

# Submitting Your Annual Report With IVT Results Included



e-GGRT  
Inputs Verifier Tool

Once you have entered your GHG data using the e-GGRT web-forms, you are ready to generate, then submit your annual GHG report.

## Step 1. Generate your annual GHG report

Under the SUBMIT ANNUAL REPORT table and click GENERATE/SUBMIT. Clicking GENERATE/SUBMIT begins the process of generating an annual GHG report - clicking this button does NOT submit your report. You would also use this button if you have made changes in e-GGRT to your data and wish to generate and submit a revision to your annual GHG report.

>> Click image to expand

**Siem Reap**  
**e-GGRT Greenhouse Gas Data Reporting (2014)**  
Select Facility » Facility or Supplier Overview

**FACILITY OR SUPPLIER OVERVIEW**  
This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.  
After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

Facility's GHG Reporting Method: Data entry via e-GGRT web-forms (Change)

**The Annual Report has already been prepared.** Any changes you make to report data will not be reflected in that version. After making changes to report data you must choose GENERATE/RESUBMIT below, then click GENERATE/REPORT for those changes to be included in an updated version of the Annual Report.

**CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT (metric tons)**  
14,316.7

**Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT (metric tons)**  
0.0

**CO<sub>2</sub> equivalent emissions from supplier subparts LL-QO (metric tons)**  
0.0

[VIEW GHG DETAILS](#)

**FACILITY'S INPUTS VERIFIER FILE** [What is the Inputs Verifier File?](#)

☒ Inputs Data Loaded Last Exported File: 515869-Siem\_Reap-2014.xml  
☐ Save Inputs Data Locally Exported By (Date): Sokha Chea (September 11, 2014 11:02:11 AM)

**REPORT DATA**

2014 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	None	<a href="#">OPEN</a>
Subpart S—Lime Production	None	<a href="#">OPEN</a>

[ADD or REMOVE Subparts](#)

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

**SUBMIT ANNUAL REPORT**

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2014 Annual Report v1		Complete, certified and sent	09/11/2014 11:22 AM	09/11/2014 11:23 AM	<a href="#">HTML   XML   Receipt</a> <a href="#">DOWNLOAD ZIP</a> <a href="#">GENERATE / RESUBMIT</a>

**VIEW REPORTS:** Annual Report reviewable formats (including public non-CBI versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

If you have any questions, please contact the hotline at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov).

**NOTIFICATION TO DISCONTINUE REPORTING FOR 2015**

If you will discontinue complying with Part 98 after this reporting year for the following reason(s), you are required to notify EPA by checking the appropriate box(es).

☐ **Cessation of operations:** All applicable GHG-emitting processes and operations ceased to operate in 2014 [98.2(i)(3)]. You discontinued complying with Part 98 monitoring requirements in 2014 when operations ceased, and you intend to discontinue complying with Part 98 reporting requirements after 2014. Note that this notification does not impact your reporting obligation for 2014, and you must resume compliance with Part 98 for any calendar year during which your operations resume.

☐ **Exiting the program:** Reported under 15,000 mtCO<sub>2</sub>e/year for 3 consecutive years. [98.2(i)(2)] You discontinued complying with Part 98 monitoring requirements on January 1, 2015, and you intend to discontinue complying with Part 98 reporting requirements after 2014. Note that this notification does not impact your reporting obligation for the 2014, and you must resume compliance with Part 98 if emissions in any future calendar year increase to 25,000 mtCO<sub>2</sub>e or more.

**NOT SUBMITTING AN ANNUAL REPORT FOR 2014**

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

**e-GGRT Help**

- How to add a subpart and report data
- General reporting information
- How to submit an annual report

**Siem Reap**

**e-GGRT Greenhouse Gas Data Reporting (2014)**

Select Facility » [Facility or Supplier Overview](#)

**FACILITY OR SUPPLIER OVERVIEW**

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

Facility's GHG Reporting Method: Data entry via e-GGRT web-forms ([Change](#))

**The Annual Report has already been prepared.** Any changes you make to report data will not be reflected in that version. After making changes to report data you must choose GENERATE/RESUBMIT below, then click GENERATE REPORT for those changes to be included in an updated version of the Annual Report.

