California SF_6 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

- SF_6 Reporting Overview
- What is *Cal e-GGRT*?
- Registering a New User Account in *Cal e-GGRT*
- Accepting a Designated Representative Invitation
- SF_6 Data Reporting

Annual SF_6 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 SF_6 programs

Two SF_6 Reporting Configuration Options

1. Report SF_6 data in new SF_6 "facility"
   - For new reporters not subject to other regulations
   - For reporters preferring a separate account for SF_6
   - Contact ghgreport@arb.ca.gov to have a new facility created
2. Include SF_6 with existing entity or facility data
   - For those subject to mandatory reporting or fees
   - Must complete SF_6 reporting prior to submitting (and locking) report
   - Separate registration not needed if using existing facility or entity

Requesting New SF_6 "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 SF_6 data for existing report or a new SF_6 only "facility"

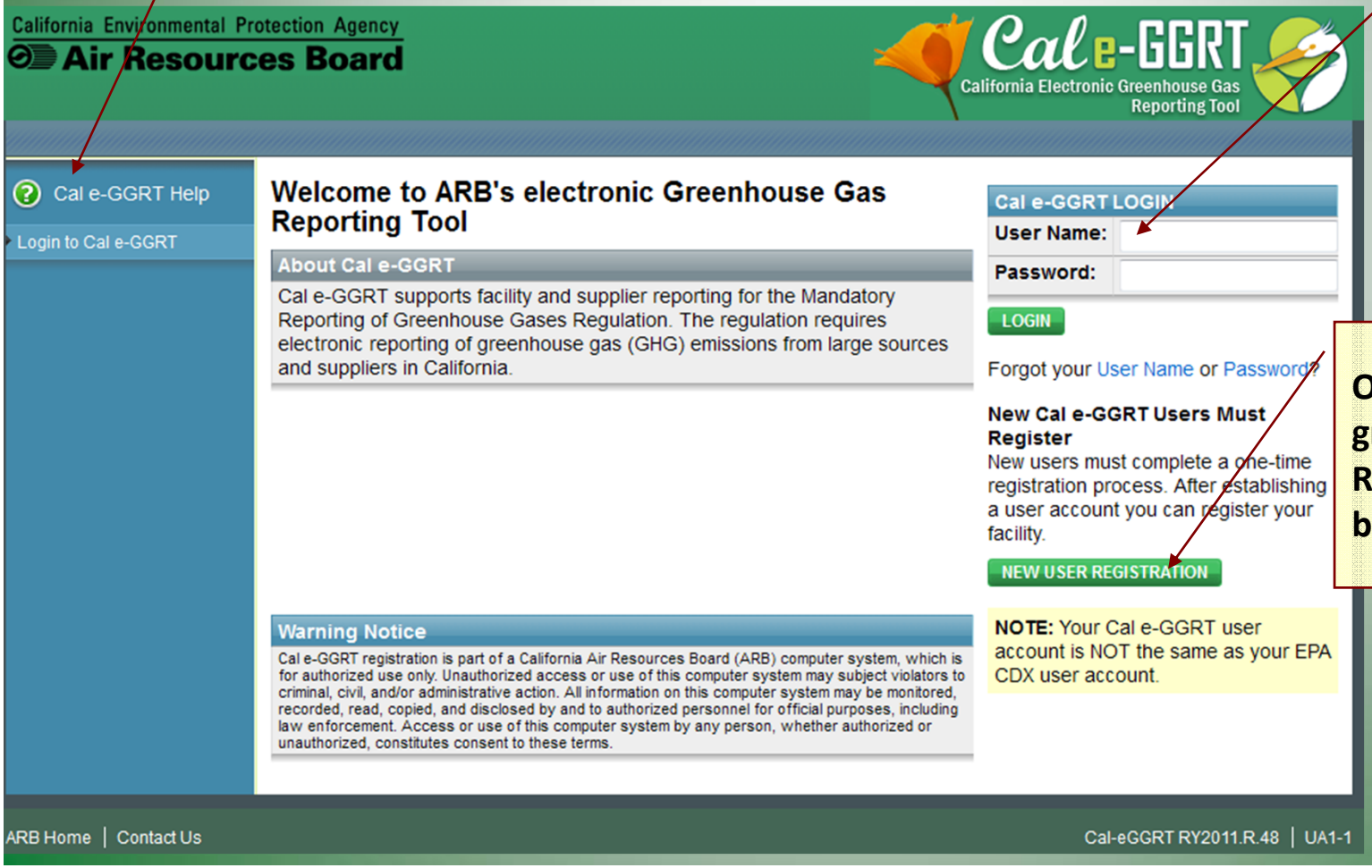
New Users: Registering in Cal e-GGRT

- 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, SF_6, etc.)

