


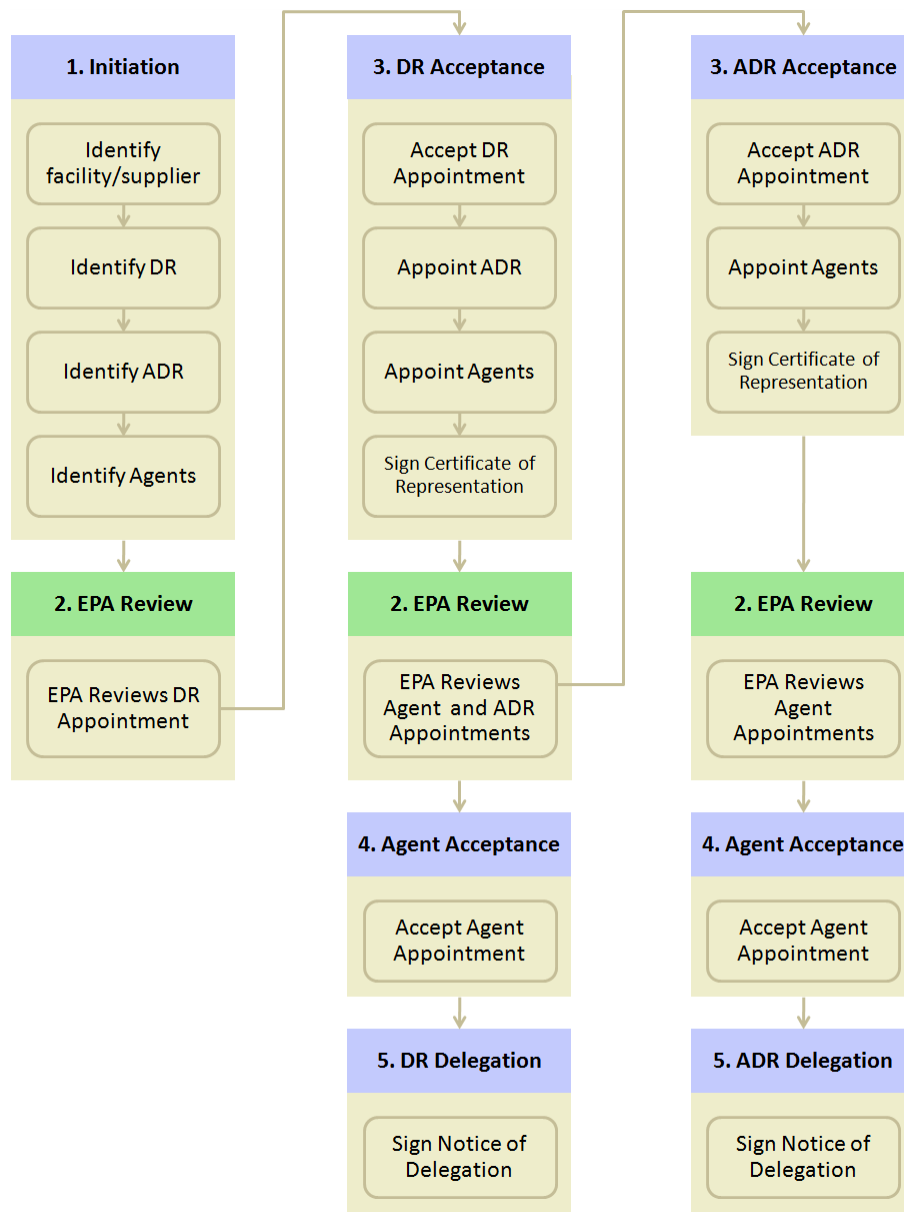
1. Facility Registration	2
1.1 About Facility Registration	3
1.2 Facility Search	6
1.3 Facility Information	7
1.3.1 Facility Changes	7
1.4 Identification of DRs, ADRs, and Agents	7
1.5 Acceptance of DR and ADR Appointment	9
1.5.1 CBI Warning	12
1.6 Acceptance of Agent Delegation	12
1.7 Notice of Delegation	12

Facility Registration

 A printer-friendly version (pdf) (13 pp, 3.4MB) of the Facility Registration

Facility and Supplier Registration

The diagram and the accompanying text below present an overview of the multi-step facility/supplier registration process for facilities or suppliers.



