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Your DEQ Online

User Guide for Greenhouse Gas Reporting by Natural Gas Suppliers

State of Oregon Department of Environmental Quality

Greenhouse Gas Reporting Program

Your DEQ Online Reporting User Guide

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1. Introduction

The DEQ Greenhouse Gas Reporting Program ([OAR 340-215](#)) is designed to collect detailed greenhouse gas emissions data to perform emissions analysis and inform policy decisions across the state. Data collected by this program is [available to the public online](#) and utilized to compile the [statewide greenhouse gas inventory.](#) Emissions data is currently collected from a wide variety of emissions sources, including facilities within Oregon that hold air contamination discharge permits from DEQ, natural gas suppliers, fuel importers, and electricity suppliers.

I. System Overview

The [Your DEQ Online](#) system is an Environmental Data Management System designed to combine current DEQ processes across our air, land, and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system will allow for greater public access to environmental data without the need to request this information from DEQ staff. The Greenhouse Gas Reporting Program has moved most of our required reporting to the Your DEQ Online system. This began with reporting for the natural gas and electricity supplier sectors in 2021. Reporting from permitted sources and natural gas systems reporting is being implemented with the reporting of 2023 data which is due in 2024.

II. Basic System Information for Registration

Your DEQ Online Account Registration tools can be found [here.](#) This page contains information and excellent user guides prepared by the Your DEQ Online team to address how to get set up in the system for reporting to DEQ.

The Greenhouse Gas Reporting Program Sectors (Electricity, Stationary Sources, Natural Gas Suppliers and Systems) and Third Party Verification may have specific roles that should be chosen and those will be noted in the individual guides for those programs. For the most part, if you are signing up to manage reporting for a regulated entity, you will need to sign up for the RO role.

Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online help page.](#)

2. Navigating the System

The system is designed to work with Safari or Google Chrome browsers, and we recommended using one of these when navigating the system to avoid unexpected errors.

Icons

You will see the following common icons as you navigate the system and submit your greenhouse gas reports.

 Loading: This icon will appear while the system processes an action.

 Save: This icon allows the user to save changes made on a page.

 Edit: Clicking this icon will allow the user to edit the selected submission.

 View: Clicking this icon allows the user to view a selected submission.

 Requirement: This icon will appear when a particular field in a submittal is required.

Dashboard

The dashboard is the first screen that opens when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.

There are three Panels on the dashboard including Insights (1), Information (2), and Submittals (3). The Insights section is a navigation pane which gives access to various features in the system. The navigation pane can be expanded or hidden by clicking on the < button at the bottom left side of the screen indicated with the red arrow.

The navigation or insights pane has nine quick links to areas of the system. These will assist in quickly accessing those sections of the system most likely to be used by users. This includes the dashboard, start new submittals, pending submittals, track submittal status, upcoming obligations, pay invoices/fees, permits/licenses/certifications, public records, and my account.

