



# ***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

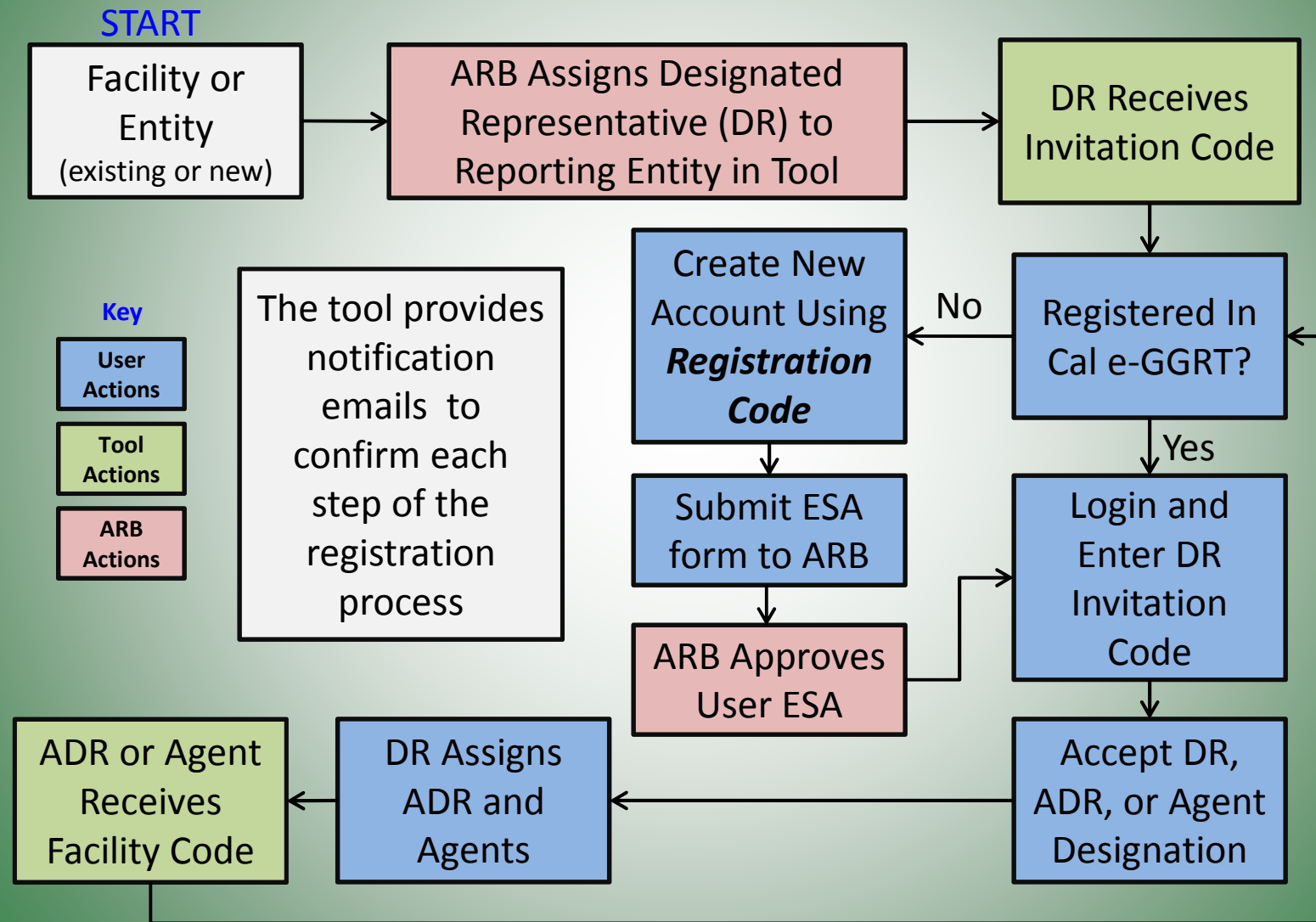
# What is Cal e-GGRT Used For?

- 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<sub>6</sub>
- 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

California Environmental Protection Agency  
**Air Resources Board**



If you have an account then log in here

Cal e-GGRT Help

Login to Cal e-GGRT

## Welcome to ARB's electronic Greenhouse Gas Reporting Tool

### About Cal e-GGRT

Cal e-GGRT supports facility and supplier reporting for the Mandatory Reporting of Greenhouse Gases Regulation. The regulation requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in California.

