

Step-by-Step Guide for Verifiers Using CARB’s Greenhouse Gas Reporting Tool (Cal e-GGRT)

Reporting entities subject to the Mandatory Greenhouse Gas (GHG) Reporting Regulation are required to submit an annual emissions data report to CARB using Cal e-GGRT, an on-line electronic reporting tool (<https://ww2.arb.ca.gov/mrr-tool>). To submit Conflict of Interest (COI) forms for 2019 data and onward, lead verifiers must use Cal e-GGRT. Reporting entities associate their reported data with a verification body (VB), and verification bodies establish a verification team in Cal e-GGRT. This allows each verification team member to access reported data. The lead verifier can return the emissions data report to the reporting entity for revisions using Cal e-GGRT, as well as submit verification statements at the conclusion of verification services. For questions on how to report GHG emissions and covered product data to CARB, please contact ghgreport@arb.ca.gov. For verification questions, please contact ghgverify@arb.ca.gov.

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Part 1: Step-by-Step Guide to Cal e-GRRT for Verifiers

Quick Reference Guide

The following table shows a quick overview for verifiers using Cal e-GRRT. More detailed screenshots and explanations are provided in subsequent pages, along with an overview of what the reporting entity views in the Tool. Please email ghgverify@arb.ca.gov for assistance.

Registration 1	<p>Skip to “COI 1” if you have already registered.</p> <p>Register as a verifier in the Tool (do not use your consultant account) https://ssl.arb.ca.gov/Cal-eGGRT/login.do (You will have received an email either from CARB, or from a lead verifier for your verification body. If you have not yet received an email invitation, send an email to ghgverify@arb.ca.gov).</p>
Registration 2	<p>Sign and send your Electronic Signature Agreement to: Mandatory Reporting Program (c/o Karen Lutter) California Air Resources Board 1001 I Street, PO Box 2815 Sacramento CA. 95812</p> <p>If you want to start sooner, in addition to sending it via mail, email the ESA to ghgreport@arb.ca.gov. Upon approval of your ESA by CARB staff, you will have access to the Tool.</p>
Registration 3	<p>After CARB approves your registration, copy the Invitation Code from the email you receive, log into Cal e-GGRT and paste the Code into the box. This step provides access to reported data. Log out and back in, to ensure you can view data. Note: There are two different locations (text boxes) to input a code – one for the first lead verifier responding to a facility invitation on the home page, and one on the verification tab for responding to a verifier invitation to become part of a newly formed verification team.</p>
Registration 4	<p>If you are the first lead verifier in Cal e-GGRT for your verification body (VB), click on Verification Body and add all verifiers (including subcontractors) that you need this year on verification teams. You can add new verifiers at any time. Your verifiers will not show up immediately. They will need to register as new users and accept the verification team assignment before their names are visible on the verification team. No one can view reported data until they have been added to a verification team.</p>
COI 1	<p>Create a verification team (lead verifier must create the team)</p>
COI 2	<p>Click on the Verification tab at the top of the screen, and choose one or more reporting entities to verify</p>
COI 3-6	<p>Choose a site visit date and add verification team members; state the risk level; address all the other questions and click “Save”, review validation messages, then submit COI</p>
Verification 1	<p>Access reports and view them.</p>
Verification 2	<p>Unlock reports.</p>
Verification 3-4	<p>Verify a report and review submitted verifications.</p>
Verification 5	<p>Upload confidential documents in Cal e-GGRT.</p>

Detailed Steps for Using Cal-e-GRRT

Registration 1 – New User Registration

For your first time in the Tool, register as a new user using the “New User Registration” button.

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

Registration 2 – Electronic Signature and Use Agreement

Send CARB a signed copy of your Electronic Signature and Use Agreement (ESA).

Electronic Signature and Use Agreement

The electronic submission of information to the California Environmental Protection Agency Air Resources Board (ARB) requires the creation and maintenance of a Cal e-GRRT user account. I have reviewed and agree to the following conditions for the access and use of my account.

(1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as if it could be by making such submission in hardcopy form with my handwritten signature.

(2) I agree to maintain an email account. If any email sent to me by ARB is returned as undeliverable, I will explain why this occurred when requested by ARB.

(3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automatic login.

(4) I agree to protect ARB as soon as possible after suspecting, or determining that my user name and password have become lost, stolen, or otherwise compromised or of any other security incident and

(5) I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be subject to ARB's applications and data.

Name: s h
User name: CH15DYM400
Organization: arb
Email Address: schinow@arb.ca.gov
Signature: _____
Date: _____

Send in either your completed ESA Training form or UserID number to ghreport@arb.ca.gov.
Please state "ESA Training" as the subject of the email.

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Registration 3 – Registration Code


Use the registration code from the email you received from CARB or from the first lead verifier in the Tool that invited you to join a verification team (code = 9511).

Registration Code *	9511
Title *	Select
First Name *	
Middle Initial	
Last Name *	
Suffix	Select

Do not forget your passwords and challenge questions - you will need these later.

Secret Question *	secret question
Secret Answer *	secret answer

Registration 4 – Invitation Code

 **ACCEPT AN INVITATION:**

Responding to a Verifier Invitation?

