

# 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*



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e-GGRT Help

General Reporting Information

**e-GGRT Greenhouse Gas Data Reporting (2022)**

Select Facility

**ANNUAL GHG DATA REPORTING**

Use this page to access the annual reports for each of your facility(s) and supplier(s).

The page defaults to the most recent reporting year, but you can access previous years by using the REPORTING YEAR drop down menu and clicking GO.


Batch Review and Certification

REPORTING YEAR

2022

GO

**FACILITIES EXPECTED TO REPORT for 2022<sup>1</sup>**

GHGRP ID	Facility or Supplier	Annual Reporting Status	Open EPA Correspondence	
525357	EE SUBPART EE STAGING TEST FACILITY (Vienna, VA)	Not generated	 View Issue	OPEN
528877	M. Foley Corporation (McLean, VA)	Complete, certified and sent	none	OPEN
531180	Desean J Inc (Blacksburg, VA)	Not generated	none	OPEN
531200	KC1 KC1 KC1 (McLean, VA)	Not generated	none	OPEN
531240	Jordan Reed Corporation (McLean, VA)	Not generated	none	OPEN
531241	Alfred Morris LLC (Fairfax, VA)	Not generated	none	OPEN
531260	Pierre Garcon Inc (McLean, VA)	Not generated	none	OPEN
533486	Kirk Cousins Inc (McLean, VA)	Not generated	none	OPEN
534028	Goulet Enterprises (Golden, CO)	Not generated	none	OPEN
535398	Straight Cash Homie (McLean, VA)	Not generated	none	OPEN

**FACILITIES NOT EXPECTED TO REPORT for 2022<sup>1</sup>**

GHGRP ID	Facility or Supplier	Reason for Not Reporting	Open EPA Correspondence
No facilities found.			

<sup>1</sup> If EPA's expectation is incorrect for any facility, use the blue OPEN button to access its Facility or Supplier Overview screen; then see the AN ANNUAL REPORT IS or IS NOT EXPECTED section for more information about changing the Facility or Supplier's reporting status.

e-GGRT Help

General Reporting Information

## e-GGRT Greenhouse Gas Data Reporting (2022)

### Select Facility

#### ANNUAL GHG DATA REPORTING

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#### Batch Review and Certification

##### REPORTING YEAR

2022

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## 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



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e-GGRT Help

General reporting information

How to add a subpart and report data

How to submit an annual report

How to add

M. Foley Corporation (GHGRP ID: 528877)

**e-GGRT Greenhouse Gas Data Reporting (2022)**

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 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)

2.7 (metric tons)

CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT

500,000.0 (metric tons)

Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT

VIEW GHG DETAILS

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	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	<a href="#">View Messages</a>	<a href="#">OPEN</a>

[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](#)



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M. Foley Corporation (GHGRP ID: 528877)

**e-GGRT Greenhouse Gas Data Reporting (2022)**

Select Facility » **Facility or Supplier Overview**

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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*

The screenshot shows the EPA e-GGRT interface. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING (selected), EPA REPORTS, and HELP DESK. The user is logged in as Matt Foley. The main content area displays the 'Final Review' step of the 'e-GGRT Greenhouse Gas Annual Report Submission (2022)' for M. Foley Corporation (GHGRP ID: 528877). A progress bar at the top indicates the current step. Below the title, there is a 'FINAL REVIEW' section with instructions. A table shows the report status as 'Ready for review' with a last final review date of 02/17/2023 10:15:20 AM. At the bottom, there is a 'CONTINUE with SUBMISSION' button and a 'Return to FACILITY OVERVIEW' link.

Report	Status	Last Final Review Date
2022 Annual Report v1	Ready for review	02/17/2023 10:15:20 AM

This screenshot is identical to the one above, showing the EPA e-GGRT 'Final Review' screen for M. Foley Corporation. It includes the same navigation bar, progress bar, title, instructions, table, and buttons.

Report	Status	Last Final Review Date
2022 Annual Report v1	Ready for review	02/17/2023 10:15:20 AM


### Step 3. Review your annual report

**i** 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



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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	<a href="#">View Messages</a>
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](#)

**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	<a href="#">View Messages</a>
Subpart C—General Stationary Fuel Combustion Sources	No issues

