

# Submitting HFC Reports through EPA's HAWK/HFC Reporting System

May 2022

# Agenda

- HFC Reporting Requirements
- Reporting Process Overview
- Registration
- Submitting an HFC Report
- Viewing Documents
- Resubmitting a Report
- Resources
- Questions

# HFC Reporting System

- EPA's new HFC reporting system:
  - **HFC and ODS Allowance Tracking (HAWK) System**



- Updating website and reporting resources accordingly

# HFC Reporting Requirements

- Hydrofluorocarbon (HFC) reporting and recordkeeping requirements are codified in 40 CFR Part 84
- Requirements vary based on the activity type
- All reports are to be submitted to EPA through the HFC reporting system, now known as HAWK, within the electronic Greenhouse Gas Reporting Tool (e-GGRT), except for the Importer of Record report (IOR) and the Petition to Import Used HFCs for Destruction which are to be reported through the ODSTS,



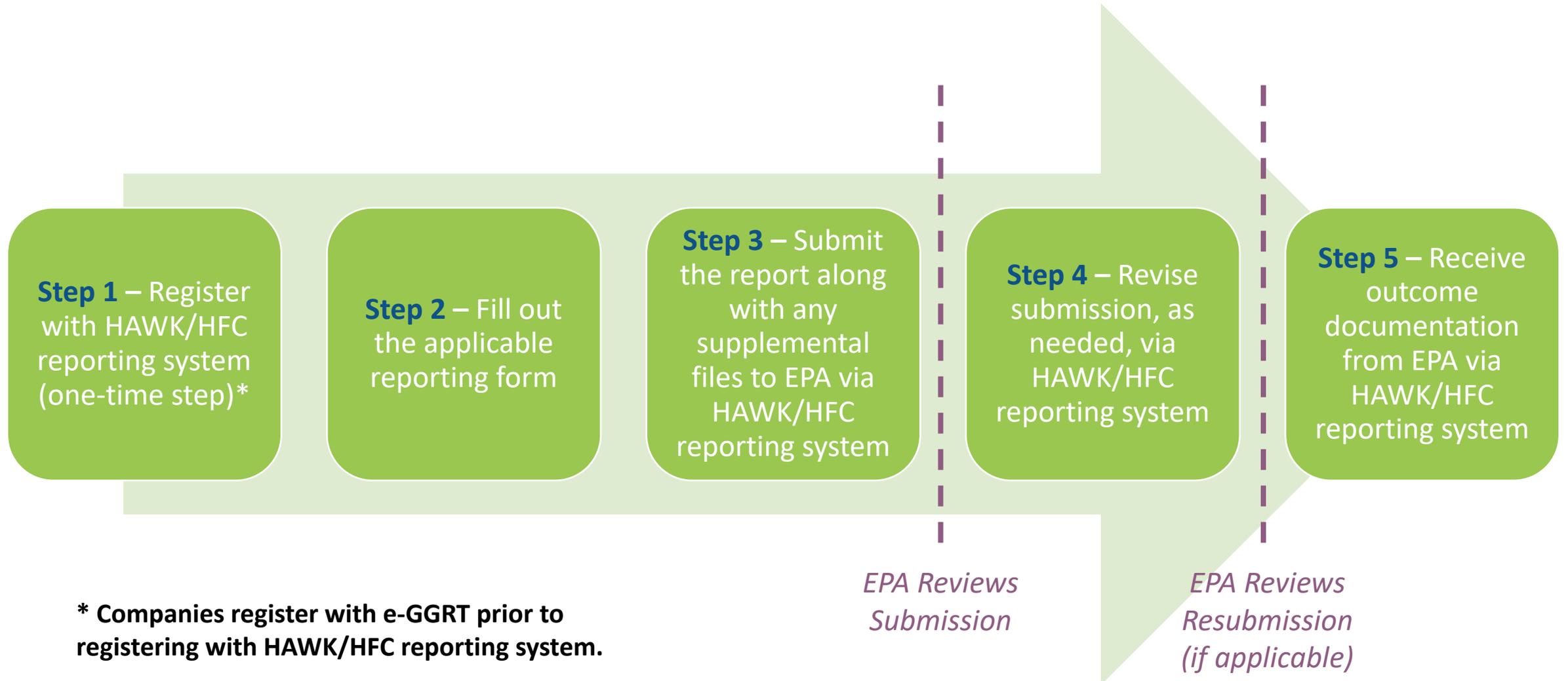
Report Type	Report Level	Report Frequency
Application-Specific Allowance Holders Biannual Report	Company	Biannual
Conferral of Allowances Report	Company	As Needed
Destruction One-Time Report	Facility	One-Time
Exporter Quarterly Report	Company	Quarterly
Fire Suppressant Recycler Quarterly Report	Company	Quarterly
Importer of Record Annual Report	Company	Annual
Importer Quarterly Report	Company	Quarterly
Inter-Company Transfers Report	Company	As Needed
International Transfers Report	Company	As Needed
Producer One-Time Report	Facility	One-Time
Producer Quarterly Report	Facility	Quarterly
Process Agent Use Annual Report	Facility	Annual
Process Agent Use One-Time Report	Facility	One-Time
Request for Additional Consumption Allowances Report	Company	As Needed
Reclamation One-Time Report	Company	One-Time
Reclamation Quarterly Report	Company	Quarterly
Sale or Conveyance Report	Company	One-Time
Second Party Transformation and Destruction Report	Facility	Annual
Transformation One-Time Report	Facility	One-Time
Transshipment Notification	Company	As Needed