User Registration: Login Page

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

Context sensitive help on every page

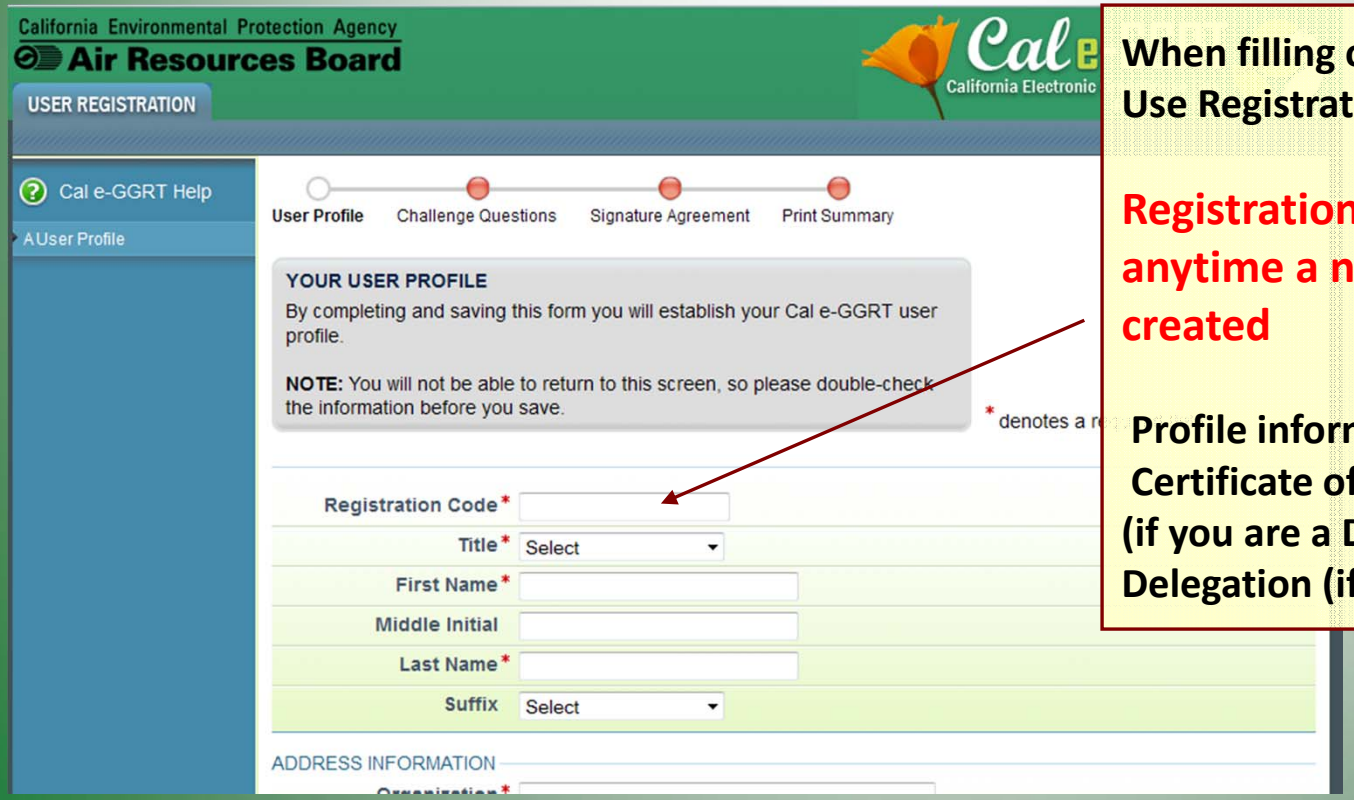


If you have an account then log in here

Otherwise, click the green NEW USER REGISTRATION button

User Registration: Account Setup

- Accept Cal e-GGRT Terms and Conditions
- Create User Profile
- On completion, tool generates ESA form



When filling out your profile:
Use Registration Code

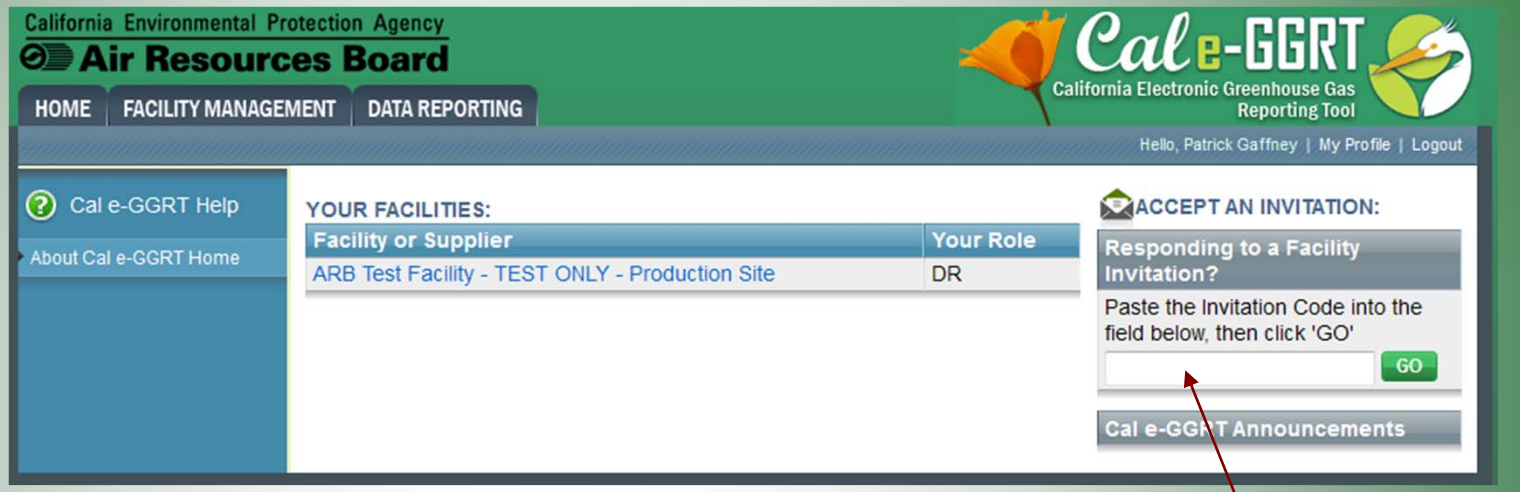
Registration Code is needed anytime a new user account is created

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”



Copy/Paste Invitation Code here

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

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

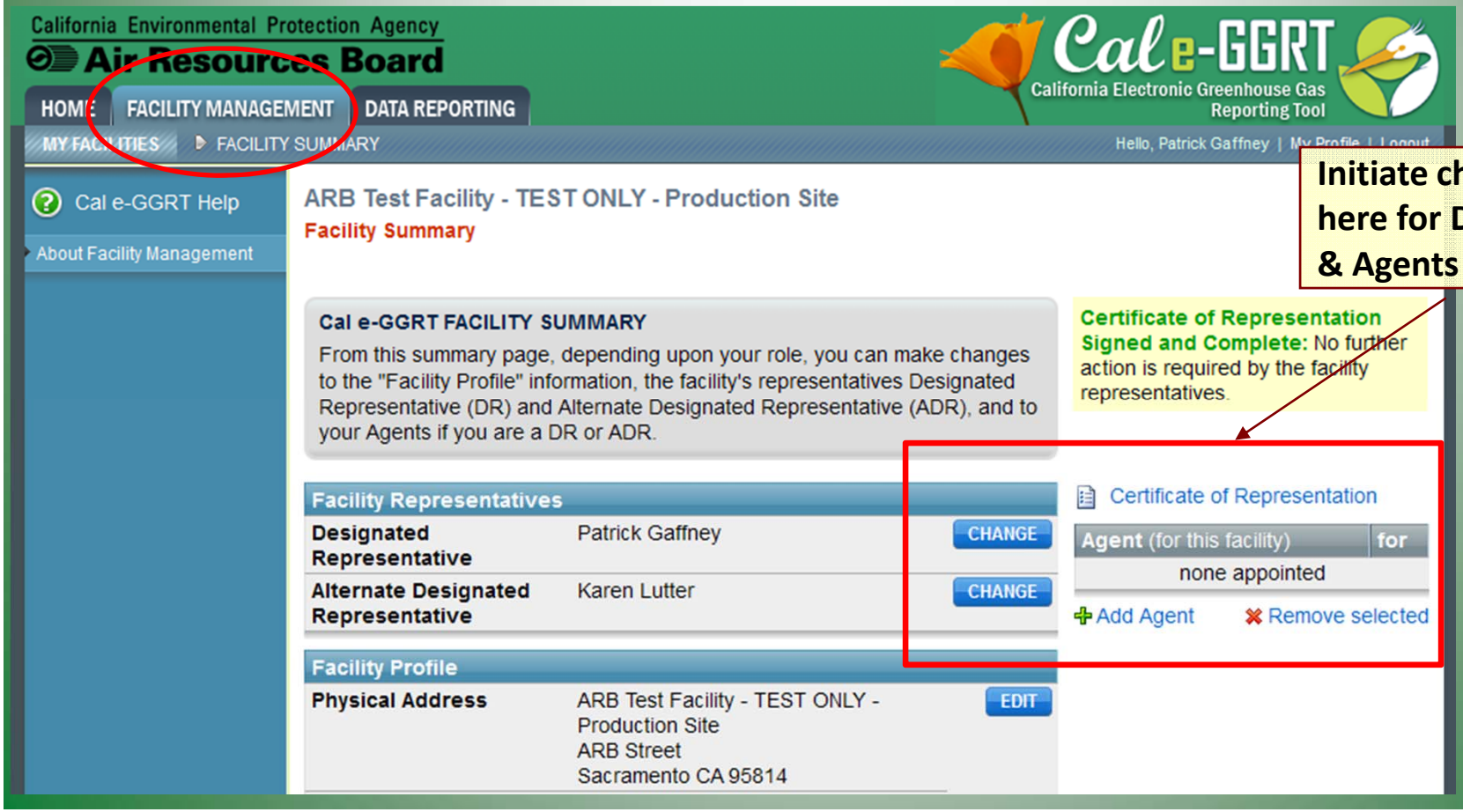
You have been appointed to be Designated Representative for ARB Test Facility - TEST ONLY - Production Site. You were appointed by Master User on Friday, February 17, 2012.

