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Registration Instructions

 A printer-friendly version (pdf) (55 pp, 8,292K) of the Registration Instructions

Please select a help topic from the list below:

E-GGRT Home Help

- [About e-GGRT Home](#)
- [Login to e-GGRT](#)
- [Definitions](#)
- [Contacting e-GGRT Support](#)
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Basic User Registration

- [About User Registration](#)
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User Profile

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Facility Registration

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Facility Management

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E-GGRT Home Help

Facilities and suppliers subject to the Greenhouse Gas Reporting Program (GHGRP), except for suppliers reporting only under Subpart LL (Coal-based Liquid Fuels) and Subpart MM (Petroleum Products), must register online through e-GGRT. Registration is a one-time, multi-step process, and may involve several individuals associated with the facility/supplier. All participants in the facility/supplier registration process must register first as an e-GGRT user. Any individual can begin the registration process in e-GGRT by identifying the Designated Representative (DR) for the facility/supplier, and (optionally) identifying its Alternate Designated Representative (ADR) and Agents.

E-GGRT implements three different roles for users, which are specified in 40 CFR 98. These roles are described as follows:

- **Designated Representative:** The DR is the individual who is responsible for certifying, signing and submitting reports and other information on behalf of the owners and operators of the facility/supplier. The DR is identified on the Certificate of Representation. Every facility/supplier must submit a complete Certificate of Representation by January 30th, 2011. In order to meet this deadline you must start the registration process at least 10 days in advance to allow time for EPA processing. If the facility is required to report emissions data under CFR Part 75 (CAMD Business System), the DR must be the same individual who has been appointed as DR under Part 75. After EPA reviews the appointment of the DR, the DR must log in to e-GGRT to accept his/her appointment. The DR may then appoint (or confirm the appointment of) an ADR and one or more Agents who can act on his/her behalf.
- **Alternate Designated Representative:** The DR may appoint an ADR to act on his or her behalf. If the facility or supplier is required to report emissions data under CFR Part 75, the ADR must be the same individual who has been appointed as ADR under Part 75. After

EPA reviews the DR's appointment of the ADR, the ADR must log in to e-GGRT to accept his or her appointment. The ADR may then appoint (or confirm the appointment of) one or more Agents who can act on his or her behalf.

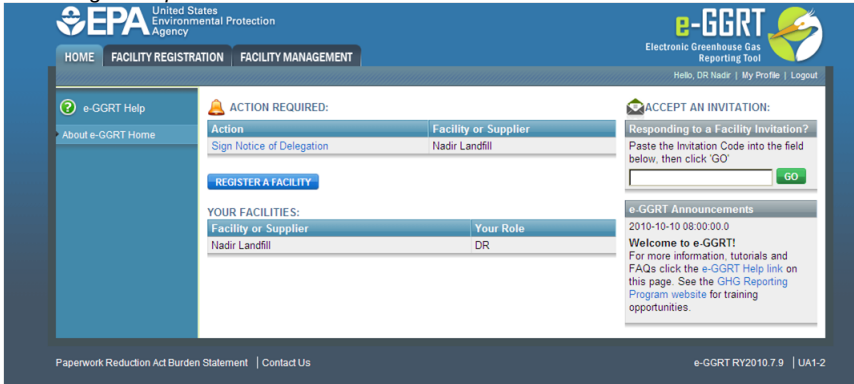
- **Agent:** An Agent is an individual to whom the DR or ADR has delegated responsibility for preparing and submitting reports on behalf of the facility/supplier. After EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his or her appointment. After the Agent accepts the appointment, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.

Note: Both the ADR and Agent are optional.

Note: In e-GGRT, the DR, ADR, and Agent all have the same ability to access, view, enter and submit data for their facility or supplier.

About e-GGRT Home

Click image to expand



- Home
 - Action Required
 - Facilities Pending Registration
 - Register a Facility (or Supplier)
 - Your Facilities
 - Accept an Invitation
 - e-GGRT Announcements
 - My Profile
- Facility Registration
- Facility Management

See Also

System Requirements
Registration and Reporting Deadlines

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

Home

Action Required	The e-GGRT home page will display the ACTION REQUIRED panel if any actions need your attention, such as signing a new Notice of Delegation or re-signing a Certificate of Representation due to a change. To perform an action, click on the blue hyperlink.
Facilities Pending Registration	Any facilities or suppliers you have begun to register will remain in a "Pending" status until the Designated Representative (DR) that was identified during registration has accepted his or her appointment as DR. After that, the facility will move from FACILITIES PENDING REGISTRATION section to the YOUR FACILITIES section below. Other users who accept appointments to become the Alternate Designated Representative (ADR) or Agent for a facility will see that facility listed on their home page.
Register a Facility (or Supplier)	To begin the facility registration process, click the blue button labeled REGISTER A FACILITY. E-GGRT has a special process for registering facilities reporting to EPA using CAMD Business System (CBS). If this applies to your facility, e-GGRT will import your facility information from CBS when the DR completes the e-GGRT user registration process by linking the DR's CBS and e-GGRT user accounts.

Your Facilities	The YOUR FACILITIES panel displays each facility for which you serve as DR, ADR or Agent.
Accept an Invitation	If you have received an email from e-GGRT notifying you that you have been appointed to be a DR, ADR or Agent, copy the invitation code from the body of the email into the box labeled ACCEPT AN INVITATION on the e-GGRT home page, and click the green GO button. Do not use an invitation code that was sent to another person.
e-GGRT Announcements	This panel displays timely EPA announcements about e-GGRT.
My Profile	Click the “My Profile” link at the top of the page if you need to edit your profile organization name, address, phone and FAX, email, password, secret question/answer or challenge questions.

Facility Registration

Click the FACILITY REGISTRATION tab to register a facility.

About Facility Registration

Facilities and suppliers subject to the Greenhouse Gas Reporting Program (GHGRP), except for suppliers subject only to Subpart LL (Coal-based Liquid Fuels) and Subpart MM (Petroleum Products), must register online through e-GGRT. Applicability of the rule to your facility or operation depends on the Greenhouse gas (GHG) source categories located at the facility or supplier, the emission level of greenhouse gases and the production capacity. See the [General Provisions Info Sheet](#) for more information.

For help in assessing whether your facility or supply operation is required to report GHG emissions in e-GGRT, refer to the [Applicability Tool](#). Note that information tailored to suppliers and other affected entities can also be found there.

Facility or Supplier Reporting by Subpart

Under the GHGRP, your operation may report at the facility level, the supplier (corporate) level, or both, depending on the subparts of the rule that apply to you. 40 CR 98 requires Suppliers of Natural Gas and Natural Gas Liquids (Subpart NN), Suppliers of Industrial GHGs (Subpart OO), and Suppliers of Carbon Dioxide (Subpart PP) to report GHG emissions using e-GGRT at the supplier (corporate) level. Reporters under all other subparts are required to report at the facility level.

If your operation reports as both a facility and a supplier under different subparts, then you may assign one Designated Representative (DR) for the facility and a different DR for the supplier.

40 CR 98 requires Suppliers of Coal-based Liquid Fuels (Subpart LL) and Suppliers of Petroleum (Subpart MM) to report to EPA using OTAQREG, not e-GGRT.

Facility Management

Click the FACILITY MANAGEMENT tab to perform personnel management for a facility and any other facility editing functionality.

Login to e-GGRT

Click image to expand

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

You need an e-GGRT user account if you intend to:

- Register a facility or supplier
- Submit a Certificate of Representation
- Enter facility or supplier greenhouse gas (GHG) data;
- Submit an annual GHG report for a facility or supplier; or
- Delegate to another person any of the duties listed above.

This includes all Designated Representatives (DRs), Alternate Designated Representatives (DRs) and Agents associated with a facility or supplier that is required to report under 40 CFR 98. To find out if 40 CFR 98 applies to your facility or supplier, refer to the general applicability criteria in [40 CFR 98.2 of Subpart A](#)

For CAMD Business System Users

For each facility or supplier subject to report under 40 CFR 98, if the facility is also required to report under 40 CFR 75, then the DR must be the same person in each case. Therefore, if you are a DR in CBS, you must also register as DR in e-GGRT. E-GGRT will give you the opportunity to import your CBS facility information into e-GGRT during user registration.

For CDX Users

If you already have an active CDX user account, you can log in to e-GGRT with your CDX user name and password. If you do not have a CDX account click on the green NEW USER REGISTRATION button on the login page. E-GGRT will then guide you through the process of completing a user profile.

See Also

[Processing Your Electronic Signature Agreement](#)

Definitions

See [References](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Accuracy of a measurement at a specified level (e.g., one percent of full scale or one percent of the value measured) means that the mean of repeat measurements made by a device or technique are within 95 percent of the range bounded by the true value plus or minus the specified level.

Acid Rain Program means the program established under title IV of the Clean Air Act, and implemented under parts 72 through 78 of this chapter for the reduction of sulfur dioxide and nitrogen oxides emissions.

Administrator means the Administrator of the United States Environmental Protection Agency or the Administrator's authorized representative.

AGA means the American Gas Association

Agricultural by-products means those parts of arable crops that are not used for the primary purpose of producing food. Agricultural by-products include, but are not limited to, oat, corn and wheat straws, bagasse, peanut shells, rice and coconut husks, soybean hulls, palm kernel cake, cottonseed and sunflower seed cake, and pomace.

Alkali bypass means a duct between the feed end of the kiln and the preheater tower through which a portion of the kiln exit gas stream is withdrawn and quickly cooled by air or water to avoid excessive buildup of alkali, chloride and/or sulfur on the raw feed. This may also be referred to as the "kiln exhaust gas bypass."

Anaerobic digester means the system where wastes are collected and anaerobically digested in large containment vessels or covered lagoons. Anaerobic digesters stabilize waste by the microbial reduction of complex organic compounds to CO₂ and CH₄, which is captured and may be flared or used as fuel. Anaerobic digestion systems, include but are not limited to covered lagoon, complete mix, plug flow, and fixed film digesters.

Anaerobic lagoon means a type of liquid storage system component, either at manure management system or a wastewater treatment system, that is designed and operated to stabilize wastes using anaerobic microbial processes. Anaerobic lagoons may be designed for combined stabilization and storage with varying lengths of retention time (up to a year or greater), depending on the climate region, the volatile solids loading rate, and other operational factors.

Anode effect is a process upset condition of an aluminum electrolysis cell caused by too little alumina dissolved in the electrolyte. The anode effect begins when the voltage rises rapidly and exceeds a threshold voltage, typically 8 volts.

Anode Effect Minutes per Cell Day (24 hours) are the total minutes during which an electrolysis cell voltage is above the threshold voltage, typically 8 volts.

ANSI means the American National Standards Institute.

API means the American Petroleum Institute.

Argon-oxygen decarburization (AOD) vessel means any closed-bottom, refractory-lined converter vessel with submerged tuyeres through which gaseous mixtures containing argon and oxygen or nitrogen may be blown into molten steel for further refining to reduce the carbon content of the steel.

ASABE means the American Society of Agricultural and Biological Engineers.

ASME means the American Society of Mechanical Engineers.

ASTM means the American Society of Testing and Materials.

Asphalt means a dark brown-to-black cement-like material obtained by petroleum processing and containing bitumens as the predominant component. It includes crude asphalt as well as the following finished products: cements, fluxes, the asphalt content of emulsions (exclusive of water), and petroleum distillates blended with asphalt to make cutback asphalts.

Aviation Gasoline means a complex mixture of volatile hydrocarbons, with or without additives, suitably blended to be used in aviation reciprocating engines. Specifications can be found in ASTM Specification D910-07a, Standard Specification for Aviation Gasolines (incorporated by reference, see § 98.7).

B

B₀ means the maximum CH₄ producing capacity of a waste stream, kg CH₄/kg COD.

Basic oxygen furnace means any refractory-lined vessel in which high-purity oxygen is blown under pressure through a bath of molten iron, scrap metal, and fluxes to produce steel.

bbf means barrel.

Biodiesel means a mono-alkyl ester derived from biomass and conforming to ASTM D6751-08, Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels.

Biogenic CO₂ means carbon dioxide emissions generated as the result of biomass combustion from combustion units for which emission calculations are required by an applicable part 98 subpart.

Biomass means non-fossilized and biodegradable organic material originating from plants, animals or micro-organisms, including products, by-products, residues and waste from agriculture, forestry and related industries as well as the non-fossilized and biodegradable organic fractions of industrial and municipal wastes, including gases and liquids recovered from the decomposition of non-fossilized and biodegradable organic

material.

Blast furnace means a furnace that is located at an integrated iron and steel plant and is used for the production of molten iron from iron ore pellets and other iron bearing materials.

Blendstocks are petroleum products used for blending or compounding into finished motor gasoline. These include RBOB (reformulated blendstock for oxygenate blending) and CBOB (conventional blendstock for oxygenate blending), but exclude oxygenates, butane, and pentanes plus.

Blendstocks—Others are products used for blending or compounding into finished motor gasoline that are not defined elsewhere. Excludes Gasoline Treated as Blendstock (GTAB), Diesel Treated as Blendstock (DTAB), conventional blendstock for oxygenate blending (CBOB), reformulated blendstock for oxygenate blending (RBOB), oxygenates (e.g. fuel ethanol and methyl tertiary butyl ether), butane, and pentanes plus.

Blowdown mean the act of emptying or depressuring a vessel. This may also refer to the discarded material such as blowdown water from a boiler or cooling tower.

British Thermal Unit or Btu means the quantity of heat required to raise the temperature of one pound of water by one degree Fahrenheit at about 39.2 degrees Fahrenheit.

Bulk, with respect to industrial GHG suppliers and CO₂ suppliers, means the transfer of a product inside containers, including but not limited to tanks, cylinders, drums, and pressure vessels.

Bulk natural gas liquid or NGL refers to mixtures of hydrocarbons that have been separated from natural gas as liquids through the process of absorption, condensation, adsorption, or other methods. Generally, such liquids consist of ethane, propane, butanes, and pentanes plus. Bulk NGL is sold to fractionators or to refineries and petrochemical plants where the fractionation takes place.

Butane, or n-Butane, is a paraffinic straight-chain hydrocarbon with molecular formula C₄H₁₀.

Butylene, or n-Butylene, is an olefinic straight-chain hydrocarbon with molecular formula C₄H₈.

By-product coke oven battery means a group of ovens connected by common walls, where coal undergoes destructive distillation under positive pressure to produce coke and coke oven gas from which by-products are recovered.

C

Calcination means the process of thermally treating minerals to decompose carbonates from ore.

Calculation methodology means a methodology prescribed under the section "Calculating GHG Emissions" in any subpart of part 98.

Carbon dioxide equivalent or CO₂e means the number of metric tons of CO₂ emissions with the same global warming potential as one metric ton of another greenhouse gas, and is calculated using Equation A-1 of this subpart.

Carbon dioxide production well means any hole drilled in the earth for the primary purpose of extracting carbon dioxide from a geologic formation or group of formations which contain deposits of carbon dioxide.

Carbon dioxide production well facility means one or more carbon dioxide production wells that are located on one or more contiguous or adjacent properties, which are under the control of the same entity. Carbon dioxide production wells located on different oil and gas leases, mineral fee tracts, lease tracts, subsurface or surface unit areas, surface fee tracts, surface lease tracts, or separate surface sites, whether or not connected by a road, waterway, power line, or pipeline, shall be considered part of the same CO₂ production well facility if they otherwise meet the definition.

Carbon dioxide stream means carbon dioxide that has been captured from an emission source (e.g. a power plant or other industrial facility) or extracted from a carbon dioxide production well plus incidental associated substances either derived from the source materials and the capture process or extracted with the carbon dioxide.

Carbon share means the percent of total mass that carbon represents in any product.

Carbonate means compounds containing the radical CO₃⁻². Upon calcination, the carbonate radical decomposes to evolve carbon dioxide (CO₂). Common carbonates consumed in the mineral industry include calcium carbonate (CaCO₃) or calcite; magnesium carbonate (MgCO₃) or magnesite; and calcium-magnesium carbonate (CaMg(CO₃)₂) or dolomite.

Carbonate-based mineral means any of the following minerals used in the manufacture of glass: Calcium carbonate (CaCO₃), calcium magnesium carbonate (CaMg(CO₃)₂), sodium carbonate (Na₂CO₃), potassium carbonate (K₂CO₃), lithium carbonate (Li₂CO₃), and strontium carbonate (SrCO₃).

Carbonate-based mineral mass fraction means the following: For limestone, the mass fraction of calcium carbonate (CaCO₃) in the limestone; for dolomite, the mass fraction of calcium magnesium carbonate (CaMg(CO₃)₂) in the dolomite; for soda ash, the mass fraction of sodium

carbonate (Na_2CO_3) in the soda ash; for barium carbonate, the mass fraction of barium carbonate (BaCO_3) in the barium carbonate; for potassium carbonate, the mass fraction of potassium carbonate (K_2CO_3) in the potassium carbonate; for lithium carbonate, the mass fraction of lithium carbonate (Li_2CO_3); and for strontium carbonate, the mass fraction of strontium carbonate (SrCO_3).

Carbonate-based raw material means any of the following materials used in the manufacture of glass: Limestone, dolomite, soda ash, barium carbonate, potassium carbonate, lithium carbonate, and strontium carbonate.

Catalytic cracking unit means a refinery process unit in which petroleum derivatives are continuously charged and hydrocarbon molecules in the presence of a catalyst are fractured into smaller molecules, or react with a contact material suspended in a fluidized bed to improve feedstock quality for additional processing and the catalyst or contact material is continuously regenerated by burning off coke and other deposits. Catalytic cracking units include both fluidized bed systems, which are referred to as fluid catalytic cracking units (FCCU), and moving bed systems, which are also referred to as thermal catalytic cracking units. The unit includes the riser, reactor, regenerator, air blowers, spent catalyst or contact material stripper, catalyst or contact material recovery equipment, and regenerator equipment for controlling air pollutant emissions and for heat recovery.

Cattle swine deep bedding systems See Deep-bedding systems for cattle swine

CBOB-Summer (conventional blendstock for oxygenate blending) means a petroleum product which, when blended with a specified type and percentage of oxygenate, meets the definition of Conventional-Summer.

CBOB-Winter (conventional blendstock for oxygenate blending) means a petroleum product which, when blended with a specified type and percentage of oxygenate, meets the definition of Conventional-Winter.

Certified standards means calibration gases certified by the manufacturer of the calibration gases to be accurate to within 2 percent of the value on the label or calibration gases.

CH₄ means methane.

Chemical recovery combustion unit means a combustion device, such as a recovery furnace or fluidized-bed reactor where spent pulping liquor from sulfite or semi-chemical pulping processes is burned to recover pulping chemicals.

Chemical recovery furnace means an enclosed combustion device where concentrated spent liquor produced by the kraft or soda pulping process is burned to recover pulping chemicals and produce steam. Includes any recovery furnace that burns spent pulping liquor produced from both the kraft and soda pulping processes.

Chloride process means a production process where titanium dioxide is produced using calcined petroleum coke and chlorine as raw materials.

City gate means a location at which natural gas ownership or control passes from one party to another, neither of which is the ultimate consumer. In this rule, in keeping with common practice, the term refers to a point or measuring station at which a local gas distribution utility receives gas from a natural gas pipeline company or transmission system. Meters at the city gate station measure the flow of natural gas into the local distribution company system and typically are used to measure local distribution company system sendout to customers.

CO₂ means carbon dioxide.

Coal means all solid fuels classified as anthracite, bituminous, sub-bituminous, or lignite by the American Society for Testing and Materials Designation ASTM D388-05 Standard Classification of Coals by Rank (incorporated by reference, see § 98.7).

COD means the chemical oxygen demand as determined using methods specified pursuant to 40 CFR part 136.

