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# Subpart MM - Suppliers of Petroleum Products

A printer-friendly version (pdf) (5 pp, 604KB) of GHG reporting instructions for this subpart

Starting with Reporting Year (RY) 2012, Subpart MM reporters will report their Greenhouse Gas information through e-GGRT rather than through the DCFUEL Application in CDX. RY2012 reports are due April 1, 2013. Re-submissions of RY2010 and RY2011 reports will continue to be handled through the DCFUELS Application until January 25, 2013. After this date all reports and re-submissions of past years' data must be handled through e-GGRT. For more information please go to <http://www.epa.gov/ghgreporting/documents/pdf/2012/documents/Subpart-MM-Transition-factsheet.pdf>.

This page provides an overview of Subpart MM reporting through e-GGRT. More detailed information regarding the Subpart MM reporting can be found in the [Subpart MM Resource Page](#).

Once you have added Subpart MM to the list of subparts you will report under and clicked on the "Open" link next to Subpart MM you will see the following screen:

Click image to expand



## Subpart MM Reporting Form

EPA has developed a new subpart MM reporting form in MS Excel. While this form looks different than the forms previously used to submit data through CDX, the data elements to be reported remain the same. The new form is similar to reporting forms used by other industries which already report using e-GGRT. The new form will allow for electronic submittal and built-in data checks to give reporters immediate feedback on data quality during the data entry and submittal process.

A draft version of the updated reporting form for Subpart MM is available for testing and can be downloaded at [RY2012 Reporting Forms for Preview Testing](#). The new Subpart MM reporting form has been developed to correspond to the previous Subpart MM forms GHG101, GHG201, GHG301, GHG401, and GHG501. The previous Subpart MM form GHG601 is now reported in e-GGRT webforms and is not included in the reporting form. The table below provides a cross-reference between the tabs on the new form and the previous Subpart MM reporting form versions:

New Reporting Form Tab	Old Reporting Form
Tab 1. Measurement Method	GHG0101: Products by Measurement Method
Tab 2. Aggregate Products	GHG0201: Aggregate Petroleum Products, Natural Gas Liquids and Coal-to-Liquid Products
Tab 3. Total CO2 & Other Info	GHG0301: Total CO2
Tab 4. Blended Products	GHG0401: Blended Products that Do Not Contain Biomass
Tab 5. Crude Oil	GHG0501: Crude Oil Received
Subpart A Web forms in e-GGRT	GHG0601: Parent Company and NAIC codes

All facilities will use the Facility Details tab of the reporting form to identify the facility name, the type of facility, the GHGRP Facility ID, the reporting period, and any additional comments. For details on each of the tabs on the new Subpart MM reporting form, use the links below:

- [Subpart MM - Facility Details](#)
- [Subpart MM - Measurement Method](#)
- [Subpart MM - Aggregate Products](#)
- [Subpart MM - Total CO2 and Other Info](#)
- [Subpart MM - Blended Products](#)
- [Subpart MM - Crude Oil](#)
- [Subpart MM - Parent company and NAICS data using Subpart A](#)

## Completed Subpart MM Reporting Form

After you have successfully uploaded your completed Subpart MM reporting form, the page will be updated to reflect the file you have uploaded. The Subpart MM upload screen will show a summary of your reporting at the bottom of the page, as seen below.



**NOTE:** As shown in the screenshot below, it is possible for the Annual Mass of CO2 to be negative if exports exceed imports during the reporting period.

*Click image to expand*

The screenshot shows the EPA e-GGRT reporting interface for Subpart MM: Suppliers of Petroleum Products (2012). The page includes a navigation menu with 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The main content area is titled 'Subpart MM: Suppliers of Petroleum Products (2012)' and contains an 'OVERVIEW OF SUBPART REPORTING REQUIREMENTS' section. Below this is a 'SUBPART MM SUMMARY INFORMATION FOR THIS FACILITY' section with two main steps: '1) DOWNLOAD FORM' and '2) UPLOAD COMPLETED FORM'. The 'UPLOAD COMPLETED FORM' section includes a 'Browse...' button and an 'UPLOAD' button. A table below the upload section shows the status of uploaded files. The 'Annual mass of CO2 (metric tons)' is displayed as -60,369.0. A 'Subpart MM: View Validation' button is also present.

Uploaded File Name	Uploaded By	Date	Delete
Subpart+MM+Reporting+Form_v3_Complex_IMP-EXP.xls	M Huggert	February 14, 2013	X

If you attempt to upload a file but your file is not accepted by e-GGRT, it is generally because your file has a fatal flaw or is missing essential data. The reason why the file was not acceptable is displayed as a screen error on the upload page. For an example of a screen error message, please [click this link](#).

