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Subpart A - General Provisions

 A printer-friendly version (pdf) (8 pp, 892K) of GHG reporting instructions for this subpart

Please select a help topic from the list below:

- [Using e-GGRT to Prepare Your Subpart A Report](#)
 - [Subpart A NAICS Codes](#)
 - [Subpart A U.S. Parent Companies](#)
 - [Standardization of Parent Company Names Style Guide](#)
 - [Standardization of Parent Company Names - Style Guide](#)
 - [Subpart A Additional Summary Information for this Facility](#)
- [Carry forward of data from previous submissions into RY2012 forms](#)
- [Subpart A Rule Guidance](#)
- [Subpart A Rule Language \(eCFR\)](#)

Additional Resources:

- [Part 98 Terms and Definitions](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Webinar Slides](#)

Using e-GGRT to Prepare Your Subpart A Report

Subpart A stipulates each facility or supplier is required to supply some basic facility or supplier level information for each reporting year, including the entering and reporting of relevant North American Industry Classification System (NAICS) codes and the entering and reporting of all highest-level United States parent companies.

This page provides an overview of subtopics that are central to Subpart A reporting:

- [Subpart A NAICS Codes](#)
- [Subpart A U.S. Parent Companies](#)
- [Subpart A Additional Summary Information for this Facility or Supplier](#)
- [Subpart A Validation Report](#)

If you previously reported for Reporting Year (RY) 2011, the Agency has carried some of your RY2011 data forward and entered it in your RY2012 forms to reduce the reporting burden. It is still your responsibility to review and ensure that all of the information in your submission is correct, but the Agency believes that most of the data which is carried forward is unlikely to change significantly from year to year. For more information about carry forward data, please see the [Carry forward of data from previous submissions into RY2012 forms help content](#).

The end of the page contains links you can use for more information on these topics.

Click image to expand

Subpart A NAICS Codes

For each NAICS code, Subpart A requires you to report the following data (see §98.3(c)(10)):

- NAICS Code
- The code's relevance to revenue producing activity. Choose Primary, Second Primary or Additional.

Subpart A U.S. Parent Companies

For each highest-level U.S. parent company, Subpart A requires you to report the following data (see §98.3(c)(11)):

- Parent company name
- Percentage of ownership
- Parent company address

For information on how to format parent company name(s), refer to the [Standardization of Parent Company Names - Style Guide](#).

Subpart A Additional Summary Information for this Facility or Supplier

Dates and Changes

Subpart A requires you to report the following data about your facility or supplier:

- The start date and end date for the information contained in the GHG report (see §98.3(c)(2)).
- A written explanation for any calculation methodology changes during the reporting year, including an explanation of why a change in methodology was required (see §98.3(c)(6) and §98.3(c)(e)), if applicable.

Best Available Monitoring Method (BAMM)

Subpart A requires a brief description of each "best available monitoring method" used, the parameter measured using this method, and the time period during which the best available monitoring method was used (see §98.3(c)(7)), if applicable. Please note that consistent with the final rule containing Confidentiality Determinations published in the Federal Register on May 26, 2011, and the accompanying memorandum titled, "Final Data Category Assignments and Confidentiality Determinations for Part 98 Reporting Elements," the information reported under 98.3(c)(7) has been determined to be either emissions data, and therefore available to the public, or not eligible for confidential treatment, and thus available to the public.

Please note: Only facilities or suppliers that have been approved by EPA to use BAMM or have automatically been granted BAMM under the rule should report the information described above. If your facility does not fall into one of these categories, you should not enter data in the BAMM fields.

Other Fields

A response of Yes or No answering the question "Do reported emissions include emissions from a cogeneration unit?" (see §98.3(c)(4)). If you are only reporting as a supplier listed in Table A-5 you should select "Not applicable because I am a supplier".



For the 2010 reporting year only, if your facility is reporting emissions from part 75 units (i.e., units that are subject to Subpart D and/or units that use the methods in 40 CFR 75 to quantify mass emissions in accordance with 98.33(a)(5)), please indicate if you separately calculate biogenic CO₂ emissions from these part 75 units (see §98.3(c)(12)). For reporting years 2011 and after this data element is not presented and thus is not required.

Subpart A Validation Report

The Validation Report assists with the completeness and quality of your reporting data.

We strongly encourage you to use the Validation Report to check your work. The Validation Report performs two types of checks:

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

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See Also

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Subpart A NAICS Codes

The text below describes how to add North American Industry Classification System (NAICS) codes. The process to edit an existing NAICS code is essentially similar.

Click image to expand

Starting on the Subpart A Overview page, click the link titled "ADD a NAICS Code".