Coke burn-off means the coke removed from the surface of a catalyst by combustion during catalyst regeneration. Coke burn-off also means the coke combusted in fluid coking unit burner.

Cokemaking means the production of coke from coal in either a by-product coke oven battery or a non-recovery coke oven battery.

Commercial applications means executing a commercial transaction subject to a contract. A commercial application includes transferring custody of a product from one facility to another if it otherwise meets the definition.

Company records means, in reference to the amount of fuel consumed by a stationary combustion unit (or by a group of such units), a complete record of the methods used, the measurements made, and the calculations performed to quantify fuel usage. Company records may include, but are not limited to, direct measurements of fuel consumption by gravimetric or volumetric means, tank drop measurements, and calculated values of fuel usage obtained by measuring auxiliary parameters such as steam generation or unit operating hours. Fuel billing records obtained from the fuel supplier qualify as company records.

Connector means to flanged, screwed, or other joined fittings used to connect pipe line segments, tubing, pipe components (such as elbows, reducers, "T"s" or valves) or a pipe line and a piece of equipment or an instrument to a pipe, tube or piece of equipment. A common connector is a flange. Joined fittings welded completely around the circumference of the interface are not considered connectors for the purpose of this part.

Container glass means glass made of soda-lime recipe, clear or colored, which is pressed and/or blown into bottles, jars, ampoules, and other products listed in North American Industry Classification System 327213 (NAICS 327213).

Continuous emission monitoring system or CEMS means the total equipment required to sample, analyze, measure, and provide, by means of readings recorded at least once every 15 minutes, a permanent record of gas concentrations, pollutant emission rates, or gas volumetric flow rates from stationary sources.

Continuous glass melting furnace means a glass melting furnace that operates continuously except during periods of maintenance, malfunction, control device installation, reconstruction, or rebuilding.

Conventional-Summer refers to finished gasoline formulated for use in motor vehicles, the composition and properties of which do not meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under 40 CFR 80.40, but which meet summer RVP standards required under 40 CFR 80.27 or as specified by the state. Note: This category excludes conventional gasoline for oxygenate blending (CBOB) as well as other blendstock.

Conventional-Winter refers to finished gasoline formulated for use in motor vehicles, the composition and properties of which do not meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under 40 CFR 80.40 or the summer RVP standards required under 40 CFR 80.27 or as specified by the state. Note: This category excludes conventional blendstock for oxygenate blending (CBOB) as well as other blendstock.

Crude oil means a mixture of hydrocarbons that exists in liquid phase in natural underground reservoirs and remains liquid at atmospheric pressure after passing through surface separating facilities. (1) Depending upon the characteristics of the crude stream, it may also include any of the following:

- (i) Small amounts of hydrocarbons that exist in gaseous phase in natural underground reservoirs but are liquid at atmospheric conditions (temperature and pressure) after being recovered from oil well (casing-head) gas in lease separators and are subsequently commingled with the crude stream without being separately measured. Lease condensate recovered as a liquid from natural gas wells in lease or field separation facilities and later mixed into the crude stream is also included.
 - (ii) Small amounts of nonhydrocarbons, such as sulfur and various metals.
 - (iii) Drip gases, and liquid hydrocarbons produced from tar sands, oil sands, gilsonite, and oil shale.
 - (iv) Petroleum products that are received or produced at a refinery and subsequently injected into a crude supply or reservoir by the same refinery owner or operator.
- (2) Liquids produced at natural gas processing plants are excluded. Crude oil is refined to produce a wide array of petroleum products, including heating oils; gasoline, diesel and jet fuels; lubricants; asphalt; ethane, propane, and butane; and many other products used for their energy or chemical content.

D

Daily spread means a manure management system component in which manure is routinely removed from a confinement facility and is applied to cropland or pasture within 24 hours of excretion.

Day means any consistently designated 24 hour period during which an emission unit is operated.

Decarburization vessel means any vessel used to further refine molten steel with the primary intent of reducing the carbon content of the steel, including but not limited to vessels used for argon-oxygen decarburization and vacuum oxygen decarburization.

Deep bedding systems for cattle swine means a manure management system in which, as manure accumulates, bedding is continually added to absorb moisture over a production cycle and possibly for as long as 6 to 12 months. This manure management system also is known as a bedded pack manure management system and may be combined with a dry lot or pasture.

Degradable organic carbon (DOC) means the fraction of the total mass of a waste material that can be biologically degraded.

Delayed coking unit means one or more refinery process units in which high molecular weight petroleum derivatives are thermally cracked and petroleum coke is produced in a series of closed, batch system reactors. A delayed coking unit consists of the coke drums and ancillary equipment associated with a single fractionator.

Density means the mass contained in a given unit volume (mass/volume).

Destruction means:

- (1) With respect to landfills and manure management, the combustion of methane in any on-site or off-site combustion technology. Destroyed methane includes, but is not limited to, methane combusted by flaring, methane destroyed by thermal oxidation, methane combusted for use in on-site energy or heat production technologies, methane that is conveyed through pipelines (including natural gas pipelines) for off-site combustion, and methane that is collected for any other on-site or off-site use as a fuel.
- (2) With respect to fluorinated GHGs, the expiration of a fluorinated GHG to the destruction efficiency actually achieved. Such destruction does not result in a commercially useful end product.

Destruction Efficiency means the efficiency with which a destruction device reduces the GWP-weighted mass of greenhouse gases fed into the device, considering the GWP-weighted masses of both the greenhouse gases fed into the device and those exhausted from the device. Destruction efficiency, or flaring destruction efficiency, refers to the fraction of the gas that leaves the flare partially or fully oxidized. The Destruction Efficiency is expressed in Equation A-2 of this section:

Eq. A-2

$$DE = 1 - (tCO_2e_{OUT})/(tCO_2e_{IN})$$

Where:

DE = Destruction Efficiency

tCO₂e_{IN} = The GWP-weighted mass of GHGs fed into the destruction device

tCO_2eOUT = The GWP-weighted mass of GHGs exhausted from the destruction device, including GHGs formed during the destruction process

Diesel—Other is any distillate fuel oil not defined elsewhere, including Diesel Treated as Blendstock (DTAB).

DIPE (diisopropyl ether, $(\text{CH}_3)_2\text{CHOCH}(\text{CH}_3)_2$) is an ether as described in "Oxygenates."

Direct liquefaction means the conversion of coal directly into liquids, rather than passing through an intermediate gaseous state.

Direct reduction furnace means a high temperature furnace typically fired with natural gas to produce solid iron from iron ore or iron ore pellets and coke, coal, or other carbonaceous materials.

Distillate fuel oil means a classification for one of the petroleum fractions produced in conventional distillation operations and from crackers and hydrotreating process units. The generic term distillate fuel oil includes kerosene, kerosene-type jet fuel, diesel fuels (Diesel Fuels No. 1, No. 2, and No. 4), and fuel oils (Fuel Oils No. 1, No. 2, and No. 4).

Distillate Fuel No. 1 has a maximum distillation temperature of 550 °F at the 90 percent recovery point and a minimum flash point of 100 °F and includes fuels commonly known as Diesel Fuel No. 1 and Fuel Oil No. 1, but excludes kerosene. This fuel is further subdivided into categories of sulfur content: High Sulfur (greater than 500 ppm), Low Sulfur (less than or equal to 500 ppm and greater than 15 ppm), and Ultra Low Sulfur (less than or equal to 15 ppm).

Distillate Fuel No. 2 has a minimum and maximum distillation temperature of 540 °F and 640 °F at the 90 percent recovery point, respectively, and includes fuels commonly known as Diesel Fuel No. 2 and Fuel Oil No. 2. This fuel is further subdivided into categories of sulfur content: High Sulfur (greater than 500 ppm), Low Sulfur (less than or equal to 500 ppm and greater than 15 ppm), and Ultra Low Sulfur (less than or equal to 15 ppm).

Distillate Fuel No. 4 is a distillate fuel oil made by blending distillate fuel oil and residual fuel oil, with a minimum flash point of 131 °F.

DOC_f means the fraction of DOC that actually decomposes under the (presumably anaerobic) conditions within the landfill.

Dry lot means a manure management system component consisting of a paved or unpaved open confinement area without any significant vegetative cover where accumulating manure may be removed periodically.

E

Electric arc furnace (EAF) means a furnace that produces molten alloy metal and heats the charge materials with electric arcs from carbon electrodes.

Electric arc furnace steelmaking means the production of carbon, alloy, or specialty steels using an EAF. This definition excludes EAFs at steel foundries and EAFs used to produce nonferrous metals.

Electrothermic furnace means a furnace that heats the charged materials with electric arcs from carbon electrodes.

Emergency generator means a stationary combustion device, such as a reciprocating internal combustion engine or turbine that serves solely as a secondary source of mechanical or electrical power whenever the primary energy supply is disrupted or discontinued during power outages or natural disasters that are beyond the control of the owner or operator of a facility. An emergency generator operates only during emergency situations, for training of personnel under simulated emergency conditions, as part of emergency demand response procedures, or for standard performance testing procedures as required by law or by the generator manufacturer. A generator that serves as a back-up power source under conditions of load shedding, peak shaving, power interruptions pursuant to an interruptible power service agreement, or scheduled facility maintenance shall not be considered an emergency generator.

Emergency equipment means any auxiliary fossil fuel-powered equipment, such as a fire pump, that is used only in emergency situations.

ETBE (ethyl tertiary butyl ether, $(\text{CH}_3)_3\text{COC}_2\text{H}$) is an ether as described in "Oxygenates."

Ethane is a paraffinic hydrocarbon with molecular formula C_2H_6 .

Ethanol is an anhydrous alcohol with molecular formula $\text{C}_2\text{H}_5\text{OH}$.

Ethylene is an olefinic hydrocarbon with molecular formula C_2H_4 .

Ex refinery gate means the point at which a petroleum product leaves the refinery.

Experimental furnace means a glass melting furnace with the sole purpose of operating to evaluate glass melting processes, technologies, or glass products. An experimental furnace does not produce glass that is sold (except for further research and development purposes) or that is used as a raw material for non-experimental furnaces.

Export means to transport a product from inside the United States to persons outside the United States, excluding any such transport on behalf of the United States military including foreign military sales under the Arms Export Control Act.

Exporter means any person, company or organization of record that transfers for sale or for other benefit, domestic products from the United States to another country or to an affiliate in another country, excluding any such transfers on behalf of the United States military or military purposes including foreign military sales under the Arms Export Control Act. An exporter is not the entity merely transporting the domestic

products, rather an exporter is the entity deriving the principal benefit from the transaction.

F

Facility means any physical property, plant, building, structure, source, or stationary equipment located on one or more contiguous or adjacent properties in actual physical contact or separated solely by a public roadway or other public right-of-way and under common ownership or common control, that emits or may emit any greenhouse gas. Operators of military installations may classify such installations as more than a single facility based on distinct and independent functional groupings within contiguous military properties.

Feed means the prepared and mixed materials, which include but are not limited to materials such as limestone, clay, shale, sand, iron ore, mill scale, cement kiln dust and flyash, that are fed to the kiln. Feed does not include the fuels used in the kiln to produce heat to form the clinker product.

Feedstock means raw material inputs to a process that are transformed by reaction, oxidation, or other chemical or physical methods into products and by-products. Supplemental fuel burned to provide heat or thermal energy is not a feedstock.

Fischer-Tropsch process means a catalyzed chemical reaction in which synthesis gas, a mixture of carbon monoxide and hydrogen, is converted into liquid hydrocarbons of various forms.

Flare means a combustion device, whether at ground level or elevated, that uses an open flame to burn combustible gases with combustion air provided by uncontrolled ambient air around the flame.

Flat glass means glass made of soda-lime recipe and produced into continuous flat sheets and other products listed in NAICS 327211.

Flowmeter means a device that measures the mass or volumetric rate of flow of a gas, liquid, or solid moving through an open or closed conduit (e.g. flowmeters include, but are not limited to, rotameters, turbine meters, coriolis meters, orifice meters, ultra-sonic flowmeters, and vortex flowmeters).

Fluid coking unit means one or more refinery process units in which high molecular weight petroleum derivatives are thermally cracked and petroleum coke is continuously produced in a fluidized bed system. The fluid coking unit includes equipment for controlling air pollutant emissions and for heat recovery on the fluid coking burner exhaust vent. There are two basic types of fluid coking units: A traditional fluid coking unit in which only a small portion of the coke produced in the unit is burned to fuel the unit and the fluid coking burner exhaust vent is directed to the atmosphere (after processing in a CO boiler or other air pollutant control equipment) and a flexicoking unit in which an auxiliary burner is used to partially combust a significant portion of the produced petroleum coke to generate a low value fuel gas that is used as fuel in other combustion sources at the refinery.

Fluorinated greenhouse gas means sulfur hexafluoride (SF₆), nitrogen trifluoride (NF₃), and any fluorocarbon except for controlled substances as defined at 40 CFR part 82, subpart A and substances with vapor pressures of less than 1 mm of Hg absolute at 25 degrees C. With these exceptions, "fluorinated GHG" includes but is not limited to any hydrofluorocarbon, any perfluorocarbon, any fully fluorinated linear, branched or cyclic alkane, ether, tertiary amine or aminoether, any perfluoropolyether, and any hydrofluoropolyether.

Fossil fuel means natural gas, petroleum, coal, or any form of solid, liquid, or gaseous fuel derived from such material, for purpose of creating useful heat.

Fossil fuel-fired means powered by combustion of fossil fuel, alone or in combination with any other fuel, regardless of the percentage of fossil fuel consumed.

Fractionators means plants that produce fractionated natural gas liquids (NGLs) extracted from produced natural gas and separate the NGLs individual component products: ethane, propane, butanes and pentane-plus (C5+). Plants that only process natural gas but do not fractionate NGLs further into component products are not considered fractionators. Some fractionators do not process production gas, but instead fractionate bulk NGLs received from natural gas processors. Some fractionators both process natural gas and fractionate bulk NGLs received from other plants.

Fuel means solid, liquid or gaseous combustible material.

Fuel gas means gas generated at a petroleum refinery or petrochemical plant and that is combusted separately or in any combination with any type of gas.

Fuel gas system means a system of compressors, piping, knock-out pots, mix drums, and, if necessary, units used to remove sulfur contaminants from the fuel gas (e.g., amine scrubbers) that collects fuel gas from one or more sources for treatment, as necessary, and transport to a stationary combustion unit. A fuel gas system may have an overpressure vent to a flare but the primary purpose for a fuel gas system is to provide fuel to the various combustion units at the refinery or petrochemical plant.

G

Gas collection system or landfill gas collection system means a system of pipes used to collect landfill gas from different locations in the landfill by means of a fan or similar mechanical draft equipment to a single location for treatment (thermal destruction) or use.

Landfill gas collection systems may also include knock-out or separator drums and/or a compressor. A single landfill may have multiple gas collection systems. Landfill gas collection systems do not include "passive" systems, whereby landfill gas flows naturally to the surface of the landfill where an opening or pipe (vent) is installed to allow for natural gas flow.

Gas-fired unit means a stationary combustion unit that derives more than 50 percent of its annual heat input from the combustion of gaseous fuels, and the remainder of its annual heat input from the combustion of fuel oil or other liquid fuels.

Gas monitor means an instrument that continuously measures the concentration of a particular gaseous species in the effluent of a stationary source.

Gaseous fuel means a material that is in the gaseous state at standard atmospheric temperature and pressure conditions and that is combusted to produce heat and/or energy.

Gasification means the conversion of a solid or liquid raw material into a gas.

Gasoline—Other is any gasoline that is not defined elsewhere, including GTAB (gasoline treated as blendstock).

Glass melting furnace means a unit comprising a refractory-lined vessel in which raw materials are charged and melted at high temperature to produce molten glass.

Glass produced means the weight of glass exiting a glass melting furnace.

Global warming potential or GWP means the ratio of the time-integrated radiative forcing from the instantaneous release of one kilogram of a trace substance relative to that of one kilogram- of a reference gas, i.e., CO₂.

GPA means the Gas Processors Association.

Greenhouse gas or GHG means carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), sulfur hexafluoride (SF₆), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and other fluorinated greenhouse gases as defined in this section.

GTBA (gasoline-grade tertiary butyl alcohol, (CH₃)₃COH), or t-butanol, is an alcohol as described in "Oxygenates."

H

Heavy Gas Oils are petroleum distillates with an approximate boiling range from 651 °F to 1,000 °F.

Heel means the amount of gas that remains in a shipping container after it is discharged or off-loaded (that is no more than ten percent of the volume of the container).

High heat value or HHV means the high or gross heat content of the fuel with the heat of vaporization included. The water is assumed to be in a liquid state.

Hydrofluorocarbons or HFCs means a class of GHGs consisting of hydrogen, fluorine, and carbon.

I

Import means, to land on, bring into, or introduce into, any place subject to the jurisdiction of the United States whether or not such landing, bringing, or introduction constitutes an importation within the meaning of the customs laws of the United States, with the following exemptions:

- (1) Off-loading used or excess fluorinated GHGs or nitrous oxide of U.S. origin from a ship during servicing.
- (2) Bringing fluorinated GHGs or nitrous oxide into the U.S. from Mexico where the fluorinated GHGs or nitrous oxide had been admitted into Mexico in bond and were of U.S. origin.
- (3) Bringing fluorinated GHGs or nitrous oxide into the U.S. when transported in a consignment of personal or household effects or in a similar non-commercial situation normally exempted from U.S. Customs attention.
- (4) Bringing fluorinated GHGs or nitrous into U.S. jurisdiction exclusively for U. S. military purposes.

Importer means any person, company, or organization of record that for any reason brings a product into the United States from a foreign country, excluding introduction into U.S. jurisdiction exclusively for United States military purposes. An importer is the person, company, or organization primarily liable for the payment of any duties on the merchandise or an authorized agent acting on their behalf. The term includes, as appropriate:

- (1) The consignee.
- (2) The importer of record.
- (3) The actual owner.
- (4) The transferee, if the right to draw merchandise in a bonded warehouse has been transferred.

Indurating furnace means a furnace where unfired taconite pellets, called green balls, are hardened at high temperatures to produce fired pellets for use in a blast furnace. Types of indurating furnaces include straight gate and grate kiln furnaces.

Industrial greenhouse gases means nitrous oxide or any fluorinated greenhouse gas.

In-line kiln/raw mill means a system in a portland cement production process where a dry kiln system is integrated with the raw mill so that all or a portion of the kiln exhaust gases are used to perform the drying operation of the raw mill, with no auxiliary heat source used. In this system the kiln is capable of operating without the raw mill operating, but the raw mill cannot operate without the kiln gases, and consequently, the raw mill does not generate a separate exhaust gas stream.

Isobutane is a paraffinic branch chain hydrocarbon with molecular formula C_4H_{10} .

Isobutylene is an olefinic branch chain hydrocarbon with molecular formula C_4H_8 .

J

K

Kerosene is a light petroleum distillate with a maximum distillation temperature of 400 °F at the 10-percent recovery point, a final maximum boiling point of 572 °F, a minimum flash point of 100 °F, and a maximum freezing point of -22 °F. Included are No. 1-K and No. 2-K, distinguished by maximum sulfur content (0.04 and 0.30 percent of total mass, respectively), as well as all other grades of kerosene called range or stove oil. Excluded is kerosene-type jet fuel (see definition herein).

Kerosene-type jet fuel means a kerosene-based product used in commercial and military turbojet and turboprop aircraft. The product has a maximum distillation temperature of 400 °F at the 10 percent recovery point and a final maximum boiling point of 572 °F. Included are Jet A, Jet A-1, JP-5, and JP-8.

Kiln means an oven, furnace, or heated enclosure used for thermally processing a mineral or mineral-based substance.