1. Initiation

Once you are an e-GGRT user, you can log in to e-GGRT to begin the facility/supplier registration process by clicking REGISTER A FACILITY from the e-GGRT Home Page. E-GGRT will ask you to complete a facility profile, including address and owner/operator information. You will begin by performing a zip code search to see if your facility or supplier is already in registered in e-GGRT.

After you identify the facility/supplier, you must then identify the Designated Representative (DR). All facilities and suppliers must have a DR in order to report. If you identify yourself as DR, EPA will send you an electronic invitation. If you identify someone other than yourself as DR,

e-GGRT will send that individual an electronic invitation to register as a user and accept the invitation.

You may also identify an Alternate Designated Representative (ADR) for the facility, but this is optional. When the DR accepts the appointment, the DR will have the opportunity to confirm or change the assignment of the ADR.

You may also identify one or more persons to be an Agent, but this too is optional. When accepting an appointment, the DR or ADR will have the opportunity to confirm or change the assignment of Agents.

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.

2. EPA Review

EPA will review all appointments and send the DR, ADR or Agent an email invitation containing an invitation code.

3. DR/ADR Acceptance

After receiving the invitation from EPA, the DR/ADR will need to log in to e-GGRT to accept his/her appointment. If this individual does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has received and approved the DR/ADR's Electronic Signature Agreement (ESA), the DR/ADR can then log in and enter his/her invitation code to accept (or reject) the appointment.

When accepting the appointment, the DR may appoint an ADR to act on his/her behalf. If the person registering the facility previously identified someone to be the ADR, the DR will be able to confirm this selection, choose a different person or select no one to be the ADR. Please note that a facility/supplier does not need to have an ADR.

Both the DR and the ADR may appoint one or more Agents to act on the representative's behalf. Please note that a facility does not need to have an Agent.

After accepting his/her appointment, the DR/ADR will review and electronically sign the Certificate of Representation, which establishes the DR/ADR's authority to certify, sign and submit annual Greenhouse gas (GHG) reports to EPA.

4. Agent Acceptance

After receiving the email invitation from EPA, the Agent will need to log in to e-GGRT to accept the appointment. The Agent must have an e-GGRT account to complete the e-GGRT user registration process. Once EPA has received and approved the Agent's Electronic Signature Agreement, the Agent can then log in and enter his/her invitation code to accept (or reject) the appointment.

5. DR/ADR Delegation

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation (NOD) that formally establishes the delegation.

Reporting Under Subparts LL or MM

Suppliers of Petroleum Products (Subpart MM) and Suppliers of Coal-based Liquids (Subpart LL) for reporting years (RY) 2010 and 2011, submitted GHG reports 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 e-GGRT.

[Back to Top](#)

About Facility Registration

About Facility Registration

Facilities and suppliers subject to the Greenhouse Gas Reporting Program (GHGRP), except for suppliers subject only to Subpart LL (Coal-based Liquid Fuels) and Subpart MM (Petroleum Products), must register online through e-GGRT. Applicability of the rule to your facility or operation depends on the Greenhouse gas (GHG) source categories located at the facility or supplier, the emission level of greenhouse gases and the production capacity. See the [General Provisions Info Sheet](#) for more information.

For help in assessing whether your facility or supply operation is required to report GHG emissions in e-GGRT, refer to the [Applicability Tool](#). Note that information tailored to suppliers and other affected entities can also be found there.

Facility registration is a one-time, multi-step process, potentially involving several individuals associated with the facility or supplier. All participants

in the facility registration process must first register as e-GGRT users.

User Roles

There are four roles in the GHGRP, as described below:

- **Designated Representative:** The DR is the individual who is responsible for certifying, signing and submitting reports and other information on behalf of the owners and operators of the facility/supplier. 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 in to e-GGRT to accept his/her appointment. The DR may then appoint (or confirm the appointment of) an Alternate Designated Representative (ADR) and one or more Agents who can act on his/her behalf. The DR will confirm these actions by signing an electronic Certificate of Representation.