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

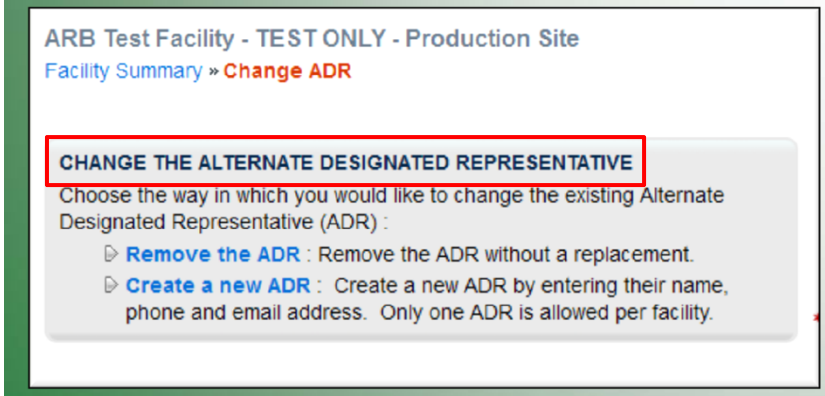
2) On the homepage, find the “Accept an Invitation” panel, then copy and paste the following Invitation Code in the field provided.
Invitation Code: 5DED13E1E1F04D8586AB834AF5A0573A

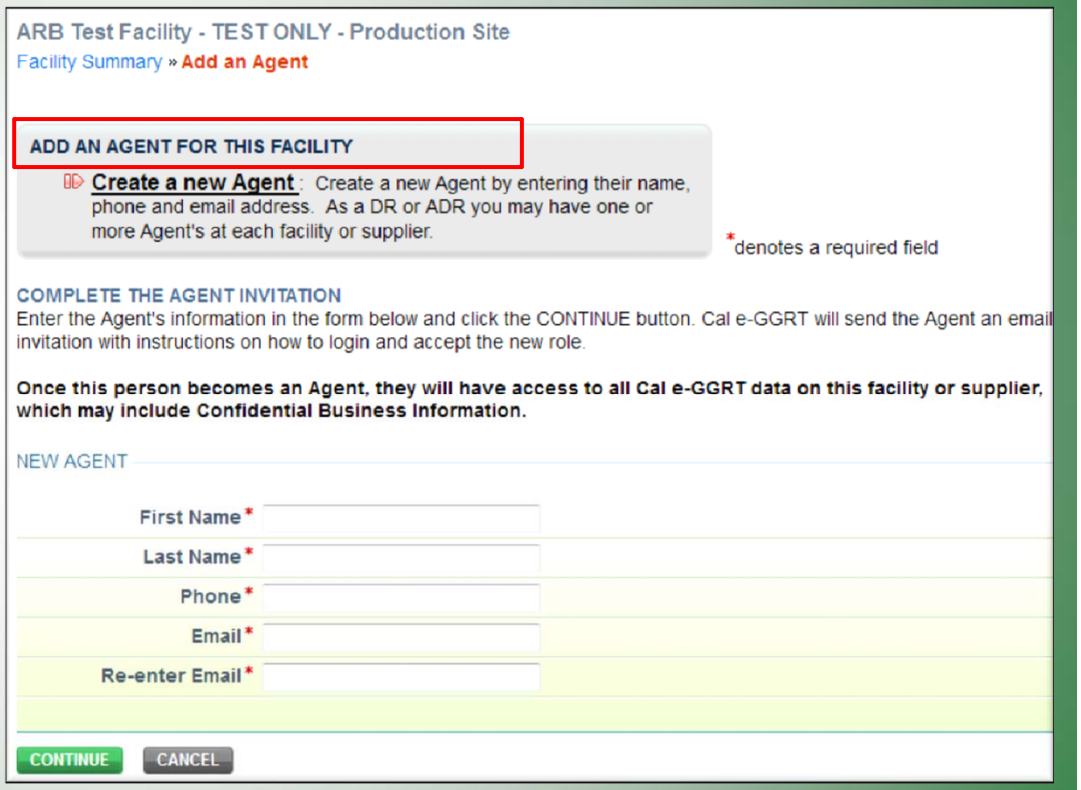
User Registration: Adding ADR and Agents

