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Facility Management

 A printer-friendly version (pdf) (7 pp, 1.4MB) of the Facility Management

The FACILITY MANAGEMENT tab allows you to update your facility profile and the Designated Representative (DR), Alternate DR (ADR) or Agents according to your role. To learn more about the FACILITY MANAGEMENT, click on a topic below. The About Facility Management topic provides an overview.

- [About Facility Management](#)
- [Changing DR and ADR](#)
- [Changing Agents](#)
- [Edit Facility Profile](#)
- [Status Details for Pending Agent\(s\)](#)
- [Revoking a Pending ADR Appointment](#)

Note that the FACILITY MANAGEMENT tab displays all the facilities or suppliers with which you are associated except those in a “pending” registration status, which occurs if the DR has not yet accepted his/her appointment.

About Facility Management

If you click the FACILITY MANAGEMENT tab, e-GGRT will display all the facilities or suppliers with which you are associated, along with your role for each. This does not display facilities with “pending” registration status, which occurs if the DR has not yet accepted his/her appointment.

Click image to expand



The screenshot shows the EPA e-GGRT Facility Management page. It features a navigation bar with links to HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The main content area is titled "E-GGRT FACILITY MANAGEMENT" and includes a section "SELECT A FACILITY:" with a table listing facilities. The table has columns for GRCRP ID, Facility as Supplier, and Your Role.

GRCRP ID	Facility as Supplier	Your Role
511345	Van Down by the River Enterprises	DR
511384	Matt Foley's Rocking Facility	DR
511412	Matt's Cool Facility	DR

If you click on the name of the facility or supplier, e-GGRT will open up its Facility Summary page where, based on your role, you may be able to make changes to facility or supplier information, the DR, the ADR or Agents.

- If you are the DR for the facility, you may make changes to the DR and ADR, add or remove your Agents, edit facility or supplier information and view the Certificate of Representation or the DR or ADR's Notice of Delegation.
- If you are the ADR for the facility, you may make changes to the DR, add or remove your Agents, edit facility or supplier information and view the Certificate of Representation or the DR or ADR's Notice of Delegation.
- If you are an Agent for the facility, you may make changes to the DR, remove yourself as an Agent and you may also view Agents, facility or supplier information, the Certificate of Representation or the DR or ADR's Notice of Delegation.

Click image to expand



The screenshot shows the EPA e-GGRT Facility Summary page for "Matt Foley's Rocking Facility". It includes sections for Facility Representatives (Designated Representative: Matt Foley, Alternate Designated Representative: Leon Phelps), Facility Profile (Facility Information: Matt Foley's Rocking Facility, 1212 Foley St, Falls Church VA 22042), and Owners and Operators (Matthew Foley). There is also a section for Subpart RR (Geologic Sequestration of Carbon Dioxide) and Subpart W (Petroleum and Natural Gas Systems). A yellow banner at the top right states "Certificate of Representation Signed and Complete: No further action is required by the facility representatives."

Depending on your role, you can invoke the following functions from the Facility Summary page:

- To change the DR or ADR, click CHANGE beside the name of the DR or ADR you wish to change. If a change is already pending, e-GGRT will not allow you to make a further change.
- To edit facility or supplier information, click EDIT.
- To remove one of your Agents, select the Agent you wish to remove by checking the box by the Agent's name, then click "Remove selected". For an Agent who has been invited but not yet accepted the delegation cannot be removed.
- To remove yourself as an Agent, click "Remove self as Agent".
- To add an Agent, click "Add Agent".
- To view the Certificate of Representation or the DR or ADR's Notice of Delegation, click on the appropriate link. [Here is more information about PDF file viewers.](#)
- To return to the Facility Management page, select the FACILITY MANAGEMENT tab.

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Changing DR and ADR

Change the DR

The Designated Representative (DR), Alternate Designated Representative (ADR) or Agent may initiate a change in DR. To change the DR, the preferred approach is to promote the current ADR. If there is no ADR then the current DR should create one first. Note that there can be only one DR per facility and supplier. Select either "Promote the ADR" or "Create a new DR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

Option 1: Promote the ADR

Click the CONTINUE button to promote the ADR to DR. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the PROMOTE button to promote the current ADR to the DR role.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

If you promote the ADR to be the DR, the new DR will retain any Agents they had as ADR by signing a revised Notice of Delegation.