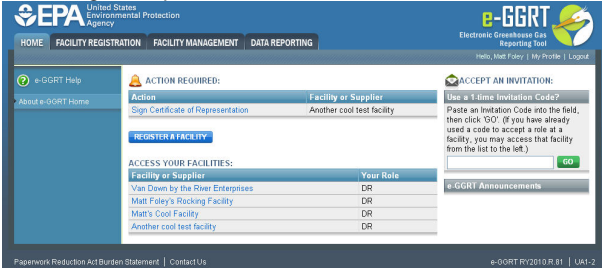
If the facility is required to report emissions data under 40 CFR 75, e.g. Clean Air Interstate Rule, the DR must be the same individual who has been appointed as DR under 40 CFR 75.

- **Alternate Designated Representative:** The ADR is an individual who is appointed by the DR to act on his/her behalf. After EPA reviews the DR’s appointment of the ADR, the ADR must log in to 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. The ADR will confirm these actions by signing an electronic Certificate of Representation.
- **Agent:** An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting reports on behalf of the facility/supplier. 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 role is for the sole purpose of setting up a facility. The Registrar does not gain access to any facility data after the initial setup and cannot edit the facility profile or enter data for annual GHG reports.

NOTE: There is no requirement to appoint an ADR or an Agent.

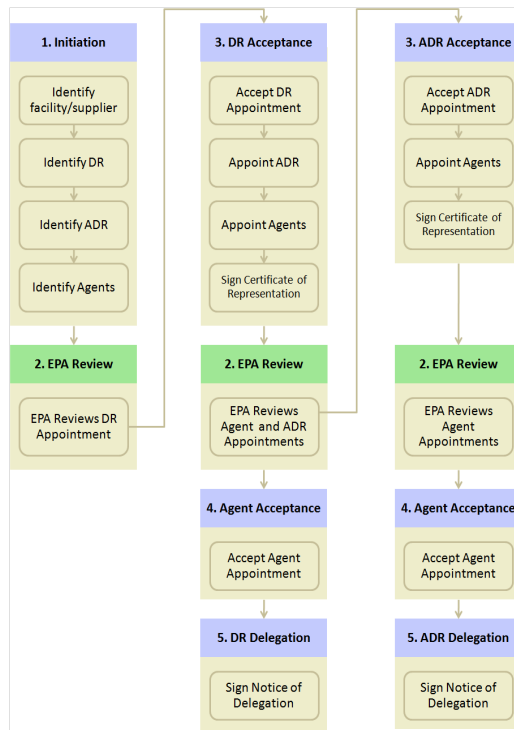
If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Click image to expand



The diagram and the accompanying text below present an overview of the multi-step facility registration process.

Click image to expand



1. Initiation

Once you are an e-GGRT user, you can log in to e-GGRT to begin the facility/supplier registration process. E-GGRT will ask you to complete a facility profile, including address and owner/operator information. You can search to see if your facility/supplier is already in e-GGRT.

After you identify the facility, you must then identify the DR. All facilities and suppliers must have a DR in order to report. If you identify yourself as DR, EPA will send you an electronic invitation after reviewing your submission. If you identify someone other than yourself as DR, e-GGRT will send that individual an electronic invitation to register as a user and accept the invitation.

You may identify another person to be the ADR for the facility, but this is not mandatory. When the DR accepts an appointment, the DR will have the opportunity to confirm or change the assignment of the ADR.

You may also identify one or more persons to be an Agent, but this too is not mandatory. When the DR or ADR accept his/her appointment, he/she will have the opportunity to confirm or change the assignment of Agents.

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.

2. EPA Review

EPA will review all appointments and send the DR, ADR or Agent an email invitation containing an invitation code.

3. DR and ADR Acceptance

After receiving the invitation from EPA, the DR/ADR will need to log in to e-GGRT to accept his/her appointment. If this individual does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the DR/ADR's user account, the DR/ADR can then enter his/her invitation code to accept (or reject) the appointment.

The DR may appoint an ADR to act on his/her behalf. If the person registering the facility/supplier previously identified an ADR, the DR will be able to confirm this selection, choose a different person or select no one to be the ADR. Please note that a facility/supplier does not need to have an ADR.

Both the DR and the ADR may appoint one or more Agents to act on his/her behalf. Please note that a facility/supplier does not need to have an Agent.