- Facility Management tab
- Use CHANGE or Add Agent buttons



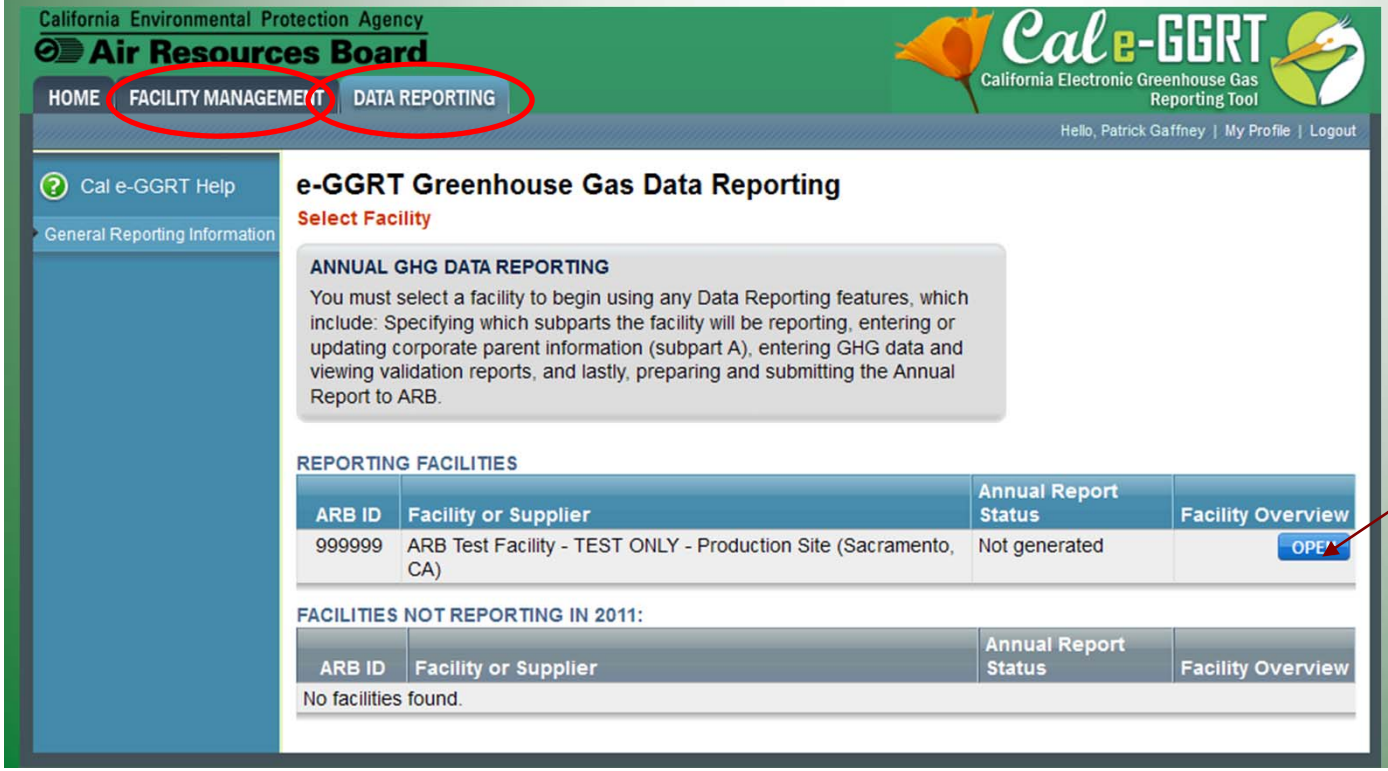
User Registration: ADRs and Agents





Reporting: Facility Profile and Data Reporting

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



OPEN Facility Overview to begin entering data

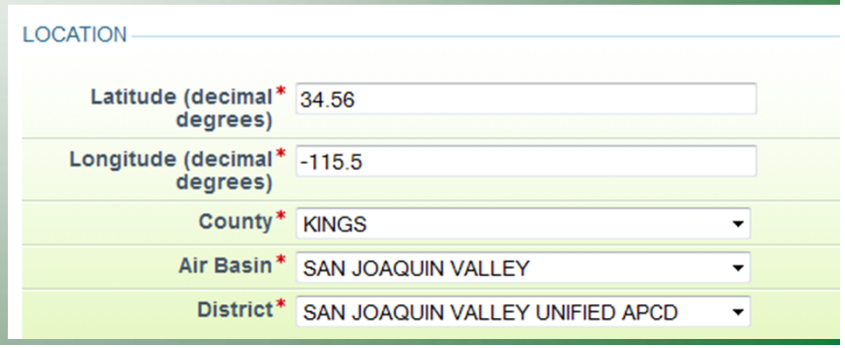
SF_6 Reporting Overview

- Complete “Facility Profile” and Subpart A
- Add the SF_6 module
- Download the “SF_6 GIS GHG Reporting” spreadsheet
- Complete the spreadsheet on your computer
- Upload the completed spreadsheet to the tool
- Certify the report

