We’ll go over this in a few slides.

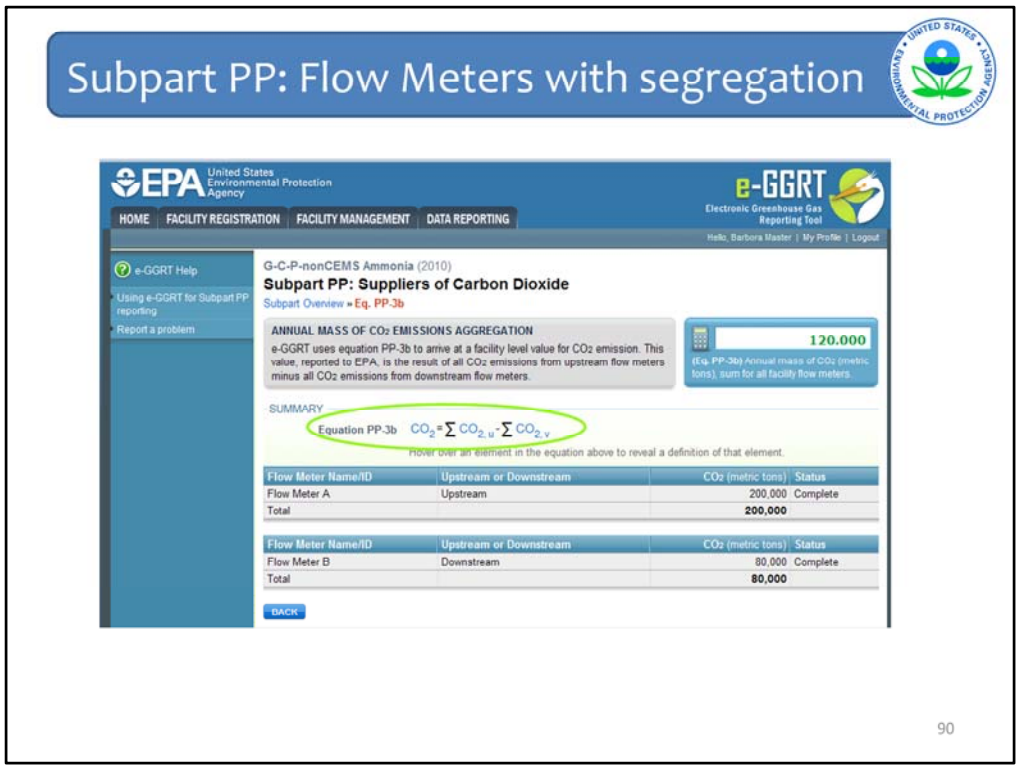
This form is too long to show on one screen shot, but you should note that the other three sections of this form about flow meter location with respect to compression, dehydration, and other processing equipment are here as well.

Just as with the other forms, you should fill in all of the data fields and then click the green “SAVE” button.



For the sake of demonstration, I added two flow meters, one upstream and one downstream as indicated by the green circle, and entered CO2 supply data for both. Now, as you look across the row for each flow meter, you can see that the “Status” is complete.

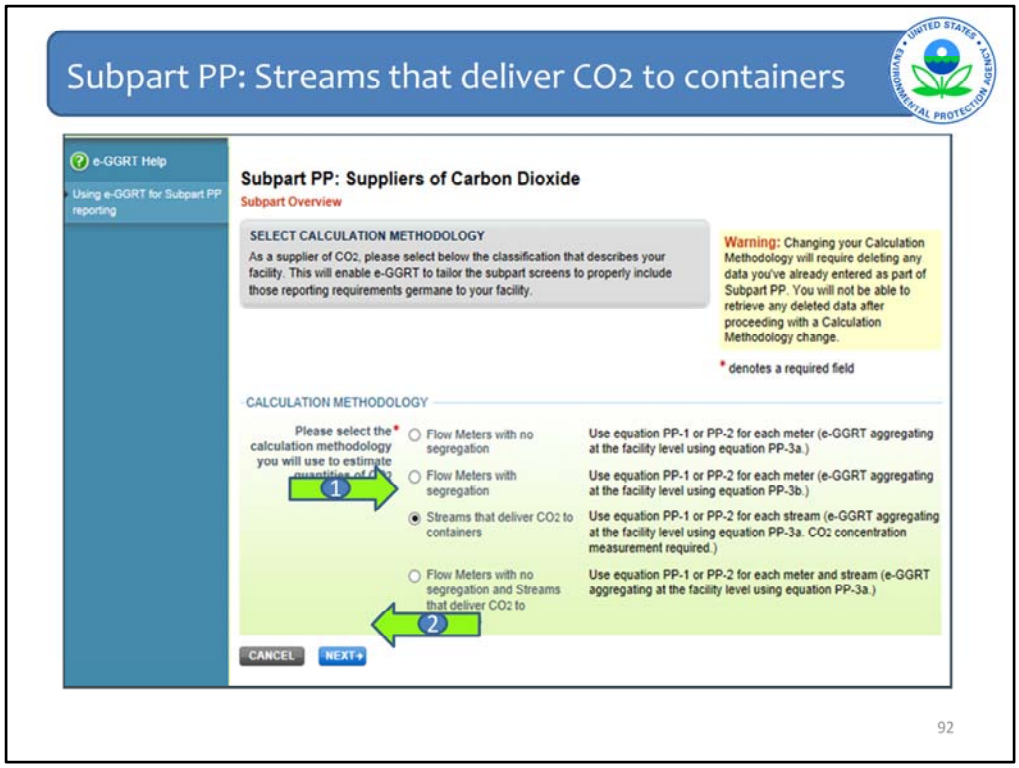
You may notice that the total quantity supply in the upper right hand corner of the screen does not equal the sum of the two flow meter supplies as it did in the other configuration example. That is because a different summary equation is used to calculate the total – Equation PP-3b. Let’s click on the blue “VIEW SUMMARY” button as indicated by the green arrow to view Equation PP-3b in more detail.