After accepting his/her appointment, the DR/ADR will review and electronically sign the Certificate of Representation (COR), which establishes the DR/ADR's authority to certify, sign and submit annual GHG reports to EPA.

Each facility/supplier must have a complete Certificate of Representation in order to submit the annual GHG report to EPA. The deadline for submitting the Certificate of Representation is at least 60 days before the reporting deadline.

4. Agent Acceptance

After receiving the invitation from EPA, the Agent will need to log in to e-GGRT to accept his/her appointment. If the Agent does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the Agent's user account, the Agent can then enter his/her invitation to code to accept (or reject) the appointment.

5. DR/ADR Delegation

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation (NOD) that formally establishes the delegation.

[Back to Top](#)

Facility Search

Click image to expand

The screenshot shows the e-GGRT Facility Search page. The page has a blue header with the EPA logo and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. The main content area is white with a blue sidebar on the left. The sidebar contains links for 'e-GGRT Help' and 'Facility Search'. The main content area has a search bar with '50001' entered. Below the search bar, there is a table of search results. The table has three columns: 'GHGRP ID', 'Facility or Supplier Name', and 'Address'. The results show '50005' for 'JIMMY'S COUNTRY STATION' with the address '16420 RTE 173 ALDEN, IL 60001'. Below the table, there is a '+ADD a New Facility' link.

GHGRP ID	Facility or Supplier Name	Address
50005	JIMMY'S COUNTRY STATION	16420 RTE 173 ALDEN, IL 60001

Before entering a new facility or supplier, search by ZIP Code (required field) to see if your facility or supplier is already registered in e-GGRT. After the search has returned a list of facilities, if you find the facility or supplier you want to register, it should not be registered again. Click on the facility name to get more information about who registered it and when.

Click image to expand

The screenshot shows the e-GGRT Facility Search page with a message that the facility or supplier is already registered. The message says: 'FACILITY OR SUPPLIER IS ALREADY REGISTERED. The Facility or Supplier you selected is already registered or in the process of being registered. BICOOK TEST SUPPLIER #2 LLC, 222 Test Ave. NW, TEST, 20010. Registration was performed and submitted by Brian Cook on 2011-05-26 10:29:48.0. If you believe you received this message in error, or have questions, please contact the e-GGRT Help Desk at ghgrp@epa.gov or by calling 1-877-444-1186, Monday through Friday during regular business hours.' Below the message, there are links for 'BACK TO SEARCH' and 'QUIT'.

After searching by ZIP code, if you do not find the facility or supplier you want to register, you can initiate registration by clicking the +ADD a New Facility link just below the search results.

If you add a new facility or supplier and e-GGRT detects a potential match already in the system, it will display the potential match. If the facility or supplier displayed is the one you intend to register, select "Yes" for the question "Is the facility above the one you are attempting to register?" If it is not, select "No". Click the NEXT button to continue.

Click image to expand

[Back to Top](#)

Facility Information

Click image to expand

If you are registering a facility or supplier, you may edit the information for the facility or supplier using this page.

If you have selected a facility from the search results, e-GGRT sets the fields using values from the EPA Facility Registry System (FRS).

You must complete required fields including at least one owner or operator name before clicking NEXT. You may add more than one owner or operator by clicking the “+ ADD Another Owner or Operator” link. To delete an owner or operator that you have added, click the red “X” beside the name. Click BACK to return to the search results page.

If your facility does not have a street address, provide a comma delimited WGS84 'latitude, longitude' coordinate pair with decimal degrees to four places or better. A recreational-grade GPS system gives that level of accuracy. Alternatively, you may use an online satellite view, such as Google maps, by zooming in, right-clicking on your facility and selecting 'What's Here?'. The search text box will display the 'latitude, longitude' coordinates for the selected location up to six decimal places. For a large facility without a street address, use the coordinates of the front entrance.

Please indicate Yes to the question ‘This Facility reports to EPA via CAMD Business System (CBS)’ only if the facility is currently reporting emissions to EPA under 40 CFR part 75, e.g., Acid Rain Program or CAIR.

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or the CAMD Business System.