Facility Profile Information

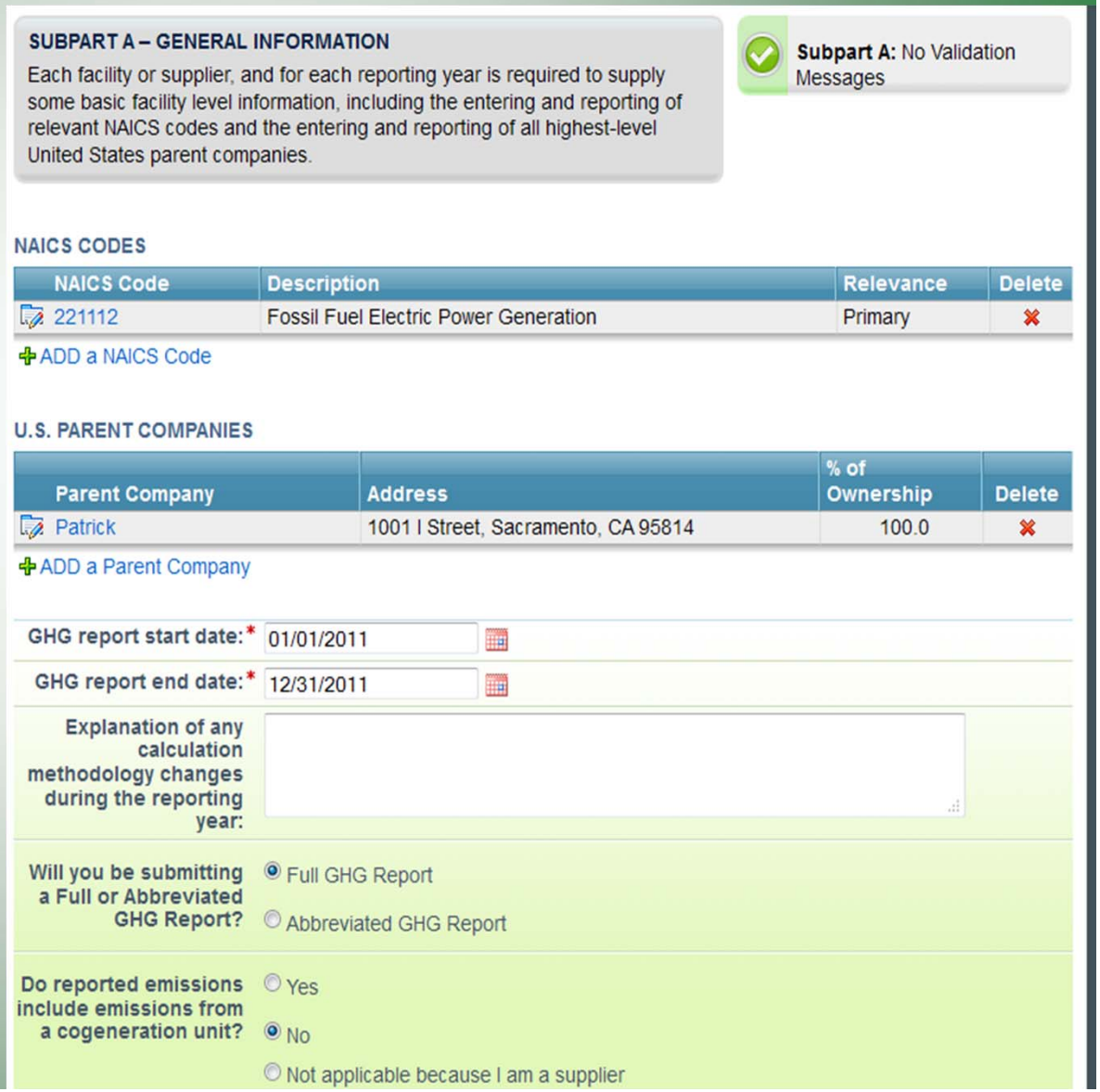
- Facility Management Tab -

- Address and Location Data
- If SF_6 source is at a specific identifiable location, input location as applicable
- If SF_6 "source" reported is for a dispersed entity **use corporate address** for:
  - Physical location address
  - Latitude and Longitude
  - County/Air Basin/District



Completing Subpart A

- Must complete Subpart A when reporting SF_6 data in tool
- Most info will be non-applicable for SF_6 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:* 01/01/2011

GHG report end date:* 12/31/2011

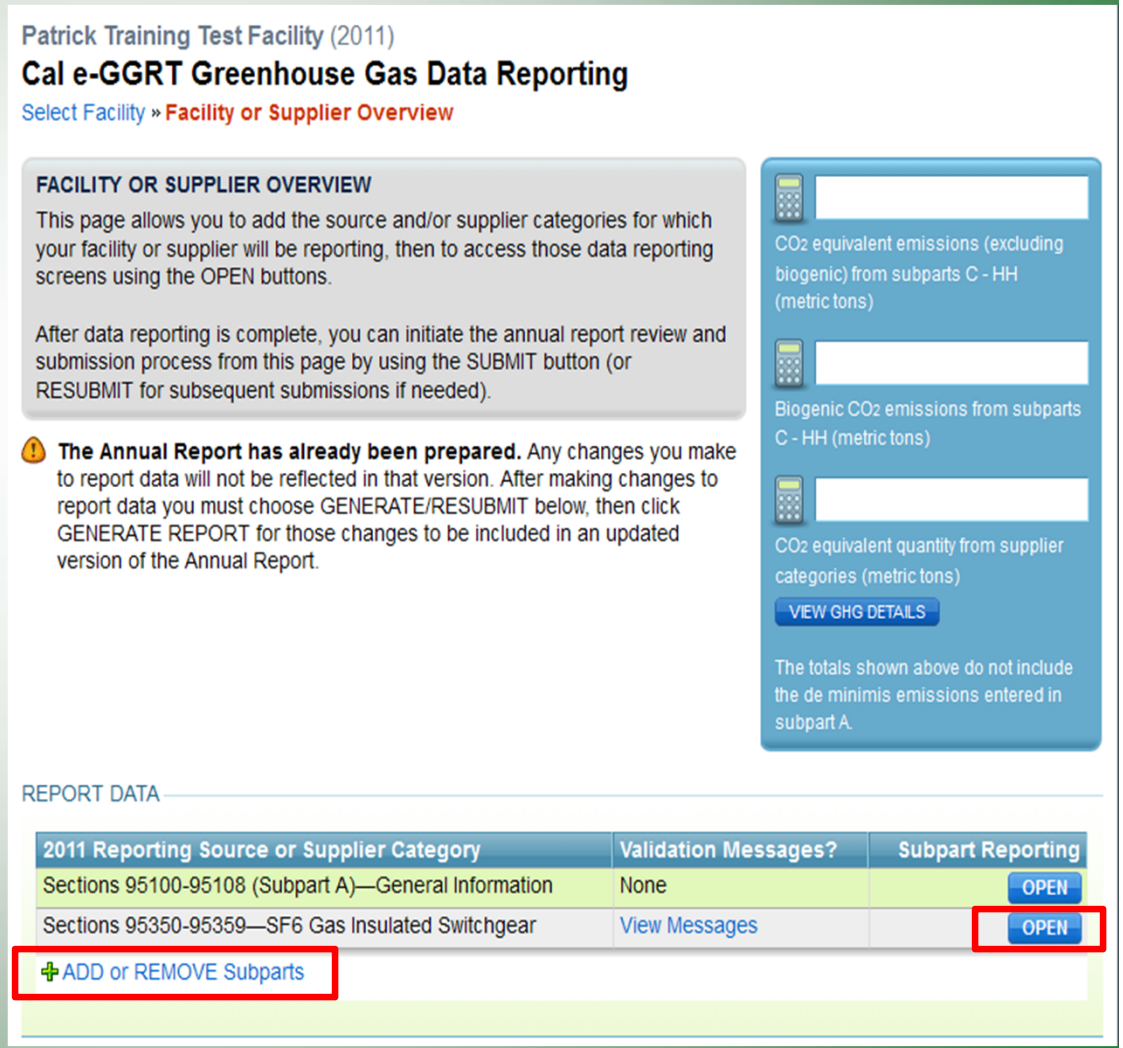
Explanation of any calculation methodology changes during the reporting year:

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 applicable because I am a supplier