To edit an existing NAICS code, click on the edit icon or the NAICS Code link, which is the first column in the NAICS CODES SUMMARY table. Edit the information as described above for adding a new NAICS code.

To delete an existing NAICS code, click on the delete icon, which is the last column in the NAICS CODES SUMMARY table.

Click image to expand

For each NAICS code, report the following data:

- Six-digit NAICS code
- The code's relevance to revenue producing activity. Choose Primary, Second Primary or Additional.

Each facility or supplier must report:

- The primary NAICS code representing the product/activity that is the principal source of revenue for the entity as defined in the NAICS 2007 manual
- Optionally, a second primary NAICS code if the entity has two distinct product/activities/services providing comparable revenue
- Additionally, all unique six-digit NAICS codes that describe the products/activities/services of the entity, but are not related to the principal source of revenue

Note: If you do not know the six-digit NAICS code, use the search feature at <http://www.census.gov/eos/www/naics/> to find the appropriate code. Please be sure to use the 2007 NAICS Search function.

When you are finished, click SAVE.

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Subpart A U.S. Parent Companies

Adding or Updating a Parent Company

The text below describes how to add Parent Companies. The process to edit an existing parent company is essentially similar. For information regarding the standardization of Parent Company Names please see the [Standardization of Parent Company Names - Style Guide](#).

Click image to expand

The screenshot shows the EPA e-GGRT Subpart A Overview page for Facility ABC (2011). The page is divided into several sections:

- NAICS CODES:** A table with columns for NAICS Code, Description, and Intolerance. The current entry is 39512, Polish and Other Sanitation Good Manufacturing, with a Primary intolerance.
- U.S. PARENT COMPANIES:** A table with columns for Parent Company, Address, and % of Ownership. The current entry is SAIC INTEGRATION TESTING LLC, 1400 North Track, Richmond, VA 20231, with 100.0% ownership.
- GHG report start date:** 01/01/2011
- GHG report end date:** 12/31/2011
- BATT use start date:** 01/01/2011
- BATT use end date:** 12/31/2011
- Do reported emissions include emissions from a cogeneration unit?** Yes

Starting on the Subpart A Overview page, click the link titled "ADD a Parent Company".

To edit an existing Parent Company, click on the edit icon or the Parent Company link, which is the first column in the U.S. PARENT COMPANIES SUMMARY table.

To delete an existing Parent Company, click on the delete icon, which is the last column in the U.S. PARENT COMPANIES SUMMARY table.

Adding a Parent Company using the Standardization of Parent Company Names dropdown

The Parent Company Name field uses an "auto-complete" feature to standardize submitted names. After typing 3 characters, matching results will appear. If you find the company you are entering, please select it. You may also enter a Parent Company not in EPA's standardized list; if so please refer to the [Standardization of Parent Company Names - Style Guide](#).

Click image to expand

For each highest-level United States Parent Company as of December 31 of the year for which data are being reported, report the following data:

- Parent Company Name
- Percentage of ownership interest
- Street address
- City
- State
- ZIP Code

Please note that the "percentage of ownership interest" values should add up to 100, once you have entered data for each highest-level US parent company.

When you are finished, click SAVE.

Click image to expand

EPA also provides the follow instructions for facilities or suppliers when reporting their parent company under various ownership structures specified in 98.3(c)(11).

Reporting Scenario	How to Report
The reporting entity is entirely owned by a single U.S. company that is not owned by any other company (e.g., it is not a subsidiary or division of another company)	Provide that company's legal name and physical address as the U.S. parent company and report 100 percent ownership.
The reporting entity is entirely owned by a single U.S. company which is, itself, owned by another company (e.g., it is a division or subsidiary of a higher-level company)	Provide the legal name and physical address of the highest-level U.S. company in the ownership hierarchy as the U.S. parent company and report 100 percent ownership.
The reporting entity is owned by more than one U.S. company (e.g., company A owns 40 percent, company B owns 35 percent, and company C owns 25 percent)	Provide the legal names and physical addresses of all of the highest-level companies with an ownership interest as U.S. parent companies, and report the percent ownership of each company.
The reporting entity is entirely owned by a foreign company	Provide the legal name and physical address of the foreign company's highest-level company based in the U.S. as the U.S. parent company and report 100 percent ownership.

