

EPA Correspondence Folder

e-GGRT is equipped with a correspondence tracking feature to facilitate communication between reporters and EPA via posted messages and uploaded documents. This feature is designed to allow the user to have a confidential discussion regarding the submission with EPA.

EPA uses the correspondence tracking feature, known as the EPA Correspondence Folder, to notify facilities of determinations and to identify potential substantive issues with a facility's reporting which **MAY** need correction. If you receive a correspondence issue notification from EPA you should access the facility's EPA Correspondence Folder, open the issue referenced in the notification, and reply to each message contained within. In your replies you may ask additional questions or for clarification, discuss your assessment of the issues presented by EPA, refute the validity of those issues, request a callback from EPA to discuss the issues, and/or acknowledge those issues and your plans correct and resubmit. Please note that issues for which a message has not been replied to will have the status "Message(s) Awaiting Reply". Once all Messages within an issue have been replied to, the issue's status will become "All Messages Replied To". For each reply, e-GGRT sends notification of a reply to the cognizant personnel at EPA.

There are several ways to access the facility's EPA Correspondence Folder from the e-GGRT home page in order to view issue details and respond to EPA's request for further information:

- [Via the EPA Correspondence Folder link](#)
- [Via the ACCESS YOUR FACILITIES table](#)
- [Via the FACILITY MANAGEMENT tab](#)

Using the EPA Correspondence Folder link to access the EPA Correspondence Folder

Login to e-GGRT and click the EPA Correspondence Folder link located on the right side of the page.

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

The screenshot shows the e-GGRT home page. On the right side, there is a section titled "EPA Correspondence Folder" with a folder icon and the text "Issues with Message(s) awaiting reply: 1". Below this is a button labeled "e-GGRT Announcements".

The screenshot shows the e-GGRT home page with the "ACCESS YOUR FACILITIES" table expanded. The table lists facilities with their GHGRP ID, Facility or Supplier, and Your Role.

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
533504	Fat Rob Inc	DR

The ALL EPA CORRESPONDENCE page will appear. This page provides a summary of, and access to, all EPA Correspondence Issues for all of the facilities for which the user is a Designated Representative (DR), Alternate Designated Representative (ADR), or Agent.

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



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ALL EPA CORRESPONDENCE

This page provides a summary of, and access to, all EPA Correspondence Issues with all the Facility or Suppliers for which you are a representative or agent. Click on the Issue ID to go directly to the Issue Details screen. Or, by clicking a Facility or Supplier name you will go to that facility or supplier's Correspondence Folder which summarizes the issues for just that facility or supplier.

IMPORTANT: Any data submitted through e-GGRT is subject to public release under the Freedom of Information Act unless the data qualifies for confidential treatment under FOIA Exemption 4 (5 U.S.C. § 552(b)(4)). EPA has issued several final rules that specify which data submitted under 40 C.F.R. Part 98 qualifies for confidential treatment (see [Confidential Business Information for GHG Reporting](#)). Any data submitted that has been determined to be not entitled to confidential treatment in any of these rules may be released by EPA without further notice to you. For any data that is not covered by a final EPA rule, EPA will follow the procedures set forth in EPA's 40 CFR Part 2 regulations. Therefore, for any data that does not have a confidentiality determination, you can clearly indicate that you are asserting a confidentiality claim over the information at the time you submit the information. EPA will treat this data as confidential unless EPA makes a final determination that it does not qualify for confidential treatment.

OPEN ISSUES

Issue	Start Date	Due Date	Status	GHGRP ID	Facility or Supplier
10346	05/23/2013	n/a	All messages replied to	525357	EE SUBPART EE STAGING TEST FACILITY
10249	12/13/2012	11/28/2012	All messages replied to	525357	EE SUBPART EE STAGING TEST FACILITY
10080	04/04/2012	n/a	All messages replied to	525357	EE SUBPART EE STAGING TEST FACILITY

CLOSED ISSUES (2) – SHOW | HIDE

Click on the Issue number to view the Issue Details page.

