Reporting Form Instructions

For each applicable subpart from the list below, users must report their facility's GHG data using an Excel-based Reporting Form 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:

- Subpart E - Adipic Acid Production
- Subpart F - Aluminum Production
- Subpart I - Electronics Manufacturing
- Subpart O - HCFC-22 Production and HFC-23 Destruction
- Subpart R - Lead Production
- Subpart S - Lime Manufacturing (CEMS users only)
- Subpart U - Miscellaneous Uses of Carbonate
- Subpart V - Nitric Acid Production
- Subpart W - Petroleum and Natural Gas Systems
- Subpart Z - Phosphoric Acid Production
- Subpart BB - Silicon Carbide Production
- Subpart CC - Soda Ash Manufacturing
- Subpart DD - Use of Electric Transmission and Distribution Equipment
- Subpart EE - Titanium Dioxide Production
- Subpart FF - Underground Coal Mines
- Subpart GG - Zinc Production
- Subpart II - Industrial Wastewater Treatment
- Subpart LL - Supplies of Coal-based Liquid Fuels
- Subpart MM - Suppliers of Petroleum Products
- Subpart QQ - Importers and Exporters of Fluorinated Greenhouse Gases Contained in Pre-Charged Equipment or Closed-Cell Foams
- Subpart OO - Suppliers of Industrial Greenhouse Gases
- Subpart SS - Manufacture of Electric Transmission and Distribution Equipment

> **Please Note:** Inputs to equations whose reporting was deferred until 2013 must be reported to EPA by **April 1, 2013** for Reporting Years **2010, 2011, and 2012**, as applicable, if you are reporting, or have reported, under subparts C, D, DD, FF, HH, II, SS, and/or TT. For more information please visit the Inputs Whose Reporting Deadline Was Deferred Until 2013 Factsheet.

Step 1. Download a Reporting Form

> ⚠ **All reporting forms** have been updated and replaced as of February 11, 2013. Previous versions of the reporting forms are no longer acceptable. Please download an updated version of the appropriate form(s) below.

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. If your facility uses CEMS to calculate emissions under this subpart, you must also download a separate CEMS Reporting Form by clicking the CEMS Reporting Form.xls link at the bottom of the table
5. Repeat 1-4 for each applicable subpart (*note that multiple Reporting Forms may be required for Subparts O and OO*)

Subpart	Reporting Forms (click to download)	Current Release Version Hidden
E - Adipic Acid Production	Subpart E Reporting Form.xls	R.02 - v05
F - Aluminum Production	Subpart F Reporting Form.xls	R.02 - v05
I - Electronics Manufacturing	*coming soon*	R.02 - v42

O - HCFC-22 Production and HFC-23 Destruction	Subpart O Reporting Form.xls Subpart O Reporting Form_ONE TIME REPORT.xls	R.02 - v05 R.01 - v01
R - Lead Production	Subpart R Reporting Form.xls	R.02 - v07
S - Lime Manufacturing (CEMS only)	Subpart S Reporting Form (CEMS only).xls	R.02-v05
U - Miscellaneous Uses of Carbonate	Subpart U Reporting Form.xls	R.02 - v05
V - Nitric Acid Production	Subpart V Reporting Form.xls	R.02 - v09
W - Petroleum and Natural Gas Systems*	Subpart W Reporting Form.xls Subpart W Supersize Reporting Form.xls*	R.02 - v05 R.02 - v05
Z - Phosphoric Acid Production	Subpart Z Reporting Form.xls	R.02 - v06
BB - Silicon Carbide Production	Subpart BB Reporting Form.xls	R.02 - v06
CC - Soda Ash Manufacturing	Subpart CC Reporting Form.xls	R.02 - v07
DD - Use of Electric Transmission and Distribution Equipment	Subpart DD Reporting Form.xls	R.02-v14.5
EE - Titanium Dioxide Production	Subpart EE Reporting Form.xls	R.02 - v05
FF - Underground Coal Mines	Subpart FF Reporting Form.xls	R.02 - v25.6
GG - Zinc Production	Subpart GG Reporting Form.xls	R.02 - v05
II - Industrial Wastewater Treatment	*coming soon*	R.02 - v12.1
LL - Suppliers of Coal-based Liquid	Subpart LL Reporting Form.xls	R.02 - v1
MM - Suppliers of Petroleum Products	Subpart MM Reporting Form.xls	R.02 - v03
OO - Suppliers of Industrial GHG	Subpart OO Reporting Form for Importers and Exporters.xls Subpart OO Reporting Form for Producers.xls Subpart OO Reporting Form_For Facilities that Produce F-GHGs ONE TIME REPORT.xls Subpart OO Reporting Form_For Producers or Importers of F-GHGs that Destroy F-GHGs ONE TIME REPORT.xls	R.02 *2/14* - v05 R.02 *2/14* - v06 R.01 - v01 R.01 - v01
QQ - Importers and Exporters of Fluorinated Greenhouse Gases Contained in Pre-Charged Equipment or Closed-Cell Foams	Subpart QQ Reporting Form.xls	R.02 - v22
SS - Manufacture of Electric Transmission and Distribution Equipment	Subpart SS Reporting Form.xls	R.02 - v21

