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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For assistance, please email GHGReport@deq.state.or.us or contact us by phone.

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.

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Navigate to EZ-Filer: http://www.deq.state.or.us/GHGonlineReporting/
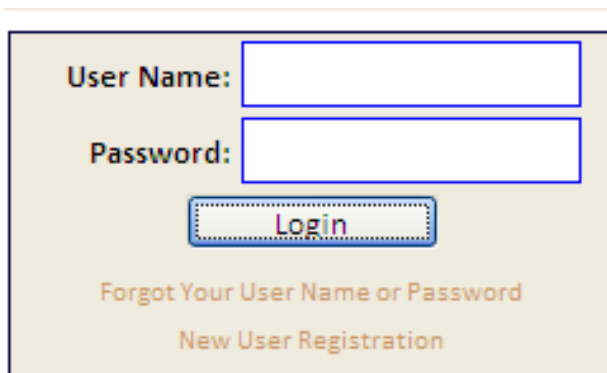
What you need to get started

To Register:

- Valid email

- Source 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 hyphen with no additional spaces.

- 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 each combustion source

- Annual quantity of fuel consumed by each combustion source

- Emissions in metric tons of CO_2 equivalents from any industrial processes or tier 2, 3, or 4 stationary combustion emissions (e.g., pulp and paper manufacturing)
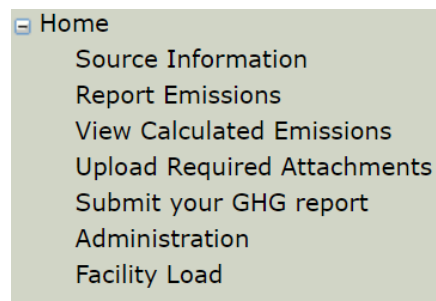
Registration Process

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 <u>not</u> need re-register. Instead, these sources should 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.

1. 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.

2. Next, click on the "Report Emissions" link on the left side of the screen.

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).

Emissions Year / Source	2020	15-0066 (Amy's Kitchen, Inc.)

Select an Emission Source

Reminder: All sources must upload all required supporting documents for process emissions calculations, emissions factor development, and any stationary combustion calculations when reporting using tier 2, 3, or 4 of EPA's greenhouse gas reporting program 40 C.F.R., Part 98, subpart C.

Calculating emissions from steam production?
Calculating emissions from an industrial process?
Reporting emissions from stationary combustion?
-- Select an Emission Source --

Add

Total emissions for this facility	1,000,100.6 mtCO2e

1. To select an existing emission source, click on the drop down box and select the source for which you want to report emissions. You may now skip to step 3a (Tier 1 stationary combustion emissions reporting) or step 3b (Tier 2, 3, and 4 stationary combustion or process emissions reporting).

2. If you need to add a new unit or edit an existing emission unit, click the ⎡ Add ⎤ button.

    a. On the next screen, click on the drop down box and select the appropriate Emission Source Type from the following options: Stationary Combustion, Process Emissions – Anthropogenic, or Process Emissions - Biogenic.

        i. Select "Process Emissions- Biogenic" to report the carbon dioxide from the combustion of biomass-derived fuels.

    b. If the new unit is a Stationary Combustion unit follow steps listed in 2a below. Next steps for all other unit types are available in 2b.

Steps to Report Emissions

2a. For tier 1 Stationary Combustion emissions:

1. Type the name of the emission unit in the Emission Unit Name text box

2. On the right side of the screen, select the fuel(s) combusted in this emission unit

3. *REQUIRED* Enter a Unit Description: enter a description of the unit

4. When complete, press the [Save] button, and then the [Back / Close] button

2b. For Process Emissions and tier 2, 3, and 4 Stationary Combustion emissions reporting:

1. Select the "Emission Source" type - either Anthropogenic or Biogenic CO2 as appropriate

2. Under the "Process Type" dropdown select the appropriate subpart you are reporting emissions under

3. *REQUIRED* Enter a Unit Description: enter a description of the unit

Steps to Report Emissions

4. When complete, press the [Save] button, and then the [Back / Close] 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, steam production, and stationary combustion can be found on the main Emission Calculation screen – by clicking on the appropriate link in the upper left corner.

Calculating emissions from steam production?

Calculating emissions from an industrial process?

Reporting emissions from stationary combustion?

-- Select an Emission Source --

Add

Steps to Report Emissions

Step #3a: Calculate emissions from Stationary Combustion (Tier 1 methodology)

After adding or editing emission units at your facility, you are ready to calculate emissions. On the main "Report Emissions" page 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 fuel burned in that emission unit

4. Select the appropriate fuel unit (e.g. cubic feet)

5. Press the [Calculate / Save] button

Repeat these steps for each emission unit in the facility.

Select an Emission Source	Reminder: All sources must upload all required supporting documents for process emissions calculations, emissions factor development, and any stationary combustion calculations when reporting using tier 2, 3, or 4 of EPA's greenhouse gas reporting program 40 C.F.R., Part 98, subpart C.

Calculating emissions from steam production?
Calculating emissions from an industrial process?
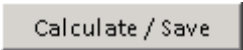Reporting emissions from stationary combustion?

