Cal e-GGRT

California Electronic Greenhouse Gas Reporting Tool

Kick-Off Meeting

March 1, 2012

Slides Available Here:

http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm

Outline

- What is *Cal e-GGRT*?
- What is it used for?
- Registering a new user account in *Cal e-GGRT*
- Accepting a Designated Representative Invitation
- Overview of system layout and operation
- Key reporting dates
- Q&A

What is *Cal e-GGRT*?

- *Cal e-GGRT* is based on the U.S. EPA greenhouse gas reporting tool
- *Cal e-GGRT* must be used to report GHG data required by the California Regulation for the Mandatory Reporting of Greenhouse Gas Emissions (the regulation)
- Data must be separately reported to *Cal e-GGRT*, even if also reporting to U.S. EPA
- *Cal e-GGRT* requires additional data to support California cap-and-trade

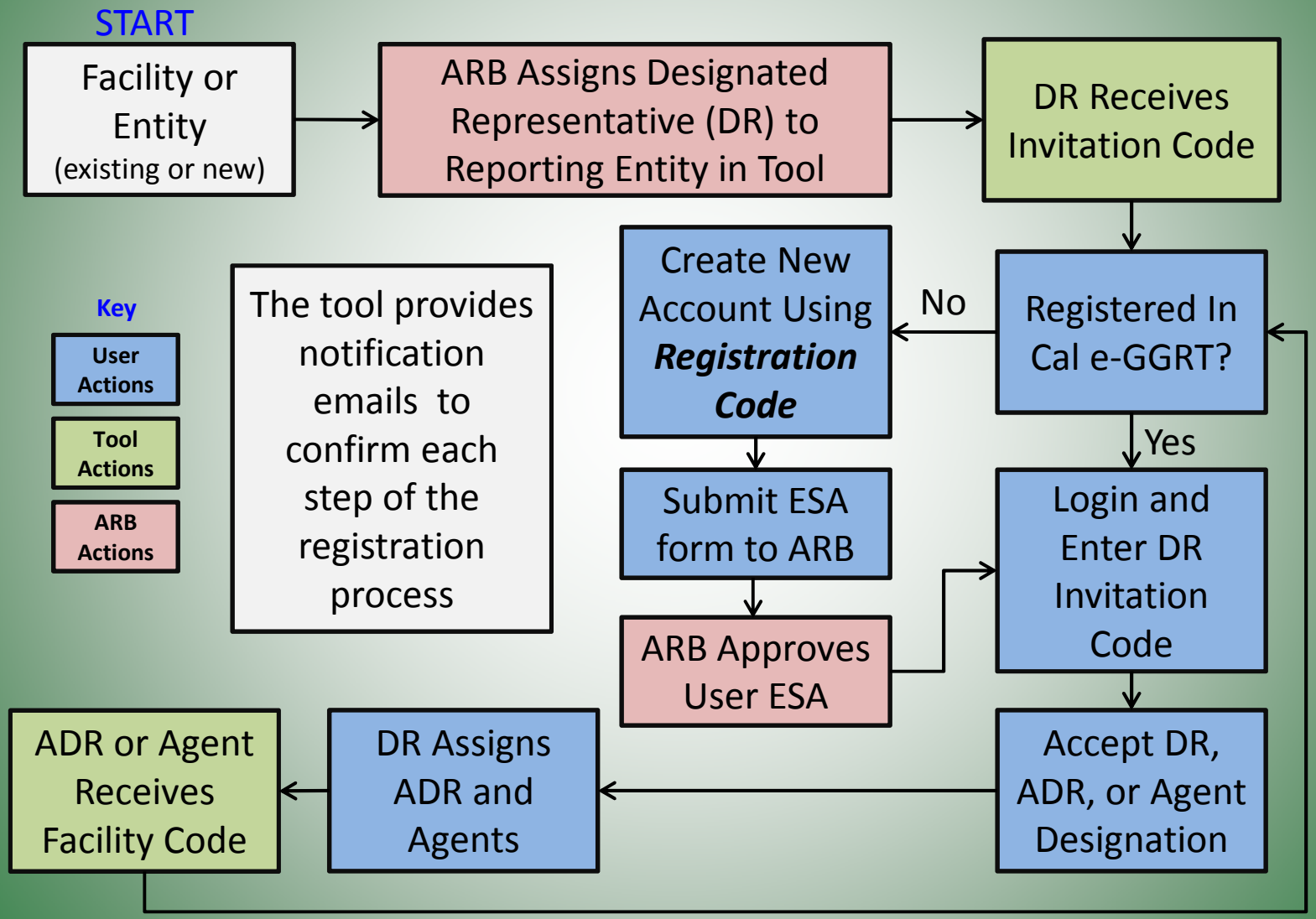
What is Cal e-GGRT Used For?

- Cal e-GGRT is the system used to report all data required by the GHG mandatory reporting regulation
- The tool contains modules for each sector required to report
  - Also includes modules for Fee Regulation and SF_6
- Multiple users can be associated with a single facility or entity
- Verifiers can be associated with facilities and entities in the tool for data review purposes

Registering in Cal e-GGRT

- Before using Cal e-GGRT, it is necessary to perform NEW USER REGISTRATION
  - This applies to ALL users, even those previously reporting to ARB
- Registration is separate from U.S. EPA registration
- Cal e-GGRT sends DR Invitation Codes to primary managers to begin facility registration
- Invitation Codes generated by the tool are used to associate registered users with facilities
- Users may be Designated Representatives (DRs), Alternate DRs, and Agents
- A user can be associated with multiple reporting entities

