



California SF₆ Reporting

California Electronic Greenhouse Gas Reporting Tool (Cal e-GGRT)

April 19, 2012

Slides available here:

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

Outline

- SF₆ Reporting Overview
- What is *Cal e-GGRT*?
- Registering a New User Account in *Cal e-GGRT*
- Accepting a Designated Representative Invitation
- SF₆ Data Reporting

Annual SF₆ Reporting

- Applies to owners of gas insulated switchgear
- First annual report is due by June 1, 2012
- Report must contain information on reporting entity, location of records, etc.
- Annual report must be submitted to the Executive Officer using Cal e-GGRT or another acceptable mechanism (see regulation)
- <http://www.arb.ca.gov/cc/sf6elec/sf6elec.htm>

What is Cal e-GGRT?

- Cal e-GGRT is based on the U.S. EPA greenhouse gas reporting tool
- Cal e-GGRT is used to report data required by the California GHG Mandatory Reporting Regulation
- Cal e-GGRT also supports data reporting for cap-and-trade, cost-of-implementation (fees), and SF₆ programs

Two SF₆ Reporting Configuration Options

1. Report SF₆ data in new SF₆ “facility”
 - For new reporters not subject to other regulations
 - For reporters preferring a separate account for SF₆
 - Contact ghgreport@arb.ca.gov to have a new facility created
2. Include SF₆ with existing entity or facility data
 - For those subject to mandatory reporting or fees
 - Must complete SF₆ reporting prior to submitting (and locking) report
 - Separate registration not needed if using existing facility or entity

Requesting New SF₆ “Facility”

(Only needed for option 1)

- Contact ARB at ghgreport@arb.ca.gov
- Provide name of company or entity
- Provide name and email address of Designated Representative for the reporting entity
 - Designated Representative (DR) has responsibility for submitting the report
 - Agents assigned by DR may submit report on behalf of DR
 - DR assignment may be modified

New User Accounts

- Applies only to those not currently registered in the tool
- Not needed for those with existing Cal e-GGRT accounts
- Existing user account can be used to report SF₆ data for existing report or a new SF₆ only “facility”

New Users: Registering in Cal e-GGRT

- Before using Cal e-GGRT, it is necessary to perform NEW USER REGISTRATION
 - Applies to ALL new users
- Designated Representative Invitation Codes generated by the tool associate registered users with facilities
- Users may be Designated Representatives (DRs), Alternate DRs, and Agents
- A user can be associated with multiple reporting entities (e.g., emissions, SF₆, etc.)

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.

