Methane Challenge BMP Reporting User Guide

Reporting Season 2018 -- Data reported during Fall 2018

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1. Logging in to the e-GGRT Environment


![Figure 1. Login](image)

2. Enter your user name and password

   *Note:* If you are not a current e-GGRT user you will first need to create a user account. Click the NEW USER REGISTRATION button on the login page to begin. Please note that you will need to sign an electronic signature agreement (ESA); ESA processing can take up to 7 days, so you are encouraged to begin the process of registering a new account as soon as possible.
3. Click the LOGIN button. The e-GGRT home page will be displayed

![Figure 2. Home page](image)
2. Accepting an Invitation Code

2.a. Entering the Invitation Code

You will receive an email from eGGRT@ccdsupport.com with information regarding accepting your role as Implementation Manager for a Methane Challenge Partner. The email will contain an Invitation Code.

```
Invitation Code: 4802O-4ANBR
```

**Figure 3. Invitation Email**

1. On the e-GGRT home page, locate the “Accept an Invitation” panel.
2. Copy the Invitation Code from the email and paste the code in the field.

**Figure 4. Invitation Code**

3. Click the GO button. The Accept Invitation page will be displayed.

**Figure 5. Accept Invitation**
2.b. Accepting the Implementation Manager Role

1. In the Accept Invitation step, select the “Yes” radio button for the question “Do you accept this role?” then click the OK button.

![Accept Role: Yes](image1)

The Home tab will be displayed and you will be able to access your Methane Challenge Partner.

2. If you select “No”, you may use the same invitation code at a later time to accept the role.

![Methane Challenge Partners](image2)

*Note:* To return to the e-GGRT application for the Greenhouse Gas Reporting Program click the link in the yellow box--“Go to e-GGRT for GHG Reporting.”
3. Managing Your Partner Information

3.a. Editing Partner Information

To edit your Partner company’s information:

1. On the Home tab, click the MANAGE button.

![Figure 8. Manage Button](image1)

2. The Partner Summary page will be displayed. Click the EDIT button in the Partner Profile section.

![Figure 9. Edit Button](image2)
3. The Edit Partner Profile page will be displayed. Make any necessary changes, then click the SAVE button.

![Figure 10. Save Button](image)

3.b. Adding or Removing a Delegate

You may elect to add a Delegate to a Partner. A Delegate has the same privileges as an Implementation Manager, such as managing facilities or submitting reporting forms, with the exception that they cannot add or delete other Delegates. To add a Delegate:

1. On the Partner Summary page, select the add a delegate button:

![Figure 11. Add a Delegate](image)
2. The Add a Delegate page will be displayed. Enter the name and contact information for the individual and select CONTINUE to send an invitation email to the new Delegate.

![Figure 12. Entering Delegate Information](image)

3. On the Partner Management page, the new Delegate will be listed in the Delegate table. To accept their role, a Delegate should follow the same process described in the ‘2. Accepting an Invitation Code’ section above.

   *Note:* The Implementation Manager will receive an email confirmation when a Delegate has accepted their role.
4. Select Click for details to see a status information for your Delegates.

![Figure 14. Detailed Delegate Status Information](image)

5. To remove a Delegate that as accepted their invitation, select the Delegate in the table and select the Remove selected link.

![Figure 15. Removing a Delegate](image)

3.c. Confirming an “EPA Suggested” Facility

The Partner Summary page might list Greenhouse Gas Reporting Program (GHGRP) facilities that may be related to your Methane Challenge commitment(s). These facilities will have an Approval Status of “EPA Suggested”. To confirm facilities:

1. On the Home tab, click the MANAGE button.
2. The Partner Summary page will be displayed. EPA Suggested facilities will be listed in the Partner Facilities section. For each facility that is associated with your Methane Challenge commitment(s), click the CONFIRM button on that facility’s row.

![Figure 16. EPA Suggested Facilities]

The facility’s Approval Status will change to “Approved”.

![Figure 17. Approved Facility]

*Note:* If there are any EPA Suggested facilities that you do not confirm, you will not be able to download a pre-populated reporting form or submit data for those facilities until you return to the Partner Summary page and confirm them.

