

Appointing the DR, ADR, and Agents

Designated Representative - Part 98 requires each facility and supplier to have one and only one Designated Representative (DR), who shall be responsible for certifying, signing, and submitting GHG reports. If the facility is required to submit reports under 40 CFR 75, the same individual shall be the Designated Representative under both Part 75 and Part 98. The Designated Representative is an individual selected by an agreement binding on the owners and operators of the facility or supplier to meet the requirements of Part 98.

Alternate Designated Representative - Part 98 allows the facility or supplier to designate one Alternate Designated Representative (ADR), who shall be an individual selected by an agreement binding on the owners and operators, and may act on behalf of the designated representative, of such facility or supplier.

Agent - A DR or ADR may delegate his or her authority to one or more individuals, known as Agents, to submit an electronic GHG report.

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.

An important part of facility registration is to use e-GGRT to appoint the DR, optional ADR, and one or more Agents for a facility or supplier. The following subsections describe the appointment process.

Step 1: Appointing the DR and Optional ADR

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

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface for Facility Management. The user is logged in as 'Nadir Landfill'. The navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and ACCEPT ASSIGNMENTS. The main content area shows a progress bar with steps: Search, Facility Info, Appoint DR & ADR (current step), Setup Agents, and Confirm & Submit. Below the progress bar, a section titled 'WHO ARE THE DR AND ADR?' explains the requirements for the Designated Representative (DR) and Alternate Designated Representative (ADR). It states that each e-GGRT facility must have one and only one DR, who certifies and signs submissions to EPA. The DR can appoint one and only one ADR to act on their behalf. After EPA review, an email invitation will be sent to the DR and ADR. A note indicates that an asterisk (*) denotes a required field. The form then asks 'Who will be the DR for this Facility or Supplier?' with two radio button options: 'I will be the DR' (selected) and 'I want to appoint a DR'. Below this, there are input fields for the DR's First Name, Last Name, Middle Initial, Phone, Email, and Re-enter Email. The 'ALTERNATE DESIGNATED REPRESENTATIVE (ADR)' section follows, with radio button options: 'I will be the ADR, or I want to appoint an ADR, or There will be no ADR. (Note: ADRs can be appointed after registration)'. The 'I will be the ADR' option is selected. Input fields for the ADR's First Name, Last Name, Middle Initial, Phone, Email, and Re-enter Email are also present. At the bottom, there are 'BACK' and 'NEXT' buttons. The footer includes 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FR1-10'.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT ACCEPT ASSIGNMENTS

ABOUT REGISTRATION FACILITY REGISTRATION VERIFICATION ACCEPT ASSIGNMENTS

Nadir Landfill

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

WHO ARE THE DR AND ADR?

Each e-GGRT facility is required to have one, and only one, Designated Representative (DR). The DR will certify and sign the Facility or Supplier's submissions to EPA. The DR can appoint one, and only one, Alternate Designated Representative (ADR) to act on behalf of the DR.

After EPA reviews the registration, e-GGRT will send an email invitation to the DR and ADR with instructions on how to accept their role for this facility.

* denotes a required field

DESIGNATED REPRESENTATIVE (DR)

Who will be the DR for this Facility or Supplier?

☒ I will be the DR

☐ I want to appoint a DR

First Name *
Last Name *
Middle Initial
Phone *
Email *
Re-enter Email *

ALTERNATE DESIGNATED REPRESENTATIVE (ADR)

Who will be the ADR for this Facility?

☒ I will be the ADR, or I want to appoint an ADR, or There will be no ADR. (Note: ADRs can be appointed after registration)

First Name *
Last Name *
Middle Initial
Phone *
Email *
Re-enter Email *

BACK NEXT

Paperwork Reduction Act Burden Statement | Contact Us e-GGRT RY2010.7.9 | FR1-10

>> Click this link to expand

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS

Nadir Landfill

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

WHO IS AN AGENT?
The Designated Representative and Alternate Designated Representative can delegate their authority to submit reports to EPA to one or more individuals known as Agents. * denotes a required field

| NAME | EMAIL |
|-----------|------------------|
| Joe Agent | JoeAgent@xxx.com |

