

# About Facility Registration

## About Facility Registration

Facilities and suppliers subject to the Greenhouse Gas Reporting Program (GHGRP) must register online through e-GGRT. Applicability of the rule to your facility or operation depends on the Greenhouse gas (GHG) source categories located at the facility or supplier, the emission level of greenhouse gases and the production capacity. See the [GHGRP General Fact Sheet](#) for more information.

For help in assessing whether your facility or supply operation is required to report GHG emissions in e-GGRT, refer to the [Applicability Tool](#). Note that information tailored to suppliers and other affected entities can also be found there.

Facility registration is a one-time, multi-step process, potentially involving several individuals associated with the facility or supplier. All participants in the facility registration process must first register as e-GGRT users.

## User Roles

There are four roles in the GHGRP, as described below:

- **Designated Representative:** The DR is the individual who is responsible for certifying, signing and submitting reports and other information on behalf of the owners and operators of the facility/supplier. The DR is identified on the Certificate of Representation. Every facility/supplier must submit a complete Certificate of Representation at least 60 days before the reporting deadline. After EPA reviews the appointment of the DR, the DR must log in to e-GGRT to accept his/her appointment. The DR may then appoint (or confirm the appointment of) an Alternate Designated Representative (ADR) and one or more Agents who can act on his/her behalf. The DR will confirm these actions by signing an electronic Certificate of Representation.

If the facility is required to report emissions data under 40 CFR 75, e.g. Clean Air Interstate Rule, the DR must be the same individual who has been appointed as DR under 40 CFR 75.

- **Alternate Designated Representative:** The ADR is an individual who is appointed by the DR to act on his/her behalf. After EPA reviews the DR's appointment of the ADR, the ADR must log in to e-GGRT to accept his/her appointment. The ADR may then appoint (or confirm the appointment of) one or more Agents who can act on his/her behalf. The ADR will confirm these actions by signing an electronic Certificate of Representation.
- **Agent:** An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting reports on behalf of the facility/supplier. After the EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his/her appointment. Following the Agent's acceptance, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.
- **Registrar:** A Registrar is an individual who sets up one or more facilities (or suppliers) and sends invitations to the DR, ADR or Agent(s). The Registrar role is for the sole purpose of setting up a facility. The Registrar does not gain access to any facility data after the initial setup and cannot edit the facility profile or enter data for annual GHG reports.

**NOTE:** There is no requirement to appoint an ADR or an Agent.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

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

**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

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**e-GGRT Help**  
About e-GGRT Home

Your email address is associated with other e-GGRT user accounts that are linked to facilities. [Click here for more information.](#)

**ACCEPT AN APPOINTMENT:**

If you received an email to accept an appointment to a facility, paste the 1-time invitation code into the field, then click 'GO'.

**FACILITIES YOU RECENTLY SUBMITTED FOR REGISTRATION:**

GHGRP ID	Facility or Supplier
635280	Line Road Inc (McLean, VA)
635599	Gimme Yo Money (McLean, VA)
635281	Fantasy Island (McLean, VA)

**REGISTER A FACILITY**

**ACCESS YOUR FACILITIES:**

GHGRP ID	Facility or Supplier	Your Role
625357	EE SUPART EE STAGING TEST FACILITY	ADR
625477	VBTR Enterprises	DR
628877	M. Foley Corporation	DR
631180	Desean J Inc	DR
631200	KC1 KC1 KC1	DR
631340	Jordan Reed Corporation	DR
631341	Alfred Morris LLC	DR
631280	Pierre Garcon Inc	DR
631281	Matt Jones Inc	DR
633486	Kirk Cousins Inc	DR
634028	Goulet Enterprises	DR
635279	Sanford and Sons	DR
635398	Straight Cash Home	AGENT

**E-GGRT Announcements**

EPA Correspondence Folder  
Issues with Message(s) awaiting reply: 0

**e-GGRT Help**

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**FACILITIES YOU RECENTLY SUBMITTED FOR REGISTRATION:**

GHGRP ID	Facility or Supplier
535280	Love Boat Inc (McLean, VA)
535599	Gimme Yo Money (McLean, VA)
535281	Fantasy Island (McLean, VA)

