

e-GGRT Training Webinar on

Reporting GHG Data for Subpart T Magnesium Production

U.S. Environmental Protection Agency

Greenhouse Gas Reporting Program (GHGRP)
June 5, 2012

1. Hello, and welcome to the e-GGRT training webinar on using EPA's electronic Greenhouse Gas Reporting Tool to report GHG Data for subpart T: Magnesium Production.



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.

- 1. 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.
- 2. During the course of this webinar, you will see a number of screenshots. Please note that screenshots shown in this webinar reflect software that is under development and may differ from what you see when you use e-GGRT.

Webinar Outline / Overview



- Subpart A Reporting
 - General Information
 - Opening Subpart A
- Subpart T Reporting
 - Selecting a Subpart
 - Reporting Data
 - Using Optional Calculation Spreadsheets
 - Review/Validation Warning Messages
- Resources for more information

- 1. This webinar focuses on introducing you to the e-GGRT for reporting emissions under subpart T: Magnesium Production.
- 2. Some of you may already be familiar with e-GGRT from reporting GHG emissions from other applicable sources, such reporting your combustion emissions under subpart C. However, for those of you not familiar with e-GGRT reporting, we will begin by discussing some of the general reporting requirements in subpart A.
- 3. We will then review the subpart T reporting. First, we will review the steps to add subpart T reporting module and then focus on using the e-GGRT web forms for reporting data, including the use of EPA's optional calculation spreadsheets.
- 4. We will then briefly show you how to review and check validation/warning messages.
- 5. Next, we will provide information on additional resources that will help you understand how to use e-GGRT, where to find other helpful resources for subpart T, and how to submit questions and comments to EPA.
- 6. Lastly, after we have reviewed subpart T, if time permits, we will address questions you have submitted during the webinar.
- 7. Again, we will not be covering other subparts in today's training. However, please note that we have prepared other webinars that present information on other subparts such as subpart C and you can get those presentations from the "Training and Training and Testing Opportunities" section of our webpage (http://www.epa.gov/climatechange/emissions/training.html).

Webinar Outline / Overview (cont'd)



- During today's presentation, please submit questions regarding e-GGRT functionality only
- Questions on other topics (requirements of the Greenhouse Gas Reporting Rule, legal issues, etc.) should be submitted to ghgreporting@epa.gov

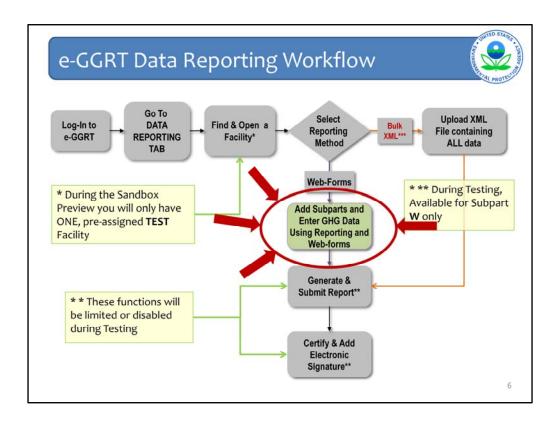
- 1. All callers and participants in today's webinar will be in listen-only mode. This means that you cannot ask questions over the phone.
- 2. However, you can use the chat or questions feature in the webinar tool window to submit written questions at any time during today's webinar. If there is time, we will answer your questions at the end of the webinar.
- 3. For this webinar, please limit your questions to subpart T reporting using e-GGRT.
- 4. Other questions on the Greenhouse Gas Reporting Rule should be submitted to the GHG Reporting Program Help Desk at the email address shown here. Also, at the end the webinar, we will provide information on other resources available to reporters.

Confidential Business Information

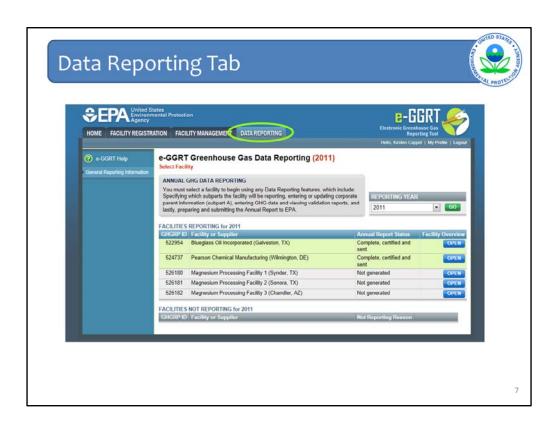


- All elements included in e-GGRT are required reporting elements, as applicable
- E-GGRT reflects the final rule deferring the reporting deadline for inputs to emission equations for direct emitters (76 FR 53057, published Aug. 25, 2011)
- Data elements that have been determined to be CBI as well as those that have no determination must be reported
- Reporting elements that have been determined to be CBI will be protected under the Clean Air Act (Sec. 114(c)) and EPA regulations (40 CFR Part 2)