# Recent/Upcoming Submission Deadlines



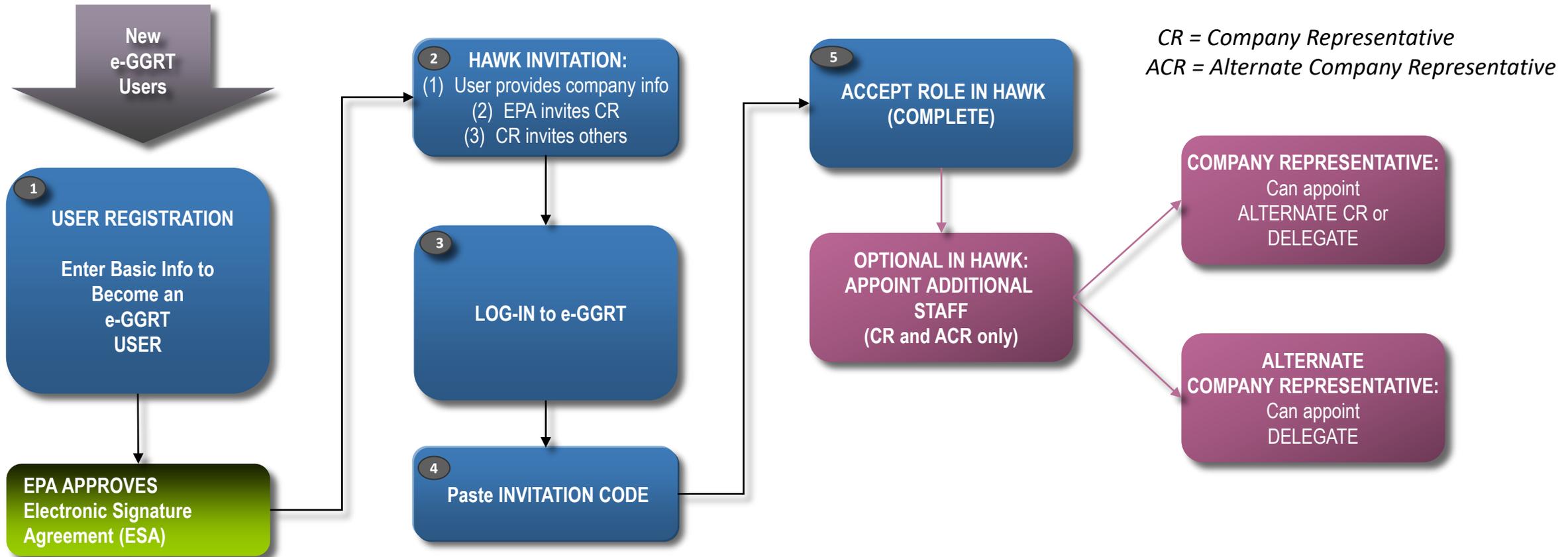
Report Type	Due Date	Period	Date Range Covered by Report
<b>One-Time Reports</b>			
Reclamation	February 14, 2022	2021CY	January 1, 2021 – December 31, 2021
Producer	May 1, 2022	NA	NA
Destruction			
Transformation			
Process Agent Use			
<b>Quarterly Reports</b>			
Producer	May 15, 2022	2022CY Q1	January 1, 2022 – March 31, 2022
Importer			
Exporter			
Reclamation			
Fire Suppressant Recycler			
<b>Biannual Reports</b>			
Application-specific Allowance Holders	July 31, 2022	2022CY Q1-2	January 1, 2022 – June 30, 2022

# Reporting Process Overview



# Registration

# e-GGRT HAWK HFC User Registration Workflow



See the webinar [e-GGRT 101: Registering-in and Using EPA's electronic Greenhouse Gas Reporting Tool](#) for detailed information on the e-GGRT and HAWK/HFC reporting system registration process.

# HAWK/HFC Reporting System Registration



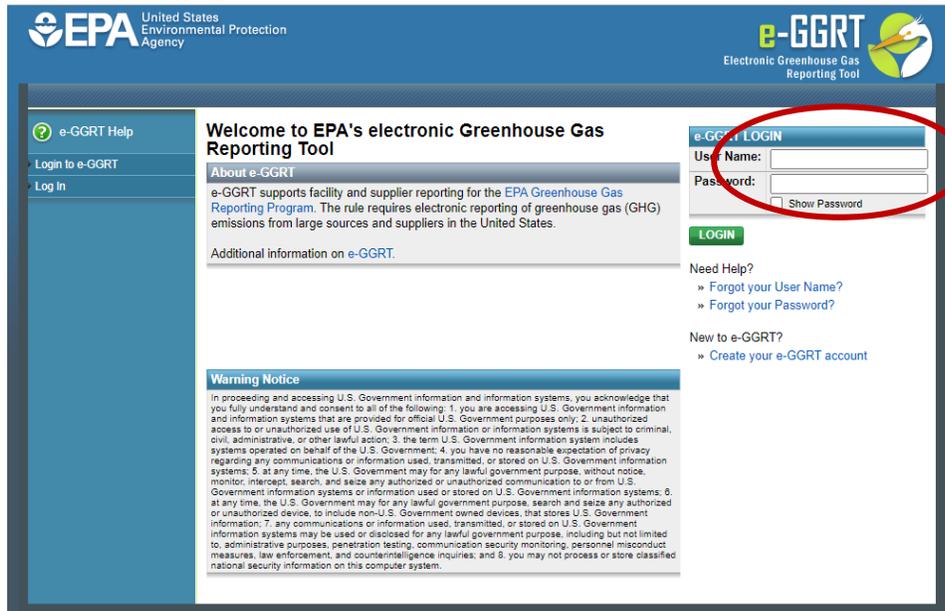
- To receive a unique HAWK/HFC reporting system registration invitation, entities must provide the following information to EPA at [HFCAllocation@epa.gov](mailto:HFCAllocation@epa.gov):
  - **Company Name** - Companies that are majority owned and/or controlled by the same individual(s) must report to EPA under a single company name
  - **Corporate Address**
  - **Company Representative Name** - The designated officer that will serve as the entity's main point of contact for all HFC reporting under the HFC allocation program
  - **Company Representative Email**
  - **Company Representative Phone**
- Anyone who receives application-specific allowances or HFCs via a conferral, transfer, or sale must register with HAWK

# Submitting an HFC Report through HAWK/HFC Reporting System

# Accessing HAWK/HFC Reporting System

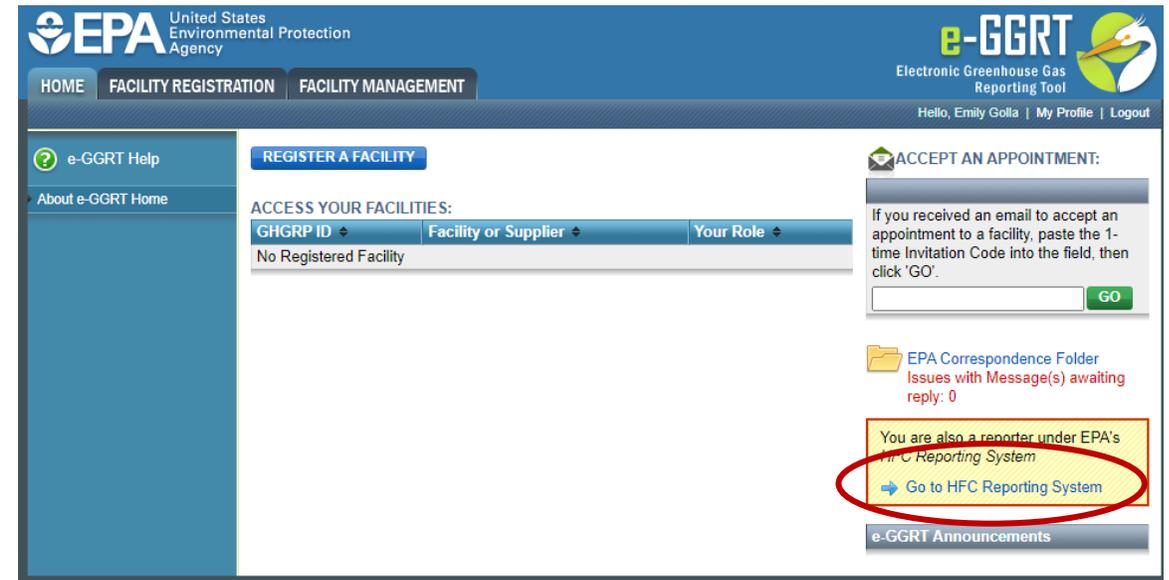
## Log into e-GGRT

Visit <https://ghgreporting.epa.gov> and enter your e-GGRT username and password



## Enter the HAWK/HFC Reporting System

This link will only appear for users that are registered with HAWK/HFC reporting system

