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

Webinar Outline

- Sandbox testing
- Links for help and additional information
- Deferred reporting for some Subpart FF data elements
- Reporting under Subpart FF
- Questions

Sandbox Testing

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

- Sandbox testing will be open June 4-15, 2012

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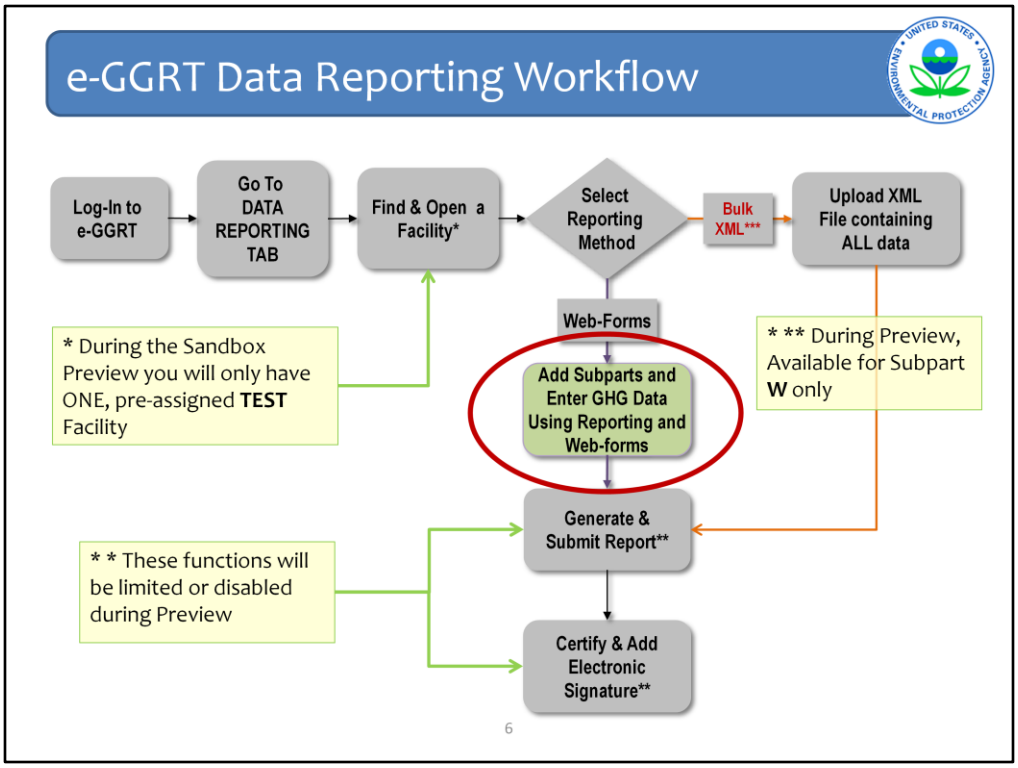
In addition to today's webinar on subpart FF, I recommend that you review the e-GGRT and sandbox testing overview webinar for additional useful background information. This webinar, as well as the subpart FF webinar, will be posted at the web address shown here.

Links for help and additional information

- Sandbox Information & Help
  - http://www.ccdsupport.com
  - Email: ghgreporting@epa.gov (Indicate "Sandbox Testing" in subject line)
- 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
- Other Subpart FF resources
  - http://www.epa.gov/ghgreporting/reporters/subpart/ff.html



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

For this webinar, I'm assuming you know how to log-in and find your facility or company under which data is reported. Today's webinar will focus only on Entering Subpart Specific FF Data into e-GGRT.

For more information on the other, related steps or general features of e-GGRT, please refer to or attend the e-GGRT Overview Training Webinar.

Reporting under Subpart FF

- All underground coal mines liberating 36,500,000 actual cubic feet of CH_4 or more per year must report under Subpart FF.
- In addition, all reporters must complete Subpart A (General Provisions).
- Some Subpart FF reporters may be required to report under Subpart C (General Stationary Fuel Combustion Sources) and/or Subpart W (Petroleum and Natural Gas Systems).
- You may use EPA's Applicability Tool to determine the subparts that apply to your facility: http://www.epa.gov/ghgreporting/help/tool/index.html

Deferred reporting of some Subpart FF data

- The reporting deadline for several data elements for subpart FF has been deferred until 2013, per 76 FR 53057, published Aug. 25, 2011.
  - For a list of these elements, see Table A-6 of Title 40 Part 98, accessible at http://ecfr.gpoaccess.gov
- Data elements that have been determined to be CBI and those that have no determination must be reported.
- All elements included in e-GGRT are required reporting elements.

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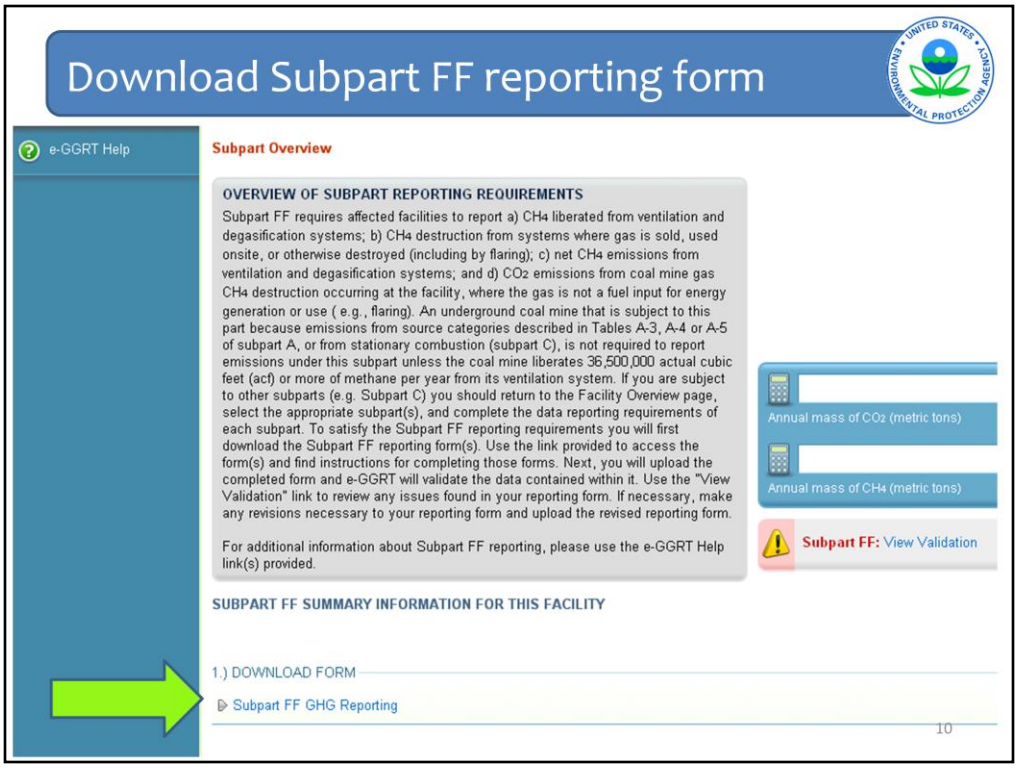
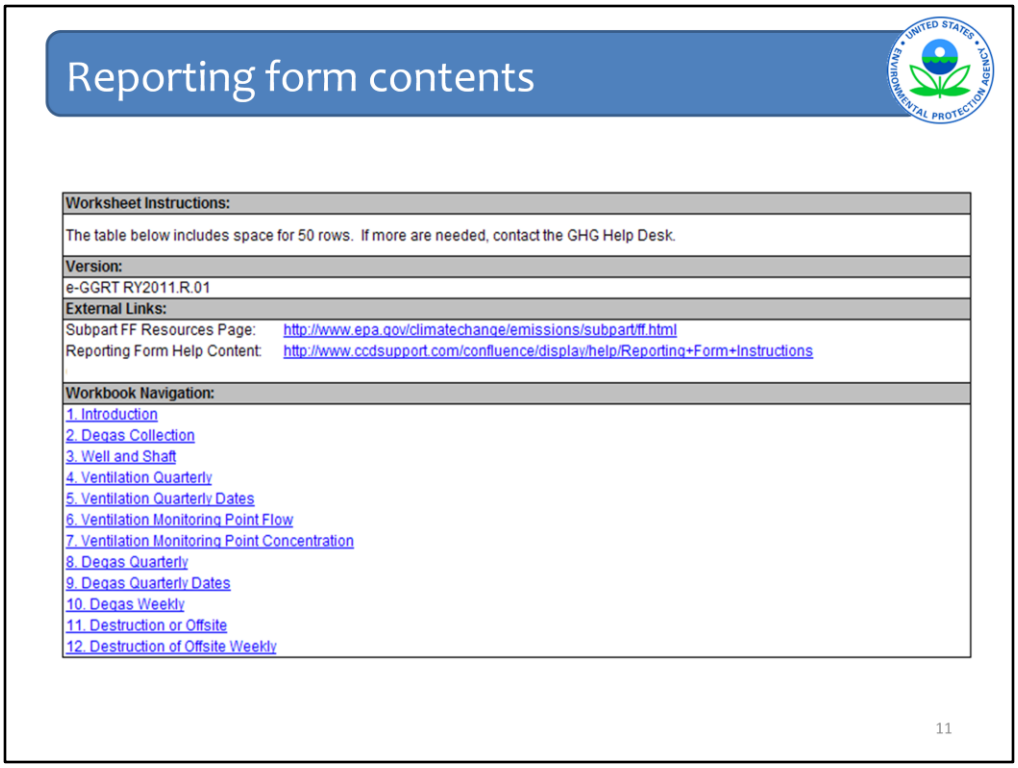
As mentioned earlier, today's webinar assumes that you have already created a facility in e-GGRT and have added subpart FF as one of the subparts you will be reporting under. On the Facility Overview screen, click "open" next to subpart FF to begin reporting information for the subpart.

