Notification to Discontinue Reporting and Notification for Not Submitting an Annual Report

Notification to Discontinue Reporting for the Current or Next Reporting Year

If you intend to discontinue reporting under Part 98 for the current reporting year, or the next reporting year, you are required to notify EPA by March 31st. Please note that there are very specific criteria for discontinuing reporting so please read the 'small print' before checking the appropriate box.

To begin, click the "Notify EPA that this facility or supplier will not submit a Reporting Year [Reporting Year No Longer Reporting] annual report" link. It is available at the bottom of the FACILITY OR SUPPLIER OVERVIEW page.

>> Click this link to expand

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.

YOUR REPORTING YEAR 2022 STATUS

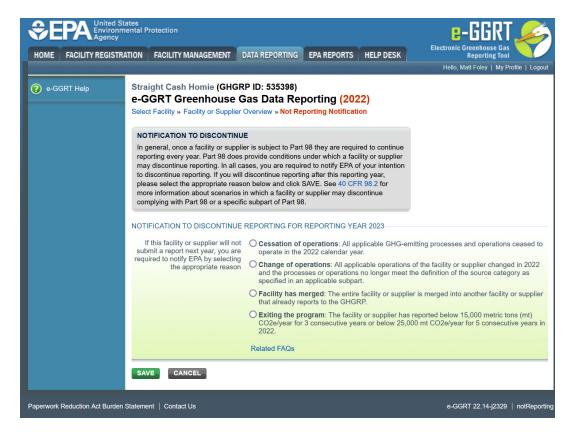
EPA is expecting an annual report for 2022 from this facility.

- 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.

Next, check the appropriate option and click SAVE. You will be returned to the FACILITY OR SUPPLIER OVERVIEW page. There is no confirmation email and no further action is required.

>> Click this link to expand





Cessation of Operations

By selecting this reason for discontinuing the reporter is indicating that all applicable GHG-emitting processes and operations ceased to operate in the current reporting year, and that you discontinued complying with Part 98 monitoring in the current reporting year when operations ceased. This reasoning also indicates that you intend to discontinue complying with Part 98 after the current reporting year. This notification does not impact your reporting obligations for the current reporting year, and you must resume compliance with Part 98 for any calendar year that your operations resume and become applicable again. For more information, please see the exceptions of Cessation of Operations as outlined under §98.2(i)(3).

Alteration of Operations

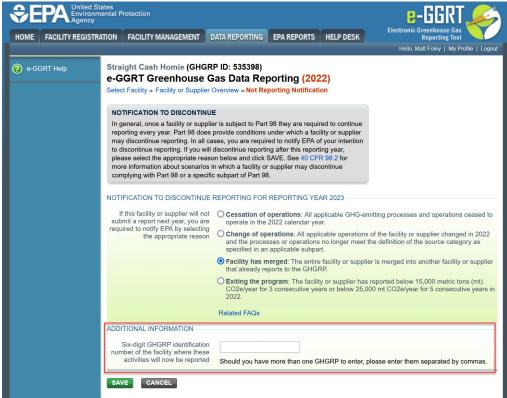
By selecting this reason, the reporter is indicating that all applicable operations and processes changed such that the entire facility (all subparts) no longer meets the definition(s) of source category(s) as specified in the applicable subpart(s). For more information, please see the exceptions under §98.2(i)(5).

Facility Has Merged

By selecting this reason, the reporter is indicating that the entire facility or supplier has been merged into another facility or supplier that already reports to the Greenhouse Gas Reporting Program (GHGRP). If you select this reason, you will be required to enter the six-digit GHGRP identification number(s) of the facility (or facilities) where these activities will now be reported. For more information, please see the exceptions under §98.2(i)(6).

>> Click this link to expand





Exiting the Program

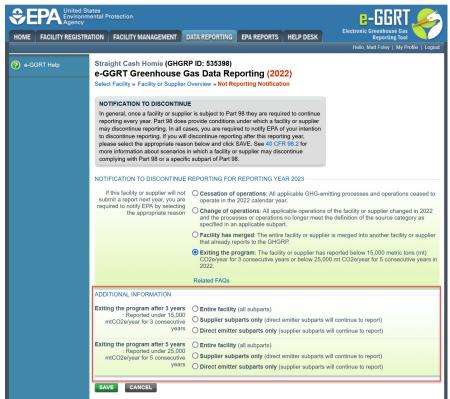
By selecting this reason, the reporter is indicating the entire facility has reported emissions of less than 25,000 metric tons CO₂e per year for five consecutive years or less than 15,000 metric tons CO₂e per year for three consecutive years for all subparts. In either case, the owner or operator of the facility must submit a notification to the Administrator that announces the cessation of reporting. The notification shall be submitted no later than March 31st of the year immediately following the fifth consecutive year of emissions less than 25,000 tons CO₂e per year or March 31st of the year immediately following the third consecutive year of emissions less than 15,000 tons CO₂e per year. The owner or operator must maintain the corresponding records required under §98.3(g) for each of the consecutive years in question and retain such records for three years following the year that reporting was discontinued. The owner or operator must resume reporting if annual emissions in any future calendar year increase to 25,000 metric tons CO2e per year or more. If you select this reason, you will be required to make a selection in the ADDITIONAL INFORMATION section. If the facility can cease reporting only for direct emitter subparts, click the appropriate option ("Direct emitter subparts only")and click SAVE. For more information, please see the exceptions under §98.2(i)(1) and (2).