Additional Reporting Forms	Reporting Forms (click to download)	Current Release
CEMS	CEMS Reporting Form.xls	R.02 - v06

*Both Subpart W Forms are functionally identical, except that the supersize form can support up to 1100 sub-basin or 5000 individual units.

Step 2. Enter data into the reporting form

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

Warnings

- **Do Not Skip Rows** in reporting form tables.
- **All forms should be saved as EXCEL 2003 format with a .xls extension.** We recommend saving the reporting forms using the .xls extension to avoid EXCEL warning messages. If you attempt to save using a .xlsx extension, click YES, followed by OK in the two respective pop-up messages. If you do encounter messages which warn of a loss of fidelity, compatibility, or formatting when you try to save these messages should be ignored. Such losses will not affect your data or the viability of the reporting form.
- **Do not save files as .XLSM** (macro enabled excel) files. Some users may be presented by warnings that Visual Basic code may deleted if the file is not saved as a .XLSM. Please ignore these warning and save as .XLS. EPA does not include VBA or excel macros in its reporting forms.
- **Please use caution if you must *Cut and Paste*** from other sources. EPA urges users who cut and paste to always use Paste Special / Values when pasting. Failure to cut and paste as directed may damage your reporting form, forcing you to start again with an empty form. Use of the Paste Special / Values will ensure that formatting and cell protection is not altered. If you use cut and paste processes and later encounter problems with your reporting form please contact the GHGRP Help Desk.

Using Reporting Forms - General Guidance

Color Coding
The reporting forms contain blue input cells, gray informational cells and black deactivated cells. Users should use blue 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, subtotals and other instructional items. As you progress through a reporting form, you may notice some blue 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.

	Blue input cell (data entry)
	Gray informational cell (locked)
	Black deactivated cell (not applicable, no data required)
data	Deactivated cell with data (data should be deleted)

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 are 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 3. Submit Completed Reporting Forms to e-GGRT

🚫 Please submit completed Reporting Forms using the current versions on this page. E-GGRT checks the version of most forms upon upload to ensure that you are using a compatible form. **Older Versions of these forms will not be accepted.** Please do not upload any other documents or data through the Reporting Form upload interface.

To submit a completed reporting form to 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 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 4. Complete the entry of data required by the form upload page

Some e-GGRT reporting form upload pages also require you to enter GHG emissions data for a subpart. Please ensure that you provide all of the requested data for each applicable subpart.

Click image to expand

Once finished uploading and entering data on the subpart summary page, click SAVE.

Validation Report

The Validation Report assists with the completeness and quality of your reporting data.

We strongly encourage you to use the Validation Report to check your work. The Validation Report performs two types of checks:

- Data Completeness: Data required for reporting that are missing or incomplete.
- Data Quality: Data that are outside of the expected range of values.

You may view the Validation Report at any time.

ℹ️ Note that the Validation Report is intended to assist users in entering data, but it is not an indication that the reporter has entered all necessary information, nor is it an indication that the reporter is in compliance with part 98. Furthermore a negative finding on the validation report is not a guarantee that a data element was entered incorrectly.

See Also

Screen Errors
Subpart Validation Report