How to Submit an Annual Report

Once you have finished entering your data in e-GGRT, you are ready to generate, then submit your annual report.

To begin, log in to e-GGRT.

From the e-GGRT home page, click the DATA REPORTING tab and follow the steps below.

Step 1. Select a facility or supplier

Find the facility or supplier in the REPORTING FACILITIES table and click the OPEN button.

>> *Click this link to expand*

Step 2. Generate your annual report

In the FINAL REVIEW and REPORT SUBMISSIONS table, click the GO button.

Clicking on the GO button begins the process of generating an annual report. Clicking this button does NOT submit your 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.

Note you can delete annual reports that have not been certified by clicking the red "X" icon in the FINAL REVIEW and REPORT SUBMISSION section.

>> *Click this link to expand*

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 FINAL REVIEW and REPORT SUBMISSION process from this page by using GO button.

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

1) GHG DATA REPORTING

Select appropriate subparts and complete data entry. Data Entry Validation Messages will ensure you have provided all required data and avoided common data entry mistakes.

2022 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	View Messages	OPEN
Subpart C—General Stationary Fuel Combustion Sources	View Messages	OPEN

➕ ADD or REMOVE Subparts

2) FINAL REVIEW and REPORT SUBMISSION

When all subparts are completed and Data Entry Validation Messages addressed to your satisfaction, you will be ready to perform a final verification review and submit an Annual Report.

GO

YOUR REPORTING YEAR 2022 STATUS

EPA is expecting an annual report for 2022 from this facility.

▷ Notify EPA that this facility or supplier will not submit a Reporting Year 2022 annual report.

▷ Notify EPA that this facility or supplier will not submit a Reporting Year 2023 annual report.

←BACK

On the following page, if your report is successfully generated the status will show as "Ready for Review". If there are any potential errors in the report, messages related to the potential errors will be displayed in the FINAL REVIEW RESULTS section of the page.

You may return to the data reporting screens to make any necessary changes. Please note those changes will not be reflected in the annual report until you return to the Facility or Supplier Overview page and click the GO button in the FINAL REVIEW and REPORT SUBMISSION table. This will regenerate the report with any corrections you have made.

Click the "CONTINUE with SUBMISSION" button to proceed to the remaining steps of report review and certification.

>> *Click this link to expand*

Step 3. Review your annual report

> ⓘ You may generate your report, review the XML and/or HTML report, correct reported data as necessary, and repeat as many times as you wish. **The report generation process creates an annual report for your review, but does not submit any data to EPA.** If you do not want to proceed to Submit and Certify (Step 4), click the BACK button to return to the Facility Overview page.

This page offers a number of features which provide different ways to review your reported data or inputs including:

- REVIEW REPORTS
  - Report: opens a browser window with a textual presentation of your reported data suitable for printing
  - XML: opens your default XML viewer, usually a browser window and present your reported data in XML format
  - Download XML: creates an XML version of your reported data which can be saved
  - View Public Report: opens a browser window with a textual presentation of your reported data which will eventually be released to the public (similar to your full report but without any data which is considered confidential business information)
  - View Public XML: opens a viewing window presenting the reported data that will eventually be released to the public in an XML format

- VERIFICATION SUMMARIES
  - View Messages: allows you to view Data Entry Validation messages and Final Review messages that were generated, if any

- TREND REPORT
  - Trend Report by CO2e: presents a graphical comparison of CO2e emissions from your facility by year
  - Trend Report By Gas: presents a graphical comparison of emissions by gas and year

>> *Click this link to expand*

EPA United States
Environmental Protection
Agency

e-GGRT
Electronic Greenhouse Gas
Reporting Tool

HOME | FACILITY REGISTRATION | FACILITY MANAGEMENT | DATA REPORTING | EPA REPORTS | HELP DESK

Hello, Matt Foley | My Profile | Logout

e-GGRT Help

○———————●———————●
Final Review   Add Comments   Certify and Send

M. Foley Corporation (GHGRP ID: 528877)
e-GGRT Greenhouse Gas Annual Report Submission (2022)
Select Facility » Facility Overview » **Final Review**

FINAL REVIEW
On this screen e-GGRT will compile a version of your Annual Report, perform a final
verification review, allow you to review your Annual Report and download records. On
the following submission step you can comment on error messages and then
electronically sign the report to certify and send to EPA.

Report	Status	Last Final Review Date
2022 Annual Report v1	**Ready for review**	02/17/2023 10:15:20 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. You may
also review PUBLIC versions of your report which include the information EPA intends to make publicly available through
Envirofacts.