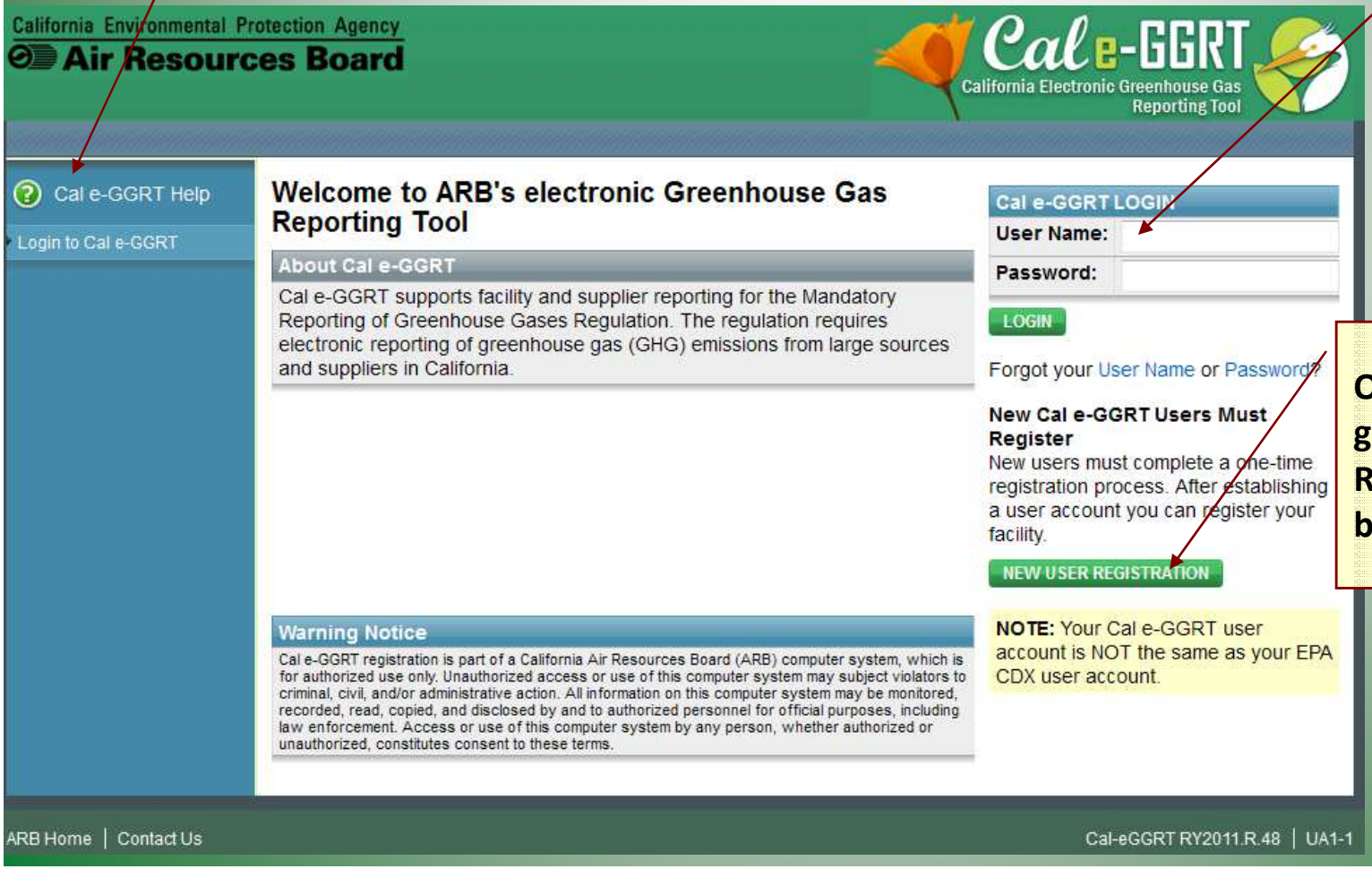
User Registration and DR Acceptance



User Registration: Login Page

http://www.arb.ca.gov/cc/reporting/ghg-rep/tool/ghg-tool.htm

Context sensitive help on every page

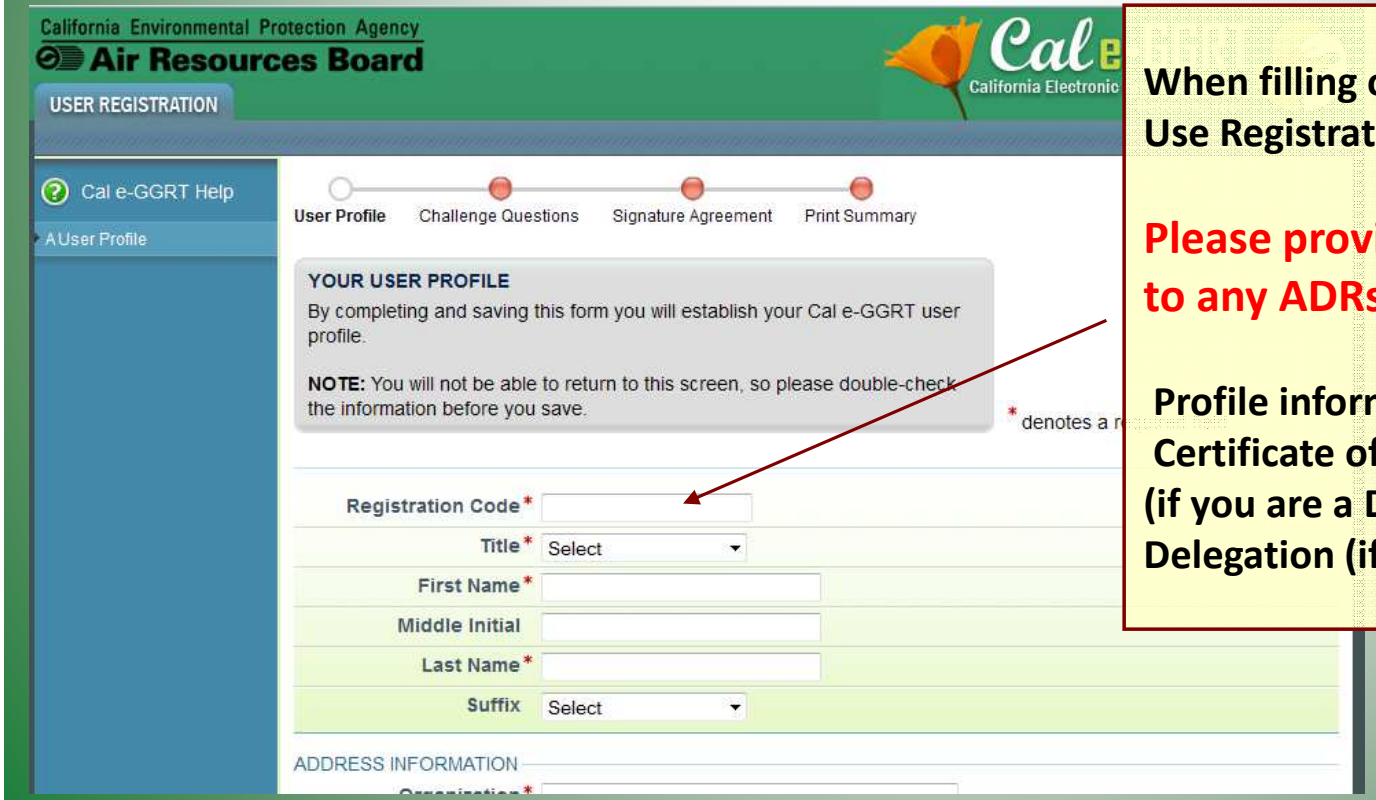


If you have an account then log in here

Otherwise, click the green NEW USER REGISTRATION button

User Registration: Account Setup

- Accept Cal e-GGRT Terms and Conditions
- Create User Profile



When filling out your profile:
Use Registration Code

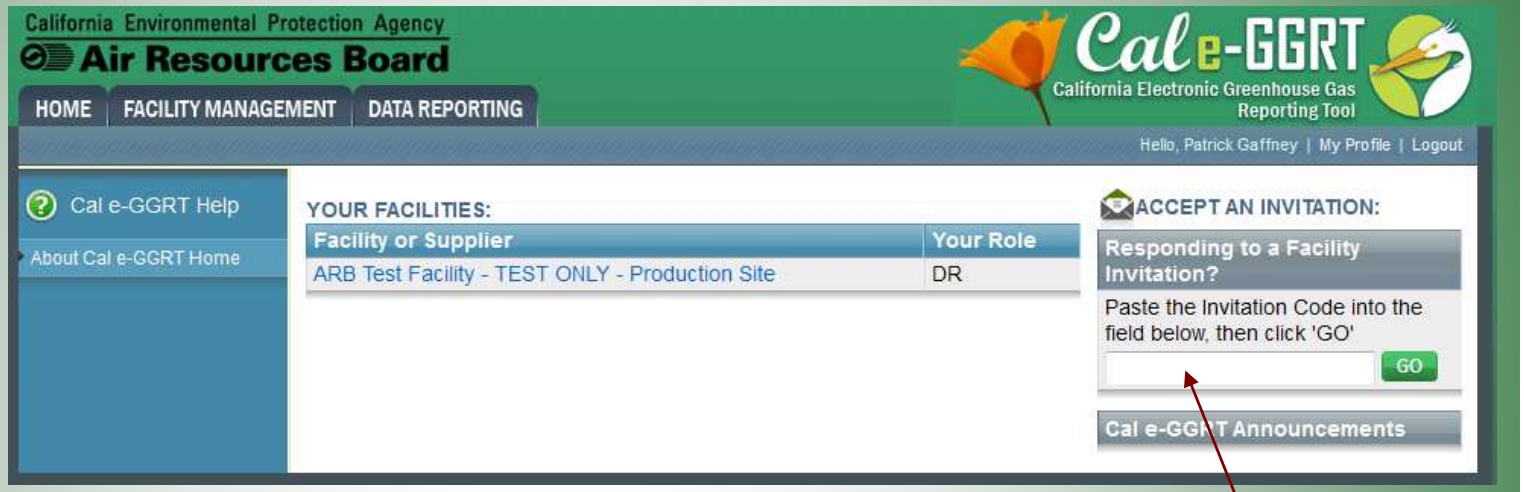
Please provide Registration Code to any ADRs or AGENTS you assign

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

User Registration: Electronic Signature and Use Agreement (ESA)

- **Original ESA must be physically mailed to ARB**
  - Must sign and date form
- To speed processing
  - Email scanned copy to: ghgreport@arb.ca.gov, or
  - Fax copy to: 916-327-8524, Attn: Dave Edwards
- ARB approves ESAs for all user accounts
- User cannot accept Designated Representative or other invitations until ESA approved
- Users do not have access to reporting data until ESA approved

User Registration: Accept Designated Representative Invitation



Copy/Paste Invitation Code here

Subject: Cal e-GGRT: Accept appointment as Designated Representative for ARB Test Facility - TEST ONLY - Production Site (Ref# 347

A Notice from California ARB's Electronic Greenhouse Gas Reporting Tool (Cal e-GGRT)