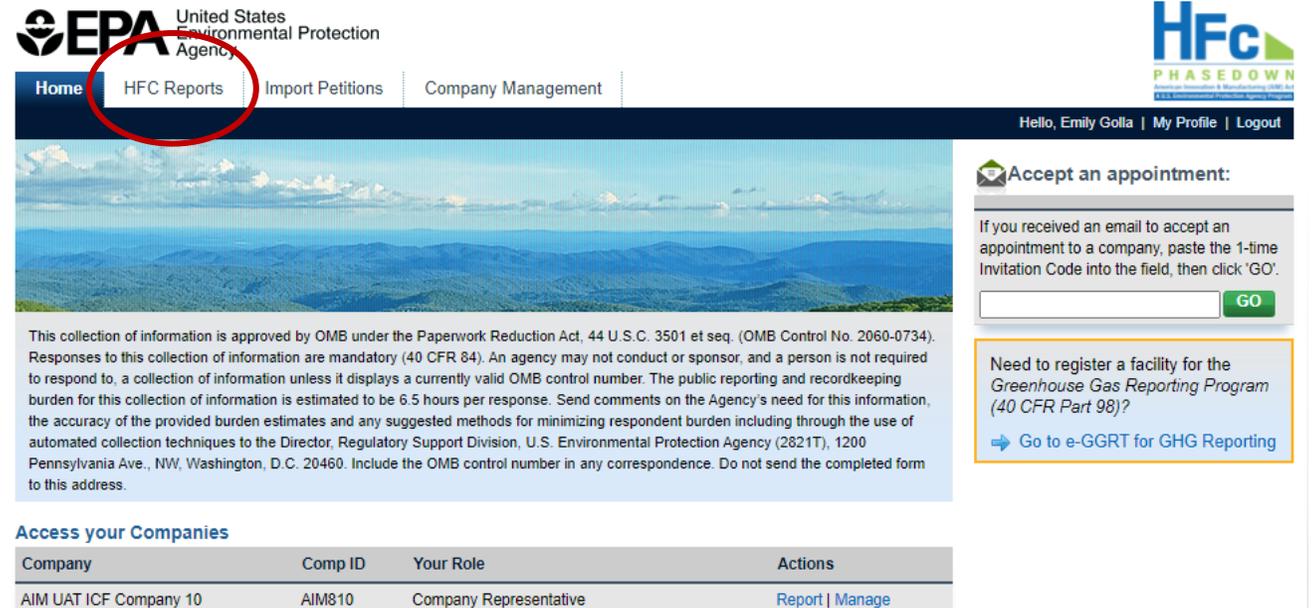


\*\*If you do not have an e-GGRT account or if you are not registered with the HAWK/HFC reporting system, refer to EPA's reporting instructions on [Registration and Account Management](#) for more information on the registration process.

# HAWK/HFC Reporting System Homepage

## HAWK/HFC reporting system consists of three main tabs:

- 1. HFC Reports:** Use to submit new and view previously submitted HFC reports (except import petitions)
- 2. Import Petitions:** Use to submit new and view previously submitted import petitions
- 3. Company Management:** Use to view/edit the company address, company contacts, and facility information



The screenshot shows the EPA website's navigation menu with 'HFC Reports' circled in red. Below the navigation is a banner image of a mountain range. To the right, there is a notification box for accepting an appointment and a box for registering a facility for the Greenhouse Gas Reporting Program. Below the banner is a text block with legal disclaimers and a table titled 'Access your Companies'.

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Home **HFC Reports** Import Petitions Company Management

Hello, Emily Golla | My Profile | Logout

**Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?**

[Go to e-GGRT for GHG Reporting](#)

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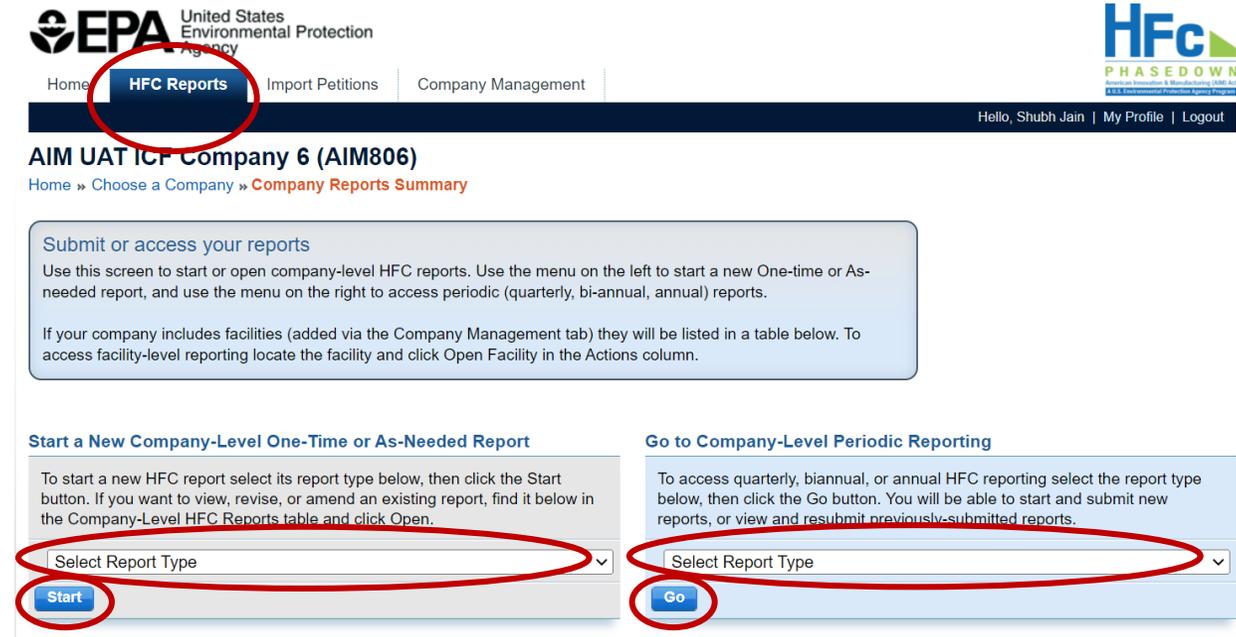
**Access your Companies**

Company	Comp ID	Your Role	Actions
AIM UAT ICF Company 10	AIM810	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

# Submitting a Company-Level Report

**Navigate to the HFC Reports tab, select the report type you plan to submit from the dropdown menu, and click ‘Start’**

Company-Level Report Type	Report Frequency
Application-Specific Allowance Holders Biannual Report	Biannual
Conferral of Allowances Report	As Needed
Exporter Quarterly Report	Quarterly
Fire Suppressant Recycler Quarterly Report	Quarterly
Importer of Record Annual Report	Annual
Importer Quarterly Report	Quarterly
Inter-Company Transfers Report	As Needed
International Transfers Report	As Needed
Request for Additional Consumption Allowances Report	As Needed
Reclamation One-Time Report	One-Time
Reclamation Quarterly Report	Quarterly
Sale or Conveyance Report	One-Time
Transshipment Notification	As Needed