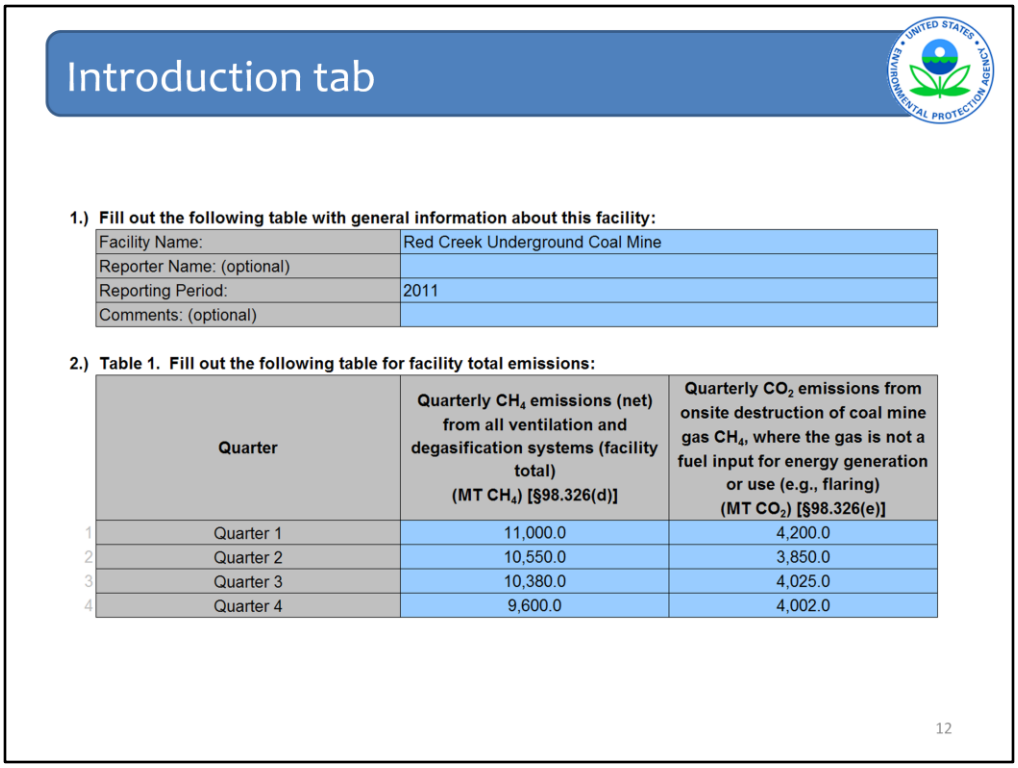


This is the subpart overview page, which gives an overview of the reporting requirements for subpart FF. Subpart FF is one of the subparts that requires facilities to fill out reporting forms, which are Excel spreadsheets. In order to begin, click the link to download the form and save it to your computer.



The subpart FF reporting form contains a series of 12 worksheets, or “tabs” that you are required to complete.

You’ll note that this box appears at the top of each tab – it includes instructions for each tab of the reporting form, links to help content and a list of each of the tabs to facilitate navigation.



Introduction tab

1.) Fill out the following table with general information about this facility:

Facility Name:	Red Creek Underground Coal Mine
Reporter Name: (optional)	
Reporting Period:	2011
Comments: (optional)	

2.) Table 1. Fill out the following table for facility total emissions:

	Quarter	Quarterly CH_4 emissions (net) from all ventilation and degasification systems (facility total) (MT CH_4) [§98.326(d)]	Quarterly CO_2 emissions from onsite destruction of coal mine gas CH_4, where the gas is not a fuel input for energy generation or use (e.g., flaring) (MT CO_2) [§98.326(e)]
1	Quarter 1	11,000.0	4,200.0
2	Quarter 2	10,550.0	3,850.0
3	Quarter 3	10,380.0	4,025.0
4	Quarter 4	9,600.0	4,002.0