As you can see, Equation PP-3b subtracts the downstream flow meter quantity(ies) from the upstream flow meter quantity(ies). In this case, 200,000 – 80,000 = 120,000.

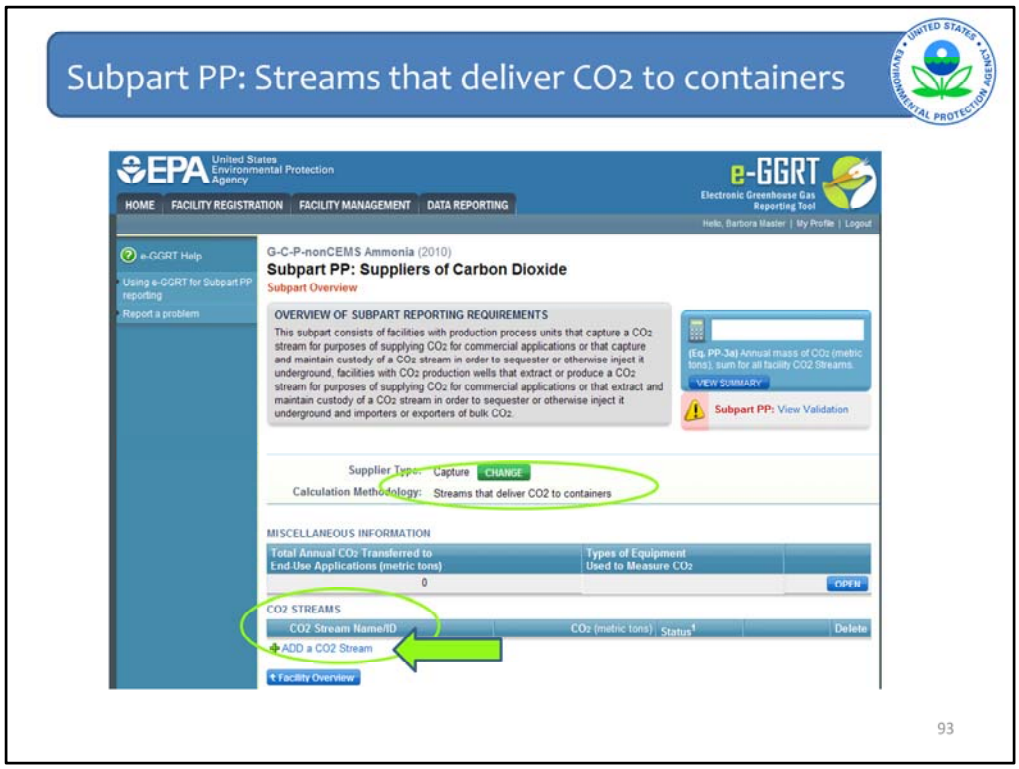
Let's move on to a third configuration.

Back at the first subpart PP screen, let's again stick with "capture facility" as the supplier type and click the blue "NEXT" button to proceed.



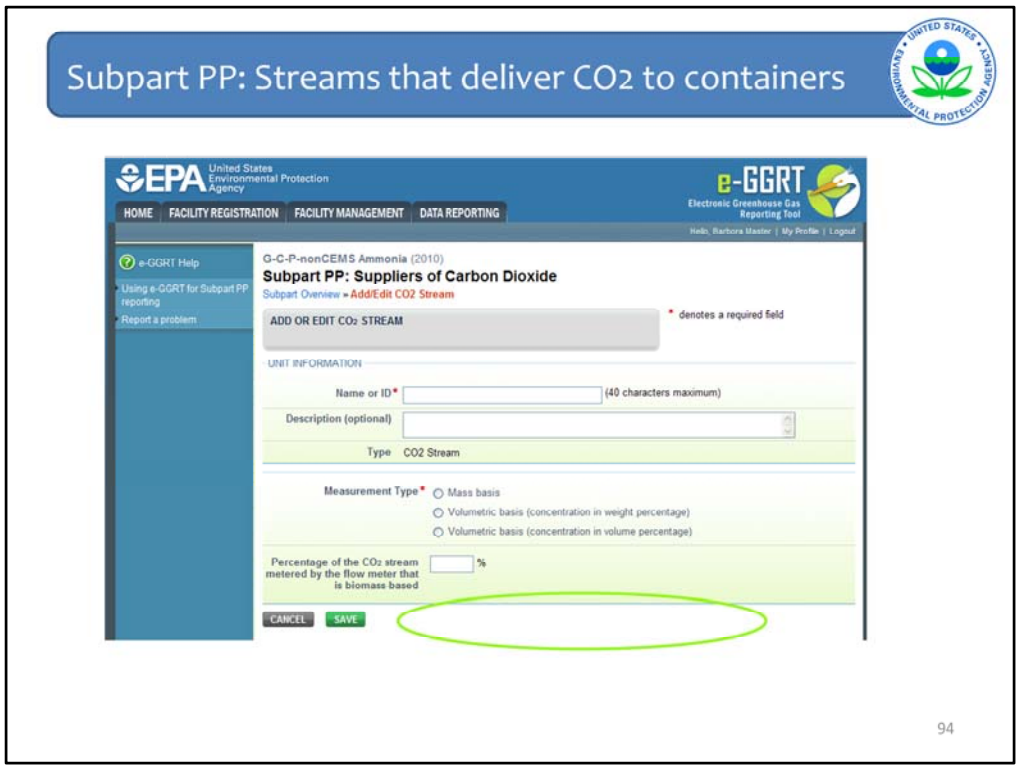
Here, let's select "Streams that deliver CO2 to containers" as the calculation methodology. You can choose this calculation methodology if you transfer CO2 offsite in containers, such as tanks or trucks.

