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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



The screenshot displays the e-GGRT Facility Summary page for 'Nadir Landfill'. The page is titled 'Facility Summary' and includes an 'E-GGRT FACILITY SUMMARY' section. It lists 'Designated Representative' as DR Nadir and 'Alternate Designated Representative' as ADR Nadir, both with 'CHANGE' buttons. The 'Facility Profile' section shows 'Facility Information' for Nadir Landfill at 123 Nadir Street, Vienna VA, 22181, with an 'EDIT' button. The 'Owners and Operators' section lists Nadir Inc. On the right, there is a 'Certificate of Representation' section showing 'Agent (for this facility)' as Joe Agent (Pending) for DR. There are 'Add Agent' and 'Remove selected' buttons. The page footer includes 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FM1-2'.

- 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 informations 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 'Change ADR' interface for a facility named 'Nadir Landfill'. The page is divided into two main sections. The first section, 'CHANGE THE ALTERNATE DESIGNATED REPRESENTATIVE', provides instructions on how to change the existing ADR. It offers two options: 'Remove the ADR' (without a replacement) and 'Create a new ADR' (by entering name, phone, and email). The 'Create a new ADR' option is selected, and the form fields are highlighted in green. The second section, 'COMPLETE THE ADR INVITATION', contains a form with the following fields: 'First Name *', 'Last Name *', 'Phone *', 'Email *', and 'Re-enter Email *'. The form is currently empty. At the bottom of the form are 'CONTINUE' and 'CANCEL' buttons. The page also features a navigation menu at the top, including 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. The footer includes '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

The screenshot shows the e-GGRT interface for adding a new agent. The page title is 'Nadir Landfill' and the breadcrumb is 'Facility Summary > Add an Agent'. A callout box explains: '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'. Below this, instructions state: '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.' The form fields are: First Name*, Last Name*, Phone*, Email*, and Re-enter Email*. At the bottom are 'CONTINUE' and 'CANCEL' buttons. The footer includes 'Paperwork Reduction Act Burden Statement | Contact Us' and '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

The screenshot shows the 'Edit Facility Profile' page for 'Nadir Landfill'. The page is titled 'E-GGRT FACILITY PROFILE' and includes a note: '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.' Below the note is a form with the following fields:

- Facility or Supplier Name* (Nadir Landfill)
- Street Address* (123 Nadir Street)
- City* (Vienna)
- State* (Virginia)
- Zip/Postal Code* (22181)
- Owner or Operator* (Nadir Inc)

At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A footer at the bottom of the page reads 'Paperwork Reduction Act Burden Statement | Contact Us' and '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

This is an expanded version of the screenshot above, showing the same 'Edit Facility Profile' page for 'Nadir Landfill'. The form fields and layout are identical to the first screenshot, including the 'SAVE' and 'CANCEL' buttons and the footer information.

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.