- 1. E-GGRT currently reflects the August 2011 final rule deferring the deadline for reporting inputs to emission equations for direct emitters.
- 2. 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. For example, as you may know, the reporting of inputs to subpart C emission equations has been deferred and e-GGRT is currently not collecting this information. With respect to subpart T, because it does not require facilities to report any of the data used to calculate the emissions, there are no data elements for subpart T for which the reporting deadline has been deferred. Please remember however, that the data used in your calculations must be maintained as records for at least 3 years, in accordance with the requirements 40 CFR 98.3(g).
- 3. For your convenience, EPA is providing OPTIONAL calculation spreadsheets that you can use to perform the calculations called for in the emission equations as required by subpart T. These Microsoft Excel spreadsheets can be downloaded and opened on your own computer. 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 calculated the result, you will enter only the result into the e-GGRT web forms. Later in our presentation today, we will show you how to access the calculation spreadsheets and enter the emissions data and navigate through the webforms.
- 4. It is important to note that any data submitted under e-GGRT that is classified as confidential business information will be protected under the provisions of 40 CFR part 2, Subpart B.



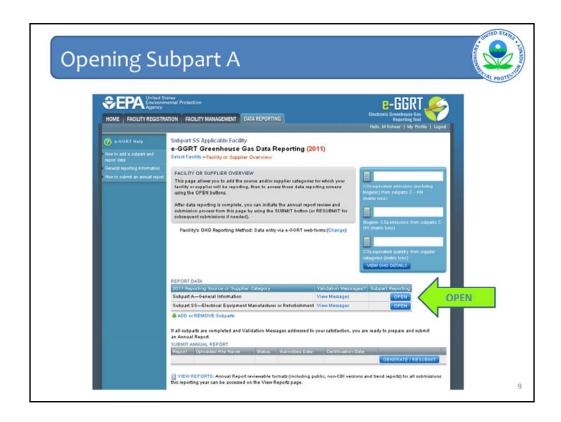
- 1. This slide illustrates the steps that are taken by a reporter to enter data into e-GGRT and submit it to EPA.
- 2. Again, today's webinar will focus only on Entering Subpart Specific Data into e-GGRT so while I will briefly present some information on reporting data required by subpart A, the presentation will focus on subaprt T data entry.
- 3. I will not be discussing other, related steps in the e-GGRT Data Reporting Workflow. Today's webinar will assume that you have navigated through e-GGRT to your facility and are ready to add subpart T and enter data.
- 4. For more information on the other, related steps or general features of e-GGRT, please refer to the e-GGRT Overview Training Webinar on our website at http://www.epa.gov/climatechange/emissions/training.html.



- 1. We are first going to review data reporting for subpart A.
- 2. To get started, click the **Data Reporting** tab to view a list of facilities associated with your e-GGRT account.



1. Next, open the facility for which you are reporting.



- 1. Once you have added a subpart, you may OPEN that subpart to enter or edit data. To OPEN the e-GGRT web-forms for your subpart, Navigate to your Facility Overview Page in the Data Reporting Tab.
- 2. Go to the "Report Data" Table in the middle of the page and look for the Subpart that you would like to open.
- 3. Click the Blue OPEN button to Open that subpart.
- 4. Here, we are opening subpart A.