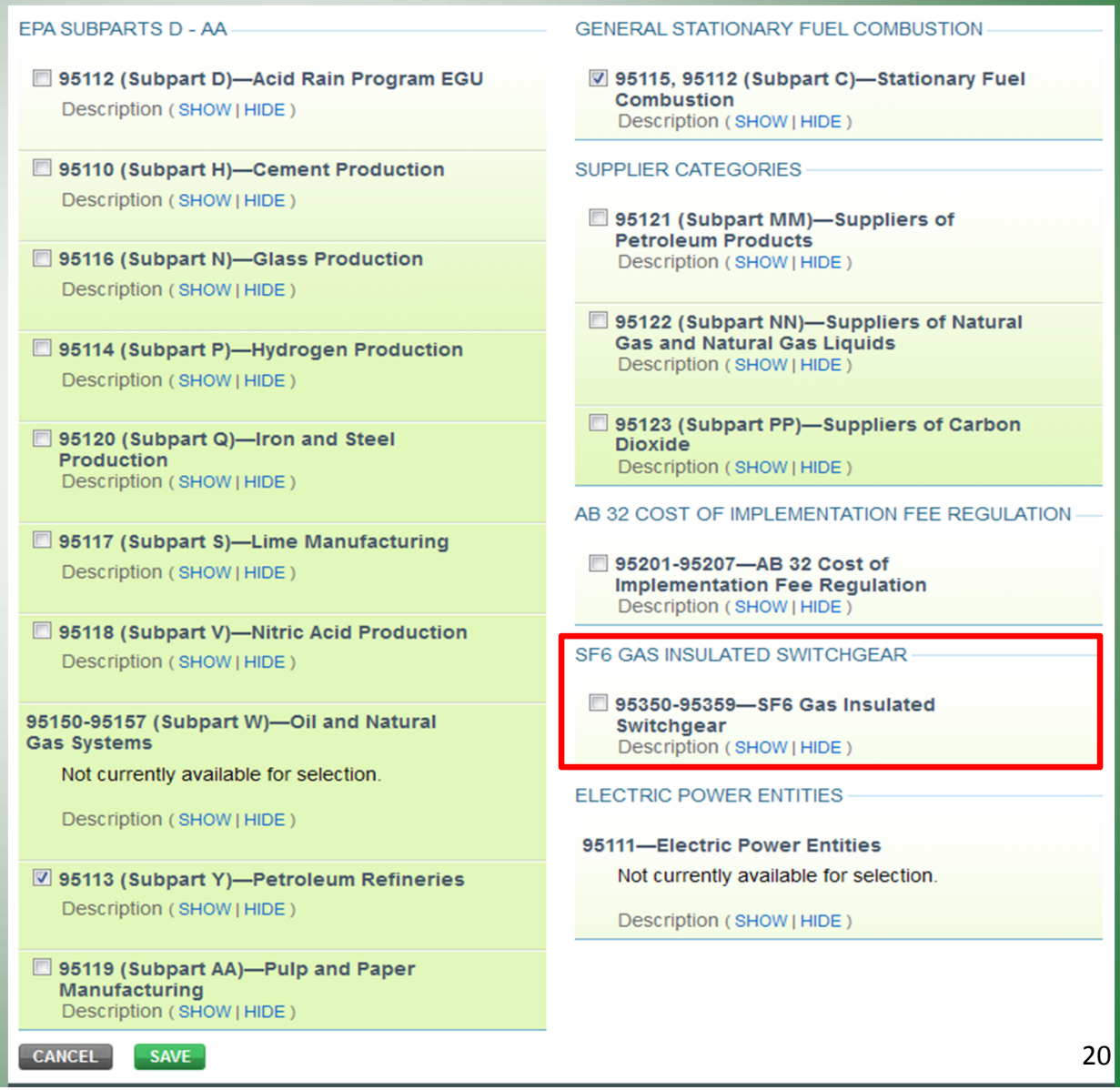
Reporting: Adding SF_6 Module

- Add or remove subparts as applicable to reporting entity
- Use to add SF_6 "subpart"
- OPEN subpart to complete data entry for each component



Adding SF_6 Module

- Select SF_6 module
- SAVE change



SF6 Reporting - Spreadsheet

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

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

Spreadsheet Data – Page 2

- For assistance calculating and completing spreadsheet data, contact Tom Pomales at tpomales@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)

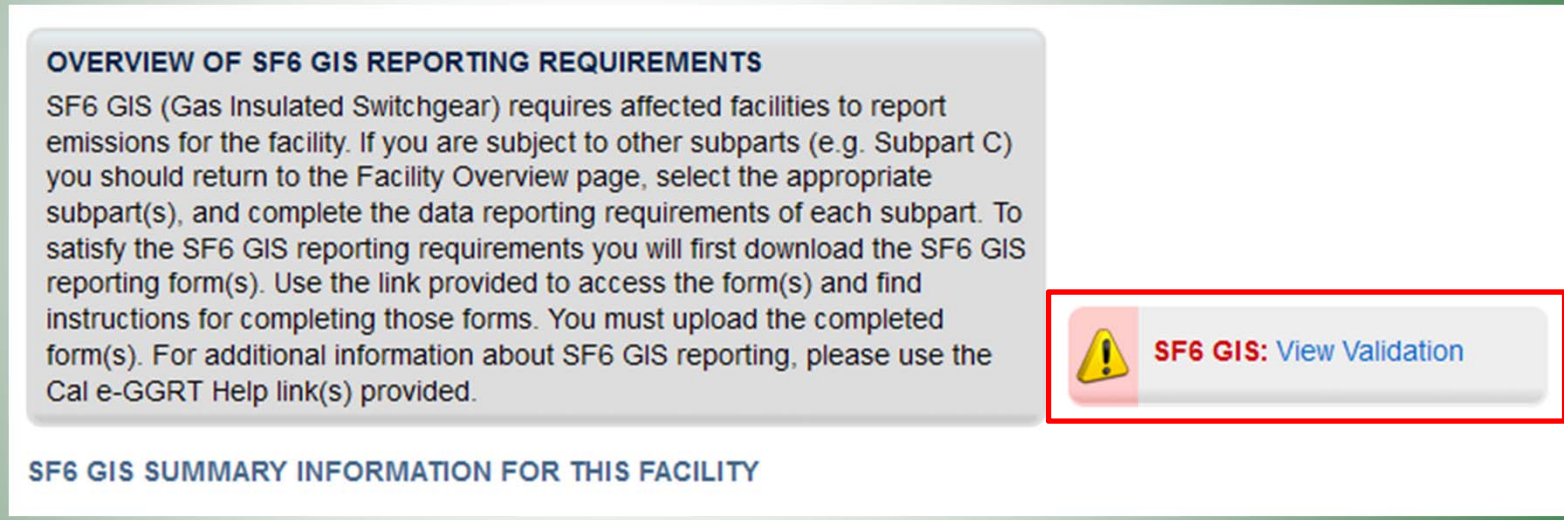
GIS Serial Number	Date SF6 Transferred	Amount Transferred (lbs.)

