

# Changing DR and ADR

## Change the DR

The Designated Representative (DR), Alternate Designated Representative (ADR), or Agent may initiate a change in DR.

To begin, log in to e-GGRT and click the Facility Management tab.

Next, click on the Facility Name.

On the Facility Summary page that appears, click the CHANGE button next to the DR's name.

Select either "Promote the ADR" or "Create a new DR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

Note that there can be only one DR per facility and supplier.

### Option 1: Promote the ADR

After selecting "Promote the ADR", click the CONTINUE button to promote the ADR to DR. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the PROMOTE button to promote the current ADR to the DR role.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

If you promote the ADR to be the DR, the new DR will retain any Agents they had as the ADR and will have the option to retain the previous DR's Agents. The new DR may also add new Agents.

### Option 2: Create a new DR

After selecting "Create a new DR", fill in all required fields (as denoted by red asterisks), then click CONTINUE. To cancel, click CANCEL and you will be returned to the Facility Summary page.

>> *Click this link to expand*

The screenshot shows the e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. The top navigation bar includes EPA and e-GGRT logos, and tabs for HOME, FACILITY REGISTRATION, and FACILITY MANAGEMENT. The left sidebar has links for MY FACILITIES, FACILITY SUMMARY, e-GGRT Help, and Change DR and ADR. The main content area is titled 'Nadler Landfill (GHGRP ID: 634719)' and shows 'Facility Summary' and 'Change DR' links. The 'CHANGE THE DESIGNATED REPRESENTATIVE' section offers two options: 'Promote the Alternate Designated Representative (ADR)' and 'Create a new DR'. The 'Create a new DR' option is selected. Below this, the 'COMPLETE THE DR INVITATION' section contains a form with fields for First Name, Last Name, Phone, Email, and Re-enter Email, all marked with red asterisks to indicate they are required. At the bottom of the form are 'CONTINUE' and 'CANCEL' buttons. The footer includes 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.9 | FM2-1'.

United States  
Environmental Protection  
Agency

Electronic Greenhouse Gas  
Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES FACILITY SUMMARY

Hello, DR Nadir | My Profile | Logout

e-GGRT Help

Change DR and ADR

Nadir Landfill (GHGRP ID: 534719)  
Facility Summary » Change DR

### CHANGE THE DESIGNATED REPRESENTATIVE

Choose the way in which you would like to change the existing Designated Representative (DR) :

- Promote the Alternate Designated Representative (ADR)** : Promote the current ADR to be the new DR. (This is the preferred approach for changing a DR)
- Create a new DR** : Create a new DR by entering his or her name, phone and email address.

\*denotes a required field

### COMPLETE THE DR INVITATION

Enter the new DR's information in the form below and click the CONTINUE button. Upon EPA approval, e-GGRT will send the representative an email with instructions on how to login and accept the new role for this facility.

Once this person becomes DR, they will have access to all e-GGRT data for this facility or supplier, which may include Confidential Business Information.

NEW DR

First Name \*

Last Name \*

Phone \*

Email \*

Re-enter Email \*

CONTINUE CANCEL

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e-GGRT RY2010.7.9 | FM2-1

On the page that appears next, click CREATE.

Upon EPA approval of the new DR, e-GGRT will send the new DR an email that explains how to log in, accept the new DR role, and sign the Certificate of Representation. The new DR must electronically sign the revised Certificate of Representation by agreeing to the certification statement, entering his or her password, and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

The new DR will have the option to either add a new ADR or to leave the current ADR as-is (if there is a current ADR listed).

The new DR will also have the option to retain the previous DR's Agents.

>> Click this link to expand

United States  
Environmental Protection  
Agency

Electronic Greenhouse Gas  
Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES FACILITY SUMMARY

Hello, Robert Goulet | My Profile | Logout

e-GGRT Help

Acceptance of DR and ADR Appointment

M. Foley Corporation (GHGRP ID: 534719)  
Facility Summary » Retain Agents

### WHAT IS AN AGENT?

You can delegate your authority to prepare and/or submit reports to EPA to one or more individuals known as agents. The individual(s) below were agents of the representative that you are replacing.

- If you would like to retain any of these agents, review the list and select the agent(s) you would like to keep and click the green RETAIN button. You can then review and electronically sign the Notice of Delegation.
- If you do not wish to keep any agents, select SKIP and return to your home page.

Note that you may add new agents, edit existing agents or delete agents at any time using the e-GGRT facility management tools.

SUGGESTED AGENTS

Name	Phone	Email	Agent Since
<input type="checkbox"/> Dwight Schrute	555-555-5555	dschrute@dunder.com	2018-11-14 13:50:00.0

RETAIN (Selected Agents)

SKIP (No Agents)

The screenshot shows the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. The user is logged in as 'Hello, Robert Goulet' with links to 'My Profile' and 'Logout'. The left sidebar shows 'MY FACILITIES' and 'FACILITY SUMMARY'. The main content area is titled 'M. Foley Corporation (GHGRP ID: 534719)' and 'Facility Summary » Retain Agents'. A section titled 'WHAT IS AN AGENT?' explains that users can delegate authority to agents and provides instructions on how to retain or skip agents. Below this is a 'SUGGESTED AGENTS' table with one entry: Dwight Schrute, with a checkbox, phone number 555-555-5555, email dschrute@dunder.com, and agent since date 2018-11-14 13:50:00.0. At the bottom are buttons for 'RETAIN (Selected Agents)' and 'SKIP (No Agents)'.