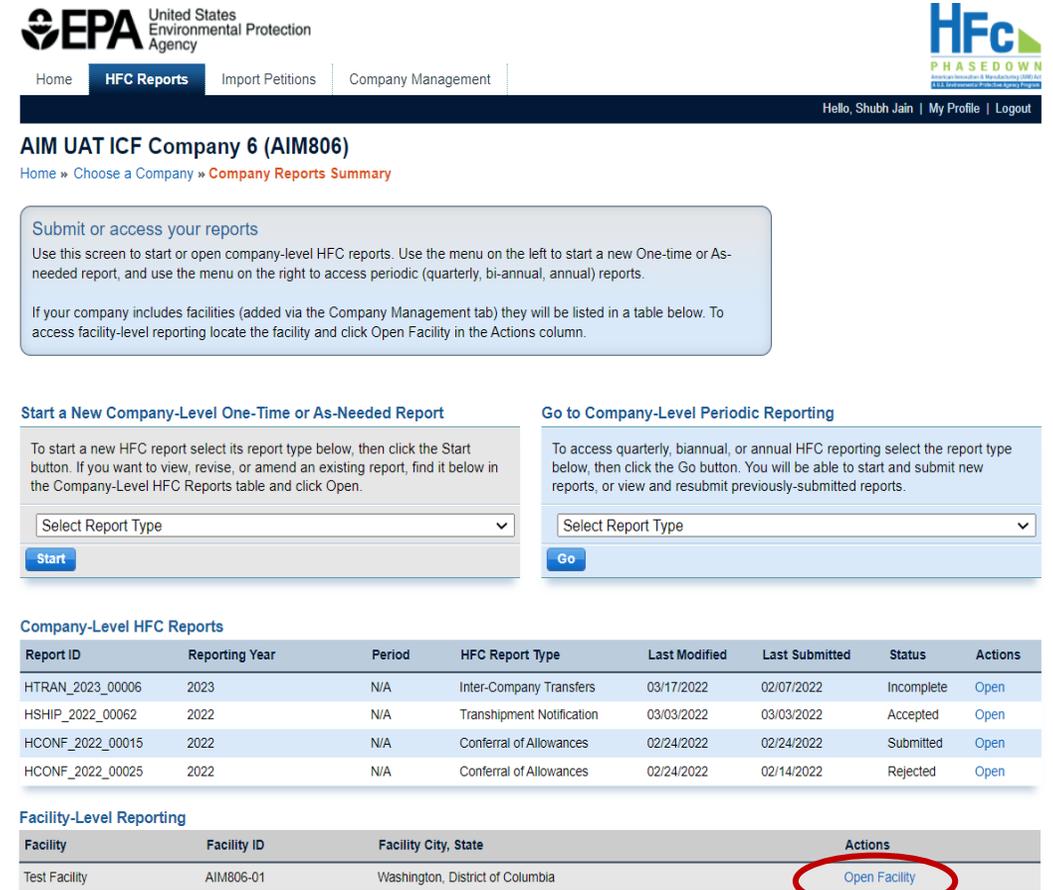
The screenshot shows the EPA HFC Reports web interface. The 'HFC Reports' tab is highlighted in the navigation bar. The page title is 'AIM UAT ICF Company 6 (AIM806)'. Below the navigation bar, there is a section titled 'Submit or access your reports' with instructions on how to use the screen. Below this, there are two main sections: 'Start a New Company-Level One-Time or As-Needed Report' and 'Go to Company-Level Periodic Reporting'. In the 'Start a New...' section, a dropdown menu labeled 'Select Report Type' and a 'Start' button are circled in red. In the 'Go to...' section, a dropdown menu labeled 'Select Report Type' and a 'Go' button are also circled in red.

# Submitting a Facility-Level Report

## Navigate to the Facility-Specific Reporting Page, click Open Facility in the Actions Menu for the facility for which you plan to submit a report

- You must add facilities to your company's account for them to appear
- Refer to the [Registration and Account Management](#) reporting instructions on how to add a new facility to your company account

Report Type	Report Frequency
Destruction One-Time Report	One-Time
Producer One-Time Report	One-Time
Producer Quarterly Report	Quarterly
Process Agent Use Annual Report	Annual
Process Agent Use One-Time Report	One-Time
Second Party Transformation and Destruction Report	Annual
Transformation One-Time Report	One-Time



The screenshot shows the EPA HFC Reports web application interface. At the top, there is a navigation bar with links for Home, HFC Reports, Import Petitions, and Company Management. The user is logged in as Shubh Jain. The main heading is "AIM UAT ICF Company 6 (AIM806)". Below this, there is a "Submit or access your reports" section with instructions on how to use the screen. There are two main sections: "Start a New Company-Level One-Time or As-Needed Report" and "Go to Company-Level Periodic Reporting". Below these are two tables: "Company-Level HFC Reports" and "Facility-Level Reporting". The "Facility-Level Reporting" table has a red circle around the "Open Facility" link in the Actions column for the "Test Facility".

**Company-Level HFC Reports**

Report ID	Reporting Year	Period	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HTRAN_2023_00006	2023	N/A	Inter-Company Transfers	03/17/2022	02/07/2022	Incomplete	Open
HSHIP_2022_00062	2022	N/A	Transhipment Notification	03/03/2022	03/03/2022	Accepted	Open
HCONF_2022_00015	2022	N/A	Conferral of Allowances	02/24/2022	02/24/2022	Submitted	Open
HCONF_2022_00025	2022	N/A	Conferral of Allowances	02/24/2022	02/14/2022	Rejected	Open

