Cal e-GGRT
California Electronic Greenhouse Gas Reporting Tool

Kick-Off Meeting
March 1, 2012

Slides Available Here:
http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm
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
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
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$_6$

• 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
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
User Registration and DR Acceptance

1. **Facility or Entity** (existing or new)
   - ARB Assigns Designated Representative (DR) to Reporting Entity in Tool
   - DR Receives Invitation Code
   - Registered In Cal e-GGRT?
     - Yes
       - Login and Enter DR Invitation Code
       - Accept DR, ADR, or Agent Designation
     - No
       - Create New Account Using Registration Code
       - Submit ESA form to ARB
       - ARB Approves User ESA
       - DR Assigns ADR and Agents
       - ADR or Agent Receives Facility Code

The tool provides notification emails to confirm each step of the registration process.
User Registration: Login Page

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

If you have an account then log in here

Otherwise, click the green NEW USER REGISTRATION button

Context sensitive help on every page
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)
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, 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

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

Initiate changes here for DR, ADR, & Agents

Certificate of Representation Signed and Complete: No further action is required by the facility representatives.
User Registration: ADRs and Agents

**Change the Designated Representative**

- **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.

**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.

**Change the Alternate Designated Representative**

- **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.
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
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
Reporting: Adding Subparts

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

• Select applicable subparts
Reporting: Subpart C  
Stationary Combustion

- Add configurations to report units
- OPEN configurations and OPEN subordinate levels to report emissions and fuel data
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
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
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](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
For More Information

• GHG Reporting Website

• 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)
# GHG Reporting Contacts

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