>> Click this link to expand

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Correspondence Tracker

Home » All EPA Correspondence » Issue 10346

FACILITY CORRESPONDENCE ISSUE

EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number: 10346
Issue Date: May 23, 2013

ISSUE DETAILS

Summary: CHRON JOB TEST - STAGING FAC - A message or messages from EPA regarding your BMM Request submission

Issue Status: Message(s) awaiting reply

Due Date:

ATTACHMENTS

File Name	Attached By	Attached Date	Size (KB)
none			

[ADD an Attachment](#)


MESSAGE (AWAITING REPLY)

EPA Posted a Message — May 23, 2013 12:00 AM

BMM" Posted Message for Chron Job Test - Industry Segment: Underground natural gas storage


Source Type: Centrifugal Compressors

[POST REPLY](#)



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Issue Number:10346
Issue Date: May 23, 2013

ISSUE DETAILS

Summary	CHRON JOB TEST - STAGING FAC_8 - A message or messages from EPA regarding your BAMM Request submission
Issue Status	Message(s) awaiting reply
Due Date	

ATTACHMENTS

File Name	Attached By	Attached Date	Size (Kb)
none			

[+ ADD an Attachment](#)

MESSAGE (AWAITING REPLY)


EPA Posted a Message — May 23, 2013 12:00 AM
"BAMM" Posted Message for Chron Job Test - Industry Segment: Underground natural gas storage
Source Type: Centrifugal Compressors

POST REPLY

For information and instructions on how use the Issue Details page to reply to an Issue, see the "[Replying to a Correspondence Issue](#)" section below.


If you wish to only view issues for one particular facility, click on the facility name on the ALL EPA CORRESPONDENCE page. You will be taken to that facility's Correspondence Folder which summarizes the issues for just that facility.

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



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FACILITY CORRESPONDENCE FOLDER

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Click on the Issue number to view the Issue Details page.


For information and instructions on how use the Issue Details page to reply to an Issue, see the ["Replying to a Correspondence Issue"](#) section below.

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Using the ACCESS YOUR FACILITIES table to access the EPA Correspondence Folder

Login to e-GGRT and click the name of your facility in the ACCESS YOUR FACILITIES table.

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


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REGISTER A FACILITY

ACCESS YOUR FACILITIES:


GGRT ID	Facility for Supplier	Your Role
525357	EE SUBPART EE STAGING TEST FACILITY	ADR
525477	VDBTR Enterprises	DR
528877	M. Foley Corporation	DR
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531241	Alfred Morris LLC	DR
531260	Pierre Gacon Inc	DR
531261	Matt Jones Inc	DR
533486	Kirk Cousins Inc	DR
533504	Fat Rob Inc	DR

ACCEPT AN INVITATION:


Use a 1-time Invitation Code?
Paste an Invitation Code into the field, then click GO. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

 EPA Correspondence Folder
Issues with Message(s) awaiting
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Use a 1-time Invitation Code?

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)

GO



EPA Correspondence Folder

Issues with Message(s) awaiting reply: 1


e-GGRT Announcements

On the Facility Summary page, click the "EPA Correspondence Folder" link located on the right side of the screen.

>> Click this link to expand




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E-GGRT FACILITY SUMMARY

From this summary page, depending upon your role, you can make changes to the "Facility Profile" information, the facility's representatives Designated Representative (DR) and Alternate Designated Representative (ADR), and to your Agents if you are a DR or ADR.

Facility Representatives

Designated Representative	Sokha Chea	CHANGE
Alternate Designated Representative	none	CHANGE

Facility Profile

Facility Information	Testing Facility 8301 Greensboro Dr McLean VA 22102	EDIT
Owners and Operators	Sokha Chea	
Is a CAMD Business System Facility?	No	

Certificate of Representation Signed and Complete: No further action is required by the facility representatives.

Certificate of Representation

Agent (for this facility)	for
none appointed	

+ Add Agent

- Remove selected

EPA Correspondence Folder

Subpart RR: Geologic Sequestration of Carbon Dioxide

Click the Subpart RR link above to submit an R&D Project Exemption Request, a Monitoring, Reporting, and Verification (MRV) Plan, or an MRV Plan Extension Request.

