

Reporting Form Instructions

This help page provides guidance for using Reporting Forms and Cal e-GGRT to report GHG emissions and other required information for a subpart.

For each applicable subpart from the list below, users must report their facility's total emissions of each applicable GHG directly into Cal e-GGRT and submit required supplemental data and information using Excel-based Reporting Forms which may be downloaded as described below. The Reporting Forms are meant to provide reporters with a simple and straightforward means for reporting required data and information for the subparts listed below and DO NOT ASSIST REPORTERS IN CALCULATING EMISSIONS:

- Subpart A - General Information
- Subpart Q - Iron and Steel Production
- Subpart R - Lead Production
- Subpart S - Lime Manufacturing (CEMS users only)
- Subpart V - Nitric Acid Production
- Subpart W - Oil and Natural Gas Systems
- Subpart Y - Petroleum Refineries
- Subpart MM - Suppliers of Petroleum Products
- Subpart NN - Suppliers of Natural Gas and Natural Gas Liquids
- Gas-Insulated Equipment (GIE)
- Electric Power Entities

The general process for reporting under each of the listed subparts is essentially similar.



Note: The Subpart Overview screen will differ slightly for each subpart. A screenshot from Subpart V is provided below as an example.

>> *Click image to expand*

California Environmental Protection Agency
Air Resources Board
Cal e-GGRT
California Electronic Greenhouse Gas Reporting Tool

HOME FACILITY MANAGEMENT DATA REPORTING

Link: Merge Facilities | My Profile | Logout

Cal e-GGRT Help
Using Cal e-GGRT for Subpart V reporting

Petco (2010)
Section 95118 (Subpart V): Nitric Acid Production
Subpart Overview

OVERVIEW OF SUBPART REPORTING REQUIREMENTS
Subpart V requires affected facilities to report annual nitrous oxide process emissions from each nitric acid production train. If you are subject to other subparts (e.g. Subpart C), you should return to the Facility Overview page, select the appropriate subpart(s), and complete the data reporting requirements of each subpart. To satisfy the Subpart V reporting requirements you will first download the Subpart V reporting form(s). Use the link provided to access the form(s) and find instructions for completing these forms. Next, you will upload the completed form(s). Finally, you must enter the total amount of Subpart V NOx process emissions in metric tons for your entire facility. For additional information about Subpart V reporting, please use the Cal e-GGRT Help link(s) provided.

Annual NOx process emissions (metric tons)

Subpart V: View Validation

SUBPART V SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM
9. Subpart V GHG Reporting - Required Data

2.) UPLOAD COMPLETED FORM
Browse... Upload


Uploaded File Name	Attached By	Date	Delete
No files found.			

3.) ENTER GHG DATA
Annual NOx process emissions (metric tons)

Facility Overview SAVE

Contact Us Cal e-GGRT R2011 R4B | V overview

California Environmental Protection Agency
Air Resources Board



California Electronic Greenhouse Gas Reporting Tool

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Cal e-GGRT Help
Using Cal e-GGRT for Subpart V reporting

Petco (2010)
Section 95118 (Subpart V): Nitric Acid Production
[Subpart Overview](#)

OVERVIEW OF SUBPART REPORTING REQUIREMENTS

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Annual N₂O process emissions (metric tons)


Subpart V: View Validation

SUBPART V SUMMARY INFORMATION FOR THIS FACILITY

1.) DOWNLOAD FORM

Subpart V GHG Reporting - Required Data

2.) UPLOAD COMPLETED FORM

Browse...
UPLOAD

Uploaded File Name	Attached By	Date	Delete
No files found.			

3.) ENTER GHG DATA

Annual N₂O process emissions
(metric tons)

Facility Overview
SAVE

Contact Us
Cal-eGGRT RY2011.R.48 | V-overview

Step 1. Download a Reporting Form

To download the reporting form(s) for a subpart:

1. Find the subpart in the table below
2. Click the linked filename(s) in the second column
3. Save the file(s) to your computer in a location of your choosing
4. Repeat 1-3 for each applicable subpart

Please note: Some of the Excel workbooks below use XML mapping functionality, which is not supported in the web browser version of Microsoft Excel (Office 365). If you upload a workbook to Office 365 (or your browser automatically opens it) and you see a message saying the file contains unsupported features, please use the Excel desktop application to open and use the workbook instead.

Subpart (Click to view subpart help)	Reporting Forms (click to download)	XML Schema (Click to download)	Required Submission Format
A - Forest Product	Forest Product.xls	n/a	XLS
A - Missing Data Substitution Reporting Form	Missing Data Substitution Reporting Form.xlsx	n/a	XLS
Q - Iron and Steel Production	Subpart Q Production Data.xls	n/a	XLS

