



**Cal e-GGRT**  
California Electronic Greenhouse Gas Reporting Tool

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Kick-Off Meeting  
March 1, 2012  
Slides Available Here:  
<http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>

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**Outline**

- What is *Cal e-GGRT*?
- What is it used for?
- Registering a new user account in *Cal e-GGRT*
- Accepting a Designated Representative Invitation
- Overview of system layout and operation
- Key reporting dates
- Q&A

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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* must be used to report GHG data required by the California Regulation for the Mandatory Reporting of Greenhouse Gas Emissions (the regulation)
- Data must be separately reported to *Cal e-GGRT*, even if also reporting to U.S. EPA
- *Cal e-GGRT* requires additional data to support California cap-and-trade

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**What is *Cal e-GGRT* Used For?**

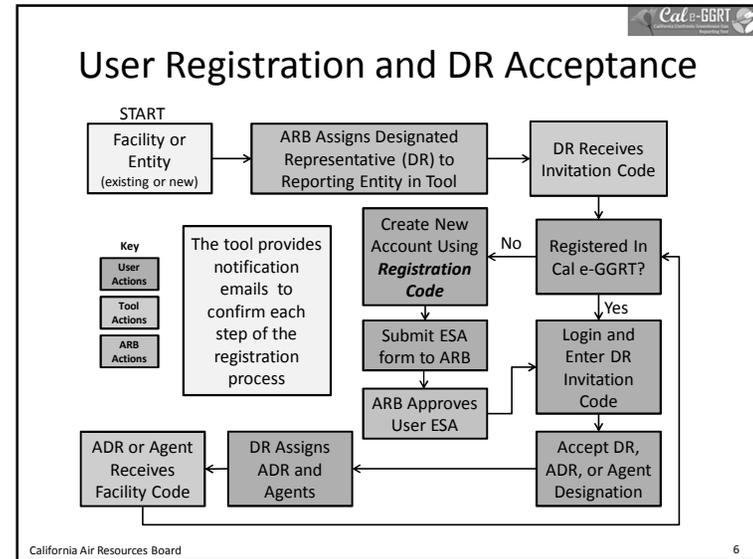
- *Cal e-GGRT* is the system used to report all data required by the GHG mandatory reporting regulation
- The tool contains modules for each sector required to report
  - Also includes modules for Fee Regulation and SF<sub>6</sub>
- Multiple users can be associated with a single facility or entity
- Verifiers can be associated with facilities and entities in the tool for data review purposes

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## Registering in Cal e-GGRT

- Before using Cal e-GGRT, it is necessary to perform **NEW USER REGISTRATION**
  - This applies to ALL users, even those previously reporting to ARB
- Registration is separate from U.S. EPA registration
- Cal e-GGRT sends DR Invitation Codes to primary managers to begin facility registration
- Invitation Codes generated by the tool are used to associate registered users with facilities
- Users may be Designated Representatives (DRs), Alternate DRs, and Agents
- A user can be associated with multiple reporting entities

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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

When filling out your profile: Use Registration Code

Please provide Registration Code to any ADRs or AGENTS you assign

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

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## User Registration: Electronic Signature and Use Agreement (ESA)

- **Original ESA must be physically mailed to ARB**
  - Must sign and date form
- To speed processing
  - Email scanned copy to: [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov), or
  - Fax copy to: 916-327-8524, Attn: Dave Edwards
- ARB approves ESAs for all user accounts
- User cannot accept Designated Representative or other invitations until ESA approved
- Users do not have access to reporting data until ESA approved

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## User Registration: Accept Designated Representative Invitation

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: 5D0E13E1E1F04D8586AB34AF5A0573A

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## User Registration: Adding ADR and Agents

- Facility Management tab
- Use CHANGE or Add Agent buttons

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	Change
<b>Designated Representative</b> Patrick Gaffney	<b>CHANGE</b>
<b>Alternate Designated Representative</b> Karen Lutter	<b>CHANGE</b>

**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:** Create a new Agent by entering their name, phone and email address. As a DR or ADR you may have one or more Agents 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**

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.

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## Overview of Cal e-GGRT Operation

- High level overview
  - Sector-specific training in March
- Adding subparts for reporting
- Entering emissions data
- Data reporting mechanisms
  - Direct interface, XML spreadsheet uploads, spreadsheet attachments (varies by sector)
- Validation messages

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## Reporting: Facility Profile and Data Reporting

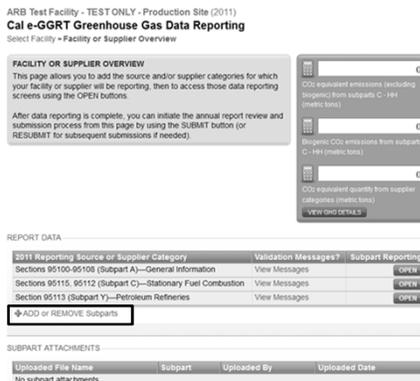
- Use the Facility Management tab to enter Facility Profile data
- Use Data Reporting tab to report other data



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## Reporting: Adding Subparts

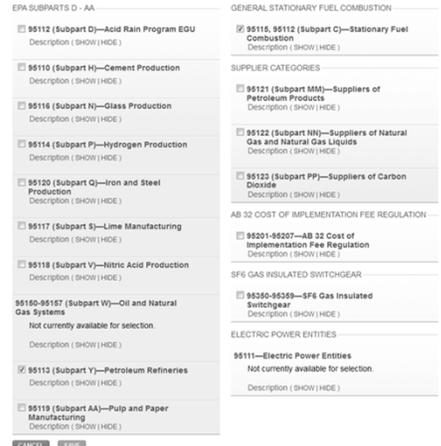
- Add or remove subparts as applicable to reporting entity
- OPEN subpart to complete data entry for each subpart



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## Reporting: Adding Subparts

- Select applicable subparts



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## Reporting: Subpart C Stationary Combustion

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

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## Reporting: Mechanisms

- Cal e-GGRT requires data in different formats, depending on sector requirements, as identified in the tool
  1. Direct Data Entry – Enter data through the on-screen interface. All sectors have direct data entry.
  2. XML Data Upload – Some sectors require specific data that are uploaded to the system as an XML file generated from a provided spreadsheet template
  3. Attached Spreadsheet Data – For some supporting data, Excel spreadsheets are attached to the tool, but not uploaded to the database
- There is not a mechanism for a full report XML upload

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## Reporting: Validation Messages

- Tool provides data validation
- Most messages must be cleared before report submittal
- Clicking on message brings you to where the issue occurred

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## Key Reporting Dates

- See **Key Dates** webpage for specific dates applicable to reporting year
- <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-dates.htm>
- Actual Reporting Dates may differ from dates specified in the regulation if the specified dates fall on a Saturday, Sunday, or Holiday
- **Key Dates** page is updated annually with required submission dates

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## For More Information

- GHG Reporting Website
  - <http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm>
- See website for:
  - Regulation reporting guidance and fact sheets
  - Reporting tool information
  - “Clean” copy of the regulation (no underline/strikeout)
  - Sector specialist contacts
- Email reporting tool questions to: [ghgreport@arb.ca.gov](mailto:ghgreport@arb.ca.gov)

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## GHG Reporting Contacts

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

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