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

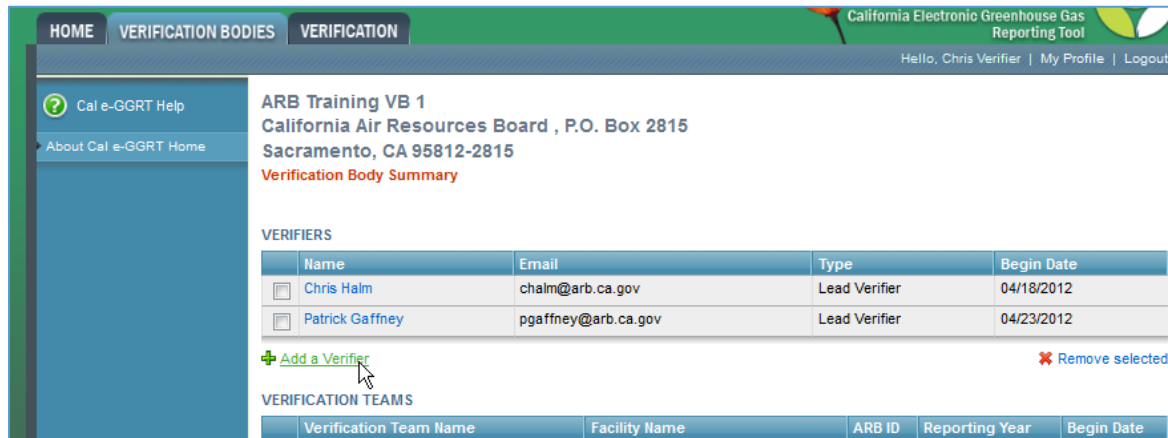
I2CBA5D44E3AKERVGYT54 GO

A lead verifier for a verification body accepts an email invitation from CARB by pasting the invitation code into the box on the Verification tab (not the Home page). Request an email from CARB via ghgverify@arb.ca.gov if you did not yet receive one for your VB. Log out, then log back in if your invitation does not work that first time.

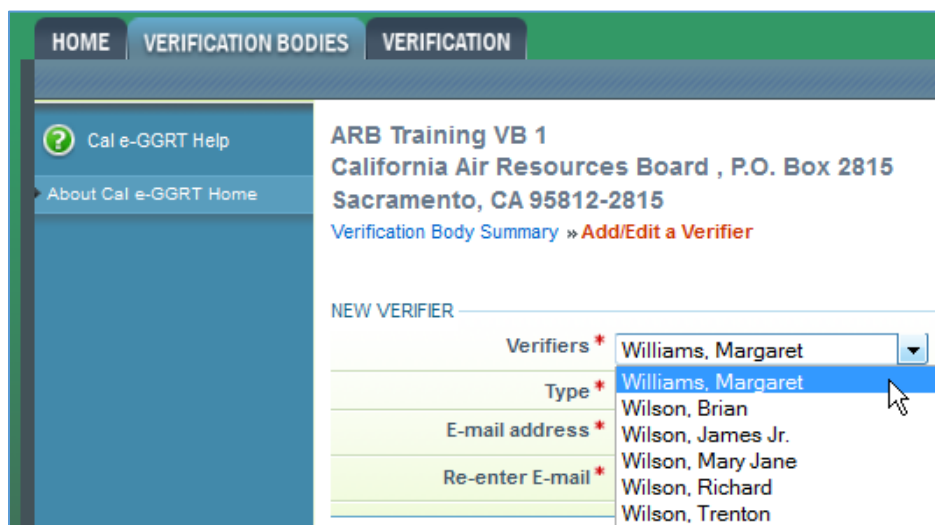
Under the verification body tab, click on your VB so you can view verifiers and verification teams.

VERIFICATION BODIES		
Verification Body Name	Verification Body Number	Address
AMEC Geomatrix Inc.	H-10-156	510 Superior Avenue, Suite 200 Newport Beach, CA 92663
Analytical Environmental Services	H-09-007	1801 7th Street, Suite 100 Sacramento, CA 95811
Ashworth Leininger Group	H-10-157	601 East Daily Drive, Suite 302 Camarillo, CA 93010

To invite other verifiers from your VB or subcontractors, click on “Add a Verifier,” and select individuals to receive invitations.



You will not see individual verifiers until they have responded to the emailed invitation you sent them.



The verifier will need to accept the invitation to join a verification team (make sure it's a verifier invitation on the Verification tab, not a facility invitation on the Home page).

ACCEPT AN INVITATION:
Responding to a Verifier Invitation?
Paste the Invitation Code into the field below, then click 'GO'

I2CBA5D44E3AKERVGYT54

If needed, update your information by clicking on My Profile.

Update your email address in Cal e-GGRT if it is incorrect using My Profile. Notify ghgverify@arb.ca.gov any time your email changes.

ARB Training VB 1
California Air Resources Board , P.O. Box 2815
Sacramento, CA 95812-2815
Verification Body Summary

VERIFIERS

	Name	Email
<input type="checkbox"/>	Patrick Gaffney	pgaffney@arb.ca.gov
<input type="checkbox"/>	Chris Halm	chalm@arb.ca.gov

ARB Training VB 1
California Air Resources Board , P.O. Box 2815
Sacramento, CA 95812-2815
Verification Body Summary » Add/Edit a Verifier

EDIT VERIFIER

Verifiers * Halm, Chris_283

Type * Lead Verifier

E-mail address * YOUR NEW EMAIL HERE

Re-enter E-mail * YOUR NEW EMAIL HERE

Submitting a Conflict of Interest Self-Assessment Form to CARB via Cal e-GGRT

COI 1 – Add a Verification Team

To create a verification team, select the Verification Bodies tab and choose your VB (ARB Training VB 1, in this example).

This will display all members of the VB that have been granted access to Cal e-GGRT.

Name	Email	Type	Accreditations
Samir Sleiman	samir.sleiman@arb.ca.gov	Lead Verifier	Oil and gas systems specialist Transactions specialist
Rania Heider	rania.heider@arb.ca.gov	Lead Verifier	Process emissions specialist Oil and gas systems specialist

Please note that on this page the system defaults to displaying the current year. Previous years can be selected from the drop-down list.

Then click on “Add a Verification Team” which opens a COI form page.

COI 2 – Select reporting entity (RE)

Click on “Add a reporting entity”, and then search for the reporting entity for which you want to create a COI submittal. Search results can be filtered by reporting entity name or CARB ID.