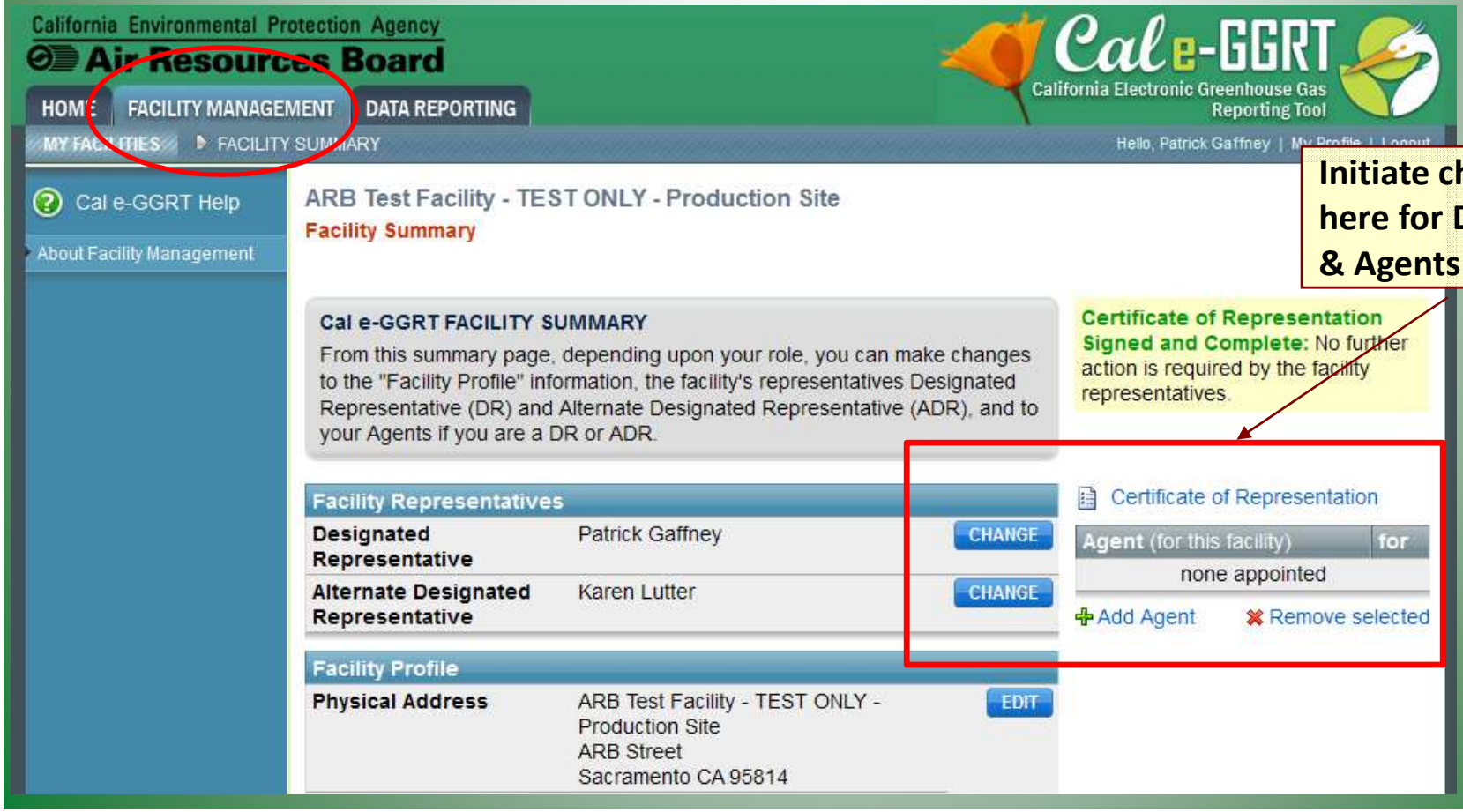
You have been appointed to be Designated Representative for ARB Test Facility - TEST ONLY - Production Site. You were appointed by Master User on Friday, February 17, 2012.

To accept this assignment, follow these steps:
1) Login to Cal e-GGRT at https://ssl.arb.ca.gov/Cal-eGGRT/login.do .
If you are not a Cal e-GGRT user you will need to create a user account. Click the NEW USER REGISTRATION button on the login page to begin.

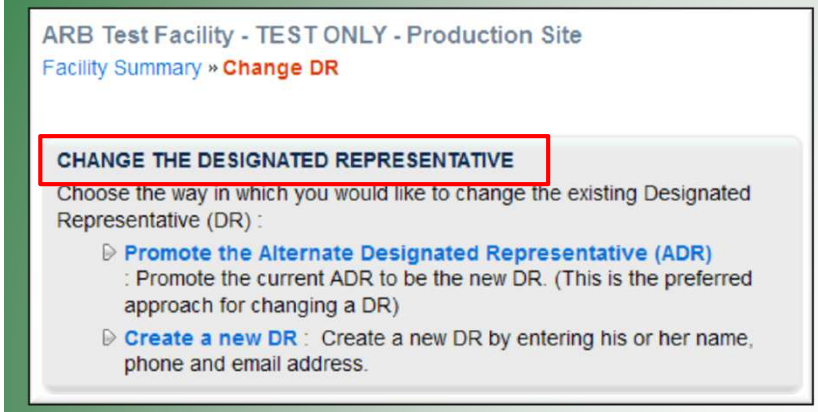
2) On the homepage, find the "Accept an Invitation" panel, then copy and paste the following Invitation Code in the field provided.
Invitation Code: 5DED13E1E1F04D8586AB834AF5A0573A

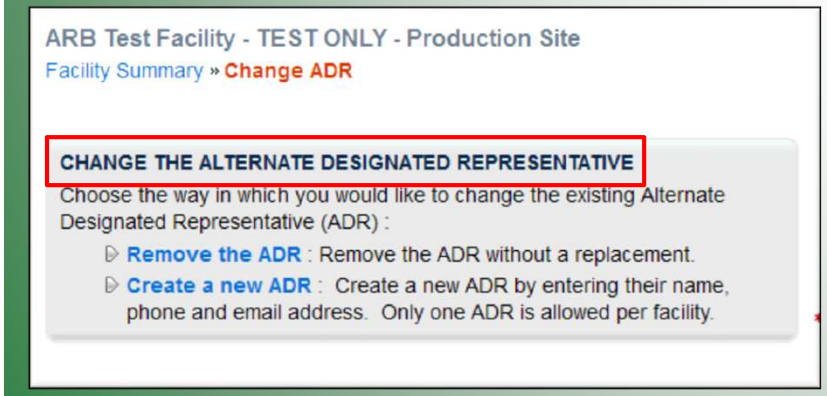
User Registration: Adding ADR and Agents

