

Instructions for Updating Workbook 1 to Incorporate Revised Emission Factors

ARB has developed a macro to allow users to import revised emission factors into an existing copy of Workbook 1, including any existing Workbook 1 that already contains reported data. **Reporters must upload a revised version of Workbook 1 into Cal e-GGRT to complete the reporting process.** The following provides specific steps for updating the emission factors and resubmitting your workbook:

1. Download the updated emission factor file “Updated 2013 EFs.xls” from the Cal e-GGRT Reporting Form Instructions page available here: <http://www.ccdsupport.com/confluence/display/calhelp/Reporting+Form+Instructions>
2. Retain the existing filename: “Updated 2013 EFs.xls”
3. Retain the “Updated 2013 EFs.xls” file in its existing Excel version by keeping the file in the older "XLS" file format, not the newer XLSX file format
4. Place your current copy of Workbook 1 in the same directory as the file “Updated 2013 EFs.xls”¹
5. Open your current copy of Workbook 1 and go to the “2013 EFs” tab in the workbook
6. In the “2013 EFs” tab, click the button at the top labeled "Update Emission Factors"
7. After the macro executes, the import of the revised emission factors from the “Updated 2013 EFs.xls” into your current copy of Workbook 1 will be complete
8. Your current copy of Workbook 1 will automatically update all related calculations, including covered emissions values
9. Save your copy of Workbook 1 and the update is complete

Important: After the emission factor update is complete, you must upload your revised Workbook 1 into the Cal e-GGRT system and **submit and certify your report to allow verification.** Please contact your verifier, if needed, to unlock the report to allow the updated Workbook 1 to be uploaded.

¹ The filename of your copy of Workbook 1 does not matter