

# Part 98 Reporting Using Importer and Exporter Data Pre-populated from HAWK

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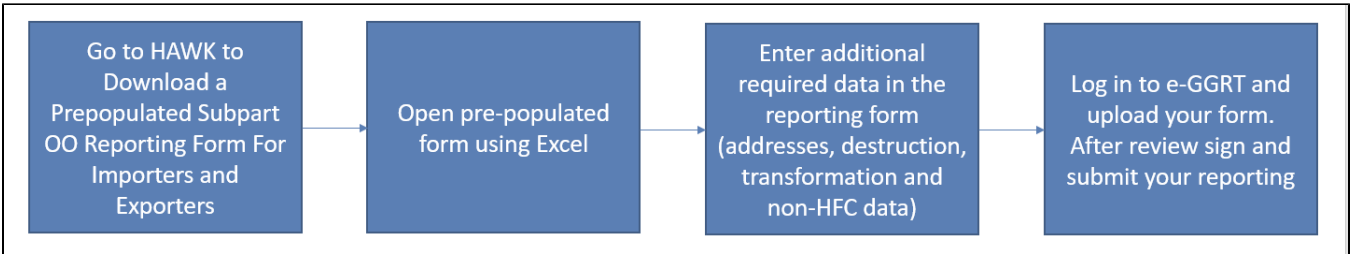
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HAWK reporters who submit quarterly import or export data may also be required to report annual imports and exports of fluorinated gases to the Greenhouse Gas Reporting Program under 40 CFR Part 98 subpart OO. To reduce the potential burden companies that report to both programs, EPA has created a utility which gathers quarterly import and export data submitted through HAWK and loads those data into a subpart OO reporting form as a starting point for Part 98 reporting.

- Forms downloaded using this utility contain pre-populated data based on a company's most recently submitted data in HAWK to be used as a starting point for Part 98 reporting.
- Suppliers subject to Part 98 are still responsible for completing, revising, reviewing, and submitting subpart OO reports using the e-GGRT system.
- While this utility should reduce the burden some additional data is required to complete the reporting forms as discussed below.
- This feature is only available for IMPORT and EXPORT data at this time and does not address HFC production reporting.

## Overview of the Process



The images below show the HAWK user interface where you can download a prepopulated form. You can reach the page shown below by clicking "report" on the HAWK home page or selecting the "HFC Reports" tab. On your "Company Reports Summary" home page you click "Pre-populated GHG Forms" as highlighted in red to get the form download page.

## MLH Resources (AIM364)

Home » Choose a Company » **Company Reports Summary**

### Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.



### Pre-Populated GHGRP

**Forms.** Companies that submit HIMPQ and/or HEXPQ reports can generate 40 CFR Part 98

subpart OO reporting forms pre-populated with their HAWK data.

**Pre-populated GHG Forms**

### Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

**Start**

### Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

**Go**

On the Download a GHG Subpart OO Form page you will see summary information regarding the submissions in HAWK which will be used to prepopulate the subpart OO form. On the right of that row you will see a "Download" link. When you click that link HAWK will prepare a subpart OO reporting form based on your HAWK data and allow you to save that form on your local machine or networked storage. Please note that the prepopulated subpart OO form contains a snapshot of the data in HAWK on the day the form is created. If you re-submit or otherwise revise your HAWK data later those changes will not be reflected unless you re-download a prepopulated form.

## MLH Resources (AIM364)

Home » Choose a Company » **Pre-Populated GHG Forms**



### Download GHG Subpart OO Reporting forms Pre-populated with HAWK data

HAWK reporters who submit quarterly import or export data may also be required to report annual imports and exports of fluorinated gases to the Greenhouse Gas Reporting Program under 40 CFR Part 98 subpart OO. To reduce the potential burden of reporting to both programs, this feature gathers quarterly import and export data submitted through HAWK and loads those data into a subpart OO reporting form. Pre-populated subpart OO reporting forms can be downloaded below.