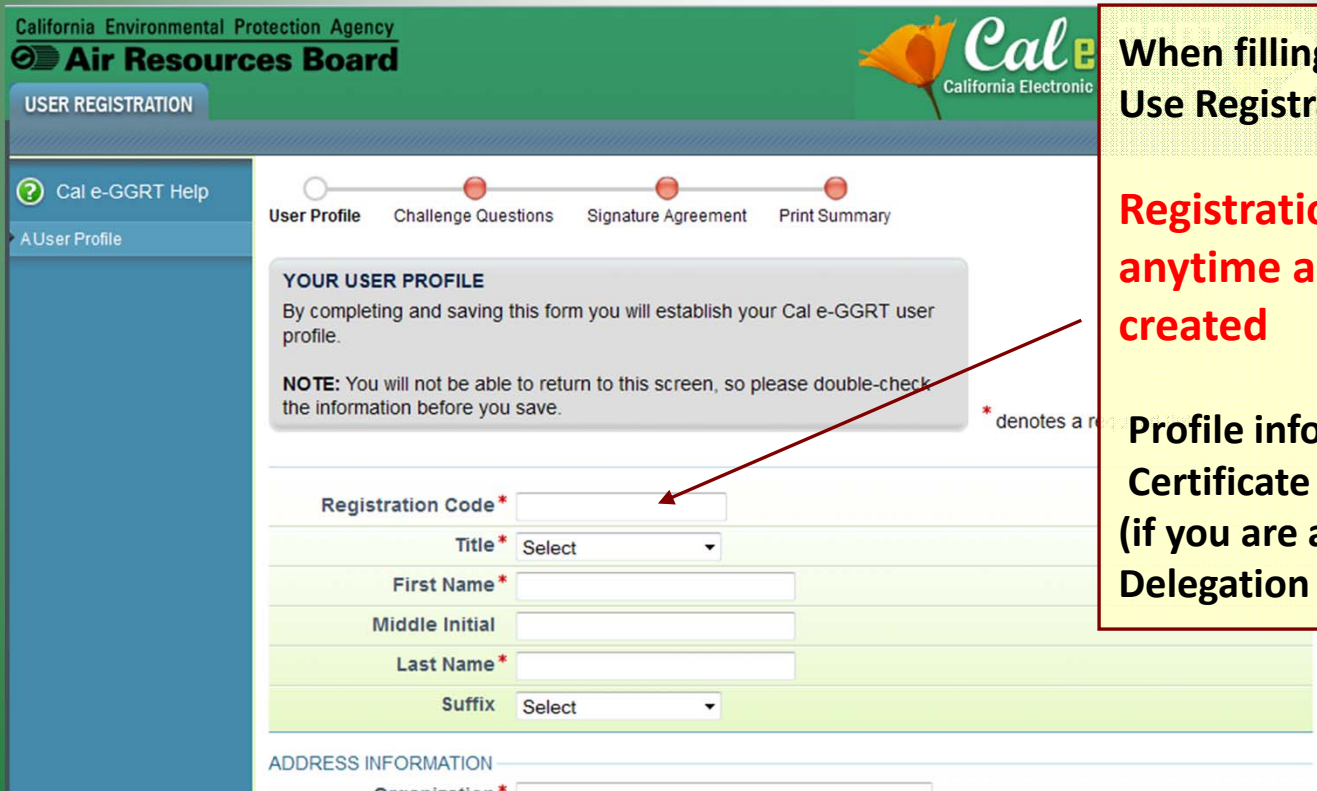
NEW USER REGISTRATION

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
- On completion, tool generates ESA form



When filling out your profile:
Use Registration Code

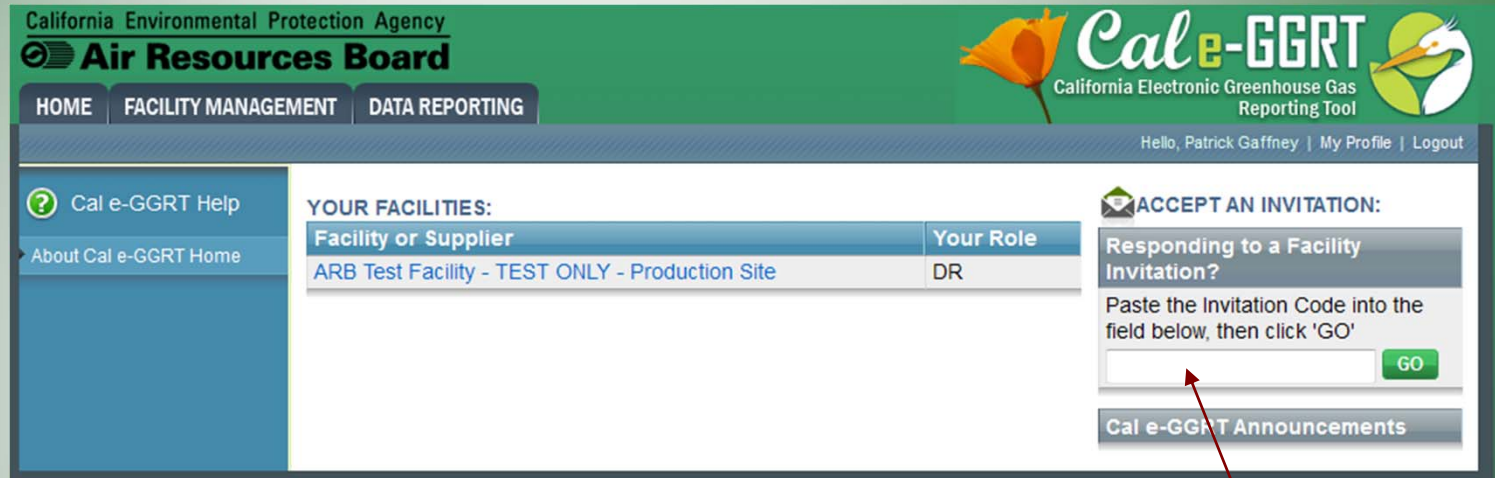
Registration Code is needed anytime a new user account is created