**14,316.7**  
CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT (metric tons)

**0.0**  
Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT (metric tons)

**0.0**  
CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ (metric tons)

[VIEW GHG DETAILS](#)

**FACILITY'S INPUTS VERIFIER FILE**

[What is the Inputs Verifier File?](#)

**Inputs Data Loaded** Last Exported File: 515869-Siem\_Reap-2014.xml  
[Save Inputs Data Locally](#) Exported By (Date): Sokha Chea (September 11, 2014 11:02:11 AM)

**REPORT DATA**

2014 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	None	<a href="#">OPEN</a>
Subpart S—Lime Production	None	<a href="#">OPEN</a>

[+ ADD or REMOVE Subparts](#)

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

**SUBMIT ANNUAL REPORT**

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2014 Annual Report v1		Complete, certified and sent	09/11/2014 11:22 AM	09/11/2014 11:23 AM	<a href="#">HTML   XML   Receipt</a> <a href="#">DOWNLOAD ZIP</a>
					<a href="#">GENERATE / RESUBMIT</a>

**VIEW REPORTS:** Annual Report reviewable formats (including public non-CBI versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

If you have any questions, please contact the hotline at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov).

**NOTIFICATION TO DISCONTINUE REPORTING FOR 2015**

If you will discontinue complying with Part 98 after this reporting year for the following reason(s), you are required to notify EPA by checking the appropriate box(es).


- ☐ **Cessation of operations:** All applicable GHG-emitting processes and operations ceased to operate in 2014 [98.2(i)(3)]. You discontinued complying with Part 98 monitoring requirements in 2014 when operations ceased, and you intend to discontinue complying with Part 98 reporting requirements after 2014. Note that this notification does not impact your reporting obligation for 2014, and you must resume compliance with Part 98 for any calendar year during which your operations resume.
- ☐ **Exiting the program:** Reported under 15,000 mtCO<sub>2</sub>e/year for 3 consecutive years. [98.2(i)(2)] You discontinued complying with Part 98 monitoring requirements on January 1, 2015, and you intend to discontinue complying with Part 98 reporting requirements after 2014. Note that this notification does not impact your reporting obligation for the 2014, and you must resume compliance with Part 98 if emissions in any future calendar year increase to 25,000 mtCO<sub>2</sub>e or more.

**NOT SUBMITTING AN ANNUAL REPORT FOR 2014**

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

On the following page, your report status will show as "Not Generated". Click the GENERATE REPORT button to begin. E-GGRT will start the process of generating your annual GHG report. The process generally takes less than 1 minute and you can wait for the process to complete, or you may leave e-GGRT and return at a later time. If you attempt to generate your report without first loading your inputs file you will get the following warning:

>> Click image to expand

 **You have not loaded your Inputs Verifier file!**

You may not generate your report or access a subpart until you have loaded your previously-saved Inputs Verifier file for this facility.


Last Saved File: 516281-Test\_Facility\_93-2014.xml  
Saved By (Date): G Potemkin (October 23, 2014 12:42 PM)

To proceed, locate the Last Saved File above with the Browse (or Choose File) field below and click LOAD.

No file selected.

---

**If you are unable to locate the Last Saved File above, or know it to be lost:**  
You may "reset" your facility. The reset process will enable you to enter this subpart; but, the reset process will remove ALL previously calculated Inputs Verifier Tool results and will require you to re-enter ALL Inputs Verifier Tool equation inputs data for ALL of this facility's subparts.

 **You have not loaded your Inputs Verifier file!**

You may not generate your report or access a subpart until you have loaded your previously-saved Inputs Verifier file for this facility.