The reporting entity is partially owned by a foreign company and partially owned by one or more U.S. companies	Provide the legal name and physical address of the foreign entity's highest-level company based in the U.S., along with the legal names and physical addresses of the other U.S. parent companies, and report the percent ownership of each company.
The reporting entity is owned by a joint venture or cooperative	The joint venture or cooperative is its own U.S. parent company. Provide the joint venture or cooperative's highest-level U.S. legal name and physical address as the U.S. parent company and report 100 percent ownership.
The reporting entity is a federally owned facility	Enter U.S. Government, and do not report physical address or percent ownership.
The reporting entity is a local (town, county) or state owned facility	Report the name and address of the state or local government as the parent company

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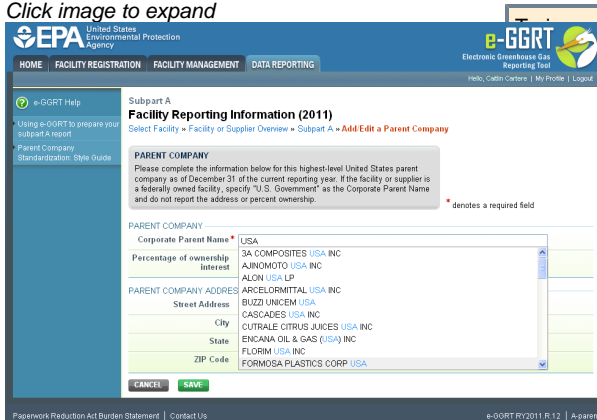
See Also

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Standardization of Parent Company Names - Style Guide

Reporters are required to enter the "Legal Name of United States Parent Company." EPA has defined U.S. parent company(s) as highest-level U.S. company(s) with an ownership interest in the reporting entity as of December 31 of the year for which data are being reported. Please select you facility's parent company from the pick-list provided. A screen snap of the parent company page is shown below:

Click image to expand



To improve the quality and utility of GHG data EPA has established guidelines for standardizing corporate parent names. As a first step EPA has established a pick list of corporate parents. The following 4 steps were taken to standardize the names of our parent companies including:
 1. All parent company names were standardized and research was conducted to verify the name submitted was the highest-level of the company in the U.S.
 2. All GHG reporters who also report to the Toxics Release Inventory (TRI), standardized parent companies were sourced from the TRI parent company database.
 3. For parent companies in sectors covered by the GHG reporting program only, parent companies were sourced from internet research.
 4. The list of Parent Companies with local government agencies (e.g., city, town, county government) was removed.

A list of the parent company names provided on this pick list can also be downloaded [using this link](#).

If your facility's parent company is not already on the parent company pick-list you will need to enter the parent company's name in e-GGRT. The following provides a "style guide" for parent company naming:

Remember to:

- Eliminate all periods
- Enter & instead of AND
- Use "North America" instead of NA

When reporting the Parent Company, use the terms displayed in the "Acronym" column of the table below:

Acronym	Definition
CORP	Corporation
ASSOC	Association

CO	Company
DIV	Division
INC	Incorp/Incorp./Incorporated
LP	Limited Partnership
LTD	Limited
LLC	Limited Liability Company
PTNR	Partnership
USA	United States of America
US	United States

Subpart A Additional Summary Information for this Facility

This topic provides a step-by-step description of how to enter Subpart A additional summary information about this facility on the Subpart A Overview page.

Click image to expand

Dates and Changes

Subpart A requires you to report the following data about your facility or supplier:

- The start date and end date for the information contained in the GHG report (see §98.3(c)(2)).
- A written explanation for any calculation methodology changes during the reporting year, including an explanation of why a change in methodology was required (see §98.3(c)(6) and §98.3(c)(e)), if applicable.

Best Available Monitoring Method (BAMM)

Subpart A requires a brief description of each "best available monitoring method" used, the parameter measured using this method, and the time period during which the best available monitoring method was used (see §98.3(c)(7)), if applicable. Please note that consistent with the final rule containing Confidentiality Determinations published in the Federal Register on May 26, 2011, and the accompanying memorandum titled, "Final Data Category Assignments and Confidentiality Determinations for Part 98 Reporting Elements," the information reported under 98.3(c)(7) has been determined to be either emissions data, and therefore available to the public, or not eligible for confidential treatment, and thus available to the public.

Please note: Only facilities or suppliers that have been approved by EPA to use BAMM or have automatically been granted BAMM under the rule should report the information described above. If your facility does not fall into one of these categories, you should not enter data in the BAMM fields.

Other Fields

A response of Yes or No answering the question "Do reported emissions include emissions from a cogeneration unit?" (see §98.3(c)(4)). If you are only reporting as a supplier listed in Table A-5 you should select "Not applicable because I am a supplier".



For the 2010 reporting year only, if your facility is reporting emissions from part 75 units (i.e., units that are subject to Subpart D and/or units that use the methods in 40 CFR 75 to quantify mass emissions in accordance with 98.33(a)(5)), please indicate if you separately calculate biogenic CO₂ emissions from these part 75 units (see §98.3(c)(12)). For reporting years 2011 and after this data element is not presented and thus is not required.

When you have entered the required information, click SAVE.

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