e-GGRT Training Webinar on
Subpart DD: Electrical Transmission and Distribution Equipment Use

U.S. Environmental Protection Agency
Greenhouse Gas Reporting Program (GHGRP)
May 31th, 2012
Start time: 2:30 p.m. EST

Hello and welcome to the e-GGRT training webinar on using EPA's electronic Greenhouse Gas Reporting Tool to report GHG Data for Subpart DD.

Today's webinar is intended to help orient Subpart DD reporters for inputing data into e-EGRT. The webinar will review via screenshot the steps for reporting under Subpart DD.

In addition to today's webinar, there will be Sandbox testing from June 4th to June 15th which will allow you to log into e-GGRT and test the reporting form to examine the look, feel and functionality of e-GGRT data reporting.

There is an e-GGRT Help Desk that is available to respond to any problem or questions you have specific to the Data Reporting functionality of e-GGRT .

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.

Webinar Outline

- Reporting GHG Data via e-GGRT
  - EZ Forms
  - Calculation worksheets
  - Subpart A – General Provisions
- Subpart DD in e-GGRT
  - Selecting a Subpart
  - Reporting Data
- Questions

These slides will be posted on EPA's website after this webinar.

Topics for Today's Q &A

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

Links for Help and Additional Information

- Sandbox Information & e-GGRT 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/ghgreporting/reporters/index.html
  - Email: ghgreporting@epa.gov

e-GGRT Help

- www.ccdsupport.com or
- Via Help links in e-GGRT **? -GGRT Help**

e-GGRT Registration & Sand Box Testing

- For an overview of reporting GHG data via e-GGRT, please see the Registration & Sandbox Testing Overview presentations at: http://www.epa.gov/ghgreporting/reporters/training/index.html

- Sandbox testing with be available June 4-15, 2012

The slides from this webinar will be posted and available for download.

e-GGRT Data Reporting Workflow
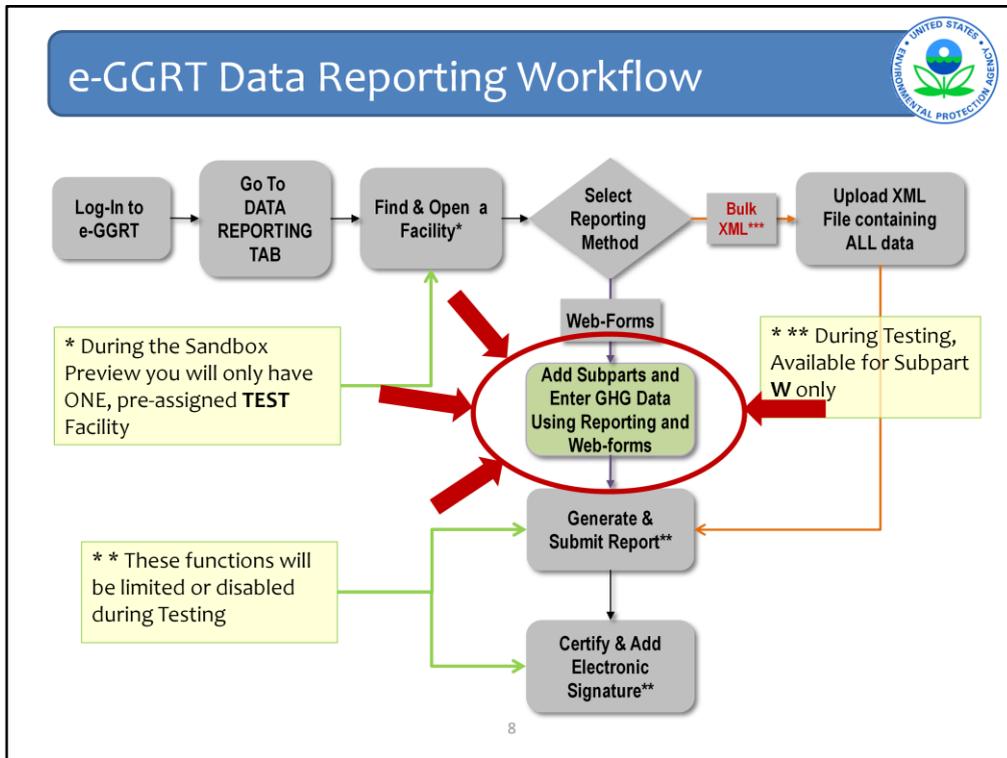
This Slide illustrates the steps that are taken by a reporter to enter data into e-GGRT and submit it to EPA.

