

Greenhouse Gas Reporting Protocols

Propane Importers

Instructions for reporting greenhouse gas emissions to DEQ

Overview

Certain propane importers are required to report greenhouse gas emissions to DEQ. This document describes the types of businesses that are required to report, reporting deadlines and the procedures businesses must use to calculate and report emissions.

Applicability

Oregon law (OAR Chapter 340 Division 215) requires persons that import propane into Oregon for use in this state to annually register and report greenhouse gas emissions that will result from the combustion of that fuel. The importer is the person who legally owns the propane at the time it is brought into Oregon by any means of transport.

DEQ established the following exceptions to help ensure the requirements apply to large propane importers and distributors instead of small propane distributors. A person who imports propane is not required to report greenhouse gas emissions to DEQ if:

- All imports are brought into Oregon by delivery trucks with a maximum capacity of 3,500 gallons of propane or less, or
- All imports consist of propane in canisters of 20 gallons or less.

Reporting Deadlines

Annual reports are due to DEQ from each propane importer by March 31 following each import year (January 1 through December 31). The annual reporting requirements began with the 2010 import year.

Reporting Protocols

EZ-Fuels online reporting tool

Starting with the 2017 import year, propane importers must report using DEQ's online reporting tool, EZ-Fuels. EZ-Fuels is DEQ's greenhouse gas reporting tool for gasoline, diesel, propane, and aircraft fuel distributors. It is designed to automate the calculation process making reporting easier and more reliable. Additionally, it retains fuel distributor information so that a reporter does not have to re-enter information each year. EZ-Fuels contains emission factors from the federal greenhouse gas reporting rules for suppliers of petroleum products ([40 CFR Part 98 Subpart MM](#)).

Propane importers must contact DEQ to gain access to EZ-Fuels, if they do not already have access to the tool for other fuel distribution reporting. Once a propane importer has an assigned fuel supplier ID, they can register and begin reporting here:

<http://www.deq.state.or.us/EZFuels/Default.aspx>

Reporting requirements

- Report propane imported into Oregon during the year (January 1 through December 31) intended for use in Oregon.
- Do not report quantities of propane that pass through Oregon. This includes propane that is imported into Oregon and known to be subsequently exported for distribution and use outside of Oregon.



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DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.

- To prevent double-counting of greenhouse gas emissions do not report quantities of propane that your company purchased within Oregon's borders; that propane is reported by the person owning the fuel at the time it is imported into Oregon.
- If your company has an existing EZ-Fuels account to report gasoline, diesel, and aircraft fuel the same account should be used to access and report propane. Access is granted through the use of your company specific fuel supplier ID provided by DEQ.
- All propane imports should be reported under the "Fuel Importer" Distributor Category in EZ-Fuels.
- Reporters may enter total net volumes of propane imported into Oregon and do not need to create separate line items for individual transactions.
- Report fuel quantities in barrels, where one barrel equals 42 gallons.

Persons required to report should review the greenhouse gas reporting rules in OAR Chapter **340 Division 215** to identify additional elements of the reporting program such as recordkeeping requirements.

Relationship to Clean Fuels Program

Oregon's mandatory greenhouse gas reporting requirements for gasoline, diesel, propane, and aircraft fuel distributors is a separate reporting requirement from the Oregon Clean Fuels Program. For details on complying with the Oregon Clean Fuels Program please visit the [Oregon Clean Fuels homepage](#).

For more information, please contact:

Contact Stephanie Summers at (503) 229-6918 or Elizabeth Elbel at (503) 229-6476 or email GHGReport@deq.state.or.us

Visit DEQ's website at <http://www.oregon.gov/deq/aq/programs/Pages/GHG-Reporting.aspx> for the latest information regarding greenhouse gas reporting from propane importers, such as updates to the reporting protocols and reporting form

Accessibility

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.