[Boiler #1 - Boiler #1 for Steam Generation...] **1** ⌄

[View / Edit] [Add] [Delete]

Select a Fuel	Enter Amount of Fuel Combusted	Select a Unit of Measure
[Natural Gas] **2** ⌄	[500000 **3**]	[Therm (100,000 BTUs)] **4** ⌄
	5 [Calculate / Save]	Unit Conversions

Fuel	Pollutant	Emissions[1]	CO2e[2]
Natural Gas	CH4	< 0.1	1.3
Natural Gas	CO2	2,653.0	2,653.0
Natural Gas	N2O	< 0.1	1.5

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

Sub total for emission source: Boiler #1

CO2:	2,653.0 mtCO2e	CH4:	1.3 mtCO2e	
N2O:	1.5 mtCO2e	Total:	2,655.7 mtCO2e	

Total emissions for this facility	1,002,756.3 **mtCO2e**

Steps to Report Emissions

Step 3b: Reporting industrial process emissions or tier 2, 3, and 4 stationary combustion emissions

EZ-Filer does not automatically calculate emissions from industrial processes emissions or stationary combustion emissions from tier 2, 3, and 4 stationary combustion. To report these types of emissions use the following steps:

1. Select the correct emissions unit. In the example below we selected Aluminum production – Unit 1

2. Enter the total emissions, (the calculated sum of all applicable greenhouse gases emitted from this process type) in metric tons of carbon dioxide equivalent. This includes the CO2 equivalent of all greenhouse gases emitted from the process.

3. Click "Calculate/Save"

Step #4: Review your report

Steps to Report Emissions

Home
    Source Information
    Report Emissions
    View Calculated Emissions
    Upload Required Attachments
    Submit your GHG report
    Administration
    Facility Load
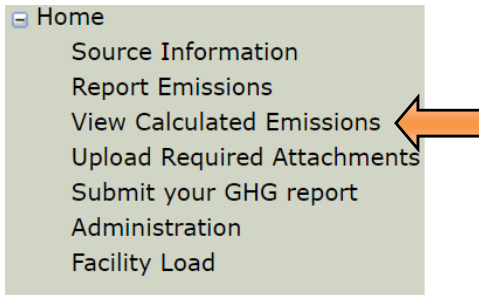
After calculating your combustion emissions and entering all other emissions from your facility (i.e, emissions from industrial processes or steam production), you are ready to review your draft greenhouse gas report.

1. 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.

2. 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 several report options:

Close/Back	Report Emissions	View Reports	2020 GHG Filing Report

- o 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.

- o The "View Reports" provides a pop-up window with the calculated emisisons detail with more information on emissions from combustion calculations.

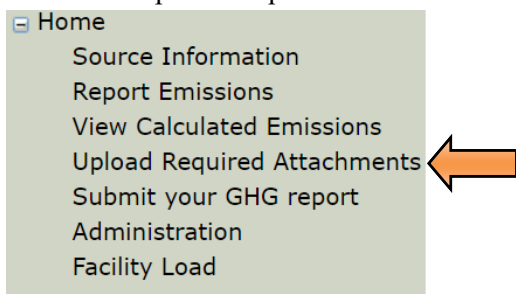==**Please review your report before proceeding to the next step.**==

Steps to Report Emissions

Step #5: Upload Supporting Documentation

If you are submitting emissions information, not automatically calculated in EZ-Filer, 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.

To do this:

1. Click the "Upload Required Attachments" link on the left side of the screen

   ⊟ Home
         Source Information
         Report Emissions
         View Calculated Emissions
         Upload Required Attachments
         Submit your GHG report
         Administration
         Facility Load

2. Click "Choose File" and navigate to and select the file containing the information for upload

   Download Supplementary Reporting Form
   In **ADDITION** to uploading all supporting documentation for process emissions calculations, emissions factor development, and any stationary combustion calculations when reporting using tier 2, 3, or 4 calculation methodologies, download the DEQ GHG Reporting Program supplemental reporting form to report additional data elements, if applicable. Failing to upload supporting documentation may result in an incomplete submission. Sources must download and complete the DEQ supplemental reporting form and submit this along with all additional supplemental documentation if any of the following apply:
   • The current year's report includes emissions from the combustion of natural gas or biomass fuel;
   • The source operates an electricity generating or cogeneration unit;
   • The source reported over 25,000 MTCO2e during this calendar year and experienced a change in emissions from the prior year of 5% or more;
   • The source reported emissions using methodologies found in subparts **H, W,** or **AA.**

   Please note that once you have submitted your GHG report you will be unable to delete uploaded files or upload new files. If you need to do either of these actions, you will need to cancel your submitted report under the "Submit your GHG report" page.

   [Choose File] No file chosen   No files uploaded
   The following file types may me uploaded:
   doc, docx, zip, xls, xlsx, pdf, csv
   [Upload]

3. Click Upload

Steps to Report Emissions

If you are required to submit the GHG supplementary reporting form do the following:

1. Download the supplementary reporting form located at the top of the "Upload Required Attachments" page (from the link "Download Supplementary Reporting Form").
2. Review the instructions page and complete the Company Information tab.
3. Follow the instructions contained within the supplementary reporting form to report all required information.
4. Save a copy of this file for your own records.
5. To upload this file, navigate to the "Upload Required Attachments" page in EZ-Filer.
6. Select "Choose File" and navigate to and select the file containing the information for upload
7. Click Upload

If you uploaded an incorrect file, you can delete it and re-upload the correct document. More than one file can be uploaded, 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, the report should be electronically submitted to DEQ by your **designated representative**. The designated representative is the person responsible for certifying, signing, and submitting a greenhouse gas emissions data report on behalf of a regulated entity. For owners or operators of Oregon Title V Operating Permits, the designated representative is the responsible official.

The designated representative does NOT need to be the same individual that compiles the report but must certify and submit using their own user account. To submit the emissions report in EZ-Filer:

1. Click the "Submit your GHG report" link on the left side of the screen.

2. 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.

3. 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.

4. 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.

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.

Steps to Report Emissions

Contact Us

For assistance with reporting please email the program at GHGReport@DEQ.state.or.us. Sector specific program contact information and phone numbers are available on our program contacts website.

Accessibility

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.