Then click on the blue "NEXT" button to proceed.

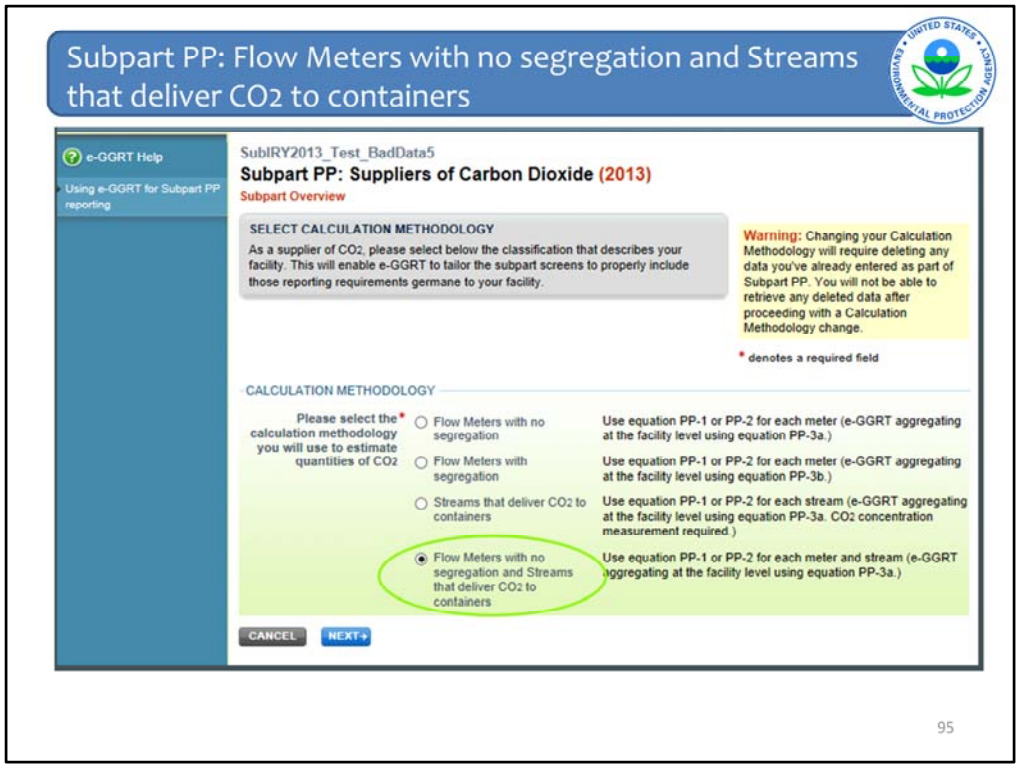


Again, this Subpart PP Overview screen is very similar to the previous Subpart PP Overview screens. The two differences, indicated in green circles, are that the Calculation Methodology reflects “Streams that deliver CO2 to containers” and that the table tracks CO2 streams rather than Flow Meters.

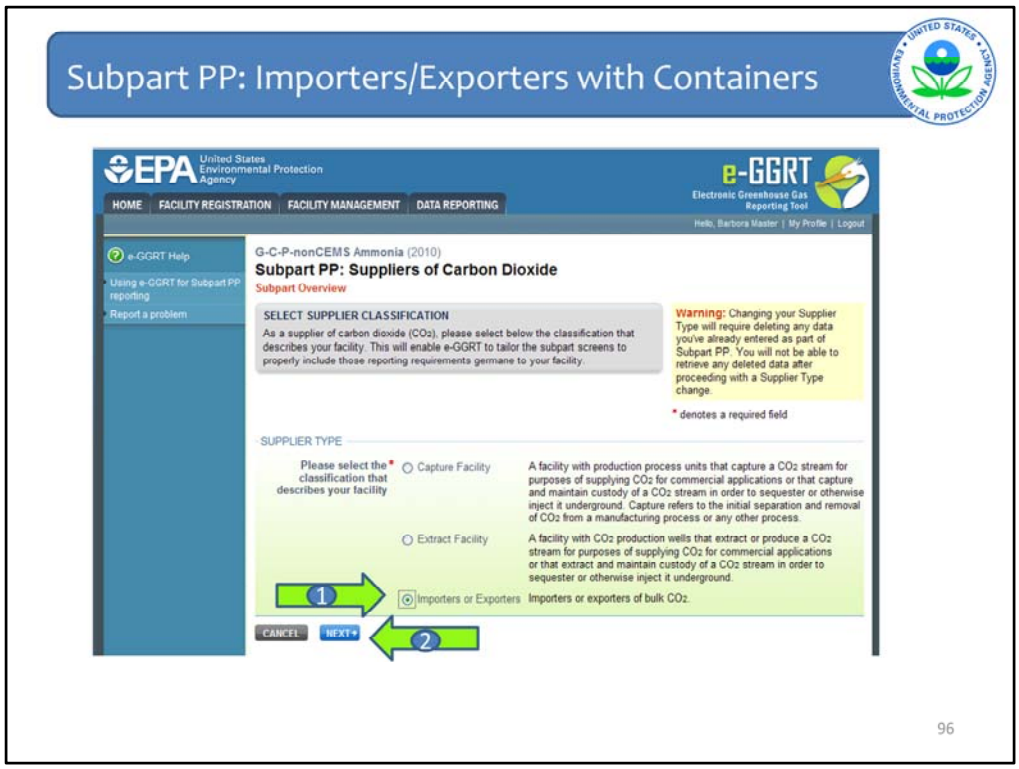
Let’s click on the blue hyperlink “ADD a CO2 Stream” as indicated by the green arrow.