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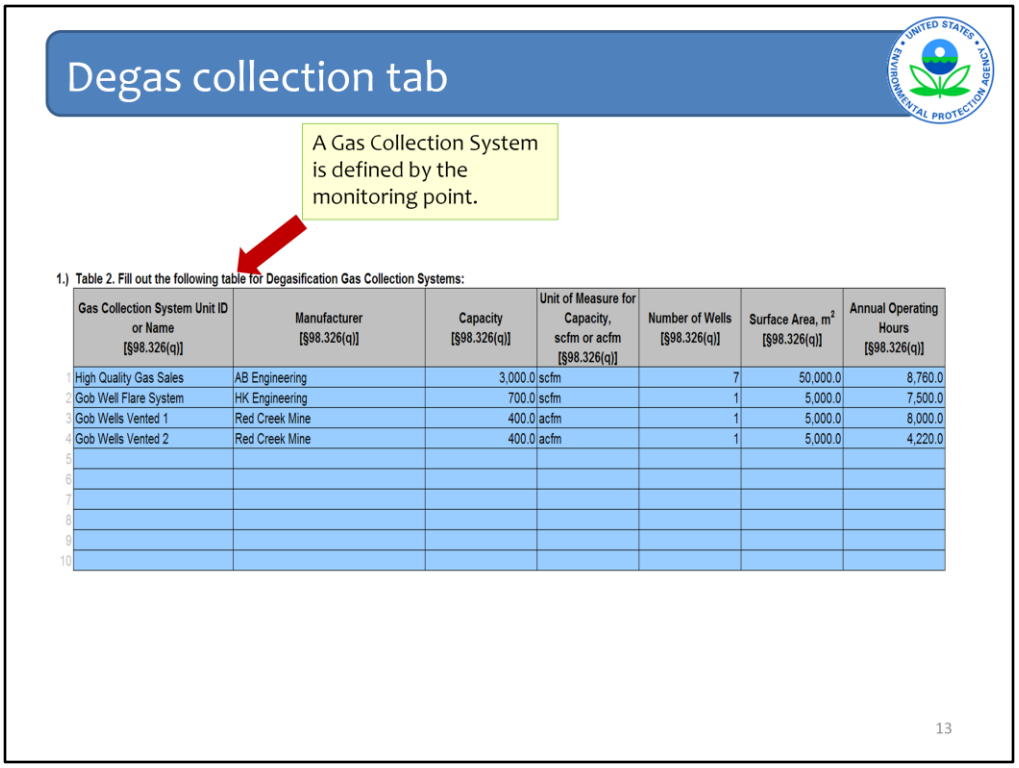
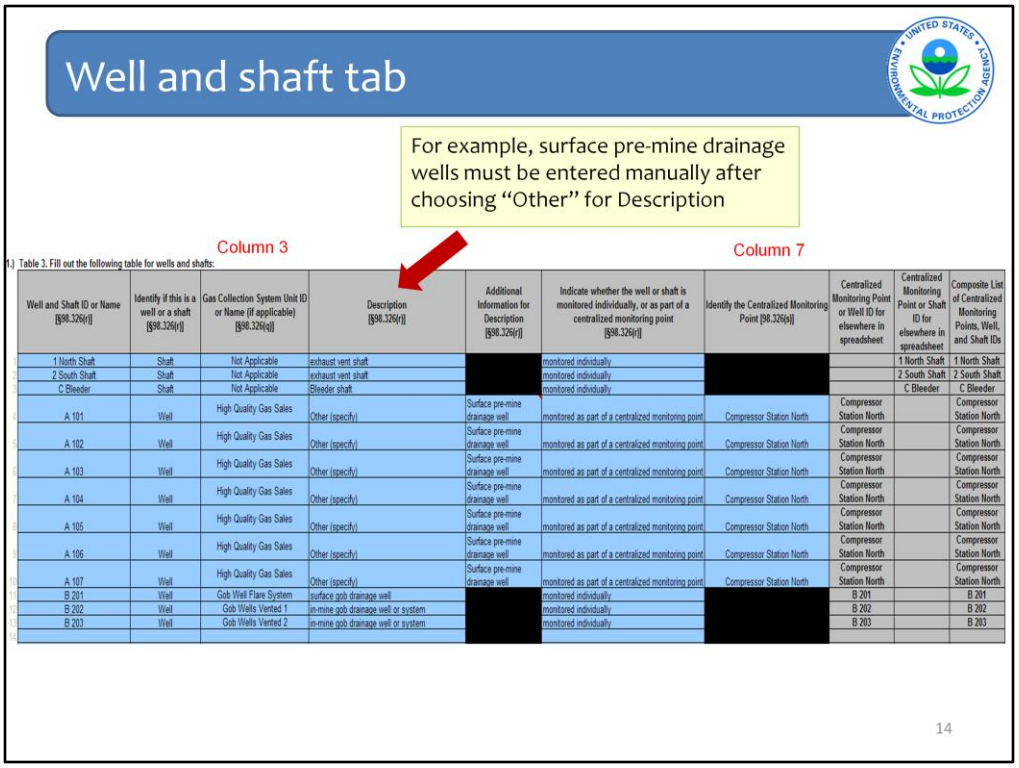
The Introduction tab is the first of the 12 tabs you will complete. On this tab you will fill out summary information related to your facility, including the facility's name, the reporting year, and the facility's total methane and carbon dioxide emissions for each quarter of the reporting year.



On the degas collection tab you will enter information regarding each gas collection system at your facility. You'll assign a name to each gas collection system and then provide information including the manufacturer of the system, the system's capacity (measured in acfm or scfm), the number of wells associated with the system, the surface area of the system and the operating hours.

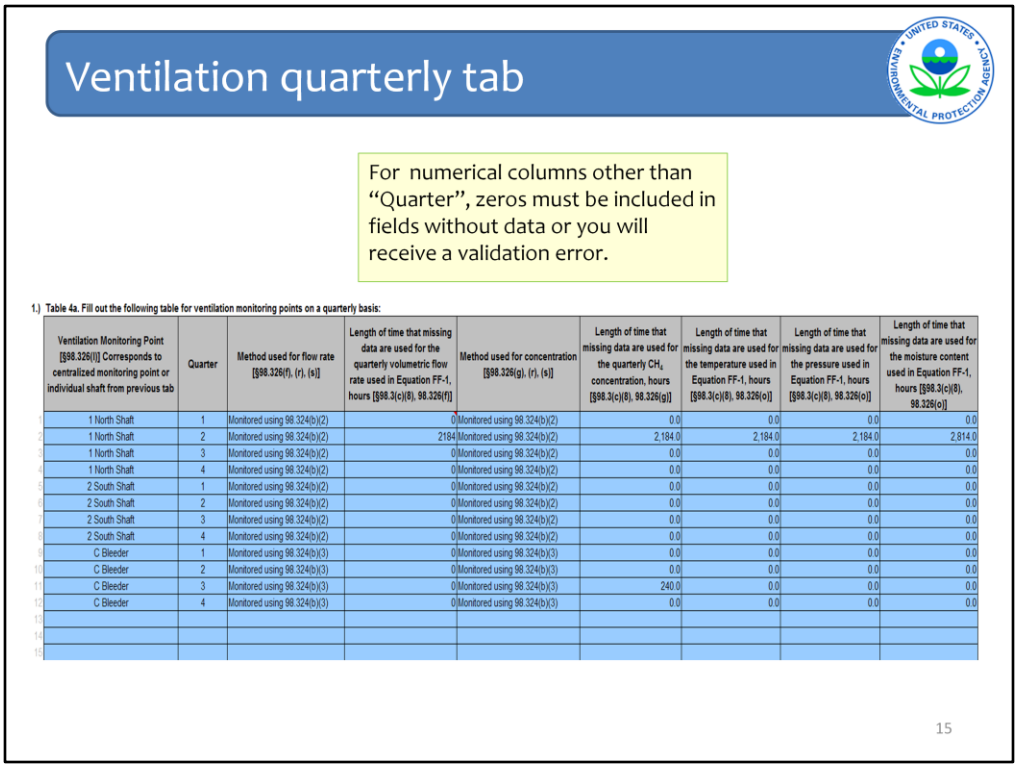


On the well and shaft tab, you will identify each well and shaft at the facility, including a description of the well or shaft and whether the well/shaft is monitored individually or as part of a centralized monitoring point.

The third column of this tab has been populated with the list of gas collection systems you entered in the previous tab; use the drop down menu to select the appropriate associated system. Choose "other" if the type of system you're using is not in the drop down menu. For example, on this screen, other has been selected and surface pre-mine drainage has been entered as the system description.

If the well or shaft is associated with a centralized monitoring point, enter the name of this point in Column 7.

The last three columns of this tab are automatically populated with information you entered previously. The content of these columns will be used in subsequent tabs. You do not need to enter any additional information in these columns.

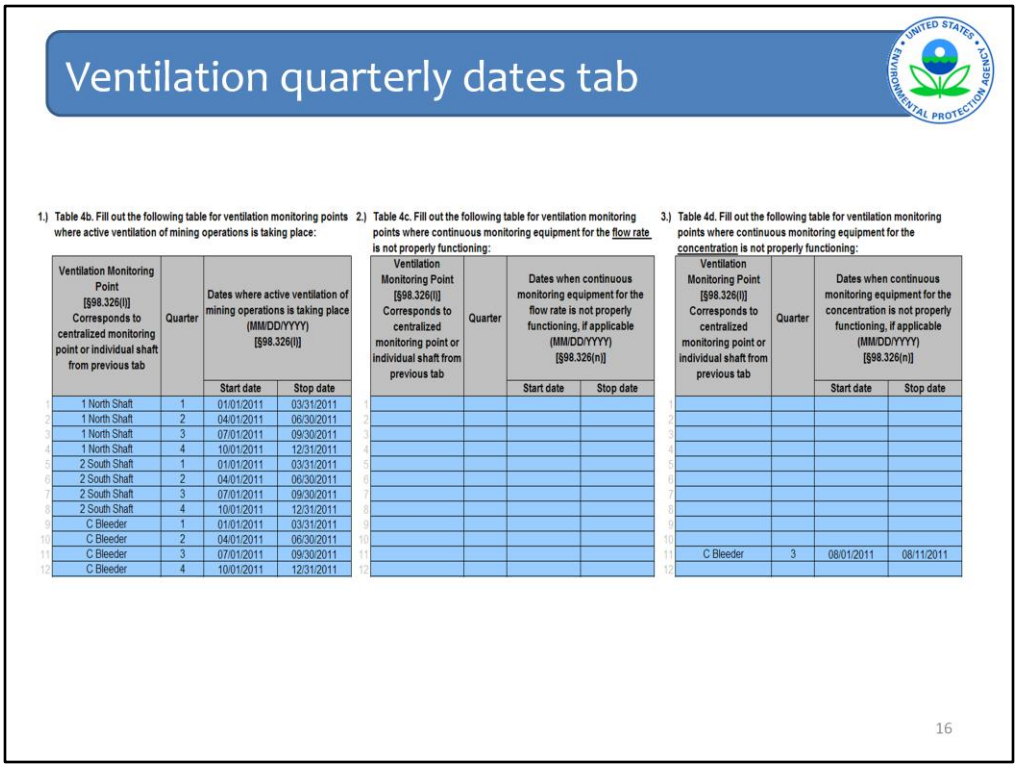


This is the first of four tabs in which you will enter quarterly information related to ventilation monitoring points.