The screenshot shows the 'REPORTING ENTITIES' section of the COI 2 interface. It includes a 'Reporting Year' dropdown set to '2018' and a table with columns for 'Selected Reporting Entities', 'Reporting Entity', 'ARB ID', 'Site Visit Date', and 'Delete'. The table currently displays 'No Selected Reporting Entities' and a green '+ Add a reporting entity' link, which is circled in red.

The screenshot shows the 'Reporting Entity' search modal. It features a 'Search On' dropdown menu set to 'Select', a 'Search Text' input field, and a green 'SEARCH' button. Below the search fields is a table with columns for 'ARB ID' and 'Reporting Entity Name'. The table currently displays 'No Facilities Found'. A 'Done' button is located at the bottom right of the modal.

Reporting entities meeting your search criteria will be displayed if they:

- Were verified last year (by any VB), or
- Are new reporting entities that have chosen your VB

Selecting multiple reporting entities:

Verifiers have the option of creating a single verification team for multiple reporting entities. This streamlines the COI submittal and approval process for those entities. However, those verifications must have the same verification team members and the same answers to COI-related questions. If any of the responses to COI questions are different among different reporting entities, a separate COI needs to be submitted for

each of those facilities. To select multiple reporting entities to be included in a single COI submittal, simply check “Add” for multiple reporting entities.

ARB ID	Reporting Entity Name	ADD
3006	3 Phases Renewables	ADD
101321	AES Alamitos, LLC	ADD
100194	AES Huntington Beach, LLC	ADD
100257	AES Redondo Beach LLC	ADD
104722	AOT Energy Americas LLC	ADD
104347	Aemetis Advanced Fuels Keyes, Inc.	ADD
104018	Aera Energy Coastal Basins	ADD
104016	Aera Energy San Joaquin Basin	ADD
104017	Aera Energy Ventura Basin	ADD
101701	Air Liquide El Segundo Hydrogen Plant	ADD
101749	Air Liquide Large Industries US L.P. - Rodeo Hydrogen Plant	ADD
101017	Air Products & Chemicals, Inc., Martinez	ADD
101248	Air Products Carson Hydrogen Plant	ADD
101512	Air Products Manufacturing Corporation, Sacramento	ADD
100127	Air Products Wilmington Hydrogen Plant	ADD
60001	Facility-a1	ADD

COI 3 – Choose a site visit and add verification team members

First, read the instructions and click the box indicating that you have done so. The link to the COI instructions is also available here: <https://ww3.arb.ca.gov/cc/reporting/ghg-ver/coi-instructions.pdf>.

Choose a site visit date, or check “None.”

You may change the date in the future, if needed, by resubmitting a revised version of the COI form for CARB approval. If the site visit does not or will not occur on the date listed on the approved COI form, please update the COI or notify CARB prior to that date.

COI INSTRUCTIONS

[* View COI Instructions](#)
 I certify that I have read the COI instructions.

REPORTING ENTITIES

Reporting Year * 2018

Selected Reporting Entities	Reporting Entity	ARB ID	Site Visit Date	Delete
	Facility b1	50050	<input type="text"/> <input type="calendar"/>	<input checked="" type="checkbox"/> None <input type="checkbox"/>
	Facility-a1	60001	04/19/2018 <input type="calendar"/>	<input type="checkbox"/> None <input type="checkbox"/>

[+ Add a reporting entity](#)

Choose verification team members

The sector specific accreditations of the lead verifier and additional team members are shown on the page.

VERIFICATION TEAM MEMBERS

Lead Verifier * Heider, Rania Site Visit

Accreditations:
 Process Emissions Specialist
 Oil and Gas Systems Specialist

Independent Reviewer * Halm, Chris

Additional Team Members

COI 4 – State the risk level

When medium or high risk is chosen, a mitigation plan upload button appears on the form. Only one mitigation plan file is allowed per submittal. If you have multiple, medium risk facilities in the same COI submittal, you must include all mitigation plans in one file, or submit a separate COI for each entity.

SELF EVALUATION & ATTACHMENTS

Based on my assessment, * LOW MEDIUM HIGH
 I believe my verification body's risk for a conflict of interest is:

Conflict of Interest Mitigation Plan Please attach a Conflict of Interest Mitigation Plan, if applicable (medium and high risk).

File Name	Uploaded By	Uploaded Date	Delete
No file found.			

Contracting Entity If your verification body was hired by a contracting entity on behalf of the reporting entity, disclose the name of the contracting entity and your relationship with that entity.

COI 5 – Address all other questions

Address all questions in the COI interface regarding past services for the reporting entity. The questions are unchanged from the previous COI form.

Choose “All No” if your VB, verification team, and subcontractors have not provided services to the reporting entity or related entity within the past five years. Otherwise, answer each question individually.

RELATIONSHIP WITH REPORTING ENTITIES

Have the verification body and reporting entity shared any management staff or board of directors membership, or has any of the senior management staff of the reporting entity been employed by your verification body, or vice versa, within the last five years?
 Yes No

If yes, provide the information for each person and instance:

Name	VB Position Title	RE Position Title	Overlap Dates	Delete
No Relationships				
+ Add a relationship				

List any personal or family relationships between the employees or management of the reporting entity and any members of the verification body, including subcontractors of the verification body who are members of the verification team:

Has any staff member of the verification body provided any type of non-monetary incentive to the reporting entity to secure this verification services contract?
 Yes No

If yes, please explain:

PAST SERVICES *

Has any employee of the verification body or a related entity, or subcontractor who is a member of the verification team, provided any of the following services to the reporting entity within the previous five years? See instructions for the definition of "member."

