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 A printer-friendly version (pdf) (12 pp, 1,102K) 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.

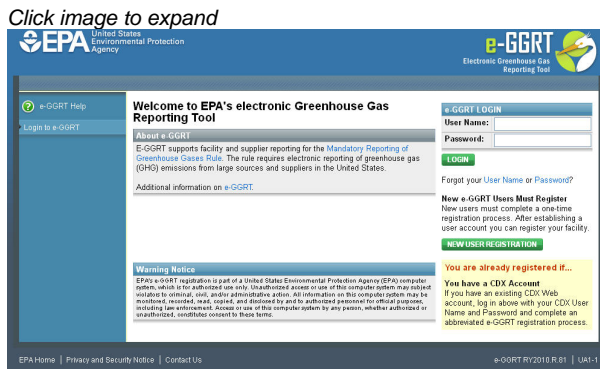
For more information addressing Basic User Registration please consider the following:

- [About User Registration](#)
- [Account Activation Pending](#)
- [Challenge Questions](#)
- [User Registration FAQs](#)
- [Electronic Signature Agreement](#)
- [Reporting Under Subpart LL & MM](#)
- [A User Profile](#)
- [Password Requirements](#)
- [Subpart W Facility Registration](#)
- [Overview of Security Questions](#)

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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 your CDX user name and password to login to e-GGRT: Enter your CDX user name and password and click the green LOGIN button and complete an abbreviated e-GGRT registration process. Note: As part of the e-GGRT user registration process, you will be prompted to print and submit an Electronic Signature Agreement for e-GGRT. The Electronic Signature Agreement that you submitted for CDX is NOT transferable to e-GGRT.

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 fifteen minutes of inactivity. e-GGRT will generate a 2-minute warning message before automatically ending your e-GGRT session. If your session is ended due to inactivity, any unsaved data on current page will be lost.

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 at least 60 days before the reporting deadline. 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. 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.

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Timeout Warning

Please note that all e-GGRT sessions end after fifteen minutes of inactivity. e-GGRT will generate a 2-minute warning message before automatically ending your e-GGRT session. If your session is ended due to inactivity, any unsaved data on current page will be lost.

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: May 31, 2016. The public reporting and recordkeeping burden for this collection of information is estimated to average 2.03 hours per response.

OMB Number: 2025-0003. Expiration Date: April 30, 2015. 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.

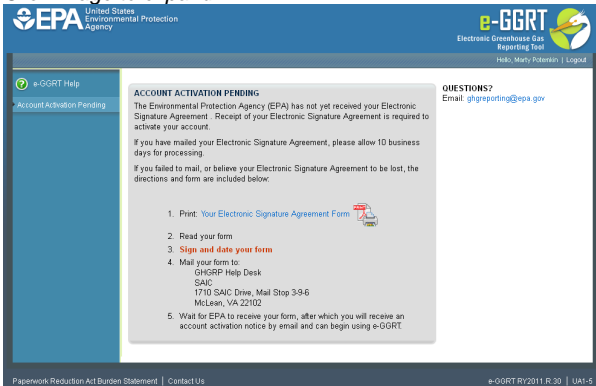
Electronic Signature Agreement

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



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.

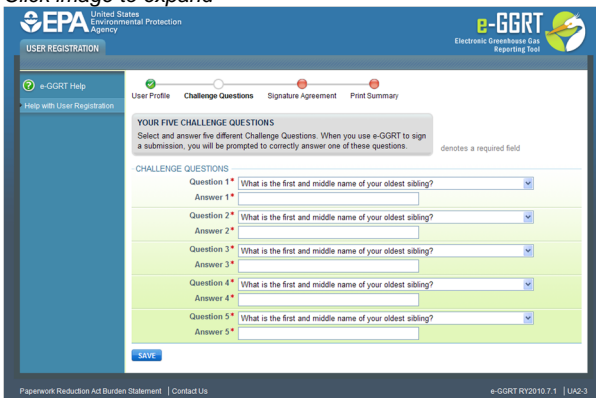
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See Also

[Processing Your Electronic Signature Agreement](#)

Challenge Questions

Click image to expand



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 use your electronic signature to submit your annual GHG report or other documents like a Certificate of Representation or a request to use Best Available Monitoring Methods.

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 security 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 security 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.
- Your password must contain at least one number, at least one uppercase letter, and at least one lowercase letter.
- Your password cannot start with a number.
- Your password cannot contain spaces or symbols (only letters and numbers).
- Your password cannot contain your user name.
- Your password cannot contain the word "password".
- When resetting your password, you should create a new password. You cannot use any of the 10 prior passwords for your account.

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

A: If e-GGRT tells you that your account is locked, follow the same procedure as described above for retrieving a lost or forgotten e-GGRT password. If you need further assistance, contact the e-GGRT Help desk.

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?](#)
- [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.

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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:

The address below accepts mail, certified mail, or courier services, and can be used for Electronic Signature Agreements (ESA) or any other correspondence:

GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
1-877-444-1188

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.