Report and XML Links: REPORT | XML | DOWNLOAD XML | VIEW PUBLIC REPORT | VIEW PUBLIC XML

VERIFICATION SUMMARIES

Use the View Messages links to view a comprehensive list of validation messages, if any remain. If you wish to address these
messages prior to certifying and sending your report to EPA, click the Return to FACILITY OVERVIEW button. Or, click CONTINUE
with SUBMISSION and you'll have the option to send comments to EPA with your annual report.

Reporting Source or Supplier Category	Remaining Validation Messages
Subpart A—General Information	View Messages
Subpart C—General Stationary Fuel Combustion Sources	No issues

Trend Report (last 6 RYs)
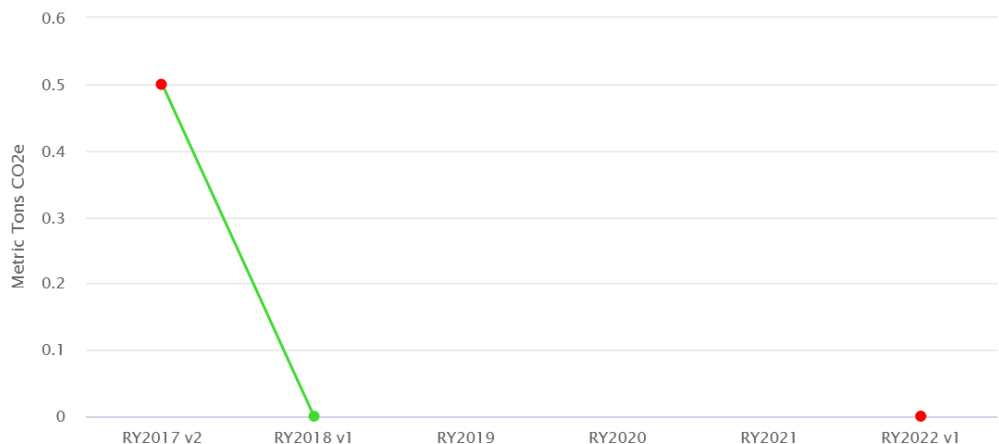
View a comparison of this year's Annual Report to previous years' certified submissions.

Trend Report Links: TREND BY CO2E | TREND BY GAS

| Direct emissions in CO2e | Biogenic CO2 emissions |

CO2e Trend Line Report – Direct emissions in CO2e (C–II, SS–TT)

SUBMIT and CERTIFY REPORT

CONTINUE with SUBMISSION

Return to FACILITY OVERVIEW

⚠️ If you are an Agent and the Designated Representative (DR) or Alternate Designated Representative (ADR) has not electronically signed the Notice of Delegation (NOD), you will not see the "CONTINUE with SUBMISSION" button.

Instead, you will see a message near the bottom of page as shown in the screen shot below. You will not be able to continue to Step 4 of the report submission process.

For more information about the Notice of Delegation, click here.

>> Click this link to expand

SUBMIT and CERTIFY REPORT

⚠️ **The Notice of Delegation (NOD) is not valid.** The NOD between you and the Designated Representative (DR) or Alternate Designated Representative (ADR) for this facility requires their signature, or some other action before you are able to certify and submit the Annual Report. The DR or ADR are able to certify and submit the annual report at this time.

Return to FACILITY OVERVIEW

SUBMIT and CERTIFY REPORT

⚠️ **The Notice of Delegation (NOD) is not valid.** The NOD between you and the Designated Representative (DR) or Alternate Designated Representative (ADR) for this facility requires their signature, or some other action before you are able to certify and submit the Annual Report. The DR or ADR are able to certify and submit the annual report at this time.

Return to FACILITY OVERVIEW

Step 4. Submit and Certify your annual report

To submit and certify your annual report to EPA, click the "CONTINUE with SUBMISSION" button near the bottom of the page.

Before e-GGRT begins the certification / submission process, the system checks if you have included all the subparts reported in the prior reporting year again in the current reporting year. If you have dropped a subpart which was reported last year, you will have to provide additional information to explain why that subpart was dropped as shown on the following screen shot.

>> Click this link to expand

After selecting one of the radio buttons, click the SAVE button.

If you have not dropped a subpart you will continue directly to the CERTIFY AND SEND page.

>> *Click this link to expand*

On the CERTIFY AND SEND page, you will see three options (click on the links below for details and instructions about each option):

- I will certify and send this report
- Someone else will certify and send this report
- Not sure. Return to Facility Overview

For information and instructions on how to view, download, or resubmit a previous submission, click here.