On this tab, you are required to enter information regarding the methods used to measure flow rate and concentration as well as an indication of the number of hours that a missing data procedure was used to estimate different data elements. For numerical columns other than "quarter", you must enter zeros in all fields that do not contain data, or you will receive a validation error.

The first column pulls information from a previous tab, giving you a list of monitoring points and shafts to select from.

For each monitoring point or shaft, you will fill out four rows, one for each quarter.



Ventilation quarterly dates tab

1.) Table 4b. Fill out the following table for ventilation monitoring points where active ventilation of mining operations is taking place:

	Ventilation Monitoring Point [§98.326(l)] Corresponds to centralized monitoring point or individual shaft from previous tab	Quarter	Dates where active ventilation of mining operations is taking place (MM/DD/YYYY) [§98.326(l)]	
			Start date	Stop date
1	1 North Shaft	1	01/01/2011	03/31/2011
2	1 North Shaft	2	04/01/2011	06/30/2011
3	1 North Shaft	3	07/01/2011	09/30/2011
4	1 North Shaft	4	10/01/2011	12/31/2011
5	2 South Shaft	1	01/01/2011	03/31/2011
6	2 South Shaft	2	04/01/2011	06/30/2011
7	2 South Shaft	3	07/01/2011	09/30/2011
8	2 South Shaft	4	10/01/2011	12/31/2011
9	C Bleeder	1	01/01/2011	03/31/2011
10	C Bleeder	2	04/01/2011	06/30/2011
11	C Bleeder	3	07/01/2011	09/30/2011
12	C Bleeder	4	10/01/2011	12/31/2011

2.) Table 4c. Fill out the following table for ventilation monitoring points where continuous monitoring equipment for the flow rate is not properly functioning:

	Ventilation Monitoring Point [§98.326(l)] Corresponds to centralized monitoring point or individual shaft from previous tab	Quarter	Dates when continuous monitoring equipment for the flow rate is not properly functioning, if applicable (MM/DD/YYYY) [§98.326(n)]	
			Start date	Stop date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

3.) Table 4d. Fill out the following table for ventilation monitoring points where continuous monitoring equipment for the concentration is not properly functioning:

	Ventilation Monitoring Point [§98.326(l)] Corresponds to centralized monitoring point or individual shaft from previous tab	Quarter	Dates when continuous monitoring equipment for the concentration is not properly functioning, if applicable (MM/DD/YYYY) [§98.326(n)]	
			Start date	Stop date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	C Bleeder	3	08/01/2011	08/11/2011
12				

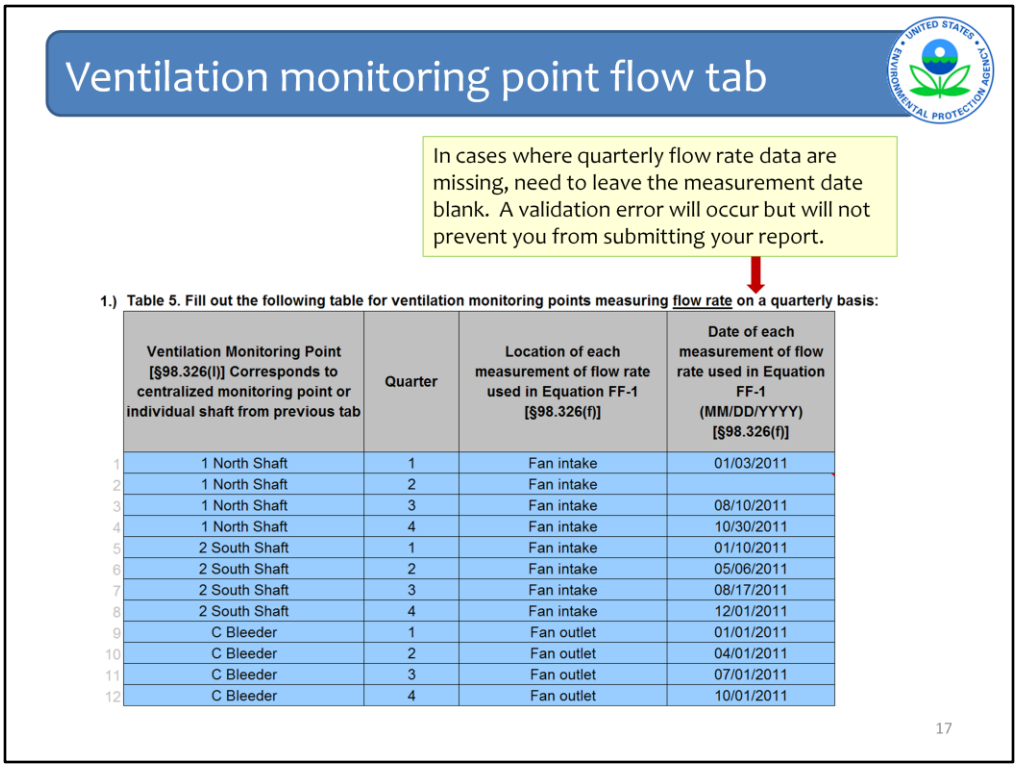
16

There are three tables to complete on the ventilation quarterly dates tab. All reporters will complete table 4a; you will complete tables 4b and 4c only if you used continuous monitoring equipment (CEMS) to monitor flow rate and/or concentration.

In each table, the first column pulls information from a previous tab, giving you a list of monitoring points and shafts to select from.

In table 4b, you will enter the dates in the quarter during which active ventilation of mining operations took place. As indicated in the instructions, if there was continuous venting during the quarter, insert the first date of the quarter in the column labeled "Start date" and insert the last date of the quarter in the column labeled "Stop date". If there were interruptions, include as many rows as needed for the ventilation monitoring point/quarter combination.

Complete table 4c and/or 4d if you used continuous monitoring equipment to measure flow rate and/or concentration. In these tables you will enter the dates when continuous monitoring equipment was not properly functioning. Insert the first date of the episode in the column labeled "Start date" and insert the last date of the episode in the column labeled "Stop date"; include as many rows as needed for the quarter.



On this tab, for each monitoring point or shaft you will enter the location and date of each measurement of flow rate used in Equation FF-1, the equation used to calculate quarterly methane liberated from each monitoring point. As in previous tables, the first column pulls information from a previous tab, giving you a list of monitoring points and shafts to select from.

Information is reported on a quarterly basis, so you will fill out at least four rows for each monitoring point. If multiple measurements are taken in the quarter, then multiple rows are required for each quarter/ monitoring point.

For CEMS measurements, only include the first date of the quarter.

Vent. monitoring point conc tab

In cases where quarterly concentration data are missing, need to leave the measurement date blank. A validation error will occur A validation error will occur but will not prevent you from submitting your report.