AGENT APPOINTEE

First Name* EGGRT

Last Name* Agent

Phone* 444-444-4444

Email* EGGRTAgent@xxx.com

Re-enter Email* EGGRTAgent@xxx.com

SAVE

← BACK NEXT → Finished adding Agents

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FR1-11

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

ABOUT REGISTRATION FACILITY SETUP VERIFICATION ACCEPT ASSIGNMENTS

Hello, EGGRT Registrar | My Profile | Logout

Nadir Landfill

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

WHO IS AN AGENT?
The Designated Representative and Alternate Designated Representative can delegate their authority to submit reports to EPA to one or more individuals known as Agents. * denotes a required field

| NAME | EMAIL |
|-----------|------------------|
| Joe Agent | JoeAgent@xxx.com |

AGENT APPOINTEE

First Name* EGGRT

Last Name* Agent

Phone* 444-444-4444

Email* EGGRTAgent@xxx.com

Re-enter Email* EGGRTAgent@xxx.com

SAVE

← BACK NEXT → Finished adding Agents

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FR1-11

e-GGRT lets you name one or more Agents for each facility or supplier. To add an Agent, click the link titled "Add An Agent", then provide the Agent's name, telephone number, and email address, then click SAVE. Repeat this for each Agent. When finished, click NEXT.



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.

Step 3: Review Facility Summary

>> Click this link to expand

The screenshot shows the 'FACILITY MANAGEMENT' section of the e-GGRT interface. A progress bar at the top indicates the current step is 'Confirm & Submit'. The main content area displays the 'FACILITY REGISTRATION SUMMARY' for 'Nadir Landfill'. The summary is divided into two columns: 'FACILITY ADDRESS INFORMATION' and 'OWNERS AND OPERATORS'. The facility address is 'Nadir Landfill, 123 Nadir Street, Vienna VA, 22181'. The designated representative is 'DR Nadir' with contact information '800-111-1111 | grantja@saic.com'. The alternate designated representative is 'ADR Nadir' with contact information '800-222-2222 | grantja@saic.com'. The agent is 'Joe Agent' with contact information '555-555-5555 | JoeAgent@xxx.com'. At the bottom, there are three buttons: 'BACK', 'SUBMIT REGISTRATION', and 'CANCEL'.

FACILITY REGISTRATION SUMMARY

| FACILITY ADDRESS INFORMATION | OWNERS AND OPERATORS |
|--|----------------------|
| Nadir Landfill 123 Nadir Street Vienna VA, 22181 | Nadir Inc |
| DESIGNATED REPRESENTATIVE DR Nadir 800-111-1111 grantja@saic.com | |
| ALTERNATE DESIGNATED REPRESENTATIVE ADR Nadir 800-222-2222 grantja@saic.com | |
| AGENTS Joe Agent 555-555-5555 JoeAgent@xxx.com | |

[BACK](#) [SUBMIT REGISTRATION](#) [CANCEL](#)

This screenshot shows the same 'FACILITY REGISTRATION SUMMARY' page as the previous one, but with the 'FACILITY ADDRESS INFORMATION' section expanded. The progress bar at the top shows the current step is 'Confirm & Submit'. The facility address is 'Nadir Landfill, 123 Nadir Street, Vienna VA, 22181'. The designated representative is 'DR Nadir' with contact information '800-111-1111 | grantja@saic.com'. The alternate designated representative is 'ADR Nadir' with contact information '800-222-2222 | grantja@saic.com'. The agent is 'Joe Agent' with contact information '555-555-5555 | JoeAgent@xxx.com'. At the bottom, there are three buttons: 'BACK', 'SUBMIT REGISTRATION', and 'CANCEL'.

FACILITY REGISTRATION SUMMARY

| FACILITY ADDRESS INFORMATION | OWNERS AND OPERATORS |
|--|----------------------|
| Nadir Landfill 123 Nadir Street Vienna VA, 22181 | Nadir Inc |
| DESIGNATED REPRESENTATIVE DR Nadir 800-111-1111 grantja@saic.com | |
| ALTERNATE DESIGNATED REPRESENTATIVE ADR Nadir 800-222-2222 grantja@saic.com | |
| AGENTS Joe Agent 555-555-5555 JoeAgent@xxx.com | |

[BACK](#) [SUBMIT REGISTRATION](#) [CANCEL](#)

When you have finished, review the information you entered, then click SUBMIT REGISTRATION.

[Back to Top](#)