[Back to Top](#)

Facility Changes

If you make any changes to the facility name or address, e-GGRT will send the changes to the EPA Facility Registry System (FRS), but e-GGRT will not send these or other facility profile changes to other EPA systems such as CDX or the CAMD Business System.

Identification of DRs, ADRs, and Agents

Designated Representative - Part 98 requires each facility and supplier to have one and only one Designated Representative (DR), who shall be responsible for certifying, signing, and submitting GHG reports. If the facility is required to submit reports under 40 CFR 75, the same individual shall be the Designated Representative under both Part 75 and Part 98. The Designated Representative is an individual selected by an agreement binding on the owners and operators of the facility or supplier to meet the requirements of Part 98.

Alternate Designated Representative - Part 98 allows the facility or supplier to designate one Alternate Designated Representative (ADR), who shall be an individual selected by an agreement binding on the owners and operators, and may act on behalf of the designated representative, of such facility or supplier.

Agent - A DR or ADR may delegate his or her authority to one or more individuals, known as Agents, to submit an electronic GHG report.

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.

An important part of facility registration is to use e-GGRT to identify for a facility or supplier the DR, optional ADR, and one or more Agents. The following subsections describe how to identify the DR, optional ADR, and one or more Agents for your facility or supplier.

Step 1: Identify the DR and Optional ADR

Click image to expand

The screenshot shows the EPA e-GGRT Facility Registration interface. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and ABOUT REGISTRATION. The main content area is titled "Nadir Landfill" and shows a progress bar with steps: Search, Facility Info, Appoint DR & ADR (current step), Setup Agents, and Confirm & Submit. Below the progress bar, a section titled "WHO ARE THE DR AND ADR?" explains the roles of the Designated Representative (DR) and Alternate Designated Representative (ADR). It states that each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR. After EPA reviews the registration, e-GGRT will send an email invitation to the DR and ADR with instructions on how to accept their role for this facility. A red asterisk denotes a required field. Below this, there are two sections: "DESIGNATED REPRESENTATIVE (DR)" and "ALTERNATE DESIGNATED REPRESENTATIVE (ADR)". Each section has a radio button to select "Who will be the [DR/ADR] for this Facility?" with options: "I will be the [DR/ADR]", "I want to appoint a [DR/ADR]", and "There will be no [DR/ADR] (Note: ADRs can be appointed after registration)". Each section also has input fields for First Name, Last Name, Middle Initial, Phone, Email, and Re-enter Email. At the bottom, there are "BACK" and "NEXT" buttons. The footer includes links for Paperwork Reduction Act Burden Statement and Contact Us, and the text "e-GGRT RY2010 7.9 | FR1-10".

E-GGRT lets you name yourself or someone else as the DR. To name yourself, select "I will be the DR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a DR", then provide the name, telephone number and email address of that person.

E-GGRT lets you name yourself or someone else as the ADR, or name no ADR. To name yourself, select "I will be the ADR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a ADR", then provide the name, telephone number and email address of that person. To appoint no one, select "There will be no ADR".

When you are finished, click NEXT.

Step 2: Identify One or More Optional Agents

Click image to expand

E-GGRT lets you name one or more Agents for each facility or supplier. To add an Agent, click the link titled "Add An Agent", then provide the Agent's name, telephone number, and email address, then click SAVE. Repeat this for each Agent. When finished, click NEXT.

Facility Registration Summary

Step 3: Review Facility Summary

Click image to expand

When you have finished, review the information you entered, then click SUBMIT REGISTRATION.

[Back to Top](#)

Acceptance of DR and ADR Appointment

Click image to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

ABOUT REGISTRATION FACILITY SETUP VERIFICATION **ACCEPT ASSIGNMENT**

e-GGRT Help

Acceptance of DR and ADR Appointment

Nadir Land Fill

Confirm Sign COR Approve Agents

ARE YOU THE DESIGNATED REPRESENTATIVE?

EPA requires each Facility and Supplier to have one, and only one, Designated Representative (DR) to certify submissions. The DR may choose an Alternate Designated Representative (ADR) and may delegate authority to one or more Agents to submit reports.

