



State of Oregon  
Department of  
Environmental  
Quality

# How to Report Greenhouse Gas Emissions with EZ-Filer:

## A guide to register and report a facility's annual greenhouse gas emissions

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This document illustrates how to register and report a facility's annual greenhouse gas emissions to the Oregon Department of Environmental Quality (DEQ). The first section briefly outlines the information an individual will need before beginning the registration process and the ensuing stages of calculating emissions and submitting their report online. The second section provides a walkthrough of the of the registration process. The third section is a step-by-step walkthrough for using EZ-Filer after registration, including calculating emissions from combustion, entering emissions from an industrial process, and submitting the report.

### Table of Contents:

1. What you need to get started
2. Registration process
3. Steps to report emissions

Where to go: <http://www.deq.state.or.us/GHGonlineReporting/>

## What you need to get started

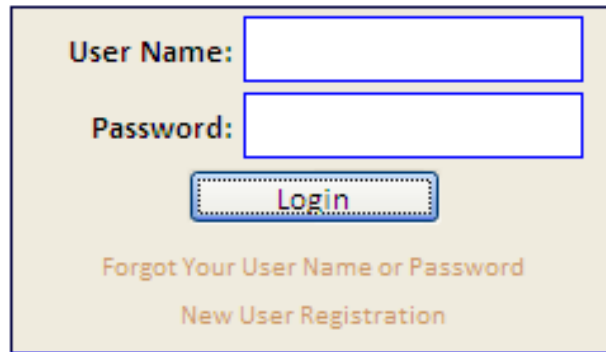
### To Register:

- Valid email
- Source (i.e. Facility) Number or Permit Number
  - Example Source Number: XX-XXXX
  - Example Permit Number: XX-XXXX-ST-01 (first six are source number)
  - Both types of numbers can be found on the front page of your permit.
  - Make sure to enter the “-“ in with the numbers
- Source contact Information (i.e. phone number, email, mailing address, etc.)

### To Report Emissions:

- The individual fuel combustion sources (i.e. emissions units)
- Fuel type(s) used in these combustion sources
- Annual quantity of fuel consumed for each combustion source
- Emissions in metric tons of CO<sub>2</sub> equivalents from any industrial processes or tier 4 stationary combustion emissions (e.g. pulp and paper manufacturing)

## Registration Process



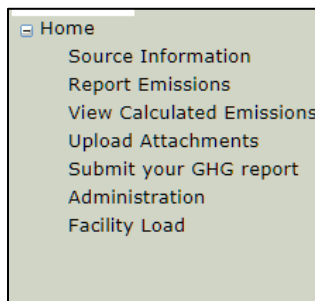
The screenshot shows a login and registration form with the following elements:

- User Name:** A text input field.
- Password:** A text input field.
- Login:** A button with a dotted border.
- Forgot Your User Name or Password:** A link below the login button.
- New User Registration:** A link below the forgot password link.

1. Go to main EZ-Filer webpage (<http://www.deq.state.or.us/GHGonlineReporting/>) and click on “New User Registration” in the box located in the upper right corner (shown above).
2. Fill out the appropriate contact information (i.e. name, title, email address, phone number, and source ID) and click on the “Send Request” button. You should receive a confirmation email with link to complete the registration. The link takes you directly into “My Profile” to set up a user ID and password.

**Note:** Sources that have already used EZ-Filer to report emissions do not need re-register. Instead, these sources should be able to login using their user name and password from last year. If you have forgotten either of these, click the “Forgot your User Name or Password” below the login button.

You will use the side screen menu list in order to navigate through the steps of reporting.



## Steps to Report Emissions

### Step #1: Login and navigate to the Report Emissions screen

To begin reporting emissions, log into EZ-Filer with the user name and password you setup during registration. This will take you to the “Source Information” page that displays information about the source you have registered.

- First, make sure you have the current emissions year selected in the drop-down menu. Sources that used EZ-Filer in previous years will be able to select these years to view their earlier reports.
- Next, click on the “Report Emissions” link on the left side of the screen.