3.d. Adding a Facility

You may add facilities that are associated with your Methane Challenge commitment(s). These facilities may or may not be Greenhouse Gas Reporting Program (GHGRP) reporters.

3.d.i. Adding a Facility that is a Greenhouse Gas Reporting Program, Subpart W Reporter

To add a facility that reports GHG emissions to GHGRP:

1. On the Home tab, click the MANAGE button.
2. The Partner Summary page will be displayed. Click the link labeled “+ ADD a Facility” at the bottom of the page.

![Figure 18. Add a Facility Link]
3. The New Facility page will be displayed. For “Does this facility report greenhouse gas emissions in e-GGRT?” select the “Yes” radio button. Click the CONTINUE button.

**Figure 19. Report in e-GGRT: Yes**
4. The Add a Methane Challenge Facility page will be displayed. Enter the facility’s GHGRP ID in the GHGRP ID field. Click the CONTINUE button. If you do not know the facility’s GHGRP ID, you may search for the facility in the downloadable list.

![Figure 20. GHGRP ID](image-url)
5. The facility’s address information will be displayed. To continue, click the SAVE button. 
*Note*: The facility address is not editable. Changes to any GHGRP facilities will need to go through that program.

![Figure 21. Address Information](image)

6. The facility will be added to the list of Partner Facilities, with an Approval Status of “Pending EPA Approval”.

*Note*: EPA must approve your added Part 98 facility before you can download the facility-specific reporting form.

3.d.ii. Adding a Facility that is not a Greenhouse Gas Reporting Program Reporter

To add a facility that does not report GHG emissions to GHGRP:

1. On the Home tab, click the MANAGE button.
2. The Partner Summary page will be displayed. Click the ADD a Facility link at the bottom of the page.

![Figure 22. Add a Facility Link](image)
3. The New Facility page will be displayed. For “Does this facility report greenhouse gas emissions in e-GGRT?”, click to select the “No” radio button.

![Figure 23. Report in e-GGRT: No](image)

4. Click the CONTINUE button. The Add a Methane Challenge Facility page will be displayed, with several address fields to be completed.

![Figure 24. Facility Address Information](image)
5. Type information in the Facility Name, Street Address, City, and Zip/Postal Code fields. Select from the State dropdown list.

*Note*: If the facility does not have a physical street address, click in the checkbox labeled “No Street Address, use Latitude/Longitude”. The page will be refreshed and the Latitude and Longitude fields will be displayed. In the Latitude and Longitude fields, enter a single coordinate, in decimal format.

*Figure 25. Latitude and Longitude*

6. For Industry Segment, select the applicable radio button. This field is required and should align with the segment you have made commitments under in the Methane Challenge program.

*Figure 26. Industry Segment*
7. After entering the facility information, click the SAVE button. The facility will be added to the list of Partner Facilities.

3.e. Editing Facility Information

You can change information for a facility that you have added that does not report to GHGRP. For GHGRP facilities, you may view the information but cannot edit it.

To edit information for a facility:
1. On the Partner Summary page, click the EDIT button on the facility’s row.
2. The Edit page will be displayed. Make any necessary changes in the Address Information fields.

![EDIT METHANE CHALLENGE FACILITY](image)

**Figure 29. Edit Facility - Save Button**

3. Click the SAVE button. The changes will be saved.

3.f. Removing a Facility

If any EPA Suggested facilities are *not* associated with your Methane Challenge commitment(s), you can remove them from the list. To remove a facility from the Partner Facilities list:

1. Click the red “X” on the far right of the facility’s row.

![Partner Facilities - Delete Button](image)

**Figure 30. Partner Facilities - Delete Button**

2. A dialog box will be displayed, asking for confirmation. Click OK to proceed with the deletion. The facility will be removed from the list of Partner Facilities.
Note: If a Methane Challenge report has been submitted for a facility, the facility cannot be deleted. If you need to delete a facility for which a report has been submitted, please contact the Help Desk at GHGreporting@epa.gov.
4. Partner Reporting

Following is the general sequence for a Partner to report data using the Methane Challenge Reporting module:

- Select reporting year
- Download a reporting form for each facility
- Enter information in each reporting form
- Upload each reporting form to the system
- View any validation results
- Generate, review, and submit report

4.a. Selecting the Reporting Year

Any time you access the Reporting module, ensure the correct year is selected for the data you wish to report.