**REGISTER A FACILITY**

**ACCESS YOUR FACILITIES:**

GHGRP ID	Facility or Supplier	Your Role
525357	EE SUBPART EE STAGING TEST FACILITY	ADR
525477	VDBTR Enterprises	DR
528877	M. Foley Corporation	DR
531180	Desean J Inc	DR
531200	KC1 KC1 KC1	DR
531240	Jordan Reed Corporation	DR
531241	Alfred Morris LLC	DR
531260	Pierre Garcon Inc	DR
531261	Matt Jones Inc	DR
533486	Kirk Cousins Inc	DR
534028	Goulet Enterprises	DR
535279	Sanford and Sons	DR
535398	Straight Cash Homie	AGENT

**ACCEPT AN APPOINTMENT:**

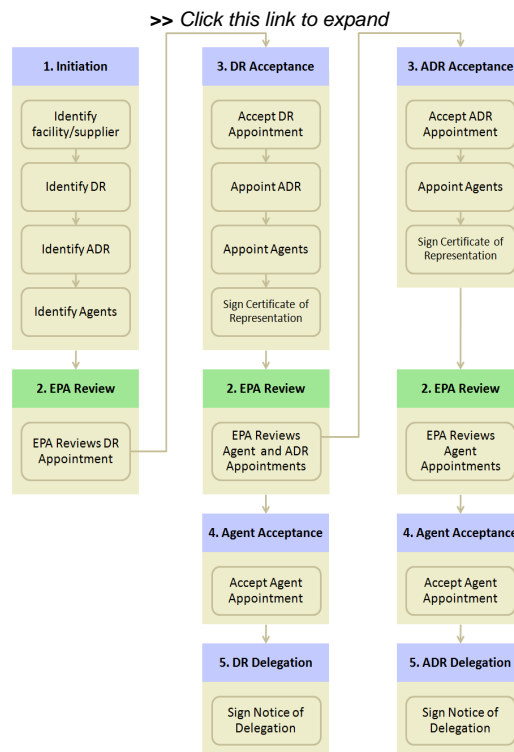
If you received an email to accept an appointment to a facility, paste the 1-time Invitation Code into the field, then click 'GO'.