These same provisions apply to suppliers subject to subparts LL through QQ by substituting the term "quantity of GHG supplied" for "emissions." If the facility can cease reporting only for supplier subparts, click the appropriate option ("Supplier subparts only") and click SAVE. For more information, please see the exceptions under §98.2(i)(4).

If the facility can cease reporting for all reported subparts, click the appropriate option ("Entire facility") and click SAVE. Note that if notifying that a facility or supplier will not submit for the current reporting year, this additional information is not required.

>> Click this link to expand



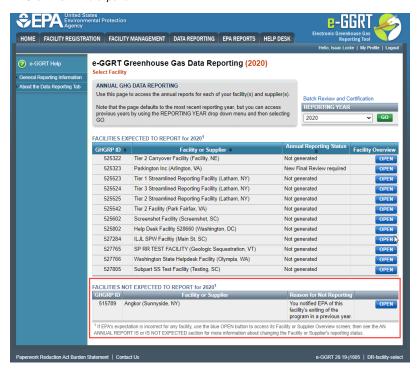


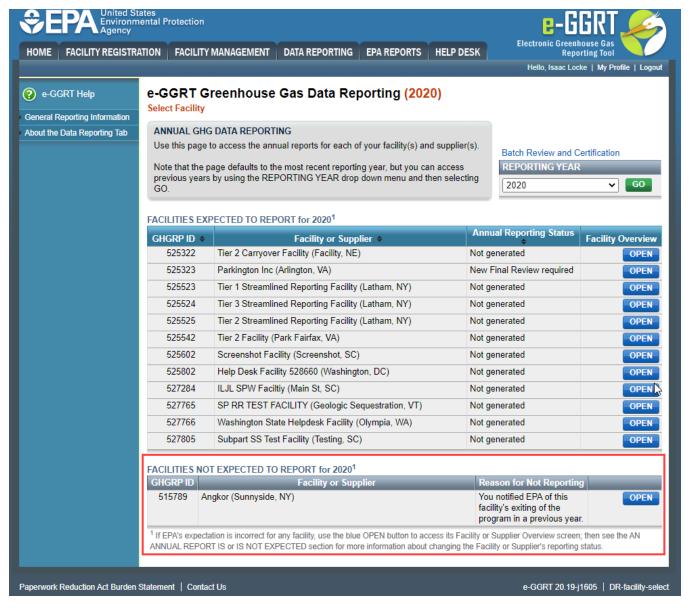
If the facility or supplier will not submit an annual report for the current Reporting Year for a reason other than those listed, please contact the GHGRP Help Desk at GHGReporting@epa.gov.

Not Submitting an Annual Report for the Current Reporting Year

If your facility is not reporting because it has not been subject to Part 98 in any year starting in 2011, ceased operation in a prior year, exited the program in a prior year, or otherwise discontinued reporting for one of the reasons described above, your facility will be identified in the DATA REPORTING tab under the "FACILITIES NOT EXPECTED TO REPORT" section for the current Reporting Year.

>> Click this link to expand





Changing the Facility or Supplier's Reporting Status for the Current Reporting Year

If your facility has been identified as "NOT EXPECTED TO REPORT" but later you find that you are required to submit an annual report, click the OPEN button for the facility. The FACILITY OR SUPPLIER OVERVIEW page will appear.

At the bottom of the page, click the "change the facility or supplier's reporting status" link.

>> Click this link to expand

YOUR REPORTING YEAR 2020 STATUS

EPA is not expecting an annual report for 2020 from this facility for the following reason: You notified EPA of this facility's exiting of the program in a previous year.

If this facility will submit an annual report for 2020 you may change the facility or supplier's reporting status

YOUR REPORTING YEAR 2020 STATUS

EPA is not expecting an annual report for 2020 from this facility for the following reason: You notified EPA of this facility's exiting of the program in a previous year.

If this facility will submit an annual report for 2020 you may change the facility or supplier's reporting status.

A pop-up message will appear. Click the OK button.

The facility will now appear in the "FACILITIES EXPECTED TO REPORT" section for the current Reporting Year.

Click the OPEN button to begin reporting for the facility.

Recently Registered Facilities and/or Facilities with No Reporting History

For a facility that has recently registered and/or has no reporting history, the user will see the "THIS FACILITY HAS RECENTLY REGISTERED AND/OR HAS NO REPORTING HISTORY" section with the following guidance:

- If the facility meets the reporting threshold (see 40 CFR 98.2), please prepare and submit the annual GHG report.
- If the facility does not meet the reporting threshold, no further action is required.

>> Click this link to expand

THIS FACILITY HAS RECENTLY REGISTERED AND/OR HAS NO REPORTING HISTORY

- If the facility meets the reporting threshold (see 40 CFR 98.2), please prepare and submit the annual GHG report.
- If the facility does not meet the reporting threshold, no further action is required.

THIS FACILITY HAS RECENTLY REGISTERED AND/OR HAS NO REPORTING HISTORY

- ▶ If the facility meets the reporting threshold (see 40 CFR 98.2), please prepare and submit the annual GHG report.
- If the facility does not meet the reporting threshold, no further action is required.