1.) **Table 6. Fill out the following table for ventilation monitoring points measuring concentration on a quarterly basis:**

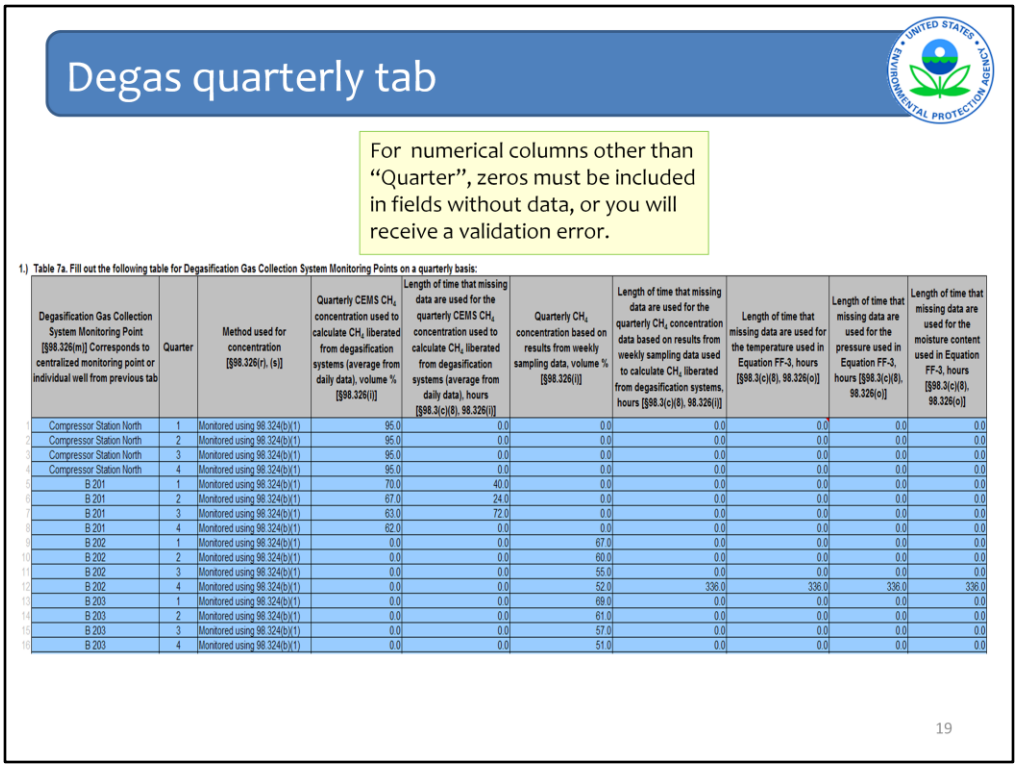
	Ventilation Monitoring Point [§98.326(l)] Corresponds to centralized monitoring point or individual shaft from previous tab	Quarter	Location of each measurement of concentration [§98.326(g)]	Date of each measurement of concentration (DD/MM/YYYY) [§98.326(g)]
1	1 North Shaft	1	Fan intake	01/15/2011
2	1 North Shaft	2	Fan intake	
3	1 North Shaft	3	Fan intake	08/10/2011
4	1 North Shaft	4	Fan intake	11/26/2011
5	2 South Shaft	1	Fan intake	02/10/2011
6	2 South Shaft	2	Fan intake	05/06/2011
7	2 South Shaft	3	Fan intake	08/15/2011
8	2 South Shaft	4	Fan intake	11/30/2011
9	C Bleeder	1	Fan outlet	01/01/2011
10	C Bleeder	2	Fan outlet	04/01/2011
11	C Bleeder	3	Fan outlet	07/01/2011
12	C Bleeder	4	Fan outlet	10/01/2011
13				

On this tab, for each monitoring point or shaft you will enter the location and date of each measurement of methane concentration.

Again, the first column pulls information from a previous tab, giving you a list of monitoring points and shafts to select from.

Information is reported on a quarterly basis, so you will fill out at least four rows for each monitoring point. If multiple measurements are taken in the quarter, then multiple rows are required for each quarter/ monitoring point.

For CEMS measurements, only include the first date of the quarter.



Degas quarterly tab

For numerical columns other than "Quarter", zeros must be included in fields without data, or you will receive a validation error.

1.) Table 7a. Fill out the following table for Degasification Gas Collection System Monitoring Points on a quarterly basis:

	Degasification Gas Collection System Monitoring Point [§98.326(m)] Corresponds to centralized monitoring point or individual well from previous tab	Quarter	Method used for concentration [§98.326(r), (s)]	Quarterly CEMS CH_4 concentration used to calculate CH_4 liberated from degasification systems (average from daily data), volume % [§98.326(i)]	Length of time that missing data are used for the quarterly CEMS CH_4 concentration used to calculate CH_4 liberated from degasification systems (average from daily data), hours [§98.3(c)(8), 98.326(i)]	Quarterly CH_4 concentration based on results from weekly sampling data, volume % [§98.326(i)]	Length of time that missing data are used for the quarterly CH_4 concentration data based on results from weekly sampling data used to calculate CH_4 liberated from degasification systems, hours [§98.3(c)(8), 98.326(i)]	Length of time that missing data are used for the temperature used in Equation FF-3, hours [§98.3(c)(8), 98.326(o)]	Length of time that missing data are used for the pressure used in Equation FF-3, hours [§98.3(c)(8), 98.326(o)]	Length of time that missing data are used for the moisture content used in Equation FF-3, hours [§98.3(c)(8), 98.326(o)]
1	Compressor Station North	1	Monitored using 98.324(b)(1)	95.0	0.0	0.0	0.0	0.0	0.0	0.0
2	Compressor Station North	2	Monitored using 98.324(b)(1)	95.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Compressor Station North	3	Monitored using 98.324(b)(1)	95.0	0.0	0.0	0.0	0.0	0.0	0.0
4	Compressor Station North	4	Monitored using 98.324(b)(1)	95.0	0.0	0.0	0.0	0.0	0.0	0.0
5	B 201	1	Monitored using 98.324(b)(1)	70.0	40.0	0.0	0.0	0.0	0.0	0.0
6	B 201	2	Monitored using 98.324(b)(1)	67.0	24.0	0.0	0.0	0.0	0.0	0.0
7	B 201	3	Monitored using 98.324(b)(1)	63.0	72.0	0.0	0.0	0.0	0.0	0.0
8	B 201	4	Monitored using 98.324(b)(1)	62.0	0.0	0.0	0.0	0.0	0.0	0.0
9	B 202	1	Monitored using 98.324(b)(1)	0.0	0.0	67.0	0.0	0.0	0.0	0.0
10	B 202	2	Monitored using 98.324(b)(1)	0.0	0.0	60.0	0.0	0.0	0.0	0.0
11	B 202	3	Monitored using 98.324(b)(1)	0.0	0.0	55.0	0.0	0.0	0.0	0.0
12	B 202	4	Monitored using 98.324(b)(1)	0.0	0.0	52.0	336.0	336.0	336.0	336.0
13	B 203	1	Monitored using 98.324(b)(1)	0.0	0.0	69.0	0.0	0.0	0.0	0.0
14	B 203	2	Monitored using 98.324(b)(1)	0.0	0.0	61.0	0.0	0.0	0.0	0.0
15	B 203	3	Monitored using 98.324(b)(1)	0.0	0.0	57.0	0.0	0.0	0.0	0.0
16	B 203	4	Monitored using 98.324(b)(1)	0.0	0.0	51.0	0.0	0.0	0.0	0.0