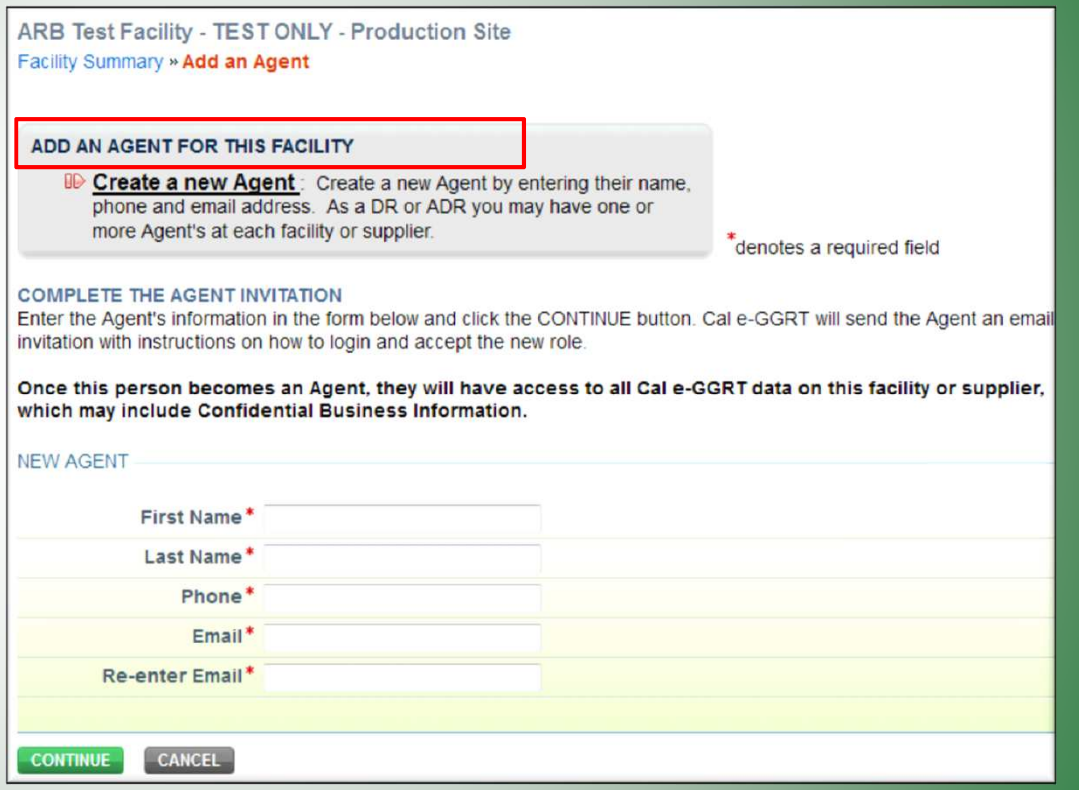
- Facility Management tab
- Use CHANGE or Add Agent buttons



User Registration: ADRs and Agents





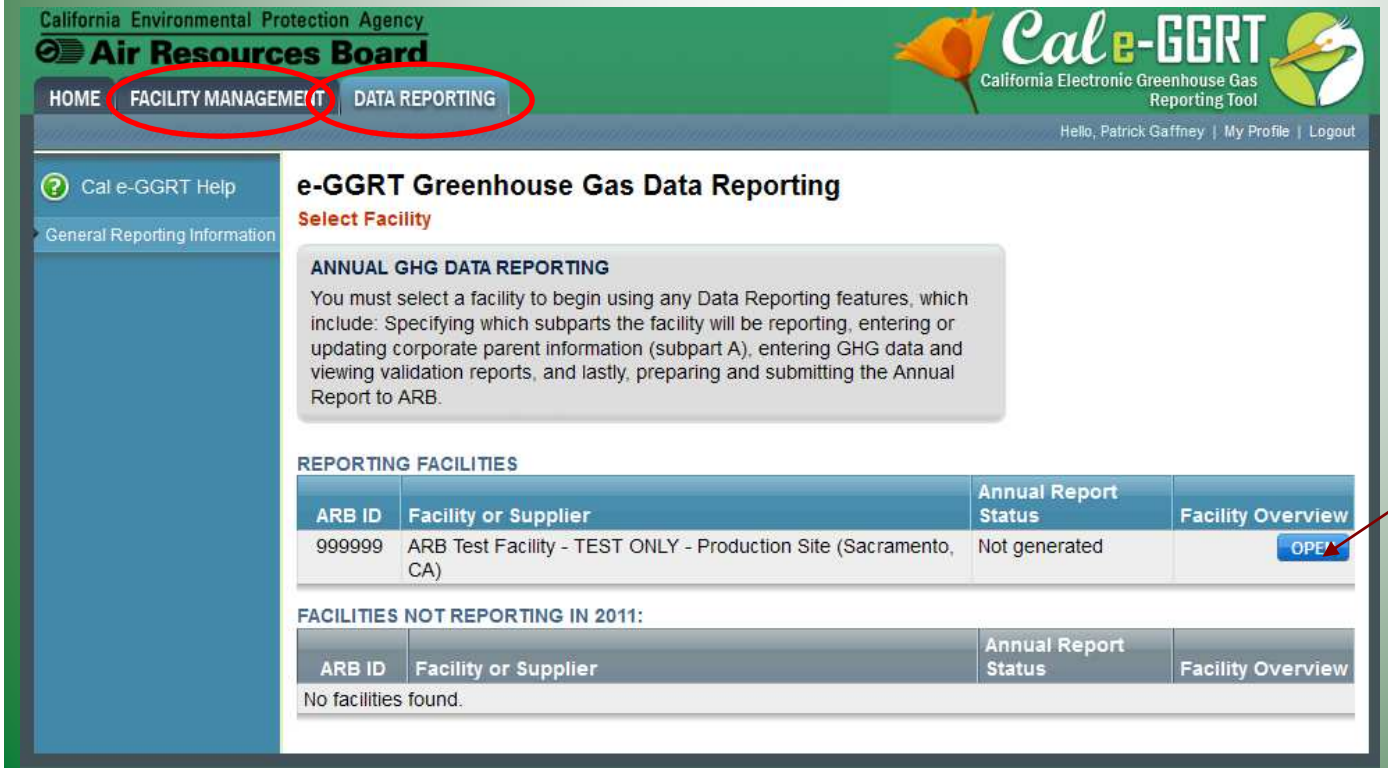


Overview of Cal e-GGRT Operation

- High level overview
  - Sector-specific training in March
- Adding subparts for reporting
- Entering emissions data
- Data reporting mechanisms
  - Direct interface, XML spreadsheet uploads, spreadsheet attachments (varies by sector)
- Validation messages

