




**California SF<sub>6</sub> 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>


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## Outline

- SF<sub>6</sub> Reporting Overview
- What is *Cal e-GGRT*?
- Registering a New User Account in *Cal e-GGRT*
- Accepting a Designated Representative Invitation
- SF<sub>6</sub> Data Reporting


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## Annual SF<sub>6</sub> 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>

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## 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 SF<sub>6</sub> programs

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## Two SF<sub>6</sub> Reporting Configuration Options

1. Report SF<sub>6</sub> data in new SF<sub>6</sub> “facility”
  - For new reporters not subject to other regulations
  - For reporters preferring a separate account for SF<sub>6</sub>
  - Contact [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov) to have a new facility created
2. Include SF<sub>6</sub> with existing entity or facility data
  - For those subject to mandatory reporting or fees
  - Must complete SF<sub>6</sub> reporting prior to submitting (and locking) report
  - Separate registration not needed if using existing facility or entity

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## Requesting New SF<sub>6</sub> “Facility” (Only needed for option 1)

- Contact ARB at [ghgreport@arb.ca.gov](mailto: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

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## 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 SF<sub>6</sub> data for existing report or a new SF<sub>6</sub> only “facility”

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## 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, SF<sub>6</sub>, etc.)

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## 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

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## 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)

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## 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](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

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## User Registration: Accept Designated Representative Invitation for “Facility”

Copy/Paste Invitation Code here

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## User Registration: Adding ADR and Agents

- Facility Management tab
- Use CHANGE or Add Agent buttons

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Cal e-GGRT  
California Electronic Greenhouse Gas Reporting Tool

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	CHANGE
<b>Alternate Designated Representative</b>	Karen Lutter	CHANGE

**Facility Profile**

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

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## 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 - Add an Agent

**ADD AN AGENT FOR THIS FACILITY**  
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.

**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\*

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## Reporting: Facility Profile and Data Reporting

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

California Environmental Protection Agency  
**Air Resources Board**  
Cal e-GGRT  
California Electronic Greenhouse Gas Reporting Tool

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 verifying validation reports, and lastly, preparing and submitting the Annual Report to ARB.

REPORTING FACILITIES	Annual Report Status	Facility Overview
ARB ID   Facility or Supplier 999999   ARB Test Facility - TEST ONLY - Production Site (Sacramento, CA)	Not generated	Facility Overview

**FACILITIES NOT REPORTING IN 2011:**

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

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## SF<sub>6</sub> Reporting Overview

- Complete "Facility Profile" and Subpart A
- Add the SF<sub>6</sub> module
- Download the "SF<sub>6</sub> GIS GHG Reporting" spreadsheet
- Complete the spreadsheet on your computer
- Upload the completed spreadsheet to the tool
- Certify the report

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## Facility Profile Information - Facility Management Tab -

- Address and Location Data
- If SF<sub>6</sub> source is at a specific identifiable location, input location as applicable
- If SF<sub>6</sub> “source” reported is for a dispersed entity **use corporate address** for:
  - Physical location address
  - Latitude and Longitude
  - County/Air Basin/District

LOCATION

Latitude (decimal)\* 34.56  
degrees

Longitude (decimal)\* -115.5  
degrees

County \* KINGS

Air Basin \* SAN JOAQUIN VALLEY

District \* SAN JOAQUIN VALLEY UNIFIED APCD

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## Completing Subpart A

- Must complete Subpart A when reporting SF<sub>6</sub> data in tool
- Most info will be non-applicable for SF<sub>6</sub> 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	X
+ ADD a NAICS Code			

U.S. PARENT COMPANIES			
Parent Company	Address	% of Ownership	Delete
Patrick	10011 Street, Sacramento, CA 95614	100.0	X
+ ADD a Parent Company			

GHG report start date: \* 01/01/2011

GHG report end date: \* 12/31/2011

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 available for a unit 10m a supplier

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## Reporting: Adding SF<sub>6</sub> Module

- Add or remove subparts as applicable to reporting entity
- Use to add SF<sub>6</sub> “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.

CO<sub>2</sub> equivalent emissions (excluding biogenic) from subpart G - HH (metric tons)

Biogenic CO<sub>2</sub> emissions from subpart G - HH (metric tons)

CO<sub>2</sub> equivalent quantity from supplier categories (metric tons)

VIEW OWN DETAILS

The table shown above does not include the de minimis emissions entered in subpart A.

REPORT DATA	Validation Messages?	Subpart Reporting
95118 Reporting Source or Supplier Category	None	OPEN
Sections 95100-95108 (Subpart N)—General Information	None	OPEN
Sections 95350-95359—SF <sub>6</sub> Gas Insulated Switchgear	View Messages	OPEN

+ ADD or REMOVE Subparts

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## Adding SF<sub>6</sub> Module

- Select SF<sub>6</sub> 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 O)—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)

SF<sub>6</sub> GAS INSULATED SWITCHGEAR

- 95350-95359—SF<sub>6</sub> Gas Insulated Switchgear  
Description (SHOW | HIDE)

ELECTRIC POWER ENTITIES

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

CANCEL SAVE

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## 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 GIS Reporting](#)

2.) UPLOAD COMPLETED FORM

Browse...

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

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## 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 RV2011R.01  
Today's date: 4/9/2012

**Part 1 - Facility Information**  
Instructions: Complete the following facility information.

Entity Name	
DBE 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 Capacit	GIS SF6 Capacity (lbs)	GIS Status

## Spreadsheet Data – Page 2

- For assistance calculating and completing spreadsheet data, contact Tom Pomaes at [tpomaes@arb.ca.gov](mailto:tpomaes@arb.ca.gov)

SF6 Transferred (for each piece of GIS equipment above, that SF6 was added to or removed from, enter the dates and amounts of SF6 transferred)

GIS Serial Number	Date SF6 Transferred	Amount Transferred (lbs.)

SF6 Gas Containers

Container ID	Container Size (SF6 capacity in pound)	Street Address	City	State	ZIP/Postal Code	Container Weight (lbs.)

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## 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 <sup>1</sup>	ID <sup>2</sup>	Message <sup>3</sup>
Data Completeness	SF6-001	You have not uploaded a reporting form file.

[← Subpart Overview](#)

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## 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

Browse...    UPLOAD

Uploaded File Name	Attached By	Date	Delete
No files found.			

Upload selected file

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## 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   PDF
2011 Annual Report v2		Submitted, Pending Certification and Signature	04/05/2012 1:20 PM		<b>GENERATE / SUBMIT</b>

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## Generate, Review, Submit/Certify Report

- SF<sub>6</sub> 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

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## Questions?

- New “Facility” Creation
- Registration
- Reporting
- Submitting Reports
- Calculating SF<sub>6</sub> Data


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## For More Information

- GHG Reporting Website
  - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>
- SF<sub>6</sub> Regulation Website
  - <http://www.arb.ca.gov/cc/sf6elec/sf6elec.htm>
- Email reporting tool, facility creation, and registration questions to [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov)

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## GHG Reporting Contacts for SF<sub>6</sub>

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

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