

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 'FACILITY MANAGEMENT' interface. The user is logged in as 'Nadir Landfill'. The navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'ACCEPT ASSIGNMENTS'. The 'FACILITY MANAGEMENT' section has a sub-menu with 'ABOUT REGISTRATION', 'FACILITY REGISTRATION', 'VERIFICATION', and 'ACCEPT ASSIGNMENTS'. The 'FACILITY REGISTRATION' sub-menu is active, showing a progress bar with steps: Search, Facility Info, Appoint DR & ADR (current step), Setup Agents, and Confirm & Submit. The 'Appoint DR & ADR' step is highlighted with a green checkmark. The main content area is titled 'WHO ARE THE DR AND ADR?' and contains the following text: '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.' Below this text is a section for 'DESIGNATED REPRESENTATIVE (DR)' with a radio button selection: 'Who will be the DR for this Facility or Supplier?'. The options are: 'I will be the DR' (selected), 'I want to appoint a DR', and 'There will be no ADR. (Note: ADRs can be appointed after registration)'. The 'I will be the DR' option is selected. Below the radio buttons are input fields for 'First Name', 'Last Name', 'Middle Initial', 'Phone', 'Email', and 'Re-enter Email'. The 'First Name' field is filled with 'Nadir'. Below the 'DESIGNATED REPRESENTATIVE (DR)' section is a section for 'ALTERNATE DESIGNATED REPRESENTATIVE (ADR)' with the same radio button selection and input fields. The '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)' option is selected. Below the 'ALTERNATE DESIGNATED REPRESENTATIVE (ADR)' section are 'BACK' and 'NEXT' buttons. The footer of the page includes 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FR1-10'.

>> Click this link to expand

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 e-GGRT Facility Registration Summary page. The header includes the EPA logo and the e-GGRT Electronic Greenhouse Gas Reporting Tool logo. The navigation bar has tabs for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and ACCEPT ASSIGNMENTS. The left sidebar contains links for e-GGRT Help and Identification of DRs, ADRs, and Agents. The main content area displays the Facility Registration Summary for 'Nadir Landfill'. It includes a progress bar with steps: Search, Facility Info, Appoint DR & ADR, Setup Agents, and Confirm & Submit. The summary table lists the following information:

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	

At the bottom of the summary table, there are three buttons: BACK, SUBMIT REGISTRATION, and CANCEL.

This screenshot shows the same e-GGRT Facility Registration Summary page, but with the 'FACILITY SETUP' tab selected. The progress bar now shows the 'Appoint DR & ADR' step as completed. The summary table provides more detailed information:

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	

The bottom of the page features the same three buttons: BACK, SUBMIT REGISTRATION, and CANCEL.

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

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