On this form, we can see the other difference between this calculation methodology and the previous methodologies. As indicated by the empty green circle, there are no questions about location with respect to dehydration, compression, or other processing equipment because there is no flow meter here. So, to complete this form, just fill out the UNIT INFORMATION section and click the green “SAVE” button.



Let's go back to the calculation methodology selection screen for a moment. I want to highlight the last calculation methodology option, which is basically a combination of the first and third options. "Flow Meters with no segregation and Streams that deliver CO2 to containers" allows reporters to report information for a facility that uses both flow meters and containers to measure CO2 supply. Data entry is essentially the same as the first and third methodology combined: that is, a reporter is prompted to enter information for both flow meters and containers, as previously presented.

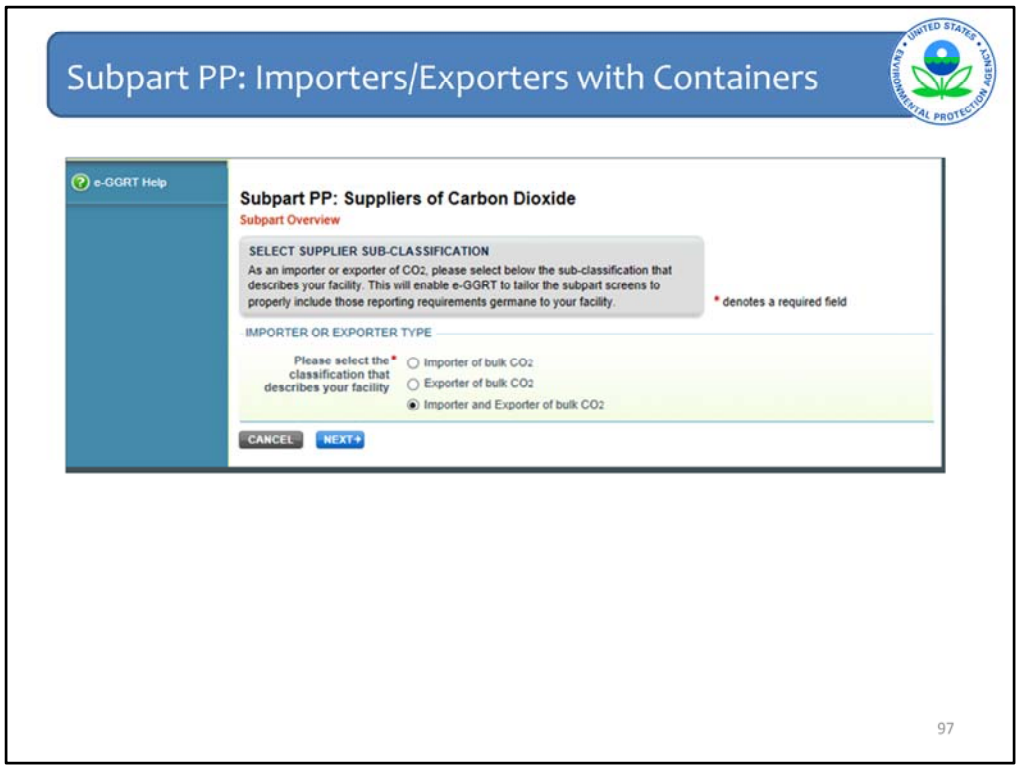


The last configuration I'd like to walk through today is for importers and exporters.

An important note is that imports and exports are reported at the corporate level, while CO2 supply from capture is reported at the facility level.

We have received several questions from facilities and suppliers about how reporting of these numbers together should be handled. Accordingly, we have issued guidance that imports and exports from supplier subparts must be reported separately from facility-level activity. So, for example, an ammonia manufacturing facility can report CO2 supply captured along with its subpart G emissions in one annual report, as we've demonstrated today so far. However, another ammonia manufacturing facility that exports its CO2 may not submit these numbers together in one report. Exports must be part of a separate annual report.

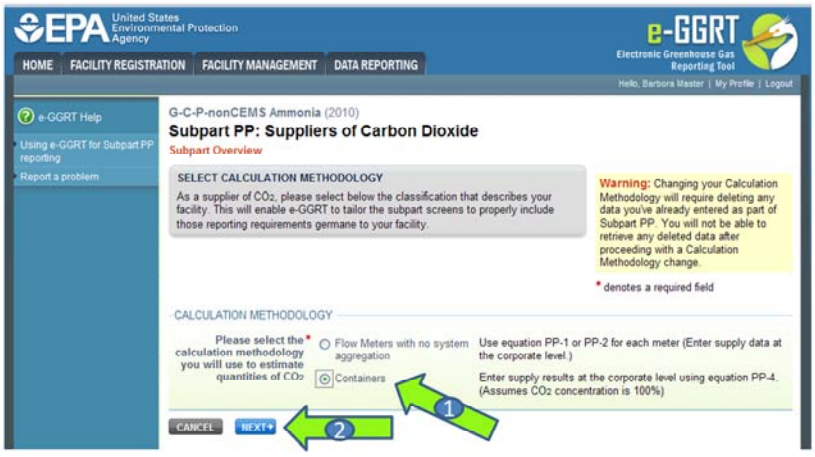
So, let's run through an example of an importer/exporter configuration here, but note that if you have this configuration, your CO2 imports and/or exports must be reported at the corporate level in a separate annual report. On this initial screen, let's selected "importers and exporters" as the supplier type.



On the next screen, you must select if your facility is an importer, exporter, or both an import and exporter of bulk CO2.

For this example, let's assume an importer and exporter of bulk CO2.