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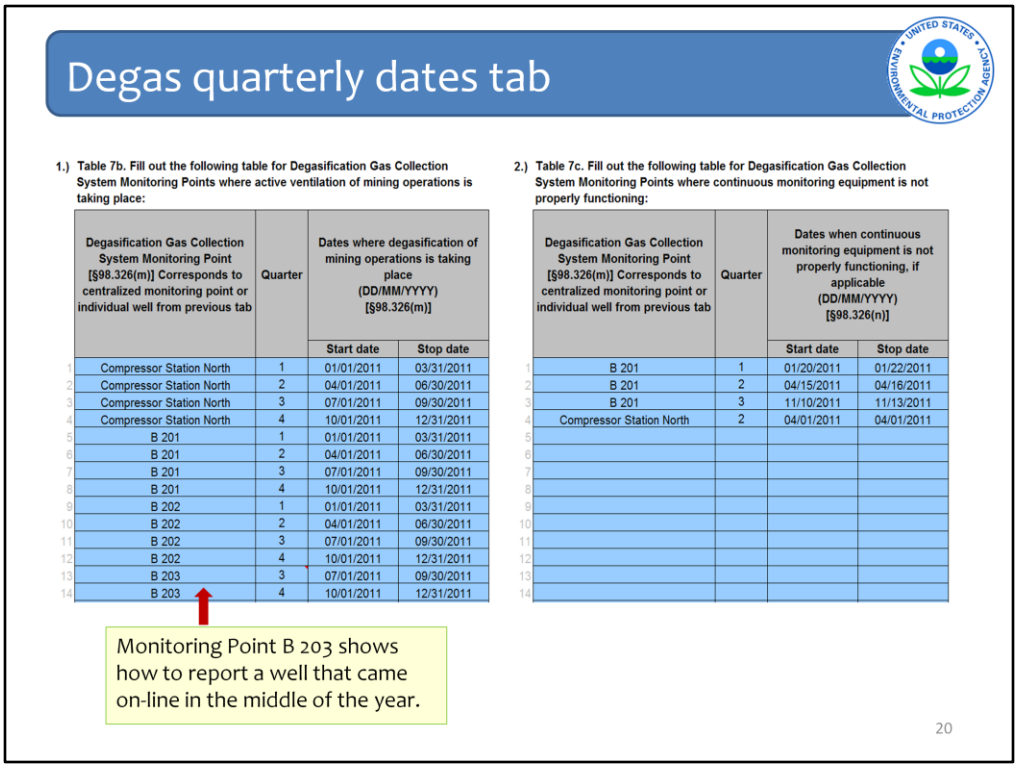
This is the first of three tabs in which you will enter information related to degasification systems and wells. The first column pulls information from a previous tab, giving you a list of monitoring points and wells to select from.

In this tab, you will enter quarterly information (four rows) for each monitoring point or individual well.

In column D, use the drop down menu to select the method used to measure methane concentration. Depending on which method you select, cells will be blacked out that are not applicable to that method. For example, if you select method 98.324(b)(3), which is CEMS, you will not be required to fill out columns G and H, which relate only two the other two measurement methods.



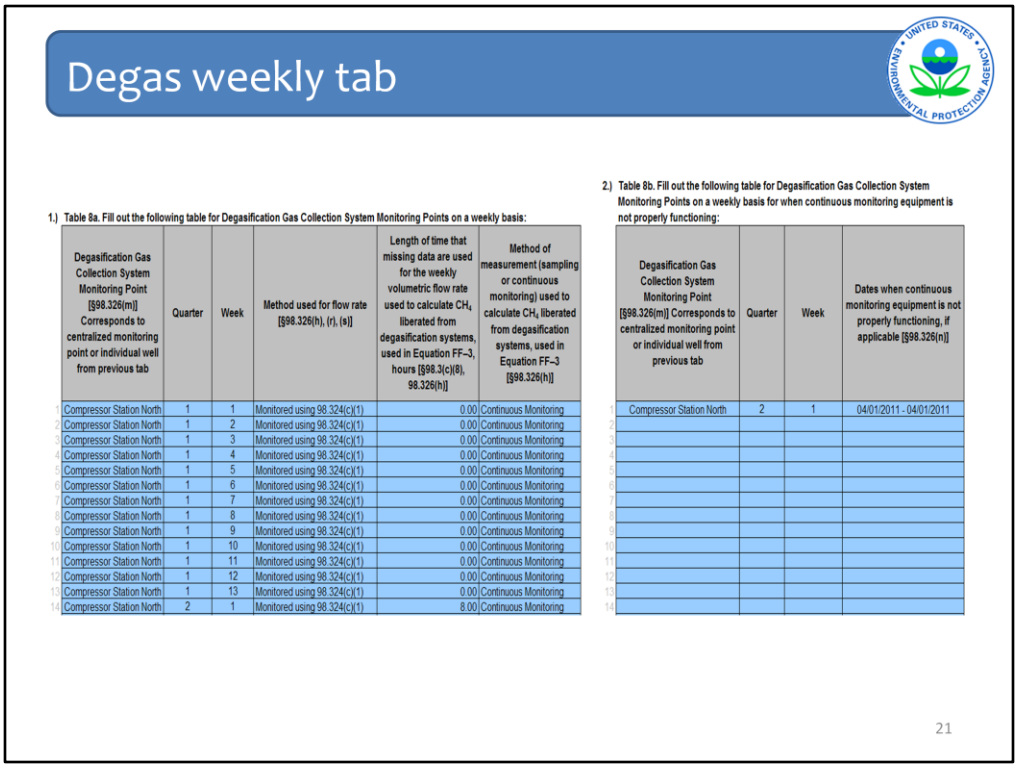
There are two tables to complete on the degas quarterly dates tab. All reporters will complete table 7b; you will complete table 7c only if you used continuous monitoring equipment (CEMS) and the equipment was not functioning properly during the quarter.

In each table, the first column pulls information from a previous tab, giving you a list of monitoring points and wells to select from.

In table 7b, you will enter the dates in the quarter during which degasification of mining operations took place. As indicated in the instructions, if there was continuous degasification during the quarter, insert the first date of the quarter in the column labeled "Start date" and insert the last date of the quarter in the column labeled "Stop date". If there were interruptions, include as many rows as needed for the well monitoring point/ quarter combination.

Next to the arrow Monitoring Point B 203 shows how to report a well that came on-line in the middle of the year. Note that information for this well is included only for quarters 3 and 4, the quarters during which the well was operation. No information was reported for quarters 1 and 2. If the user had entered no dates for quarters 1 and 2 for this well, she would have received a validation error.

For table 7c, you will enter the dates in each quarter during which continuous monitoring equipment was not properly functioning. Insert the first date of the episode in the column labeled "Start date" and insert the last date of the episode in the column labeled "Stop date"; include as many rows as needed for the quarter.



Degas weekly tab

1.) Table 8a. Fill out the following table for Degasification Gas Collection System Monitoring Points on a weekly basis:

	Degasification Gas Collection System Monitoring Point [§98.326(m)] Corresponds to centralized monitoring point or individual well from previous tab	Quarter	Week	Method used for flow rate [§98.326(h), (r), (s)]	Length of time that missing data are used for the weekly volumetric flow rate used to calculate CH_4 liberated from degasification systems, used in Equation FF–3, hours [§98.3(c)(8), 98.326(h)]	Method of measurement (sampling or continuous monitoring) used to calculate CH_4 liberated from degasification systems, used in Equation FF–3 [§98.326(h)]
1	Compressor Station North	1	1	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
2	Compressor Station North	1	2	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
3	Compressor Station North	1	3	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
4	Compressor Station North	1	4	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
5	Compressor Station North	1	5	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
6	Compressor Station North	1	6	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
7	Compressor Station North	1	7	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
8	Compressor Station North	1	8	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
9	Compressor Station North	1	9	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
10	Compressor Station North	1	10	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
11	Compressor Station North	1	11	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
12	Compressor Station North	1	12	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
13	Compressor Station North	1	13	Monitored using 98.324(c)(1)	0.00	Continuous Monitoring
14	Compressor Station North	2	1	Monitored using 98.324(c)(1)	8.00	Continuous Monitoring

2.) Table 8b. Fill out the following table for Degasification Gas Collection System Monitoring Points on a weekly basis for when continuous monitoring equipment is not properly functioning:

	Degasification Gas Collection System Monitoring Point [§98.326(m)] Corresponds to centralized monitoring point or individual well from previous tab	Quarter	Week	Dates when continuous monitoring equipment is not properly functioning, if applicable [§98.326(n)]
1	Compressor Station North	2	1	04/01/2011 - 04/01/2011
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

