

# 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 or 2) changes to the facility or supplier's profile, the Designated Representative (DR) may remove the ADR via the Facility Summary page.

To revoke the ADR invitation, the DR should login to e-GGRT and click the FACILITY MANAGEMENT tab.

Next, the DR should click on the facility name to view the the Facility Summary page.

On the Facility Summary page, the DR should click on the "Invitation Options" link located on the right side of the page.

>> *Click this link to expand*

The screenshot shows the EPA e-GGRT Facility Summary page for M. Foley Corporation (GHGRP ID: 534719). The page is titled "Facility Summary" and includes a sidebar with navigation links like "HOME", "FACILITY REGISTRATION", "FACILITY MANAGEMENT", "DATA REPORTING", "EPA REPORTS", and "HELP DESK". The main content area is divided into several sections:

- E-GGRT FACILITY SUMMARY**: A summary of the facility's status, including a "Pending" notice about the Certificate of Representation (COR) and a warning about the need to change the Facility Representative and edit the Facility Profile at the same time.
- Facility Representatives**: A table showing the Designated Representative (Matt Foley) and the Alternate Designated Representative (none).
- Facility Profile**: A section for Facility Information (M. Foley Corporation, 1234 Elm St, McLean VA 22102) and Owners and Operators (Foley Enterprises).
- Invitation Options**: A section for managing the Certificate of Representation, including a table for Agents (Jim Halpert and Dwight Schrute) and links to Add Agent and Remove selected.
- EPA Correspondence Folder**: A link to the EPA Correspondence Folder.

At the bottom of the page, there is a footer with the text "Paperwork Reduction Act Burden Statement | Contact Us" and "e-GGRT 10/29/1062 | FM-2".

- [e-GGRT Help](#)
- [About Facility Management](#)

## M. Foley Corporation (GHGRP ID: 534719)

### Facility Summary

#### E-GGRT FACILITY SUMMARY

From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

**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 Michael Scott must use the invitation/acceptance code which was emailed to them on Monday, March 9, 2020.

[Invitation Options](#)

#### Facility Representatives

<b>Designated Representative</b>	Matt Foley
<b>Alternate Designated Representative</b>	none

**!** You cannot change a Facility Representative and edit the Facility Profile at the same time. If you need to do both first change the Facility Representative who, after accepting their role, can edit the Facility Profile data.

#### Facility Profile

<b>Facility Information</b>	M. Foley Corporation 1234 Elm St. McLean VA 22102
<b>Owners and Operators</b>	Foley Enterprises

[Certificate of Representation](#)

#### Agents (for this facility)

- ☐ [Jim Halpert \(Agent to DR\)](#)
- ☐ [Dwight Schrute \(Agent to DR\)](#)

[+ Add Agent](#)

[✖ Remove selected](#)

[EPA Correspondence Folder](#)

#### [Subpart W: Petroleum and Natural Gas Systems Best Available Monitoring Method Request](#)

Click the Subpart W Petroleum and Natural Gas Systems BMM Request link above to submit a BMM request for Subpart W.

#### [Subpart RR \(MRV\): 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 E/V: Request use of Administrator-approved Alternate Method](#)


Click the Subpart E/V link above to submit a request for Administrator approval for an alternate method of determining N<sub>2</sub>O emissions.

#### [Subpart I: Request use of Administrator-approved Alternate Method](#)

Click the Subpart I link above to submit a request for Administrator approval to use an alternative stack test method and procedure, or to use an alternative method to determine abatement system destruction or removal efficiency.

In the PENDING INVITATION OPTIONS section, the DR should click on the "Revoke Invitation" link.

>> [Click this link to expand](#)



United States  
Environmental Protection  
Agency



Electronic Groundwater  
Reporting Tool

HOME

FACILITY REGISTRATION

FACILITY MANAGEMENT

DEEL REPORTING


DEEL REPORTS

HELP DESK

MINUTEWORKS

FACILITY SUMMARY

Tools: Tools/Help | Site Profile | Logout

 e-GGRT Help

W. Polley Corporation (OHGRP ID: 634719)

Facility Summary • Pending Appointment

Pending DEEL, AGR, or Agent Appointment

This screen contains information on an Appointment

APPOINTMENT INFORMATION

Role

Agent or Designated Representative

Appointee

Danilo Schute

Appointee Email

dschute@bunden.com

Appointed By

Matt Foley

Status Details

Pending: The appointee must use the 1-time acceptance code which was emailed to them on 2010-10-14 11:39:31.9

PREVIOUS INITIATION OPTIONS

Edit, Resubmit Initiation

If the Appointee Name and/or email address is incorrect, edit the information and then click the "Resubmit Initiation" link below. EPA will review the revised information and email the initiation with the 1-time acceptance code to the Appointee.

First Name

Last Name

Daigo

Schute

Email

dschute@bunden.com

Resubmit Initiation

Resend Initiation via e-GGRT

If the Appointee has lost the initiation email containing the 1-time acceptance code, you can click the link below to resend the initiation email.

Resend Initiation

Copy and Send Acceptance Code

If you believe the APPONTGC has not received the initiation (e.g., because email from e-GGRT is being blocked), you can copy the 1-time acceptance code below and send it yourself to the appointee. Or, tell him to use the code on the appointee's behalf. The appointee must log into e-GGRT, and on their home page paste the code into the ACCEPT AN INITIATION field and click the GO button.


Acceptance Code: 622XCN48352WY4D7N3MFM8NAFC

Rescind Initiation

You can rescind the initiation/appointment for this agent.

Rescind Initiation

Facility Summary

 [e-GGRT Help](#)

## M. Foley Corporation (GHGRP ID: 534719)

[Facility Summary](#) » **Pending Appointment**

### Pending DR, ADR, or Agent Appointment

This screen contains information on an Appointee.

#### INVITATION INFORMATION

Role	Agent to Designated Representative
Appointee	Dwight Schrute
Appointee Email	dschrute@dunder.com
Appointed By	Matt Foley
Status Details	Pending: The appointee must use the 1-time acceptance code which was emailed to them on 2018-11-14 11:39:35.0

#### PENDING INVITATION OPTIONS

**Edit, Resubmit Invitation** If the Appointee Name and/or email address is incorrect, edit the information and then click the "Resubmit Edited Invitation" link below. EPA will review the revised information and email the invitation with the 1-time acceptance code to the Appointee.

First Name  Last Name   
Email

[Resubmit Edited Invitation](#)

**Resend Invitation via e-GGRT** If the Appointee has lost the invitation email containing the 1-time acceptance code, you can click the link below to resend the invitation email.

[Resend Invitation](#)

**Copy and Send Acceptance Code** If you believe the APPOINTEE has not received the invitation (e.g., because email from e-GGRT is being blocked), you can copy the 1-time acceptance code below and send it yourself to the appointee. Do not try to use the code on the appointee's behalf. The appointee must log into e-GGRT, and on their home page paste the code into the ACCEPT AN INVITATION field and click the GO button.

[Acceptance Code](#): D223C75436534397AB275356F8E6A4FC

**Revoke Invitation** You can revoke the invitation/appointment for this agent.

[Revoke Invitation](#)

[← Facility Summary](#)

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 this link to expand

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Once the COR status is "Signed and Complete", changes may be made to the facility or supplier's representatives or profile.