Subpart PP: Importers/Exporters with Containers



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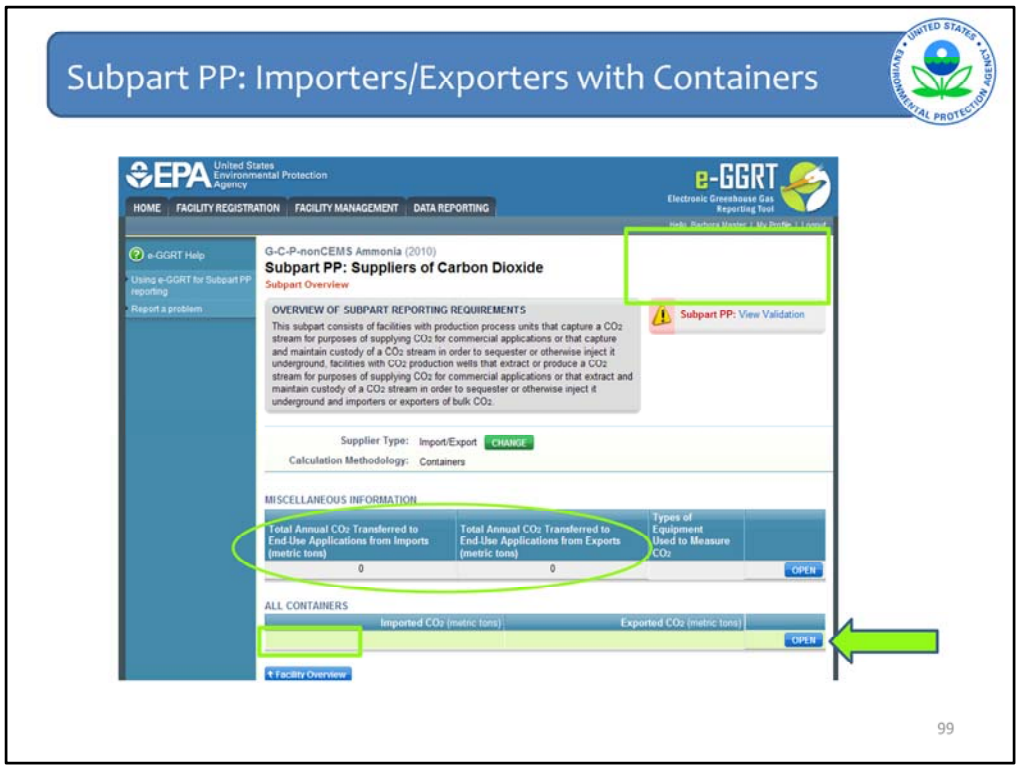
Here we'll select "Containers" as the calculation methodology then click on the blue "NEXT" button.



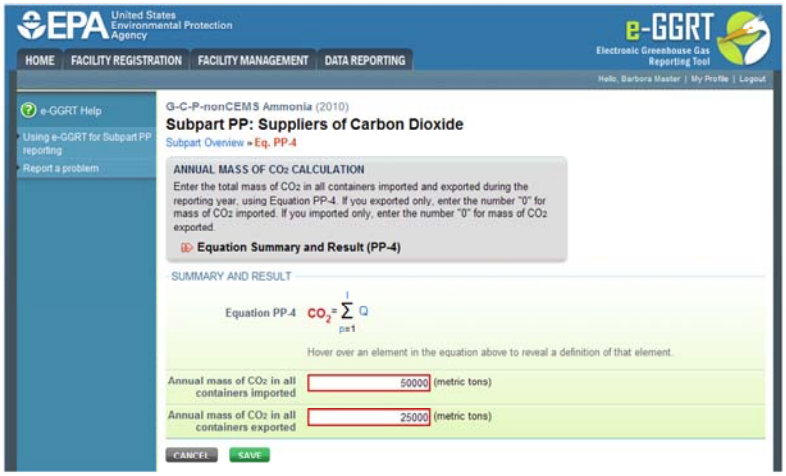
This navigates us to the familiar Subpart PP Overview screen. Let me point out a few differences.

First, the MISCELLANEOUS INFORMATION table has one column for imports end use and a second column for exports end use as indicated by the green circle.

Second, there is no summary overview in the upper right hand corner, as indicated by the big empty green box. This is because the PP-3 summary equations do not apply to imports or exporters in containers. As a result, you will have to calculate and enter total imports and total exports yourself.

Third, there is no blue hyperlink to add CO2 streams, as indicated by the smaller empty green box. For imports and exports in containers, the only numbers you report are the aggregated annual totals. To do so, click on the blue “OPEN” button as indicated by the green arrow.