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**SUGGESTED AGENTS**

	Name	Phone	Email	Agent Since
<input type="checkbox"/>	Dwight Schrute	555-555-5555	dschrute@dunder.com	2018-11-14 13:50:00.0

**RETAIN (Selected Agents)** **SKIP (No Agents)**

The new DR may also add new Agents. For information on how to add new Agents, edit existing Agents, or delete Agents, the new DR may refer to the [Changing Agents page](#).

Please note that the new DR must be an e-GGRT user. If the new DR is not currently a user, he or she should begin the e-GGRT user registration process immediately.

## Change the ADR

**Only the DR may change or remove the ADR.**

To change the ADR, you may remove the current ADR, if there is one, without a replacement or create a new ADR.

Note that there can be only one ADR per facility or supplier.

To begin, log in to e-GGRT and click the Facility Management tab. Next, click on the Facility Name. On the Facility Summary page that appears, click the CHANGE button next to the ADR's name.

Select either "Remove the ADR" or "Create a new ADR". To cancel, click CANCEL and you will be returned to the Facility Summary page.

### Option 1: Remove the ADR

After selecting "Remove the ADR", click the CONTINUE button to remove the current ADR. If you remove the current ADR without a replacement, a new ADR can be added at a later date. To cancel, click CANCEL and you will be returned to the Facility Summary page.

On the following page, click the REMOVE button. You will be prompted to sign a revised Certificate of Representation by agreeing to the certification statement, entering your password, and correctly answering the challenge question displayed. Note that upon signature, the outgoing ADR will no longer be able to access data for this facility or supplier. Click the CANCEL button to cancel the change and return to the Facility Summary page.

### Option 2: Create a new ADR

After selecting "Create a new ADR", fill in all required fields, as denoted by a red asterisk, then click the SUBMIT button. To cancel, click CANCEL and you will be returned to the Facility Summary page.

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

United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES FACILITY SUMMARY

Nadir Landfill (GHGRP ID: 534719)  
Facility Summary » [Change ADR](#)

**CHANGE THE ALTERNATE DESIGNATED REPRESENTATIVE**  
Choose the way in which you would like to change the existing Alternate Designated Representative (ADR):

- [Remove the ADR](#) : Remove the ADR without a replacement.
- Create a new ADR** : Create a new ADR by entering their name, phone and email address. Only one ADR is allowed per facility. \*

\*denotes a required field

**COMPLETE THE ADR INVITATION**  
Enter the new ADR's information in the form below and click the CONTINUE button. Upon EPA approval, e-GGRT will send the alternate representative an email invitation with instructions on how to accept their new role for this facility.

Once this person becomes ADR, they will have access to all e-GGRT data on this facility or supplier, which may include Confidential Business Information.

NEW ADR

First Name \*

Last Name \*

Phone \*

Email \*

Re-enter Email \*

[CONTINUE](#) [CANCEL](#)

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United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

MY FACILITIES FACILITY SUMMARY

Nadir Landfill (GHGRP ID: 534719)  
Facility Summary » [Change ADR](#)

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**COMPLETE THE ADR INVITATION**  
Enter the new ADR's information in the form below and click the CONTINUE button. Upon EPA approval, e-GGRT will send the alternate representative an email invitation with instructions on how to accept their new role for this facility.

Once this person becomes ADR, they will have access to all e-GGRT data on this facility or supplier, which may include Confidential Business Information.

NEW ADR

First Name \*

Last Name \*

Phone \*

Email \*

Re-enter Email \*

[CONTINUE](#) [CANCEL](#)


Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.9 | FM2-1

On the following page, click the CREATE button to create a new ADR. If you create a new ADR, upon EPA approval, e-GGRT will send the person an email with instructions on how to log in, accept the new role and sign the Certificate of Representation. The new ADR must electronically sign the revised Certificate of Representation by agreeing to the certification statement, entering his or her password and correctly answering the challenge question displayed. The new Certificate of Representation will take effect immediately upon signature. To cancel, click CANCEL and you will be returned to the Facility Summary page.

The new ADR will also have the option to retain the previous ADR's Agents.

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



United States  
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HOME
 FACILITY REGISTRATION
 FACILITY MANAGEMENT

MY FACILITIES
 FACILITY SUMMARY

Hello, Robert Goulet | My Profile | Logout

e-GGRT Help
 Acceptance of DR and ADR Appointment

M. Foley Corporation (GHGRP ID: 534719)  
 Facility Summary » **Retain Agents**

**WHAT IS AN AGENT?**

You can delegate your authority to prepare and/or submit reports to EPA to one or more individuals known as agents. The individual(s) below were agents of the representative that you are replacing.


- If you would like to retain any of these agents, review the list and select the agent(s) you would like to keep and click the green RETAIN button. You can then review and electronically sign the Notice of Delegation.
- If you do not wish to keep any agents, select SKIP and return to your home page.

Note that you may add new agents, edit existing agents or delete agents at any time using the e-GGRT facility management tools.

SUGGESTED AGENTS

Name	Phone	Email	Agent Since
<input type="checkbox"/> Dwight Schrute	555-555-5555	dschrute@dunder.com	2018-11-14 13:50:00.0

RETAIN (Selected Agents)
 SKIP (No Agents)



United States  
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 Agency

HOME
 FACILITY REGISTRATION
 FACILITY MANAGEMENT

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Name	Phone	Email	Agent Since
<input type="checkbox"/> Dwight Schrute	555-555-5555	dschrute@dunder.com	2018-11-14 13:50:00.0

RETAIN (Selected Agents)
 SKIP (No Agents)

The new ADR may also add new Agents. For information on how to add new Agents, edit existing Agents, or delete Agents, the new ADR may refer to the [Changing Agents page](#).

Please note that the new ADR must be an e-GGRT user. If the new ADR is not currently a user, he or she should begin the e-GGRT user registration process immediately.

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.

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