Please note:

- Forms downloaded here contain pre-populated data based on your most recently submitted data in HAWK to be used as a starting point for Part 98 reporting.
- While these pre-populated forms can be used as a tool in preparing subpart OO reports, suppliers subject to Part 98 are ultimately responsible for completing, revising, reviewing, and submitting subpart OO reports using e-GGRT.
- Reporting data in HAWK does not replace submitting and certifying your Part 98 report in e-GGRT.
- For a more detailed discussion of the data you must add to complete your subpart OO report and the differences between Part 84 and Part 98 reporting, please review our help content at [Part 98 Reporting Using Importer and Exporter Data Pre-populated from HAWK](#).
- This feature is only available for IMPORT and EXPORT data at this time and does not include production.

### Subpart OO Reporting Form for Importers and Exporters

Company-Level HFC Reports

Reporting Year	Company	Status of HIMPQ Quarterly Reports	Status of HEXPQ Quarterly Reports	Action
2022	MLH Resources	Partially Accepted	Quarter(s) Missing	<b>Download</b>

**Back**

The prepopulated form you download is based on data extracted from the Quarterly Import and Quarterly Export reporting forms submitted to HAWK. The image below shows an example for four quarters of HAWK import data for an example facility. All of the imports and exports submitted to HAWK in quarterly reports are placed in prepopulated subpart OO form.

#### American Innovation and Manufacturing Act - HFC Exporter Quarterly Report

<b>Worksheet Instructions:</b>	
Complete and submit an HFC Exporter Quarterly Report if your company exports HFCs. Section 1 must be completed prior to submission. Section 2 must be completed if your company exported HFCs during the reporting quarter. If no HFCs were exported during the quarter, Section 2 may be left blank. Section 3 is automatically populated based on data entered in Section 2. Section 4 must be completed if your company is reporting quarter 4 activity.	
<b>Version:</b>	
v0.2	
<b>Updated:</b>	
9/16/2022	
<b>External Links:</b>	
<a href="#">HFC Allocation Rule Reporting HelpDesk</a> <a href="#">AIM Act Paperwork Reduction Act Burden</a>	
<b>Reporting Form Navigation:</b>	
<a href="#">Section 1 - Company Identification</a>	<a href="#">Section 3 - Export Summary</a>
<a href="#">Section 2 - Export Information</a>	<a href="#">Section 4 - End-of-Year Inventory</a>

EPA may request additional information or ask follow up questions to verify the accuracy of this submission and supporting documentation, including pursuant to CAA section 114 as authorized under the AIM Act.

#### Section 1 - Company Identification

Instructions: Complete the following company information.

Company Name:	MLH Resources
Company ID:	AIM364
Reporting Year:	2022
Reporting Quarter:	1
Employer Identification Number (EIN):	465626518

Were HFCs exported during the reporting quarter?	Yes
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#### Section 2 - Export Information

Instructions: Provide the following information for each HFC export shipment that took place during the quarter. If no HFCs were exported, the table may be left blank. As a reminder, if HFCs were exported, the purchaser or recipient intends to destroy the HFCs must be provided to EPA along with the submission of this report. §84.31(d)(1)(vii)

1	2	3	4	5	6	7	8	9a	9b	9c
Transaction Number	Date of Export §84.31(d)(1)(iv)	Shipment Reference Number	Port of Exit §84.31(d)(1)(iv)	HTS Code §84.31(d)(1)(vi)	Country to which the HFCs were Exported §84.17(d)(1)(v)	HFC or HFC Blend Exported §84.31(d)(1)(iii)	Quantity of HFC or HFC Blend Exported (kg) §84.31(d)(1)(iii)	HFC Exported (1)	Composition of Blend (1) (%)	HFC Emission Factor (2)
1	1/1/2022	3901331768	Nogales, Arizona - 2604	2903451000	Mexico	HFC-245ca	2,000.00			
2	4/1/2022	78818023042	Yes	3827630000	60001122864	HFC Blend	4,000.00	HFC-32	50.00%	HFC-125 50.00%
3	4/9/2022	78818023043	Yes	3827630000	60001122864	HFC Blend	5,000.00	HFC-32	50.00%	HFC-125 50.00%
4	4/9/2022	78818023056	Yes	3827630000	60001122864	HFC Blend	4,600.00	HFC-32	50.00%	HFC-125 50.00%
5	7/23/2022	78818036861	Yes	3827630000	60001122864	HFC Blend	4,000.00	HFC-32	50.00%	HFC-125 50.00%
6	11/27/2022	78818045672	Yes	3827630000	60001122864	HFC Blend	6,000.00	HFC-32	50.00%	HFC-125 50.00%
7	12/25/2022	78818072239	No	2903451000	60001122864	HFC-134a	5,000.00			