Subpart W: Petroleum and Natural Gas Systems


Click the Subpart W link above to submit a Best Available Monitoring Methods (BAMM) Request.

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2011.R.64 | FM1-2

On the Correspondence Folder page, select an issue by clicking the issue number in the first column of the ISSUES table.


>> Click this link to expand



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ISSUES

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10249	EPA message(s) regarding your Certificate of Representation	12/13/2012	All messages replied to
10064	1981 Response Due Date Test (Chron Job in progress)	4/5/2012	Retired
10078	2010 CT - Merge Facility Test Issue will be retired.	4/4/2012	New, no message(s)
10080	2011 Issue related with My new Staging Test Facility	4/4/2012	All messages replied to



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The Issue Details page will be displayed.


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

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EE SUBPART EE STAGING TEST FACILITY

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FACILITY CORRESPONDENCE FOLDER

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Testing Facility

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FACILITY CORRESPONDENCE ISSUE
EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number: 13598
Issue Date: December 18, 2012

ISSUE DETAILS

Summary	Please review your RY 2010 and RY2011.
Issue Status	Message(s) awaiting reply
Response Due Date	February 1, 2013 (Request a 30-day extension)

ATTACHMENTS

File Name	Attached By	Attached Date	Size (kb)
none			

[+ ADD an Attachment](#)

MESSAGE (AWAITING REPLY)

EPA Posted a Message — December 17, 2012 10:04 AM
Please review your RY2010 and RY2011 for Subpart F.

[POST REPLY](#)

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e-GGRT RY2011.R64 | FM (close)

For information and instructions on how use the Issue Details page to reply to an Issue, see the ["Replying to a Correspondence Issue"](#) section below.

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Using the FACILITY MANAGEMENT tab to access the EPA Correspondence Folder

Login to e-GGRT and click the FACILITY MANAGEMENT tab.

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

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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
533504	Fat Rob Inc	DR

ACCEPT AN INVITATION:


Use a 1-time Invitation Code?

Paste an Invitation Code into the field, then click 'GO'. (If you have already used a code to accept a role at a facility, you may access that facility from the list to the left.)


[GO](#)

[EPA Correspondence Folder](#)
Issues with Message(s) awaiting reply: 1

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 EPA Correspondence Folder

Issues with Message(s) awaiting reply: 1


e-GGRT Announcements

The Facility Management page will be displayed. This page summarizes the status of any EPA Correspondence associated with a facility and provides a link you can use to view the facility's EPA Correspondence Folder.

>> *Click this link to expand*




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About Facility Management

E-GGRT FACILITY MANAGEMENT


You can make changes to facility information, representatives, or agents by clicking on a Facility or Supplier Name link below. In addition, this page summarizes the status of EPA correspondence, if any, associated with each facility or supplier. If there are one or more unresolved correspondence items shown, use the "Open Folder" link to view the facility or supplier's EPA Correspondence Folder. Please note, EPA correspondence may be applicable to any reports submitted by a facility including those for past reporting years.

SELECT A FACILITY:

GHGRP ID	Facility or Supplier	Your Role	EPA Correspondence Status	EPA Correspondence
525357	EE SUBPART EE STAGING TEST FACILITY	ADR	Message(s) awaiting reply	Open Folder
525477	VDBTR Enterprises	DR	No Correspondence	
528877	M. Foley Corporation	DR	No Correspondence	
531180	Desean J Inc	DR	No Correspondence	
531200	KC1 KC1 KC1	DR	No Correspondence	
531240	Jordan Reed Corporation	DR	No Correspondence	
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533504	Fat Rob Inc	DR	No Correspondence	



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About Facility Management

E-GGRT FACILITY MANAGEMENT


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GHGRP ID	Facility or Supplier	Your Role	EPA Correspondence Status	EPA Correspondence
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531261	Matt Jones Inc	DR	No Correspondence	
533486	Kirk Cousins Inc	DR	No Correspondence	
533504	Fat Rob Inc	DR	No Correspondence	

After clicking the "Open Folder" link in the "EPA Correspondence" column, the FACILITY CORRESPONDENCE FOLDER page will be displayed.