1. On the Home tab, click the REPORT button.

![Figure 31. Methane Challenge Home - Report Button](image1)

2. The Reporting Overview page will be displayed. At the top of the page, in the Reporting Year box, use the drop-down list to select the year for which you wish to report and click “Go”.

![Figure 32. Reporting Year Selection](image2)
4.b. Downloading a Pre-Populated Reporting Form

The system will generate a pre-populated reporting form for each facility. *Note:* You will not be able to download a reporting form for any EPA Suggested facilities that have not been confirmed, nor for any facilities that report to the GHGRP that you added as Methane Challenge facilities yourself if EPA has not yet approved them.

To download a facility’s reporting form:

1. On the Home tab, click the REPORT button.

2. The Reporting Overview page will be displayed. In the Facility Form Download and Reporting Summary section, click the DOWNLOAD link for a facility.

3. If your browser displays a prompt, click to Open or Save the file.

4. If Excel displays a prompt when you open the reporting form file, click the “Enable Editing” button.
4.c. Completing a Pre-Populated Reporting Form

Several cells in the reporting form will be pre-populated and locked to prevent editing, while other fields will be editable so that users can enter information.

Following is guidance for using reporting forms, specifically regarding color coding (from https://ccdsupport.com/confluence/display/help/Reporting+Form+Instructions):

The reporting forms contain blue input cells, gray informational cells, and black deactivated cells. Users should use blue input cells to enter all data specific to their facility, unit, or process. Gray informational cells contain parameter names, column and row headings, equation constants, subtotals, and other instructional items. As you progress through a reporting form, you may notice some blue input cells changing to black deactivated cells. Black deactivated cells are not applicable to the user based on previous data entries in the form. Users should not enter data into these cells. All cells that are not blue input cells are locked and cannot be modified or do not require data from the user.

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Blue input cell (data entry)</td>
</tr>
<tr>
<td>Gray</td>
<td>Gray informational cell (locked)</td>
</tr>
<tr>
<td>Black</td>
<td>Black deactivated cell (not applicable, no data required)</td>
</tr>
<tr>
<td>Red</td>
<td>Deactivated cell with data (data should be deleted)</td>
</tr>
</tbody>
</table>

4.c.i. Viewing Pre-Populated Cells

Open the reporting form to the “Facility Info” tab. The figure below shows an example. All fields on the Facility Info tab will be pre-populated. If the facility is a Part 98, Subpart W Reporter, the GHGRP ID Number field will also be pre-populated. These pre-populated cells are shaded gray, which indicates the contents cannot be edited. Industry Segment will be pre-populated based on the industry segment selected for the facility during facility registration. Participating Sources will be pre-populated based on the current commitment information EPA has for your organization. If the pre-populated commitment information does not match your records, please contact the Help Desk at GHGreporting@epa.gov.
4.c.ii. If Participating Sources Do Not Exist at the Facility

On the Facility Info tab of the reporting form, the industry segment and participating sources will pre-populate. If one (or more) of your participating sources does not exist at the facility, click the checkbox to the right of the source(s). This will update the formatting on the tab(s) corresponding to the source(s) that are not present and turn all data entry cells on the tab black. You do not need to fill out the tab(s) for source(s) that are not present at the facility.
4.c.iii. Entering Data in Input Cells

On the other tabs in the reporting form, enter information in the blue input cells. An example is shown in the figure below.

![Table Image](image_url)

**Figure 36. Fields to be Filled In**

Based on the type of information required, either type directly in the cell or select from the dropdown menu. You can press the Tab key on your keyboard to move the focus to the next data-entry field.

*Note:* If no data entry is required for a tab in the reporting form, the tab will have black deactivated cells and a statement in red: “This source is not required to be reported for the industry segment selected”.

