Abbreviated Reporter Applicability

- Reportable greenhouse gas emissions must be less than 25,000 metric tons CO₂e (carbon dioxide equivalent) and greater than or equal to 10,000 MT CO₂e
- AND
  - Not a Fuel Supplier or Electric Power Entity
  - Not subject to cap-and-trade program (i.e., not an opt-in facility or due to historical emissions)
  - Not subject to U.S. EPA reporting for sectors included in CARB regulation
- See Section 95103(a) of regulation

Reporting Requirements

- Facility identification information
- Emissions data
- Fuel consumption
- Methods and data used for estimates (as applicable)
- Additional data for electricity generation and cogeneration (§95103(a)(5))
Abbreviated “Reportable Emissions”

- Must report all specified fossil fuel and biomass combustion CO₂, CH₄, and N₂O emissions
- Reportable emissions include stationary combustions emissions, as well as process emissions (e.g., from glass production, hydrogen production, iron & steel production, pulp & paper production, nitric acid production)

What Makes Reporting “Abbreviated?”

- Abbreviated reporters may use less stringent emission estimation methods
  - Default emission factors, Tier 1
  - Most will use utility bills for fuel use data
- Not subject to measurement accuracy requirements of §95103(k) or unit aggregation in §95115(h)
- GHG monitoring plan not required
- Not subject to third party verification
- More time to report - Reports due June 1st* (vs. April 10th for full reporting)

* Note: If the reporting deadline falls on a weekend or holiday, the deadline is pushed back to the next business day. So for 2018 data reported in 2019, because June 1st is a Saturday, the report is due June 3, 2019.

Additional Info

- If future emissions exceed 25,000 metric tons
  - Full reporting and meter accuracy requirements apply for entire year
  - Verification required
- Cessation = emissions are less than 10,000 metric tons CO₂e for three consecutive years
  - May discontinue reporting after the three-year period
  - Must notify CARB to cease reporting (§95101(h)(2)(E))
  - See §95101(h)(2) for details
- Shutdown
  - Must report zero emissions for 1 year
  - Notify CARB (§95101(i)(1))
  - See §95101(i) for details

How to Report

Reporting is performed using the California Electronic Greenhouse Gas Reporting Tool
Cal e-GGRT
pronounced: Cal-Egret (like the bird)
What is Cal e-GGRT?
- Cal e-GGRT is used to report all data required by the GHG mandatory reporting regulation
- The tool contains modules for each sector required to report
- Cal e-GGRT calculates emissions based on entered fuel consumption values
- Multiple users can be associated with a single facility or entity

Registering in Cal e-GGRT
- Create Individual User Account
  - Applies to ALL users that do not have an account
  - Registration code needed
  - Initially, not associated with facility
- ARB Creates Facility Account
  - Cal e-GGRT sends Designated Representative (DR) Invitation Code to primary facility contact
  - Invitation Codes generated by the tool are used to associate users with facilities
  - DR may add an Alternate DR and Agents to facility account

User Registration and DR Acceptance

User Registration: Login Page
https://ww2.arb.ca.gov/index.php/mrr-tool
User Registration: Account Setup

- Accept Cal e-GGRT Terms and Conditions
- Create User Profile

User Registration: Electronic Signature and Use Agreement (ESA)

- Original ESA must be physically mailed to CARB
  - Must sign and date form
- To speed processing
  - Email scanned copy to: ghgreport@arb.ca.gov
- ARB approves ESAs for all user accounts
- User cannot accept Designated Representative or other invitations until ESA approved
- Users do not have access to facility account until ESA approved

User Registration: Accept Designated Representative Invitation

- Facility Management tab
- Use CHANGE or Add Agent buttons

User Registration: Adding ADR and Agents

- Initiate changes here for DR, ADR, & Agents
User Registration: ADRs and Agents

Overview of Cal e-GGRT Operation
- Facility profile information
- Adding subparts for reporting
- Entering emissions data
- Validation messages

Facility Profile Information
- Accessed via FACILITY MANAGEMENT tab
- Completed by DR during initial account acceptance

Data Reporting
- Use DATA REPORTING tab to report emissions and other data
Subpart A  General Information

- All reporters complete Subpart A
- Some items in Subpart A not directly applicable to Abbreviated Reporters
- Complete Subpart A to clear all Validation Messages
- Cannot generate final report with pending validation messages