Dashboard: Insights Panel
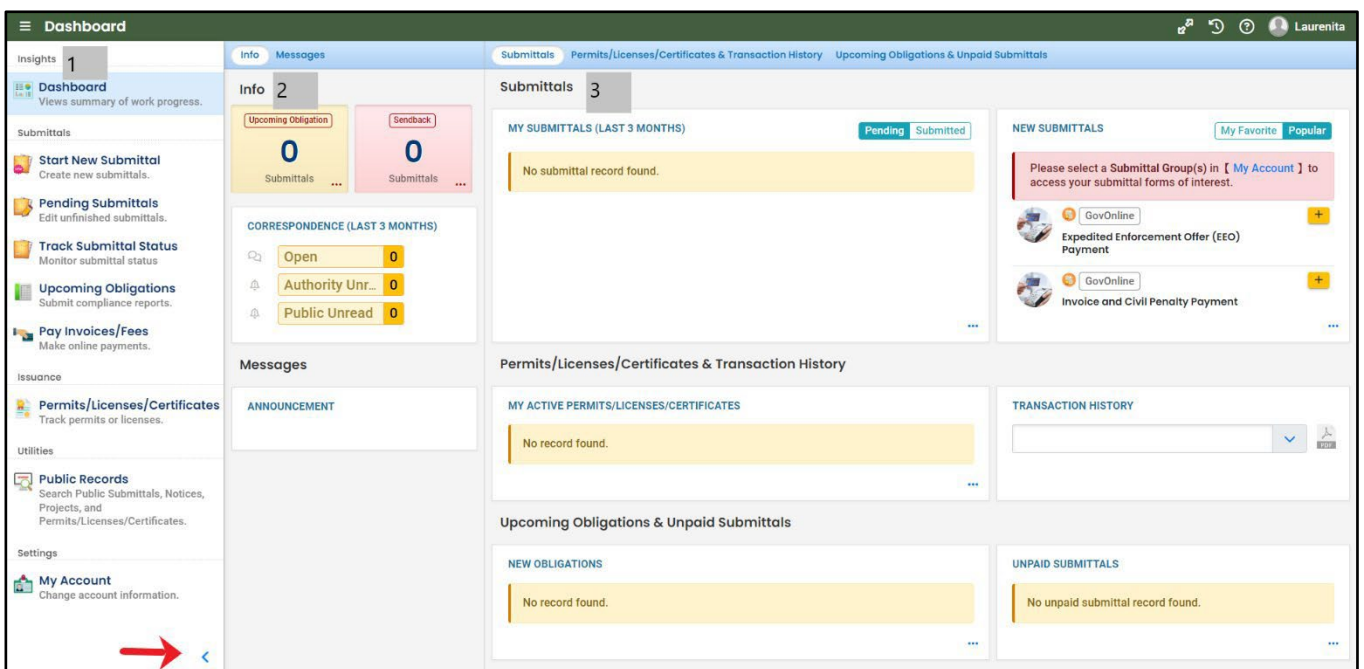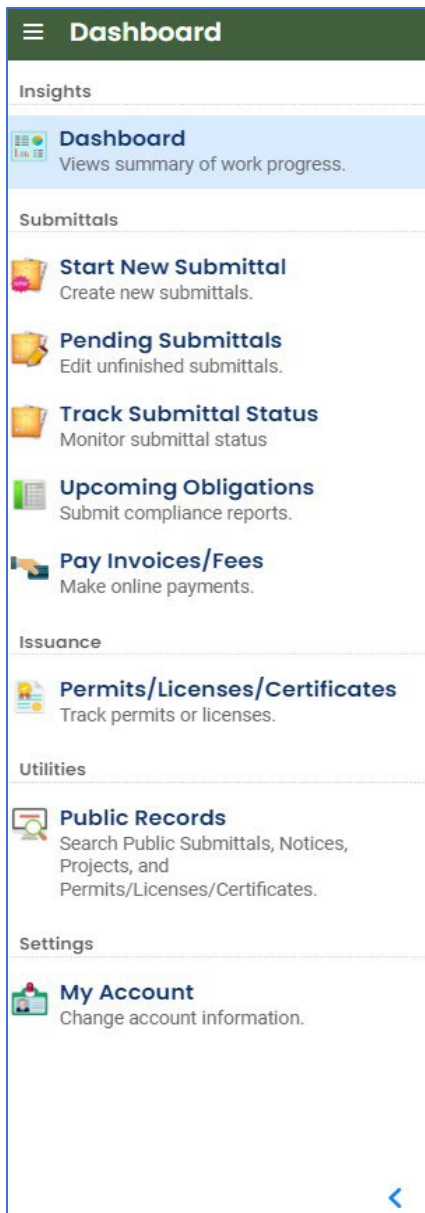
Dashboard: This is your landing pad when you enter the system. It shows a summary of all current and pending activity for your account.

Start New Submittal: Your DEQ Online is used by a variety of programs at DEQ. This feature is not often used by sources that maintain air contaminant discharge (ACDP) and Title V (TV) air quality permits in the state of Oregon or those required to submit reports to the Greenhouse Gas Reporting Program. It may be useful for entities/verification bodies submitting forms required for third party verification, such as conflict of interest statements, notification of verification services, etc.

Pending Submittals: Allows you to resume any submittals that have been started, but not yet submitted, to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and track your submittal status.