Click image to expand

The screenshot shows the e-GGRT Facility Management interface. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. The 'FACILITY MANAGEMENT' tab is active, showing a sidebar with 'MY FACILITIES' and 'e-GGRT Help'. The main content area is titled 'CHANGE THE DESIGNATED REPRESENTATIVE' and includes instructions on how to change the DR. It offers two options: 'Promote the Alternate Designated Representative (ADR)' and 'Create a new DR'. The 'Create a new DR' option is selected, leading to a form with fields for 'First Name', 'Last Name', 'Phone', 'Email', and 'Re-enter Email'. The form is marked with red asterisks to indicate required fields. At the bottom of the form are 'CONTINUE' and 'CANCEL' buttons. The footer of the page includes 'Paperwork Reduction Act Burden Statement', 'Contact Us', and 'e-GGRT RY2010.7.9 | EN2-1'.

Option 2: Create a new DR

To create a new DR, fill in all required fields (as denoted by red asterisks), then click CONTINUE. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, to create a new DR, click CREATE.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

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.

The new DR can add a new ADR and Agents.

Note that as soon as you create a new DR, the outgoing DR and his or her Agents (if any) will no longer be able to access data for this facility or supplier.

The DR must be an e-GGRT user. If the new DR is not currently a user, he or she should begin the e-GGRT User registration process immediately.

Change the ADR

Only the DR may change the ADR. To change the ADR, you may remove the current ADR, if there is one, without a replacement or create a new ADR.

Note that there can be only one ADR per facility or supplier. Select either "Remove the ADR" or "Create a new ADR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

Option 1: Remove the ADR

Click the CONTINUE button to remove the current ADR. If you remove the current ADR without a replacement, a new ADR can be added at a later date. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the REMOVE button. You will be prompted to sign a revised Certificate of Representation by entering your password and correctly answering the challenge question displayed. Note that upon signature, the outgoing ADR and his or her Agents (if any) will no longer be able to access data for this facility or supplier. Click the CANCEL button to cancel the change and return to the Facility Summary page.

Click image to expand



Option 2: Create a new ADR

To create a new ADR, fill in all required fields, as denoted by a red asterisk, then click the SUBMIT button. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the CREATE button to create a new ADR. If you create a new ADR, upon EPA approval, e-GGRT will send the person an email with instructions on how to log in, accept the new role and sign the Certificate of Representation. The new ADR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

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.

Note that when you create a new ADR, the outgoing ADR and his or her Agents (if any) will no longer be able to access data for this facility or supplier.

The ADR must be an e-GGRT user. If the new ADR is not currently a user, they should begin the e-GGRT User registration process immediately.

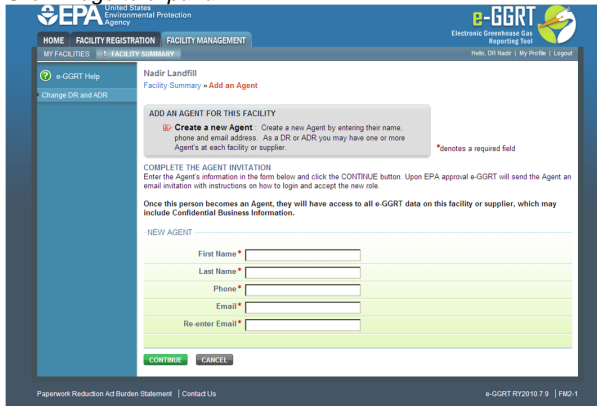
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Changing Agents

Add an Agent

To add an Agent for this facility or supplier, fill in the required fields (denoted by red asterisks), and click SUBMIT. To cancel the changes, click CANCEL and you will be returned to the Facility Summary page.

Click image to expand



On the following page, you can create a new Agent by clicking CREATE. Next, e-GGRT will send a request to EPA to approve the Agent. After EPA approves the Agent, e-GGRT will send the new Agent an email that explains how to log in and accept the new role. After the Agent has accepted the invitation, you will receive an email notifying you to log in and sign the new Notice of Delegation.

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.

All Agents must be e-GGRT users. If the new Agent is not currently a user, he or she should begin the e-GGRT user registration process immediately.

Remove an Agent

To remove one or more Agents, select the Agent(s) you wish to remove and click REMOVE. If you remove one or more Agents, e-GGRT will require you to sign a revised Notice of Delegation. To cancel the changes, click CANCEL and you will be returned to the Facility Summary page.