Reporting: Facility Profile and Data Reporting

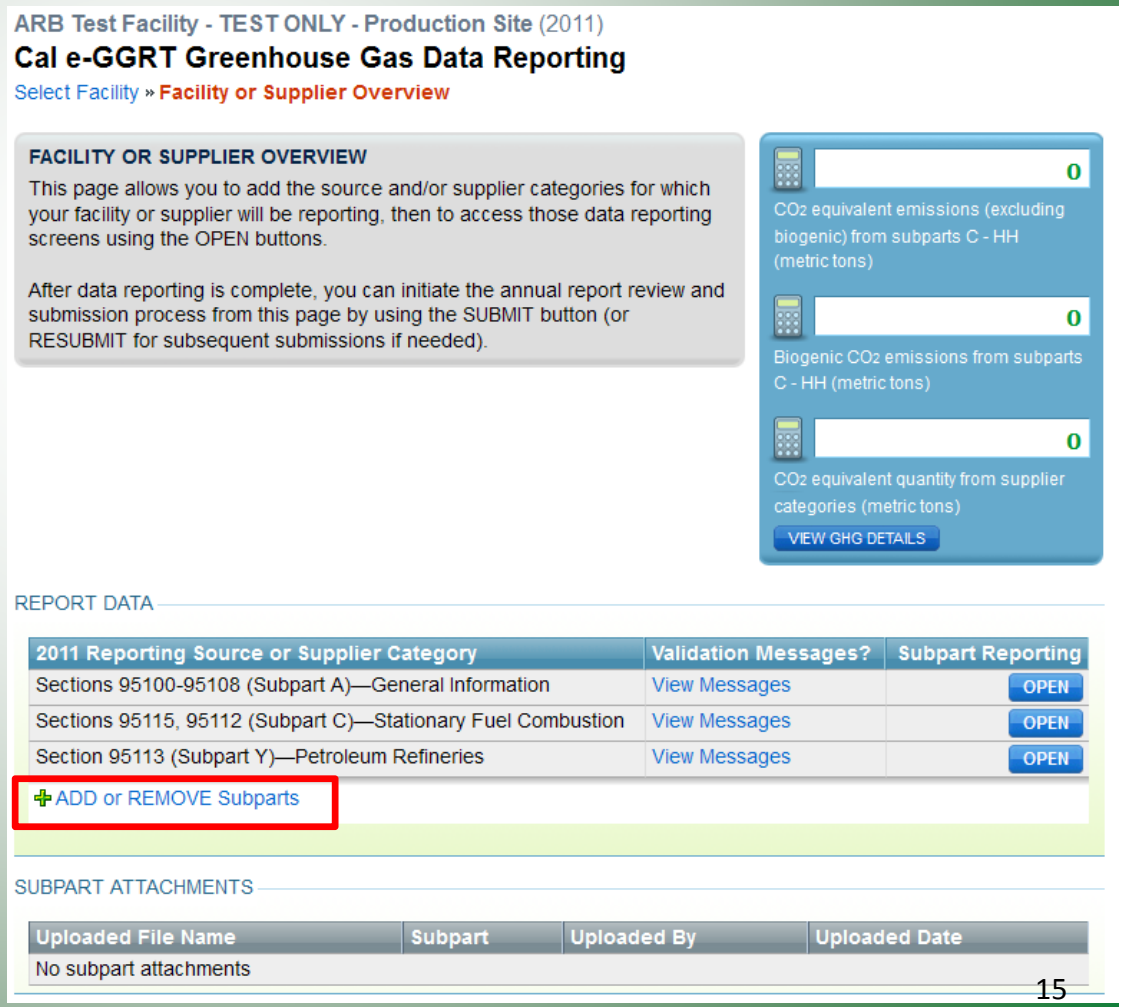
- Use the Facility Management tab to enter Facility Profile data
- Use Data Reporting tab to report other data



OPEN Facility Overview to begin entering data

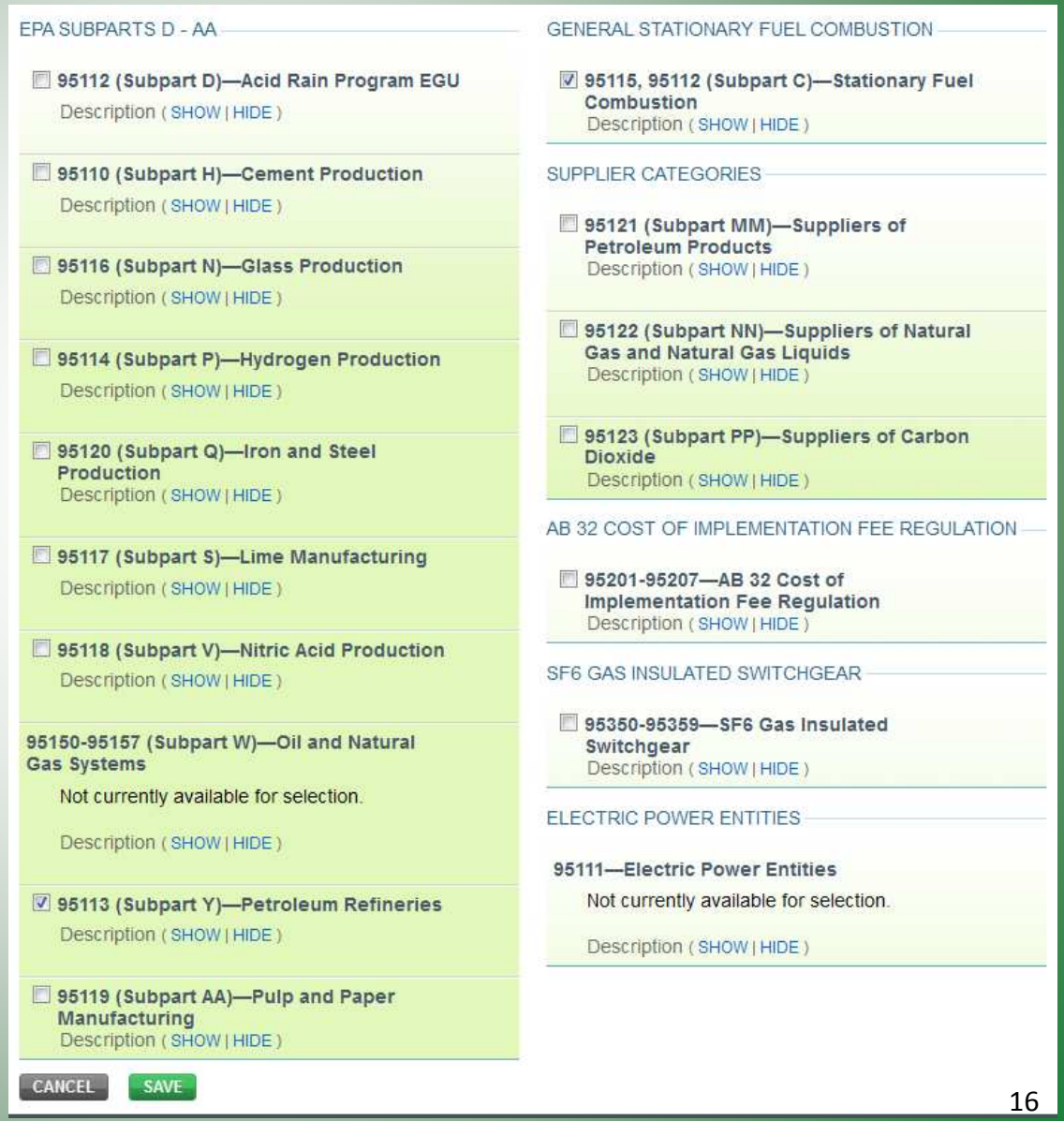
Reporting: Adding Subparts

- Add or remove subparts as applicable to reporting entity
- OPEN subpart to complete data entry for each subpart