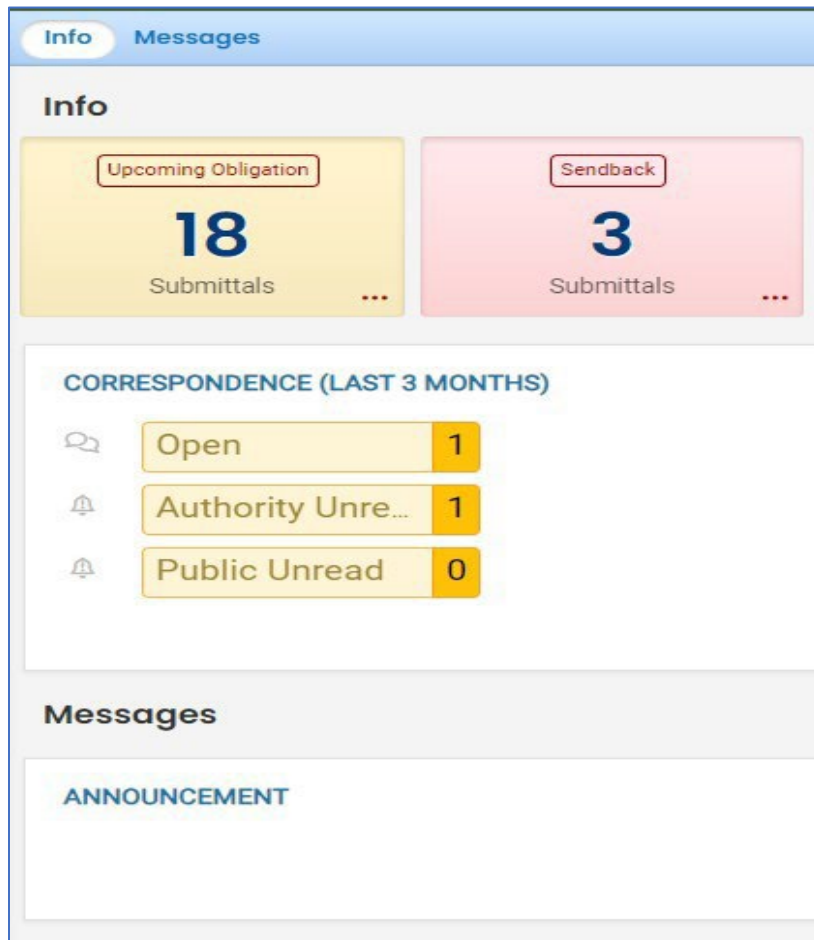**Upcoming Obligations:** Displays any upcoming obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ.

Permits/Licenses/Certificates: Allows you to search for and view all DEQ issued permits.

Public Records: Allows you to search for and view all published submittal records.

My Account: Allows you to change your contact information, account type, facility linkage, and other account options.

The information panel provides the user access to two submittal types: recent correspondence between the agency and reporters and Messages from the agency.

The "Upcoming obligations" button allows user access to reports that have upcoming due dates and any reports that are past due. It is important to monitor the contents of this tab to ensure all reporting obligations are completed on a timely basis.

The "Send back" button allows user access to reports that have been sent back to the reporter for revisions or amendments.

The "Correspondence" function is not always used. Greenhouse gas reporting staff will often communicate with entities via email to and from ghgreport@deq.oregon.gov.

The messages pane seen below the correspondence pane will display system or agency messages to system users.