Subpart A- General Information



All must report Subpart A information:

- NAICS codes
- U.S. Parent Company
- · Start date and end date for report
- Methodological changes during the year, if applicable
- Best Available Monitoring Methods used, if applicable
- Indicate if emissions include emissions from cogeneration

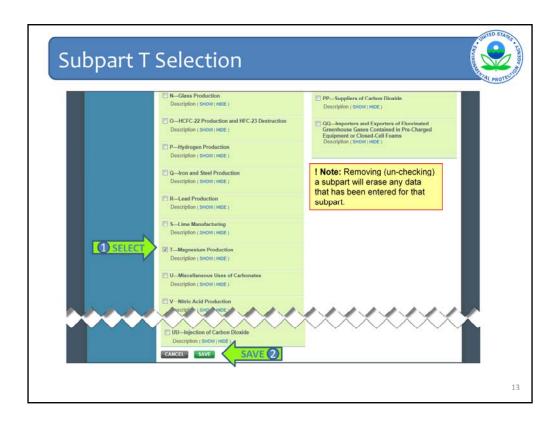
- 1. Once you have opened subpart A, you will have the opportunity to enter the information to meet the general requirements in 98.3 that are applicable for all reporters. These reporting requirements are:
 - Reporting on at least one primary and any additional NAICS codes relevant for the facility or the supplier;
 - Information on each highest level U.S. Parent Company;
 - The start date and end date for the GHG report;
 - An explanation of any calculation methodology changes during the reporting year, if applicable;
 - A description of best available monitoring methodologies (referred to by the acronym "BAMM") used, if applicable.
 - And, for facilities only, if your emissions include emissions from a co-generation unit.



- 1. Add a NAICS code- REQUIRED for All.
 - Each facility or supplier must report: The primary 6 digit- NAICS code that is the principal source of revenue for the reporter, as defined by the NAICS 2007 manual.
 - Optionally, a second primary NAICS code if the reporter has two distinct product/activities/services providing comparable revenue.
 - Additionally, (and also optionally) all unique NAICS codes that describe the products/activities/services of the reporter, but are not related to the principal source of revenue.
- 2. Add information on each highest level U.S. parent company- REQUIRED for All except US Government facilities.
 - For each highest level U.S. parent company you must provide the Parent Company Name, Percentage of ownership interest, Street Address, city, state, ZIP Code. When finished, the summed percentages of ownership interest for all parent companies should equal 100%.
- 3. Then, include the start date and end date for the GHG report- REQUIRED for All.



- 1. Back to subpart T data reporting.
- 2. In order to begin reporting for subpart T: Magnesium Production, you must add the subpart T module to your list of subparts on your Facility Overview page.
- 3. Click the blue hyperlink "ADD or REMOVE a Subpart" as shown by the arrow on the screen.



- 1. On the Subpart selection page, select the checkbox next to subpart T on the list.
- 2. If other subparts are applicable to your facility, this is where you would select those subparts at this time, but you can also come back at anytime before submitting your final report to add them.
- 3. I want to also mention that subpart A does not appear in this list because it is not optional. As I mentioned in a previous slide, subpart A entails basic information that every reporter must report about their facility or operation, such as the identification of all applicable NAICS codes (the North American Industry Classification System), parent companies, the start and end dates for the submitted GHG report and BAMM (best available monitoring methods) information.
- 4. For subpart T, you should consider the following source categories that may apply:
 - * C General Stationary Fuel Combustion
 - * OO Suppliers of Industrial GHGs
- 5. Next, you should click **SAVE** to return to the *Facility Overview Page*.



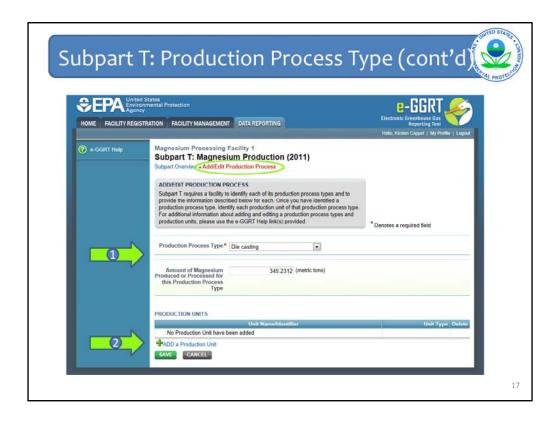
- 1. On the *Facility Overview* page, you should check to see that subpart T: Magnesium Production is now listed in the *Report Data* table, along with any other subparts you have added.
 - See it listed in the third row of the diagram.
- 2. To begin reporting data, let's open the reporting module by clicking the BLUE "OPEN" button as shown by arrow number 2.