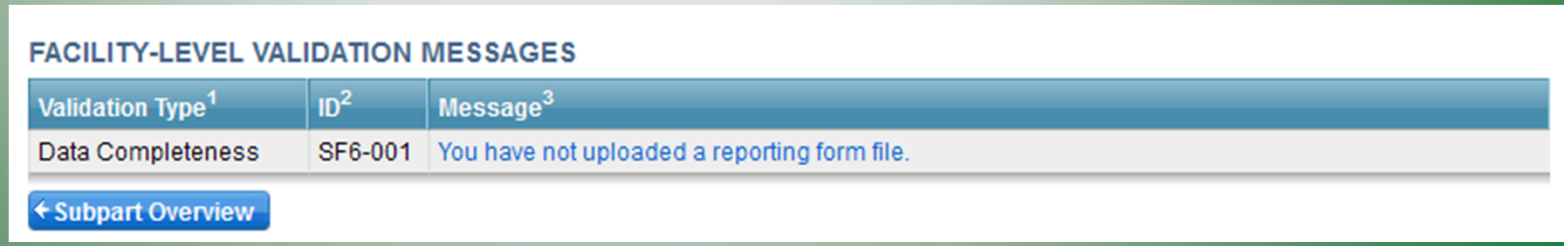
SF6 Gas Containers

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

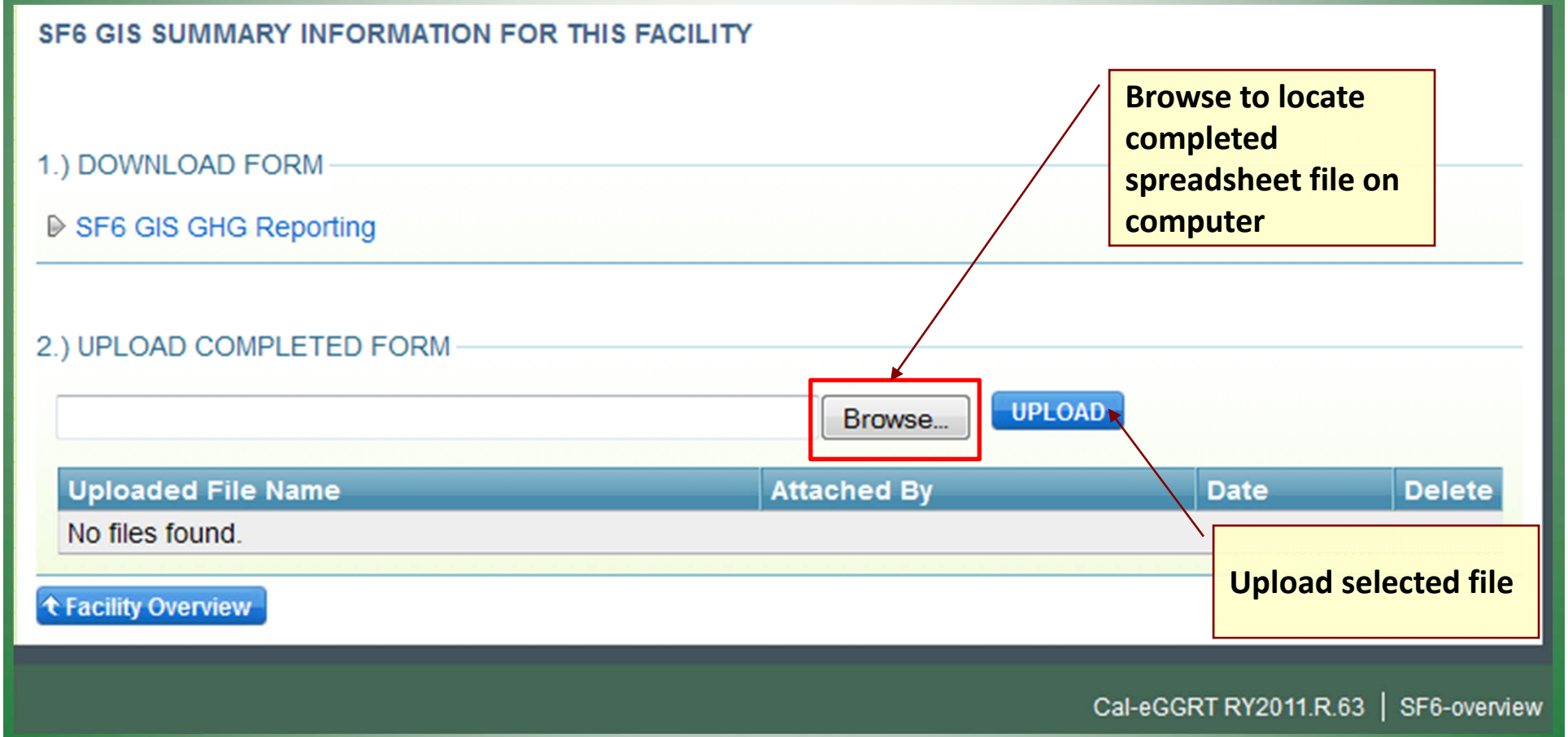
Validation Messages

- Check Validation Message
- Form upload still required



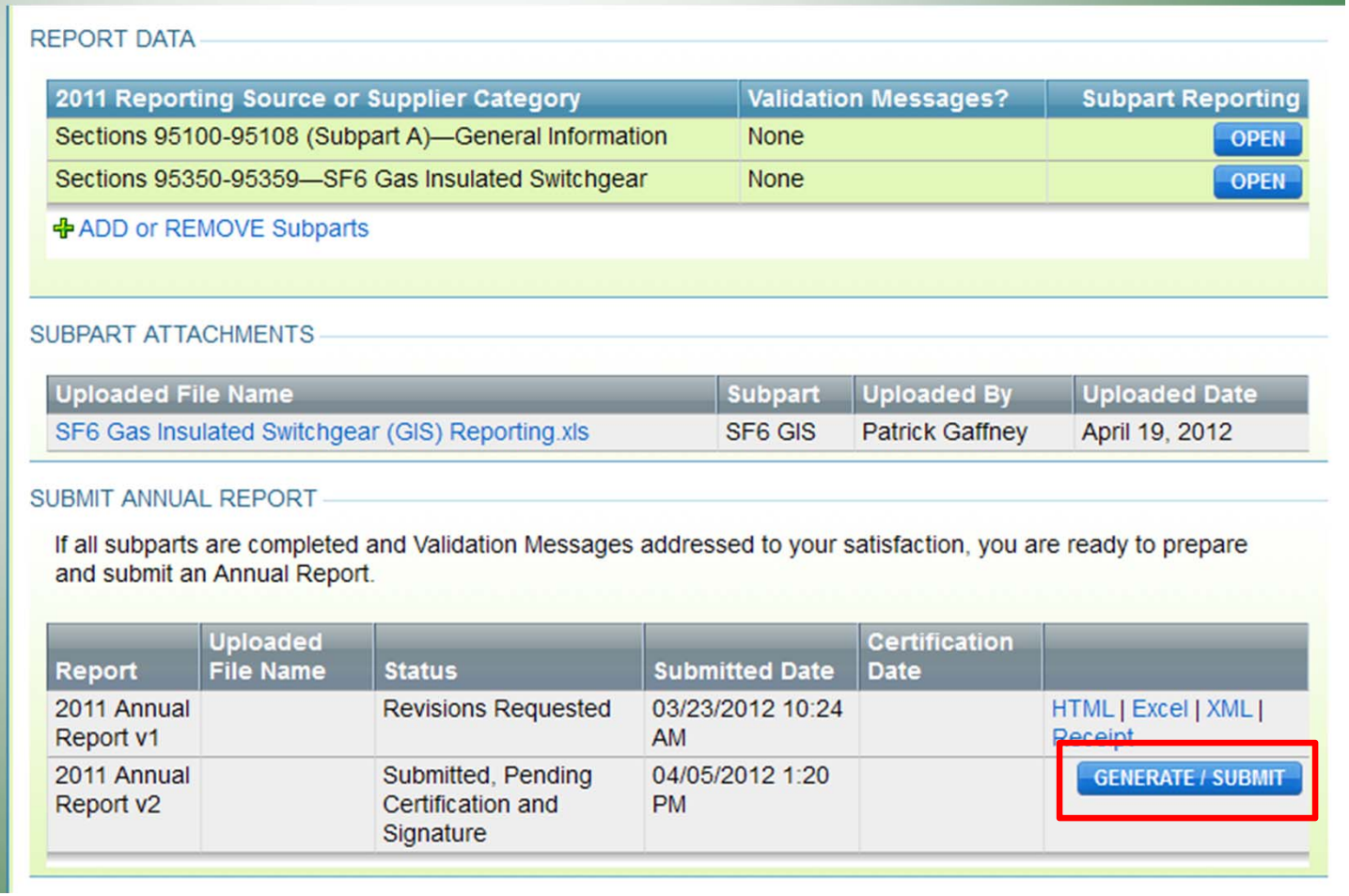


Upload Completed Spreadsheet



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

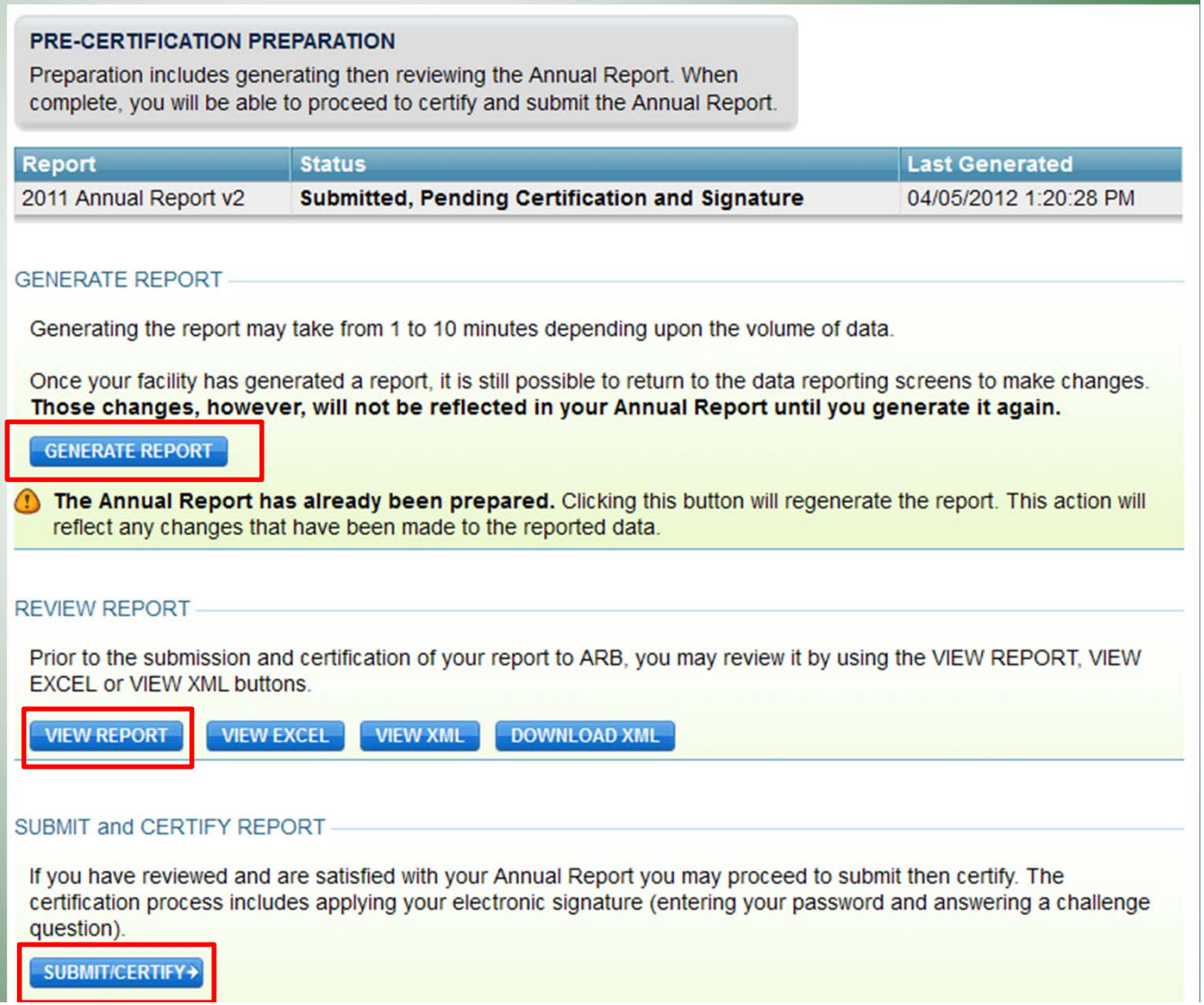
SUBMIT ANNUAL REPORT

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

- SF_6 data in spreadsheet attachment, so limited data displayed in report
- Report locked after submit/certify
- Final step of reporting



Questions?

- New “Facility” Creation
- Registration
- Reporting
- Submitting Reports
- Calculating SF_6 Data

For More Information

- GHG Reporting Website
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm
- SF_6 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 SF_6

Subject Matter	Contact
SF_6 Reporting Requirements and Methods	**Tom Pomales** **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