Dashboard: Submittals Panel

The submittals panel provides the user information on pending and submitted submittals including type of reporting obligation, reporting period, reporting due date, and new submittals that may be used by GHG emissions reporters that are subject to third party verification of their annual GHG Reporting Program emissions reports. You can also use the eye icon to jump to the submittal to review what was submitted. If the submittal was pending, this would be shown on the Pending board and the pencil icon would show instead of the eye. You can click on the pencil icon to jump to the pending submittal and continue adding information.
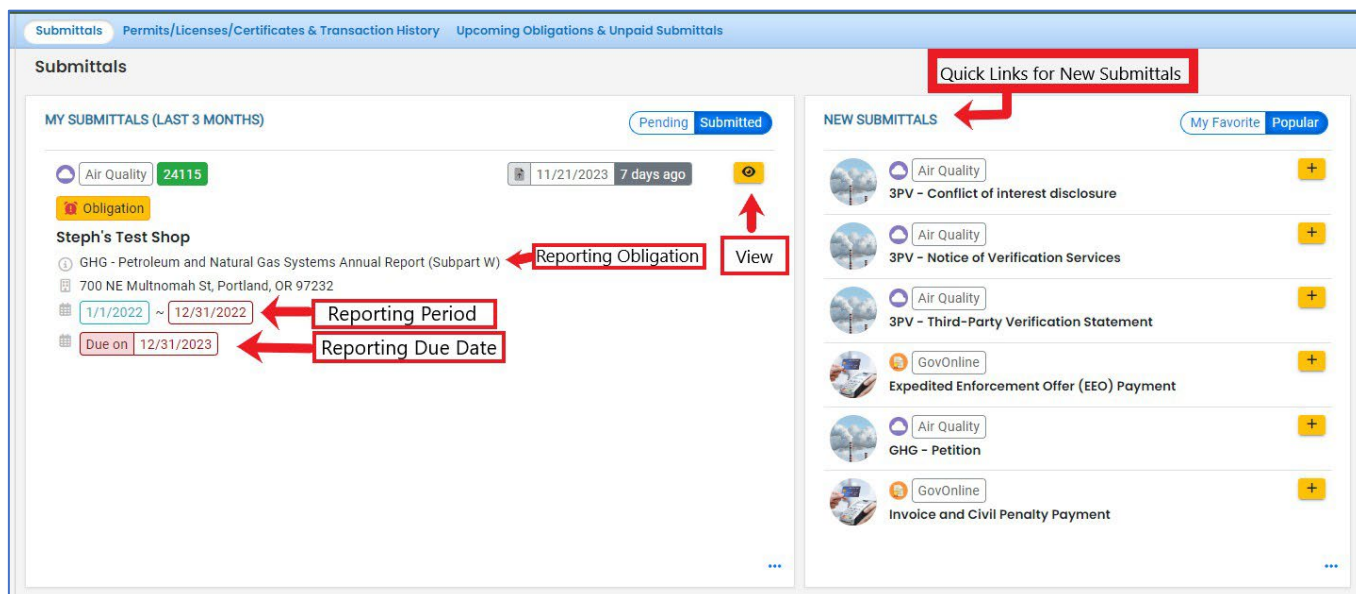
Tracking Submittal Status

Details on greenhouse gas emissions reports you have submitted to DEQ can be viewed on the Submitted Submittals page, accessed via the Track Submittal Status tab found in the navigation pane on the left side of the dashboard.
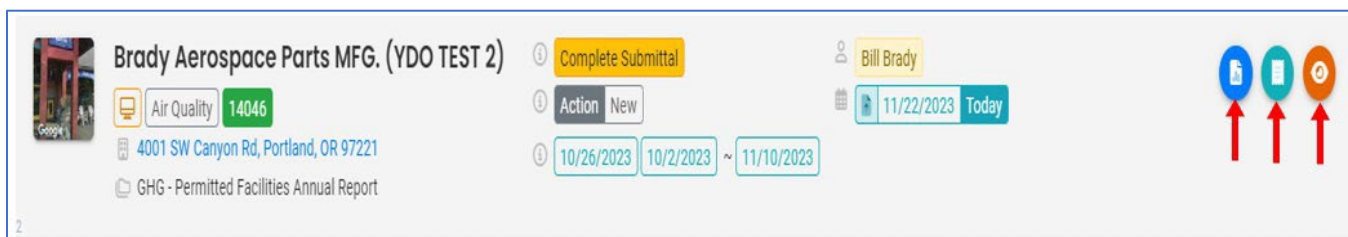
From this page you can use the navigation buttons on the right side of each submission to Review the report form (Blue Button), View the submission receipt (Teal button), and view the submittal detail (Orange button).

Review the Report Form

This option will allow you to view each tab of the submitted report. Note that you will be unable to make any changes to a submitted report.

View the Submission Receipt

This option allows you to access the submittal receipt for this report.

View the Submittal Detail

This option takes you to the submittal tracking page, which has four navigation tabs.
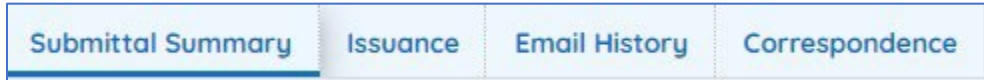
(1) Submittal Summary

The submittal summary tab displays the current status of your submission on the right side of the page under Review Flow. Immediately after successful submission, this will show that your report is in the "Data Review" step. This indicates that the Greenhouse Gas Reporting Staff are in the process of reviewing your submittal.