### Warning Notice

Cal e-GGRT registration is part of a California Air Resources Board (ARB) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

### Cal e-GGRT LOGIN

User Name:

Password:

LOGIN

Forgot your [User Name](#) or [Password](#)?

### New Cal e-GGRT Users Must Register

New users must complete a one-time registration process. After establishing a user account you can register your facility.

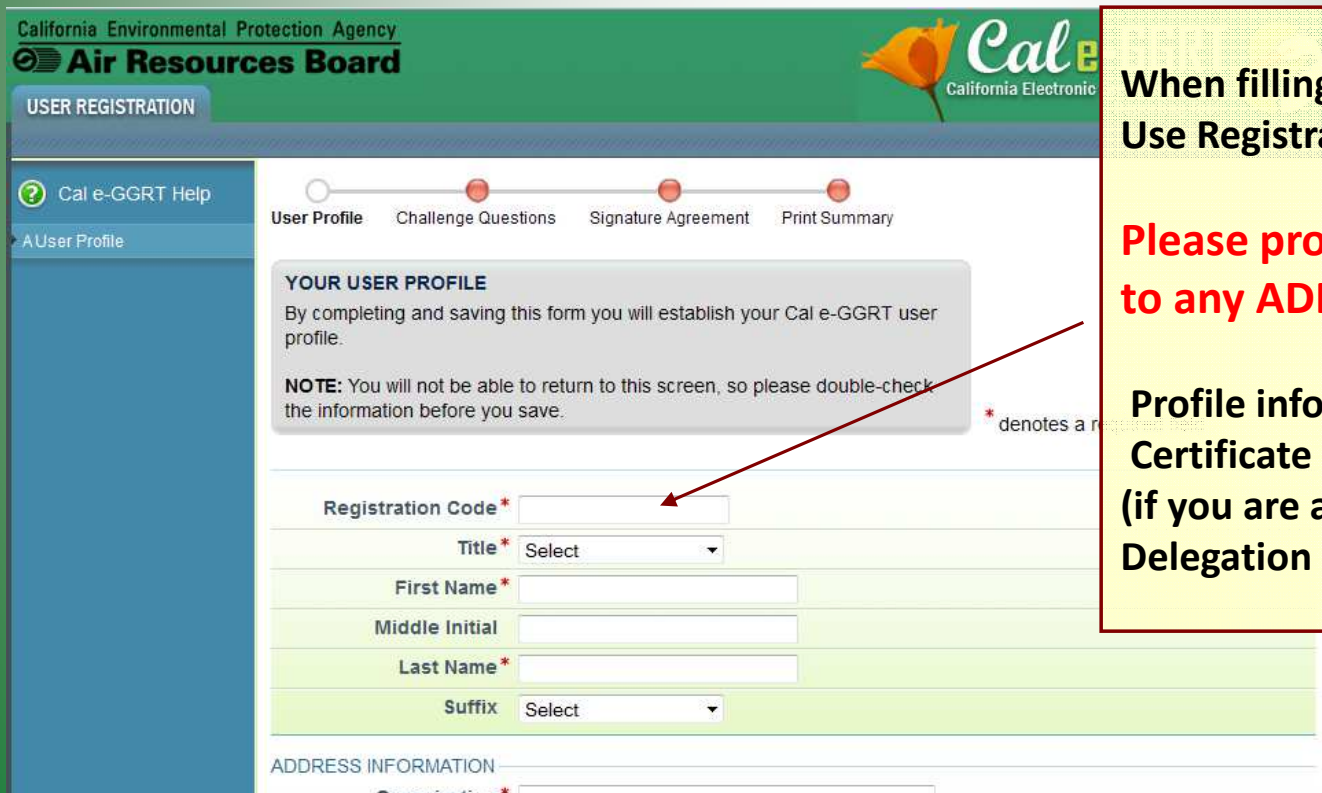
NEW USER REGISTRATION

**NOTE:** Your Cal e-GGRT user account is NOT the same as your EPA CDX user account.

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](mailto: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



California Environmental Protection Agency  
**Air Resources Board**

HOME FACILITY MANAGEMENT DATA REPORTING

Hello, Patrick Gaffney | My Profile | Logout

Cal e-GGRT Help  
About Cal e-GGRT Home

**YOUR FACILITIES:**

Facility or Supplier	Your Role
ARB Test Facility - TEST ONLY - Production Site	DR

**ACCEPT AN INVITATION:**

Responding to a Facility Invitation?