- 1. You will now be on the subpart T Overview page as indicated by the circle at the top of the page. The subpart T Overview page, like the Facility Overview page is the "home page" for subpart T reporting. As you go to specific data entry forms within this module the text circled at the top of the page will change, be sure to check this text to see where you are within the reporting module.
- 2. On the subpart T Overview page, there are 2 main sections for which you will need to enter subpart T specific data.
- 3. The first section is the "MAGNESIUM PRODUCTION PROCESSES" table. Here you will enter information required for each type of production process used at the facility, such as the production unit identification information, and magnesium production for primary and secondary production processes. This will be the first step as noted on the screen.
- 4. The second section is the "GHG COVER/CARRIER GASES" table. Here you will enter information required for each cover gas used, such as the annual usage rate and an explanation if usage rates change more than 30 percent from the prior year. The cover gases include sulfur hexafluoride, HFC-134a, the fluorinated Ketone, and other GHG cover gases. If your facility uses a GHG as a carrier gas, such as carbon dioxide, you will also enter information for each of those here. This will be the second step as noted on the screen.



- 1. Now let's begin reporting information.
- 2. We'll start with the first section which covers reporting of production process types used during the reporting year and the corresponding production unit information.
- 3. Click on the blue hyperlink "Add a Production Process Type" as shown by the arrow on the screen.



- 1. This page has 2 sections for which you will need to enter data.
- 1. In the first section you need to select a production process type that was used during the reporting year. Your choices are:
 - a) Primary production
 - b) Secondary production (recycling)
 - c) Die casting
 - d) Sand casting
 - e) Anode casting
 - f) Permanent mold casting
 - g) Wrought Products
 - h) Other process not listed in the drop down.

Note: If you select "other process", the system will provide a space where you can specify a description of the "other" process.

- 2. Next, enter the annual amount of magnesium produced or processed by all production units at the facility in which the selected process was used. The amount must be reported in metric tons. (As you may recall from a previous slide that this particular data element is classified as CBI.)
- 3. At this point, you can either save your data and be returned to the previous screen (subpart T Overview page) or continue with adding a production unit. You will always have the ability to return to this page and add production units at a later time by selecting the saved process type on the subpart T Overview page.
- 4. For the purpose of this demonstration, we'll continue with adding a production unit in which the selected process type (Die Casting) is included in the pull down menu.



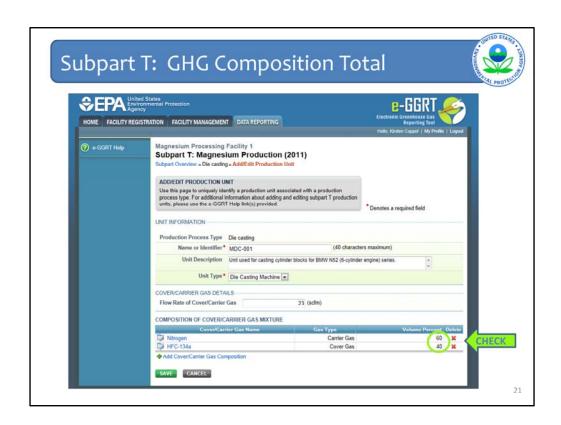
- 1. The Production Unit page also has 3 main sections for which you will need to enter data.
- 2. In the first section you need to provide unit information: enter a unique name or ID for the unit in which you are reporting, followed by an optional brief description of the unit this is not required, and then finally indicate the type of unit. The types of units listed in the dropdown *menu* are based on the selected production process type.
- 3. In the second section you need to enter the flow rate of the cover/carrier gas used. Remember to report the gas flow rate in standard cubic feet per minute.
- 4. As with the previous page, you can click SAVE to be returned to the previous screen.
- 5. Click the blue hyperlink, "Add Cover/Carrier Gas Composition."



- 1. This page is used for specifying the GHGs contained in the cover or carrier gas mixture used for this production unit and their composition.
- 2. First you'll need to indicate the type of gas used (cover or carrier).
- 3. The system will update the second input field's label and the dropdown menu based on your selection of carrier or cover gas.
- 4. Next, select the gas name from the dropdown menu.
- 5. Finally, enter the percentage by volume used for each gas.
- 6. Once you have entered this information, click **SAVE** to continue. The system returns you to the previous page.