ALL NO

Yes No Designing, developing, implementing, reviewing, or maintaining an inventory or information or data management system for facility air emissions, or, where applicable, electricity or fuel transactions, unless the review was part of providing greenhouse gas verification services;

Yes No Developing greenhouse gas emission factors or other greenhouse gas-related engineering analysis, including developing or reviewing a California Environmental Quality Act (CEQA) greenhouse gas analysis that includes facility specific information;

Yes No Designing energy efficiency, renewable power, or other projects which explicitly identify greenhouse gas reductions as a benefit;

Describe services provided to Reporting Entity, if applicable

To disclose other services your verification body has provided to the reporting entity (or related entity) within the past five years, click on “Add a service”.

OTHER SERVICES

Has any member of the verification team, verification body, or a related entity engaged in services of any nature, other than CARB verification services, with the reporting entity, or related entities in the last five years?
 Yes No

If yes, provide the following information for each person and instance. Include current work and any future work arrangements/contracts as well as non-ARB verifications.

Service Dates	People providing service	Description and location of service	Description Option	Services were conducted under impartiality provisions substantively equivalent to §95133	Fee	Delete
No Other Services						
+ Add a service						

The figure below displays the data inputs in a table in Cal e-GGRT.

Service Dates	People providing service	Description and location of service	Description Option	Services were conducted under impartiality provisions substantively equivalent to §95133	Fee	Delete
November 1, 2018 - December 28, 2018	Chris Halm, Ryan Schauland	Water quality consulting work provided to reporting entity's Bakersfield location under common operational control	B	N	10000	✘

COI 6 – Save, review validation messages, and submit COI


Click “Save” at any time to save progress. This does NOT submit the COI for review.

The COI form contains built-in validation messages. These validation messages do not prevent you from submitting your COI form, but they do provide reminders to include all required details before you complete your submittal.

The following COI validation checks are performed in Cal e-GGRT:

1. Facility Count – a VB team must select at least one reporting entity
2. Verification Body Rotation:
 - a. Facility must not be verified by the same VB for more than 6 years in a row
 - b. Upon switching to another VB, a facility must not be verified by the previous VB for at least three years
3. “View COI Instructions is required”: The verifier setting up a team must certify that he/she has read the COI instructions by checking the box in Cal e-GGRT.

NOTIFICATION MESSAGES

 View COI Instructions is required.


COI INSTRUCTIONS

* [View COI Instructions](#)

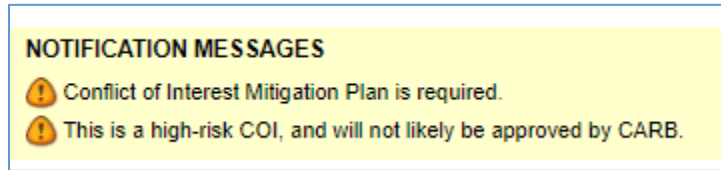
I certify that I have read the COI instructions.

4. “Self-evaluation is required”. The risk level must be selected in the submittal (low/medium/high risk).

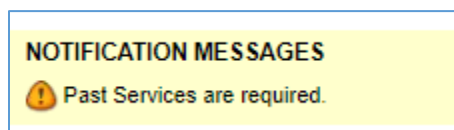
NOTIFICATION MESSAGES

 Self Evaluation is required.

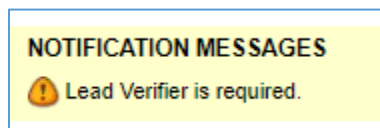
5. “Conflict of Interest Mitigation Plan is required”: If the risk level is medium or high, a COI mitigation plan is required.
6. If the risk level is high, a message is shown indicating that the submission will likely not be approved.



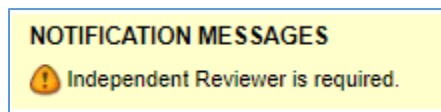
7. “Past Services are required”. Indicate whether past services were provided to the reporting entity or related entity.



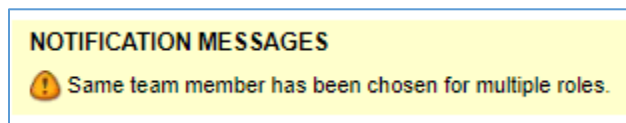
8. “A Lead Verifier is required”. Add a lead verifier to the team.



9. An Independent Reviewer is required.

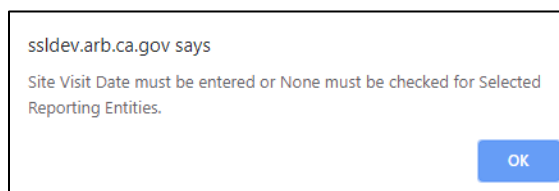


10. “Same team member has been chosen for multiple roles”. Verifiers may not occupy multiple roles on the same verification team.

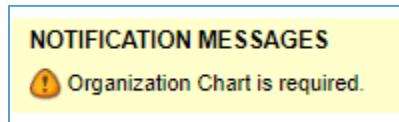


11. A VB team should include verifiers whose accreditations match the selected reporting entities’ selected subparts.

12. A site visit date, or “none” must be chosen for each selected reporting entity. If not, the user is prompted with the following message:

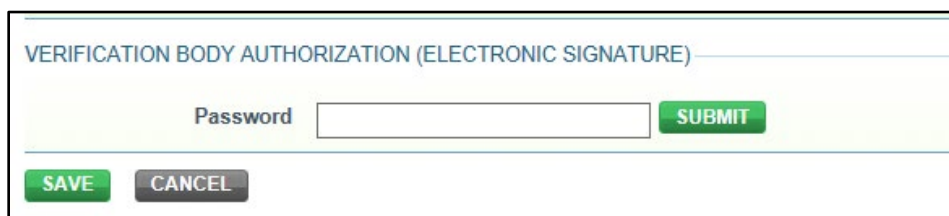


13. “Organization chart is missing”. An organizational chart is only required to be submitted to CARB once per year.



Revise the form, address all notification messages, and click “Save” again.