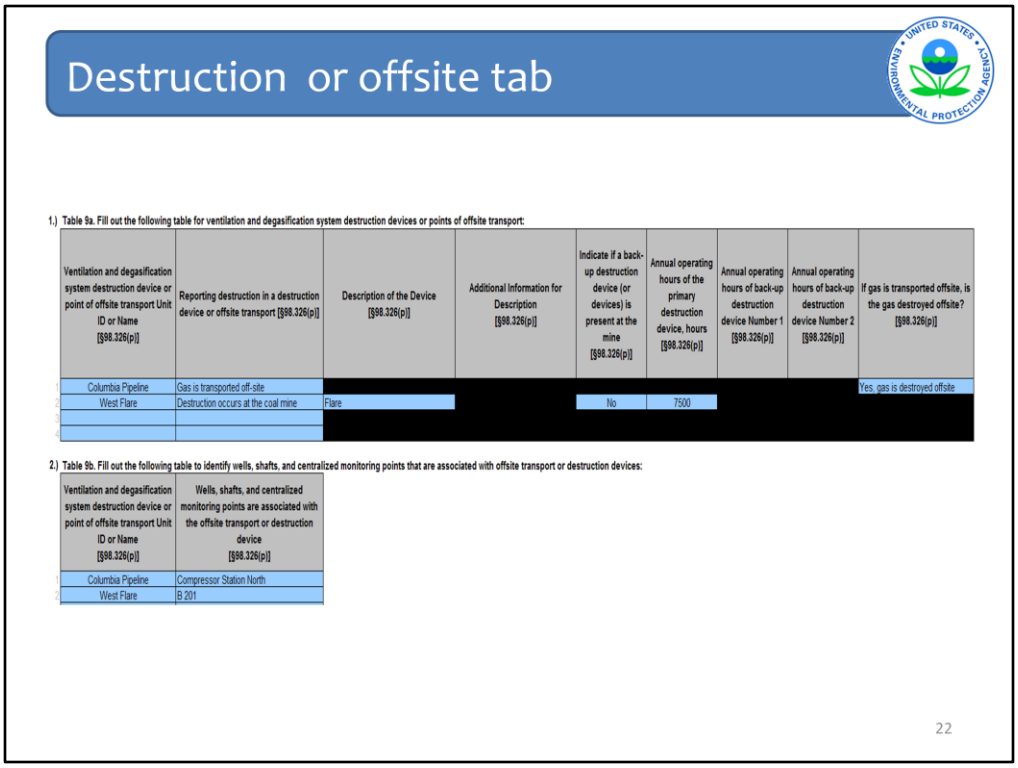
21

On the degas weekly tab, you will report weekly information on your degasification operations. There are two tables to complete on this tab. All reporters will complete table 8a; you will complete table 8b only if you used continuous monitoring equipment (CEMS) and the equipment did not function properly for any period of time.

In table 8a you will input information for each monitoring point or individual well for each week in each quarter. You will include information on how you measured flow rate and methane concentration as well as the length of time that a missing data procedure was used, if applicable. For each monitoring point or individual well, for each quarter you will complete up to 14 rows representing up to 14 weeks in the quarter (14 weeks allows for partial weeks at the start or end of the quarter). This means that for a single monitoring point you will have up to 4 x 14 = 56 rows.

This Excel form allows you to copy and paste information, a function you may find useful when filling out this tab.

Fill out table 8b if you used CEMS and it was not functioning properly for specified periods. Insert the first date of the episode in the column labeled "Start date" and insert the last date of the episode in the column labeled "Stop date"; include as many rows as needed for the quarter and week.



On the last two tabs you will enter information regarding methane destruction or offsite transport. You will complete two tables on the destruction or offsite tab.

In Table 9a you will list all destruction devices or points of offsite transport as well as descriptive information and information on back-up devices. Table 9a allows you to list two backup devices per primary device; if your primary device has more than two backup devices, please contact the GHG Help Desk and they will assist you in entering information for additional devices.

Table 9b requires you to enter information regarding which wells, shafts and centralized monitoring points are associated with the destruction devices and points of offsite transport you listed in table 9a. The pick list in the first column of Table 9b is limited to the names of destruction devices or points of offsite transport you listed in the first column of Table 9a. The pick list in the second column of Table 9b below links to a previous tab, to restrict entry to previously entered well, ventilation, or monitoring points. If more than one well, ventilation, or monitoring points is served by a single destruction device or point of offsite transport, enter multiple rows for the device/offsite transport ID.

Destruction or offsite weekly tab

1.) **Table 10. Fill out the following table for ventilation and degasification system destruction devices or points of offsite transport on a weekly basis:**

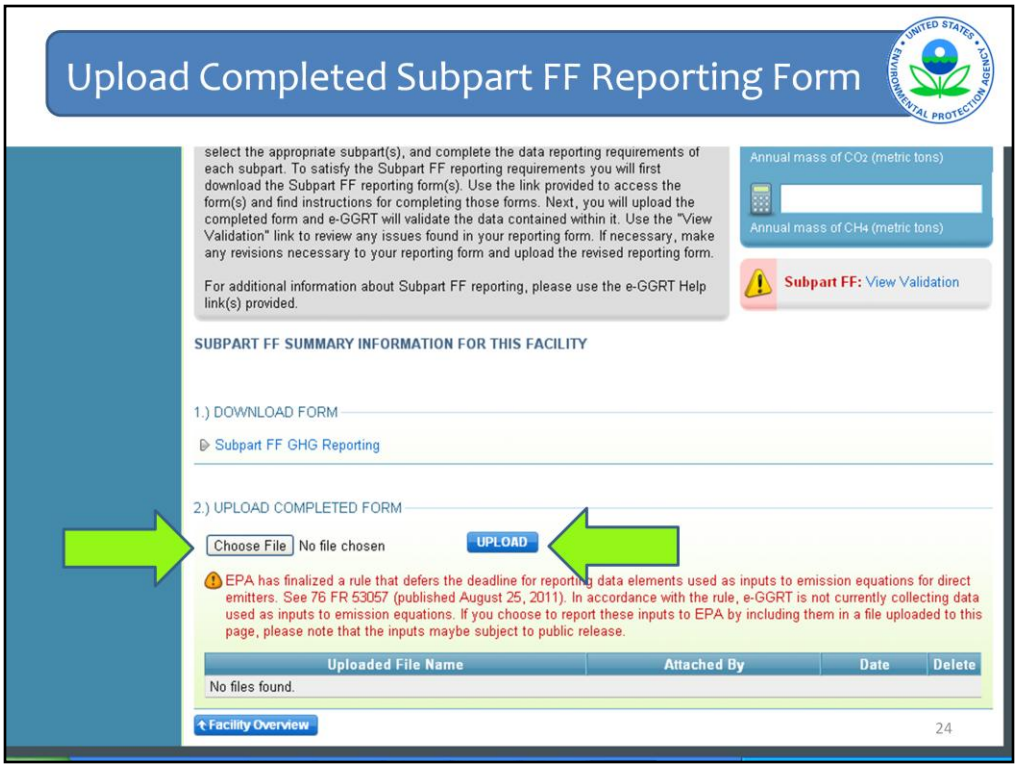
	Ventilation and degasification system destruction device or point of offsite transport Unit ID or Name [§98.326(p)]	Quarter	Week	Length of time that missing data are used for the weekly volumetric flow rate used to calculate CH_4 destruction, hours [§98.3(c)(8), 98.326(j)]	Length of time that missing data are used for the weekly CH_4 concentration used to calculate CH_4 flow, hours [§98.3(c)(8), 98.326(k)]
1	Columbia Pipeline	2	1	8	0
2	West Flare	1	3	0	40
3	West Flare	2	2	0	24
4	West Flare	3	6	0	36
5	West Flare	3	7	0	36
6					
7					