>> Click this link to expand



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FACILITY CORRESPONDENCE FOLDER

EPA may choose to communicate with a facility within e-GGRT by establishing an Issue Number and posting 1 or more messages within the Issue. Only EPA can initiate this correspondence. Open an Issue by clicking its Issue Number; then upload attachments and/or post replies to any messages.


IMPORTANT: Any data submitted through e-GGRT is subject to public release under the Freedom of Information Act unless the data qualifies for confidential treatment under FOIA Exemption 4 (5 U.S.C. § 552(b)(4)). EPA has issued several final rules that specify which data submitted under 40 C.F.R. Part 98 qualifies for confidential treatment (see Confidential Business Information for GHG Reporting). Any data submitted that has been determined to be not entitled to confidential treatment in any of these rules may be released by EPA without further notice to you. For any data that is not covered by a final EPA rule, EPA will follow the procedures set forth in EPA's 40 CFR Part 2 regulations. Therefore, for any data that does not have a confidentiality determination, you can clearly indicate that you are asserting a confidentiality claim over the information at the time you submit the information. EPA will treat this data as confidential unless EPA makes a final determination that it does not qualify for confidential treatment.

ISSUES

Issue	Summary	Start Date	Status
10333	CHRON JOB TEST - STAGING FAC_8	5/23/2013	No Further Action Required at this Time
10346	CHRON JOB TEST - STAGING FAC_8 - A message or messages from EPA regarding your BMM Request submission	5/23/2013	All messages replied to
10249	EPA messages(s) regarding your Certificate of Representation	12/13/2012	All messages replied to
10084	1961 Response Due Date Test (Chron Job in progress)	4/6/2012	Retired
10078	2010 CT - Merge Facility Test Issue will be retained.	4/4/2012	New, no messages(s)
10080	2011 Issue related with My new Staging Test Facility	4/4/2012	All messages replied to



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Facility Summary » EPA Correspondence » **Correspondence Folder**

FACILITY CORRESPONDENCE FOLDER

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Click on the Issue number to view the Issue Details page.


For information and instructions on how use the Issue Details page to reply to an Issue, see the ["Replying to a Correspondence Issue"](#) section below.

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Replying to a Correspondence Issue

After accessing a Correspondence Issue using one of the methods listed above and clicking on the Issue number, the Issue Details page is displayed.

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



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Correspondence Tracker

Home » All EPA Correspondence » [Issue 10346](#)

FACILITY CORRESPONDENCE ISSUE

EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number 10346
Issue Date: May 23, 2013

ISSUE DETAILS

Summary	CHRON JOB TEST - STAGING FAC_8 - A message or messages from EPA regarding your BMM Request submission
Issue Status	Message(s) awaiting reply
Due Date	

ATTACHMENTS


File Name	Attached By	Attached Date	Size (KB)
none			


[Add an Attachment](#)

MESSAGE (AWAITING REPLY)

EPA Posted a Message — May 23, 2013 12:00 AM
"BMM" Posted Message for Chron Job Test - Industry Segment: Underground natural gas storage
Source Type: Centrifugal Compressors


POST REPLY


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FACILITY CORRESPONDENCE ISSUE
EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number: **10346**
Issue Date: May 23, 2013

ISSUE DETAILS

Summary	CHRON JOB TEST - STAGING FAC_8 - A message or messages from EPA regarding your BAMM Request submission
Issue Status	Message(s) awaiting reply
Due Date	

ATTACHMENTS

File Name	Attached By	Attached Date	Size (Kb)
none			

[+ ADD an Attachment](#)

MESSAGE (AWAITING REPLY)

EPA Posted a Message — May 23, 2013 12:00 AM
'BAMM' Posted Message for Chron Job Test - Industry Segment: Underground natural gas storage
Source Type: Centrifugal Compressors

POST REPLY

On the Issue Details page, you can:


- view the Issue Details (summary, status, response due date)
- upload attachments
- view and respond to messages


To upload a document or other file for EPA review, click the "ADD an Attachment" link below the ATTACHMENTS table.