Today's webinar will focus on entering Subpart DD data into e-GGRT.

Today's webinar will assume that you have registered your facility, navigated through e-GGRT to your facility and added Subpart DD to your facility, and are now ready to enter data.

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/ghgreporting/reporters/training/index.html
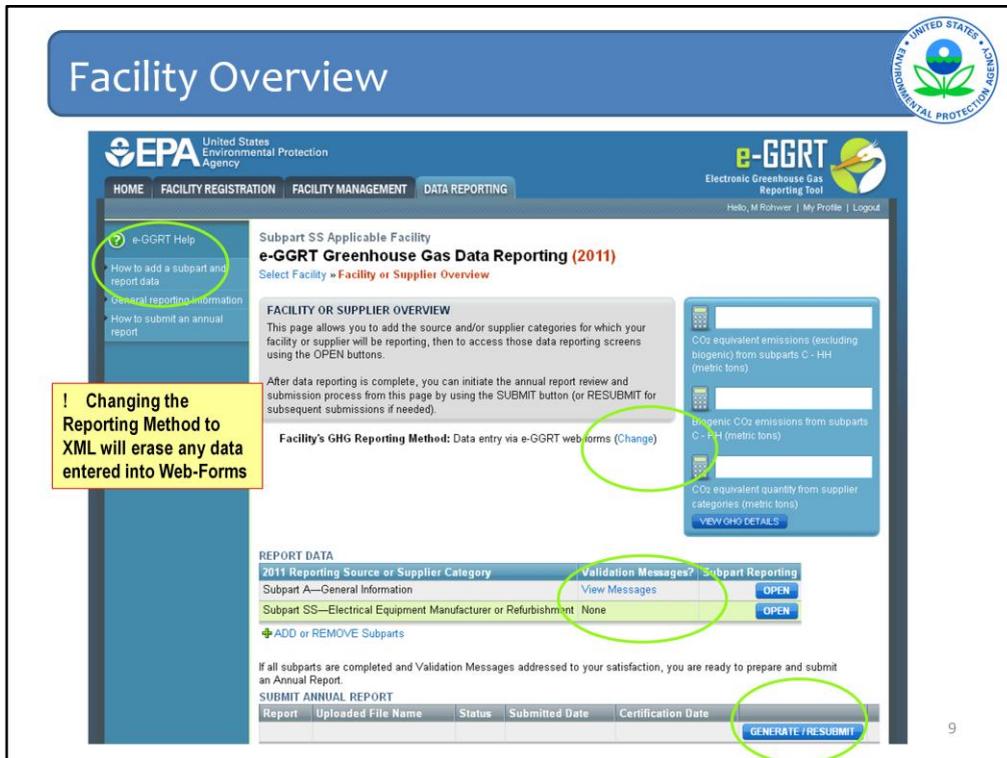
The "facility overview" page an overview of the facility-level information that has been entered into e-GGRT.

On the Facility Overview site you can also see the subparts for which you have entered data and whether any validation messages appear for a specific subpart. If you would like to learn more about the validation messages for a specific subpart, click on "view messages". You can add or remove additional subparts from this page, and click "open" to begin working on any subpart, or add additional information to a subpart you have already been working on.

The facility overview page is also where you "generate" your report.