L

Landfill means an area of land or an excavation in which wastes are placed for permanent disposal and that is not a land application unit, surface impoundment, injection well, or waste pile as those terms are defined under 40 CFR 257.2.

Landfill gas means gas produced as a result of anaerobic decomposition of waste materials in the landfill. Landfill gas generally contains 40 to 60 percent methane on a dry basis, typically less than 1 percent non-methane organic chemicals, and the remainder being carbon dioxide.

Lime is the generic term for a variety of chemical compounds that are produced by the calcination of limestone or dolomite. These products include but are not limited to calcium oxide, high-calcium quicklime, calcium hydroxide, hydrated lime, dolomitic quicklime, and dolomitic hydrate.

Liquid/Slurry means a manure management component in which manure is stored as excreted or with some minimal addition of water to facilitate handling and is stored in either tanks or earthen ponds, usually for periods less than one year.

Lubricants include all grades of lubricating oils, from spindle oil to cylinder oil to those used in greases. Petroleum lubricants may be produced from distillates or residues.

M

Makeup chemicals means carbonate chemicals (e.g., sodium and calcium carbonates) that are added to the chemical recovery areas of chemical pulp mills to replace chemicals lost in the process.

Manure composting means the biological oxidation of a solid waste including manure usually with bedding or another organic carbon source typically at thermophilic temperatures produced by microbial heat production. There are four types of composting employed for manure management: Static, in vessel, intensive windrow and passive windrow. Static composting typically occurs in an enclosed channel, with forced aeration and continuous mixing. In vessel composting occurs in piles with forced aeration but no mixing. Intensive windrow composting occurs in windrows with regular turning for mixing and aeration. Passive windrow composting occurs in windrows with infrequent turning for mixing and aeration.

Maximum rated heat input capacity means the hourly heat input to a unit (in mmBtu/hr), when it combusts the maximum amount of fuel per hour that it is capable of combusting on a steady state basis, as of the initial installation of the unit, as specified by the manufacturer.

Maximum rated input capacity means the maximum charging rate of a municipal waste combustor unit expressed in tons per day of municipal solid waste combusted, calculated according to the procedures under 40 CFR 60.58b(j).

Mcf means thousand cubic feet.

Methane conversion factor means the extent to which the CH_4 producing capacity (B_o) is realized in each type of treatment and discharge pathway and system. Thus, it is an indication of the degree to which the system is anaerobic.

Methane correction factor means an adjustment factor applied to the methane generation rate to account for portions of the landfill that remain aerobic. The methane correction factor can be considered the fraction of the total landfill waste volume that is ultimately disposed of in an anaerobic state. Managed landfills that have soil or other cover materials have a methane correction factor of 1.

Methanol (CH₃OH) is an alcohol as described in "Oxygenates."

Midgrade gasoline has an octane rating greater than or equal to 88 and less than or equal to 90. This definition applies to the midgrade categories of Conventional-Summer, Conventional-Winter, Reformulated-Summer, and Reformulated-Winter. For midgrade categories of RBOB-Summer, RBOB-Winter, CBOB-Summer, and CBOB-Winter, this definition refers to the expected octane rating of the finished gasoline after oxygenate has been added to the RBOB or CBOB.

Miscellaneous products include all refined petroleum products not defined elsewhere. It includes, but is not limited to, naphtha-type jet fuel (Jet B and JP-4), petrolatum lube refining by-products (aromatic extracts and tars), absorption oils, ram-jet fuel, petroleum rocket fuels, synthetic natural gas feedstocks, waste feedstocks, and specialty oils. It excludes organic waste sludges, tank bottoms, spent catalysts, and sulfuric acid.

MMBtu means million British thermal units.

Motor gasoline (finished) means a complex mixture of volatile hydrocarbons, with or without additives, suitably blended to be used in spark ignition engines. Motor gasoline includes conventional gasoline, reformulated gasoline, and all types of oxygenated gasoline. Gasoline also has seasonal variations in an effort to control ozone levels. This is achieved by lowering the Reid Vapor Pressure (RVP) of gasoline during the summer driving season. Depending on the region of the country the RVP is lowered to below 9.0 psi or 7.8 psi. The RVP may be further lowered by state regulations.

Mscf means thousand standard cubic feet.

MTBE (methyl tertiary butyl ether, (CH₃)₃COCH₃) is an ether as described in "Oxygenates."

Municipal solid waste landfill or MSW landfill means an entire disposal facility in a contiguous geographical space where household waste is placed in or on land. An MSW landfill may also receive other types of RCRA Subtitle D wastes (40 CFR 257.2) such as commercial solid waste, nonhazardous sludge, conditionally exempt small quantity generator waste, and industrial solid waste. Portions of an MSW landfill may be separated by access roads, public roadways, or other public right-of-ways. An MSW landfill may be publicly or privately owned.

Municipal solid waste or MSW Municipal solid waste or MSW means solid phase household, commercial/retail, and/or institutional waste. Household waste includes material discarded by single and multiple residential dwellings, hotels, motels, and other similar permanent or temporary housing establishments or facilities. Commercial/retail waste includes material discarded by stores, offices, restaurants, warehouses, nonmanufacturing activities at industrial facilities, and other similar establishments or facilities. Institutional waste includes material discarded by schools, nonmedical waste discarded by hospitals, material discarded by nonmanufacturing activities at prisons and government facilities, and material discarded by other similar establishments or facilities. Household, commercial/retail, and institutional wastes include yard waste, refuse-derived fuel, and motor vehicle maintenance materials. Insofar as there is separate collection, processing and disposal of industrial source waste streams consisting of used oil, wood pallets, construction, renovation, and demolition wastes (which includes, but is not limited to, railroad ties and telephone poles), paper, clean wood, plastics, industrial process or manufacturing wastes, medical waste, motor vehicle parts or vehicle fluff, or used tires that do not contain hazardous waste identified or listed under 42 U.S.C. §6921, such wastes are not municipal solid waste. However, such wastes qualify as municipal solid waste where they are collected with other municipal solid waste or are otherwise combined with other municipal solid waste for processing and/or disposal.

N

N₂O means nitrous oxide.

Naphthas (< 401 °F) is a generic term applied to a petroleum fraction with an approximate boiling range between 122 °F and 400 °F. The naphtha fraction of crude oil is the raw material for gasoline and is composed largely of paraffinic hydrocarbons.

Natural gas means a naturally occurring mixture of hydrocarbon and non-hydrocarbon gases found in geologic formations beneath the earth's surface, of which the principal constituent is methane. Natural gas may be field quality or pipeline quality.

Natural gas liquids (NGLs) means those hydrocarbons in natural gas that are separated from the gas as liquids through the process of absorption, condensation, adsorption, or other methods. Generally, such liquids consist of ethane, propane, butanes, and pentanes plus. Bulk NGLs refers to mixtures of NGLs that are sold or delivered as undifferentiated product from natural gas processing plants.

Natural gasoline means a mixture of liquid hydrocarbons (mostly pentanes and heavier hydrocarbons) extracted from natural gas. It includes isopentane.

NIST means the United States National Institute of Standards and Technology.

Nitric acid production line means a series of reactors and absorbers used to produce nitric acid.

Nitrogen excreted is the nitrogen that is excreted by livestock in manure and urine.

Non-crude feedstocks means any petroleum product or natural gas liquid that enters the refinery to be further refined or otherwise used on site.

Non-recovery coke oven battery means a group of ovens connected by common walls and operated as a unit, where coal undergoes

destructive distillation under negative pressure to produce coke, and which is designed for the combustion of the coke oven gas from which by-products are not recovered.

O

Oil-fired unit means a stationary combustion unit that derives more than 50 percent of its annual heat input from the combustion of fuel oil, and the remainder of its annual heat input from the combustion of natural gas or other gaseous fuels.

Open-ended valve or lines (OELs) means any valve, except pressure relief valves, having one side of the valve seat in contact with process fluid and one side open to atmosphere, either directly or through open piping.

Operating hours means the duration of time in which a process or process unit is utilized; this excludes shutdown, maintenance, and standby.

Operational change means, for purposes of § 98.3(b), a change in the type of feedstock or fuel used, a change in operating hours, or a change in process production rate.

Operator means any person who operates or supervises a facility or supplier.

Other oils (> 401 °F) are oils with a boiling range equal to or greater than 401 °F that are generally intended for use as a petrochemical feedstock and are not defined elsewhere.

Outer Continental Shelf means all submerged lands lying seaward and outside of the area of lands beneath navigable waters as defined in 43 U.S.C. 1331, and of which the subsoil and seabed appertain to the United States and are subject to its jurisdiction and control.

Owner means any person who has legal or equitable title to, has a leasehold interest in, or control of a facility or supplier, except a person whose legal or equitable title to or leasehold interest in the facility or supplier arises solely because the person is a limited partner in a partnership that has legal or equitable title to, has a leasehold interest in, or control of the facility or supplier shall not be considered an "owner" of the facility or supplier.

Oxygenates means substances which, when added to gasoline, increase the oxygen content of the gasoline. Common oxygenates are ethanol, methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE), tertiary amyl methyl ether (TAME), diisopropyl ether (DIPE), and methanol.

P

Pasture/Range/Paddock means the manure from pasture and range grazing animals is allowed to lie as deposited, and is not managed.

Pentanes plus, or C5+, is a mixture of hydrocarbons that is a liquid at ambient temperature and pressure, and consists mostly of pentanes (five carbon chain) and higher carbon number hydrocarbons. Pentanes plus includes, but is not limited to, normal pentane, isopentane, hexanes-plus (natural gasoline), and plant condensate.

Perfluorocarbons or PFCs means a class of greenhouse gases consisting on the molecular level of carbon and fluorine.

Petrochemical means methanol, acrylonitrile, ethylene, ethylene oxide, ethylene dichloride, and any form of carbon black.

Petrochemical feedstocks means feedstocks derived from petroleum for the manufacture of chemicals, synthetic rubber, and a variety of plastics. This category is usually divided into naphthas less than 401 °F and other oils greater than 401 °F.

Petroleum means oil removed from the earth and the oil derived from tar sands and shale.

Petroleum coke means a black solid residue, obtained mainly by cracking and carbonizing of petroleum derived feedstocks, vacuum bottoms, tar and pitches in processes such as delayed coking or fluid coking. It consists mainly of carbon (90 to 95 percent), has low ash content, and may be used as a feedstock in coke ovens. This product is also known as marketable coke or catalyst coke.

Petroleum product means all refined and semi-refined products that are produced at a refinery by processing crude oil and other petroleum-based feedstocks, including petroleum products derived from co-processing biomass and petroleum feedstock together, but not including plastics or plastic products. Petroleum products may be combusted for energy use, or they may be used either for non-energy processes or as non-energy products. The definition of petroleum product for importers and exporters excludes waxes.

Pit storage below animal confinement (deep pits) means the collection and storage of manure typically below a slatted floor in an enclosed animal confinement facility. This usually occurs with little or no added water for periods less than one year.

Portable means designed and capable of being carried or moved from one location to another. Indications of portability include but are not limited to wheels, skids, carrying handles, dolly, trailer, or platform. Equipment is not portable if any one of the following conditions exists:

- (1) The equipment is attached to a foundation.
- (2) The equipment or a replacement resides at the same location for more than 12 consecutive months.
- (3) The equipment is located at a seasonal facility and operates during the full annual operating period of the seasonal facility, remains at the facility for at least two years, and operates at that facility for at least three months each year.
- (4) The equipment is moved from one location to another in an attempt to circumvent the portable residence time requirements of this definition.

Poultry manure with litter means a manure management system component that is similar to cattle and swine deep bedding except usually not

combined with a dry lot or pasture. The system is typically used for poultry breeder flocks and for the production of meat type chickens (broiler) and other fowl.

Poultry manure without litter means a manure management system component that may manage manure in a liquid form, similar to open pits in enclosed animal confinement facilities. These systems may alternatively be designed and operated to dry manure as it accumulates. The latter is known as a high-rise manure management system and is a form of passive windrow manure composting when designed and operated properly.

Precision of a measurement at a specified level (e.g., one percent of full scale or one percent of the value measured) means that 95 percent of repeat measurements made by a device or technique are within the range bounded by the mean of the measurements plus or minus the specified level.

Premium grade gasoline is gasoline having an antiknock index, i.e., octane rating, greater than 90. This definition applies to the premium grade categories of Conventional-Summer, Conventional-Winter, Reformulated-Summer, and Reformulated-Winter. For premium grade categories of RBOB-Summer, RBOB-Winter, CBOB-Summer, and CBOB-Winter, this definition refers to the expected octane rating of the finished gasoline after oxygenate has been added to the RBOB or CBOB.

Pressed and blown glass means glass which is pressed, blown, or both, into products such as light bulbs, glass fiber, technical glass, and other products listed in NAICS 327212.

Pressure relief device or pressure relief valve or pressure safety valve means a safety device used to prevent operating pressures from exceeding the maximum allowable working pressure of the process equipment. A common pressure relief device is but not limited to a spring-loaded pressure relief valve. Devices that are actuated either by a pressure of less than or equal to 2.5 psig or by a vacuum are not pressure relief devices.

Primary fuel means the fuel that provides the greatest percentage of the annual heat input to a stationary fuel combustion unit.

Process emissions means the emissions from industrial processes (e.g., cement production, ammonia production) involving chemical or physical transformations other than fuel combustion. For example, the calcination of carbonates in a kiln during cement production or the oxidation of methane in an ammonia process results in the release of process CO₂ emissions to the atmosphere. Emissions from fuel combustion to provide process heat are not part of process emissions, whether the combustion is internal or external to the process equipment.

Process unit means the equipment assembled and connected by pipes and ducts to process raw materials and to manufacture either a final product or an intermediate used in the onsite production of other products. The process unit also includes the purification of recovered byproducts.

Process vent means a gas stream that: Is discharged through a conveyance to the atmosphere either directly or after passing through a control device; originates from a unit operation, including but not limited to reactors (including reformers, crackers, and furnaces, and separation equipment for products and recovered byproducts); and contains or has the potential to contain GHG that is generated in the process. Process vent does not include safety device discharges, equipment leaks, gas streams routed to a fuel gas system or to a flare, discharges from storage tanks.

Propane is a paraffinic hydrocarbon with molecular formula C₃H₈.

Propylene is an olefinic hydrocarbon with molecular formula C₃H₆.

Pulp mill lime kiln means the combustion units (e.g., rotary lime kiln or fluidized bed calciner) used at a kraft or soda pulp mill to calcine lime mud, which consists primarily of calcium carbonate, into quicklime, which is calcium oxide.

Pushing means the process of removing the coke from the coke oven at the end of the coking cycle. Pushing begins when coke first begins to fall from the oven into the quench car and ends when the quench car enters the quench tower.

Q

R

Raw mill means a ball and tube mill, vertical roller mill or other size reduction equipment, that is not part of an in-line kiln/raw mill, used to grind feed to the appropriate size. Moisture may be added or removed from the feed during the grinding operation. If the raw mill is used to remove moisture from feed materials, it is also, by definition, a raw material dryer. The raw mill also includes the air separator associated with the raw mill.

RBOB-Summer (reformulated blendstock for oxygenate blending) means a petroleum product which, when blended with a specified type and percentage of oxygenate, meets the definition of Reformulated-Summer.

RBOB-Winter (reformulated blendstock for oxygenate blending) means a petroleum product which, when blended with a specified type and percentage of oxygenate, meets the definition of Reformulated-Winter.

Reformulated-Summer refers to finished gasoline formulated for use in motor vehicles, the composition and properties of which meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under 40 CFR 80.40 and 40 CFR 80.41, and summer RVP standards required under 40 CFR 80.27 or as specified by the state. Reformulated gasoline excludes Reformulated

Blendstock for Oxygenate Blending (RBOB) as well as other blendstock.

Reformulated-Winter refers to finished gasoline formulated for use in motor vehicles, the composition and properties of which meet the requirements of the reformulated gasoline regulations promulgated by the U.S. Environmental Protection Agency under 40 CFR 80.40 and 40 CFR 80.41, but which do not meet summer RVP standards required under 40 CFR 80.27 or as specified by the state. Note: This category includes Oxygenated Fuels Program Reformulated Gasoline (OPRG). Reformulated gasoline excludes Reformulated Blendstock for Oxygenate Blending (RBOB) as well as other blendstock.

Regular grade gasoline is gasoline having an antiknock index, i.e., octane rating, greater than or equal to 85 and less than 88. This definition applies to the regular grade categories of Conventional-Summer, Conventional-Winter, Reformulated-Summer, and Reformulated-Winter. For regular grade categories of RBOB-Summer, RBOB-Winter, CBOB-Summer, and CBOB-Winter, this definition refers to the expected octane rating of the finished gasoline after oxygenate has been added to the RBOB or CBOB.

Rendered animal fat, or tallow, means fats extracted from animals which are generally used as a feedstock in making biodiesel.

Research and development means those activities conducted in process units or at laboratory bench-scale settings whose purpose is to conduct research and development for new processes, technologies, or products and whose purpose is not for the manufacture of products for commercial sale, except in a de minimis manner.

Residual Fuel Oil No. 5 (Navy Special) is a classification for the heavier fuel oil generally used in steam powered vessels in government service and inshore power plants. It has a minimum flash point of 131 °F.

Residual Fuel Oil No. 6 (a.k.a. Bunker C) is a classification for the heavier fuel oil generally used for the production of electric power, space heating, vessel bunkering and various industrial purposes. It has a minimum flash point of 140 °F.

Residuum is residue from crude oil after distilling off all but the heaviest components, with a boiling range greater than 1,000 °F.

Road oil is any heavy petroleum oil, including residual asphaltic oil used as a dust palliative and surface treatment on roads and highways. It is generally produced in six grades, from 0, the most liquid, to 5, the most viscous.

Rotary lime kiln means a unit with an inclined rotating drum that is used to produce a lime product from limestone by calcination.

S

Safety device means a closure device such as a pressure relief valve, frangible disc, fusible plug, or any other type of device which functions exclusively to prevent physical damage or permanent deformation to a unit or its air emission control equipment by venting gases or vapors directly to the atmosphere during unsafe conditions resulting from an unplanned, accidental, or emergency event. A safety device is not used for routine venting of gases or vapors from the vapor headspace underneath a cover such as during filling of the unit or to adjust the pressure in response to normal daily diurnal ambient temperature fluctuations. A safety device is designed to remain in a closed position during normal operations and open only when the internal pressure, or another relevant parameter, exceeds the device threshold setting applicable to the air emission control equipment as determined by the owner or operator based on manufacturer recommendations, applicable regulations, fire protection and prevention codes and practices, or other requirements for the safe handling of flammable, combustible, explosive, reactive, or hazardous materials.

Semi-refined petroleum product means all oils requiring further processing. Included in this category are unfinished oils which are produced by the partial refining of crude oil and include the following: Naphthas and lighter oils; kerosene and light gas oils; heavy gas oils; and residuum, and all products that require further processing or the addition of blendstocks.

Sendout means, in the context of a local distribution company, the total deliveries of natural gas to customers over a specified time interval (typically hour, day, month, or year). Sendout is the sum of gas received through the city gate, gas withdrawn from on-system storage or peak shaving plants, and gas produced and delivered into the distribution system; and is net of any natural gas injected into on-system storage. It comprises gas sales, exchange, deliveries, gas used by company, and unaccounted for gas. Sendout is measured at the city gate station, and other on-system receipt points from storage, peak shaving, and production.

Sensor means a device that measures a physical quantity/quality or the change in a physical quantity/quality, such as temperature, pressure, flow rate, pH, or liquid level.

SF₆ means sulfur hexafluoride.

Shutdown means the cessation of operation of an emission source for any purpose.