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Edit Facility Profile

Click image to expand

E-GGRT FACILITY PROFILE
Depending upon your role, you can make changes to the facility information here.

NOTE: Clicking SAVE will create a new version of the Certificate of Representation which requires your electronic signature. If you did not make any changes, or would like to discard any changes, please use the CANCEL button.

* denotes a required field

ADDRESS INFORMATION

Facility or Supplier Name* Facility ABC
Street Address* 123 Main St.
City* Washington
State* District of Columbia
Zip Postal Code* 20024

OWNERS AND OPERATORS

Owner or Operator* John Doe
[+ADD Another Owner or Operator](#)

CAMD BUSINESS SYSTEM INFORMATION

CBS FAC ID N/A
CBS ORIS CODE N/A

[SAVE](#) [CANCEL](#)

The DR and ADR may make changes to the facility or supplier profile. All fields are required, as denoted by red asterisks.

To remove a former owner or operator, click the red "X" beside the name. To add a new owner or operator, click the "+ADD Another Owner or Operator" link and fill in the resulting field. Note that at least one owner or operator is required.

If you make any changes to the facility or supplier profile, e-GGRT will require an update to the Certificate of Representation. If you change the facility or supplier name, e-GGRT will require an update to any affected Notices of Delegation. To electronically sign an updated Certificate of Representation or Notice of Delegation, return to the home page by selecting the HOME tab and select the appropriate action from the ACTION REQUIRED panel.

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 CBS.

To save the changes, click SAVE. Otherwise, click CANCEL and you will be returned to the Facility Summary page.

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Status Details for Pending Agent(s)

Status Details for Pending Agent(s)

To view the status of one or more pending Agents, select the "Pending" link below an Agent's name. The "Status Details for Pending Agent(s)" will appear.

- If the Agent's appointment is under review by EPA, the following information will appear:

Click image to expand

STATUS DETAIL FOR PENDING AGENT(S)
Information about the status of any pending Agents is displayed below.

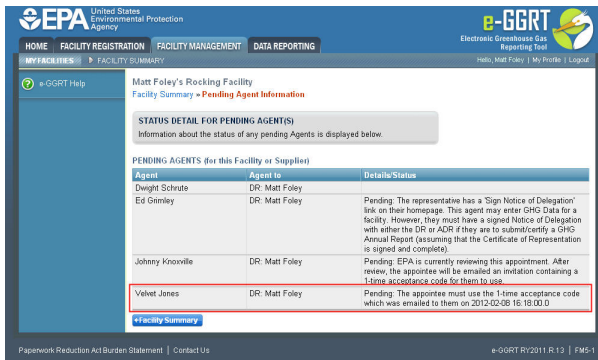
PENDING AGENTS (for this Facility or Supplier)

Agent	Agent to	Details/Status
Dwight Schreite	DR: Matt Foley	Pending: The representative has a "Sign Notice of Delegation" link on their homepage. This agent may enter GHG Data for a facility. However, they must have a signed Notice of Delegation with either the DR or ADR if they are to substantiate a GHG Annual Report (assuming that the Certificate of Representation is signed and complete).
Ed Gemley	DR: Matt Foley	
Johnny Knoxville	DR: Matt Foley	
Violet Jones	DR: Matt Foley	Pending: EPA is currently reviewing this appointment. After review, the appointee will be emailed an invitation containing a 1-time acceptance code for them to use.
		Pending: The appointee must use the 1-time acceptance code which was emailed to them on 2012-02-08 16:18:00.0.

[+Facility Summary](#)

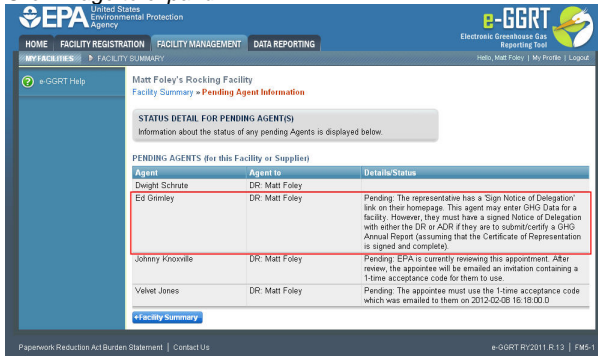
- If the Agent's appointment has been approved by EPA, but the Agent has not yet accepted the appointment, the following information will appear:

Click image to expand



- If the Agent's appointment has been approved by EPA and the Agent has accepted the appointment, but the Designated Representative (DR) or Alternate Designated Representative (ADR) has not signed the Notice of Delegation (NOD), the following information will appear:

Click image to expand



- If the Agent's appointment has been approved by EPA and the Agent has accepted the appointment, and the Designated Representative (DR) or Alternate Designated Representative (ADR) has signed the Notice of Delegation (NOD), the Details/Status column will be blank:

Click image to expand



To view the NOD for the Agent, select the Agent's name on the Facility Summary page.

Revoking a Pending ADR Appointment

If the Certificate of Representation (COR) is "Pending" due to an unused Alternate Designated Representative (ADR) invitation/acceptance code, thus preventing 1) changes to the facility or supplier's representatives; 2) changes to the facility or supplier's profile; or 3) submission of the annual Greenhouse Gas (GHG) report, the Designated Representative (DR) may remove the ADR via the Facility Summary page.

To revoke the ADR invitation, the DR should navigate to the Facility Summary page and select the "Please click here" link located on the right side of the page.

Click image to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT | DATA REPORTING

MY FACILITIES | FACILITY SUMMARY

Help, Matt Foley | My Profile | Logout

Matt's Cool Facility
Facility Summary

E-GGRT FACILITY SUMMARY
From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the facility's representatives Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives

Designated Representative	Matt Foley
Alternate Designated Representative	none

Facility Profile

Facility Information	Matt's Cool Facility 5555 Elm St. Falls Church VA 22042
Owners and Operators	Mike Foley
Is a CAMD Business System Facility?	No

Subpart RR: Geologic Sequestration of Carbon Dioxide
Click the Subpart RR link above to submit an R&D Project Exemption Request, a Monitoring, Reporting, and Verification (MRV) Plan, or an MRV Plan Extension Request.

Subpart W: Petroleum and Natural Gas Systems
Click the Subpart W link above to submit a Notice of Intent (NOI) to submit a Best Available Monitoring Methods (BAMM) Request, or a BAMM Request.

Pending: The Certificate of Representation has a pending change preventing further changes to the facility or supplier's representatives or profile. The new Alternate Designated Representative Johnny Knoxville must use the invitation/acceptance code which was emailed to them on Thursday, February 09, 2012.

[Resend Invitation \(Please click once\)](#)

If you would like to revoke this ADR invitation, making the COR "Signed and Complete", [Please click here](#).

Certificate of Representation

Agent (for this facility)	for
none appointed	

[Add Agent](#) [Remove selected](#)

[EPA Correspondence Folder](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011 R.1.3 | PM1-2

After the DR has clicked on the link, the Facility Summary page will refresh and the updated status of the COR will be displayed.

Click image to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT | DATA REPORTING

MY FACILITIES | FACILITY SUMMARY

Help, Matt Foley | My Profile | Logout

Matt's Cool Facility
Facility Summary

E-GGRT FACILITY SUMMARY
From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the facility's representatives Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives

Designated Representative	Matt Foley	CHANGE
Alternate Designated Representative	none	CHANGE

Facility Profile

Facility Information	Matt's Cool Facility 5555 Elm St. Falls Church VA 22042	EDIT
Owners and Operators	Mike Foley	
Is a CAMD Business System Facility?	No	

Subpart RR: Geologic Sequestration of Carbon Dioxide
Click the Subpart RR link above to submit an R&D Project Exemption Request, a Monitoring, Reporting, and Verification (MRV) Plan, or an MRV Plan Extension Request.

Subpart W: Petroleum and Natural Gas Systems
Click the Subpart W link above to submit a Notice of Intent (NOI) to submit a Best Available Monitoring Methods (BAMM) Request, or a BAMM Request.

Certificate of Representation Signed and Complete: No further action is required by the facility representatives.

Certificate of Representation

Agent (for this facility)	for
none appointed	

[Add Agent](#) [Remove selected](#)

[EPA Correspondence Folder](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011 R.1.3 | PM1-2

Once the COR status is "Signed and Complete", changes may be made to the facility or supplier's representatives or profile. The "Signed and Complete" COR status also allows submissions, such as the annual report, to be made.