Subpart PP: Importers/Exporters with Containers



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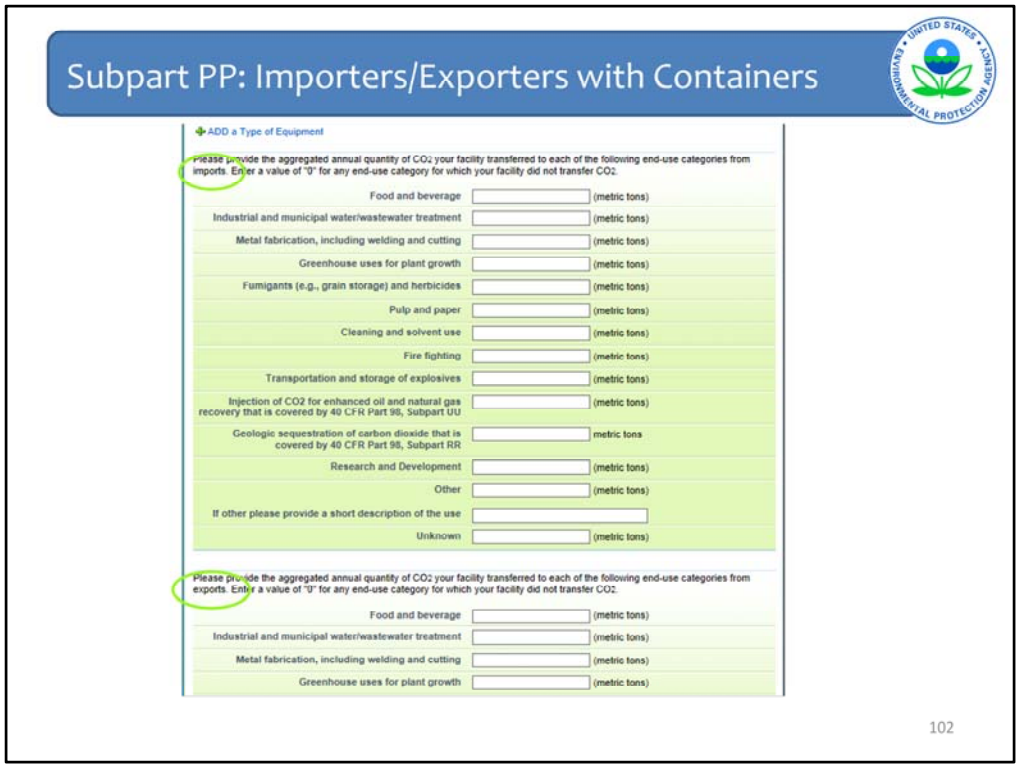
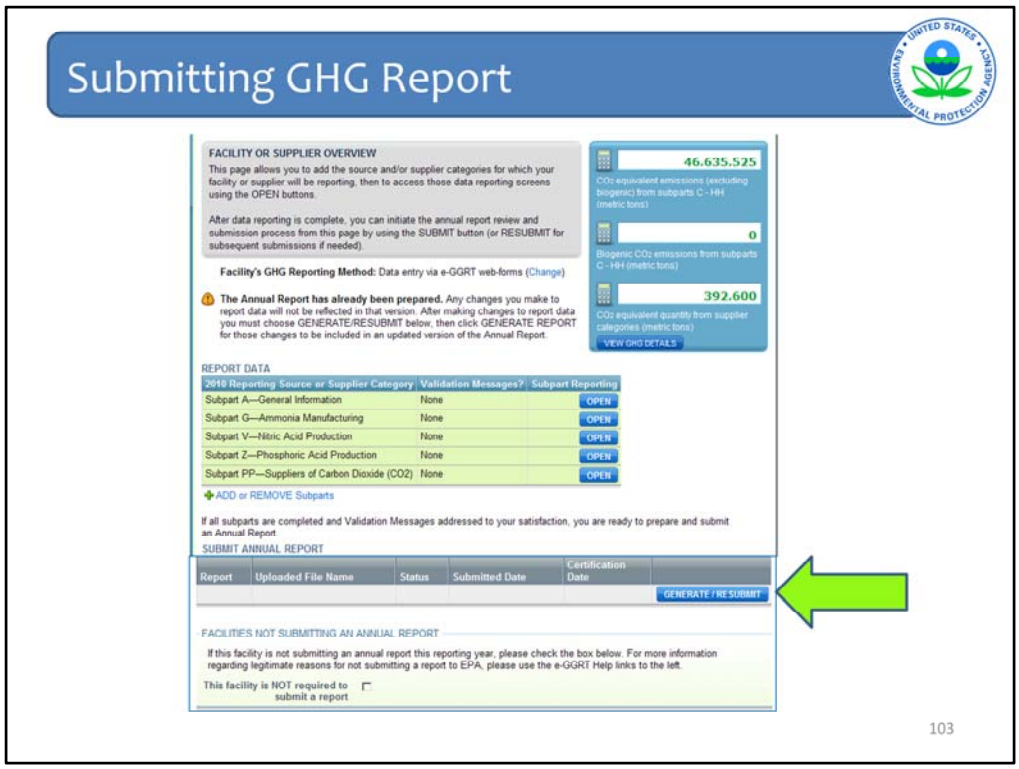
Here, you will be prompted to enter total annual imports and total annual exports in the red boxes. If you only imported, then enter a zero in the exports box, and vice versa.

Click on the green “SAVE” button when you’re done.

Now we're back on the Subpart PP Overview page with the total annual imports and exports displayed. Under this configuration, you just need to fill out the MISCELLANEOUS INFORMATION and then you'll be finished. Let's click on the blue "OPEN" button on the MISCELLANEOUS INFORMATION table as indicated by the green arrow so that I can show you one final difference in the form.



The Miscellaneous Information form is too long to show on one page, so this is cropped. The difference I want to point out is visible, though. There is one end-use section for imports and a second end-use section for exports, as indicated by the green circles. For any data field that does not apply, you should enter a zero.