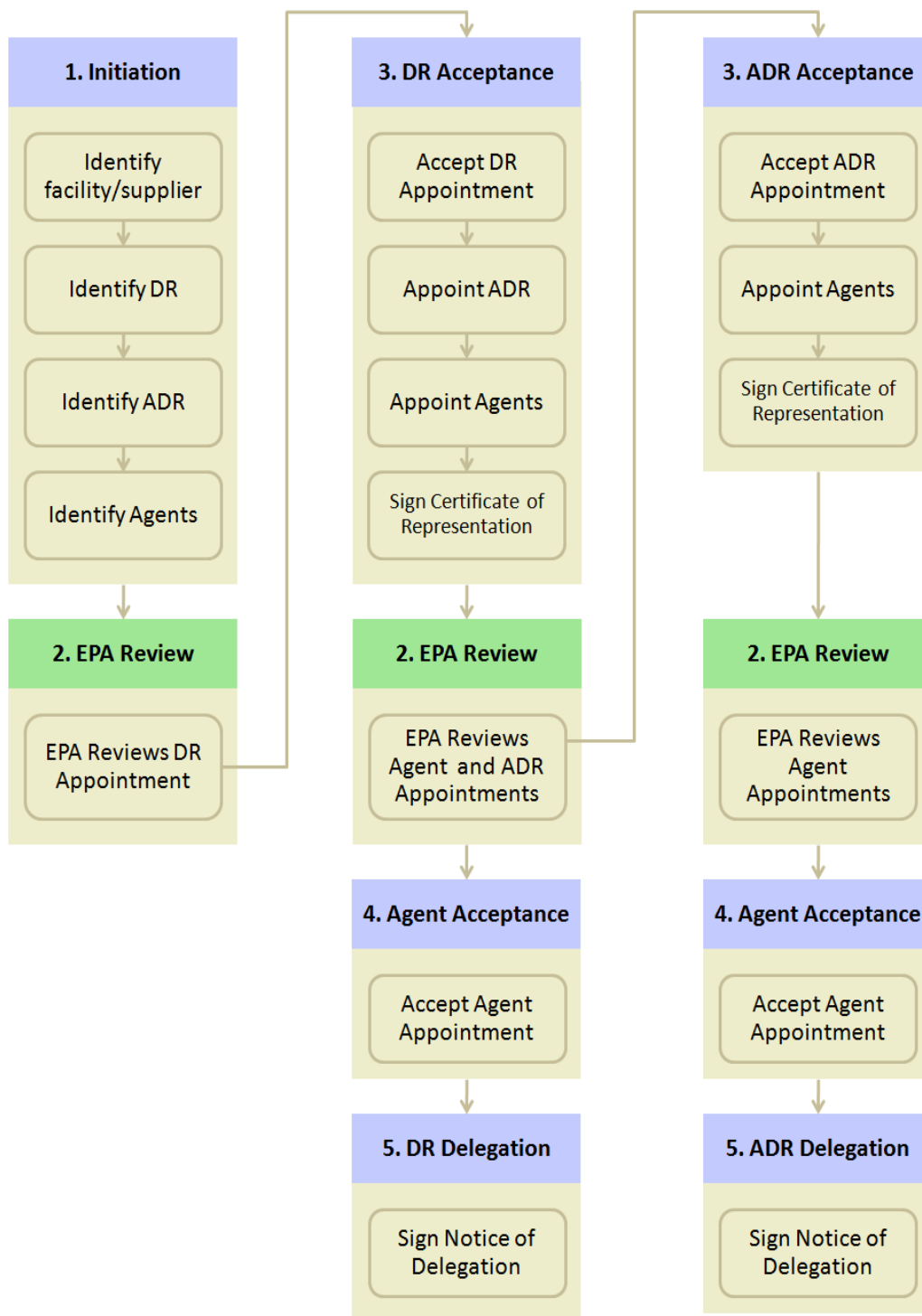
 

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**e-GGRT Announcements**

The diagram and the accompanying text below present an overview of the multi-step facility registration process.





## 1. Initiation

Once you are an e-GGRT user, you can log in to e-GGRT to begin the facility/supplier registration process. E-GGRT will ask you to complete a facility profile, including address and owner/operator information. You can search to see if your facility/supplier is already in e-GGRT.

After you identify the facility, you must then identify the DR. All facilities and suppliers must have a DR in order to report. If you identify yourself as DR, EPA will send you an electronic invitation after reviewing your submission. If you identify someone other than yourself as DR, e-GGRT will send that individual an electronic invitation to register as a user and accept the invitation.

You may identify another person to be the ADR for the facility, but this is not mandatory. When the DR accepts an appointment, the DR will have the opportunity to confirm or change the assignment of the ADR.

You may also identify one or more persons to be an Agent, but this too is not mandatory. When the DR or ADR accept his/her appointment, he/she will have the opportunity to confirm or change the assignment of Agents.



Please note that you cannot have more than one role at a single facility in e-GGRT. For example, you cannot be both the DR and an Agent at the same facility.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

## **2. EPA Review**

EPA will review all appointments and send the DR, ADR or Agent an email invitation containing an invitation code.

## **3. DR and ADR Acceptance**

After receiving the invitation from EPA, the DR/ADR will need to log in to e-GGRT to accept his/her appointment. If this individual does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the DR/ADR's user account, the DR/ADR can then enter his/her invitation code to accept (or reject) the appointment.

The DR may appoint an ADR to act on his/her behalf. If the person registering the facility/supplier previously identified an ADR, the DR will be able to confirm this selection, choose a different person or select no one to be the ADR. Please note that a facility/supplier does not need to have an ADR.

Both the DR and the ADR may appoint one or more Agents to act on his/her behalf. Please note that a facility/supplier does not need to have an Agent.

After accepting his/her appointment, the DR/ADR will review and electronically sign the Certificate of Representation (COR), which establishes the DR /ADR's authority to certify, sign and submit annual GHG reports to EPA.

Each facility/supplier must have a complete Certificate of Representation in order to submit the annual GHG report to EPA. The deadline for submitting the Certificate of Representation is at least 60 days before the reporting deadline.

## **4. Agent Acceptance**

After receiving the invitation from EPA, the Agent will need to log in to e-GGRT to accept his/her appointment. If the Agent does not yet have an e-GGRT account, he/she must first complete the e-GGRT user registration process. Once EPA has activated the Agent's user account, the Agent can then enter his /her invitation to code to accept (or reject) the appointment.

## **5. DR/ADR Delegation**

After the Agent accepts the email invitation, the DR or ADR who appointed the Agent will need to log in to e-GGRT and electronically sign the Notice of Delegation (NOD) that formally establishes the delegation.

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