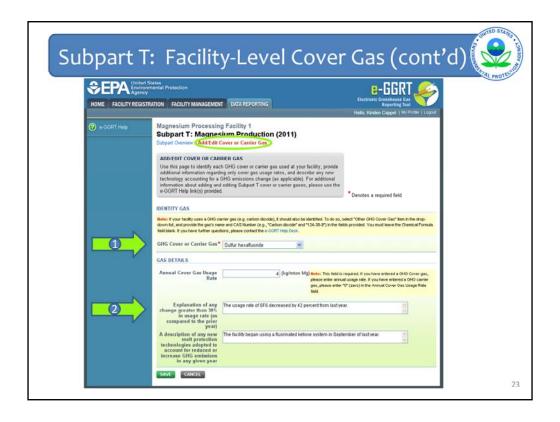
- 1. Upon **SAVE**, the system returns you to the previous page.
- 2. Check to ensure that the GHG gas you entered on the previous page, along with the percentage of volume appears under the *Composition of Cover/Carrier Gas Mixture* table.
- 3. If you have more than one cover/carrier gas, you will need to repeat the last process to add them to this table.
- 4. We'll fast forward this step so that you can see the results.



- 1. When all of the cover/carrier gases have been added to the table they should add to 100 percent.
- 2. Then click **SAVE** to continue.



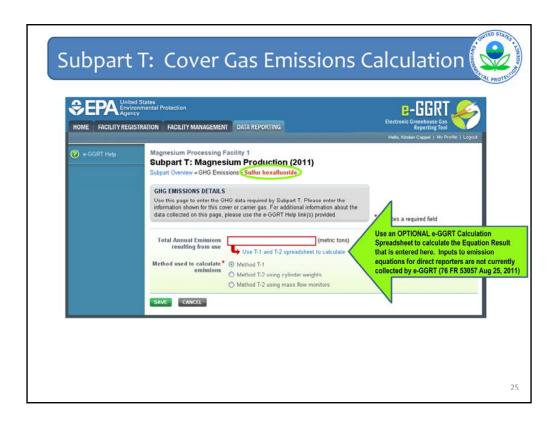
- 1. The system returns you to the overview page.
- 2. Now let's get started on reporting the **GHG** cover gases or carrier gases used at the facility by clicking the blue hyperlink, "ADD a Cover or Carrier Gas" as shown by the arrow on the screen.



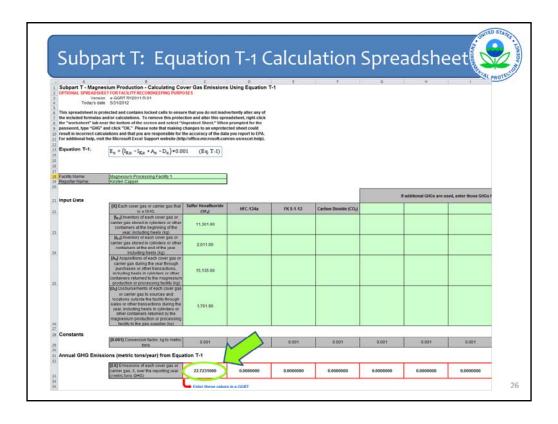
- 1. The Add/Edit Cover or Carrier Gas page has 2 main sections for which you will need to enter data.
- 2. In the first section you need to select a GHG cover or carrier gas that was used during the reporting year. For this example, we will select the cover gas, sulfur hexafluoride.
- 3. The second section covers details about the selected cover gas.
- 4. Enter the annual usage rate (kilograms per metric tons of Mg. excluding the carrier gas) for the selected cover gas. (Note, for carrier gases, please enter zero in this field).
- 5. Next, if the usage rate has changed by more than 30% from the previous reporting year, please enter a brief explanation. For example, if you made changes to the cover/carrier gas mixture, please indicate the composition of the cover/carrier gas you use now and the composition of the cover/carrier gas you previously used.
- 6. Also, please enter a description of any new melt protection technologies adopted if the change in usage is due to a change in the melt protection technology.
- 7. Once you have entered this information, click **SAVE** to continue.