## What gets prepopulated / What is missing after prepopulating

**Subpart OO Imports tab:** If your HAWK Importer Quarterly forms were completed and submitted without errors, then your Subpart OO Import Form Part 2 - GHG Import Information may be completed for the HFCs\*\* reported under HAWK. You will have to provide your GHGRP ID, Importer Number, and answer the three (3) Yes / No questions in Part 1 - Importer Information. If you imported f-GHG which are not reported under Part 84, but are covered by Part 98, you must add those imports to your Imports tab data in Part 2 of the form.

**Subpart OO Exports tab:** If your HAWK Exporter Quarterly forms were completed and submitted without errors, then your Subpart OO Export Form Part 6 - GHG Export Shipment Information may be completed for the HFCs\*\* reported under HAWK. You will still be required to provide your GHGRP ID and address information in Part 5 - Exporter Information. If you exported f-GHG which are not reported under Part 84, but are covered by Part 98, you must add those exports to your Exports tab data in Part 6 of the form.

**Subpart OO Import Destruction tab:** If your HAWK Importer Quarterly forms were completed and submitted without errors, then your Subpart OO Import Form Part 3 - Import Destruction Information may be partially completed for the HFCs\*\* reported under HAWK. You will still be required to provide whether or not the quantities destroyed by the importer are also being reported as destroyed by a production facility. If you destroyed imported f-GHG which are not reported under Part 84, but are covered by Part 98, you must add those imports to your Import Destruction tab data in Part 3 of the form.

**Subpart OO Import Transformation tab:** If your HAWK Importer Quarterly forms were completed and submitted without errors, then your Subpart OO Import Form Part 4 - Import Transformation Information may be completed for the HFCs\*\* reported under HAWK. If you transformed imported f-GHG which are not reported under Part 84, but are covered by Part 98, you must add those imports to your Import Transformation tab data in Part 4 of the form.

#### PLEASE NOTE:

\* There may be differences between Part 84 and Part 98 definitions or requirements for reported data. Users are ultimately responsible for determining how they would be affected by the requirements of 40 CFR Part 98 and for ensuring that their Subpart OO reporting forms are complete and accurate.

\*\*HAWK HFCs refers to the eighteen HFCs that are covered by Part 84 and also reportable under Part 98. Please note that Part 98 reporting includes gases beyond these HFCs, such as sulfur hexafluoride (SF6), nitrogen trifluoride (NF3), perfluorocarbons (PFCs), other f-GHG as described in Part 98.

## Review prepopulated OO form

When you open the prepopulated subpart OO form it will start you on the **PrePop Details** tab. This tab provides a system-generated record of the HAWK data used to prepopulate your Imports and Exports tabs. You may not edit the data contained on this tab of this worksheet. Information below will not be included in your Part 98 annual report for subpart OO – it is only shown for reference. An example of this tab is shown below:

**Pre-Population of GHG data from HFC Phasedown Reports**

Participants in the EPA HFC Phasedown program who are also subject to 40 CFR Part 98 may pre-populate a draft of their subpart OO imports/exports reporting form using data reported to HAWK. This feature has gathered quarterly import data (HIMPQ reports) and export data (HEXPQ reports) as submitted to the Part 84 HFC Phasedown program (through the HAWK system) and loaded those data into this reporting form as a starting point for Part 98 reporting.

While this pre-populated form can be used as a tool in preparing your subpart OO report, suppliers are ultimately responsible for completing, revising, reviewing, and submitting subpart OO reports using the e-GGRT system. For a more detailed discussion of the data you must add to complete your subpart OO reporting and the differences between Part 84 and Part 98 reporting, please review our help content at the link below. Contact the GHGRP Help Desk at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov) if you have any questions.