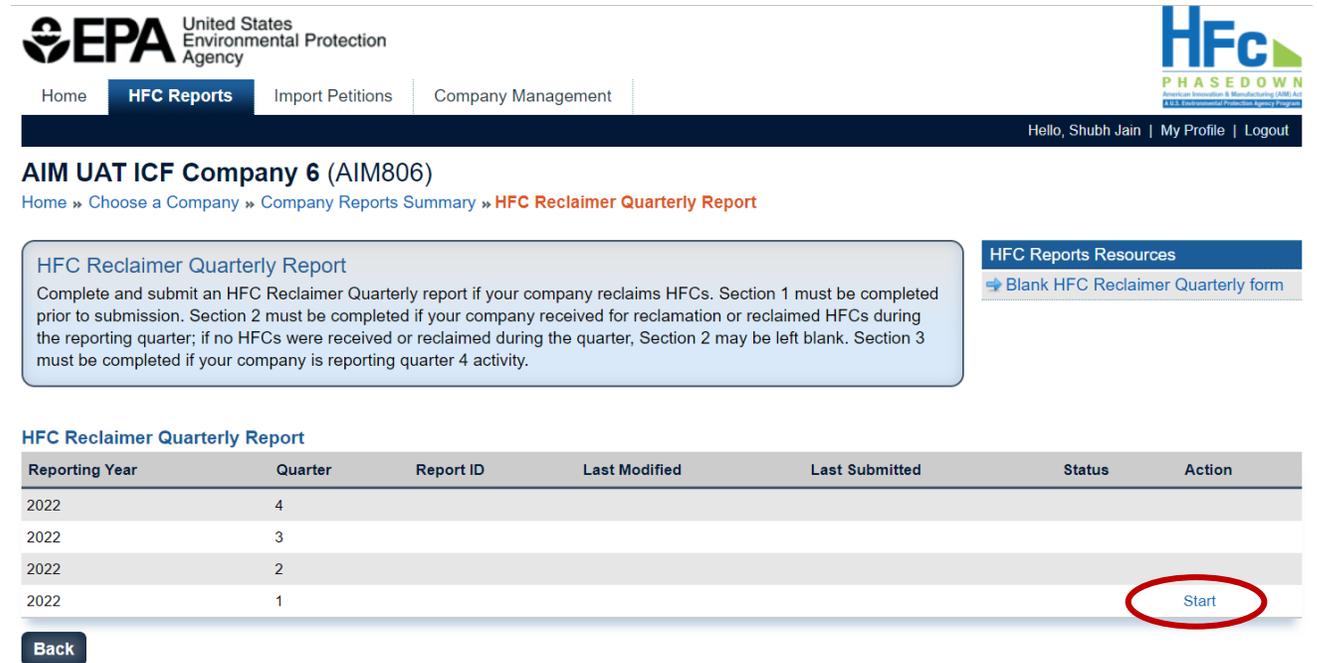
**Facility-Level Reporting**

Facility	Facility ID	Facility City, State	Actions
Test Facility	AIM806-01	Washington, District of Columbia	Open Facility

# Routine HFC Reporting

## Select the reporting period:

- Quarterly, biannual, and/or annual
- For quarterly and biannual reporting, you must submit a report for each reporting period even if you have no activity (production, import, etc.) during that time frame if you are going to submit data in any single quarter or a single biannual period



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Home **HFC Reports** Import Petitions Company Management

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### AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary » **HFC Reclaimer Quarterly Report**

#### HFC Reclaimer Quarterly Report

Complete and submit an HFC Reclaimer Quarterly report if your company reclaims HFCs. Section 1 must be completed prior to submission. Section 2 must be completed if your company received for reclamation or reclaimed HFCs during the reporting quarter; if no HFCs were received or reclaimed during the quarter, Section 2 may be left blank. Section 3 must be completed if your company is reporting quarter 4 activity.

#### HFC Reports Resources

[Blank HFC Reclaimer Quarterly form](#)

#### HFC Reclaimer Quarterly Report

Reporting Year	Quarter	Report ID	Last Modified	Last Submitted	Status	Action
2022	4					
2022	3					
2022	2					
2022	1					<a href="#">Start</a>

[Back](#)

# Submitting an HFC Report

## Upload a completed HFC Report

- Blank reporting forms are available for download from within the application and on EPA's HFC Allocation Rule Reporting and Recordkeeping web page

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Home **HFC Reports** Import Petitions Company Management

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**AIM UAT ICF Company 6 (AIM806)**  
Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report

**HFC Conferral of Allowances Report**  
Complete and submit an HFC Conferral of Allowances Report if your company plans to confer application-specific allowances to another company (conferee). All sections of the report must be completed prior to submission.

**HFC Reports Resources**  
Blank HFC Conferral of Allowances form

**Report**

Reporting Year	Report Status
Conferee Name (ID)	Last Submitted Version
Created Date (By)	Last Submitted Date (By)
Modified Date (By)	Acceptance Date

**Step 1:** Upload a completed HFC Conferral of Allowance form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload a certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

**Step 3:** Click Submit to review and complete the electronic signature steps.

Choose File No file chosen Upload

# Submitting an HFC Report

## Address Validation Errors, if Applicable

### Report

Reporting Year	Report Status
Conferee Name (ID)	Last Submitted Version
Created Date (By)	Last Submitted Date (By)
Modified Date (By)	Acceptance Date

**VALIDATION MESSAGES**

 The Company ID [AIM805] entered in Section 1 does not match the Company ID of the company selected for reporting, [AIM806].

**Step 1:** Upload a completed HFC Conferral of Allowance form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload a certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

**Step 3:** Click Submit to review and complete the electronic signature steps.

No file chosen

# Submitting an HFC Report

## Upload Other Documentation

- If a file is uploaded in error, delete by selecting Delete from the Actions menu
- The report cannot be submitted until all required documentation is uploaded

## Submit Report

- You will have an opportunity to review your report prior to completing the submission

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Home | **HFC Reports** | Import Petitions | Company Management

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### AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report

#### HFC Conferral of Allowances Report

Complete and submit an HFC Conferral of Allowances Report if your company plans to confer application-specific allowances to another company (conferee). All sections of the report must be completed prior to submission.

**HFC Reports Resources**  
Blank HFC Conferral of Allowances form

#### Report HCONF\_2022\_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	
Created Date (By)	02/14/2022	Last Submitted Date (By)	
Modified Date (By)	02/14/2022	Acceptance Date	

**Step 1:** Upload a completed HFC Conferral of Allowance form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

**Step 2:** Upload a certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

**Step 3:** Click Submit to review and complete the electronic signature steps.

Choose File No file chosen Upload

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Conferral of Allowances Report r0.2.xlsx	02/14/2022	No	
Certification.pdf	02/14/2022	No	Delete

Submit Report Back

# Required Supporting Documentation

Report Type	Required Supporting Documentation	Reg Reference
Conferral of Allowances	A signed certification from the conferrer and the conferee stating the regulated substances are for a listed application and will not be resold for a different application	84.31(h)(4)(vi)
Exporter (Quarterly)	<b>If exporting for transformation:</b> A transformation verification from the transformer <b>If exporting for destruction:</b> A destruction verification from the destroyer	84.31(d)(1)(vii) 84.31(d)(1)(vii)
Importer (Quarterly)	<b>If importing for second party transformation:</b> A transformation verification from the transformer <b>If importing for second party destruction:</b> A or destruction verification from the destroyer	84.31(c)(1)(vii) 84.31(c)(1)(viii)
Producer (Quarterly)	<b>If production for second party transformation:</b> A transformation verification from the transformer <b>If production for second party destruction:</b> A destruction verification from the destroyer	84.31(b)(2)(vii) 84.31(b)(2)(viii)

*Supporting documentation should be submitted by the entity responsible for submitting the report.*