Subpart A  Data Entry

- Required fields must be completed
- Validation messages triggered if incomplete

Subpart A  Validation Messages

- All validation must be cleared before report generation allowed
- All reporters provide electricity and natural gas purchased

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
Most Abbreviated Reporters will only use Subparts A and C
- "A" for general info
- "C" for stationary combustion

Subpart C Reporting
Stationary Fuel Combustion

Adding a Subpart C Configuration

Two Step Process
1. Configuration Setup
   - Created once for each configuration
   - Varies by configuration type
2. Fuel Use and Emissions per Configuration
   - Reported for each fuel type combusted in a given configuration
   - Data required varies by tier and fuel type

Reporting Stationary Combustion Emissions

- Add configurations to report units
- Then OPEN configurations and OPEN subordinate levels to report emissions and fuel data
Subpart C Configurations

- Subpart C offers 6 different reporting options, known as Configurations in Cal e-GGRT.
- Reporting options provided in 40 CFR 98.36(b)-(c).
- Abbreviated reporters will typically use those in *blue:
  - *Single Unit Using Tiers 1, 2, or 3* [98.36(b)]
  - *Aggregation of Units* [98.36(c)(1)]
  - *Common Pipe* [98.36(c)(2)]
  - Single Unit Using Tier 4 (CEMS) [98.36(b)]
  - Common Stack or Duct (CEMS) [98.36(c)(3)]
  - Alternative Part 75 Reporters [98.36(d)(2)]

Adding a Configuration

- Select appropriate configuration.
- Complete descriptive information that follows.

Configuration Information for Single Unit

- Select appropriate configuration type.
- Provide setup information shown.
- Electricity generation units require additional info when "Yes" selected.

Entering Fuel and Emissions Data

- Open Unit Configuration
  - Click on "ADD a Fuel".
  - Select a fuel.
  - Select a Tier.
  - Most abbreviated reporters will use Tier 1.
  - Add additional fuels as applicable.
- Open Fuel Information
  - Select calculation method.
  - Enter fuel use data.
  - Enter HHV and other data as applicable (Tiers 2 or 3).
  - Tool calculates emissions based on fuel use entered.
Add a Fuel
- Click on button to add fuels for configuration
- Also, complete CONFIGURATION-LEVEL data

Entering Fuel Information
- Open fuel
- Enter required data

Check Results
- Emissions calculated by tool using fuel and EFs
- Confirm entered or calculated results
- Can be overridden, but generally not needed

Biogenic Emissions
- Beginning in 2018, Cal e-GGRT calculates biogenic CO2 based on fuels selected and biogenic fraction entered for mixed fuels, such as tires and MSW
Uploading Supporting Data

- If using Tier 2 or Tier 3 methods:
  - Generally not for abbreviated reporters
  - CARB requires reporting of additional information
  - Complete and upload required spreadsheets available in tool

Data Validation

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

Emission Roll-ups

- Cal e-GGRT calculates emissions totals for each subpart and aggregates subpart totals into facility or supplier totals
- Annual emissions calculated from each applicable subpart, for each of the following GHGs (in metric tons of each gas)
  - CO₂ (excluding biogenic CO₂)
  - Biogenic CO₂
  - CH₄ (and CH₄ converted to CO₂e)
  - N₂O (and N₂O converted to CO₂e)
- The subpart totals are rolled-up into the following facility totals:
  - Total CO₂e for all sources and all GHGs (includes N₂O and CH₄) except of biogenic CO₂
  - Biogenic CO₂ from all sources
  - Emissions for fuel supplier categories
  - Emissions for Electric Power Entities
Emissions Checks Before Submitting Reports

- Reality-check data
- Review overall magnitude of emissions
  - Do totals look okay?
- Make sure fuel units (mmBtu, Therms, scf, etc.) are correct for method selected
- Generate full report and check inputs and other data

Generating Report

- After ALL critical validation messages are cleared, GENERATE/SUBMIT button activates
- Generate report and review inputs and data

<table>
<thead>
<tr>
<th>Uploaded File Name</th>
<th>Submitt</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Annual Emissions.xls</td>
<td>A</td>
<td>Kahna Luther</td>
<td>October 2, 2012</td>
</tr>
<tr>
<td>Equation C-35-CC Calculation Spreadsheet.xls</td>
<td>C</td>
<td>Kahna Luther</td>
<td>December 36, 2012</td>
</tr>
</tbody>
</table>