[Part 98 Reporting Using Importer and Exporter Data Pre-populated from HAWK](#)

*This tab provides a system-generated record of the HAWK data used to prepopulate your Imports and Exports tabs. You may not edit the data contained on this tab of this worksheet. None of the information below will be included in your Part 98 annual report for subpart OO – it is only shown here for reference.*

Prepopulation Date:

2/6/2023

HAWK Company ID:

AIM364

Reporting Year:

2022

**Import Reports Gathered From HAWK**

	Submission ID	Reporting ID	Submission Version #	Submission Date	Review Status	Review Date
Quarter 1:	4041	HIMPQ_2022_00045	1	10/13/2022	Submitted	
Quarter 2:	4203	HIMPQ_2022_00065	2	11/8/2022	Submitted	
Quarter 3:	4001	HIMPQ_2022_00057	1	10/10/2022	Submitted	
Quarter 4:	4202	HIMPQ_2022_00066	1	11/8/2022	Submitted	

**Export Reports Gathered From HAWK**

	Submission ID	Reporting ID	Submission Version #	Submission Date	Review Status	Review Date
Quarter 1:	4241	HEXPQ_2022_00033	1	11/10/2022	Submitted	
Quarter 2:						
Quarter 3:	4284	HEXPQ_2022_00043	1	12/12/2022	Submitted	
Quarter 4:						

If you have Imports and / or Exports you will also receive a prepopulated Imports and/or Export tab. Examples of each of these tabs is shown below:

a. Import Shipment Information				b. F-GHG, F-HTF, and/or N <sub>2</sub> O Import Shipment Information									
columns 1-4 for that shipment into all applicable rows				Instructions: Identify N <sub>2</sub> O, each F-GHG, and each F-HTF included in the imported shipment. If an imported product contains more than one fluorinated constituent at a concentration of 0.5 percent or above, but that product is not listed among the blends, provide the individual constituents of the blend in this section. Report imports of CO <sub>2</sub> under subpart PP. Report all significant figures (including fractions of a metric ton, if applicable).									
1	2	3	4	5.a	5.b	5.c	6	7	8	9	10	11	12
Unique Identifier/Description of the Shipment [38.416(c)]	Date of import (date) [38.416(c)(3)]	Port of entry through which the import shipment passed (City, State/EU Territory) [38.416(c)(5)]	Country from which the imported F-GHGs, F-HTFs, N <sub>2</sub> O were imported [38.416(c)(5)]	Imported F-GHG, F-HTF, or N <sub>2</sub> O [38.416(c)(1)]	Common blends are included in the drop-down list. If an individual F-GHG or F-HTF is not listed, select "Search Extended List" to activate column 5.b for a comprehensive list of other "Other F-GHG not listed" and enter the information required in columns 5.7, 5.8, and 5.9	CASRN [38.416(c)(1)]	UNEP F-GHG [38.416(c)(1)]	UNEP F-HTF [38.416(c)(1)]	UNEP N <sub>2</sub> O [38.416(c)(1)]	Specify F-GHG Category for Purposes of Estimating GWP (if necessary) [38.3(c)(5)(ii)]	Mass imported (metric tons) [38.416(c)(10)]	CO <sub>2</sub> eq [38.416(c)(11)]	CO <sub>2</sub> eq [38.416(c)(12)]
NK-00500001	12/10/2022	New York/Rehoboth, New Jersey - 4601	LESOTHO	HFC-134a		671-91-2					25000	25	
NK-00500002	12/10/2022	New York/Rehoboth, New Jersey - 4601	LESOTHO	HFC-32		75-10-5					10000	38	
NK-00500002	12/10/2022	New York/Rehoboth, New Jersey - 4601	LESOTHO	HFC-125		354-33-6					10000	38	
NK-00500003	1/7/2022	New York/Rehoboth, New Jersey - 4601	LESOTHO	HFC-32		75-10-5					10000	38	
NK-00500003	1/7/2022	New York/Rehoboth, New Jersey - 4601	LESOTHO	HFC-125		354-33-6					10000	38	
78818018034	4/2/2022	Miami Seaport, Florida - 5201	INDIA	HFC-52a		75-37-6					1344	38	
78818018034	4/2/2022	Miami Seaport, Florida - 5201	INDIA	HFC-125		354-33-6					1056	38	
78818018042	4/7/2022	Miami Seaport, Florida - 5201	INDIA	HFC-52a		75-37-6					1344	38	
78818018042	4/7/2022	Miami Seaport, Florida - 5201	INDIA	HFC-125		354-33-6					1056	38	
78818023049	4/5/2022	Norfolk-Newport News, Virginia - 1401	INDIA	HFC-52a		75-37-6					2800	38	
78818023049	4/5/2022	Norfolk-Newport News, Virginia - 1401	INDIA	HFC-125		354-33-6					2200	38	
78818023056	4/5/2022	Norfolk-Newport News, Virginia - 1401	INDIA	HFC-52a		75-37-6					2576	38	
78818023056	4/5/2022	Norfolk-Newport News, Virginia - 1401	INDIA	HFC-125		354-33-6					2024	38	
78818038646	6/6/2022	Norfolk-Newport News, Virginia - 1401	INDIA	HFC-52a		75-37-6					1904	38	