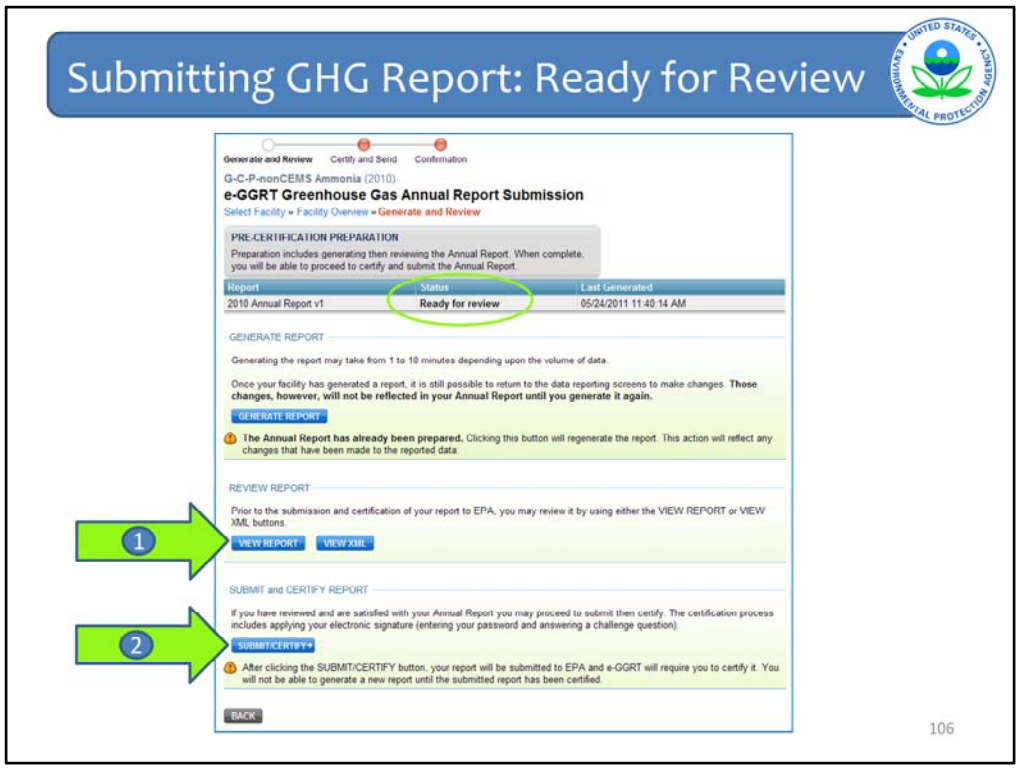
For the next step of discussing report generation, let's use the first subpart PP example where we supplied 392,600 metric tons of CO2 as a capture facility.

You have entered all the information for your facility and will now submit your report.

Near the bottom of the page, click "GENERATE/RESUBMIT" (as shown by the green arrow).

On the next screen, click “GENERATE REPORT”

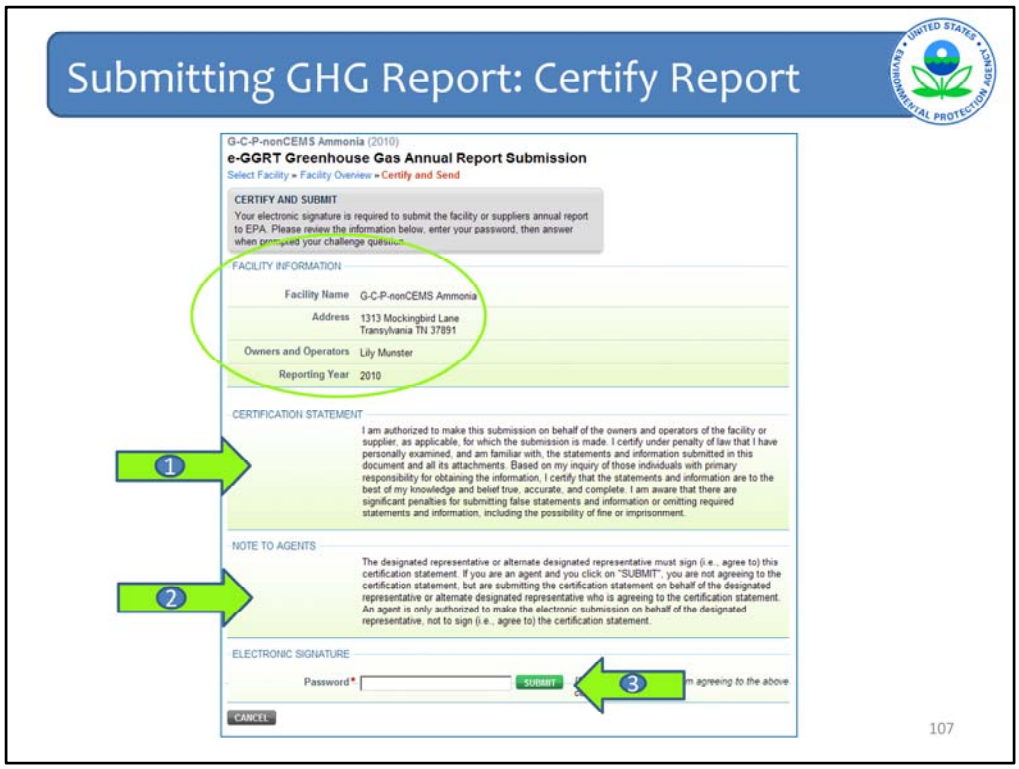
As shown above, report generation is in progress. The report may take from 1 to 10 minutes, depending on the volume of data.



When your report has been generated, you will see the message, “Ready for review” under Status. As indicated by arrow 1, you can click on the blue “VIEW REPORT” button to see an HTML version of your full report or on the blue ‘VIEW XML” button to see an XML version.

You will also have the option to preview the data from your report that will be made available to the public (not shown).

Once you are satisfied with your report, click on “SUBMIT/CERTIFY” to proceed.