Next, click the Browse button and select the file you wish to upload.

When finished, click ATTACH.


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[Facility Summary](#) » [Correspondence Folder](#) » Issue 1599 » [Upload Attachment](#)

UPLOAD NEW ATTACHMENT
Begin to attach a file by clicking the **Browse** button. All attachments are accessible to EPA.

Issue Number: 1599
Issue Date: December 19, 2012

ISSUE DETAILS

Summary	Please review your RT 2010 and RT2011.
Issue Status	Message(s) awaiting reply

ATTACHMENT

Attachment Uploaded:

The maximum file upload size is 30 MB.

ATTACH

CANCEL

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Testing Facility
Correspondence Tracker
Facility Summary Correspondence Folder Issue 13598 Upload Attachment

UPLOAD NEW ATTACHMENT
Begin to attach a file by clicking the Browse... button. All attachments are accessible to EPA.

Issue Number: 13598
Issue Date: December 18, 2012

ISSUE DETAILS

Summary	Please review your RY 2010 and RY2011.
Issue Status	Message(s) awaiting reply

ATTACHMENT

Attachment Upload * Browse...

The maximum file upload size is 30 MB

ATTACH CANCEL

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e-GGRT RY2011 R.64 | FM (eUpload)

To respond to a Correspondence Issue, type your reply message in the provided text box.

When finished, click POST REPLY to submit your message and any uploaded attachments (if applicable).

Your message will be posted to this screen and EPA will receive an email confirming that your reply was posted for their review. Note that you **will not** receive a confirmation/acknowledgment email after posting a reply.

>> *Click this link to expand*

Testing Facility
Correspondence Tracker
Facility Summary Correspondence Folder Issue 13598

FACILITY CORRESPONDENCE ISSUE
EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number: 13598
Issue Date: December 18, 2012

ISSUE DETAILS

Summary	Please review your RY 2010 and RY2011.
Issue Status	Message(s) awaiting reply
Response Due Date	February 1, 2013 (Request a 30-day extension)

ATTACHMENTS

File Name	Attached By	Attached Date	Size (KB)
None			

[ADD as Attachment](#)

MESSAGE (AWAITING REPLY)

EPA Posted a Message — December 17, 2012 10:04 AM
Please review your RY2010 and RY2011 for Subpart F.

POST REPLY

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Testing Facility

Correspondence Tracker

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[Issue 13598](#)

FACILITY CORRESPONDENCE ISSUE

EPA has established this Correspondence Issue to communicate with this facility about a GHG Annual Report Submission or some other e-GGRT activity. Please review the Message(s) below and reply accordingly.

Issue Number:13598
Issue Date: December 18, 2012

ISSUE DETAILS

Summary	Please review your RY 2010 and RY2011.
Issue Status	Message(s) awaiting reply
Response Due Date	February 1, 2013 (Request a 30-day extension)

ATTACHMENTS

File Name	Attached By	Attached Date	Size (kb)
none			

[ADD an Attachment](#)

MESSAGE (AWAITING REPLY)

EPA Posted a Message — December 17, 2012 10:04 AM
Please review your RY2010 and RY2011 for Subpart F.

POST REPLY

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Requesting an Extension of the 'Response Due Date' Deadline

You may request an extension of the 'Response Due Date' deadline through the facility's EPA Correspondence Folder in e-GGRT. Click on the appropriate issue to open it, and then click the 'Request a 30-day extension' link next to the 'Response Due Date' to submit the extension request.



If it's already past the 'Response Due Date' or if you've previously used the 'Request a 30-day extension' link, the extension link will no longer be displayed. You can request an additional 30-day extension of the deadline as provided by 40 CFR 98.3(h)(4) by emailing EPA at GHGReporting@epa.gov with your facility's GHGRP ID and the Correspondence Issue number prior to the expiration of the deadline.

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