4.c.iii.1. Data Quality Validations

Many cells in the reporting form require information to be in a specific format or within a certain range. In some cases, the spreadsheet will automatically format the entry, such as adding a decimal point. In other cases, a dialog box stating the nature of the discrepancy will be displayed when the user enters information that does not meet the data element’s parameters. For example, if the user types letters in a cell that requires a number, the spreadsheet will display a message such as “This value doesn’t match the data validation restrictions defined for this cell”. In another example, if the user enters a value outside the defined range, a dialog box will provide the accepted range, such as “Please enter hours between 0 and 8784”. Clicking the Cancel button in the dialog box will remove the incorrect entry from the cell.
4.d. Uploading a Completed Reporting Form

When you have finished entering data in a reporting form and are ready to upload it, follow these steps.

1. On the Home tab, click the REPORT button.
2. On the Reporting Overview page, click the Choose File button.

3. Navigate to and select the reporting form. Click the UPLOAD button.

If the reporting form contains any errors preventing successful upload, a Screen Errors section will be displayed on the page, listing errors that must be corrected in order for the file to be uploaded. The figure below shows an example.

![Screen Errors Example](image)
If the reporting form is successfully uploaded, the Uploaded File Name and Uploaded Date columns will be populated with file name and date. The Validation Messages column will contain “View” or “None”.

![Figure 39. Uploaded File Information](image-url)
4.e. Viewing Validation Files

If there are any validation messages for the uploaded file, the Validation Messages column in the Facility Form Download and Reporting Summary section will contain a link labeled “View”.

1. Click the View link.

2. The Validation Report page will be displayed, listing any validation messages. An example is shown in the figure below.

3. If you wish to make corrections to the reporting form:
   a) Open the reporting form file.
   b) Make the changes.
   c) Save the file with a different name than the previously uploaded file.
   d) On the Reporting Overview page, click the Browse button and navigate to the file.
   e) Click the UPLOAD button.

After all validation messages have been addressed, the Validation Messages column will display “None”.

![Figure 40. View Link](image)

![Figure 41. Validation Report](image)
Figure 42. Validation Messages: None

*Note:* You may submit a report that has validation messages if you have addressed the validation messages to your satisfaction.

4.f. Generating and Submitting Reports

When you have uploaded all reporting forms for your facilities on the Reporting Overview page and are ready to generate and submit your report:

1. Click the REPORT SUBMISSION button at the bottom of the page.

Figure 43. Report Submission Button
2. The Generate and Review page will be displayed. To continue, click the GENERATE REPORT button.

![Generate and Review page]

The report will be generated and its Status will change to “Ready for review”.

**Figure 44. Generate Report Button**

The report will be generated and its Status will change to “Ready for review”.
3. If you are ready to review the report, click the button labeled “Continue with Report Submission”. Additional sections will be displayed on the page: Review Reports, Verification Summary, and Submit Report.

![Figure 45. Continue with Report Submission](image-url)
4. In the Review Reports section of the screen, click the REPORT link or the XML link to review the generated report.

*Note:* If a Verification Summary is available for a reporting form, click the View link in the Verification Summary section of the screen to view the validation messages for that reporting form. You may submit a report that has validation messages if you have addressed the validation messages to your satisfaction.

5. When you are ready to submit the report, click the SUBMIT button.

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**Figure 46. Review Reports and Verification Summary**

**Figure 47. Submit Button**
The Confirmation page will be displayed, showing Submitted Date, Submitted By, and Confirmation Number. A confirmation email will also be sent to your email address on record.

![Confirmation Page](image)

**Figure 48. Confirmation Page**

The Reporting Overview page will show the status as “Submitted” and provide links to view the report.

![Report Submission Summary](image)

**Figure 49. Report Submission Summary**

4.g. Submitting a Revised Report

To submit a subsequent report (for example, after making changes to data and uploading a revised reporting form), follow these steps:

1. On the Reporting Overview page, click the REPORT SUBMISSION button.
2. On the Generate and Review page, click the GENERATE REPORT button or the REGENERATE button. The next version of the report, e.g., “Report v2”, will be generated and have Status of “Ready for review”.

3. Click the Continue with Report Submission button.

4. Review the report. View verification summaries, if any.

5. Click the SUBMIT button. The new report will be listed in the Report Submission Summary.

![Report Submission Summary](image)

**Figure 50. Report Submission Summary**

*Note: The system cannot accept files with the same names, so if revising a previously submitted form, please update the file name so it is unique.*