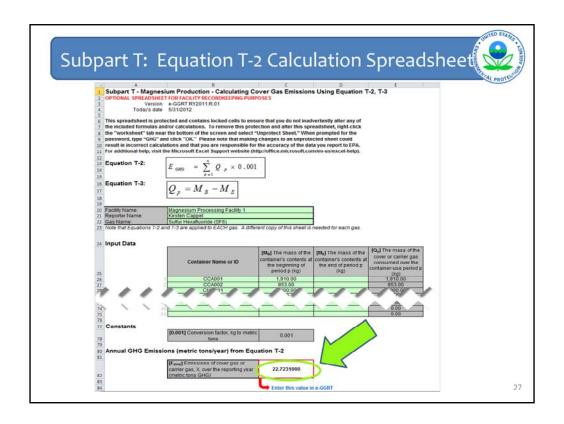
- 1. Upon **SAVE**, the system returns you to the previous page (Subpart Overview).
- 2. Check to ensure that the GHG cover gas you entered on the previous page, along with its annual usage rate appears under the GHG COVER/CARRIER GASES table.
- 3. If you have more than one cover gas or use a carrier gas that is a GHG (e.g., carbon dioxide), you will need to repeat the last few steps to add each GHG to this table. We will show you how to add a GHG carrier gas later, but first we'll finish entering information for the cover gas, sulfur hexafluoride, we just added.
- 4. To begin reporting emissions information for sulfur hexafluoride, open the reporting module by clicking the BLUE "**OPEN**" button as shown by arrow number 2.



- 1. After selecting **OPEN** you will be directed to page where you will enter annual emissions information for the selected cover or carrier gas.
- 2. EPA has prepared OPTIONAL calculation spreadsheets that you can use to perform the calculations called for in emission equations T-1 and T-2.
- 3. Just click the hyperlink on the web form to view and download the 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 calculated the result, enter only the result onto the e-GGRT web form.
- 4. E-GGRT will NOT collect the calculation spreadsheets and you do NOT need to submit them outside of e-GGRT. The use of these calculation spreadsheets is voluntary. 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 record-keeping requirements.
- 5. We will return to this page in a minute, but first let's take a look at the calculation spreadsheets for subpart T. There are two: one for Equation T-1 and one for T-2.



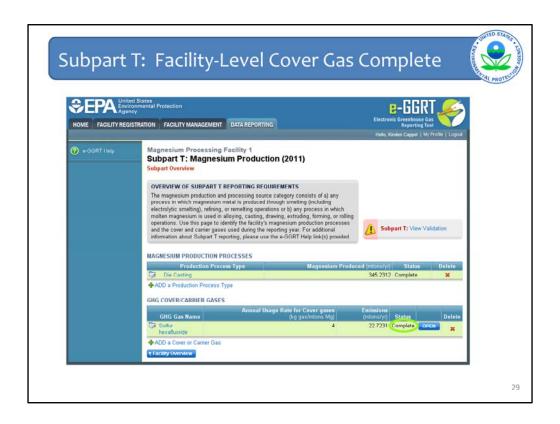
- 1. This is a screenshot of the Equation T-1 Calculation Spreadsheet that you could use to calculate annual emissions for the selected cover or carrier gas.
- 2. There is a separate column for calculating the annual emissions for each cover or carrier gas used that is a GHG. There are also columns for calculating any additional GHGs (as defined in §98.6) that were used by the facility in the reporting year.
- 3. As you scroll further down the spreadsheet, you will see that the spreadsheet highlights the data to be entered into e-GGRT with a red box identical to the one on the web form.



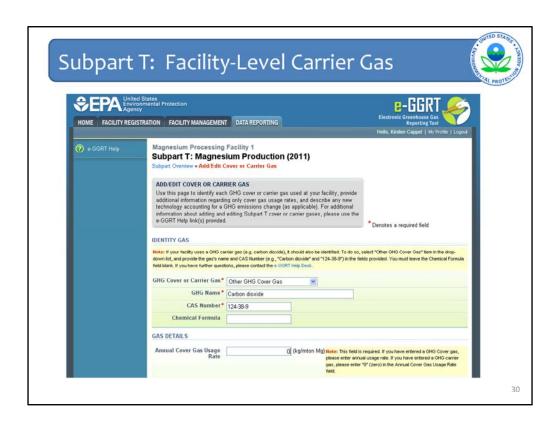
- 1. This is a screenshot of the Equation T-2 Calculation Spreadsheet that you could use to calculate annual emissions for the selected cover or carrier gas. It also includes space for calculating Equation T3, which serves as an input to Equation T-2.
- 2. To calculate Equation T3, you must enter the name or ID of each container and the mass of its contents at the beginning of the reporting period and at the end of the period.
- 3. As you scroll further down the spreadsheet, you will see that the spreadsheet highlights the data to be entered into e-GGRT with a red box identical to the one on the web form.