Silicon carbide means an artificial abrasive produced from silica sand or quartz and petroleum coke.

Sinter process means a process that produces a fused aggregate of fine iron-bearing materials suited for use in a blast furnace. The sinter machine is composed of a continuous traveling grate that conveys a bed of ore fines and other finely divided iron-bearing material and fuel (typically coke breeze), a burner at the feed end of the grate for ignition, and a series of downdraft windboxes along the length of the strand to support downdraft combustion and heat sufficient to produce a fused sinter product.

Site means any combination of one or more graded pad sites, gravel pad sites, foundations, platforms, or the immediate physical location upon which equipment is physically located.

Smelting furnace means a furnace in which lead-bearing materials, carbon-containing reducing agents, and fluxes are melted together to form a

molten mass of material containing lead and slag.

Solid by-products means plant matter such as vegetable waste, animal materials/wastes, and other solid biomass, except for wood, wood waste, and sulphite lyes (black liquor).

Solid storage is the storage of manure, typically for a period of several months, in unconfined piles or stacks. Manure is able to be stacked due to the presence of a sufficient amount of bedding material or loss of moisture by evaporation.

Sour gas means any gas that contains significant concentrations of hydrogen sulfide. Sour gas may include untreated fuel gas, amine stripper off-gas, or sour water stripper gas.

Special naphthas means all finished products with the naphtha boiling range (290 ° to 470 °F) that are generally used as paint thinners, cleaners or solvents. These products are refined to a specified flash point. Special naphthas include all commercial hexane and cleaning solvents conforming to ASTM Specification D1836–07, Standard Specification for Commercial Hexanes, and D235–02 (Reapproved 2007), Standard Specification for Mineral Spirits (Petroleum Spirits) (Hydrocarbon Dry Cleaning Solvent), respectively. Naphthas to be blended or marketed as motor gasoline or aviation gasoline, or that are to be used as petrochemical and synthetic natural gas (SNG) feedstocks are excluded.

Spent liquor solids means the dry weight of the solids in the spent pulping liquor that enters the chemical recovery furnace or chemical recovery combustion unit.

Spent pulping liquor means the residual liquid collected from on-site pulping operations at chemical pulp facilities that is subsequently fired in chemical recovery furnaces at kraft and soda pulp facilities or chemical recovery combustion units at sulfite or semi-chemical pulp facilities.

Standard conditions or standard temperature and pressure (STP) means 68 degrees Fahrenheit and 14.7 pounds per square inch absolute.

Standard conditions or standard temperature and pressure (STP), for the purposes of this part, means either 60 or 68 degrees Fahrenheit and 14.7 pounds per square inch absolute.

Steam reforming means a catalytic process that involves a reaction between natural gas or other light hydrocarbons and steam. The result is a mixture of hydrogen, carbon monoxide, carbon dioxide, and water.

Still gas means any form or mixture of gases produced in refineries by distillation, cracking, reforming, and other processes. The principal constituents are methane, ethane, ethylene, normal butane, butylene, propane, and propylene.

Storage tank means a vessel (excluding sumps) that is designed to contain an accumulation of crude oil, condensate, intermediate hydrocarbon liquids, or produced water and that is constructed entirely of non-earthen materials (e.g., wood, concrete, steel, plastic) that provide structural support.

Sulfur recovery plant means all process units which recover sulfur or produce sulfuric acid from hydrogen sulfide (H₂S) and/or sulfur dioxide (SO₂) from a common source of sour gas at a petroleum refinery. The sulfur recovery plant also includes sulfur pits used to store the recovered sulfur product, but it does not include secondary sulfur storage vessels or loading facilities downstream of the sulfur pits. For example, a Claus sulfur recovery plant includes: Reactor furnace and waste heat boiler, catalytic reactors, sulfur pits, and, if present, oxidation or reduction control systems, or incinerator, thermal oxidizer, or similar combustion device. Multiple sulfur recovery units are a single sulfur recovery plant only when the units share the same source of sour gas. Sulfur recovery units that receive source gas from completely segregated sour gas treatment systems are separate sulfur recovery plants.

Supplemental fuel means a fuel burned within a petrochemical process that is not produced within the process itself.

Supplier means a producer, importer, or exporter of a fossil fuel or an industrial greenhouse gas.

T

Taconite iron ore processing means an industrial process that separates and concentrates iron ore from taconite, a low grade iron ore, and heats the taconite in an indurating furnace to produce taconite pellets that are used as the primary feed material for the production of iron in blast furnaces at integrated iron and steel plants.

TAME means tertiary amyl methyl ether, (CH₃)₂(C₂H₅)COCH₃.

Trace concentrations means concentrations of less than 0.1 percent by mass of the process stream.

Transform means to use and entirely consume (except for trace concentrations) nitrous oxide or fluorinated GHGs in the manufacturing of other chemicals for commercial purposes. Transformation does not include burning of nitrous oxide.

Transshipment means the continuous shipment of nitrous oxide or a fluorinated GHG from a foreign state of origin through the United States or its territories to a second foreign state of final destination, as long as the shipment does not enter into United States jurisdiction. A transshipment, as it moves through the United States or its territories, cannot be re-packaged, sorted or otherwise changed in condition.

Trona means the raw material (mineral) used to manufacture soda ash; hydrated sodium bicarbonate carbonate (e.g., Na₂CO₃·NaHCO₃·2H₂O).

U

Ultimate analysis means the determination of the percentages of carbon, hydrogen, nitrogen, sulfur, and chlorine and (by difference) oxygen in the gaseous products and ash after the complete combustion of a sample of an organic material.

Unfinished oils are all oils requiring further processing, except those requiring only mechanical blending.

United States United States means the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, Guam, and any other Commonwealth, territory or possession of the United States, as well as the territorial sea as defined by Presidential Proclamation No. 5928.

Unstabilized crude oil means, for the purposes of this part, crude oil that is pumped from the well to a pipeline or pressurized storage vessel for transport to the refinery without intermediate storage in a storage tank at atmospheric pressures. Unstabilized crude oil is characterized by having a true vapor pressure of 5 pounds per square inch absolute (psia) or greater.

Used oil means a petroleum-derived or synthetically derived oil whose physical properties have changed as a result of handling or use, such that the oil cannot be used for its original purpose. Used oil consists primarily of automotive oils (e.g., used motor oil, transmission oil, hydraulic fluids, brake fluid, etc.) and industrial oils (e.g., industrial engine oils, metalworking oils, process oils, industrial grease, etc).

V

Valve means any device for halting or regulating the flow of a liquid or gas through a passage, pipeline, inlet, outlet, or orifice; including, but not limited to, gate, globe, plug, ball, butterfly and needle valves.

Vegetable oil means oils extracted from vegetation that are generally used as a feedstock in making biodiesel.

Volatile solids are the organic material in livestock manure and consist of both biodegradable and non-biodegradable fractions.

W

Waelz kiln means an inclined rotary kiln in which zinc-containing materials are charged together with a carbon reducing agent (e.g., petroleum coke, metallurgical coke, or anthracite coal).

Waxes means a solid or semi-solid material at 77 °F consisting of a mixture of hydrocarbons obtained or derived from petroleum fractions, or through a Fischer-Tropsch type process, in which the straight chained paraffin series predominates. This includes all marketable wax, whether crude or refined, with a congealing point between 80 (or 85) and 240 °F and a maximum oil content of 50 weight percent.

Wood residuals means materials recovered from three principal sources: municipal solid waste (MSW); construction and demolition debris; and primary timber processing. Wood residuals recovered from MSW include wooden furniture, cabinets, pallets and containers, scrap lumber (from sources other than construction and demolition activities), and urban tree and landscape residues. Wood residuals from construction and demolition debris originate from the construction, repair, remodeling and demolition of houses and non-residential structures. Wood residuals from primary timber processing include bark, sawmill slabs and edgings, sawdust, and peeler log cores. Other sources of wood residuals include, but are not limited to, railroad ties, telephone and utility poles, pier and dock timbers, wastewater process sludge from paper mills, trim, sander dust, and sawdust from wood products manufacturing (including resinated wood product residuals), and logging residues.

Wool fiberglass means fibrous glass of random texture, including fiberglass insulation, and other products listed in NAICS 327993.

X

Y

You means an owner or operator subject to Part 98.

Z

Zinc smelters means a facility engaged in the production of zinc metal, zinc oxide, or zinc alloy products from zinc sulfide ore concentrates, zinc calcine, or zinc-bearing scrap and recycled materials through the use of pyrometallurgical techniques involving the reduction and volatilization of zinc-bearing feed materials charged to a furnace.

References

The following sources were used to develop this list of definitions:

1. Federal Register / Vol. 74, No. 209 / Friday, October 30, 2009 / Rules and Regulations (<http://www.epa.gov/climatechange/emissions/downloads09/GHG-MRR-FinalRule.pdf>), Part 98—MANDATORY GREENHOUSE GAS REPORTING, § 98.6 Definitions, pp. 11-21
2. Federal Register / Vol. 75, No. 208 / Thursday, October 28, 2010 / Rules and Regulations (<http://edocket.access.gpo.gov/2010/pdf/2010-26506.pdf>) Part 98—AMENDED, § 98.6 Definitions, pp. 25-26.
3. MRR Revisions Preamble, Final Rule, effective Dec. 31, 2010 (<http://www.epa.gov/climatechange/emissions/downloads10/MRR-Revisions-Preamble-Rule.pdf>), §98.6 Definitions, pp. 255-261.
4. Federal Register / Vol. 75, No. 229 / Tuesday, November 30, 2010 / Rules and Regulations (<http://edocket.access.gpo.gov/2010/pdf/2010-28655.pdf>) Definitions of "Outer Continental Shelf" and "United States", Page 32.

Contacting e-GGRT Support

Before you Contact the e-GGRT Help Desk

- [EPA Notice on e-GGRT Registration](#)

You can find answers to common help desk questions here. Click on the question to view the answer.

- [How do I reset my CDX password?](#)
- [Can I login to e-GGRT using my CAMD Business System user name and password?](#)
- [Can I reuse my CAMD Business System Electronic Signature Agreement, or do I need to mail in a new one?](#)
- [I'm trying to sign my Certificate of Representation but am getting an error message saying E_MissingSecurityQuestions - user does not have any security questions. How do I proceed?](#)

Still Have a Question?

[e-GGRT Help Desk Contact Information](#)

Disclaimer - This information is intended to provide general and administrative information about 40 CFR Part 98. It does not represent legal advice. This information does not 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. Facility owners or operators and suppliers are responsible for determining how they would be affected by the requirements of 40 CFR Part 98.

System Requirements

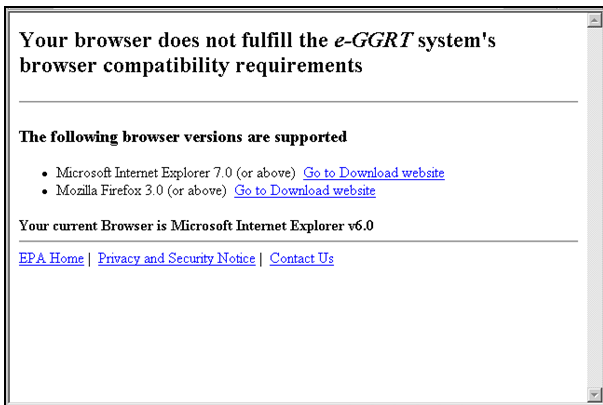
System Requirements

System requirements for e-GGRT are as follows:

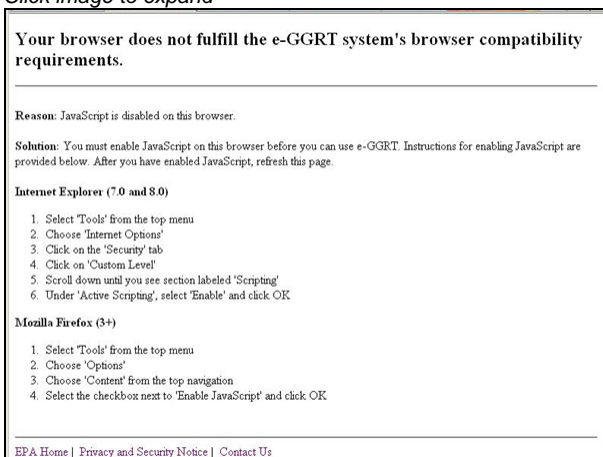
- Internet Explorer 7+ or Firefox 3+
- JavaScript enabled in the browser
- Transport Security Layer (TLS) 1.0 enabled in the browser
- PDF reader (e.g., Adobe Reader)
- Access to a printer (for the Electronic Signature Agreement)
- Access to the Internet
- Access to your personal email account

E-GGRT performs a browser test and will display one of these pages with instructions if you fail to meet the browser or JavaScript requirements.

Click image to expand



Click image to expand



Registration and Reporting Deadlines

There are two important GHGRP deadlines for Reporting Year 2010 you should be aware of:

- **Registration**

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas (GHG) Reporting Program. This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

- **Reporting**

Every facility or supplier that is required to report must submit their annual GHG report by September 30, 2011

See Also

[Processing Your Electronic Signature Agreement](#)

Registration Deadline

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Basic User Registration

 A printer-friendly version (pdf) (17 pp, 3,216K) of the Basic User Registration and Profile

Anyone who intends to use e-GGRT to register a facility/supplier or serve as its Designated Representative (DR), Alternate Designated Representative (ADR) or Agent must first register as an e-GGRT user. Follow the instructions on the page to create a user profile and set your user name, password and security questions.

If you already have an active CDX user account, you will need to complete only an abbreviated e-GGRT registration process. To do this, navigate to the e-GGRT login page, log in with your existing CDX user name and password, then follow the instructions on the page to complete your e-GGRT user profile and set your secret question and answer and your challenge questions and answers.

All e-GGRT users have an Electronic Signature Agreement on file with EPA. For most users, this requires you to create your Electronic Signature Agreement using e-GGRT, then print it, sign it, date it, and mail it to EPA. After EPA receives and processes your Electronic Signature Agreement, EPA will send an account activation notice to the email address in your user profile. You will then be able to log in to e-GGRT and begin the facility/supplier registration process.

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This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

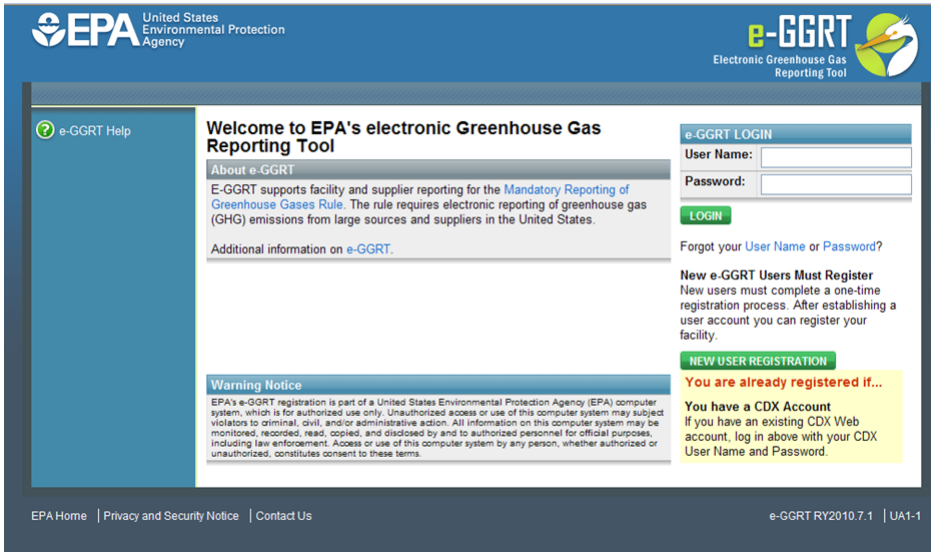
Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

NOTE: Users who are a DRs or ADRs for a 40 CFR 75 facility and have an active account in the CAMD Business System (CBS) will be able to reuse their existing CBS Electronic Signature Agreement, and do not need to submit a new one.

About User Registration

Click image to expand



You will need to create an e-GGRT user account if you plan to register or represent a facility or supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

User registration begins at the e-GGRT login page. The panel on the left displays links to context-sensitive help topics.

If you already have a CDX user account, then you can use those to login to e-GGRT: Enter your CDX user name and password and click the green LOGIN button.

If you don't already have a CDX user account, click the green NEW USER REGISTRATION button.

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

Review and make sure you meet the [System Requirements](#)

User registration includes these four steps:

1. Create Your User Profile
2. Create Your Challenge Questions and Answers
3. Complete Your Electronic Signature Agreement
4. Print a Summary

E-GGRT provides directions to guide you through the user registration steps.

User Roles

E-GGRT uses four different user roles, which are described below:

- **Designated Representative (DR)** The DR is the individual who is responsible for submitting annual GHG reports and other information on behalf of the owners and operators of the facility/supplier. Every facility or supplier must have one DR. The DR is identified on the Certificate of Representation. Every facility/supplier must submit a complete Certificate of Representation by January 30th, 2011. After EPA reviews the appointment of the DR, the DR must log into e-GGRT to accept his or her appointment. The DR may then appoint (or confirm the appointment of) an ADR and one or more Agents, who can act on behalf of the DR. The DR will confirm these actions by signing an electronic Certificate of Representation (for an ADR) or Notice of Delegation (for an Agent). If the facility/supplier is required to report emissions data under 40 CFR 75, e.g. Clean Air Interstate Rule, the DR registered in e-GGRT must be the same as the individual who has been appointed as DR under 40 CFR 75.
- **Alternate Designated Representative (ADR)** The ADR is an individual who is appointed by the DR to act on his/her behalf. This is optional. A facility or supplier may have one ADR. If the facility/supplier is required to report annual GHG reports under 40 CFR 75, the ADR registered in e-GGRT must be the same individual who has been appointed as ADR under 40 CFR 75. After EPA reviews the appointment of the ADR, the ADR must log into e-GGRT to accept his/her appointment. The ADR may then appoint (or confirm the appointment of) one or more Agents who can act on his/her behalf.
- **Agent** An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting annual GHG reports for the facility/supplier. This is optional. A facility or supplier may have many Agents. After the EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his/her appointment. Following the Agent's acceptance, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.
- **Registrar** A Registrar is an individual who sets up one or more facilities or suppliers and sends invitations to the DR, ADR or Agent(s).

The Registrar is optional. The Registrar role is for the sole purpose of registering a facility or supplier in e-GGRT. The Registrar does not gain access to facility data, cannot edit the facility profile or enter data for annual GHG reports.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Q: Can multiple users register for a single company?

A: Yes; e-GGRT does not impose any limit on the number of users at a given company or facility. There are limits on certain roles, for example, each facility must have one DR.

Q: When I register under e-GGRT, does that give me access on CDX using the same user name and password?

A: Yes.

Q: What happens if I do not complete e-GGRT user registration in one session? Can you start again later?

A: You can start again later, but data you entered before will be lost.

Timeout Warning

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

Terms and Conditions

E-GGRT Terms and Conditions

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

Federal Register: March 18, 2002 (Volume 67, Number 52) Page 12010-12013

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as

soon as possible.

Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

Paperwork Reduction Act Burden Statement

OMB Number: 2060-0629. Expiration Date: November 30, 2012. The public reporting and recordkeeping burden for this collection of information is estimated to average 1.76 hours per response.

OMB Number: 2025-0003. Expiration Date: July 31, 2011. The public reporting and recordkeeping burden for this collection of information is estimated to average 0.69 hours per response.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence.

