California SF₆ 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
• SF₆ Reporting Overview
• What is Cal e-GGRT?
• Registering a New User Account in Cal e-GGRT
• Accepting a Designated Representative Invitation
• SF₆ Data Reporting

Annual SF₆ 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 SF₆ programs

California Air Resources Board
Two SF₆ Reporting Configuration Options

1. Report SF₆ data in new SF₆ “facility”
   - For new reporters not subject to other regulations
   - For reporters preferring a separate account for SF₆
   - Contact ghgereport@arb.ca.gov to have a new facility created

2. Include SF₆ with existing entity or facility data
   - For those subject to mandatory reporting or fees
   - Must complete SF₆ reporting prior to submitting (and locking) report
   - Separate registration not needed if using existing facility or entity

Requesting New SF₆ “Facility” (Only needed for option 1)

- Contact ARB at ghgereport@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 SF₆ data for existing report or a new SF₆ only “facility”
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
- 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
User Registration:
Adding ADRs and Agents

- Facility Management tab
- Use CHANGE or Add Agent buttons

Initiate changes here for DR, ADR, & 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

SF6 Reporting Overview

- Complete “Facility Profile” and Subpart A
- Add the SF6 module
- Download the “SF6 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 SF₆ source is at a specific identifiable location, input location as applicable
- If SF₆ “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 SF₆ data in tool
- Most info will be non-applicable for SF₆ only report
- Report what is needed to clear validation messages

Reporting: Adding SF₆ Module

- Add or remove subparts as applicable to reporting entity
- Use to add SF₆ “subpart”
- OPEN subpart to complete data entry for each component

Adding SF₆ Module

- Select SF₆ module
- SAVE change
SF6 Reporting - Spreadsheet

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

Spreadsheet Data – Page 1

- Facility and Equipment information

Spreadsheet Data – Page 2

- For assistance calculating and completing spreadsheet data, contact Tom Pomales at tpomales@arb.ca.gov

Validation Messages

- Check Validation Message
- Form upload still required
Upload Completed Spreadsheet

• Browse to locate completed spreadsheet file on computer
• Upload selected file

Generate and Submit Report

• Generate/Submit report does not appear until all data completeness validation messages cleared

Generate, Review, Submit/Certify Report

• SF₆ 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 SF₆ Data
For More Information

- GHG Reporting Website

- SF₆ Regulation Website
  – [http://www.arb.ca.gov/cc/sf6elec/sf6elec.htm](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)

---

### GHG Reporting Contacts for SF₆

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF₆ Reporting Requirements and Methods</td>
<td>Tom Pomales</td>
</tr>
<tr>
<td></td>
<td>916.324.0343</td>
</tr>
<tr>
<td>SF₆ Data Entry into Tool</td>
<td>Anny Huang</td>
</tr>
<tr>
<td>Electricity Generation and Cogeneration Facilities</td>
<td>916.323.8475</td>
</tr>
<tr>
<td>Reporting Tool, GHG Reporting Requirements, Stationary Combustion, Other Sectors</td>
<td>Patrick Gaffney</td>
</tr>
<tr>
<td></td>
<td>916.322.7303</td>
</tr>
<tr>
<td>Reporting Tool Registration and General Questions</td>
<td>Karen Lutter</td>
</tr>
<tr>
<td></td>
<td>916.322.8620</td>
</tr>
<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>GHG Mandatory Reporting (General)</td>
<td>Dave Edwards, Manager</td>
</tr>
<tr>
<td></td>
<td>916.323.4887</td>
</tr>
</tbody>
</table>