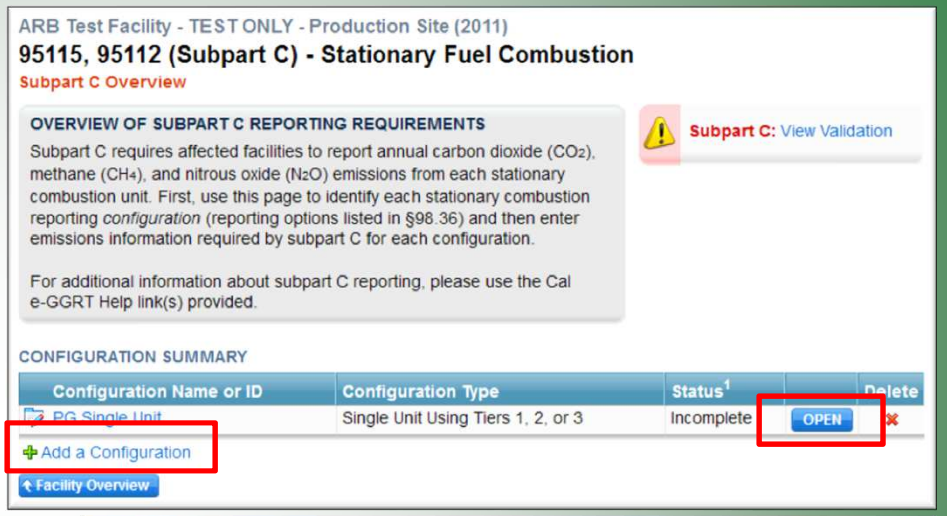
Reporting: Adding Subparts

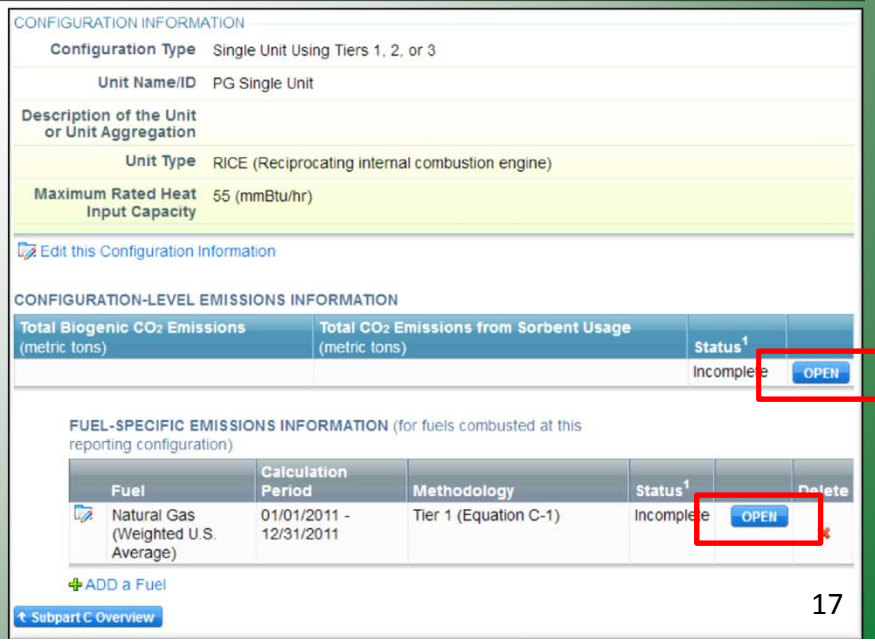
- Select applicable subparts



Reporting: Subpart C Stationary Combustion

- Add configurations to report units
- OPEN configurations and OPEN subordinate levels to report emissions and fuel data