R - Lead Production	Subpart R Reporting Form.xls	n/a	XLS
S - Lime Production (CEMS only)	Subpart S Product Information for CEMS Reporting.xls	n/a	XLS
V - Nitric Acid Production	Subpart V GHG Reporting Form - Required Data.xls	n/a	XLS
W - Petroleum and Natural Gas Systems (Subarticle 5)	Petroleum and Natural Gas Systems - Emissions Reporting Workbook.xlsm	carb_subpart_w.xsd	XML
W - Petroleum and Natural Gas Systems (Subarticle 5)	Petroleum and Natural Gas Systems - Activity Data Workbook.xlsx (No workbook revisions for 2015 data.)	n/a	XLS
2011 Product Data	2011 Product Data.xls	n/a	n/a
Y - Petroleum Refineries	Subpart Y Additional Production Data.xlsm	carb_subpart_y_addProd_data.xsd	XML
Y - Petroleum Refineries	Complexity Weighted Barrel (CWB) Reporting Form.xlsx	n/a	XLS
MM - Suppliers of Transportation Fuels Calculation and Reporting Tool	Suppliers of Transportation Fuels Calculation and Reporting Tool.xls	carb_subpart_mm.xsd	XLS
NN - Suppliers of Natural Gas and NGLs	Subpart NN Natural Gas Received by End Users.xls	n/a	XLS
NN - Suppliers of Natural Gas and NGLs	Subpart NN Natural Gas Deliveries to Pipelines and LDCs.xls	n/a	XLS
NN - Suppliers of Natural Gas and NGLs	Subpart NN - Interstate NG Pipeline.xls	n/a	XLS
NN - Suppliers of Natural Gas and NGLs	Subpart NN - LNG Received by End-Users.xls	n/a	XLS
Gas-Insulated Equipment (GIE)	GIE Reporting Form DY2022-2024.xlsm	n/a	XLSM
Electric Power Entities	ONE - EPE Importers and Exporters.xlsm	For RY2020 onward, CARB has retired XML schemas for EPE reporting	XLSM




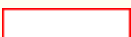

Once all applicable Reporting Forms have been saved to your computer, open each file and enter the required information according to the general help provided below and the instructions provided within each Reporting Form. Always remember to save each completed Reporting Form when finished.

Reporting Forms General Help

The guidance provided in this section applies to all reporting forms. Additional subpart-specific guidance is provided within the reporting form(s) for each subpart.

Color Coding

The reporting forms contain blue and green input cells, gray informational cells, red-bordered results cells and black deactivated cells. Users should use blue and green input cells to enter all data specific to their facility, unit, or process. Gray informational cells contain parameter names, column and row headings, equation constants and other instructional items. Red-bordered cells contain calculation results. As you progress through a reporting form, you may notice some blue or green input cells changing to black deactivated cells. Black deactivated cells are not applicable to the user based on previous data entries in the form. Users should not enter data into these cells. All cells that are not blue input cells are locked and cannot be modified or do not require data from the user.

	Green input cell (data entry)
	Blue input cell (data entry)
	Gray informational cell (locked)
	Red-bordered results cell (locked)
	Black deactivated cell (not applicable, no data required)

Stop and Warning Messages

The reporting forms will display a stop message if the user enters a value that is invalid or a warning message if the user enters a value outside the EPA-estimated range for a particular data element. For invalid data entries (such as text entered where numerical data is required), the stop messages will not allow the user to proceed, and the user must reenter valid data before moving forward. For data entries that are outside the EPA estimated range for a particular data element, the warning messages will alert the user but provide the option to continue if the user deems the entered value to be accurate.

Reporting Unit-Level Data for Multiple Units

For subparts where unit-level data is required, the reporting form will typically provide space to enter data for up to 10 processes or process units. If additional space is needed, additional copies of the form should be completed and submitted.

Subpart-Specific Form Instructions

Within each reporting form, two types of instructions are provided to guide users as they complete the form. General table instructions are provided above each table within the form. More specific instructions will appear in little yellow boxes when the user clicks in a blue input data cell.

Step 2. Submit Completed Reporting Forms to Cal e-GGRT



Please submit completed Reporting Forms ONLY. Please do not upload any other documents or data through the Reporting Form upload interface.

Cal e-GGRT requires that reporting forms be submitted in different formats for different subparts as indicated in the table above. Reporters under subparts W, as well as, Electric Power Entities classified as Importer/Exporters and Retail Providers must submit reporting forms in XML format. Each reporting form for these subparts and entity types has the capability to export XML from the completed form. Each form includes instructions for how to export XML. The XML schemas that correspond to subpart reporting forms are provided in the table above. The XML files uploaded into Cal e-GGRT must comply with these schemas. If the XML is exported from the forms, then it will automatically comply with the schema. If you generate the XML manually, the please make sure it complies with the schema. Reporting forms for all other subparts must be submitted in XLS format.

To submit a completed reporting form to Cal e-GGRT, find the 2.) UPLOAD COMPLETED FORM section of the Subpart Overview page and click the Browse button.

In the File Upload window that appears, locate and select the completed reporting form you wish to submit and click OPEN.

To submit this file to Cal e-GGRT, complete the upload process by clicking the UPLOAD button on the Subpart Overview page.

For users submitting multiple reporting forms under a single subpart, repeat the upload process for each Reporting Form you wish to submit.

Step 3. Enter GHG Emissions Data

To submit GHG emissions data for a subpart, find the 3.) ENTER GHG DATA section of the Subpart Overview page and enter the identified GHG data in the provided text box.

When finished, click SAVE.

See Also