*Click image to expand*

The screenshot shows the e-GGRT interface for reporting Subpart MM. The 'SCREEN ERRORS' section is highlighted with a red oval and contains the following text:

- GHGRP ID. This data element is required and must be equal to the GHGRP ID for the facility.
- Reporting Period. This data element is required and must be equal to the expected reporting year.
- Type of Facility. This data element is required.

Below the errors, there are sections for downloading and uploading forms. The 'UPLOAD COMPLETED FORM' section includes a file upload area with a 'Browse' button and an 'UPLOAD' button. A table below shows no files found.

During the upload, e-GGRT will generate a validation report which will list potential deficiencies or issues with your reporting form. Click on the "Subpart MM: View Validation" link to review your validation report. An explanation of the validation report and the process for correcting validation issues prior to submission is presented in [Reporting Form Validation](#)

Once you have addressed the validation issues to the extent you believe necessary, and once you have completed any other applicable subparts, you must generate, review, certify, and submit your annual report as described in [How to Submit an Annual Report](#)

- [Subpart MM Resource Page](#)
- [Subpart MM Rule Language](#)

## Subpart MM - Facility Details

Please see the [Reporting Form Instructions](#) page for instructions on downloading the blank reporting form and uploading the completed reporting form.

**Fill out the general information table:**

- Facility Name is required.
- Type of Facility is required. (Select "Refinery" or "Importer/Exporter")
- GHGRP ID is required. (the GHGRP ID on the reporting form must match the facility ID in e-GGRT)
- Reporting Period is required. (for RY2012 this must be reported as "2012")
- The Comments field is optional. (include any comments relating to this facility)

**1.) Fill out the following table with general information about this facility:**

Facility Name:	
Type of Facility:	
GHGRP ID:	
Reporting Period:	2012
Comments: (optional)	



**Important:** You must select the type of facility before attempting to complete the remainder of the reporting form.

**Use the Workbook Navigation links to move between the tabs in the workbook.**





Sampling Standard Method Used	Enter sampling standard method used for Calculation Method 2, if used.
Carbon Share (mass %)	Enter the carbon share test results (mass %) for Calculation Method 2, if used.
Standard Method Used to Test Carbon Share	Enter standard method used to test carbon share for Calculation Method 2, if used.
Calculated CO2 Quantity Emission Factor	Enter calculated CO2 emission factor for Calculation Method 2, if used.
Calculated CO2 Quantity Emission Factor Units	Select unit of measure for the emission factor for Calculation Method 2, if used: metric tons CO2 per barrel, or metric tons CO2 per metric ton of product.
Density Test Results (metric tons/ barrel)	Enter density test results in units of metric tons per barrel for Calculation Method 2, if used.
Standard Method Used to Test Density	Enter standard method used to test density for Calculation Method 2, if used.

## Subpart MM - Total CO2 and Other Info

This page provides an overview of the "3. Total CO<sub>2</sub> & Other Info" tab on the Subpart MM reporting form.

Please see [Reporting Form Instructions](#) for instructions on downloading the blank reporting form and uploading the completed reporting form. The Total CO<sub>2</sub> & Other Info tab is applicable to refineries, importers, and exporters.

This worksheet replaces OTAQ Form GHG0301.

**If an Importer only, leave Exporter row blank. If an Exporter only, leave Importer row blank:**

- If you select Refinery as your facility type, the Importer and Exporter rows will be blacked out.
- If you select Importer/Exporter as your facility type, the Refinery row will be blacked out.

Reporter Type 98.396(b); 98.396(c)	Sum of CO <sub>2</sub> Quantity for All Products 98.396(a)(19); 98.396(b)(8); 98.396(c)(8)	Quantity of Bulk Natural Gas Liquids Received for Processing 98.396(a)(21)	Quantity of Bulk Natural Gas Liquids Units of Measure 98.396(a)(21)	Amount of Time that Missing Data Procedures Were Used (hours) for NGL Volume 98.3(c)(8)	Crude Oil Injected Into Supply/Reservoir, barrels 98.396(a)(22)	Amount of Time that Missing Data Procedures Were Used (hours) for Crude Volume 98.3(c)(8)
Refinery						
Importer						
Exporter						


The following table provides instructions for reporting each data element in the Total CO<sub>2</sub> & Other Info tab:

Sum of CO2 Quantity for All Products	Enter annual CO <sub>2</sub> emissions in metric tons (MT) that would result from complete combustion or oxidation of all products as calculated using 98.393(d). <u>INCLUDE CO2 from blended products reported on "4. Blended Products."</u> This value excludes CO2 from biomass based products.
Quantity of Bulk Natural Gas Liquids Received for Processing	<b>This is applicable only for refineries.</b> Enter bulk NGL product quantity received for processing in units specified.
Quantity of Bulk Natural Gas Liquids Units of Measure	<b>This is applicable only to refineries.</b> Select unit of measure for bulk NGLs received: barrels (BBL) or metric tons (MT).
Amount of Time that Missing Data Procedures Were Used (hours) for NGL Volume	<b>This is applicable only for refineries.</b> Enter time (hours) for which missing data procedures were used to estimate the quantity of NGL received for processing.
Crude Oil Injected Into Supply/Reservoir, (barrels)	<b>This is applicable only for refineries.</b> Enter quantity of crude oil (in barrels) injected into a crude oil supply or reservoir. Oil entering the refinery but not reported in 98.396(a)(2) or 98.396(a)(20) is not reported here.
Amount of Time that Missing Data Procedures Were Used (hours) for Crude Volume	<b>This is applicable only for refineries.</b> Enter time (hours) for which missing data procedures were used to estimate the crude quantity.

# Subpart MM - Blended Products

This page provides an overview of the "4. Blended Products" tab on the Subpart MM reporting form.

Please see [Reporting Form Instructions](#) for instructions on downloading the blank reporting form and uploading the completed reporting form.

The Blended Products tab is applicable to refineries, exporters, and importers where emissions associated with products supplied were calculated according to § 98.393  - Optional procedures for blended products that do not contain biomass.

This worksheet replaces OPAQ Form GHG0401.

There are two tables on this tab, the "Blended Products" table and the "Components of Blended Products" table. In the "Blended Products" table (first table), each row represents a single blended product.

In the "Components of Blended Products" table (second table), blending components are to be described for each blended product identified in the first table. The number of rows to be completed for each blended product stream in the second table corresponds to the number of blending components in the blended product.

## ***Instructions for reporters choosing to use the optional procedures for reported blended products that do not contain biomass per the requirements of 98.393(i):\****

If you choose to use the optional procedures for reporting blended products that do not contain biomass per the requirements of 98.393(i) you must report the following:

### Quantity of each blending component:

- Report the quantity of each blending component in Table 2 - Components of Blended Products on worksheet 4. Blended Products.
- **INCLUDE** this value in the "Product Annual Quantity" field on worksheet 2. Aggregate Products.

### CO2 Quantity associated with each blending component:

- Report the CO2 quantity that would result from complete combustion or oxidation of the blended product at the PRODUCT level in Table 1- Blended Products on worksheet "4. Blended Products". Do not report the CO2 quantity associated with components of this blended product in Table 2 - Components of Blended Products on "worksheet 4. Blended Products" or in the "Annual CO2 Quantity" field on worksheet "2. Aggregate Products".
- **DO NOT INCLUDE** the CO2 quantity for the blended product in the "Annual CO2 Quantity" field on worksheet 2. Aggregate Products.
- **INCLUDE** the CO2 quantity for the blended product in the "Sum of CO2 Quantity for All Products" field on worksheet "3. Total CO2 & Other Info"

### **Blended Products Table:**

Blended Products							
Unique ID	Is the product entering the facility or leaving the facility? 98.396(d)(1)(ii)	Blended Product Name 98.396(d)	Blended Product ID 98.396(d)	Annual CO <sub>2</sub> Quantity, MT 98.396(d)(1)(i)	<a href="#">Click Here for INSTRUCTIONS</a>	Amount of Time that Missing Data Procedures Were Used (hours) 98.3(c)(8)	Total Number of Blending Components 98.396(d)(2), 98.396(d)(3)
					Measurement Method 98.396(d)(2), 98.396(d)(3)		

### ***Instructions for reporting Measurement Method:\****

Indicate the standard method or industry standard practice used for your quantity measurements. You must be specific in your description so that EPA can adequately identify the standard method or industry standard practice. 40 CFR 98.394(a) specifies that for quantity measurements, you must use an appropriate standard method published by a consensus-based standards organization. Your description should include the name of the consensus-based standard organization. Such organizations include but are not limited to ASTM, ANSI, AGA, API, ASME and NAESB. Also include identification information such as the title of the specific method used (e.g. API Manual of Petroleum Measurement Standards Chapter 5.2; ASTM D1250-80(2002); ASME MFC-18M-2001; ASME MFC-22-2007). If no appropriate standard method exists, then you may use an industry standard practice. An industry standard practice is an approach to determine quantity that achieves a precision which most members of your industry would consider reasonable for the particular product, conditions, and circumstances. You may only use an appropriate industry standard practice to determine quantity if no standard method published by a consensus-based organization exists or would be appropriate to measure the particular product under the particular conditions and circumstances.