- 1. Now we will return to the page to enter annual emissions information for the selected cover gas.
- 2. Enter the total emissions amount calculated from the spreadsheet, rounded to 4 decimal points.
- 3. Next, select the method used to calculate the emissions. There are two options for Method T-2 (using cylinder weights or mass flow monitors).
- 4. If either of these two approaches are selected for Method T-2, you must indicate whether or not missing data provisions used to estimate emissions for the selected cover gas. (You shouldn't have any missing data if you are using T-1). If you used missing data provisions, then specify the missing data method used (see 98.205 for more details), and the time period during which the method was used. You can report using days or hours.
- 5. Lastly, specify the quantity of emissions estimated using the method.
- 6. Click **SAVE** to continue.

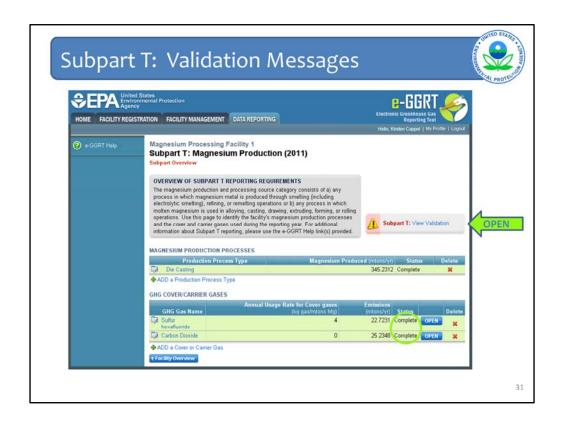


- 1. When you return to the subpart T Overview page, you should see that the facility-level cover gas has a status of "Complete" as shown on this screen.
- 2. If you have more than one cover gas to report, you will need to repeat the last process to add them to this table.
- 3. For demonstration purposes, we will add a carrier gas but will not revisit all the screens. Again we'll click the **ADD** a **Cover or Carrier Gas** link.



- 1. To add a GHG carrier gas, select "Other GHG Cover Gas" from the "GHG Cover or Carrier Gas" drop down list.
- 2. Enter the gas's Name and CAS Number, which are required fields. The Chemical Formula field is not required.
- 3. Enter zero for the Annual Cover Gas Usage Rate, and then click **SAVE.**
- 4. That will return you to the Subpart Overview page. Next, you must enter the emissions for the carrier gas. Click the blue OPEN button adjacent to the name of the carrier gas you just entered. This will take you to the GHG emissions page for the GHG carrier gas, where you will enter the emissions, select the calculation method, and, if applicable, enter the missing data information for the carrier gas.

Remember that you should enter only carrier gases that are GHGs in this section. If you use a carrier gas that is not a GHG, such as nitrogen, then you do not need to enter emissions information for those gases.



- 1. Now both the cover gas and the carrier gas appear on the screen and have a complete status.
- 2. Because 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.
- 3. It turns out that we have some messages, since the validation box is red and shows an exclamation mark. The exclamation mark indicates a potential issue with the data you have entered for subpart T. The validation error may indicate that you have not entered all of the necessary data or it may indicate there are possible errors or inconsistencies with some of the data you entered. Please take the time to review the validation messages since they are designed to help you avoid making data entry errors in your annual report. So let's check the validation report by clicking on the blue hyperlinked text "View Validation" as shown by the arrow.



- 1. We are now on the Subpart T Validation Report page.
- 2. There are a couple of validation messages that could be generated based on the data you have entered for subpart T. As you can see from reviewing this page, the messages are grouped into three overall categories:
 - Facility level messages;
 - Magnesium production process messages;
 - Cover and carrier messages.
- 3. It looks like there is an issue with the volume percentage information entered for the cover/carrier gas mixture associated with unit DC002.
- 4. If you receive a data quality message, then you should check the data for any errors or typos. If you believe the data to be correct, then you should still submit that data.
- 5. Notice that the message text is also a hyperlink that takes you directly to the e-GGRT page where the validation message was triggered. By clicking this link, the system takes you to the relevant data entry page so that you can quickly review the data you entered and correct any data, if necessary. To exit the validation report, you click the "Subpart Overview" at the bottom of the page.
- 6. We will not go through the process of addressing the issue in this message (given the time), but please be sure to check this validation box prior to submitting your annual report.