If you accept the role, you will digitally sign and submit a Certificate of Representation in the screens that follow. * denotes a required field

You have been identified by James Allen as the Designated Representative (DR) for:

Nadir Land Fill
123 Nadir Street
Vienna VA, 22181

Do you accept this appointment? ☐ Yes ☐ No

If you do not accept, please explain:

James Allen suggested the following person as your Alternate Designated Representative for this facility:

ADR Nadir
800-222-2222
grantja@sarc.com

Do you confirm the ADR appointment? ☐ Yes ☐ No — change the ADR appointment ☐ No — do NOT appoint an ADR at this time

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FR3-4

After a facility is registered and you are identified as a DR, EPA will review your information and send an email invitation that contains a code. When you receive the email go to the e-GGRT homepage and login. Copy and paste the invitation code in the “ACCEPT AN INVITATION” panel and click the “GO” button. On the next pag that appears, a field will be displayed for you to choose to accept or decline the appointment by selecting either “Yes” or “No” for the question “Do you accept this appointment?” If you decline, you must enter an explanation, which will be emailed to the person who registered the facility or supplier.

DR Accepts Appointment

When accepting the appointment, the DR may appoint an ADR to act on his/her behalf. If the person who registered the facility previously identified someone to be the ADR, the DR will be able to confirm this selection, choose a different person by editing the ADR appointment, or select no one to be the ADR. Please note that a facility or supplier does not need to have an ADR. This information is reviewed by EPA and they send out an email notification to the ADR. This notification is sent after the DR has signed the Certificate of Representation (COR) and contains the invitation code to be used for the ADR to accept the invitation. Once the ADR has accepted the invitation they can now access facility information.

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.

Click image to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

ABOUT REGISTRATION FACILITY SETUP VERIFICATION **ACCEPT ASSIGNMENT**

e-GGRT Help

Acceptance of DR and ADR Appointment

Nadir Landfill

Confirm Sign COR Approve Agents

YOUR ELECTRONIC SIGNATURE

Your electronic signature is required on the Certificate of Representation. Please enter your password and answer your challenge question. * denotes a required field

Certificate of Representation

FACILITY OR SUPPLIER INFORMATION

Facility or Supplier Name: Nadir Landfill

Address: 123 Nadir Street
Vienna VA, 22181

Owners and Operators: Nadir Inc.

[EDIT Facility Information](#)

REPRESENTATIVE INFORMATION

Designated Representative: DR Nadir
123 Nadir Street
Vienna VA, 22181
800-333-4444
grantja@sarc.com

Alternate Designated Representative (appointed): ADR Nadir
800-222-2222
grantja@sarc.com

CERTIFICATION STATEMENTS

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 88 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator (of EPA) or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the designated representative or alternate designated representative, as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

PASSWORD

Password:

CHALLENGE QUESTION

What year and model? (yyyy-mm) was your first car? **SUBMIT**

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FR3-7

The DR may also edit the facility or supplier information by clicking the “EDIT Facility Information” link. Note that facility name and address appear on the Certificate of Representation. Please confirm that the facility profile information is correct.

Click image to expand

After accepting his/her appointment, the DR will review and electronically sign the Certificate of Representation, which establishes the DR's authority to certify, sign and submit annual GHG reports to EPA. Please review the certification statements that are displayed. These are the same certification statements that are stated in section 98.4 of the GHG Mandatory Reporting Rule. Your electronic signature consists of two steps. First, enter your password and click the SUBMIT button. Next, enter the correct answer to the challenge question displayed. To sign the Certificate of Representation, click SUBMIT.

An email invitation will be sent to the ADR if one was appointed.

Click image to expand

The DR may appoint one or more Agents to act on his/her behalf. Please note that a DR does not need to have an Agent for a facility. After the DR approves an Agent, an email invitation will be sent to the Agent appointed. After an Agent accepts an email invitation, the DR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation (NOD) that formally establishes the delegation.

Click image to expand

Please print the Certificate of Representation after you have signed it for your records. To view this document, click on the blue "Your Certificate of Representation" link. Your computer must have a PDF viewer to view this document. [Here is more information about PDF file viewers.](#)

ADR Accepts Appointment

After accepting his/her appointment, the ADR will review and electronically sign the Certificate of Representation, which establishes the ADR's authority to certify, sign and submit annual GHG reports to EPA. Your electronic signature consists of entering your password and the correct answer to the challenge question displayed. Click the SIGN button to sign the Certificate of Representation.