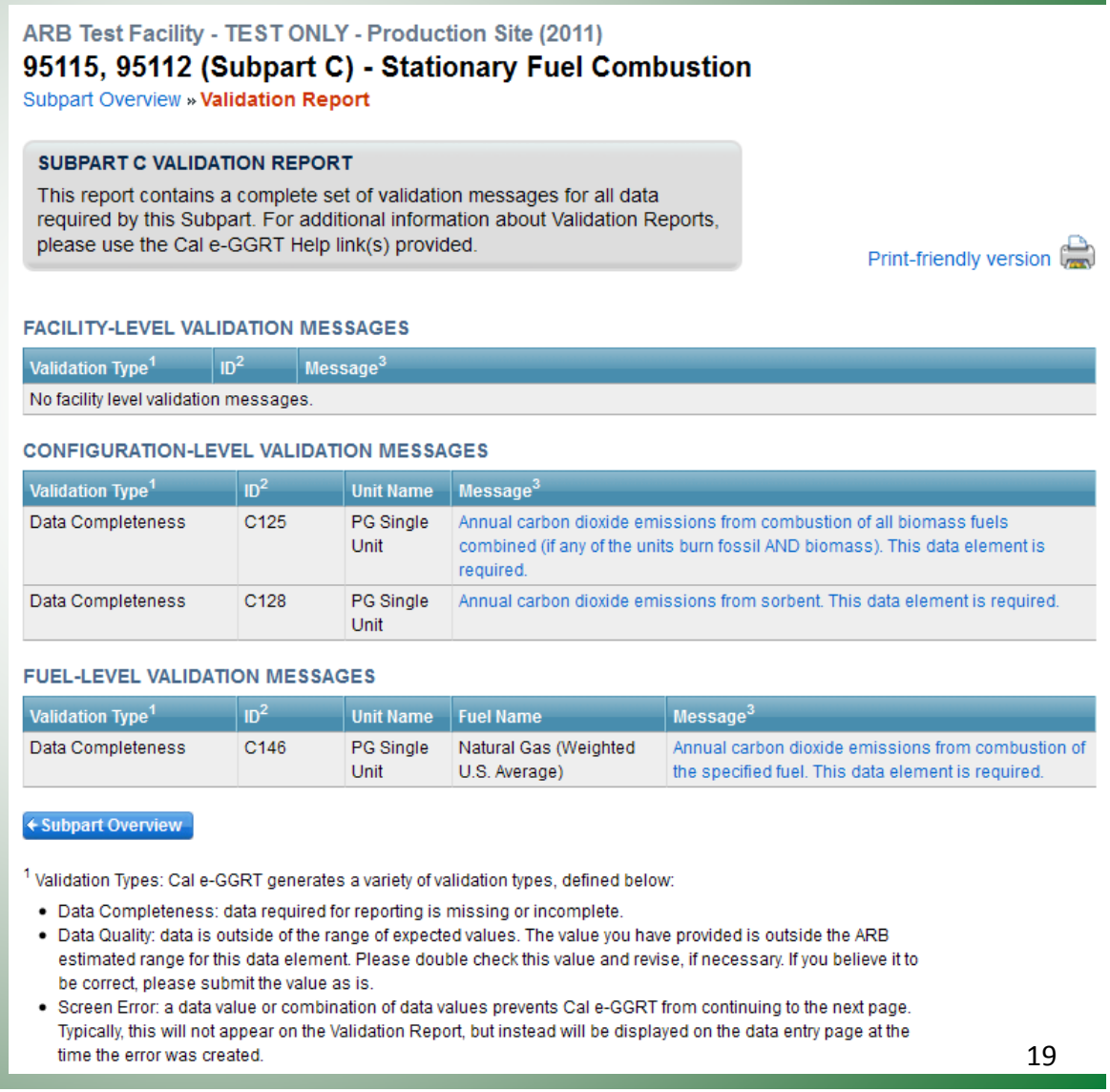


Reporting: Mechanisms

- Cal e-GGRT requires data in different formats, depending on sector requirements, as identified in the tool
  1. Direct Data Entry – Enter data through the on-screen interface. All sectors have direct data entry.
  2. XML Data Upload – Some sectors require specific data that are uploaded to the system as an XML file generated from a provided spreadsheet template
  3. Attached Spreadsheet Data – For some supporting data, Excel spreadsheets are attached to the tool, but not uploaded to the database
- There is not a mechanism for a full report XML upload

Reporting: Validation Messages

- Tool provides data validation
- Most messages must be cleared before report submittal
- Clicking on message brings you to where the issue occurred



ARB Test Facility - TEST ONLY - Production Site (2011)

95115, 95112 (Subpart C) - Stationary Fuel Combustion

Subpart Overview » Validation Report

SUBPART C VALIDATION REPORT

This report contains a complete set of validation messages for all data required by this Subpart. For additional information about Validation Reports, please use the Cal e-GGRT Help link(s) provided.

Print-friendly version

FACILITY-LEVEL VALIDATION MESSAGES

Validation Type[1]	ID[2]	Message[3]
No facility level validation messages.		

CONFIGURATION-LEVEL VALIDATION MESSAGES

Validation Type[1]	ID[2]	Unit Name	Message[3]
Data Completeness	C125	PG Single Unit	Annual carbon dioxide emissions from combustion of all biomass fuels combined (if any of the units burn fossil AND biomass). This data element is required.
Data Completeness	C128	PG Single Unit	Annual carbon dioxide emissions from sorbent. This data element is required.

FUEL-LEVEL VALIDATION MESSAGES

Validation Type[1]	ID[2]	Unit Name	Fuel Name	Message[3]
Data Completeness	C146	PG Single Unit	Natural Gas (Weighted U.S. Average)	Annual carbon dioxide emissions from combustion of the specified fuel. This data element is required.

Subpart Overview

[1] Validation Types: Cal e-GGRT generates a variety of validation types, defined below:

- Data Completeness: data required for reporting is missing or incomplete.
- Data Quality: data is outside of the range of expected values. The value you have provided is outside the ARB estimated range for this data element. Please double check this value and revise, if necessary. If you believe it to be correct, please submit the value as is.
- Screen Error: a data value or combination of data values prevents Cal e-GGRT from continuing to the next page. Typically, this will not appear on the Validation Report, but instead will be displayed on the data entry page at the time the error was created.

Key Reporting Dates

- See **Key Dates** webpage for specific dates applicable to reporting year
- http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-dates.htm
- Actual Reporting Dates may differ from dates specified in the regulation if the specified dates fall on a Saturday, Sunday, or Holiday
- **Key Dates** page is updated annually with required submission dates

For More Information

- GHG Reporting Website
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm
- See website for:
  - Regulation reporting guidance and fact sheets
  - Reporting tool information
  - "Clean" copy of the regulation (no underline/strikeout)
  - Sector specialist contacts
- Email reporting tool questions to: ghgreport@arb.ca.gov

GHG Reporting Contacts

Subject Matter	Contact
GHG Mandatory Reporting (General)	Dave Edwards, Manager 916.323.4887
Reporting Requirements, Stationary Combustion, Other Sectors (cement, glass, pulp and paper, etc.)	Patrick Gaffney 916.322.7303
Reporting Tool Registration and General Questions	Karen Lutter 916.322.8620
Electricity Generation and Cogeneration Facilities	Anny Huang 916.323.8475
Electricity Retail Providers and Electricity Marketers	Wade McCartney 916.327.0822
Fuel and CO2 Suppliers - Transportation Fuels, Natural Gas, LPG, CO2	Byard Mosher 916.323.1185
Petroleum Refineries, Hydrogen Plants, Oil & Gas Production	Byard Mosher 916.323.1185
Greenhouse Gas Report Verification	Renee Lawver, Manager 916.322.7062
Chief – Greenhouse Gas Emission Inventory Branch	Richard Bode, Chief 916.323-8413