As your submission moves through data review stages, this will be reflected in the review flow section of the submittal, until the report is accepted. You may only see some of the displayed steps, depending on the review process. Steps where action was required from the reporter during the process, such as revisions to the submissions will show an alarm bell icon in the top right corner of the step. The final step will show a document icon in the top right corner, indicating that this report has been issued an acceptance letter. You will receive an email from Your DEQ Online when the report has been accepted, which will serve as your acceptance letter.
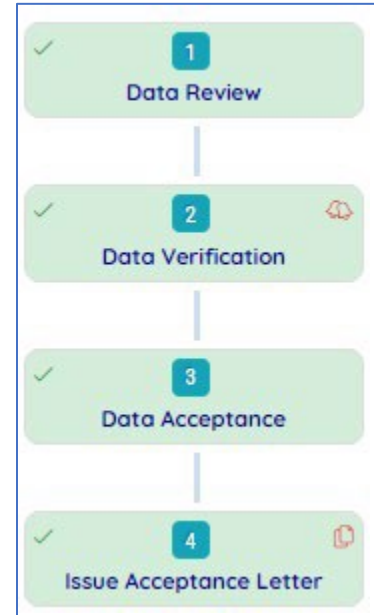
From this tab, you may also submit a request to revise your report. You must provide a reason for the request to be evaluated by Greenhouse Gas Reporting Staff.

(2) Issuance

This tab will display any documents that have been issued associated with this submittal.

(3) Email History

This tab will display all system emails sent to the RO regarding this submission.

(4) Correspondence

Greenhouse gas reporting staff will communicate with entities via email and this correspondence function will not be used. Other DEQ programs may use this function to communicate with users within the system.

3. Completing a Natural Gas Supplier Report

Pursuant to OAR 340-215-0115, all natural gas suppliers and in-state producers must register and report to the Greenhouse Gas Reporting Program. Annual greenhouse gas emissions reports required under this rule should be submitted within the Your DEQ Online system, using the instructions below.

As you navigate through the tabs and enter data, ensure you regularly save using the save icon at the bottom right. You may leave the reporting screen at any time and return later to finish completing the report. Note that reports that have been started, but not submitted, will move from your Upcoming Obligations section to your pending section of My Submittals on your Dashboard.

The natural gas supplier report is made up of seven report tabs:

1. Basic Info
2. Natural Gas Supplier
3. Large End User & Marketer
4. Third Party Verification
5. Attachment
6. Payment
7. Review
8. Submission

On the right side of the reporting page, you will see general information about this report type and links to the relevant rules and guidance documents.

This form shall be used by nominated natural gas supplier facilities to fulfill their annual reporting obligation.

Oregon state rules 340-215-0115 (Requirements for Natural Gas Suppliers and In-State Producers) requires that natural gas and in-state producers required to register and report under OAR 340-215-0030(4) must report information and emissions related to the delivery of natural gas to end-users within Oregon. For additional information, please visit: Oregon Greenhouse Gas Reporting Program and our Oregon Greenhouse Gas Reporting Protocols page.

1. Basic Info

When you open any greenhouse gas report, you will be taken to Basic Info tab. This tab contains information related to the reporting year and designated representative submitting the report. This information is set by the reporting obligation and personal information of the Responsible Official linked to the facility, and will autofill at the top of this tab. This information cannot be edited.

Company information

Emission Year:	Company Name:
2020	Example Facility

Designated Representative

Salutation	First Name	M.I.	Last Name

Company	Title	Email

Phone	Mobile	Fax
	xxx-xxx-xxxx	xxx-xxx-xxxx

Address Line 1	Address Line 2

City	State	Zip Code

If the Responsible Official is the primary contact for your greenhouse gas reporting, you can select this option for the GHG Reporting Contact to autofill the Responsible Official personal details in the contact section. Otherwise, enter the personal details of the GHG reporting Contact in the bottom section of this tab. Note that basic contact information fields are required.