23

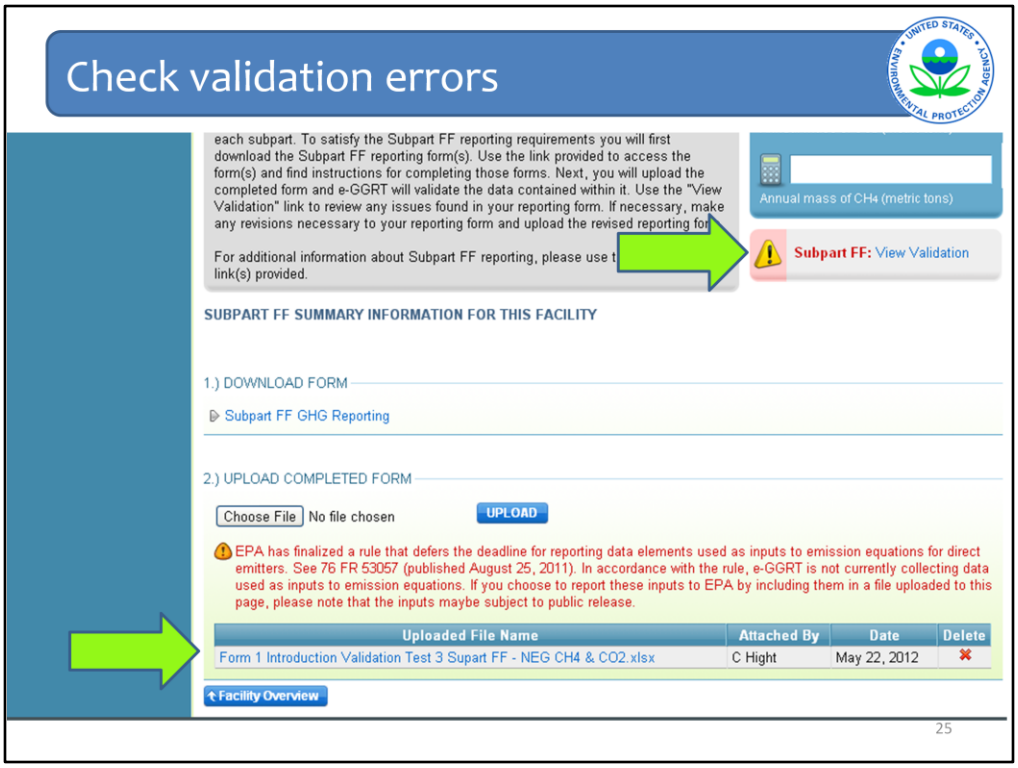
This is the final tab of the reporting form. On the destruction or offsite weekly tab, for each destruction device or point of offsite transport you will enter the amount of time that missing data procedures were used to calculate flow rate and concentration during each week in each quarter.

For each device or point of offsite transport, for each quarter you will complete up to 14 rows representing up to 14 weeks in the quarter (14 weeks allows for partial weeks at the start or end of the quarter). This means that for a single device or offsite transfer point you will have up to 4 x 14 = 56 rows.

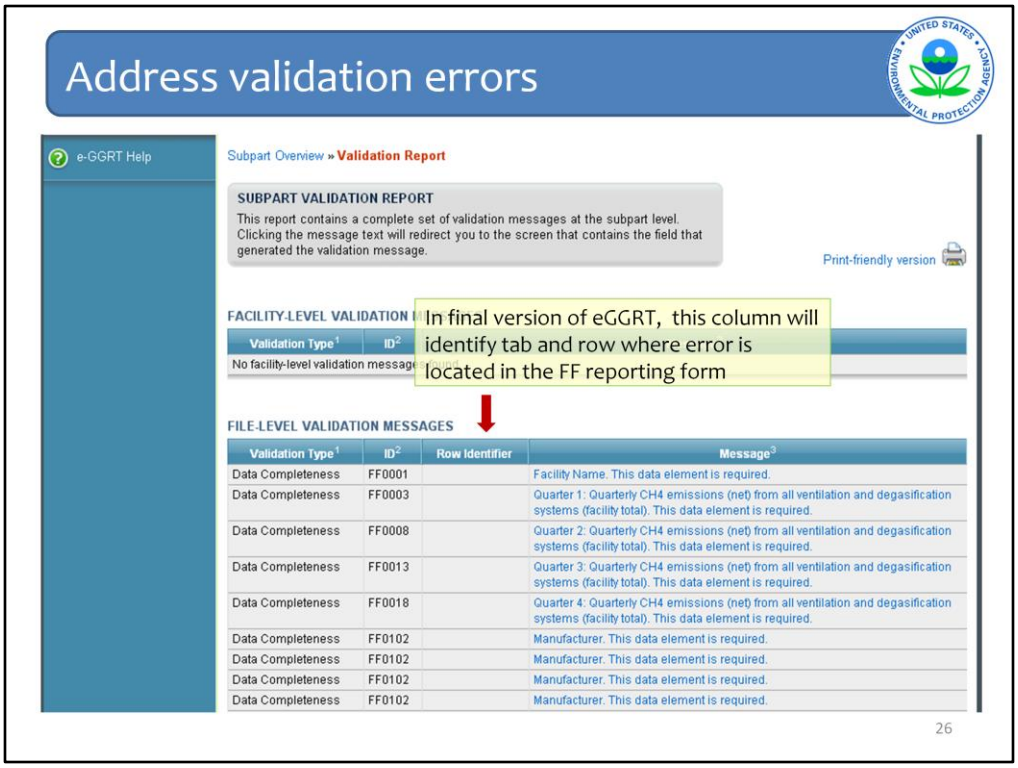
This Excel form allows you to copy and paste information, a function you may find useful when filling out this tab.



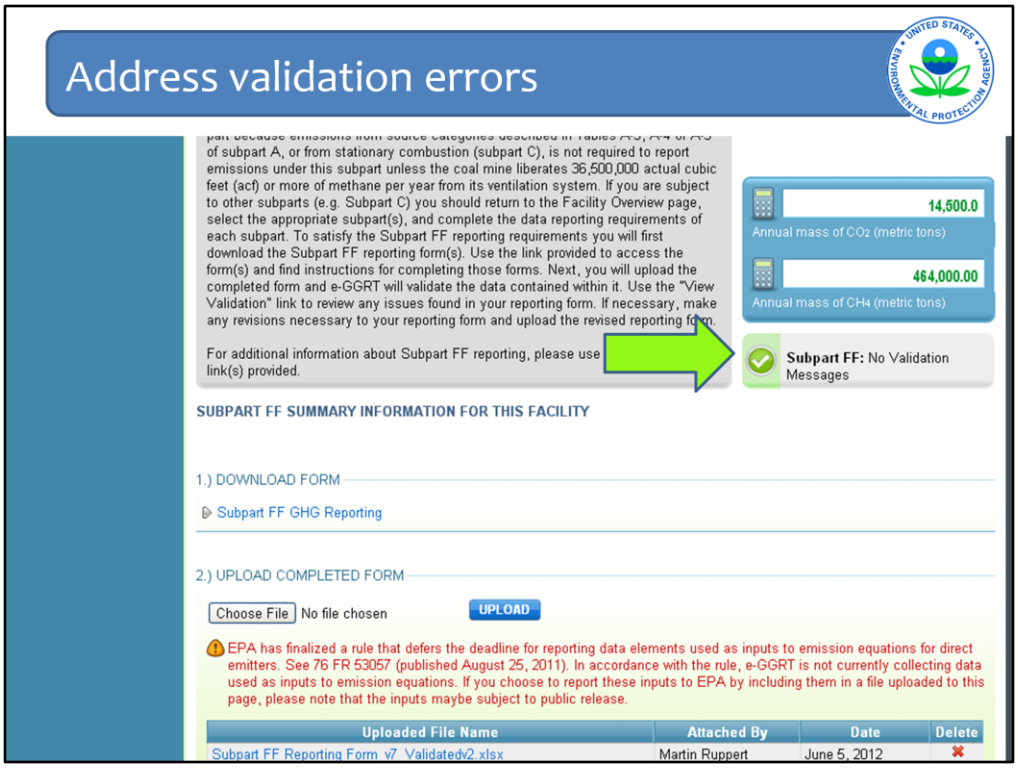
After you have filled out all relevant tabs in the reporting form, you should save the file somewhere easily accessible on your computer. Return to the subpart FF overview page and click the “choose file” button, then the “upload” button, to upload your completed form.



If you have successfully uploaded your form, you will see it listed at the bottom of the facility overview page. Now it is time to check and address any validation errors that may be in the form. Do this by clicking on “view validation” on the right side of the screen.



Clicking on the “view validation” link takes you to the validation report for your submission. This will list each of the errors related to your submission. When the final version of eGGRT launches later this year, the report will also identify the tab and the row where the error is located in the reporting form.



After you have addressed the validation errors in your reporting form, upload the form again. You will now see that there are no validation errors for the form, and you can move forward with generating and submitting your annual report.

If you review the validation report and determine that eGGRT is flagging validation errors related to some information you know to be correct, it is OK to leave that data element as is. You will still be able to generate and submit your annual report.

Questions?

Thank you!

- Don't forget these important upcoming dates:
  - July 30, 2012: e-GGRT registration deadline
  - September 28, 2012: reporting deadline for 2011 data
  - April 1, 2013: reporting deadline for 2012 data