For products where quantity was determined under procedures for estimating missing data at 40 CFR 8.395, enter "MISSING-PRODUCT QUANTITY".

For additional instructions related to measurement method, see the Subpart MM Resources Page:



<http://www.epa.gov/ghgreporting/reporters/subpart/mm.html>

A delivery record itself is a record and not a quantity determination method or standard practice. The appropriate method or practice followed to determine the quantity cited in a delivery record must be reported. Third party verification is also not a quantity determination method or standard practice. The appropriate method or practice followed by the third party to determine quantity must be reported (e.g. bills of lading, invoices and custody transfers are not acceptable quantity determination methods or standard practices).

The following table provides instructions for reporting each data element in the Blended Products

Data Element	Instructions
Is the product entering the facility or leaving the facility?	For refineries, select "In" if the product is entering the refinery or "Out" if the product is leaving the refinery. For importer/exporter facilities, select "Import" if the product is being imported or "Export" if the product is being exported.
Blended Product Name	Enter the name for the blended product.
Blended Product ID	Unique identifier for each blended product.
Annual CO <sub>2</sub> Quantity, (MT)	Enter annual CO <sub>2</sub> emissions in metric tons (MT) that would result from complete combustion or oxidation of the blended product. (Not for individual blending components.) <u>This quantity is NOT included in the "Annual CO2 Quantity, MT" field in the Aggregate Products worksheet. This quantity IS included in the "Sum of CO2 Quantity for All Products" field in the Total CO2 and Other Info" worksheet.</u>
Measurement Method	Identify the standard method or industry standard practice used for the product quantity (See the detailed instructions on this help page for further information).
Amount of Time that Missing Data Procedures Were Used (hours)	Enter time (hours) for which missing data procedures were used to estimate the product quantity.
Total Number of Blending Components	Enter total number of blending components to be reported for the blended product.

**The Components of Blended Products Table:**

Identify each blending component for a blended product in a separate row in the second table below. For example, if your blended product is comprised of three individual components, you will enter "3" under "Total Number of Blending Components" in the first table, and enter three different rows in the second table. Each of the three rows in the second table would have the same "Blended Product ID" identifier and would be labeled "Blending Component Number" "1", "2", and "3".

Components of Blended Products					
Unique ID	Blended Product ID 98.396(d)	<a href="#">Click Here for INSTRUCTIONS</a>	Blending Component Name Code 98.396(d)(1)(i)	Blending Component Quantity Units of Measure 98.396(d)(1)(i)	Blending Component Quantity 98.396(d)(1)(i)
		Blending Component Number 98.396(d)(1)(i)			

The following table provides instructions for reporting each data element in the Components of Blended Products

Data Element	Instructions
Blended Product ID	Unique identifier for each blended product. Use the same IDs from the above table. This should match the Blended Product ID in the first table.
Blending Component Number	Unique identifier for each blending component, numbered sequentially. See instructions above the Components of Blended Products table on this page.



Data Element	Instructions
Batch Identifier	Enter a unique identifier for the batch
Crude Volume (barrels)	Enter volume of crude batch received, in barrels.
Amount of Time that Missing Data Procedures Were Used for Crude Volume (hours)	Enter time (hours) for which missing data procedures were used to estimate the crude volume.
API Gravity (°API)	Enter the volume weighted average API gravity of the crude batch, as calculated in 98.394(d)(3).
Amount of Time that Missing Data Procedures Were Used for API Gravity (hours)	Enter time (hours) for which missing data procedures were used to estimate the API gravity.
Sulfur Content (weight %)	Enter the volume weighted average sulfur content (weight percent) of the crude batch, as calculated in 98.394(d)(4).
Amount of Time that Missing Data Procedures Were Used for Sulfur Content (hours)	Enter time (hours) for which missing data procedures were used to estimate the sulfur content.
Crude Stream Name	Enter crude stream name, if known. If not known, enter 'NA'.
EIA Crude Stream Code	Enter EIA crude stream code. EIA stream codes are equal to or less than five alphanumeric characters. If not known or no appropriate EIA crude stream code exists, enter 'NA'.
EIA Country Code	Enter the 2 character EIA country code for foreign crude oil. Enter only if 'NA' was entered for EIA crude stream code and source of crude is foreign. If the crude is produced domestically or no appropriate EIA country code exists, enter 'NA'.
EIA State/ Production Area Code	Enter the EIA State/Production Area Code. Enter only if 'NA' was entered for EIA crude stream code and source of crude is domestic. If the crude is foreign or no appropriate EIA State/Production Area Code exists, enter 'NA'.
Country of Origin	Enter country of origin. Enter only if 'NA' was entered for EIA crude stream code, EIA county code, and EIA state/ production area code. If the country of origin is not known, enter 'NA'.