# Required Supporting Documentation

Report Type	Required Supporting Documentation	Reg Reference
Inter-Company Transfers	If transferring application-specific allowances: A signed document from the transferee certifying that the transferee will use the allowances for the same application in which they were originally allocated	84.19(a)(2)(viii)
International Transfers	<p><b>For transfers from a foreign country:</b> A signed document from an official representative in that country’s embassy in the United States stating that the appropriate authority within that country has revised the domestic production limits for that country to reflect the transfer</p> <p><b>For transfers to a foreign country:</b> A signed statement from a responsible official at the company requesting that EPA revise the company’s production allowances and the U.S. production limit in that year to reflect the transfer</p>	84.19(b)(3)(vi) 84.19(b)(2)(i)
Request for Additional Consumption Allowances	<p>For each transaction, a copy of the bill of lading and the invoice indicating the net quantity shipped and documenting the sale to the purchaser</p> <p><i>Also providing the Internal Transaction Number (ITN) can expedite the review process</i></p>	84.17(a)(8)

*Supporting documentation should be submitted by the entity responsible for submitting the report.*

# Required Supporting Documentation

Report Type	Required Supporting Documentation	Reg Reference
Reclamation (One-Time)	For each laboratory that conducted batch testing, a signed statement from the laboratory confirming an ongoing business relationship	84.31(i)(1)(ii)
Sale or Conveyance	A certification that the HFCs will be used only for the same application for which the application-specific allowance under which the substances were produced or imported was allocated	84.21(a)(2)(vi)
Application-Specific Allowance Holders	<b>If requesting additional application-specific allowances for the next calendar year:</b> Supporting documentation to justify the additional need <i>Examples include product approval letters, invoices for new equipment purchases, purchase agreements, or permits</i>	84.31(h)(1)(viii)

*Supporting documentation should be submitted by the entity responsible for submitting the report.*

# Submitting an HFC Report

## Complete Electronic Signature

AIM UAT ICF Company 6 (AIM806)  
Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report » Review and Submit

HFC Conferral of Allowances Report  
Review the information below prior to submission and certification of your report. Click the Back button to modify your report or upload additional supporting documents, as needed. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.

Click "Report Summary" to review a readable version of your report. Click "Report Summary - XML Version" to review the XML version of your report data that will be submitted to EPA.

Report HCONF\_2022\_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)		

Report Review

Prior to the submission and certification of your HFC Conferral of Allowances report, you may review it by viewing the print-friendly HTML Report Summary, the XML version, and/or the validation messages below. When you are satisfied with your HFC Conferral of Allowances report you may click the Submit Report button below. Your electronic signature is required to submit the report to EPA.

HFC Conferral of Allowances Report

**Submit Report** **Back**

Paperwork Reduction Act Burden Statement

21.1.14J360 | HCONF-2

**eSignature**

1. Authentication  
User Name: JAINSHUBHICE  
Password: \*\*\*\*\* *Authenticated*

2. Verification  
Question: Where did you graduate from high school?  
Answer: \*\*\*\*\* *Verified*

**SIGN** **CANCEL**

## Receive Confirmation Email

- All individuals that are registered with the company will receive a confirmation email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- Once the report is signed, no further edits may be made to the report until EPA completes its review of the submission

Confirmation of Report Submission (HCONF\_2022\_00024)

 eGGRT@ccdsupport.com  
To:  Jain, Shubh;  Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message. We removed extra line breaks from this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing.

Company Name: AIM UAT ICF Company 6 (AIM806)  
Report ID: HCONF\_2022\_00024  
Version: 1  
Company Representative: Shubh Jain  
The report was submitted by Shubh Jain on 02/14/2022.

# Submitting an HFC Report

## Receive Status Change Notification

- All individuals that are registered with the company will receive another email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) to notify you that the status of the submission has changed
- You may log back into the HFC reporting system, view the new submission status, and view any documents sent to you by EPA

**For Conferrals/Transfers/Sales:** Both the submitter and recipient receive a status update notification

### Submitter

HCONF\_2022\_00024's status has changed

 eGGRT@ccdsupport.com  
To  Jain, Shubh;  Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

A status update has occurred for the following submission:

Company ID: AIM806  
Company Name: AIM UAT ICF Company 6  
Report ID: HCONF\_2022\_00024  
New Status: Accepted

### Recipient (Conferrals/Transfers/Sales only)

HCONF\_2022\_00024 has been Accepted

 eGGRT@ccdsupport.com  
To  Jain, Shubh;  Adkins, Emily

 External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act. The following submission has been Accepted:

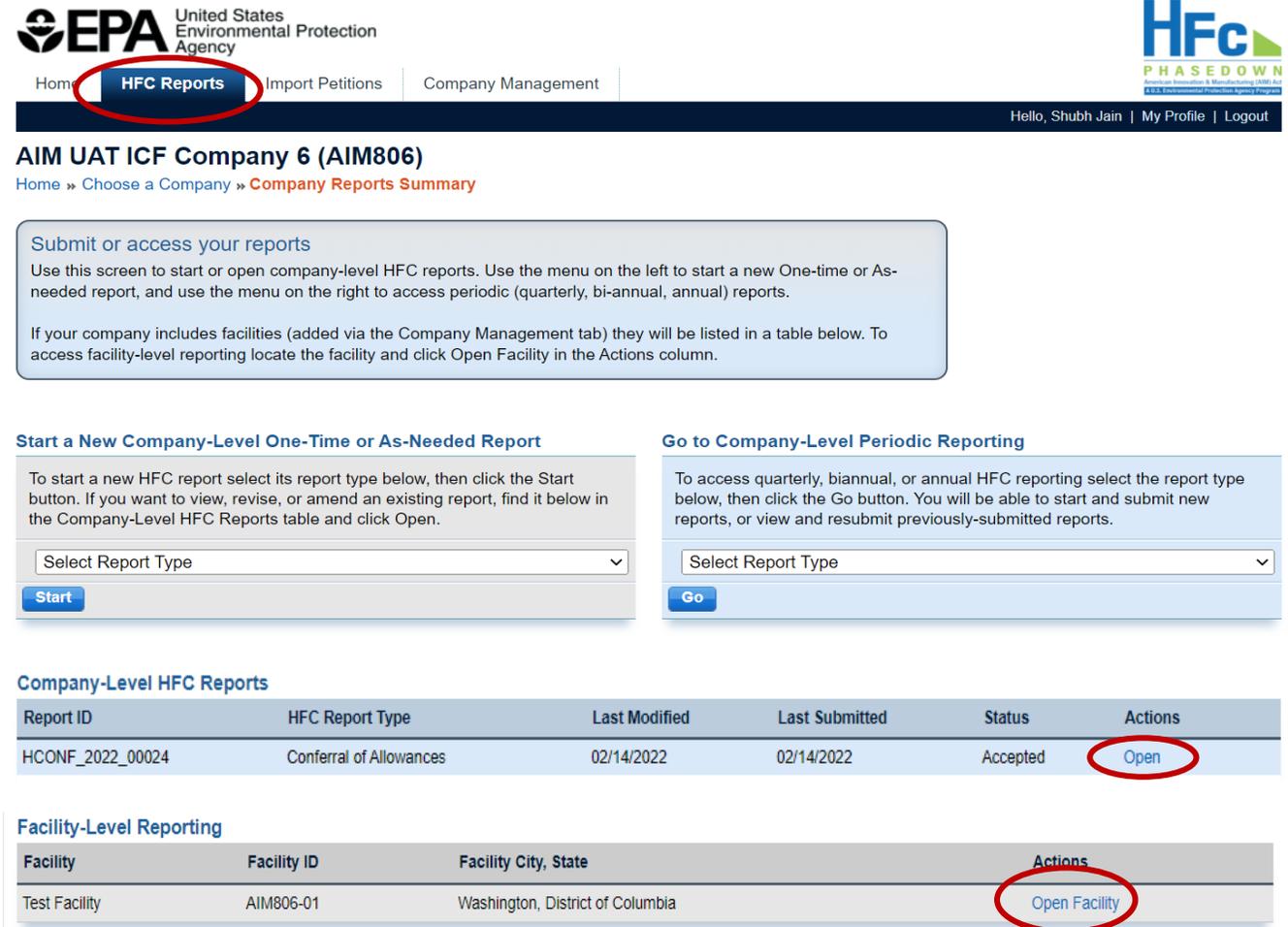
Company ID: AIM805  
Company Name: AIM UAT ICF Company 5  
Report ID: HCONF\_2022\_00024