Please print the Certificate of Representation after you have signed it for your records. To view this document, click on the blue "Your Certificate of Representation" link. Your computer must have a PDF viewer to view this document. [Here is more information about PDF file viewers.](#)

The ADR may appoint one or more Agents to act on his/her behalf. Please note that a facility or supplier does not need to have an Agent. After

the ADR approves an Agent, an email invitation will be sent to the Agent appointed. After an Agent accepts an email invitation, the ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation that formally establishes the delegation.

Each facility or supplier must have a complete Certificate of Representation in order to submit the annual greenhouse gas report to EPA.

[Back to Top](#)

CBI Warning

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.

Acceptance of Agent Delegation

Click image to expand

The screenshot shows the e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. The header includes the EPA logo and navigation links like HOME, FACILITY REGISTRATION, and FACILITY MANAGEMENT. The main content area displays a message: "YOU HAVE BEEN NAMED AS AN AGENT. You have been identified to be an Agent for a Representative of the facility or supplier shown above. If you accept this role, the Representative will be notified." Below this, it states "You have been identified by DR Nadiv to be their Agent for:" followed by the facility details: "Nadiv Landfill, 123 Nadiv Street, Vienna, VA 22181". A question "Do you accept this role?" is followed by radio buttons for "Yes" and "No". A text box for "If you do not accept, please explain:" is also present. A "NEXT" button is at the bottom left. The footer contains "Paperwork Reduction Act Burden Statement | Contact Us" and "e-GGRT RY2010 7.9 | NC12-2".

An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting reports on behalf of the facility or supplier. After 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.

When responding to an invitation to become an Agent for the DR or ADR for a facility or supplier, you have the choice to accept or decline the appointment by selecting "Yes" or "No" for the question "Do you accept this delegation?" If you decline, you must enter an explanation, which will be emailed to the representative who appointed you.

To continue click NEXT.

After you have successfully accepted an Agent delegation, you may print the page for your records.

[Back to Top](#)

Notice of Delegation

Click image to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT

MY FACILITIES | [e-GGRT Help](#) | [Acceptance of DR and ADR Appointment](#)

Nadir Landfill
Facility Summary • [Sign Notice of Delegation](#)

SIGN YOUR REVISED NOTICE OF DELEGATION
Your electronic signature is required on the Notice of Delegation because of a change that was made to the facility, representative, or agent information. The current information is listed below.

Please review this information, enter your password, and answer your challenge question to sign and submit the updated Notice of Delegation. * denotes a required field

Notice of Delegation

Applicable Facility or Supplier	Nadir Landfill
Designated Representative (DR)	DR Nadir 123 Nadir Street Vienna VA, 22181 800-333-4444 grantja@saic.com
Agent	Agent Nadir 123 Nadir Street Vienna VA, 22181 800-666-6666 grantja@saic.com
Signature Date	2010-11-29 14:32:03

CERTIFICATION STATEMENTS

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation and of a type listed, and for a facility or supplier designated, for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as applicable, and before this notice of delegation is superseded by another notice of delegation under § 98.4(m)(3) shall be deemed to be an electronic submission certified, signed, and submitted by me.

Until this notice of delegation is superseded by a later signed notice of delegation under § 98.4(m)(3), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under § 98.4(m) is terminated.

PASSWORD

Password *

CHALLENGE QUESTION

What is your favorite TV *

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT R02010.7.0 | P03-1

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.

You must sign a Notice of Delegation if, as a DR or ADR, you have appointed an Agent who has accepted the delegation. Review the Notice of Delegation, read and agree to the Certification Statements and electronically sign the Notice of Delegation by entering your password and correctly answering the challenge question displayed. Click the SIGN button to electronically sign the Notice of Delegation. Click the CANCEL button to return to the home page.

If you make changes to the Notice of Delegation in the future, you will be required to electronically sign the revised notice.

After the Notice of Delegation is successfully completed, you may print a copy of it for your records. To view the Notice of Delegation, click the blue "Your Notice of Delegation" link. [Here is more information about PDF file viewers.](#)

[Back to Top](#)