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.

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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. Electronic Signature Agreements from other systems (e.g., CDX, CAMD, etc.) are not transferrable to e-GGRT.

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:

The address below accepts mail, certified mail, or courier services, and can be used for Electronic Signature Agreements (ESA) or any other correspondence:

GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
1-877-444-1188

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

The address below accepts mail, certified mail, or courier services, and can be used for Electronic Signature Agreements (ESA) or any other correspondence:

GHGRP Help Desk
SAIC
1710 SAIC Drive, Mail Stop 3-9-6
McLean, VA 22102
1-877-444-1188

Reporting Under Subpart LL & MM

Suppliers of Petroleum Products (Subpart MM) and Suppliers of Coal-based Liquids (Subpart LL) must report the Greenhouse Gas (GHG) emissions that would result from the complete combustion or oxidation of the products they supply under EPA's Greenhouse Gas Reporting Program (GHGRP). These reporting requirements apply to all producers of these products as well as companies that import and export these products that meet the applicability requirements. For reporting years (RY) 2010 and 2011, GHG reports for these subparts were submitted in conjunction with EPA's Office of Transportation and Air Quality (OTAQ) in the DCFUEL application. After January 25, 2013 subpart LL and MM reporting (both RY2012 submissions as well as revisions to RY2010 or RY2011) will be submitted using the electronic Greenhouse Gas Reporting Tool (e-GGRT).

A User Profile

Click image to expand

The screenshot shows the 'e-GGRT User Registration' form. The form is divided into several sections: 'YOUR USER PROFILE', 'ADDRESS INFORMATION', 'CONTACT INFORMATION', and 'USER NAME & PASSWORD'. The 'YOUR USER PROFILE' section includes fields for Title, First Name, Middle Initial, Last Name, and Suffix. The 'ADDRESS INFORMATION' section includes Organization (Employer), Mailing Address Line 1, Mailing Address Line 2, City, State, Zip/Postal Code, and Country. The 'CONTACT INFORMATION' section includes Email, Do not enter Email, Phone Number, Phone Extension, and FAX. The 'USER NAME & PASSWORD' section includes User Name, Password, Confirm Password, and four Security Questions with corresponding answers. A red asterisk indicates required fields. The form also includes a 'SAVE' button and a 'Cancel' button.

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.
- Your password must contain at least one number, at least one uppercase letter, and at least one lowercase letter.
- Your password cannot start with a number.
- Your password cannot contain spaces or symbols (only letters and numbers).
- Your password cannot contain your user name.
- Your password cannot contain the word "password".
- When resetting your password, you should create a new password. You cannot use any of the 10 prior passwords for your account.

Security Questions/Answers: Your security questions and answers are used to authenticate you in situations where you have forgotten your user name or password. Please select a security question which has relevance to you and has an answer which is not easily guessed by others.

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See Also

[About User Profile](#)

[Change User Information](#)

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Password Requirements

- Your password must be 8 to 15 characters long.
- Your password must contain at least one number, at least one uppercase letter, and at least one lowercase letter.
- Your password cannot start with a number.
- Your password cannot contain spaces or symbols (only letters and numbers).
- Your password cannot contain your user name.
- Your password cannot contain the word "password".
- When resetting your password, you should create a new password. You cannot use any of the 10 prior passwords for your account.

Subpart W Facility Registration

Subpart W Facility Registration

- [Overview of Facility Registration](#)
- [Facility Naming Convention for Subpart W Reporters](#)
- [Co-located industry segments and dual purpose equipment](#)
- [Submitting Reports under a facility subpart and a supplier subpart](#)
- [Guidance for Subpart W \(Oil and Natural Gas Systems\) Reporters Completing Registration within e-GGRT \(PDF\) \(1 pg, 16K\)](#)
- [Guidance for Subpart W Reporters on "Facility Address" \(PDF\) \(1pg, 25K\)](#)

Overview of Facility Registration

In order to submit a Notice of Intent (NOI) or a request to use Best Available Monitoring Methods (BAMM) under subpart W for a particular facility, that facility must be registered in the e-GGRT system. Registration is accomplished using the Certificate of Representation (COR) form which is available in the e-GGRT system and is unique for each facility. A completed COR form includes information on the facility such as the identification of the facility, the address, a list of the owner(s) or operator(s), and the identification of the designated representative (DR) for that facility. This COR form must be signed by either the Designated Representative or the Alternate Designated Representative. Below you will find a screen snap for the e-GGRT screen used to record COR Data.