# Viewing Documents

# View Report Documents

## Navigate to the HFC Reports tab and locate your report

- Company-reports are available in the Company Reports Summary tab
- For facility-level reports, click “Open Facility” in the Actions menu
- Click “Open” from the Actions menu to view a specific report



The screenshot shows the EPA HFC Reports web application interface. At the top, the EPA logo and navigation menu are visible, with the 'HFC Reports' tab highlighted. The user is logged in as 'Hello, Shubh Jain'. The main heading is 'AIM UAT ICF Company 6 (AIM806)'. Below this, there are instructions on how to submit or access reports. Two panels provide options to 'Start a New Company-Level One-Time or As-Needed Report' and 'Go to Company-Level Periodic Reporting'. Below these panels, there are two tables. The first table, 'Company-Level HFC Reports', lists a report with ID 'HCONF\_2022\_00024' and an 'Open' button in the Actions column. The second table, 'Facility-Level Reporting', lists a facility named 'Test Facility' with an 'Open Facility' button in the Actions column. Both buttons are circled in red in the original image.

**EPA** United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Shubh Jain | My Profile | Logout

### AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » **Company Reports Summary**

[Submit or access your reports](#)

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

#### Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

**Start**

#### Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

**Go**

#### Company-Level HFC Reports

Report ID	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HCONF_2022_00024	Conferral of Allowances	02/14/2022	02/14/2022	Accepted	<b>Open</b>

#### Facility-Level Reporting

Facility	Facility ID	Facility City, State	Actions
Test Facility	AIM806-01	Washington, District of Columbia	<b>Open Facility</b>

# View Report Documents

## View Review Outcome Document

### Report Status Update

EPA accepted this HFC Conferral of Allowances report on 02/14/2022. Please refer to the Confirmation Notice and Balance Statement below in the Report History table for more information.

### Report HCONF\_2022\_00024

Reporting Year	2022	Report Status	Accepted
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1
Created Date (By)	02/14/2022	Last Submitted Date (By)	02/14/2022 (Shubh Jain)
Modified Date (By)	02/14/2022	Acceptance Date	02/14/2022
Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Conferral of Allowances Report r0.2.xlsx	02/14/2022	Yes	
Certification.pdf	02/14/2022	Yes	

### Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	<a href="#">Report Summary</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a>	02/14/2022 (Shubh Jain)	02/14/2022	<a href="#">HCONF_2022_00024_01_Confirmation_Notice_w_BalStmnt_Conferrer.pdf</a>

[Back](#)

# View Report Documents

## Recipients of Inter-Company Transfers, Conferrals, and Sales/Conveyance can similarly:

1. Log into e-GGRT
2. Enter HAWK/HFC reporting system
3. Locate the desired report in the company-level reports table
4. Open the report
5. Download the report outcome document provided by EPA

The screenshot displays the EPA HFC reporting system interface. At the top, the EPA logo and navigation menu are visible. The user is logged in as Shubh Jain. The main content area shows the 'AIM UAT ICF Company 5 (AIM805)' page, with a navigation breadcrumb: Home » Company Reports Summary » HFC Conferral of Allowances Report. A section titled 'HFC Conferral of Allowances Report' provides instructions on how to complete and submit the report. To the right, there is a sidebar with 'HFC Reports Resources' and a link to 'Blank HFC Conferral of Allowances form'. Below this, a 'Report Status Update' box contains a message: 'EPA accepted this HFC Conferral of Allowances Report on 02/14/2022, in which you are the transferee. Please refer to the outcome document below for more information.' The main content area features a table titled 'Report HCONF\_2022\_00024' with the following data:

Reporting Year	2022	Report Status	Accepted
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Accepted Date	02/14/2022
Outcome Document	HCONF_2022_00024_Confirmation_Notice_w_BalStmt_Conferee.pdf		

A red oval highlights the 'Outcome Document' row in the table. A 'Back' button is located at the bottom left of the page.

# Outcome Document Example

Company Six  
AIM UAT ICF Company 6  
6568 Arlington Blvd  
Suite 403  
Washington, DC 66778

February 14, 2022

Dear Sirs/Madams:

This letter serves as a "confirmation notice" by the U.S. Environmental Protection Agency (EPA) in response to your notification of intent to confer hydrofluorocarbon (HFC) application-specific allowances received on February 14, 2022 (Report ID: HCONF\_2022\_00024), consistent with the information below.

Conferrer:	AIM UAT ICF Company 6
Conferee:	AIM UAT ICF Company 5
Year Allowances are Valid:	2022
<b>Application</b>	<b>Quantity of Conferred Allowances (MTEVe)</b>
Propellants in MDIs	25

This letter confirms EPA's receipt of the information required in a notification of conferral of application-specific allowances contained in 40 CFR 84.31(h)(5). The EPA is issuing this confirmation based on a review of the information the Agency maintains on the conferrer.

We have included a balance statement for your respective companies that reflects this conferral. The balance statement reflects information available to the EPA primarily from your company's reported data regarding application-specific HFC allowances, as well as other information available to the Agency. While the balance statement represents EPA's current understanding of your company's allowance balance, it should not be interpreted as a final balance determination. If EPA obtains information later that indicates that the balance recorded on this statement is incorrect, the Agency will correct it and, where appropriate, may take enforcement action. EPA will notify your company of any corrections made.

Application-specific allowances may only be expended during the twelve-month control period (January 1, 2022 to December 31, 2022) for which they were allocated. Unexpended allowances may not be carried over from one control period to another. Further, no person may use an HFC produced or imported by expending application-specific allowances for any purpose other than that for which the application-specific allowance was allocated.