Electronic Signature Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Account Activation Pending

Click image to expand

The screenshot shows the 'ACCOUNT ACTIVATION PENDING' page on the e-GGRT system. The page includes the EPA logo and the e-GGRT header. The main content area is titled 'ACCOUNT ACTIVATION PENDING' and contains the following text: 'The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account. If you have mailed your Electronic Signature Agreement, please allow 10 business days for processing. If you failed to mail, or believe your Electronic Signature Agreement to be lost, the directions and form are included below.' Below this text is a numbered list of instructions: 1. Print: Your Electronic Signature Agreement Form (with a printer icon), 2. Read your form, 3. Sign and date your form, 4. Mail your form to: e-GGRT Help Desk, SAIC, 3301 Greensboro Drive, Mail Stop E-11-2, McLean, VA 22102, and 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT. To the right of the instructions is a 'QUESTIONS?' section with the email address GHGMRR@epa.gov. The page footer includes 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | UA1-5'.

If you see the Account Activation Pending page after you login to e-GGRT, it means that EPA has not yet approved your Electronic Signature Agreement. Once your Electronic Signature Agreement is approved, EPA will notify you by email, and you will be able to login to the e-GGRT home page.

You can use this page to print out your Electronic Signature Agreement.

See Also

[Processing Your Electronic Signature Agreement](#)

CAMD Business System User

See Also

- [ECMPS Support Article: Registering to Report for the GHGRP](#)

For any facility that reports to both e-GGRT and the CAMD Business System (CBS), 40 CFR 98 requires that the facility must maintain the same DR and ADR for both reporting programs. The requirement for maintaining the same DR and ADR applies to all CAMD facilities, including those in industrial source categories such as Cement (Subpart H) and Pulp and Paper Manufacturing (Subpart AA).

To make it easier for facilities who use both systems, EPA has integrated e-GGRT with CBS. If you are a Designated Representative (DR) or Alternate Designated Representative (ADR) for a facility reporting to CBS under 40 CFR 75, e-GGRT will import your CBS facility information during the user registration process.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

During the user registration process, e-GGRT will ask you if you are a DR, ADR, or Agent in the CAMD Business System (CBS).

Click image to expand

ARE YOU A DR, ADR, OR AGENT FOR A CAMD BUSINESS SYSTEM (CBS) FACILITY?
The Designated Representative (DR) for a facility reporting under both 40 CFR Part 75 and Part 98 (Mandatory Reporting of Greenhouse Gases) must be the same individual. This requirement also applies to the Alternate Designated Representative (ADR).
If you are a DR or ADR in CBS, e-GGRT will save you time by importing your CBS facility data into e-GGRT.
If you have a CBS user name and password, e-GGRT will save you time by reusing your CBS Electronic Signature Agreement.
Please select the option that applies to you:

I am Not a DR, ADR or Agent for a CAMD facility

I AM A DR OR ADR FOR A CAMD FACILITY AND...

I have a CBS User Name and Password
 I do not have a CBS User Name and Password

I AM AN AGENT FOR A CAMD FACILITY AND...

I have a CBS User Name and Password
 I do not have a CBS User Name and Password

CANCEL CONTINUE

- If you select "I am Not a DR, ADR or Agent for a CAMD facility", e-GGRT will not try to link your e-GGRT user account to CBS data.
- If you select "I am a DR, ADR or Agent for a CAMD facility", e-GGRT will try to link your e-GGRT user account to your CBS user account, using your CBS user name and password. If you do not have a CBS user name and password, e-GGRT will notify the e-GGRT help desk to link your e-GGRT account to your CBS facilities.
- If you select "I am an Agent for a CAMD facility", e-GGRT will try to link your e-GGRT user account to your CAMD user account, using your CBS user name and password. If you are an Agent for a CAMD facility and you do not provide a CBS user name and password, e-GGRT will not try to link your e-GGRT user account to a CBS user account.
- If you provide a CBS user name and password, e-GGRT will retrieve your Electronic Signature Agreement from CBS so you don't need to create a new one for e-GGRT.

Select the best choice and click CONTINUE.

Click image to expand

United States Environmental Protection Agency

EPA

e-GGRT
Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

United States

e-GGRT Help
Help with User Registration

ONE-TIME CAMD BUSINESS SYSTEM (CBS) LOGIN TO SYNCHRONIZE YOUR NEW ACCOUNT

Enter your CBS credentials below and e-GGRT will synchronize your existing CBS account with the new e-GGRT account you are about to create. * denotes a required field

CBS User Name *

CBS Password *

BACK **CANCEL** **SUBMIT**

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.1 | UA2-7

If you have a CBS user name and password, e-GGRT will use that information to link your CBS account with the e-GGRT account you are creating. If you represent a CAMD facility but do not have a CBS user name and password, e-GGRT cannot link you to your CAMD facilities automatically. In that case, you will see the "Getting Linked to Your CAMD Facilities" page (see below). E-GGRT Help Desk staff will attempt to link the data for you manually and will notify you when this process is complete.

Click image to expand

United States Environmental Protection Agency

EPA

e-GGRT
Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

United States

e-GGRT Help
Help with User Registration

GETTING LINKED TO YOUR CAMD FACILITIES

You indicated that you are a Designated Representative, Alternate Designated Representative or Agent for a CAMD facility. Because you do not have a CAMD Business System (CBS) User name and Password, e-GGRT cannot automatically link you to your CAMD facilities.

The e-GGRT Help Desk has been notified and will manually connect you to your CAMD facilities. You will receive an email notice when this process is complete.

BACK **CANCEL** **CONTINUE**

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.1 | UA2-9

See Also

[Difficulty Logging into CBS?](#)

CBS Login Difficulty

If you do not remember your CBS user name, call the number found on the [CBS login page](#).

If you have forgotten your CBS password, or received an error message indicating that your CBS password is incorrect, your CBS password is expired, or your CBS account is locked, you may reset your CBS password or unlock your CBS account as follows:

1. Go to the [CBS login page](#).
2. Click on the link labeled "Forgot Password or Locked Out?"
3. Enter your first name, last name, CBS user name and email address. In addition, you must provide the correct answer to a challenge question.
4. After successfully entering that information, you will be able to reset your password using the CBS Change Password page.

If you are able to login using your CBS user name and password, e-GGRT will check if you already have an Electronic Signature Agreement on file, and you will not need to submit a new one. If you are an active Designated Representative or Alternate Designated Representative and successfully link your e-GGRT and CBS accounts, you will find your Part 75 facilities listed on your e-GGRT home page the next time you log into e-GGRT.

Challenge Questions

Click image to expand

The screenshot shows the 'e-GGRT User Registration' page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo. Below the logos is a progress bar with four steps: 'User Profile' (completed), 'Challenge Questions' (current), 'Signature Agreement', and 'Print Summary'. The main content area is titled 'YOUR FIVE CHALLENGE QUESTIONS' and includes instructions: 'Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions.' Below this are five identical question blocks, each with a dropdown menu for the question and a text input field for the answer. All fields are marked with an asterisk as required. A 'SAVE' button is at the bottom left of the form area. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.1 | UA2-3'.

When you register as an e-GGRT user, you must select five different challenge questions and provide the corresponding answers. E-GGRT will use this information to verify your identity later when you submit your annual GHG report.

Protect your e-GGRT user name, password and challenge questions and answers. Choose challenge questions whose answers other people cannot guess.

User Registration FAQs

Q: How do I retrieve my lost or forgotten e-GGRT user name?

A: If you have lost or forgotten your e-GGRT user name, you can retrieve it as follows:

1. Click on the "Forgot your User Name" link on the e-GGRT login page.
2. Enter the email address you entered in the Contact Information portion of your user profile during user registration, and click SUBMIT.
3. Enter the answer to your secret question and click SUBMIT.
4. E-GGRT will send an e-mail message containing your e-GGRT user name to the email address associated with your e-GGRT account. If you do not receive the email within a few minutes, you may want to check your spam or junk mail folder.

Q: How do I retrieve a lost or forgotten e-GGRT password?

A: If you have lost or forgotten your e-GGRT password, you can reset it as follows:

1. Click on the "Forgot your Password" link on the e-GGRT login page.
2. Enter your e-GGRT user name and click SUBMIT.
3. Enter the answer to your secret question and click SUBMIT.
4. E-GGRT will send an email message containing a single-use password to the email address associated with your e-GGRT account. If you do not receive the email within a few minutes, you may want to check your spam or junk mail folder. Use the one-time password to log in to e-GGRT.
5. After you log in, e-GGRT will require you to change your password. To change your password, enter the one-time password, your new password, confirm the new password, and click Save. You will be returned to the My Profile page. Your password change is complete.

Q: How do I reset an expired e-GGRT password?

A: If your password has expired, e-GGRT will require you to change it. To change your password, follow the same procedure as described above for retrieving a lost or forgotten e-GGRT password.

Q: What are the requirements for my password?

A: Your password must meet these requirements:

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.

Q: How do I reset my locked e-GGRT Account?

A: If e-GGRT tells you that your account is locked, contact the e-GGRT Help desk.

Before you Contact the e-GGRT Help Desk

- [EPA Notice on e-GGRT Registration](#)

You can find answers to common help desk questions here. Click on the question to view the answer.

- [How do I reset my CDX password?](#)
- [Can I login to e-GGRT using my CAMD Business System user name and password?](#)
- [Can I reuse my CAMD Business System Electronic Signature Agreement, or do I need to mail in a new one?](#)
- [I'm trying to sign my Certificate of Representation but am getting an error message saying E_MissingSecurityQuestions - user does not have any security questions. How do I proceed?](#)

Still Have a Question?

[e-GGRT Help Desk Contact Information](#)

Disclaimer - This information is intended to provide general and administrative information about 40 CFR Part 98. It does not represent legal advice. This information does not 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. Facility owners or operators and suppliers are responsible for determining how they would be affected by the requirements of 40 CFR Part 98.

Electronic Signature Agreement

See Also

[About PDF Viewers](#)
[Processing Your Electronic Signature Agreement](#)

Electronic Signature and Use Agreement

The Electronic Signature and Use Agreement is as follows:

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

CROMERR

For more information on electronic reporting, see [40 CFR Part 3 -- Cross-Media Electronic Reporting](#).

Viewing your Electronic Signature Agreement

Click on the blue "Your Electronic Signature Agreement link" to view your Electronic Signature Agreement. In order to view your Electronic Signature Agreement, you will need access to a PDF viewer.

You will Adobe Acrobat or another PDF reader installed on your computer in order to read PDF files.

You can download Adobe Acrobat free here <http://get.adobe.com/reader/>.

Electronic Signature Agreement Processing

After printing your Electronic Signature Agreement, complete the following steps:

1. Read your form.
2. Sign and date your form.
3. Mail your form to:

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

4. Monitor your email for a message from EPA notifying you that your Electronic Signature Agreement has been received by EPA and approved, after which you may begin using e-GGRT.

For CAMD Business Systems (CBS) users only: If you linked your e-GGRT and CBS accounts, then e-GGRT informed you if you already have an Electronic Signature Agreement on file at EPA. If so, you will not need to print, sign and mail another one.

After completing e-GGRT new user registration, you may log in to e-GGRT, but will not be able to perform any further activity until EPA has processed your Electronic Signature Agreement.

Deadline

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas (GHG) Reporting Program. This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

About PDF Viewers

You will Adobe Acrobat or another PDF reader installed on your computer in order to read PDF files.

You can download Adobe Acrobat free here <http://get.adobe.com/reader/>.

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Processing Your Electronic Signature Agreement

Do I Need an Electronic Signature Agreement?

EPA requires every e-GGRT user to have an Electronic Signature Agreement on file at EPA. If you are a registered user of the CAMD Business System (CBS) and you already have an Electronic Signature Agreement on file with EPA, you may use that instead of filing a new one.

How do I Create an Electronic Signature Agreement?

E-GGRT will create one for you during the user registration process.

Where do I Send my Electronic Signature Agreement?

Please print the form, sign it and date it, and mail it to EPA at the address below. Send your Electronic Signature Agreement via regular US mail, certified mail or express courier to:

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

After receiving your Electronic Signature Agreement, EPA will review it for completeness. Once your form successfully completes EPA review, EPA will send you an email notifying you that your account has been activated. You will then be able to log in to e-GGRT to perform the facility registration process.

Why would EPA reject my Electronic Signature Agreement?

If you forgot to sign it, date it or if the signature does not agree with the name.

See Also

[Registration and Reporting Deadlines](#)
[More Information about PDF Viewers](#)

e-GGRT Help Desk Mailing Address

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

Reporting Under Subpart LL & MM

If you are a Supplier of Coal-based Liquid Fuels (Subpart LL) or Supplier of Petroleum Products (Subpart MM), then you must use the Office of Transportation and Air Quality Fuels Registration (OTAQREG) system to report for those operations. E-GGRT will not support Subpart LL or MM reporting. If, however, your facility or supplier is required to report under Subpart LL or Subpart MM plus any other subpart (for example, Subpart C stationary combustion), then you will have to report using e-GGRT for those subparts, which requires you to register in e-GGRT.

A User Profile

Click image to expand

United States Environmental Protection Agency | **e-GGRT** Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help | Help with User Registration

User Profile | Challenge Questions | Signature Agreement | Print Summary

YOUR USER PROFILE
By completing and saving this form you will establish your e-GGRT user profile.
NOTE: You will not be able to return to this screen, so please double-check the information before you save. * denotes a required field

Title * [Select] [v]
First Name * [text]
Middle Initial [text]
Last Name * [text]
Suffix [Select] [v]

ADDRESS INFORMATION
Organization (Employer) * [text]
Mailing Address Line 1 * [text]
Mailing Address Line 2 [text]
City * [text]
State * [Select] [v]
Zip/Postal Code * [text]
Country * [UNITED STATES] [v]

CONTACT INFORMATION
Email * [text]
Re-enter Email * [text]
Phone Number * [text]
Phone Extension [text]
FAX [text]

USER NAME & PASSWORD
Your user name may not contain spaces or symbols. Do not begin your user name with a number.
User Name * [text]
Your password must be at least 8 characters long and contain at least one number, but do not start with a number. Do not use spaces or symbols in your password. Your user name should not be part of your password.
Password * [text]
Confirm Password * [text]
Your secret question and answer is used to authenticate you in situations where you have forgotten your user name or password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.
Secret Question * [text]
Secret Answer * [text]

[CANCEL] [SAVE]

Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT RY2010.7.1 | UA2-2

Please fill in the required fields, which are denoted by a red asterisk.

You will not be able to return to this page during the user registration process, so please review the information carefully before you click **SAVE**. After you click **SAVE**, you will not be able to change this information until after EPA processes your Electronic Signature Agreement.

Address Information

If you do not live in the United States, please select your country from the list of countries, and select N/A from the list of states.

Contact Information Email Address

Enter your personal email address under Contact Information. Keep your email secure: e-GGRT will use it to send you important notifications. In order to use e-GGRT, you must use an email account that you do not share with another e-GGRT user. When you sign the Electronic Signature Agreement, you agree to maintain the email address you have registered with e-GGRT. If you change your email account, you must update your user profile immediately. Make sure your email accepts mail from ccdsupport.com.

User Name & Password

NOTE: You need to provide these only if you are not using an existing CDX user name and password.

User Name: Your user name may not contain spaces or symbols or begin with a number. It must be between 8 and 30 characters in length.

Password

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.

Secret Question/Answer: If you lose or forget your user name or password, e-GGRT will require you to answer your secret question. Please choose a secret question that is relevant to you and has an answer that is not easily guessed by others.

Password Requirements

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.

User Profile

Please fill in the required fields, which are denoted by a red asterisk.

You will not be able to return to this page during the user registration process, so please review the information carefully before you click SAVE. After you click SAVE, you will not be able to change this information until after EPA processes your Electronic Signature Agreement.

Address Information

If you do not live in the United States, please select your country from the list of countries, and select N/A from the list of states.

Contact Information Email Address

Enter your personal email address under Contact Information. Keep your email secure: e-GGRT will use it to send you important notifications. In order to use e-GGRT, you must use an email account that you do not share with another e-GGRT user. When you sign the Electronic Signature Agreement, you agree to maintain the email address you have registered with e-GGRT. If you change your email account, you must update your user profile immediately. Make sure your email accepts mail from *ccdsupport.com*.

User Name & Password

NOTE: You need to provide these only if you are not using an existing CDX user name and password.

User Name: Your user name may not contain spaces or symbols or begin with a number. It must be between 8 and 30 characters in length.

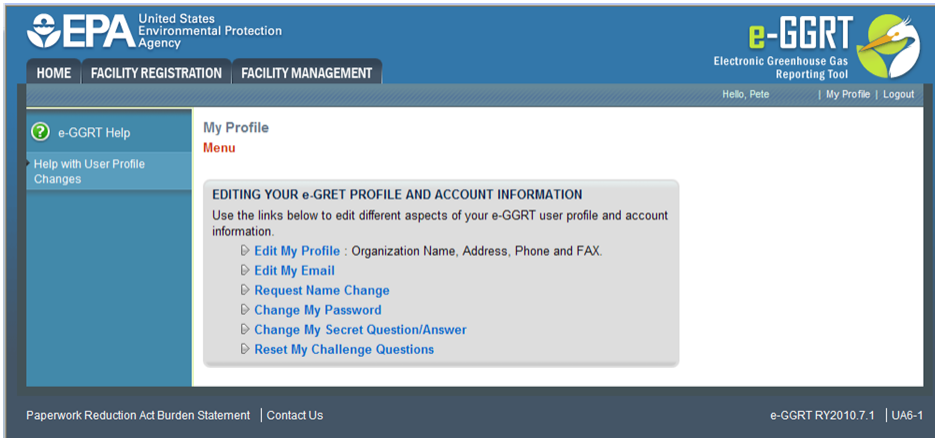
Password

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.

Secret Question/Answer: If you lose or forget your user name or password, e-GGRT will require you to answer your secret question. Please choose a secret question that is relevant to you and has an answer that is not easily guessed by others.

About User Profile

Click image to expand



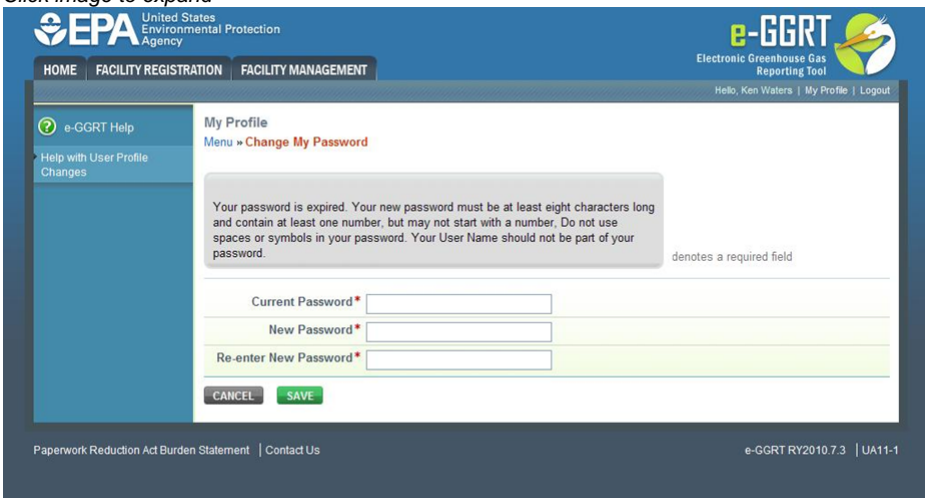
You may update your user profile information by clicking on one of the links on the My Profile menu page.

Your User Profile becomes accessible after the user registration process is complete including EPA receipt and processing of your signed and dated Electronic Signature Agreement.

Edit My Profile: Click on this link to change your organization name, address, and contact information.

Request Name Change: Click on this link to submit a name change to e-GGRT.

Click image to expand



Change My Password: Click on this link to change your e-GGRT password. You must enter your current password in order to change your new password.