**Trend Report (last 6 RYs)**

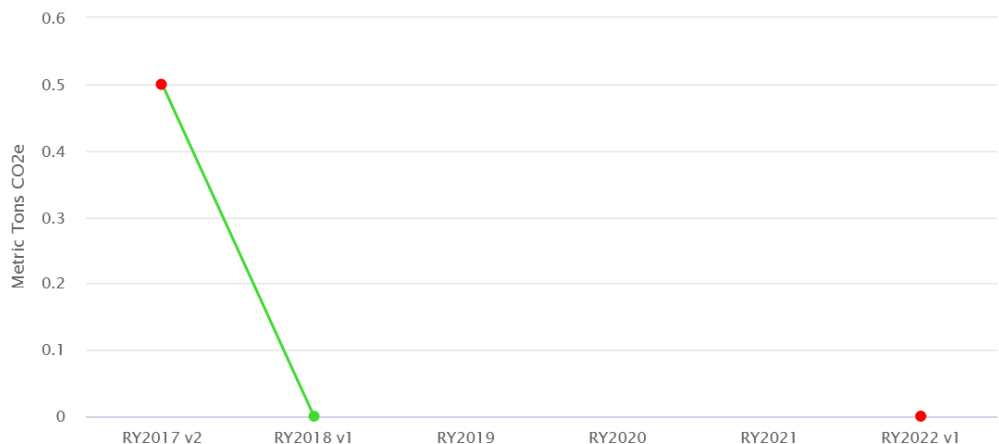
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Trend Report Links: [TREND BY CO2E](#) | [TREND BY GAS](#)

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

**Angkor (GHGRP ID: 534719)**  
**e-GGRT Greenhouse Gas Annual Report Submission (2016)**  
Select Facility • Facility Overview • **Certify and Send**

**VALIDATION MESSAGE COMMENTS**  
Use this page to enter comments on any validation messages shown below. If you choose to regenerate your report (presumably because you elected to change your annual report based on these messages) any comments already entered will be erased. You will then have the opportunity to provide comments to any validation messages generated based on those revisions. \* denotes a required field

**PREVIOUSLY REPORTED SUBPART UU NOT INCLUDED**  
Subpart UU was included in your ghg annual report for the previous reporting year but is not included in this annual report.


- ☐ All processes and operations subject to the subpart ceased to operate during calendar year 2015.
- ☐ All processes and operations subject to the subpart no longer meet the "Definition of Source Category".
- ☐ All direct emitter subparts, including this one, meet the criteria to exit the program because their total reported GHG emissions were below either 15,000 mCO<sub>2</sub>e for three consecutive years or 25,000 mCO<sub>2</sub>e for five consecutive years. (You may have notified EPA last year of this.)
- ☐ All supplier subparts, including this one, meet the criteria to exit the program because their total reported GHG emissions were below either 15,000 mCO<sub>2</sub>e for three consecutive years or 25,000 mCO<sub>2</sub>e for five consecutive years. (You may have notified EPA last year of this.)
- ☐ If another reason please explain below:

There are no IVT validation messages for this Annual Report.


**SAVE SAVE and CERTIFY CANCEL**

Paperwork Reduction Act Burden Statement | Contact Us e-GGRT RY2016.R40 | DR-agent-release





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e-GGRT Help

Generate
Review/Submit
Verification Review
Certify
Confirmation

Angkor (GHGRP ID: 534719)  
**e-GGRT Greenhouse Gas Annual Report Submission (2016)**  
[Select Facility](#) » [Facility Overview](#) » **Certify and Send**

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There are no IVT validation messages for this Annual Report.

SAVE
SAVE and CERTIFY+
CANCEL


Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2016.R40 | DR-submit-review


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*



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Final Check-Up
Review/Submit
Optional Comments
Certify
Confirmation

M. Foley Corporation (GHGRP ID: 528877)  
**e-GGRT Greenhouse Gas Annual Report Submission (2023)**  
[Select Facility](#) » [Facility Overview](#) » **Certify and Send**

**CERTIFY AND SEND**  
The facility or supplier annual report is now ready to certify and send to EPA. An electronic signature is required to certify and send to EPA.

**REPORT INFORMATION**  

(Facility ID) Facility Name	(528877) M. Foley Corporation
Address	1234 Elm St., McLean VA 22102
Owners and Operators	Foley Enterprises
Current Time	Thu Jan 4 12:37:49 EST 2024
Annual Report	Reporting Year 2023 (version 1)

**This report is ready to certify and send.**  
You have the ability to certify and send this annual report to EPA. You can elect to do that now or have another representative or agent certify and send. Please indicate how you would like to proceed.

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



**M. Foley Corporation (GHGRP ID: 528877)**  
**e-GGRT Greenhouse Gas Annual Report Submission (2023)**

[Select Facility](#) » [Facility Overview](#) » [Certify and Send](#)

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- [➡ I will certify and send this report](#)
- [➡ Someone else will certify and send this report](#)
- [➡ Not sure. Return to Facility Overview](#)

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](#).