Last Saved File: 516281-Test\_Facility\_93-2014.xml  
Saved By (Date): G Potemkin (October 23, 2014 12:42 PM)

To proceed, locate the Last Saved File above with the Browse (or Choose File) field below and click LOAD.

No file selected.

---

**If you are unable to locate the Last Saved File above, or know it to be lost:**  
You may "reset" your facility. The reset process will enable you to enter this subpart; but, the reset process will remove ALL previously calculated Inputs Verifier Tool results and will require you to re-enter ALL Inputs Verifier Tool equation inputs data for ALL of this facility's subparts.

Once your report has been generated your submission page will appear as below.

>> Click image to expand

United States Environmental Protection Agency

e-GGRT Inputs Verifier  
Electronic Greenhouse Gas Reporting Tool

e-GGRT Inputs Verifier  
SANDBOX

HOME DATA REPORTING

e-GGRT Help

Generate Preview Verification Review Certify Confirmation

Test Facility 93  
**e-GGRT Greenhouse Gas Annual Report Submission (2014)**  
[Select Facility](#) » [Facility Overview](#) » [Generate](#)

REPORT GENERATION AND SUBMISSION

Use this page to review your annual report submission and your verification summary as well as download records. On the following pages, you can comment on verification messages generated by IVT and then initiate the electronic submission and certification process.

Report	Status	Last Generated
2014 Annual Report v1	Ready for review	10/23/2014 4:20:29 PM

GENERATE REPORT AND VERIFICATION SUMMARY

Generating the Annual Report and its associated Verification Summary may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated an Annual Report and Verification Summary, it is still possible to return to the data reporting screens to make changes. Those changes, however, will not be reflected in your Annual Report or Verification Summary until you return to this page and generate the report again using the button below. The "Last Generated" timestamp above reflects the last time your Annual Report and Verification Summary were generated.

REGENERATE

or

Report Submission+

*The Annual Report and Verification Summary have already been generated. Click the REGENERATE button above to regenerate the report to reflect changes that have been made to the reported data. Or, click the Preview button to proceed to the next step.*

CANCEL

United States Environmental Protection Agency

e-GGRT Inputs Verifier  
Electronic Greenhouse Gas Reporting Tool

e-GGRT Inputs Verifier  
SANDBOX

HOME DATA REPORTING

e-GGRT Help

Generate Preview Verification Review Certify Confirmation

Test Facility 93  
**e-GGRT Greenhouse Gas Annual Report Submission (2014)**  
[Select Facility](#) » [Facility Overview](#) » [Generate](#)

REPORT GENERATION AND SUBMISSION

Use this page to review your annual report submission and your verification summary as well as download records. On the following pages, you can comment on verification messages generated by IVT and then initiate the electronic submission and certification process.

Report	Status	Last Generated
2014 Annual Report v1	Ready for review	10/23/2014 4:20:29 PM

GENERATE REPORT AND VERIFICATION SUMMARY

Generating the Annual Report and its associated Verification Summary may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated an Annual Report and Verification Summary, it is still possible to return to the data reporting screens to make changes. Those changes, however, will not be reflected in your Annual Report or Verification Summary until you return to this page and generate the report again using the button below. The "Last Generated" timestamp above reflects the last time your Annual Report and Verification Summary were generated.

REGENERATE

or

Report Submission+

*The Annual Report and Verification Summary have already been generated. Click the REGENERATE button above to regenerate the report to reflect changes that have been made to the reported data. Or, click the Preview button to proceed to the next step.*

CANCEL

## Step 2. Review your annual report

You can now review your annual report, your verification summary, and download record files.

e-GGRT will indicate that your report is Ready for Review. Within this page you have a number of buttons or links which provide different ways to review your reported data or inputs including:

- **Report:** this link will open a browser window with a textual presentation of your reported data suitable for printing
- **XML:** this link will open your default XML viewer, usually a browser window and present your reported data in XML format
- **View Verification Result:** this link take you to the Subpart overview screen for the verification result requested. From here you can open your verification report.
- **Input File by HTML:** this link will open a browser window with a textual presentation of your inputs data suitable for printing
- **Input File by XML:** this button will open your default XML viewer, and present your inputs data in XML format
- **Input File by Zip:** this button will allow you to download a zip file that includes your inputs in both HTML report and XML form
- **Verification Review:** This button will open the verification review page where you can view you IVT verification results and add explanatory comment regarding each verification issue

>> Click image to expand

**EPA** United States Environmental Protection Agency

**e-GGRT** Inputs Verifier  
Electronic Greenhouse Gas Reporting Tool **SANDBOX**

HOME DATA REPORTING Hello, G. Potemkin | My Profile | Logout

e-GGRT Help

Generate Preview Verification Review Certify Confirmation

Test Facility 93

**e-GGRT Greenhouse Gas Annual Report Submission (2014)**

Select Facility » Facility Overview » [Preview/Submit](#)

**REPORT GENERATION AND SUBMISSION**

Use this page to generate your Annual Report then you may review your Annual Report submission and your Verification Summary as well as download records. On the following pages, you can comment on verification messages generated by IVT and then initiate the electronic submission and certification process.

Report	Status	Last Generated
2014 Annual Report v1	Ready for review	10/24/2014 8:22:20 AM

**REVIEW REPORTS**

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links.

Report and XML Links: [REPORT](#) | [XML](#)

**VERIFICATION SUMMARY**

Use the following links to view the Verification Summary for your annual report. You will be able to comment on verification messages generated by IVT on the following pages.

Subpart	Verification Summary
Subpart S—Lime Production	<a href="#">View Verification Results</a>
Subpart A—General Information	No issues

**DOWNLOAD EQUATION INPUTS FILE FOR RECORDKEEPING**

EPA requires that you keep a record of the inputs to equations that are not being reported to EPA in the format generated by e-GGRT. Please download the required records here. The e-GGRT system will NOT save a copy of this data after you log out.

Download Record of Equation Inputs: [HTML](#) | [XML](#) | [ZIP](#)

**GHG REPORT REVIEWED**

If you have reviewed and are satisfied with your Annual Report you may proceed to review and comment upon IVT verification messages, if any, then proceed to certify and send the report to EPA.

[Verification Review](#)

[CANCEL](#)

Test Facility 93

## e-GGRT Greenhouse Gas Annual Report Submission (2014)

[Select Facility](#) » [Facility Overview](#) » [Preview/Submit](#)

### REPORT GENERATION AND SUBMISSION

Use this page to generate your Annual Report then you may review your Annual Report submission and your Verification Summary as well as download records. On the following pages, you can comment on verification messages generated by IVT and then initiate the electronic submission and certification process.

Report	Status	Last Generated
2014 Annual Report v1	Ready for review	10/24/2014 8:22:20 AM

### REVIEW REPORTS

Prior to the submission and certification of your report to EPA, you may review it by using either the Report or XML links.

Report and XML Links: [REPORT](#) | [XML](#)

### VERIFICATION SUMMARY

Use the following links to view the Verification Summary for your annual report. You will be able to comment on verification messages generated by IVT on the following pages.

Subpart	Verification Summary
Subpart S—Lime Production	<a href="#">View Verification Results</a>
Subpart A—General Information	No issues

### DOWNLOAD EQUATION INPUTS FILE FOR RECORDKEEPING

EPA requires that you keep a record of the inputs to equations that are not being reported to EPA in the format generated by e-GGRT. Please download the required records here. The e-GGRT system will NOT save a copy of this data after you log out.

Download Record of Equation Inputs: [HTML](#) | [XML](#) | [ZIP](#)

### GHG REPORT REVIEWED

If you have reviewed and are satisfied with your Annual Report you may proceed to review and comment upon IVT verification messages, if any, then proceed to certify and send the report to EPA.

[Verification Review→](#)

[CANCEL](#)

**Next Topic:** [Reviewing and Commenting on IVT Verification Results](#)