See Also

[Password Requirements](#)

Click image to expand

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Help, Ken Waters | My Profile | Logout

e-GGRT Help

Help with User Profile Changes

My Profile

Menu » [Change My Secret Question/Answer](#)

Your secret question and answer is used to authenticate you in situations where you have forgotten your user name or password. Please answer your current Secret Answer and enter a secret question which has relevance to you and has an answer which is not easily guessed by others. denotes a required field

Current Secret Question secret question

Current Secret Answer *

New Secret Question *

New Secret Answer *

CANCEL SAVE

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.3 | UA12-1

Change My Secret Question/Answer: Click on this link to change your secret security question and answer.

Your secret question and answer is used to verify your identity if you lose or forget your user name or password. Enter a secret question that is relevant to you and has an answer that is not easily guessed by others. You must answer your current secret question correctly in order to successfully change your secret question/answer.

Click image to expand

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Help, Ken Waters | My Profile | Logout

e-GGRT Help

Help with User Profile Changes

My Profile

Menu » [Reset My Challenge Questions](#)

denotes a required field

To reset your five Challenge Questions, you must first [request a Reset PIN](#). When you click the "request a Reset PIN" link, a one-time use PIN will be immediately sent to your email on record.

Enter or paste the PIN from the email in the field below and click the SUBMIT button to continue.

Reset PIN *

CANCEL SUBMIT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.3 | UA16-1

Reset My Challenge Questions Click on this link to update your challenge questions.

To reset your five challenge questions, you must first request a Reset PIN by clicking the "request a Reset PIN" link on the page. A one-time use PIN will be immediately sent to the email address associated with your e-GGRT account. If you do not receive the email in the following few minutes, you may want to check your spam or junk mail folder. Once you receive the email, copy the PIN from the email into the "Reset PIN" field and click SUBMIT. Next you must select five different challenge questions and provide answers to the questions you select.

When you use e-GGRT later to sign the annual GHG report during submission, e-GGRT will require you to provide the correct answer to one of the five challenge questions.

Change User Information

Click image to expand

My Profile
Menu » [Edit My Profile Information](#)

You may edit the e-GGRT profile information below. Name changes can be requested, and email changes will require answering your Secret Question. denotes a required field

ADDRESS INFORMATION

Organization (Employer) *

Mailing Address Line 1 *

Mailing Address Line 2

City *

State/Province *

Zip/Postal Code *

Country *

CONTACT INFORMATION

Phone Number *

Phone Extension

FAX

Edit User Profile

You may edit your e-GGRT profile information, which includes address and contact information.

Required fields are denoted by a red asterisk.

Click image to expand

My Profile
Menu » [Edit My Email](#)

E-GGRT requires that you correctly answer your Secret Question when changing your email address. denotes a required field

Secret Question

Secret Answer *

Current Email

New Email *

Re-enter New Email *

Edit Email Address

If you want to change the email address in your user profile, e-GGRT will ask you to answer your secret question correctly.

Click image to expand

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Hello, Tom Jones | My Profile | Logout

e-GGRT Help

Help with User Profile Changes

My Profile

Menu » **Request Name Change**

e-GGRT requires that name changes be made via request to the Help Desk. Make the appropriate change below, select a reason, and click the SAVE button. e-GGRT Help Desk will automatically be notified.

Note, changing your name in e-GGRT changes your name in CDX. If you have CDX-Web accounts for other EPA programs, your name will change for all of them.

denotes a required field

NAME

Title * Mr.

First Name * Tom

Middle Initial

Last Name * Jones

Suffix Select


Reason for Change * Select

CANCEL SAVE

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.1 | UA20-1

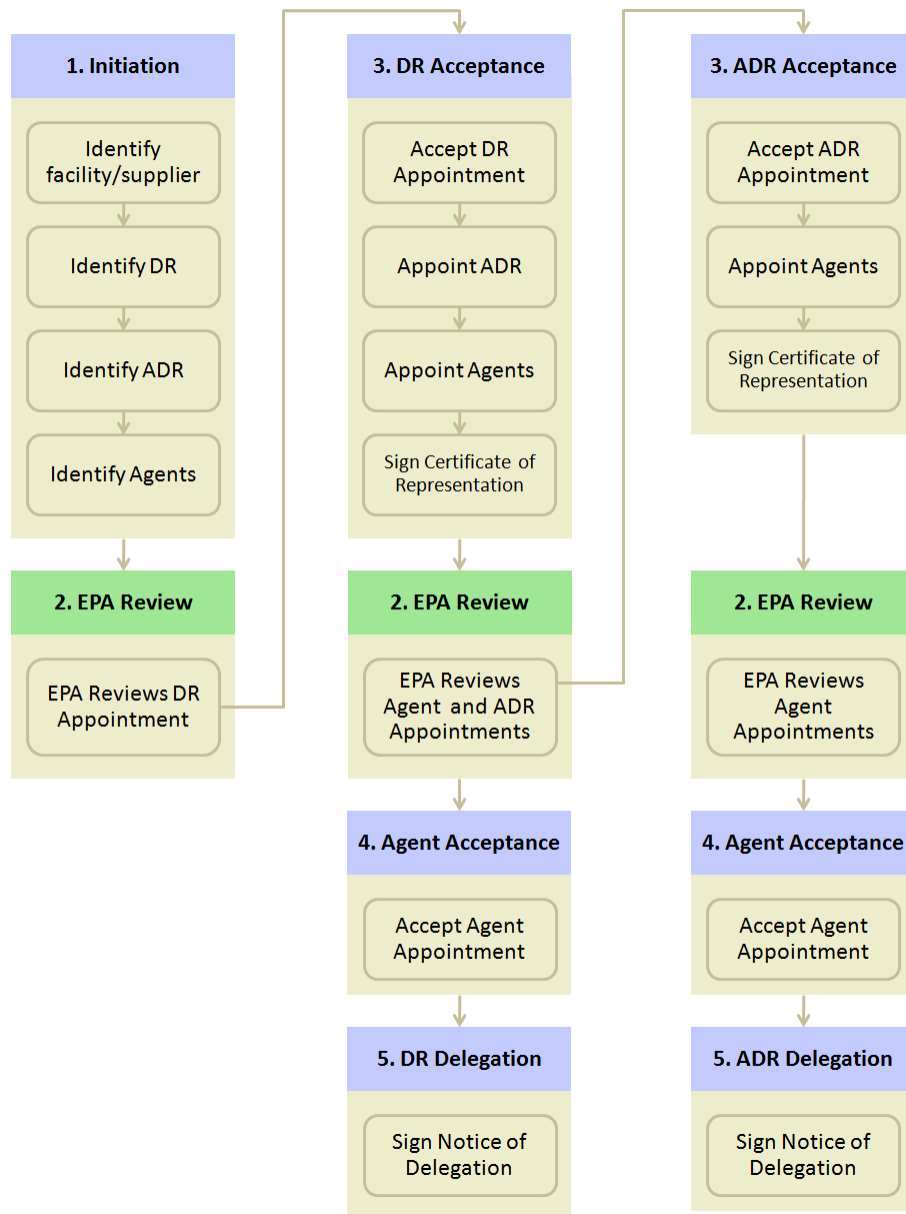
Facility Registration

 A printer-friendly version (pdf) (15 pp, 3,436K) of the Facility Registration

Facility and Supplier Registration for Part 75 Reporters

If your facility or supply operation does not report under 40 CFR 75, see below [Facility and Supplier Registration Non-Part 75 Reporters](#)

The diagram and the accompanying text below present an overview of the multi-step facility/supplier registration process for facilities that report emissions under Part 75.



1. Initiation

For facilities that report under Part 75, the facility registration process is initiated when the Designated Representative (DR) or the Alternate Designated Representative (ADR) of a Part 75 facility registers as an e-GGRT user. During the user registration process, you will be asked if you are the DR or ADR of a Part 75 facility, and if so, if you have a user account in the CAMD Business System (CBS). If you indicate that you have a CBS user account, you will be prompted to enter your CBS user name and password.

If you successfully enter your CBS user name and password, your e-GGRT account will be automatically linked to CBS and all of your Part 75 facilities will be automatically registered in e-GGRT. If you do not remember your CBS password or your CBS user account is locked, you should navigate to the CBS system at <https://camd.epa.gov/cbs/index.cfm> to reset your CBS user account before completing the e-GGRT user registration process. Once you complete the e-GGRT user registration process, you will immediately be able to log in to e-GGRT to complete the facility registration process by signing Certificates of Representation for all Part 75 facilities that you represent.

Most DRs and ADRs of Part 75 facilities have already signed an Electronic Signature Agreement for the CBS system, so they will not need to sign a separate agreement for e-GGRT.

If you do not have a CBS user account or you do not remember your CBS user name, you should indicate that you do not have a CBS account. After you complete the e-GGRT User registration process, the e-GGRT Help Desk will manually link your e-GGRT account to CBS, and send an email notice to the email address that was entered in your user profile when they have done so. All of your Part 75 facilities will have been automatically imported into e-GGRT at this time. With the exception noted below, you will then be able to log in to e-GGRT to complete the facility registration process by signing Certificates of Representation for all Part 75 facilities that you represent.

Note: Any DR/ADR who has not signed an Electronic Signature Agreement for CBS will be asked to sign, date and mail in your Electronic Signature Agreement. After EPA receives and processes your Electronic Signature Agreement, EPA will send an account activation notice to the

email address that was entered in your user profile. You will not be able to log in to e-GGRT continue the Facility Registration process until e-GGRT has activated your user account.

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas (GHG) Reporting Program. This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

Sign the Certificate of Representation

After the e-GGRT user account of the DR or the ADR has been linked to CBS, both the DR and the ADR will be able to log in to e-GGRT to review and electronically sign the Certificate of Representation of all Part 75 facilities represented by the DR/ADR. This electronic signature establishes the DR/ADR's authority to certify, sign and submit annual Greenhouse gas (GHG) reports to EPA.

Each facility must have a complete Certificate of Representation in order to submit the annual GHG report to EPA.

Upon signing the Certificate of Registration, the DR/ADR will have the opportunity to appoint one or more Agents to act on his/her behalf by using the FACILITY MANAGEMENT tab. Please note that a representative does not need to have an Agent for a facility.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

2. EPA Review

EPA will review all Agent appointments made by the DR and ADR and after approval send the Agent an email invitation containing an invitation code.

3. Agent Acceptance

After receiving the invitation from EPA, the Agent will need to log in to e-GGRT to accept the appointment. If the Agent does not yet have an e-GGRT account, the individual must first complete the e-GGRT user registration process. Once EPA has received and approved the Agent's Electronic Signature Agreement, the Agent can then enter his/her invitation to code to accept (or reject) the appointment.

5. DR/ADR Delegation

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

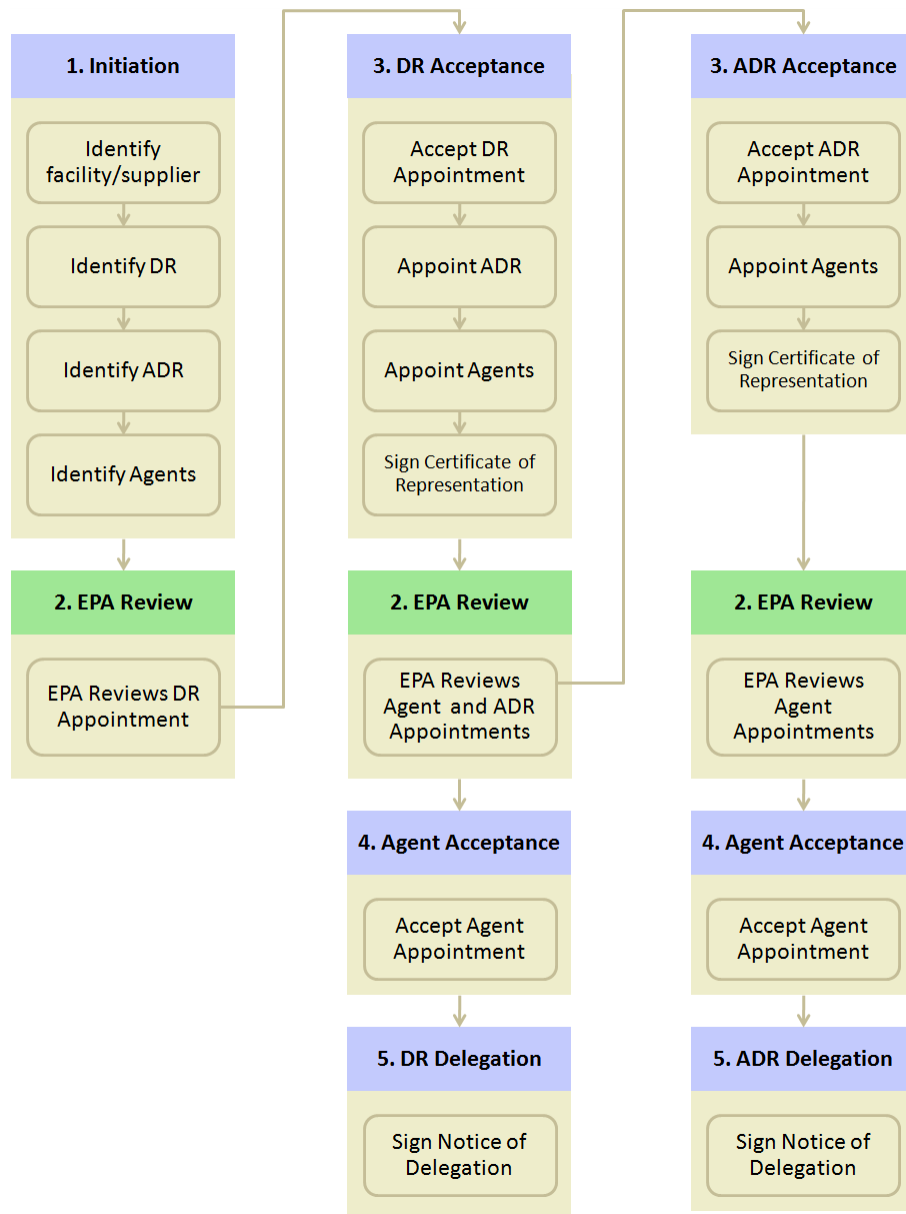
Reporting Under Subparts LL or MM

If you are a Supplier of Coal-based Liquid Fuels (subpart LL) or Supplier of Petroleum Products (subpart MM), then you must use the Office of Transportation and Air Quality (OTAQREG) to report for those operations. E-GGRT will not support subpart LL or MM reporting. However, if your facility or supplier is required to report under any other subpart in addition to LL or MM, for example subpart C stationary combustion, then you will have to register in e-GGRT and submit a separate Certificate of Representation and annual GHG report for those subparts.

Facility and Supplier Registration Non-Part 75 Reporters

If your facility is subject to 40 CFR 75, see [Facility and Supplier Registration for Part 75 Reporters](#).

The diagram and the accompanying text below present an overview of the multi-step facility/supplier registration process for facilities or suppliers that do NOT report emissions under Part 75.



1. Initiation

Once you are an e-GGRT user, you can log in to e-GGRT to begin the facility/supplier registration process by clicking REGISTER A FACILITY from the e-GGRT Home Page. E-GGRT will ask you to complete a facility profile, including address and owner/operator information. You will begin by performing a zip code search to see if your facility or supplier is already registered in e-GGRT.

After you identify the facility/supplier, you must then identify the Designated Representative (DR). All facilities and suppliers must have a DR in order to report. If you identify yourself as DR, EPA will send you an electronic invitation. If you identify someone other than yourself as DR, e-GGRT will send that individual an electronic invitation to register as a user and accept the invitation.

You may also identify an Alternate Designated Representative (ADR) for the facility, but this is optional. When the DR accepts the appointment, the DR will have the opportunity to confirm or change the assignment of the ADR.

You may also identify one or more persons to be an Agent, but this too is optional. When accepting an appointment, the DR or ADR will have the opportunity to confirm or change the assignment of Agents.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

2. EPA Review

EPA will review all appointments and send the DR, ADR or Agent an email invitation containing an invitation code.

3. DR/ADR Acceptance

After receiving the invitation from EPA, the DR/ADR will need to log in to e-GGRT to accept his/her appointment. If this individual does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has received and approved the DR/ADR's Electronic Signature Agreement, the DR/ADR can then log in and enter his/her invitation code to accept (or reject) the appointment.

When accepting the appointment, the DR may appoint an ADR to act on his/her behalf. If the person registering the facility previously identified someone to be the ADR, the DR will be able to confirm this selection, choose a different person or select no one to be the ADR. Please note that a facility/supplier does not need to have an ADR.

Both the DR and the ADR may appoint one or more Agents to act on the representative's behalf. Please note that a facility does not need to have an Agent.

After accepting his/her appointment, the DR/ADR will review and electronically sign the Certificate of Representation, which establishes the DR/ADR's authority to certify, sign and submit annual Greenhouse gas (GHG) reports to EPA.

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas (GHG) Reporting Program. This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

4. Agent Acceptance

After receiving the email invitation from EPA, the Agent will need to log in to e-GGRT to accept the appointment. The Agent must have an e-GGRT account to complete the e-GGRT user registration process. Once EPA has received and approved the Agent's Electronic Signature Agreement, the Agent can then log in and enter his/her invitation code to accept (or reject) the appointment.

5. DR/ADR Delegation

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

About Facility Registration

About Facility Registration

Facilities and suppliers subject to the Greenhouse Gas Reporting Program (GHGRP), except for suppliers subject only to Subpart LL (Coal-based Liquid Fuels) and Subpart MM (Petroleum Products), must register online through e-GGRT. Applicability of the rule to your facility or operation depends on the Greenhouse gas (GHG) source categories located at the facility or supplier, the emission level of greenhouse gases and the production capacity. See the [General Provisions Info Sheet](#) for more information.

For help in assessing whether your facility or supply operation is required to report GHG emissions in e-GGRT, refer to the [Applicability Tool](#). Note that information tailored to suppliers and other affected entities can also be found there.

Facility registration is a one-time, multi-step process, potentially involving several individuals associated with the facility or supplier. As described below, the process for registering a facility that reports emissions under a 40 CFR Part 75 program using the CAMD Business System (CBS), is slightly different from the process for registering a facility that does not report under Part 75. In either case, all participants in the facility registration process must first register as e-GGRT users.

User Roles

There are four roles in the GHGRP, as described below:

- **Designated Representative:** The DR is the individual who is responsible for certifying, signing and submitting reports and other information on behalf of the owners and operators of the facility/supplier. The DR is identified on the Certificate of Representation. Every facility/supplier must submit a complete Certificate of Representation by January 30th, 2011. After EPA reviews the appointment of the DR, the DR must log in to e-GGRT to accept his/her appointment. The DR may then appoint (or confirm the appointment of) an Alternate Designated Representative (ADR) and one or more Agents who can act on his/her behalf. The DR will confirm these actions by signing an electronic Certificate of Representation.