Part 6 - GHG Export Shipment Information										
Instructions: Complete the following table for each GHG export shipment, moving from left to right. Enter the export and recipient company information for the first row of each shipment, then enter each individual chemical exported in each shipment in its own row. If you enter more than one chemical for any shipment, copy the information entered in columns 1-10 for that shipment into all applicable rows.										
a. Export Shipment Information				b. Recipient Company Information						Instructions: Identify each F-GHG, F-HTF, or F
1	2	3	4	5	6	7	8	9	10	11 a
Unique Identifier/Description for the Shipment [98.416(d)]	Date of export (date) [98.416(d)(5)]	Port from which the exported shipment was exported (City, State/US Territory) [98.416(d)(5)]	Country to which the exported F-GHGs, F-HTFs, or H <sub>2</sub> O were exported [98.416(d)(6)]	Recipient Company [98.416(d)(2)]	Recipient Company Street Address [98.416(d)(2)]	Recipient Company City [98.416(d)(2)]	Recipient Company Province [98.416(d)(2)]	Recipient Company Postal Code [98.416(d)(2)]	Recipient Company Country [98.416(d)(2)]	Exported F-GHG, F-HTF, or F <sub>2</sub> O If not listed, select "Search Extended List" to add list or select "Other F-GHG not listed" and enter 13 and 14 [98.416(d)]
9901331768	1/1/2022	Nogales, Arizona - 2604	MEXICO	THE CHEMOURS COMPANY MEXICANA	Lago Zürich No. 219, Int. 205 Ampliación Granada	CIUDAD DE MEXICO,			MEXICO	HFC-245ca
123456	7/7/2022	Alexandria Bay, New York - 0708	ARGENTINA	MLH East	454 Rue Rue	Who			ARGENTINA	HFC-134a
234567	9/21/2022	Alliance Airport, Texas - 5583	BELARUS	MLH East2	454 Rue Rue	Who			BELARUS	HFC-134a
234567	9/21/2022	Alliance Airport, Texas - 5583	BELARUS	MLH East2	454 Rue Rue	Who			BELARUS	HFC-125

I've completed entering my data in the Subpart OO Reporting form - how do I complete my Part 98 Reporting?

Go to e-GGRT (<https://ghgreporting.epa.gov>), log in and go to subpart OO.

In subpart OO upload your completed Subpart OO Reporting Form for Importers and Exporters. Visit our [Subpart OO help content](#) for more detail. If there are any issues with your data (missing or improperly formatted) e-GGRT will warn you of those issues and ask you to correct them. After you corrected any remaining issues upload the corrected form to the subpart OO reporting page. After uploading go to the Facility Overview page and click "Go". e-GGRT will lead you through several step to finalize your submission and finally ask your to certify and sign your submission. **Note: you have not submitted until you complete the electronic signature process.**

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