The screenshot shows the Oregon Department of Environmental Quality (DEQ) EZ-Filer interface. The header includes the DEQ logo and the text "Oregon Department of Environmental Quality [MAINTENANCE]". The main content area is titled "Greenhouse Gas Management" and displays the "Current Report: EZFiler" for the source "Ash Grove Cement Company" (Source ID: 01-0029) for the year 2013. The source address is 33060 SHIRTAIL CREEK RD, DURKEE, OR 97905. The report status is "by Stephanie Summers on 12/7/2017 3:54:00 PM". A yellow reminder box states: "Reminder: Upload Supporting Documentation for process emissions, then Submit your GHG report". The left sidebar contains a navigation menu with "Report Emissions" highlighted by an orange arrow. The right sidebar shows a "My Profile" section for Stephanie Summers with an "Edit" button and a "You Can Also..." section with "Add a Source" and "Contact Us" links. The bottom of the page has "Log Off" and "2013 GHG Filing Report" buttons.

## Steps to Report Emissions

### Step #2: Select or add emission units: Stationary Combustion and Process Emissions

Once on the Report Emissions screen, you can select an emission source used in previous years or add an emission unit. If you have not reported before, you will need to add the emission units in your facility (e.g. boilers).

Calculate GHG Emissions Send Us a Comment

Emissions Year / Source: 2013      01-0029 (Ash Grove Cement Company)

Select an Emission Source **Reminder: Upload Supporting Documentation for process emissions, then Submit your GHG report**


[Calculating emissions from steam production?](#)  
[Calculating emissions from an industrial process?](#)

-- Select an Emission Source -- ▾

Add

Total emissions for this facility: 490,369.2mtCO<sub>2</sub>e

Close/Back

1. To select an emission source already in use, click on the drop down box and select the source for which you want to report emissions and go to step 3a (Tier 1 stationary combustion emissions reporting) or step 3b (Tier 4 stationary combustion or process emissions reporting).
2. IF you need to add or edit an emission unit, press the  button.
  - a. On the next screen, select the type of emission unit: Stationary Combustion, Process Emissions – Anthropogenic, or Process Emissions - Biogenic. Then follow the directions below for the appropriate type of emissions unit.

## Steps to Report Emissions

### For tier 1 Stationary Combustion emissions:

- Type the name of the emission unit in the Emission Unit Name text box
- On the right side of the screen, select the fuel(s) burned in this emission unit
- **\*REQUIRED\*** Enter a Unit Description: enter a description of the unit

Calculate GHG Emissions Send Us a Comment

Emission Source Type: Stationary Combustion

Emission Unit Name: Boiler 1

REQUIRED starting 2015 - Unit Description: Example

Natural Gas  Jet Fuel

Biogas (methane)  LPG

Distillate Oil #1  Coal (bituminous)

Distillate Oil #2  Coal (coke)

Distillate Oil #4  Coal (subbituminous)

Propane  Municipal Waste

Residual Oil #5  Tires

Residual Oil #6  Biodiesel (B2)

Wood/Wood Waste  Kerosene

Biodiesel  Landfill Gas

Other Biomass Gases  Propane Gas

Back / Close Save Add New

- When complete, press the  button, and then the  button

### For Process Emissions and tier 4 Stationary Combustion emissions reporting:

- Select the “Emission Source” type - either Anthropogenic or Biogenic CO2
- Under the “Process Type” dropdown select the appropriate subpart you are reporting emissions under
- **\*REQUIRED\*** Enter a Unit Description: enter a description of the unit

## Steps to Report Emissions


Calculate GHG Emissions Send Us a Comment

Emission

Source Type

Process Type

REQUIRED starting 2015 - Unit Description



- When complete, press the  button, and then the  button
- You can repeat these steps as many times as necessary to add all the emission units at your facility or for different process types

**Please note:** Additional details on submitting emissions data from industrial processes and steam production can be found on the main Emission Calculation screen – by clicking on the appropriate link in the upper left corner.