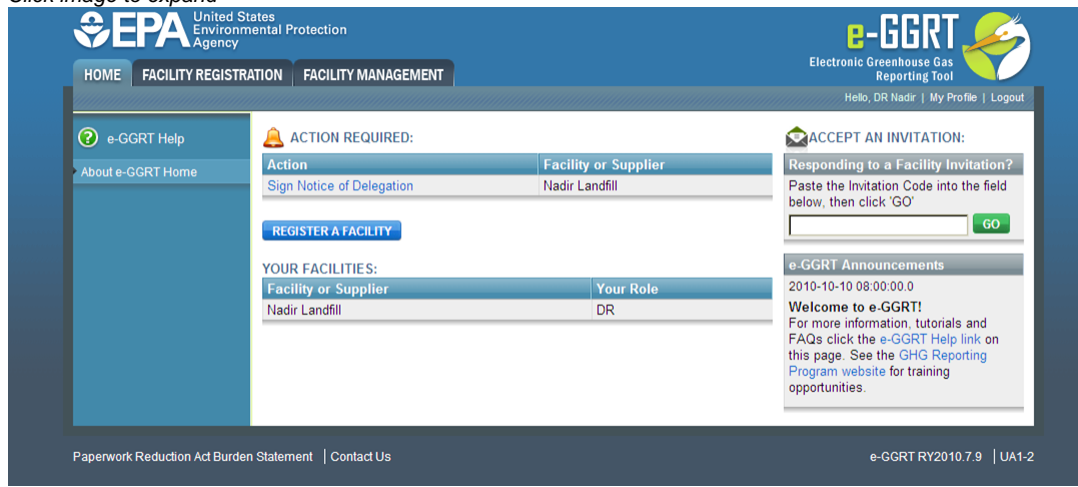
If the facility is required to report emissions data under 40 CFR 75, e.g. Clean Air Interstate Rule, the DR must be the same individual who has been appointed as DR under 40 CFR 75.

- **Alternate Designated Representative:** The ADR is an individual who is appointed by the DR to act on his/her behalf. If the facility is required to report emissions data under 40 CFR 75, the ADR must be the same individual who has been appointed as ADR under 40 CFR 75. After EPA reviews the DR's appointment of the ADR, the ADR must log in to e-GGRT to accept his/her appointment. The ADR may then appoint (or confirm the appointment of) one or more Agents who can act on his/her behalf. The ADR will confirm these actions by signing an electronic Certificate of Representation.
- **Agent:** An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting reports on behalf of the facility/supplier. After the EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his/her appointment. Following the Agent's acceptance, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.
- **Registrar:** A Registrar is an individual who sets up one or more facilities (or suppliers) and sends invitations to the DR, ADR or Agent(s). The Registrar role is for the sole purpose of setting up a facility. The Registrar does not gain access to any facility data after the initial setup and cannot edit the facility profile or enter data for annual GHG reports.

NOTE: There is no requirement to appoint an ADR or an Agent.

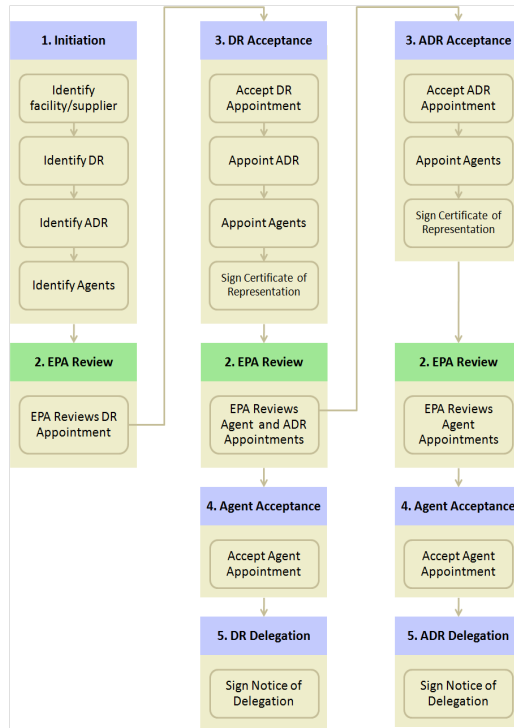
If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Click image to expand



The diagram and the accompanying text below present an overview of the multi-step facility registration process.

Click image to expand



1. Initiation

Once you are an e-GGRT user, you can log in to e-GGRT to begin the facility/supplier registration process. E-GGRT will ask you to complete a facility profile, including address and owner/operator information. You can search to see if your facility/supplier is already in e-GGRT.

After you identify the facility, you must then identify the DR. All facilities and suppliers must have a DR in order to report. If you identify yourself as DR, EPA will send you an electronic invitation after reviewing your submission. If you identify someone other than yourself as DR, e-GGRT will send that individual an electronic invitation to register as a user and accept the invitation.

You may identify another person to be the ADR for the facility, but this is not mandatory. When the DR accepts an appointment, the DR will have the opportunity to confirm or change the assignment of the ADR.

You may also identify one or more persons to be an Agent, but this too is not mandatory. When the DR or ADR accept his/her appointment, he/she will have the opportunity to confirm or change the assignment of Agents.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

2. EPA Review

EPA will review all appointments and send the DR, ADR or Agent an email invitation containing an invitation code.

3. DR and ADR Acceptance

After receiving the invitation from EPA, the DR/ADR will need to log in to e-GGRT to accept his/her appointment. If this individual does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the DR/ADR's user account, the DR/ADR can then enter his/her invitation code to accept (or reject) the appointment.

The DR may appoint an ADR to act on his/her behalf. If the person registering the facility/supplier previously identified an ADR, the DR will be able to confirm this selection, choose a different person or select no one to be the ADR. Please note that a facility/supplier does not need to have an ADR.

Both the DR and the ADR may appoint one or more Agents to act on his/her behalf. Please note that a facility/supplier does not need to have an Agent.

After accepting his/her appointment, the DR/ADR will review and electronically sign the Certificate of Representation, which establishes the DR/ADR's authority to certify, sign and submit annual GHG reports to EPA.

Each facility/supplier must have a complete Certificate of Representation in order to submit the annual GHG report to EPA. The deadline for submitting the Certificate of Representation is January 30th, 2011.

4. Agent Acceptance

After receiving the invitation from EPA, the Agent will need to log in to e-GGRT to accept his/her appointment. If the Agent does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the Agent's user account, the Agent can then enter his/her invitation to code to accept (or reject) the appointment.

5. DR/ADR Delegation

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

To begin Facility Registration, click REGISTER A FACILITY.

Registering Part 75 Facilities

If your facility reports emissions under Part 75, do *not* click REGISTER A FACILITY. To register a Part 75 facility, the DR (or ADR) of that facility should first register as an e-GGRT user. During the user registration process, the DR (or ADR) will be asked to enter his or her CAMD Business System (CBS) user name and password. As soon as e-GGRT obtains this information, e-GGRT will import *all* Part 75 facilities for which the user is a DR or ADR. Both the DR and the ADR (if one exists) will then need to log in to e-GGRT to sign a Certificate of Representation for each facility.

A facility or supplier will not be able to submit an annual Greenhouse gas (GHG) report to EPA until the DR signs a Certificate of Representation. Both the DR and ADR may approve Agents and sign a Notice of Delegation. E-GGRT will send email invitations to the Agents after the DR or ADR signs the Certificate of Representation.

Facility Search

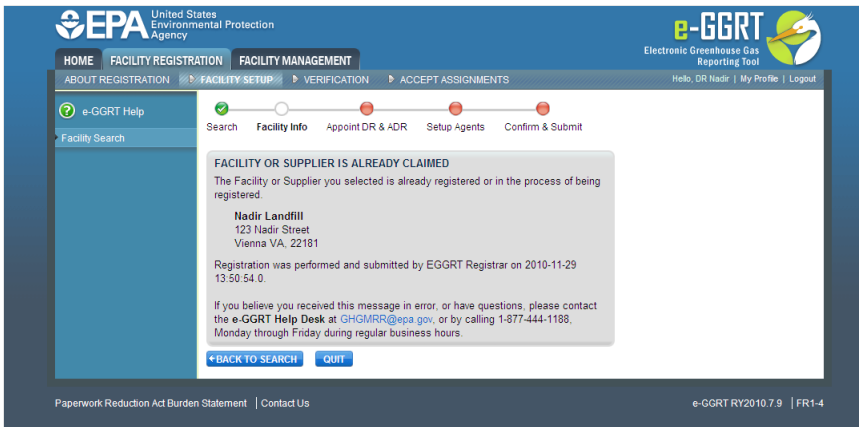
Click image to expand

The screenshot displays the e-GGRT Facility Search interface. At the top, there are navigation tabs for HOME, FACILITY REGISTRATION, and FACILITY MANAGEMENT. Below these are sub-tabs: ABOUT REGISTRATION, FACILITY SETUP, VERIFICATION, and ACCEPT ASSIGNMENTS. A progress indicator shows the current step is SEARCH. The main content area is titled 'SEARCH FOR YOUR FACILITY OR SUPPLIER' and includes instructions: 'First, determine if your facility or supplier is already known to e-GGRT. • CAMD Business System reporters do not need to search for and register their facilities. When the Designated Representative (and Alternate) register as e-GGRT users they will be automatically linked to their facilities. • IF you find your facility: select it to begin registration. • IF you do not find your facility or supplier: try a different zip code, or Add a New Facility.' Below this is a search form with the label 'SEARCH BY ZIP/POSTAL CODE' and a text input field containing '60001'. A green 'SEARCH' button is below the input field. The search results are displayed in a table with columns: Facility or Supplier Name, Address, and Registration Status. The results show one entry: 'JIMMYS COUNTRY STATION' at '16420 RTE 173 ALDEN, IL 60001' with a status of 'Available' and a green checkmark. At the bottom of the search results are 'QUIT' and 'NEXT' buttons, and a link to '+ADD a New Facility'. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FR1-3'.

Before entering a new facility or supplier, search by ZIP Code (required field) to see if your facility or supplier is already in e-GGRT. After the search has returned a list of facilities, you should perform one of the following actions:

- If your facility or supplier displays in the search results and is "Available," select it and click NEXT.
- If your facility or supplier is displayed in the search results and is "Claimed," this means that the selected facility or supplier has already been registered. If you select it and click NEXT, e-GGRT will display information about who registered the facility or supplier. If you believe this was registered in error or you have questions, please [contact the e-GGRT Help Desk](#).

Click image to expand



- If your facility or supplier is not displayed, try a different ZIP Code or click the “+ADD a New Facility” link beneath the search results. Note: Some facilities may have more than one address, each with a different ZIP Code. You should try all applicable ZIP Codes before clicking the “+ADD a New Facility” link. You must perform at least one search before the “+ADD a New Facility” link is displayed.
- If you add a new facility or supplier and e-GGRT detects a potential match already in the system, it will display the potential match. If the facility or supplier displayed is the one you intend to register, select “Yes” for the question “Is the facility above the one you are attempting to register?” If it is not, select “No”. Click the NEXT button to continue.

Facility Information

Click image to expand

If you are registering a facility or supplier, you may edit the information for the facility or supplier using this page.

If you have selected a facility from the search results, e-GGRT sets the fields using values from the EPA Facility Registry System (FRS).

You must complete required fields including at least one owner or operator name before clicking NEXT. You may add more than one owner or operator by clicking the “+ ADD Another Owner or Operator” link. To delete an owner or operator that you have added, click the red “X” beside the name. Click BACK to return to the search results page.

If your facility does not have a street address, provide a comma delimited WGS84 'latitude, longitude' coordinate pair with decimal degrees to four places or better. A recreational-grade GPS system gives that level of accuracy. Alternatively, you may use an online satellite view, such as Google maps, by zooming in, right-clicking on your facility and selecting 'What's Here?'. The search text box will display the 'latitude, longitude' coordinates for the selected location up to six decimal places. For a large facility without a street address, use the coordinates of the front entrance.

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or CBS.

Facility Changes

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or CBS.

Identification of DRs, ADRs, and Agents

Designated Representative - Part 98 requires each facility and supplier to have one and only one Designated Representative (DR), who shall be responsible for certifying, signing, and submitting GHG reports. If the facility is required to submit reports under 40 CFR 75, the same individual shall be the Designated Representative under both Part 75 and Part 98. The Designated Representative is an individual selected by an agreement binding on the owners and operators of the facility or supplier to meet the requirements of Part 98.

Alternate Designated Representative - Part 98 allows the facility or supplier to designate one Alternate Designated Representative (ADR), who shall be an individual selected by an agreement binding on the owners and operators, and may act on behalf of the designated representative, of such facility or supplier.

Agent - A DR or ADR may delegate his or her authority to one or more individuals, known as Agents, to submit an electronic GHG report.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

An important part of facility registration is to use e-GGRT to identify for a facility or supplier the DR, optional ADR, and one or more Agents. The following subsections describe how to identify the DR, optional ADR, and one or more Agents for your facility or supplier.

Step 1: Identify the DR and Optional ADR

Click image to expand

The screenshot shows the e-GGRT web application interface. At the top, there is a navigation bar with 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. Below this, there is a progress bar with steps: 'Search', 'Facility Info', 'Appoint DR & ADR', 'Setup Agents', and 'Confirm & Submit'. The current step is 'Appoint DR & ADR'. The main content area is titled 'WHO ARE THE DR AND ADR?' and contains instructions: 'Each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR. After EPA reviews the registration, e-GGRT will send an email invitation to the DR and ADR with instructions on how to accept their role for this facility.' Below the instructions, there are two sections: 'DESIGNATED REPRESENTATIVE (DR)' and 'ALTERNATE DESIGNATED REPRESENTATIVE (ADR)'. Each section has a radio button to select 'I will be the DR/ADR' or 'I want to appoint a DR/ADR'. The 'I will be the DR/ADR' option is selected for both. Each section also has input fields for 'First Name', 'Last Name', 'Middle Initial', 'Phone', 'Email', and 'Re-enter Email'. At the bottom of the form, there are 'BACK' and 'NEXT' buttons.

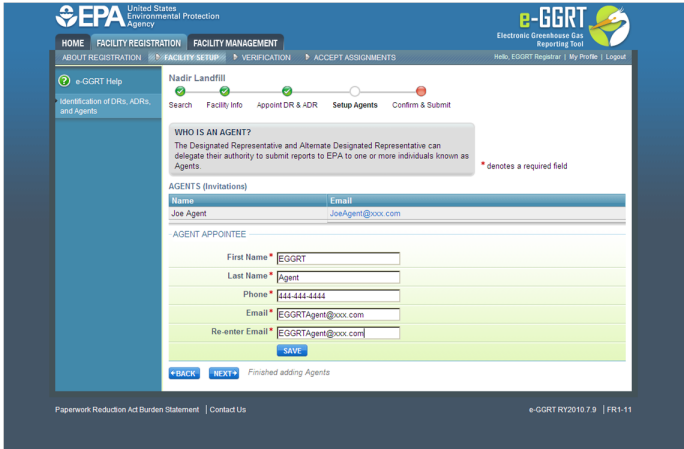
E-GGRT lets you to name yourself or someone else as the DR. To name yourself, select "I will be the DR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a DR", then provide the name, telephone number and email address of that person.

E-GGRT lets you name yourself or someone else as the ADR, or name no ADR. To name yourself, select "I will be the ADR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a ADR", then provide the name, telephone number and email address of that person. To appoint no one, select "There will be no ADR".

When you are finished, click NEXT.

Step 2: Identify One or More Optional Agents

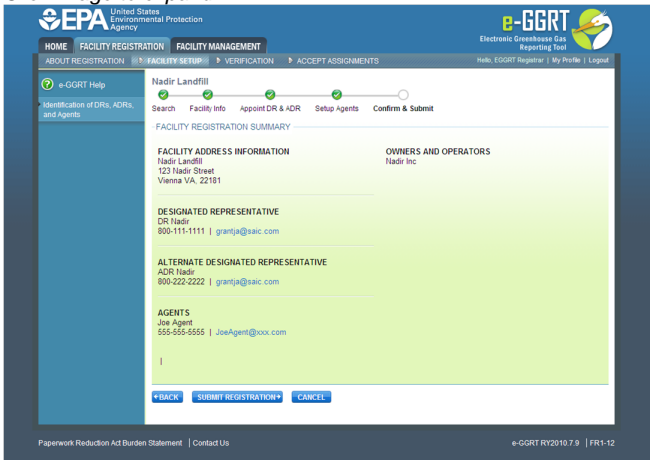
Click image to expand



E-GGRT lets you name one or more Agents for each facility or supplier. To add an Agent, click the link titled "Add An Agent", then provide the Agent's name, telephone number, and email address, then click SAVE. Repeat this for each Agent. When finished, click NEXT.

Step 3: Review Facility Summary

Click image to expand



When you have finished, review the information you entered, then click SUBMIT REGISTRATION.

Acceptance of DR and ADR Appointment

Click image to expand



After a facility is registered and you are identified as a DR, EPA will review your information and send email invitation that contains a code. When

you receive the email go to the e-GGRT homepage and login. A field will be displayed for you to choose to accept or decline the appointment by selecting either “Yes” or “No” for the question “Do you accept this appointment?” If you decline, you must enter an explanation, which will be emailed to the person who registered the facility or supplier. To continue, fill in the field with the invitation code from the email and click NEXT.

DR Accepts Appointment

When accepting the appointment, the DR may appoint an ADR to act on his/her behalf. If the person who registered the facility previously identified someone to be the ADR, the DR will be able to confirm this selection, choose a different person by editing the ADR appointment, or select no one to be the ADR. Please note that a facility or supplier does not need to have an ADR. This information is reviewed by EPA and they send out an email notification to the ADR and agents. This notification is sent after the DR has signed the Notification of Delegation (NOD) and contains the invitation code to be used for the ADR or Agent to accept the invitation. Once the ADR or Agent has accepted the invitation they can now access facility information.

NOTE: If the facility reports Greenhouse gas (GHG) under 40 CFR 75, you will be required to select the 40 CFR 75 ADR to be the ADR for the Greenhouse Gas Reporting Program.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Click image to expand

The screenshot shows the e-GGRT web application interface. At the top, there are navigation tabs: HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and ACCEPT ASSIGNMENT. The main content area is titled 'Nadir Landfill' and includes a 'Confirm' button. Below this is a section for 'YOUR ELECTRONIC SIGNATURE' with a note that an electronic signature is required. The 'Certificate of Representation' section contains the following information:

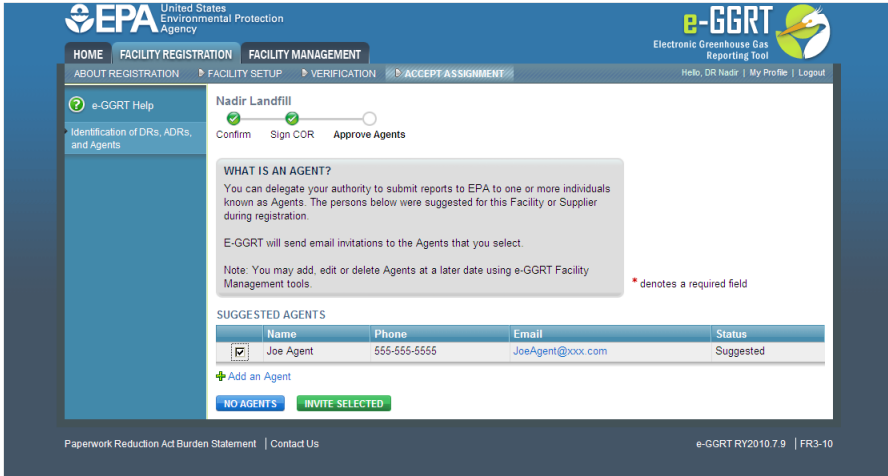
- FACILITY OR SUPPLIER INFORMATION**
 - Facility or Supplier Name: Nadir Landfill
 - Address: 123 Nadir Street, Vienna VA, 22181
 - Owners and Operators: Nadir Inc.
- EDIT Facility Information** (link)
- REPRESENTATIVE INFORMATION**
 - Designated Representative: DR Nadir, 123 Nadir Street, Vienna VA, 22181, 800-333-4444, grantp@epac.com
 - Alternate Designated Representative (appointed): ADR Nadir, 800-222-2222, grantp@epac.com
- CERTIFICATION STATEMENTS**
 - I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.
 - I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.
 - I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator (of EPA) or a court regarding the facility or supplier.
 - If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the designated representative or alternate designated representative, as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.
- PASSWORD**
 - Password * [input field]
- CHALLENGE QUESTION**
 - What year and model (yyyy name) was your first car? [input field]
 - SUBMIT button

The DR may also edit the facility or supplier information by clicking the “EDIT Facility Information” link. Note that facility name and address appear on the Certificate of Representation. Please confirm that the facility profile information is correct.