The facility overview page also allows you to indicate if your facility is NOT submitting an annual report in the current year. There are no reporting requirements for those that do not trigger the respective thresholds for the source categories at their facility or supply operations. In this first reporting year, some facilities or suppliers may have registered with e-GGRT because they thought they might trigger the rule. If those facilities or suppliers now find that they are not subject to the program they may choose to check this box for the 2010 reporting year.

Finally, for the facility's GHG reporting method you can indicate whether your are entering data via e-GGRT web-forms OR bulk upload of XML. You want to consider this very carefully. If you click on "change" a screen will pop up.

If you are planning to use the XML bulk upload option to report your facility or supplier's GHG data, visit our website to get more details. The link for learning how to submit data using this option is provided at the end of this presentation.
<http://www.epa.gov/ghgreporting/reporters/datasystem/e-ggrt_xml.html>

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.

Go to the "Report Data" Table in the middle of the page and look for the Subpart that you would like to open.

Click the Blue OPEN button to Open that subpart.

Subpart A- General Information

- All must report Subpart A information:
  - NAICS codes
  - 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 co-generation

If you go back to the Facility Overview page and open subpart A, you will enter information to meet the general requirements in subpart 98.3 that are applicable for all GGRP reporters. These reporting requirements are:

1. Reporting on at least one primary and any additional NAICS codes relevant for the facility or the supplier

2. Information on each Parent Company

3. The start date and end date for the GHG report

4. An explanation of any calculation methodology changes during the reporting year, if applicable.

5. A description of best available monitoring methodologies used, if applicable

6. And, for facilities only, if your emissions include emissions from a co-generation unit.
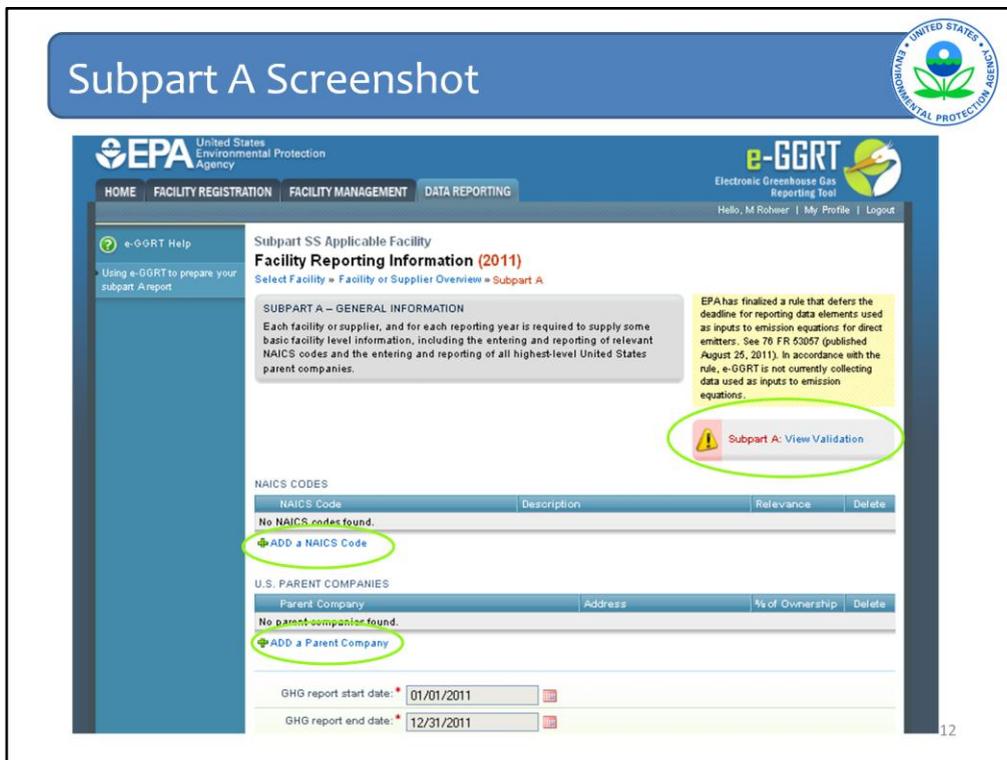
Add a North American Industy Classification System code- REQUIRED for all.