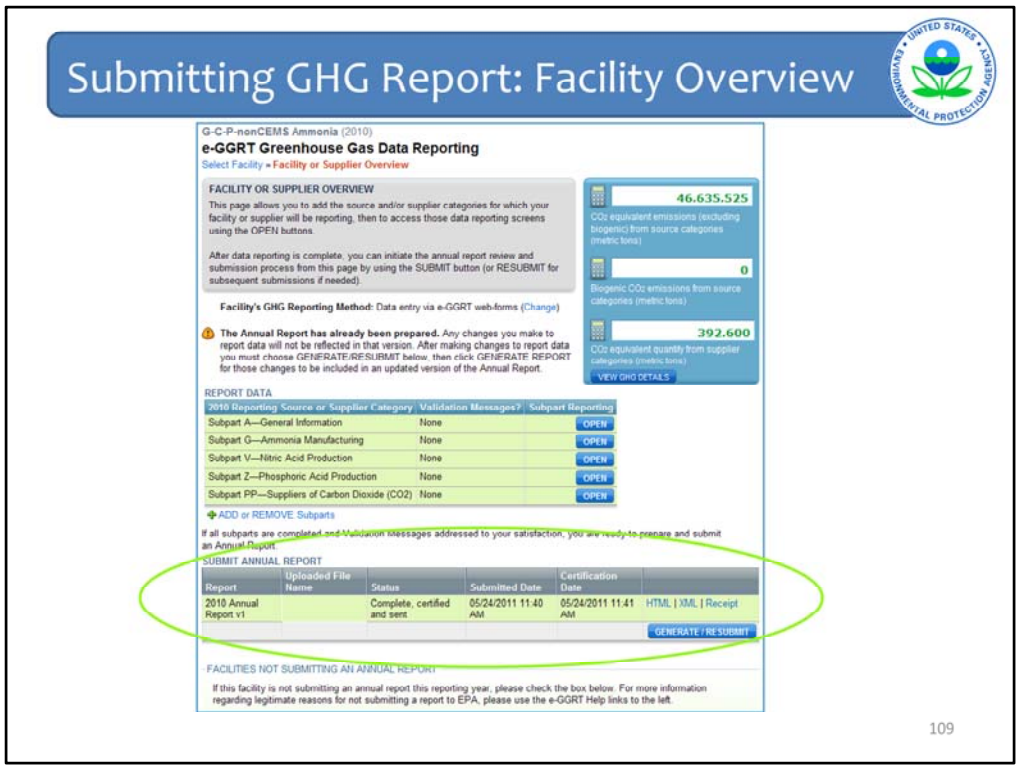


Next you will see information about the facility for which you are sending the report (circle). This is helpful if you are reporting for multiple facilities.

After reading the "CERTIFICATION STATEMENT" (arrow 1) and "NOTE TO AGENTS," (arrow 2) type your account password and click "SUBMIT" (arrow 3).

Then you will be prompted to answer a secret question (the specific question may vary) and again click "SUBMIT".

When you have successfully submitted your CO_2 emissions into the e-GGRT system, you will see this confirmation screen.



This is the Facility Overview screen. Under "SUBMIT ANNUAL REPORT" (shown by the green circle) you can see when your report was signed and submitted. You can view your report in HTML format and you can review your Receipt.

If you need to change data that you have already submitted and the final submittal date has not passed, go through the entry screens and change the necessary information. After completing your changes, click "GENERATE/RESUBMIT" to generate your report with the new information. You can then re-certify and resubmit your report.

Help Resources

- e-GGRT Information & Help
  - http://www.ccdsupport.com
  - Email: GHGreporting@epa.gov
- GHG Reporting Rule Information & Help
  - http://www.epa.gov/climatechange/emissions/ghgrulemaking.html
  - Email: GHGReporting@epa.gov
- Read more about XML Upload Option
  - http://www.epa.gov/climatechange/emissions/e-ggrt_xml.html

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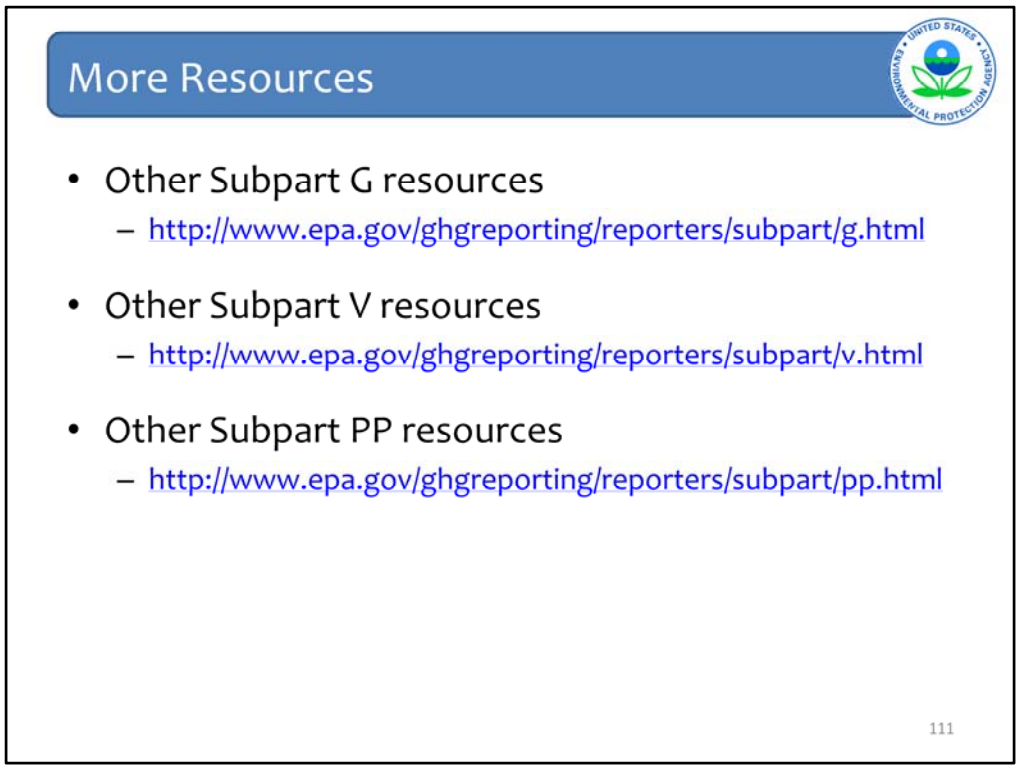

Here are some additional subpart specific links.

This concludes our training session. We hope this overview has provided you greater familiarity with navigating and entering information using the e-GGRT reporting tool.