After accepting his/her appointment, the DR will review and electronically sign the Certificate of Representation, which establishes the DR’s authority to certify, sign and submit annual GHG reports to EPA. Please review the certification statements that are displayed. These are the same certification statements that are stated in section 98.4 of the GHG Mandatory Reporting Rule. Your electronic signature consists of two steps. First, enter your password and click the SUBMIT button. Next, enter the correct answer to the challenge question displayed. To sign the Certificate of Representation, click SUBMIT.

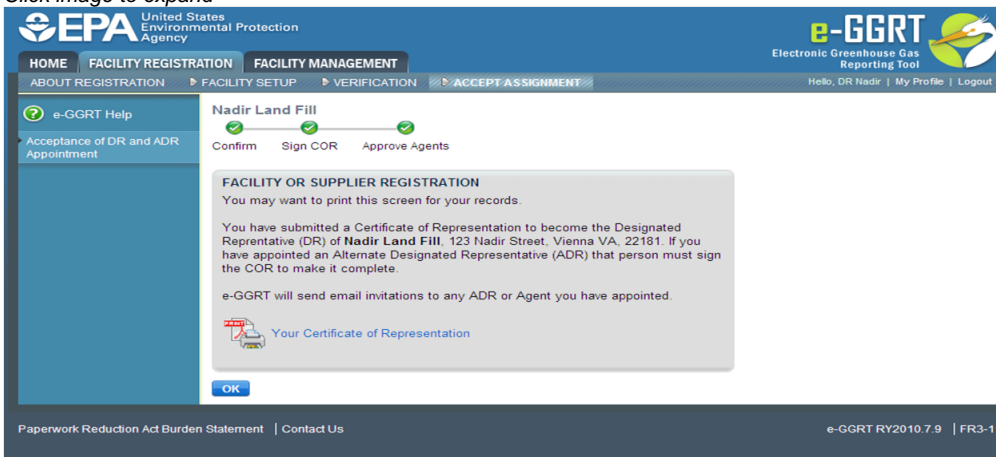
An email invitation will be sent to the ADR if one was appointed.

Click image to expand



The DR may appoint one or more Agents to act on his/her behalf. Please note that a DR does not need to have an Agent for a facility. After the DR approves an Agent, an email invitation will be sent to the Agent appointed. After an Agent accepts an email invitation, the DR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

Click image to expand



Please print the Certificate of Representation after you have signed it for your records. To view this document, click on the blue "Your Certificate of Representation" link. Your computer must have a PDF viewer to view this document. [Here is more information about PDF file viewers.](#)

ADR Accepts Appointment

After accepting his/her appointment, the ADR will review and electronically sign the Certificate of Representation, which establishes the ADR's authority to certify, sign and submit annual GHG reports to EPA. Your electronic signature consists of entering your password and the correct answer to the challenge question displayed. Click the SIGN button to sign the Certificate of Representation.

Please print the Certificate of Representation after you have signed it for your records. To view this document, click on the blue "Your Certificate of Representation" link. Your computer must have a PDF viewer to view this document. [Here is more information about PDF file viewers.](#)

The ADR may appoint one or more Agents to act on his/her behalf. Please note that a facility or supplier does not need to have an Agent. After the ADR approves an Agent, an email invitation will be sent to the Agent appointed. After an Agent accepts an email invitation, the ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

Each facility or supplier must have a complete Certificate of Representation in order to submit the annual greenhouse gas report to EPA.

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas (GHG) Reporting Program. This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011. In order to meet this deadline, the Designated Representative must use e-GGRT to prepare and print out the Electronic Signature Agreement, then sign and mail it to EPA by July 22, 2011.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

CBI Warning

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Acceptance of Agent Delegation

Click image to expand

The screenshot shows the EPA e-GGRT interface for 'Nadir Landfill'. The main heading is 'YOU HAVE BEEN NAMED AS AN AGENT'. Below this, a message explains that the user has been identified as an agent for a representative of the facility. The representative's name is 'Nadir Landfill' with address '123 Nadir Street, Vienna, VA 22181'. The user is prompted to accept or decline the role. There are radio buttons for 'Yes' and 'No'. A text box is provided for an explanation if the user declines. A 'NEXT' button is located at the bottom of the form.

An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting reports on behalf of the facility or supplier. After EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his/her appointment. Following the Agent's acceptance, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.

When responding to an invitation to become an Agent for the DR or ADR for a facility or supplier, you have the choice to accept or decline the appointment by selecting "Yes" or "No" for the question "Do you accept this delegation?" If you decline, you must enter an explanation, which will be emailed to the representative who appointed you.

To continue click NEXT.

After you have successfully accepted an Agent delegation, you may print the page for your records.

Notice of Delegation

Click image to expand

United States Environmental Protection Agency | **e-GGRT** Electronic Greenhouse Gas Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT | MY FACILITIES | My Profile | Logout

Nadir Landfill
Facility Summary - Sign Notice of Delegation

SIGN YOUR REVISED NOTICE OF DELEGATION
Your electronic signature is required on the Notice of Delegation because of a change that was made to the facility, representative, or agent information. The current information is listed below.
Please review this information, enter your password, and answer your challenge question to sign and submit the updated Notice of Delegation. * denotes a required field

Notice of Delegation

Applicable Facility or Supplier	Nadir Landfill
Designated Representative (DR)	DR Nadir 123 Nadir Street Vienna VA, 22181 800-333-4444 grantja@eiac.com
Agent	Agent Nadir 123 Nadir Street Vienna VA, 22181 800-666-6666 grantja@eiac.com
Signature Date	2010-11-29 14:32:03.0

CERTIFICATION STATEMENTS

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation and of a type listed and for a facility or supplier designated for such agent as this notice of delegation and that is made when I am a designated representative or alternate designated representative, as applicable, and before this notice of delegation is superseded by another notice of delegation under § 98.4(m)(3) shall be deemed to be an electronic submission certified, signed, and submitted by me.

Until this notice of delegation is superseded by a later signed notice of delegation under § 98.4(m)(3), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under § 98.4(m) is terminated.

PASSWORD
Password *

CHALLENGE QUESTION
What is your favorite TV show?

Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT RV2010.7.0 | FR3-7

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

You must sign a Notice of Delegation if, as a DR or ADR, you have appointed an Agent who has accepted the delegation. Review the Notice of Delegation, read and agree to the Certification Statements and electronically sign the Notice of Delegation by entering your password and correctly answering the challenge question displayed. Click the SIGN button to electronically sign the Notice of Delegation. Click the CANCEL button to return to the home page.

If you make changes to the Notice of Delegation in the future, you will be required to electronically sign the revised notice.

After the Notice of Delegation is successfully completed, you may print a copy of it for your records. To view the Notice of Delegation, click the blue "Your Notice of Delegation" link. [Here is more information about PDF file viewers.](#)

Facility Management

A printer-friendly version (pdf) (7 pp, 1,050K) of the Facility Management

The FACILITY MANAGEMENT tab allows you to update your facility profile and the Designated Representative (DR), Alternate DR (ADR) or Agents according to your role. To learn more about the FACILITY MANAGEMENT, click on a topic below. The About Facility Management topic provides an overview.

- [About Facility Management](#)
- [Changing DR and ADR](#)
- [Changing Agents](#)
- [Edit Facility Profile](#)

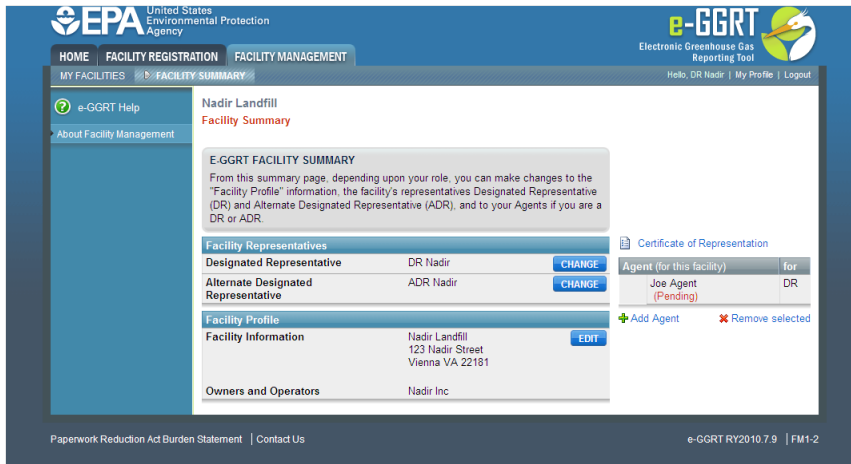
Note that the FACILITY MANAGEMENT tab displays all the facilities or suppliers with which you are associated except those in a "pending" registration status, which occurs if the DR has not yet accepted his/her appointment.

About Facility Management

If you click the FACILITY MANAGEMENT tab, e-GGRT will display all the facilities or suppliers with which you are associated, along with your role for each. This does not display facilities with "pending" registration status, which occurs if the DR has not yet accepted his/her appointment.

If you click on the name of the facility or supplier, e-GGRT will open up its Facility Summary page where, based on your role, you may be able to make changes to facility or supplier information, the DR, the ADR or Agents.

Click image to expand



- If you are the DR for the facility, you may make changes to the DR and ADR, add or remove your Agents, edit facility or supplier information and view the Certificate of Representation or the DR or ADR's Notice of Delegation.
- If you are the ADR for the facility, you may make changes to the DR, add or remove your Agents, edit facility or supplier information and view the Certificate of Representation or the DR or ADR's Notice of Delegation.
- If you are an Agent for the facility, you may make changes to the DR, remove yourself as an Agent and you may also view Agents, facility or supplier information, the Certificate of Representation or the DR or ADR's Notice of Delegation.

NOTE: If your facility reports emissions under 40 CFR 75 using the CAMD Business System, e-GGRT will not allow you to change the DR or ADR. Instead, you will need to use the CAMD Business System (CBS) to change the DR or ADR. To make the change, log in to CBS at: <https://camd.epa.gov/cbs/index.cfm>

Depending on your role, you can invoke the following functions from the Facility Summary page:

- To change the DR or ADR, click CHANGE beside the name of the DR or ADR you wish to change. If a change is already pending, e-GGRT will not allow you to make a further change.
- To edit facility or supplier information, click EDIT.
- To remove one of your Agents, select the Agent you wish to remove by checking the box by the Agent's name, then click "Remove selected". For an Agent who has been invited but not yet accepted the delegation cannot be removed.
- To remove yourself as an Agent, click "Remove self as Agent".
- To add an Agent, click "Add Agent".
- To view the Certificate of Representation or the DR or ADR's Notice of Delegation, click on the appropriate link. [Here is more information about PDF file viewers.](#)
- To return to the Facility Management page, select the FACILITY MANAGEMENT tab.

Changing DR and ADR

Change the DR

The Designated Representative (DR), Alternate Designated Representative (ADR) or Agent may initiate a change in DR. To change the DR, the preferred approach is to promote the current ADR. If there is no ADR then the current DR should create one first. Note that there can be only one DR per facility and supplier. Select either "Promote the ADR" or "Create a new DR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

Option 1: Promote the ADR

Click the CONTINUE button to promote the ADR to DR. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the PROMOTE button to promote the current ADR to the DR role.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

If you promote the ADR to be the DR, the new DR will retain any Agents they had as ADR by signing a revised Notice of Delegation.

Click image to expand

Option 2: Create a new DR

To create a new DR, fill in all required fields (as denoted by red asterisks), then click CONTINUE. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, to create a new DR, click CREATE.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

The new DR can add a new ADR and Agents.

Note that as soon as you create a new DR, the outgoing DR and any ADR or Agents will no longer be able to access data for this facility or supplier.

The DR must be an e-GGRT user. If the new DR is not currently a user, he or she should begin the e-GGRT User registration process immediately.

Change the ADR

Only the DR may change the ADR. To change the ADR, you may remove the current ADR, if there is one, without a replacement or create a new ADR.

Note that there can be only one ADR per facility or supplier. Select either "Remove the ADR" or "Create a new ADR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

Option 1: Remove the ADR

Click the CONTINUE button to remove the current ADR. If you remove the current ADR without a replacement, a new ADR can be added at a later date. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the REMOVE button. You will be prompted to sign a revised Certificate of Representation by entering your password and correctly answering the challenge question displayed. Note that upon signature, the outgoing ADR and his or her Agents (if any) will no longer be able to access data for this facility or supplier. Click the CANCEL button to cancel the change and return to the Facility Summary page.

Click image to expand

The screenshot shows the e-GGRT web interface for facility management. The user is logged in as 'Nadir Landfill' and is viewing the 'Change ADR' page. The page has a blue header with the EPA logo and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. The main content area is white with a light blue sidebar on the left containing 'e-GGRT Help' and 'Change DR and ADR'. The main content area has a title 'Nadir Landfill Facility Summary » Change ADR'. Below the title is a section titled 'CHANGE THE ALTERNATE DESIGNATED REPRESENTATIVE' with instructions: 'Choose the way in which you would like to change the existing Alternate Designated Representative (ADR):'. There are two options: 'Remove the ADR' (Remove the ADR without a replacement) and 'Create a new ADR' (Create a new ADR by entering their name, phone and email address. Only one ADR is allowed per facility). A red asterisk indicates a required field. Below this is a section titled 'COMPLETE THE ADR INVITATION' with instructions: 'Enter the new ADR's information in the form below and click the CONTINUE button. Upon EPA approval, e-GGRT will send the alternate representative an email invitation with instructions on how to accept their new role for this facility.' A warning states: 'Once this person becomes ADR, they will have access to all e-GGRT data on this facility or supplier, which may include Confidential Business Information.' Below this is a form titled 'NEW ADR' with fields for 'First Name *', 'Last Name *', 'Phone *', 'Email *', and 'Re-enter Email *'. At the bottom of the form are 'CONTINUE' and 'CANCEL' buttons. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FM2-1'.

Option 2: Create a new ADR

To create a new ADR, fill in all required fields, as denoted by a red asterisk, then click the SUBMIT button. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the CREATE button to create a new ADR. If you create a new ADR, upon EPA approval, e-GGRT will send the person an email with instructions on how to log in, accept the new role and sign the Certificate of Representation. The new ADR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Note that when you create a new ADR, the outgoing ADR and his or her Agents (if any) will no longer be able to access data for this facility or supplier.

The ADR must be an e-GGRT user. If the new ADR is not currently a user, they should begin the e-GGRT User registration process immediately.

Changing Agents

Add an Agent

To add an Agent for this facility or supplier, fill in the required fields (denoted by red asterisks), and click SUBMIT. To cancel the changes, click CANCEL and you will be returned to the Facility Summary page.

Click image to expand

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES > FACILITY SUMMARY

Hello, DR Nadir | My Profile | Logout

Nadir Landfill
Facility Summary » [Add an Agent](#)

ADD AN AGENT FOR THIS FACILITY

Create a new Agent : Create a new Agent by entering their name, phone and email address. As a DR or ADR you may have one or more Agents at each facility or supplier. *denotes a required field

COMPLETE THE AGENT INVITATION
Enter the Agent's information in the form below and click the CONTINUE button. Upon EPA approval e-GGRT will send the Agent an email invitation with instructions on how to login and accept the new role.

Once this person becomes an Agent, they will have access to all e-GGRT data on this facility or supplier, which may include Confidential Business Information.

NEW AGENT

First Name *

Last Name *

Phone *

Email *

Re-enter Email *

[CONTINUE](#) [CANCEL](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FM2-1

On the following page, you can create a new Agent by clicking CREATE. Next, e-GGRT will send a request to EPA to approve the Agent. After EPA approves the Agent, e-GGRT will send the new Agent an email that explains how to log in and accept the new role. After the Agent has accepted the invitation, you will receive an email notifying you to log in and sign the new Notice of Delegation.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

All Agents must be e-GGRT users. If the new Agent is not currently a user, he or she should begin the e-GGRT user registration process immediately.

Remove an Agent

To remove one or more Agents, select the Agent(s) you wish to remove and click REMOVE. If you remove one or more Agents, e-GGRT will require you to sign a revised Notice of Delegation. To cancel the changes, click CANCEL and you will be returned to the Facility Summary page.

Edit Facility Profile

Click image to expand

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES > FACILITY SUMMARY

Hello, DR Nadir | My Profile | Logout

Nadir Landfill
Facility Summary » [Edit Facility Profile](#)

E-GGRT FACILITY PROFILE
Depending upon your role, you can make changes to the facility information here.

Note: Clicking SAVE will create a new version of the Certificate of Representation which requires your electronic signature. If you did not make any changes, or would like to discard any changes, please use the CANCEL button. *denotes a required field

ADDRESS INFORMATION

Facility or Supplier Name *

Street Address *

City *

State *

Zip/Postal Code *

OWNERS AND OPERATORS

Owner or Operator *

[+ ADD Another Owner or Operator](#)

[SAVE](#) [CANCEL](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FM4-1

The DR and ADR may make changes to the facility or supplier profile. All fields are required, as denoted by red asterisks.

To remove a former owner or operator, click the red "X" beside the name. To add a new owner or operator, click the "+ADD Another Owner or Operator" link and fill in the resulting field. Note that at least one owner or operator is required.

If you make any changes to the facility or supplier profile, e-GGRT will require an update to the Certificate of Representation. If you change the facility or supplier name, e-GGRT will require an update to any affected Notices of Delegation. To electronically sign an updated Certificate of Representation or Notice of Delegation, return to the home page by selecting the HOME tab and select the appropriate action from the ACTION REQUIRED panel.

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or CBS.

To save the changes, click SAVE. Otherwise, click CANCEL and you will be returned to the Facility Summary page.

Edit Facility Profile (CBS)

Click image to expand

The screenshot shows the 'Edit Facility Profile' page in the e-GGRT system. The page is titled 'Nadir Landfill' and includes a navigation menu with 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. The main content area is divided into sections: 'E-GGRT FACILITY PROFILE', 'ADDRESS INFORMATION', and 'OWNERS AND OPERATORS'. The 'ADDRESS INFORMATION' section contains fields for 'Facility or Supplier Name', 'Street Address', 'City', 'State', and 'Zip/Postal Code', all marked with red asterisks. The 'OWNERS AND OPERATORS' section contains a field for 'Owner or Operator' and a '+ADD Another Owner or Operator' link. A 'Note' box explains that clicking 'SAVE' creates a new version of the Certificate of Representation. The page also includes a 'SAVE' button and a 'CANCEL' button. The footer contains the EPA logo, 'e-GGRT Electronic Greenhouse Gas Reporting Tool', and version information 'e-GGRT RY2010 7.9 | FM4-1'.

The DR and ADR may make changes to the facility or supplier profile. All fields are required, as denoted by red asterisks.

To remove a former owner or operator, click the red "X" beside the name. To add a new owner or operator, click the "+ADD Another Owner or Operator" link and fill in the resulting field. Note that at least one owner or operator is required.

If you make any changes to the facility or supplier profile, e-GGRT will require an update to the Certificate of Representation. If you change the facility or supplier name, e-GGRT will require an update to any affected Notices of Delegation. To electronically sign an updated Certificate of Representation or Notice of Delegation, return to the home page by selecting the HOME tab and select the appropriate action from the ACTION REQUIRED panel.

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or CBS.

To save the changes, click SAVE. Otherwise, click CANCEL and you will be returned to the Facility Summary page.