Please consider checking with CARB staff the first time before you submit the COI, and any time you have questions. After the validation messages are cleared, enter your password and submit the COI form to CARB.

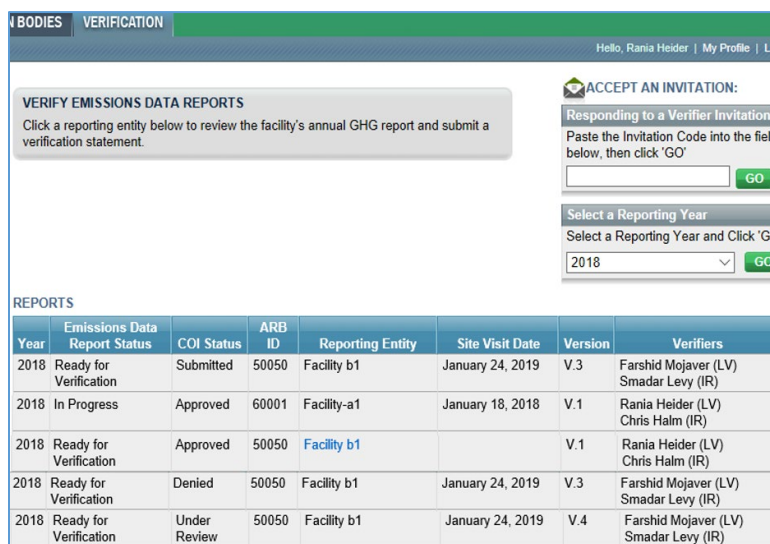


At any time, you can click “Save” to save your work and review the validation messages and make additional changes. The form is only submitted to CARB for review when you have entered your password and clicked “Submit.”

Monitor, revise and verify

COI 7 - Monitor COI status and data report dashboard

Verifiers can monitor the COI approval status, as well as the submittal and certification status of emissions data reports, as shown below.



Year	Emissions Data Report Status	COI Status	ARB ID	Reporting Entity	Site Visit Date	Version	Verifiers
2018	Ready for Verification	Submitted	50050	Facility b1	January 24, 2019	V.3	Farshid Mojaver (LV) Smadar Levy (IR)
2018	In Progress	Approved	60001	Facility-a1	January 18, 2018	V.1	Rania Heider (LV) Chris Halm (IR)
2018	Ready for Verification	Approved	50050	Facility b1		V.1	Rania Heider (LV) Chris Halm (IR)
2018	Ready for Verification	Denied	50050	Facility b1	January 24, 2019	V.3	Farshid Mojaver (LV) Smadar Levy (IR)
2018	Ready for Verification	Under Review	50050	Facility b1	January 24, 2019	V.4	Farshid Mojaver (LV) Smadar Levy (IR)

The status of a verification body’s COI submittal can be one of the following:

- **In Progress** (not submitted to CARB, VB can still edit or delete the submittal),
- **Submitted** (has been submitted to CARB but not yet reviewed; verifiers can still delete form or edit the form without creating a duplicate version of the form),
- **Under Review** (CARB has locked the submittal while reviewing; changes require a new version to be submitted)
- **Denied** (edits required; edit the denied submittal which creates a new version number; CARB staff will review the revised form)
- **Approved** (verification may proceed; can be edited if changes required)

The hyperlink (as illustrated in the above table for Facility b1) gives access to the emissions data report. It is available if:


- the reporting entity is associated with a VB and
- if the viewing verifier is on the team

Reviewing an emissions data report should only be done after COI approval.

The verification body may want to edit and resubmit a denied COI as a new version. If so, please explain the change in the text box provided at the bottom of the revised COI form before resubmitting the changes.

COI 8 - Revising COI Forms

If edits to a COI form are required, navigate to the original submittal, click on the icon under “View/Edit”, edit and resubmit.

VERIFICATION TEAMS Export to Excel					
	COI Status	ARB ID, Reporting Entity, Visit Date	Version	Verifiers	View/Edit
<input type="checkbox"/>	Submitted	50050, Facility b1, January 24, 2019	V.2	Farshid Mojaver (LV) Smadar Levy (IR)	

To change a site visit date, add a verification team member, or to edit responses to COI questions, edit the existing COI, rather than creating a new version.

If the COI status is “in progress” (saved but not submitted) or “submitted,” the same version can be revised and resubmitted multiple times without creating a “new” version by using the “View/Edit” button. Password entry is available at the bottom of the form.

If COI status is “under review,” “approved,” or “denied,” you must also click “Edit Team” to create a new version. Your initial responses are greyed out until “Edit Team” is chosen at the top of the COI form.

You are viewing version: V.2 Latest

COI Status: Under Review

EDIT TEAM

* denotes a required field

Version History of COIs Available for Review

Click “Version” link (V.2) to view a summary of past submittals. In the example below, you can see that a site visit date was added, and the verification team members and roles were changed. Version 2 has been submitted but has not been approved.

VERIFICATION TEAMS Export to Excel

COI Status	ARB ID, Reporting Entity, Visit Date	Version	Verifiers	View/Edit
Approved	50050, Facility b1, January 24, 2019	V.5	Farshid Mojaver (LV) Smadar Levy (IR)	
<input type="checkbox"/> Submitted	50050, Facility b1, February 14, 2018	V.2	Abajh Singh (LV) Samir Sleiman (IR) Rania Heider	

Version History

COI Status	ARB ID, Reporting Entity, Visit Date	Version	Verifiers	View
Submitted	50050, Facility b1, February 14, 2018	V.2	Abajh Singh (LV) Samir Sleiman (IR) Rania Heider	
Approved	50050, Facility b1,	V.1	Abajh Singh (LV) Rania Heider (IR)	

Cancel

Important reminder: Please avoid submitting two COIs for the same reporting entity whenever possible. If the COI form has been “submitted” and you find that edits are required, please make the changes in the current version and resubmit. Only create a new version when CARB has already approved the previous version. If two versions are submitted for the same reporting entity and VB, CARB staff will contact the submitted verifier to ask them to remove the outdated version.