Paste the Invitation Code into the field below, then click 'GO'

Cal e-GGRT Announcements

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**

**Copy/Paste Invitation Code here**

# User Registration: Adding ADR and Agents

- Facility Management tab
- Use CHANGE or Add Agent buttons

California Environmental Protection Agency  
**Air Resources Board**

HOME **FACILITY MANAGEMENT** DATA REPORTING

MY FACILITIES FACILITY SUMMARY Hello, Patrick Gaffney | My Profile | Logout

Cal e-GGRT Help  
About Facility Management

**ARB Test Facility - TEST ONLY - Production Site**  
Facility Summary

**Cal 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**

<b>Designated Representative</b>	Patrick Gaffney	<a href="#">CHANGE</a>
<b>Alternate Designated Representative</b>	Karen Lutter	<a href="#">CHANGE</a>

**Facility Profile**

<b>Physical Address</b>	ARB Test Facility - TEST ONLY - Production Site ARB Street Sacramento CA 95814	<a href="#">EDIT</a>
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**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](#)

Initiate changes here for DR, ADR, & Agents

# User Registration: ADRs and Agents

ARB Test Facility - TEST ONLY - Production Site  
 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.

ARB Test Facility - TEST ONLY - Production Site  
 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.

ARB Test Facility - TEST ONLY - Production Site  
 Facility Summary » [Add an Agent](#)

## ADD AN AGENT FOR THIS FACILITY

- ▶ **Create a new Agent** : Create a new Agent by entering their name, phone and email address. As a DR or ADR you may have one or more Agent's at each facility or supplier.

\* denotes a required field

### COMPLETE THE AGENT INVITATION

Enter the Agent's information in the form below and click the CONTINUE button. Cal e-GGRT will send the Agent an email invitation with instructions on how to login and accept the new role.

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

### NEW AGENT

First Name \*

Last Name \*

Phone \*

Email \*

Re-enter Email \*

[CONTINUE](#)

[CANCEL](#)

# 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



California Environmental Protection Agency  
Air Resources Board

HOME FACILITY MANAGEMENT DATA REPORTING

Cal e-GGRT Help  
General Reporting Information

**e-GGRT Greenhouse Gas Data Reporting**  
Select Facility

**ANNUAL GHG DATA REPORTING**  
You must select a facility to begin using any Data Reporting features, which include: Specifying which subparts the facility will be reporting, entering or updating corporate parent information (subpart A), entering GHG data and viewing validation reports, and lastly, preparing and submitting the Annual Report to ARB.

**REPORTING FACILITIES**

ARB ID	Facility or Supplier	Annual Report Status	Facility Overview
999999	ARB Test Facility - TEST ONLY - Production Site (Sacramento, CA)	Not generated	<a href="#">OPEN</a>

**FACILITIES NOT REPORTING IN 2011:**

ARB ID	Facility or Supplier	Annual Report Status	Facility Overview
No facilities found.			

**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

ARB Test Facility - TEST ONLY - Production Site (2011)  
**Cal e-GGRT Greenhouse Gas Data Reporting**  
[Select Facility](#) » **Facility or Supplier Overview**

### FACILITY OR SUPPLIER OVERVIEW

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

	<input type="text" value="0"/>	0
CO2 equivalent emissions (excluding biogenic) from subparts C - HH (metric tons)		
	<input type="text" value="0"/>	0
Biogenic CO2 emissions from subparts C - HH (metric tons)		
	<input type="text" value="0"/>	0
CO2 equivalent quantity from supplier categories (metric tons)		
<a href="#">VIEW GHG DETAILS</a>		

### REPORT DATA

2011 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Sections 95100-95108 (Subpart A)—General Information	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Sections 95115, 95112 (Subpart C)—Stationary Fuel Combustion	<a href="#">View Messages</a>	<a href="#">OPEN</a>
Section 95113 (Subpart Y)—Petroleum Refineries	<a href="#">View Messages</a>	<a href="#">OPEN</a>

[+ ADD or REMOVE Subparts](#)