Select an Emission Source

[Calculating emissions from steam production?](#)

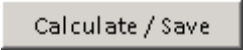
[Calculating emissions from an industrial process?](#)

-- Select an Emission Source --

## Steps to Report Emissions

### Step #3a: Calculate emissions from Stationary Combustion

After adding or editing emission units at your facility, you are ready to calculate emissions. On the main “Report Emissions” follow these steps:

1. Select the emission unit (e.g. boiler 2)
2. Select the fuel type (e.g. natural gas)
3. Enter the amount of that fuel burned in that emission unit
4. Select the appropriate fuel unit (e.g. cubic feet)
5. Press the  button

Repeat these steps for each emission unit in the facility.

Reminder: Upload Supporting Documentation for process emissions, then Submit your GHG report

Select an Emission Source  
[Calculating emissions from steam production?](#)  
[Calculating emissions from an industrial process?](#)  
for example - example **1** ▼

Select a Fuel  **2** ▼

Enter Amount of Fuel Combusted  **3**

Select a Unit of Measure  **4** ▼

**5**  [Unit Conversions](#)

Fuel	Pollutant	Emissions <sup>1</sup>	CO2e <sup>2</sup>
Distillate Oil #2	CH4	2.1	51.8
Distillate Oil #2	CO2	51,032.4	51,032.4
Distillate Oil #2	N2O	0.4	123.4

All emissions are in metric tons 1. Before applying Global Warming Potential factors 2. Carbon dioxide equivalent

Sub total for emission source: for example  
CO2:  mtCO2e CH4:  mtCO2e  
N2O:  mtCO2e Total:  mtCO2e

Total emissions for this facility  mtCO2e



## Steps to Report Emissions

### Step 3b: Reporting industrial process emissions

If, in addition to stationary combustion sources at the facility there are GHG emissions from industrial processes at the facility, report them using the steps below.

1. Select the correct emissions unit. In the example below we utilized Aluminum production – Unit 1
2. Enter the total amount of emissions, (the calculated sum of all applicable greenhouse gases emitted from this process type) in metric tons of carbon dioxide equivalent. This includes the CO<sub>2</sub> equivalent of methane and nitrous oxide, if the emissions are anthropogenic. Methane and nitrous oxide are never considered biogenic emissions and for a biogenic fuel, the methane and nitrous oxide CO<sub>2</sub> equivalent emissions should be reported separately under process – anthropogenic.
3. Click “Calculate/Save”

**Calculate GHG Emissions** Send Us a Comment

Emissions Year / Source

Select an Emission Source  
[Calculating emissions from steam production?](#)  
[Calculating emissions from an industrial process?](#)


Aluminum production - Unit 1 **1**

Enter the amount of emissions for this process. Emissions should be entered in units of metric tons carbon dioxide equivalent

**2**

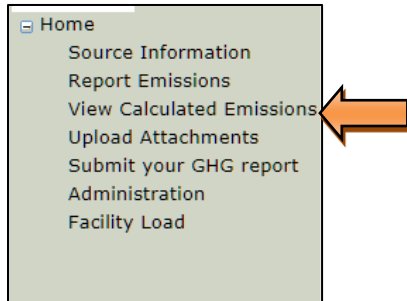
**3**  [Unit Conversions](#)

Process	CO <sub>2</sub> e
Process-Anthro	50,000.0
All emissions are in metric tons	
<b>Total emissions for: Aluminum production</b>	50,000.0 mtCO <sub>2</sub> e
<b>Total emissions for this facility</b>	50,000.0 mtCO <sub>2</sub> e



## Steps to Report Emissions

### Step #4: Review your report



After calculating your combustion emissions and entering any other emissions from your facility (i.e. emissions from an industrial process or steam production), you are ready to review your draft greenhouse gas report.

- To view a report with calculation details Click on the “View Calculated Emissions” link on the left side of the screen. Your report should generate automatically. Click the X in the right corner to close the report.
- You may review the report that is filed with DEQ by selecting “Submit your GHG report” on the left side of the screen. This takes you to a screen with two report options.
  - The “20XX GHG Filing Report” link provides a pop-up window with the report that EZ-Filer would generate and file with DEQ given the data you have entered thus far.
  - The “View Reports” provides a pop-up window with the calculated emissions detail providing more information on the emissions from the combustion calculations.
- Please review your report before proceeding to the next step.