If a different VB was chosen for a given reporting entity, you will see a message and will not have access to the emissions data report.

2018	Not generated	Submitted	666680	Chris Test 20 Selected another verification body	January 2, 2018	V.1	Chris Halm (LV) Samir Sleiman (IR)
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If your VB was chosen by the reporting entity in Cal e-GGRT, the report is already certified, and the viewing verifier is on the verification team, click on the hyperlink in the verification tab to view the report, then continue the process to verify the report.

2018	Ready for Verification	Approved	50050	Facility b1		V.1	Rania Heider (LV) Chris Halm (IR)
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Verification 1 – Accessing and Viewing Reports

The emissions data report is viewable in HTML and Excel. The emissions data report verification interface will also display the current COI status. If the status is “submitted”, as in the example screen capture below, your most recent revision of the COI submittal has not yet been approved and you must request approval before continuing to provide verification services.

The emissions data report can be viewed when the report status is set to verification ready. The verification body is encouraged to download a copy of the emissions data report before the report is set to revisions requested.

Subpart C: General Stationary Fuel Combustion	
Gas Information Details	
Gas Name	Gas Quantity (Metric Tons)
Methane	0.00022
Exempt Biogenic Carbon dioxide	0
Nitrous Oxide	0.000022
Carbon Dioxide	40
Total CO2e	40.01144
Total Covered CO2e Emissions:	40.01144 (Metric Tons)
Emissions shown above that are claimed as De Minimis (CO2e):	0 Metric Tons
Unit Details	
Unit Name:	aaa1
Configuration Type:	Single Unit Using Tier 4 (CEMS)
Unit Type:	MWC (Municipal waste combustor)
Individual Unit Details	
Maximum Rated Heat Input	680 mmBtu/hr
Capacity:	
Electricity Generation Unit Information	
Does this configuration have the capacity to generate electricity?	No
Emission Details: Configuration-Level Summary (User entered values)	
Cumulative CO2 Emissions	
First Quarter	10 Metric Tons
Second Quarter	10 Metric Tons
Third Quarter	10 Metric Tons
Fourth Quarter	10 Metric Tons

All spreadsheets uploaded into Cal e-GGRT by the operator should be reviewed, including the subpart attachment, alternative methods and calibration postponements. This review can only occur when the report status is set to verification ready. Download copies of these documents before the report is set to revisions requested, or the report is verified.

Facility Name:	Facility 1	
Reporter Name:		
Unit or Group Name/ID:		
Configuration Type:		
Fuel/ Fuel Type:		
Reporting Period:		
Comments:		
Unit Type:	General Stationary Fuel Combustion	
Input for Weighted Annual Average HHV (only if required or elected)		
	[Fuel] = Mass or volume of the fuel combusted, for the month, from company records (express mass in short tons for solid fuel, volume in standard cubic feet for gaseous fuel, and volume in gallons for liquid fuel)	[HHV] = Measured high heat value of the fuel, for the month, which may be the arithmetic average of multiple determinations (mmBtu/mass or mmBtu/volume)
Month		
January	1,000,000	0.0001028
February	1,200,000	0.0001027
March	1,400,000	0.0001029
April	1,100,000	0.0001028
May	1,500,000	0.0001028
June	1,550,000	0.0001029
July	1,300,000	0.0001028
August	1,200,000	0.0001027
September	1,400,000	0.0001029
October	1,100,000	0.0001028
November	1,400,000	0.0001027
December	1,100,000	0.0001029
Weighted Annual Average HHV from Equation C-2b		
	[HHV _{annual}] = Weighted annual average high heat value of the fuel (mmBtu per mass or volume)	0.000103

Verification 2 – Returning and Unlocking Reports

If errors in the emissions data report have been identified and discussed with the reporting entity, unlock the report and return it for revisions.

DECISION/ACTION

Decision/Action Revisions Requested

UNLOCK REPORT FOR REVISION

Click the Unlock button to enable the reporting entity to make the report available for revision.

UNLOCK

Each time you return a report or submit a verification statement, you will need your password, and responses to the challenge questions.

ELECTRONIC SIGNATURE

Password* **SUBMIT**

What is the first and middle name of your oldest sibling?
secret word **SUBMIT**

When you return the report for revisions, an email will be sent to your client.

Guidance for California's Mandatory Greenhouse Gas Emissions Reporting

From: ghgreport@arb.ca.gov <ghgreport@arb.ca.gov>
Sent: Tuesday, February 18, 2019 10:36 AM
To: Mojaver, Farshid@ARB <Farshid.Mojaver@arb.ca.gov>
Subject: Cal e-GGRT: the verification body has requested revisions to your annual GHG report (Ref# 1001114)

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

The selected verification body, ARB Training VB 1, has requested that revisions be made to your 2018 GHG annual report for the following facility or supplier.

Reporting Year: 2018
Facility ARB ID: 999984
Facility a1
1427
davis, CA 95616

Designated Representative: Farshid Mojaver Alternate Designated Representative: ADR_name

Revisions were requested by Farshid Mojaver on Tue Feb 18 10:35:48 PST 2019]

If you believe you received this message in error, or have questions, please contact the Help Desk at ghgreport@arb.ca.gov, or by calling Karen Lutter at 916-322-8620, Monday through Friday during regular business hours.

THIS MESSAGE IS SENT FROM Cal e-GGRT.

When you successfully unlock a report, Cal e-GGRT will confirm the change.