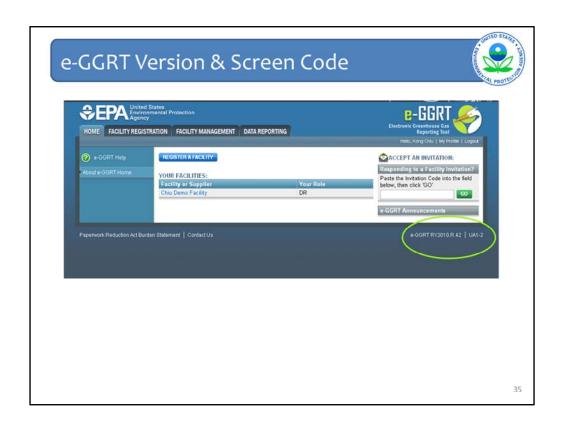


- 1. After you have reviewed and correct all of the validation, then upon returning to the Subpart T Overview page, you will see that you no longer have any validation messages.
- 2. You have now completed all data entry for subpart T and can return to the Facility Overview page to finish data entry for any other applicable subparts.



- 1. When you return to the Facility Overview page, you can view the details of your emissions using the "VIEW GHG DETAILS" button, as shown earlier. You can also proceed to generate your annual emissions report, which was presented earlier. As we mentioned earlier, your facilities may be subject to the subpart C for stationary combustion units.
- 2. If you are interested in receiving training on Subpart C and are interested, you can go to our website: http://www.epa.gov/climatechange/emissions/training.html and download slides from a subpart C webinar similar to this one.

Remember to enter the data for ALL subparts that apply to your facility before generating, submitting, and certifying your annual report.



1. If you experience problems or have questions when using e-GGRT, please provide the e-GGRT Version number and Screen Code in any correspondence with our Help Desk.

These can be found on the bottom right hand corner of every web-page within e-GGRT.

Upcoming Deadlines



- If you are required to report for any of the new 2011 source categories (e.g., subpart T), then your report is due on **September 28, 2012**
 - You must be registered in e-GGRT by
 July 30, 2012
 - See <u>ghgreporting.epa.gov</u> for the e-GGRT registration module

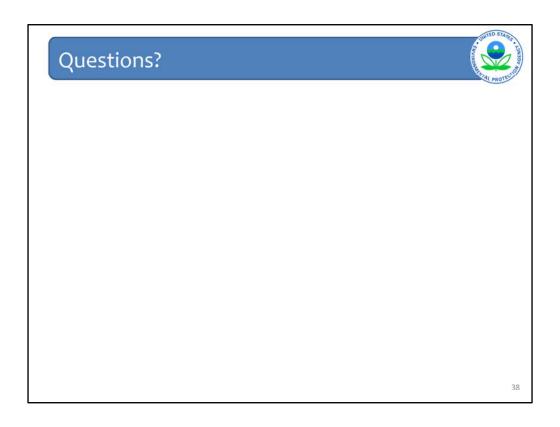
- 1. Please note that the 2011 annual report for facilities subject to subpart T is due on September 28, 2012. You must be registered in e-GGRT by July 30, 2012, if you have not already registered your facility.
- 2. The e-GGRT registration module is available at the website listed on this slide.

For More Information



- e-GGRT Information & Help
 - http://www.ccdsupport.com
 - Email: GHGreporting@epa.gov
- Sandbox Information & Help
 - http://www.ccdsupport.com
 - Email: ghgreporting@epa.gov
- · Sandbox Registration & Log-In
 - http://sandbox.ccdsupport.com
- · GHG Reporting Program Information & Help
 - http://www.epa.gov/climatechange/emissions/ghgrulemaking.html
 - Email: ghgreporting@epa.gov
- Other Subpart T Resources
 - http://www.epa.gov/ghgreporting/reporters/subpart/t.html

- 1. This concludes our training session for today. We hope this overview has given you a better understanding of how to navigate and enter information using the e-GGRT reporting tool.
- 2. Here are some additional links that you may find useful.



1. At this point, we'll address any questions you may have on the subpart T e-GGRT reporting module.