2. Natural Gas Supplier

This tab allows you to enter the volume of natural gas delivered to each end-user in Oregon. A separate entry should be added for each delivery type and fuel type. To begin a new entry, click the yellow New button.

For each entry, select type of delivery from the first drop down menu.

Then select the fuel type that was delivered.

Then add the quantity of natural gas delivered. Note that only numbers may be added to this field.

In this example, a local distribution company has delivered a total of 10,000,000 Mscf of natural gas in the reporting year.

Imported or Produced In-state	Fuel Type	Quantity of Natural Gas (Mscf)
Local Distribution Company	Natural Gas	10000000

Finally, select whether you are reporting using default or reporter specific values for the higher heating value of the delivered gas, and each of the emission factors for CO_2, CH_4, and N_2O. If you choose to use reporter specific values, note that units are MMBtu/Mscf for the higher heating value and kg/MMBtu for CO_2, CH_4, and N_2O.

Select Default or Reporter Specific from dropdown	High heating value (MMBtu/Mscf)
Default	1.026

Select Default or Reporter Specific from dropdown	High heating value (MMBtu/Mscf)
Reporter Specific	1.037

Once you have input each of the required fields, the system will automatically calculate the anthropogenic and biogenic emissions from your entry.

Calculate Result

Anthropogenic Metric tons CO2	Biogenic Metric tons CO2
562.248	0

Confirm that the entered values are correct, then close this entry by clicking in the top banner of the entry. The entry will remain as a summary showing the type of gas delivered and emissions.

Repeat this process until all types of delivery and gas have been entered. You can delete an entry by clicking on the garbage can icon at the right side of that entry. Total emissions from all entries will be displayed at the bottom right of this section.

If you have reported the delivery of biomethane, you must also complete the lower section of this tab to provide information on the vendor of the biomethane. To add a new vendor, click the yellow New button.

Enter the contact and company details for each biomethane vendor, as well as the volume of biomethane purchased from each vendor.

3. Large End User & Marketer

You are required to report the volume of gas delivered to each large end user (end users receiving greater than or equal to 460,000 Mscf of natural gas during the year) and customer information for these users. Identifying information of any natural gas marketers who have made use of your distribution system must also be reported on this tab.

To add a new large end-user, click the yellow New button under this section. Input the required data for the customer facility, including the customer's name and address, DEQ Source ID, and the volume of gas delivered in the reporting year. If the DEQ Source ID for the end user is not known, please write "Unknown" into this field. Repeat this process for each large end user to whom you delivered greater than or equal to 460,000 Mscf of natural gas during the year.

Similarly, add information on each marketer who has used your distribution system in the reporting year by clicking the yellow New button under the Marketer Info section and adding contact information for the marketing company and the volume of gas transported in the reporting year.

Once all large end users and marketers have been input, move to the next tab.

4. Third Party Verification

   The third party verification tab reviews your emissions to determine if you need to be third party verified. If the total emissions reported are above 25,000 mtCO2e you will need to be verified. If you are below that amount, you will not. The system will give you a security code that you verifier will need for the conflict of interest form they are required to fill out, if you are required to be third party verified.

   The example below shows a facility that is not required to be verified. The screen will look the same if you are required to report, except that the pink shaded box will say that you are required to be third party verified.

5. Attachment

   There is no standard required attachment for natural gas supplier reports; however, if you have additional supporting documentation to upload for your report (such as a biomethane purchase report or supporting documentation for reporter specific emission factors), those documents can be added on this tab.

6. Payment

No payment is required when submitting a natural gas supplier report and this tab will show no required fees.

7. Review

This tab will show a summary of your submittal, including a confirmation that required sections have been completed.

Click the PDF icon to open a summary of your submission, which can be used to review the submission for accuracy and saved for your records.

8. Submission

Submit your completed and reviewed report from the Submission tab. Note that only an RO can complete a submission for their facility. Read and accept the certification statement to certify the report.

You will be required to answer a security question and enter your 4-digit PIN to confirm your identity as the RO and submit the report by clicking the blue Submit button at the bottom of this page.

You will receive a confirmation that your report has been successfully submitted, as well as a confirmation email with your submission number for reference.

Click the Finish button at the bottom of this page to exit this report. You will be taken to your Track Submittal Status page.