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)

Electronic Signature and Use Agreement (ESA) Form

- **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 for “Facility”



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

Cal e-GGRT
California Electronic Greenhouse Gas Reporting Tool

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

Designated Representative	Patrick Gaffney	CHANGE
Alternate Designated Representative	Karen Lutter	CHANGE

Facility Profile

Physical Address	ARB Test Facility - TEST ONLY - Production Site ARB Street Sacramento CA 95814	EDIT
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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

Reporting: Facility Profile and Data Reporting

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

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Air Resources Board

HOME **FACILITY MANAGEMENT** DATA REPORTING

Hello, Patrick Gaffney | My Profile | Logout

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	OPEN

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

SF₆ Reporting Overview

- Complete “Facility Profile” and Subpart A
- Add the SF₆ module
- Download the “SF₆ GIS GHG Reporting” spreadsheet
- Complete the spreadsheet on your computer
- Upload the completed spreadsheet to the tool
- Certify the report

Facility Profile Information

- Facility Management Tab -

- Address and Location Data
- If SF₆ source is at a specific identifiable location, input location as applicable
- If SF₆ “source” reported is for a dispersed entity **use corporate address** for:
 - Physical location address
 - Latitude and Longitude
 - County/Air Basin/District

LOCATION	
Latitude (decimal degrees)*	<input type="text" value="34.56"/>
Longitude (decimal degrees)*	<input type="text" value="-115.5"/>
County*	<input type="text" value="KINGS"/>
Air Basin*	<input type="text" value="SAN JOAQUIN VALLEY"/>
District*	<input type="text" value="SAN JOAQUIN VALLEY UNIFIED APCD"/>

Completing Subpart A

- Must complete Subpart A when reporting SF₆ data in tool
- Most info will be non-applicable for SF₆ only report
- Report what is needed to clear validation messages

SUBPART A – GENERAL INFORMATION

Each facility or supplier, and for each reporting year is required to supply some basic facility level information, including the entering and reporting of relevant NAICS codes and the entering and reporting of all highest-level United States parent companies.

Subpart A: No Validation Messages

NAICS CODES

NAICS Code	Description	Relevance	Delete
221112	Fossil Fuel Electric Power Generation	Primary	

[+ADD a NAICS Code](#)

U.S. PARENT COMPANIES

Parent Company	Address	% of Ownership	Delete
Patrick	1001 I Street, Sacramento, CA 95814	100.0	

[+ADD a Parent Company](#)

GHG report start date: *

GHG report end date: *

Explanation of any calculation methodology changes during the reporting year:

Will you be submitting a Full or Abbreviated GHG Report?

Full GHG Report

Abbreviated GHG Report

Do reported emissions include emissions from a cogeneration unit?

Yes

No

Not applicable because I am a supplier

Reporting: Adding SF₆ Module

- Add or remove subparts as applicable to reporting entity
- Use to add SF₆ “subpart”
- OPEN subpart to complete data entry for each component

Patrick Training Test Facility (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).

⚠ The Annual Report has already been prepared. Any changes you make to report data will not be reflected in that version. After making changes to report data you must choose GENERATE/RESUBMIT below, then click GENERATE REPORT for those changes to be included in an updated version of the Annual Report.

CO₂ equivalent emissions (excluding biogenic) from subparts C - HH (metric tons)

Biogenic CO₂ emissions from subparts C - HH (metric tons)

CO₂ equivalent quantity from supplier categories (metric tons)

[VIEW GHG DETAILS](#)

The totals shown above do not include the de minimis emissions entered in subpart A.

REPORT DATA

2011 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Sections 95100-95108 (Subpart A)—General Information	None	OPEN
Sections 95350-95359—SF6 Gas Insulated Switchgear	View Messages	OPEN

[+ADD or REMOVE Subparts](#)