## U.S. Environmental Protection Agency - HFC Balance Statement

<b>Company Name:</b>	AIM UAT ICF Company 6
<b>Date of Report:</b>	02/14/2022
<b>Control Period:</b>	01/01/2022 – 12/31/2022
<b>Regulated Substance:</b>	Hydrofluorocarbons (HFCs)
<b>Unit:</b>	Metric Tons Exchange Value Equivalent (MTEVe)

## HFC Allowance Balance Summary

Date of Submission	Activity	Quarter	Production Allowances	Consumption Allowances	Application-Specific Allowances
N/A	Beginning of Year Allocation		0	0	1,000
02/14/2022	Conferral		0	0	-25
N/A	Current Allowance Balance		0	0	975

# Review Outcomes and Documents

Report Type	Type of Document Provided by EPA by Report Outcome		
	Accepted	Rejected	Incomplete
Conferral of Allowances	Balance Statement/Confirmation Notice	Error Message*	NA
Sale or Conveyance	Non-Objection Notice	Objection Notice	Incomplete Letter*
Transhipment Notification	Confirmation Notice*	NA	Incomplete Letter*
Inter-Company Transfers Report	Balance Statement/Non-Objection Notice	Objection Notice	Incomplete Letter*
International Transfers Report	Balance Statement/Approval Letter	Denial Letter	Incomplete Letter*
Request for Additional Consumption Allowances	Balance Statement/Approval Letter*	Error Message*	NA
Importer (Quarterly)	Balance Statement*	Error Message*	NA
Producer (Quarterly)			
Application-Specific Allowance Holders	None*	Error Message*	NA
Destruction (One-Time)			
Exporter (Quarterly)			
Fire Suppressant Recycler (Quarterly)			
Importer of Record (Annual)			
Process Agent Use (Annual)			
Process Agent Use (One-Time)			
Producer (One-Time)			
Reclamation (One-Time)			
Reclamation (Quarterly)			
Second Party Transformation and Destruction (Annual)			
Transformation (One-Time)			

\*Outcome is eligible for resubmission or amendment.

# Resubmitting an HFC Report

# Resubmitting an HFC Report

## Locate Your Report and Start Revision

### Report Status Update

EPA rejected this HFC Conferral of Allowances report on 02/10/2022. Please refer to the error report below in the Report History table for more information. To address the issues described in the Review Outcome document you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

### Report HCONF\_2022\_00015

Reporting Year	2022	Report Status	Rejected
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/02/2022 (Shubh Jain)
Modified Date (By)	02/02/2022	Acceptance Date	
Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/02/2022	No	

[Submit Revision](#)

### Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	<a href="#">Report Summary</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a>	02/02/2022 (Shubh Jain)	02/10/2022	<a href="#">HCONF_2022_00015_01_Error_Report.pdf</a>

[Back](#)

# Resubmitting an HFC Report

## Revise Report

- Download the previously submitted Excel report, make the necessary revisions, and reupload the report
- You can add any new supporting documents and delete any previously uploaded files, if needed

## Resubmit Report

- Once all revisions have been made, click **Submit Revision**

### Report Status Update

EPA rejected this HFC Conferral of Allowances report on 02/10/2022. Please refer to the error report below in the Report History table for more information. To address the issues described in the Review Outcome document you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

### Report HCONF\_2022\_00015

Reporting Year	2022	Report Status	Rejected
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1 (Version 2 Started)
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/02/2022 (Shubh Jain)
Modified Date (By)	02/24/2022	Acceptance Date	

If you need to submit a revised report form, upload a revised/corrected version of the reporting form to overwrite the previous version. You may also delete and/or add supplemental files, as needed.

No file chosen

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/24/2022	No	
Certification.pdf	02/24/2022	No	<input type="button" value="Delete"/>

### Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	<a href="#">Report Summary</a>   <a href="#">ZIP Archive</a>   <a href="#">Validation Summary</a>	02/02/2022 (Shubh Jain)	02/10/2022	<a href="#">HCONF_2022_00015_01_Error_Report.pdf</a>

# Resubmitting an HFC Report

## Complete Electronic Signature

AIM UAT ICF Company 6 (AIM806)  
Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report » Review and Submit

HFC Conferral of Allowances Report  
Review the information below prior to submission and certification of your report. Click the Back button to modify your report or upload additional supporting documents, as needed. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.

Click "Report Summary" to review a readable version of your report. Click "Report Summary - XML Version" to review the XML version of your report data that will be submitted to EPA.

Report HCONF\_2022\_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)		

Report Review

Prior to the submission and certification of your HFC Conferral of Allowances report, you may review it by viewing the print-friendly HTML Report Summary, the XML version, and/or the validation messages below. When you are satisfied with your HFC Conferral of Allowances report you may click the Submit Report button below. Your electronic signature is required to submit the report to EPA.

HFC Conferral of Allowances Report

Paperwork Reduction Act Burden Statement

**eSignature**

1. Authentication  
User Name: JAINSHUBHICE  
Password: \*\*\*\*\* *Authenticated*

2. Verification  
Question: Where did you graduate from high school?  
Answer: \*\*\*\*\* *Verified*

21.1.14J360 | HCONF-2

## Receive Confirmation Email

- All individuals that are registered with the company will receive a confirmation email from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- Once the report is signed, no further edits may be made to the report
- If additional edits are needed, you will have an opportunity after EPA review is complete

Confirmation of Report Submission (HCONF\_2022\_00015)

 eGGRT@ccdsupport.com  
To:  Jain, Shubh;  Adkins, Emily

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing.

Company Name: AIM UAT ICF Company 6 (AIM806)  
Report ID: HCONF\_2022\_00015  
Version: 2  
Company Representative: Shubh Jain  
The report was submitted by Shubh Jain on 02/24/2022.

# Quarterly Importer Report Information

# Determining Which Shipments of Bulk HFCs to Report for Q1 2022



- Imports of HFCs that berth at a port in the United States between January 1, 2022, and March 31, 2022, must be reported in the Q1 2022 Importer Quarterly Report
- Importers and/or their brokers with access to the Automated Broker Interface (ABI) may transmit an ACE Cargo Manifest/In-Bond/Entry Status Query to request information about the dates that vessels berth:
  - Users should select the “Bill of Lading” Query
  - The system-generated record identifier “WR5” should contain “Conveyance Arrival” in the following format: “WR5MMDDYYHHMM19”
  - If the “Conveyance Arrival” date (generally, the date that a vessel berths) is between January 1, 2022 and March 31, 2022 (inclusive), regulated bulk HFCs contained in the shipment should be reported as part of the importer’s Q1 HFC Importer Quarterly Report
    - It is the responsibility of the importer to confirm the information accurately reflects the date that a vessel berths
  - In the unlikely event that “Conveyance Arrival” is unavailable in the query result, the importer and/or broker should contact the carrier to transmit the corresponding date to U.S. Customs and Border Protection (CBP)

- [HFC Allocation Final Rule](https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation)  
(<https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation>)
- [HFC Allocation Program Reporting and Recordkeeping web page](https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping)  
(<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping>)
  - Reporting Forms
- [HFC Allocation Rule Reporting Resources](https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-resources)  
(<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-resources>)
  - Reporting Forms
  - Webinar Presentation Slides
  - Reporting Instructions
- [EPA's electronic Greenhouse Gas Reporting Tool \(e-GGRT\)](https://ghgreporting.epa.gov/)  
(<https://ghgreporting.epa.gov/>)
- [HFC Allocation Rule Reporting Help Desk](https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk)  
(<https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>)

# Questions?