Each facility must report: The primary 6 digit- NAICS code that is the principal source of revenue for the reporter, using 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, all unique NAICS codes that describe the products/activities/services of the reporter, but are not related to the principal source of revenue

Add Information on each highest level parent company (Required for All)

For each highest level parent company you must provide the Corporate Parent Name, Percentage of ownership interest, Street Address, city, state, ZIP Code*

Then include the start date and end date for the GHG report (Required for All).

Subpart A: View Validation. There are built in data checks to help avoid obvious errors. Click here to confirm your entries meet the validation checks.

The first step for reporting under subpart DD is to choose the "ADD or REMOVE Subparts" option within the "DATA REPORTING" tab. On the Subpart selection page, select the checkbox next to Subpart DD on the list.

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 report to add subparts.

Next, you should hit "SAVE" so you can return to the Facility Overview Page.

The next step is to select subpart DD by checking the appropriate box. Removing (un-checking) a subpart will erase any data that has been entered for that subpart. After making the selection, click Save.

Check to make sure that Subpart DD was added, then select "Open" to report data.

Subpart DD is one of the subparts that requires facilities to enter information through a reporting form called an EZ Form. In order to begin, the user must first download the EZ Form for subpart DD.

The Subpart DD EZ Form has two tabs: "Facility-Level Information" and "GHG-Specific Information." The form has three parts in total with two on the first tab and one on the second tab. We will go through each of the parts next.

The Facility-Level tab has two parts. The first part requires the user to enter the Facility Name and Reporting Period (the year that the report covers), and also provides optional fields for Reporter Name and Comments.

The second part requires the user to enter the Transmission Miles and Distribution Miles associated with the facility and also whether missing data were used. If missing data were used, the user must enter the reason why missing data were used and also the method used for estimating missing data.

Subpart DD EZ Form: GHG-Specific Information

Once the user has completed Parts 1 and 2 on the "Facility-Level Information" tab, the user then proceeds to Part 3 on the "GHG-Specific Information" tab. Part 3 requires the user to enter in all facility-level GHG-specific information that has not been deferred for the 2011 reporting year. Data is entered for SF6 and each PFC type, as applicable. The data elements that are required to be reported for the 2011 reporting year include:

• Total facility emissions
• Nameplate capacity at beginning of year
• Missing data information for each deferred data element (including whether missing data were used, the reason why missing data were used, and the method used for estimating missing data).

After completing the form in its entirety, review for data entry accuracy and save it to an easily accessible location. A user can save the file and return to it at a later time to complete it.

When e-EGGRT opens for reporting, there will be an optional calculation spreadsheet. It will be a spreadsheet that can be used to assist in emissions calculations.

Please do not confuse the EZForm with the Optional Calculation worksheets. The EZForm is required to satisfy GHG reporting for Subpart DD and must be uploaded into e-GGRT.

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

Once the EZ Form has been completed, the user should save the file to an easily accessible location. The user then will need to upload the form to the e-GGRT system. The form can be uploaded by clicking on the "Browse" button, selecting the file, and then clicking on "Upload."

