**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

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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 SF₆
- 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

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:
  - 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

- **Subject**: Cal-e-GRT: Accept Appointment as Designated Representative for ARB Text Facility - TEST ONLY - Production Site
- **Copy/Paste Invitation Code here**

User Registration: ADRs and Agents

- **Facility Management tab**
- **Use CHANGE or Add Agent buttons**

User Registration: Accept Designated Representative Invitation

- **Subject**: Cal-e-GRT: Accept Appointment as Designated Representative for ARB Text Facility - TEST ONLY - Production Site
- **Copy/Paste Invitation Code here**

User Registration: ADRs and Agents
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: Adding Subparts

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

Reporting: Facility Profile and Data Reporting

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

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
- 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
  - [http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm](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: ghgregport@arb.ca.gov

### GHG Reporting Contacts

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