Adding SF₆ Module

- Select SF₆ module
- SAVE change

EPA SUBPARTS D - AA

- 95112 (Subpart D)—Acid Rain Program EGU**
Description ([SHOW](#) | [HIDE](#))
- 95110 (Subpart H)—Cement Production**
Description ([SHOW](#) | [HIDE](#))
- 95116 (Subpart N)—Glass Production**
Description ([SHOW](#) | [HIDE](#))
- 95114 (Subpart P)—Hydrogen Production**
Description ([SHOW](#) | [HIDE](#))
- 95120 (Subpart Q)—Iron and Steel Production**
Description ([SHOW](#) | [HIDE](#))
- 95117 (Subpart S)—Lime Manufacturing**
Description ([SHOW](#) | [HIDE](#))
- 95118 (Subpart V)—Nitric Acid Production**
Description ([SHOW](#) | [HIDE](#))
- 95150-95157 (Subpart W)—Oil and Natural Gas Systems**
Not currently available for selection.
Description ([SHOW](#) | [HIDE](#))
- 95113 (Subpart Y)—Petroleum Refineries**
Description ([SHOW](#) | [HIDE](#))
- 95119 (Subpart AA)—Pulp and Paper Manufacturing**
Description ([SHOW](#) | [HIDE](#))

GENERAL STATIONARY FUEL COMBUSTION

- 95115, 95112 (Subpart C)—Stationary Fuel Combustion**
Description ([SHOW](#) | [HIDE](#))

SUPPLIER CATEGORIES

- 95121 (Subpart MM)—Suppliers of Petroleum Products**
Description ([SHOW](#) | [HIDE](#))
- 95122 (Subpart NN)—Suppliers of Natural Gas and Natural Gas Liquids**
Description ([SHOW](#) | [HIDE](#))
- 95123 (Subpart PP)—Suppliers of Carbon Dioxide**
Description ([SHOW](#) | [HIDE](#))

AB 32 COST OF IMPLEMENTATION FEE REGULATION

- 95201-95207—AB 32 Cost of Implementation Fee Regulation**
Description ([SHOW](#) | [HIDE](#))

SF6 GAS INSULATED SWITCHGEAR

- 95350-95359—SF6 Gas Insulated Switchgear**
Description ([SHOW](#) | [HIDE](#))

ELECTRIC POWER ENTITIES

- 95111—Electric Power Entities**
Not currently available for selection.
Description ([SHOW](#) | [HIDE](#))

CANCEL
SAVE

SF6 Reporting - Spreadsheet

- Open SF6 reporting module
- Obtain form (click on link)
- Complete spreadsheet

Sections 95350-95359: SF6 Gas Insulated Switchgear

SF6 GIS Overview

OVERVIEW OF SF6 GIS REPORTING REQUIREMENTS

SF6 GIS (Gas Insulated Switchgear) requires affected facilities to report emissions for the facility. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the SF6 GIS reporting requirements you will first download the SF6 GIS reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. You must upload the completed form(s). For additional information about SF6 GIS reporting, please use the Cal e-GGRT Help link(s) provided.



SF6 GIS: [View Validation](#)

SF6 GIS SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM

[SF6 GIS GHG Reporting](#)

2.) UPLOAD COMPLETED FORM

NN - Suppliers of Natural Gas and NGLs	Subpart NN - Interstate NG Pipeline.xls	n/a	XLS
SF6 Gas Insulated Switchgears	SF6 Gas Insulated Switchgear (GIS) Reporting.xls	n/a	XLS

Spreadsheet Data – Page 1

- Facility and Equipment information

SF6 Gas Insulated Switchgear

COMPLETE REQUIRED INFORMATION AND UPLOAD SPREADSHEET TO CAL E-GGRT

Version Cal e-GGRT RY2011.R.01
 Today's date 4/5/2012

Part 1 - Facility Information

Instructions: Complete the following facility information.

Entity Name:	
ARB ID:	
Record Location (if different than physical address of entity's headquarters)	
Street:	
City:	
State:	
ZIP/Postal Code:	
Preparer's Name:	
Preparer's e-Mail:	
Preparer's Phone:	

Part 2 - Emissions and Equipment Information

Instructions: Complete the following information. You may insert rows if needed.

Annual Emissions							
Reporting Year:	2011						
Annual SF6 Emissions (in pounds):							
Annual SF6 Emission Rate (as a percentage):							
GIS Equipment							
GIS Serial Number	GIS Equipment Type	GIS Seal Type	GIS Manufacturer	GIS Date Manufactured	GIS Voltage Capacity	GIS SF6 Capacity (lbs.)	GIS Status

Validation Messages

- Check Validation Message
- Form upload still required

OVERVIEW OF SF6 GIS REPORTING REQUIREMENTS

SF6 GIS (Gas Insulated Switchgear) requires affected facilities to report emissions for the facility. If you are subject to other subparts (e.g. Subpart C) you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the SF6 GIS reporting requirements you will first download the SF6 GIS reporting form(s). Use the link provided to access the form(s) and find instructions for completing those forms. You must upload the completed form(s). For additional information about SF6 GIS reporting, please use the Cal e-GGRT Help link(s) provided.