After clicking upload, the form should appear in the table below, which is confirmation that the reporting form was successfully uploaded. Additionally, an emissions summary table should appear, reflecting the emission totals in the reporting form that was uploaded.
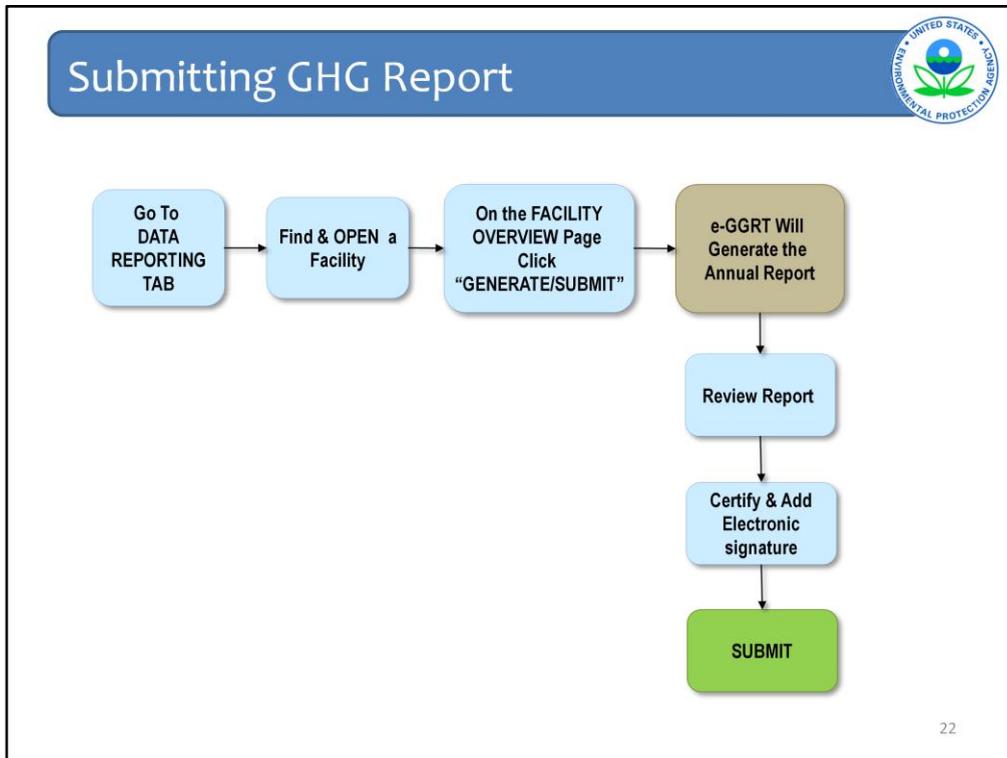
Next we will review how to fulfill your annual reporting requirements by generating and submitting your facility's GHG report.

Once you have entered your GHG data, you are ready to generate, then submit your annual GHG report.

Here are the steps you will take:

Once all the facility data is entered and complete, return to the facility overview screen to generate your facility annual report. This can be done by scrolling to the bottom of the facility overview screen and selecting Generate/Submit (or Re-submit) report.

This leads you to the screen shown here. On this screen select the Generate Report button. Once you select this button e-GGRT will take you through the necessary steps to generate, certify, and submit your report.

Please note that once a report is generated, you can still make changes to your submitted data, however in order for those changes to be carried through to your annual report that is submitted to EPA you will need to regenerate and resubmit the report.

If you experience problems or have questions when using e-GGRT, please refer to 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.

Confidential Business Information

- All elements included in e-GGRT are required reporting, 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 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)

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The Greenhouse Gas Reporting rule requires reporting from facilities that directly emit greenhouse gases to the atmosphere. The Clean Air Act precludes emissions data from being considered confidential business information.

EPA issued a proposed rule on January 10, 2012, which details data elements in Subpart DD proposed to be entitled to confidential treatment. Please refer to the CBI tab on EPA's Greenhouse Reporting Program homepage for more information.

Subpart DD: Deferred Data Reporting

- Data elements deferred for reporting deadline is March 31, 2013 (76 FR 53066; Aug. 25, 2011)
  - Sec. 98.306 Data Reporting Requirements
- Reporting required but "deferred" until 2013 reporting cycle
  - Keep in your records for easy access next year
- http://www.epa.gov/ghgreporting/reporters/cbi/index.html

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

We plan to post this presentation to our Web site shortly – so it will be available to you to review and use for data entry in the future.

Here are some additional links