The screenshot shows a confirmation page with a green checkmark icon and the text "Confirmation". Below this, it says "Facility a1" and "Cal e-GGRT Greenhouse Gas Emissions Data Report Verification". A grey box with the word "SUCCESS!" is displayed. Below the success message is a table with three columns: "Report", "Status", and "Last Generated". The table contains one row: "2018 Annual Report v2", "Revisions Requested", and "02/18/2020 10:29:33 AM". Below the table is a list of details for the reporting entity, including name, address, reporting year, lead verifier, and verification body. At the bottom left, there is a blue "HOME" button.

Report	Status	Last Generated
2018 Annual Report v2	Revisions Requested	02/18/2020 10:29:33 AM

Reporting Entity Name	Facility a1
Address	1427 davis CA 95616
Reporting year	2018
Lead Verifier	02/18/2020 10:35:49 AM Farshid Mojaver
Verification Body	ARB Training VB 1 1717 28th Street Bakersfield , CA 93301

After returning the report for revisions, you can view the status of other reports associated with your verification body, but you will need to wait until the revised report has been re-certified before you can view the report again. If a verification team has already been created an email notification is sent to the lead verifier when the report has been certified.

VERIFY EMISSIONS DATA REPORTS
Click a reporting entity below to review the facility's annual GHG report and submit a verification statement.

ACCEPT AN INVITATION:
Responding to a Verifier Invitation?
Paste the Invitation Code into the field below, then click 'GO'
[Text Input] **GO**

Select a Reporting Year
Select a Reporting Year and Click 'GO'
2018 **GO**

REPORTS

Year	Emissions Data Report Status	COI Status	ARB ID	Reporting Entity	Site Visit Date	Version	Verifiers
2018	Ready for Verification	Submitted	50050	Facility b1	January 24, 2019	V.3	Farshid Mojaver (LV) Smadar Levy (IR)
2018	In Progress	Approved	60001	Facility-a1	January 18, 2018	V.1	Rania Heider (LV) Chris Halm (IR)
2018	Ready for Verification	Approved	50050	Facility b1		V.1	Rania Heider (LV) Chris Halm (IR)
2018	Ready for Verification	Denied	50050	Facility b1	January 24, 2019	V.3	Farshid Mojaver (LV) Smadar Levy (IR)
2018	Ready for Verification	Under Review	50050	Facility b1	January 24, 2019	V.4	Farshid Mojaver (LV) Smadar Levy (IR)

Verification 3 – Verifying a Report

To verify a report, click on the hyperlink in the verification tab to view the report, then continue the process to verify the report.

2018	Ready for Verification	Approved	50050	Facility b1		V.1	Rania Heider (LV) Chris Halm (IR)
------	------------------------	----------	-------	-----------------------------	--	-----	--------------------------------------

Browse, then upload the verification statement form.

VERIFICATION ATTACHMENTS

C:\My Documents\2012_opinion.doc **Browse...** **UPLOAD**

Uploaded File Name	Attached By	Date
No files found.		

Click the corresponding radio buttons, then enter your password to submit the verification statement to CARB.

Guidance for California's Mandatory Greenhouse Gas Emissions Reporting

VERIFICATION ATTACHMENTS

Browse... **UPLOAD**

File Name	Uploaded By	Uploaded Date
statement.docx	Farshid Mojaver	December 19, 2019 11:30:55 AM

CONFLICT OF INTEREST

COI Status: Submitted

DECISION/ACTION

Decision/Action: Verified

EMISSIONS DATA VERIFICATION STATEMENT

Positive Emissions Data Verification Statement. (Reasonably assured of no material misstatement and in conformance with regulation)
 Qualified Positive Emissions Data Verification Statement. (Reasonably assured of no material misstatement, but not reasonably assured in conformance with regulation)
 Adverse Emissions Data Verification Statement. (Not in conformance with section 95131(b)(9) and/or not reasonably assured of no material misstatement)

Qualifying Statements or Comments:

PRODUCT DATA VERIFICATION STATEMENT

Positive Product Data Verification Statement. (Reasonably assured of no material misstatement and in conformance with regulation)
 Qualified Positive Product Data Verification Statement. (Reasonably assured of no material misstatement, but not reasonably assured in conformance with regulation)
 Adverse Product Data Verification Statement. (Not in conformance with section 95131(b)(9) and/or not reasonably assured of no material misstatement)
 None. (Emissions data report does not contain product data)

Qualifying Statements or Comments:

Click the Submit and Certify button if you are done reviewing the report and are prepared to complete the verification statements.

SUBMIT and CERTIFY

[←BACK](#)

In addition to attaching the verification statement form in Cal e-GGRT, you are also prompted to include qualifying comments to support a qualified positive or adverse verification statement. When you submit a verification statement, Cal e-GGRT will acknowledge the change.

Certify Verification Confirmation

CH Training
Cal e-GGRT Greenhouse Gas Emissions Data Report Verification

SUCCESS!
You have successfully submitted your verification statement. The reporting entity's representatives will receive an email notifying them you have verified the report. You may want to print this page for your records.

[Print-friendly version](#)

Report	Status	Last Generated
2011 Annual Report v2	Verified	04/18/2012 1:57:21 PM

VERIFICATION STATEMENT SUBMISSION

Reporting Entity Name	CH Training
Address	1001 sac CA 95812
Reporting year	2011
Verification Date	04/18/2012 1:58:28 PM
Lead Verifier	Chris Halm
Verification Body	ARB Training VB 1 California Air Resources Board, P.O. Box 2815 Sacramento, CA 95812-2815

Verification 4 – Reviewing Submitted Verifications

After the lead verifier submits a verification statement but before the verification deadline, check to ensure each verification statement is accurate and is associated with the correct reporting entity. Notify CARB before the verification deadline if an incorrect

verification statement was submitted in Cal e-GGRT so CARB can reset the emissions data report to “verification ready” and the lead verifier can resubmit the correct verification statement electronically. If an incorrect attachment has been submitted, submit a corrected statement in Cal e-GGRT.