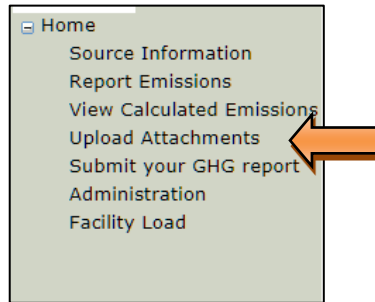
## Steps to Report Emissions

### Step #5: Upload Supporting Documentation

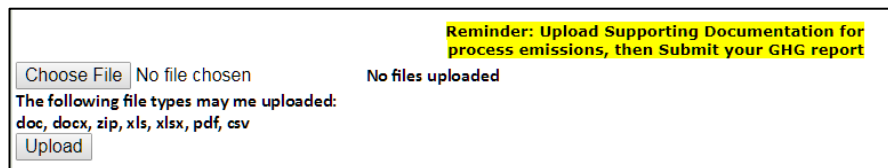
If you are submitting process emissions (including utilizing process emissions to report Tier 4 stationary combustion emissions), **you are required to provide supplementary documentation** that shows how those emissions were calculated. The documentation should contain information that allows the emissions to be re-calculated and explains the reasoning for omission of any such data. Throughput data (type of fuel and amount burned, etc.), emission factors, and equations used to calculate the emissions are all examples of what should be included.

To do this:

- Click the “Upload Attachments” link on the left side of the screen



- Click “Choose File” and navigate to and select the file containing the information for upload



- Click Upload

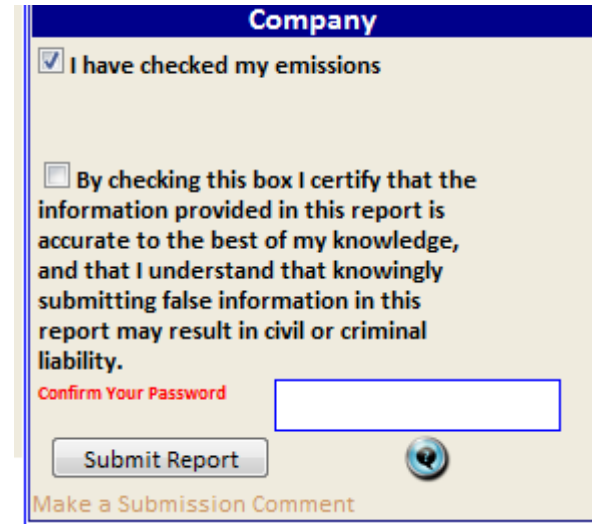
If you uploaded the incorrect file, you can delete it. You can also upload more than one file, if necessary.

## Steps to Report Emissions

### Step #6: Submit your report

When you have reviewed your emissions report and are satisfied that it is accurate and complete, you are ready to submit your report electronically to DEQ. To do this:

- Click the “Submit your GHG report” link on the left side of the screen.
- On the right side of the “Submit your GHG report” screen there will initially be a single checkbox asking for confirmation that you have checked the emissions you are about to submit.
- Once you have checked this box, another checkbox will appear asking you to certify that the information provided is accurate to the best of your knowledge.
- Once you have checked this second box, enter your password that you setup to access your EZ-Filer account and press the “Submit Report” button.



### Step #7: Corrections and un-submitting reports

If you need to make changes to a submitted report for a previous year.

If you need to re-submit data you will first have to un-submit your prior year’s report:

- Sign in to [EZ Filer](#). Once signed in, ensure the drop-down at the top indicates the year that needs to be re-submitted
- Click on **Submit your GHG Report** on the left side menu. You will need to cancel your submission using your password.
- Click on **Report Emissions** on the left side menu and make any changes you need to the information.
- When you have updated the data, remember to re-submit your report.

**Congratulations!**

**You have completed your Oregon greenhouse gas report. If any errors are found or if we have any questions about the provided information, we will contact you.**