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



SEPA United St Environm Agency	ates ental Protection	E-GGRT Electronic Greenhouse Gas
HOME FACILITY REGISTRA	ATION FACILITY MANAGEMENT	Reporting Tool
ABOUT REGISTRATION	FACILITY SETUP DEVERIFICATION DEACCEPT ASSIGNMENTS	Hello, EGGRT Registrar My Profile Logout
@ e-GGRT Help	Nadir Landfill	
Identification of DRs, ADRs, and Agents	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 O I will be the ADR, or this Facility?	
	I want to appoint an ADR, or There will be no ADR. (Note: ADRs can be appoint	nted after registration)
	First Name *	
	Last Name *	
	Middle Initial	
	Phone*	
	Email*	
	Re-enter Email*	
	+BACK NEXT→	
Paperwork Reduction Act Burder	n Statement Contact Us	e-GGRT RY2010.7.9 FR1-10

e-GGRT lets you name yourself or someone else as the DR. To name yourself, select "I will be the DR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a DR", then provide the name, telephone number and email address of that person.

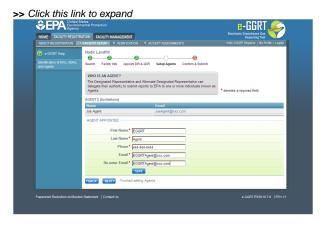
e-GGRT lets you name yourself or someone else as the ADR, or name no ADR. To name yourself, select "I will be the ADR" and provide your name, telephone number and email address. To name someone else, select "I want to appoint a ADR", then provide the name, telephone number and email address of that person. To appoint no one, select "There will be no ADR".

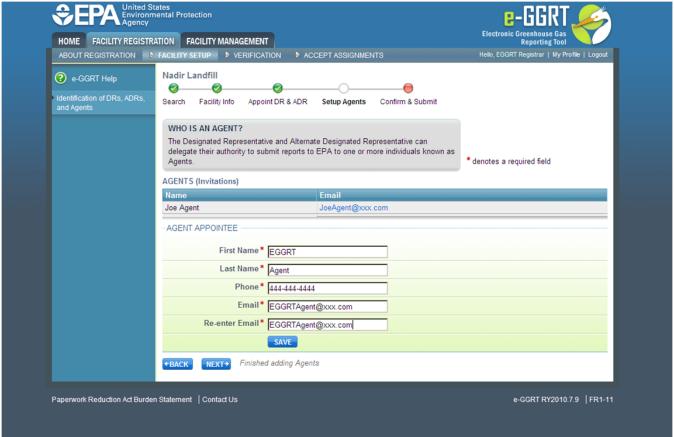
When you are finished, click NEXT.



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 the ADR at the same facility.

Step 2: Appointing One or More Optional Agents



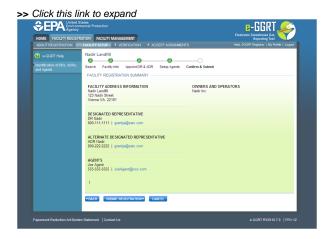


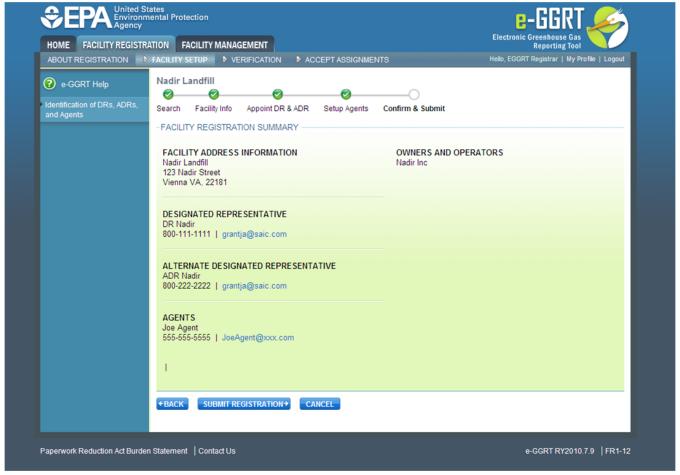
e-GGRT lets you name one or more Agents for each facility or supplier. To add an Agent, click the link titled "Add An Agent", then provide the Agent's name, telephone number, and email address, then click SAVE. Repeat this for each Agent. When finished, click NEXT.



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





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

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