Verification 5 - Uploading Confidential Documents in Cal e-GGRT (if needed)

Verifiers should use the following procedure to send confidential documents to CARB verification staff as part of CARB audits. Click on **My Profile**, then Exchange Files with CARB, then click Browse and choose the file. Click on Upload to upload the file.



EDITING YOUR CAL E-GGRT PROFILE AND ACCOUNT INFORMATION

Use the links below to edit different aspects of your Cal e-GGRT user profile and account information.

- ▶ [Edit My Profile](#) : Organization Name, Address, Phone and FAX.
- ▶ [Edit My Email](#)
- ▶ [Request Name Change](#)
- ▶ [Change My Password](#)
- ▶ [Change My Secret Question/Answer](#)
- ▶ [Reset My Challenge Questions](#)
- ▶ [Exchange Files With ARB](#) ← Click this link

Browse to the document, and then upload it.

UPLOAD FILES FOR ARB TO ACCESS

No file selected.

Uploaded File Name	Attached By	Date	Delete
No files found.			

UPLOAD FILES FOR ARB TO ACCESS

No file selected.

Uploaded File Name	Attached By	Date	Delete
Confidential.docx	Chris Verifier	April 16, 2015	✖

Success!

Cal e-GGRT notifies CARB verification staff via email that a document has been uploaded. This data exchange is between the verifier and CARB staff only. Reporting entities cannot view these documents. All documents are treated as confidential. A similar process is available for CARB staff to upload documents for verifiers, which is shown here:

DOWNLOAD FILES FROM ARB			
Uploaded File Name	Uploaded By	Date	Delete
Confidential.docx	ARB Helpdesk	April 16, 2015	

Click on the document to retrieve the file.

What the reporting entity sees in Cal e-GGRT

The reporting entity must choose a VB before you can view their data.

SUBMIT ANNUAL REPORT

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2011 Annual Report v1		Revisions Requested	05/02/2012 11:24 AM		HTML Excel XML Receipt

[GENERATE / RESUBMIT](#)

VERIFICATION BODY

You may only select a verification body after the report has been generated.

Verification Body:

This report does not require third party verification.

After choosing a VB, the reporting entity sees their chosen VB below their reports.

SUBMIT ANNUAL REPORT

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2011 Annual Report v1		Ready for Verification	04/10/2012 10:58 AM	04/10/2012 10:58 AM	HTML Excel XML Receipt

VERIFICATION BODY

You may only select a verification body after the report has been generated.

Verification Inc.
 Verification Body Number: 401261
 Verification Body: 8301 Greensboro Dr.
 McLean, VA 22101
[Change Verification Body](#)

The reporting entity sees the status of all reports – including confirmation that a report was verified.

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2011 Annual Report v1		Revisions Requested	04/10/2012 10:58 AM		HTML Excel XML Receipt
2011 Annual Report v2		Complete, Certified and Verified	04/18/2012 1:57 PM	04/18/2012 1:57 PM	HTML Excel XML Receipt

Update your email address in Cal e-GGRT if it has recently changed so you are notified when reports are certified and verified.

For reporting GHG data to the U.S. EPA, please use e-GGRT here: <https://ghgreporting.epa.gov/ghg/login.do>

Part 2: Set Aside Reverification Procedures

When CARB sets aside a verification statement and a new verification body is required to verify the emissions data report, it is critically important for the verification body to contact CARB to discuss the scope of the reverification.

The new verification body should request from the reporting entity a copy of the set aside letter sent from CARB to the reporting entity. The new verification deadline is typically 90 days from the date of the letter, and the verification body should contact CARB to confirm the specific date. However, the reporting entity may request a shorter timeline in order to complete verification in a case where an important Cap-and-Trade deadline is eminent. The verification body must confirm from CARB’s set aside letter which verification statement is required to be re-verified:

- a. the emissions data verification statement or
- b. the product data verification statement or
- c. both

If the reporting entity has reported both emissions data and product data and received prior verification statements **and only one has been set aside**, follow the applicable steps below.

If only the product data verification statement was set aside, the verification body is only required to review the covered product data and is not required to review other parts of the emissions data report. Because the previous emissions data verification statement remains valid, the verification body must:

1. Confirm with CARB via ghgreport@arb.ca.gov that CARB staff has determined that the emissions data reported has not been altered since the initially verified report.
2. Click radio button for product data verification statement: Positive, Qualified Positive, or Adverse.
3. Type the following in the product data verification statement text box:
"Reverification of product data only." (Include qualifying statements if Qualified Positive or Adverse.)
4. Click the radio button for emissions data verification statement based on previous verification, consistent with attached verification statement of previous verifier: Positive or Qualified Positive.
5. Type the following in the emissions data verification statement text box:
"Previous emissions data verification statement was not set aside and remains valid. Previous verifier indicated the following: [Include previous qualifying statements from attachment if Qualified Positive.]"

If only the emissions data verification statement was set aside, the verification body is not required to review the covered product data. Because the previous product data verification statement remains valid, the verification body must:

1. Confirm with CARB via ghgreport@arb.ca.gov that CARB staff has determined that the covered product data reported has not been altered since the initially verified report.
2. Click radio button for emissions data verification statement: Positive, Qualified Positive, or Adverse.
3. Type the following in the emissions data verification statement text box:
"Reverification of emissions data only." (Include qualifying statements if Qualified Positive or Adverse.)
4. Click radio button for product data verification statement based on previous verification, consistent with attached verification statement of previous verifier: Positive or Qualified Positive.
5. Type the following in the product data verification statement text box: "Previous product data verification statement was not set aside and remains valid. Previous verifier indicated the following: [Include previous qualifying statements from attachment if Qualified Positive.]"

If both emissions and product data were set aside, the verification body is required to re-verify the entire emissions data report and indicate in the qualifying comments that both data were re-verified.