SF6 GIS: [View Validation](#)

SF6 GIS SUMMARY INFORMATION FOR THIS FACILITY

FACILITY-LEVEL VALIDATION MESSAGES

Validation Type ¹	ID ²	Message ³
Data Completeness	SF6-001	You have not uploaded a reporting form file.

[← Subpart Overview](#)

Upload Completed Spreadsheet

SF6 GIS SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM

▶ SF6 GIS GHG Reporting

2.) UPLOAD COMPLETED FORM

Browse to locate completed spreadsheet file on computer

Uploaded File Name	Attached By	Date	Delete
No files found.			

Upload selected file

↑ Facility Overview

Generate and Submit Report

- Generate/Submit report does not appear until all data completeness validation messages cleared

REPORT DATA

2011 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Sections 95100-95108 (Subpart A)—General Information	None	OPEN
Sections 95350-95359—SF6 Gas Insulated Switchgear	None	OPEN

[+ ADD or REMOVE Subparts](#)

SUBPART ATTACHMENTS

Uploaded File Name	Subpart	Uploaded By	Uploaded Date
SF6 Gas Insulated Switchgear (GIS) Reporting.xls	SF6 GIS	Patrick Gaffney	April 19, 2012

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	03/23/2012 10:24 AM		HTML Excel XML Receipt
2011 Annual Report v2		Submitted, Pending Certification and Signature	04/05/2012 1:20 PM		GENERATE / SUBMIT

Generate, Review, Submit/Certify Report

- SF₆ data in spreadsheet attachment, so limited data displayed in report
- Report locked after submit/certify
- Final step of reporting

PRE-CERTIFICATION PREPARATION

Preparation includes generating then reviewing the Annual Report. When complete, you will be able to proceed to certify and submit the Annual Report.

Report	Status	Last Generated
2011 Annual Report v2	Submitted, Pending Certification and Signature	04/05/2012 1:20:28 PM

GENERATE REPORT

Generating the report may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated a report, it is still possible to return to the data reporting screens to make changes. **Those changes, however, will not be reflected in your Annual Report until you generate it again.**

[GENERATE REPORT](#)

! The Annual Report has already been prepared. Clicking this button will regenerate the report. This action will reflect any changes that have been made to the reported data.

REVIEW REPORT

Prior to the submission and certification of your report to ARB, you may review it by using the VIEW REPORT, VIEW EXCEL or VIEW XML buttons.

[VIEW REPORT](#)

[VIEW EXCEL](#)

[VIEW XML](#)

[DOWNLOAD XML](#)

SUBMIT and CERTIFY REPORT

If you have reviewed and are satisfied with your Annual Report you may proceed to submit then certify. The certification process includes applying your electronic signature (entering your password and answering a challenge question).

[SUBMIT/CERTIFY→](#)

Questions?

- New “Facility” Creation
- Registration
- Reporting
- Submitting Reports
- Calculating SF₆ Data

For More Information

- GHG Reporting Website
 - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>
- SF₆ Regulation Website
 - <http://www.arb.ca.gov/cc/sf6elec/sf6elec.htm>
- Email reporting tool, facility creation, and registration questions to ghgreport@arb.ca.gov

GHG Reporting Contacts for SF₆

Subject Matter	Contact
SF₆ Reporting Requirements and Methods	Tom Pomaes 916.324.0343
SF ₆ Data Entry into Tool Electricity Generation and Cogeneration Facilities	Anny Huang 916.323.8475
Reporting Tool, GHG Reporting Requirements, Stationary Combustion, Other Sectors	Patrick Gaffney 916.322.7303
Reporting Tool Registration and General Questions	Karen Lutter 916.322.8620
Electricity Retail Providers and Electricity Marketers	Wade McCartney 916.327.0822
GHG Mandatory Reporting (General)	Dave Edwards , Manager 916.323.4887