### SUBPART ATTACHMENTS

Uploaded File Name	Subpart	Uploaded By	Uploaded Date
No subpart attachments			

# Reporting: Adding Subparts

- Select applicable subparts

EPA SUBPARTS D - AA	GENERAL STATIONARY FUEL COMBUSTION
<input type="checkbox"/> <b>95112 (Subpart D)—Acid Rain Program EGU</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input checked="" type="checkbox"/> <b>95115, 95112 (Subpart C)—Stationary Fuel Combustion</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<input type="checkbox"/> <b>95110 (Subpart H)—Cement Production</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<b>SUPPLIER CATEGORIES</b>
<input type="checkbox"/> <b>95116 (Subpart N)—Glass Production</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input type="checkbox"/> <b>95121 (Subpart MM)—Suppliers of Petroleum Products</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<input type="checkbox"/> <b>95114 (Subpart P)—Hydrogen Production</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input type="checkbox"/> <b>95122 (Subpart NN)—Suppliers of Natural Gas and Natural Gas Liquids</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<input type="checkbox"/> <b>95120 (Subpart Q)—Iron and Steel Production</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input type="checkbox"/> <b>95123 (Subpart PP)—Suppliers of Carbon Dioxide</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<input type="checkbox"/> <b>95117 (Subpart S)—Lime Manufacturing</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<b>AB 32 COST OF IMPLEMENTATION FEE REGULATION</b>
<input type="checkbox"/> <b>95118 (Subpart V)—Nitric Acid Production</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input type="checkbox"/> <b>95201-95207—AB 32 Cost of Implementation Fee Regulation</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<b>95150-95157 (Subpart W)—Oil and Natural Gas Systems</b> Not currently available for selection. Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<b>SF6 GAS INSULATED SWITCHGEAR</b>
<input checked="" type="checkbox"/> <b>95113 (Subpart Y)—Petroleum Refineries</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<input type="checkbox"/> <b>95350-95359—SF6 Gas Insulated Switchgear</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )
<input type="checkbox"/> <b>95119 (Subpart AA)—Pulp and Paper Manufacturing</b> Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )	<b>ELECTRIC POWER ENTITIES</b>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	<input type="checkbox"/> <b>95111—Electric Power Entities</b> Not currently available for selection. Description ( <a href="#">SHOW</a>   <a href="#">HIDE</a> )




# Reporting: Subpart C Stationary Combustion

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



ARB Test Facility - TEST ONLY - Production Site (2011)  
**95115, 95112 (Subpart C) - Stationary Fuel Combustion**  
 Subpart C Overview

**OVERVIEW OF SUBPART C REPORTING REQUIREMENTS**  
 Subpart C requires affected facilities to report annual carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) emissions from each stationary combustion unit. First, use this page to identify each stationary combustion reporting configuration (reporting options listed in §98.36) and then enter emissions information required by subpart C for each configuration.

For additional information about subpart C reporting, please use the Cal e-GGRT Help link(s) provided.

 **Subpart C: View Validation**

**CONFIGURATION SUMMARY**

Configuration Name or ID	Configuration Type	Status <sup>1</sup>	Delete
 PG Single Unit	Single Unit Using Tiers 1, 2, or 3	Incomplete	
<a href="#">+ Add a Configuration</a>			


[↑ Facility Overview](#)

**CONFIGURATION INFORMATION**

Configuration Type: Single Unit Using Tiers 1, 2, or 3  
 Unit Name/ID: PG Single Unit  
 Description of the Unit or Unit Aggregation  
 Unit Type: RICE (Reciprocating internal combustion engine)  
 Maximum Rated Heat Input Capacity: 55 (mmBtu/hr)



[Edit this Configuration Information](#)

**CONFIGURATION-LEVEL EMISSIONS INFORMATION**

Total Biogenic CO <sub>2</sub> Emissions (metric tons)	Total CO <sub>2</sub> Emissions from Sorbent Usage (metric tons)	Status <sup>1</sup>	Delete
		Incomplete	

[+ ADD a Fuel](#)

**FUEL-SPECIFIC EMISSIONS INFORMATION** (for fuels combusted at this reporting configuration)

Fuel	Calculation Period	Methodology	Status <sup>1</sup>	Delete
 Natural Gas (Weighted U.S. Average)	01/01/2011 - 12/31/2011	Tier 1 (Equation C-1)	Incomplete	

[↑ Subpart C Overview](#)

# 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 <sup>1</sup>	ID <sup>2</sup>	Message <sup>3</sup>
No facility level validation messages.		

### CONFIGURATION-LEVEL VALIDATION MESSAGES

Validation Type <sup>1</sup>	ID <sup>2</sup>	Unit Name	Message <sup>3</sup>
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 <sup>1</sup>	ID <sup>2</sup>	Unit Name	Fuel Name	Message <sup>3</sup>
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](#)

<sup>1</sup> 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](mailto:ghgreport@arb.ca.gov)

# GHG Reporting Contacts

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