Reporting Form Instructions

Overview

This help page provides guidance for using Reporting Forms and e-GGRT to report GHG emissions and other required information for a subpart.

For each applicable subpart from the list below, users must report their facility's total emissions of each applicable GHG directly into e-GGRT and submit required supplemental data and information using Excel-based Reporting Forms which may be downloaded as described below. The Reporting Forms are meant to provide reporters with a simple and straightforward means for reporting required data and information for the subparts listed below and DO NOT ASSIST REPORTERS IN CALCULATING EMISSIONS:

- Subpart E - Adipic Acid Production
- Subpart F - Aluminum Production
- Subpart O - HCFC-22 Production and HFC-23 Destruction
- Subpart R - Lead Production
- Subpart S - Lime Manufacturing (CEMS users only)
- Subpart U - Miscellaneous Uses of Carbonate
- Subpart V - Nitric Acid Production
- Subpart Z - Phosphoric Acid Production
- Subpart BB - Silicon Carbide Production
- Subpart CC - Soda Ash Manufacturing
- Subpart EE - Titanium Dioxide Production
- Subpart GG - Zinc Production
- Subpart OO - Suppliers of Industrial Greenhouse Gases

> 🚫 **Facilities that use CEMS to calculate emissions must download, complete, and submit the CEMS Reporting Form in addition to the appropriate subpart-specific Reporting Form listed above. A separate CEMS Reporting Form must be completed for each applicable subpart.**

The general process for reporting under each of the listed subparts is essentially similar.

> ⚠️ Note: The Subpart Overview screen will differ slightly for each subpart. A screenshot from Subpart EE: Titanium Dioxide Production is provided below as an example.

Click image to expand

Step 1. Download a Reporting Form

To download the reporting form(s) for a subpart:

1. Find the subpart in the table below
2. Click the linked filename(s) in the second column
3. Save the file(s) to your computer in a location of your choosing
4. If your facility uses CEMS to calculate emissions under this subpart, you must also download a separate CEMS Reporting Form by clicking the CEMS Reporting Form.xls link at the bottom of the table
5. Repeat 1-4 for each applicable subpart (*note that multiple Reporting Forms may be required for Subparts O and OO*)

Subpart	Reporting Forms (click to download)	Current Release
E - Adipic Acid Production	Subpart E Reporting Form.xls	R.01
F - Aluminum Production	Subpart F Reporting Form.xls	R.01
O - HCFC-22 Production and HFC-23 Destruction	Subpart O Reporting Form.xls Subpart O Reporting Form_ONE TIME REPORT final.xls	R.01 R.01
R - Lead Production	Subpart R Reporting Form.xls	R.01
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only).xls	R.01
U - Miscellaneous Uses of Carbonate	Subpart U Reporting Form.xls	R.01
V - Nitric Acid Production	Subpart V Reporting Form.xls	R.01
Z - Phosphoric Acid Production	Subpart Z Reporting Form.xls	R.01
BB - Silicon Carbide Production	Subpart BB Reporting Form.xls	R.01
CC - Soda Ash Manufacturing	Subpart CC Reporting Form.xls	R.01
EE - Titanium Dioxide Production	Subpart EE Reporting Form.xls	R.01
GG - Zinc Production	Subpart GG Reporting Form.xls	R.01
OO - Suppliers of Industrial GHG	Subpart OO Reporting Form for Producers.xls Subpart OO Reporting Form for Importers and Exporters.xls Subpart OO Reporting Form_For Producers or Importers of F-GHGs that Destroy F-GHGs ONE TIME REPORT final.xls Subpart OO Reporting Form_For Facilities that Produce F-GHGs ONE TIME REPORT final.xls	R.01 R.01 R.01 R.01
Additional Reporting Forms	Reporting Forms (click to download)	Current Release
CEMS	CEMS Reporting Form.xls	R.01

Once all applicable Reporting Forms have been saved to your computer, open each file and enter the required information according to the general help provided below and the instructions provided within each Reporting Form. Always remember to save each completed Reporting Form when finished.

Reporting Forms General Help

The guidance provided in this section applies to all reporting forms. Additional subpart-specific guidance is provided within the reporting form(s) for each subpart.

Color Coding
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.

	Blue input cell (data entry)
	Gray informational cell (locked)
	Black deactivated cell (not applicable, no data required)

Stop and Warning Messages
The reporting forms will display a stop message if the user enters a value that is invalid or a warning message if the user enters a value outside the EPA-estimated range for a particular data element. For invalid data entries (such as text entered where numerical data is required), the stop messages will not allow the user to proceed, and the user must reenter valid data before moving forward. For data entries that are outside the EPA estimated range for a particular data element, the warning messages will alert the user but provide the option to continue if the user deems the entered value to be accurate.

Reporting Unit-Level Data for Multiple Units
For subparts where unit-level data are required, the reporting form will typically provide space to enter data for up to 10 processes or process units. If additional space is needed, additional copies of the form should be completed and submitted.

Subpart-Specific Form Instructions
Within each reporting form, two types of instructions are provided to guide users as they complete the form. General table instructions are provided above each table within the form. More specific instructions will appear in little yellow boxes when the user clicks in a blue input data cell.

Step 2. Submit Completed Reporting Forms to e-GGRT

⊖ **Please submit completed Reporting Forms ONLY. Please do not upload any other documents or data through the Reporting Form upload interface.**

To submit a completed reporting form to e-GGRT, find the 2.) UPLOAD COMPLETED FORM section of the Subpart Overview page and click the Browse button.

In the File Upload window that appears, locate and select the completed reporting form you wish to submit and click OPEN.

To submit this file to e-GGRT, complete the upload process by clicking the UPLOAD button on the Subpart Overview page.

For users submitting multiple reporting forms under a single subpart, repeat the upload process for each Reporting Form you wish to submit.

Step 3. Enter GHG Emissions Data

To submit GHG emissions data for a subpart, find the 3.) ENTER GHG DATA section of the Subpart Overview page and enter the identified GHG data in the provided text box.

When finished, click SAVE.

Validation Report

You can use the Validation Report to assist with the completeness and quality of your reporting data.

You should use the Validation Report to check your work. The Validation Report performs two types of checks:

- Data Completeness: Data that are required for reporting are missing or incomplete.

- Data Quality: Data are outside of the expected range of values.

You may view the Validation Report at any time.

> ⓘ Note that the Validation Report is intended to assist users in entering data, but it is not an indication that the reporter has entered all necessary information, nor is it an indication that the reporter is in compliance with part 98. Furthermore a negative finding on the validation report is not a guarantee that a data element was entered incorrectly.

See Also

Screen Errors
Subpart Validation Report