Click image to expand

ADDRESS INFORMATION	
Facility or Supplier Name*	MLH Production Inc 420 Fort Worth Syncline
Street Address*	123 Test Street
City*	Sandary
State*	Texas
Zip/Postal Code*	76020
OWNERS AND OPERATORS	
Owner or Operator*	MLH Production Inc
+ ADD Another Owner or Operator	
CAMD BUSINESS SYSTEM INFORMATION	
CBS FAC ID	N/A
CBS ORIS CODE	N/A
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

Facility Naming Convention for Subpart W Reporters

The petroleum and natural gas systems source category of the Greenhouse Gas Reporting Rule (GGRP) covers 8 industry segments; Offshore petroleum and natural gas production, onshore petroleum and natural gas production, onshore natural gas processing, onshore natural gas transmissions compression, underground natural gas storage, liquefied natural gas (LNG) storage, LNG import and export equipment, and natural gas distribution. Two of these eight industry segments have a unique definition of facility that is specifically defined in subpart W, namely the onshore petroleum and natural gas production industry segment and the natural gas distribution industry segment.

For the onshore petroleum and natural gas production industry segment, reporters must name their facilities based on the Hydrocarbon basins as defined by the American Association of Petroleum Geologists (AAPG) Provinces Codes as incorporated by reference into the final rule for Subpart W (75 FR 74488). This document can also be accessed at the [AAPG website](#). For example, an onshore petroleum and natural gas production facility should use the following convention to insure that facilities are named distinctly from other facilities operating in the same basin: Owner Name + Basin Code + Basin Name (for example, MLH Production Inc. 420 Fort Worth Syncline).

Similarly, the Natural gas distribution industry segment also has a unique definition of facility which requires a unique facility naming convention. For Natural gas distribution, reporters should use the name of their local distribution company (LDC), and append the state where that facility is located to the end of the facility name (for example, Bright Lights Energy Inc. Florida).

The remaining 6 subpart W industry segments; Offshore petroleum and natural gas production, onshore natural gas processing, onshore natural gas transmission compression, underground natural gas storage, liquefied natural gas (LNG) storage, and LNG import and export equipment are subject to the same facility definitions applied to other direct emitters (see [FAQ 10](#) for further detail) and should name their facilities using the facility name associated with their main mailing address.

The following list demonstrates the facility naming conventions for each of subpart W's industry segments:

Type of Subpart W Facility	Recommended Facility Name Format
Offshore petroleum and natural gas production	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
Onshore petroleum and natural gas production	<i>Owner Name+ Basin Code + Basin Name</i>
Onshore natural gas processing	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
Onshore natural gas transmission compression	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
Underground natural gas storage	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
Liquefied natural gas (LNG) storage	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
LNG import and export equipment	<i>Use standard naming convention from General Provisions – 98.3(c)(1)</i>
Natural gas distribution	<i>Name of LDC + state where that facility is located.</i>

Co-located industry segments and dual purpose equipment

There may be cases where a facility may report under more than one industry segment under subpart W, except for onshore petroleum and natural gas production and natural gas distribution, which have unique facility definitions. For collocated industry segments, which cannot occur in the case of onshore petroleum and natural gas production and natural gas distribution due to the requirements in 98.231(a). Reporters must determine the industry segment for which the majority of emissions occur and report all equipment within that industry segment for which there is a method defined. EPA recognizes that some data may not be reported where the obvious industry segment (e.g. processing plant) has one or a few producing wells inside the facility fence and the processing plant owner/operator does not have enough production emissions in the basin

surrounding the processing facility to meet the reporting threshold under onshore production. EPA concludes that such random missing data will not impact the overall inventory's ability to inform policy. Where a piece of equipment serves a dual purpose, such as a transmission compressor operating part time as a gas storage compressor, the rule requires this piece of equipment to be reported under the majority use industry segment. EPA concluded that most of the potential dual-purpose equipment will have the same emissions reporting requirements in either industry segment, so reporting under only one majority use segment will avoid double counting.

Submitting Reports under a facility subpart and a supplier subpart

Reporters who are reporting under both a direct emitter subpart and a supplier of greenhouse gas subpart, as in the example of a reporter who submits under both subpart W as a natural gas distribution facility and also under subpart NN as a local distribution company, may opt to select a separate DR for the supplier even if the operation happens to be the same company or location. Please see [FAQ 254](#) for further discussion.

Overview of Security Questions

Click image to expand



The screenshot shows the EPA e-GGRT Security Question Setup page. At the top, there is a navigation bar with 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. The EPA logo is on the left, and the e-GGRT logo is on the right. A central message box contains the following text: 'SECURITY QUESTION SETUP', 'IMPORTANT - Please read the following message!', 'EPA's Central Data Exchange (CDX) has implemented new, strengthened security measures that affect all e-GGRT account holders. To comply with the new security measures, please select three (3) security questions and provide answers to each. These questions will be used to assist you with account management activities (e.g., resetting or recovering your password) in the future.', and 'These new security questions and answers will replace your current e-GGRT "secret" question and answer.' Below the message box, there are three rows of 'Security Question' dropdown menus and 'Security Answer' text input fields. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

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These new security questions and answers will replace your current e-GGRT "secret" question and answer.

If you need additional assistance, contact the [GHGRP Help Desk](#).