SUBMIT ANNUAL REPORT

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report

<table>
<thead>
<tr>
<th>Report</th>
<th>Uploaded File Name</th>
<th>Status</th>
<th>Submitted Date</th>
<th>Certification Date</th>
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</thead>
<tbody>
<tr>
<td>2011 Annual</td>
<td></td>
<td>Ready for</td>
<td></td>
<td></td>
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<tr>
<td>Report.xls</td>
<td></td>
<td>review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit/Certify Report

- After all checks complete, SUBMIT/CERTIFY the report
- This LOCKS the report and it can no longer be edited

Report Completion

- Once the report is submitted, Cal e-GGRT will send a confirmation email to the DR and others on the account
- Report submittal locks the report so data cannot be edited without CARB intervention
- Generated reports remain accessible in system
- Recommend printing and archiving generated report and any associated data
Helpful Websites

- Email reporting questions to: ghgreport@arb.ca.gov
- Reporting Guidance: Applicability, Metering
  https://ww2.arb.ca.gov/mrr-guidance
- Cal e-GGRT Tool Training: Registration, Subparts
  https://ww2.arb.ca.gov/mrr-tool
- Cal e-GGRT Main Help Page
  http://www.ccdsupport.com/confluence/display/calhelp/Home

Some Emissions Terminology

- Total CO2 emissions
  - Measured or calculated value of CO2 that includes both biogenic and non-biogenic emissions
- Fossil fuel CO2 emissions
  - CO2 emissions from fossil fuels
  - Fossil fuel portion of CO2 from fuels with a fossil and biomass component (i.e. MSW and tires)
- Biogenic CO2 emissions
  - CO2 emissions from biomass fuels (wood, biogas, etc.)
  - Biogenic portion of CO2 from fuels with a fossil and biomass component (e.g., municipal solid waste and tires)
- Non-Biogenic CO2 emissions
  - CO2 emissions from fossil fuels
  - Any N2O or CH4 combustion emissions
  - Sorbent CO2
  - Process CO2
  - Fossil fuel fraction of CO2 from fuels with a fossil and biomass component (e.g., municipal solid waste and tires)

Key Reporting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Cal e-GGRT activated for the reporting year</td>
</tr>
<tr>
<td>February 1</td>
<td>Registration deadline for electric power entities (EPE) to register specified source facilities and units.</td>
</tr>
<tr>
<td>April 10</td>
<td>Reporting deadline for facilities and suppliers of fuels and carbon dioxide, except when subject to abbreviated reporting</td>
</tr>
<tr>
<td>June 1*</td>
<td>Regulatory deadline: Reporting deadline for electric power entities and entities subject to abbreviated reporting</td>
</tr>
<tr>
<td>July 15</td>
<td>Deadline for corrections to RPS Adjustment data required for electric power entity data reports</td>
</tr>
<tr>
<td>August 10*</td>
<td>Final verification statements due (emissions data and product data)</td>
</tr>
</tbody>
</table>

*If a date listed above falls on a Saturday, Sunday, or holiday, the due date is modified to the first business day after the listed date. For reporting of 2018 data in 2019, this means that the reporting deadline for EPEs and abbreviated reporters will be June 3rd, and the verification deadline will be August 12th.
<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHG Mandatory Reporting (General)</td>
<td>Syd Partridge, Manager 916.445.2920</td>
</tr>
<tr>
<td>Reporting Tool Registration and General Questions</td>
<td>Karen Lutter 916.322.8525</td>
</tr>
<tr>
<td>Electricity Retail Providers and Electricity Marketers</td>
<td>Wade McCartney 916.327.5822</td>
</tr>
<tr>
<td>Fuel and CO2 Suppliers - Transportation Fuels, Natural Gas, LPG, CO2</td>
<td>Smadar Levy 916.324.0330</td>
</tr>
<tr>
<td>Greenhouse Gas Report Verification</td>
<td>Brian Edmond, Manager 916.324.1847</td>
</tr>
<tr>
<td>Program Planning and Management Branch</td>
<td>Brieanne Aguila, Chief 916.324.0919</td>
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### Notes

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