

Greenhouse Gas Reporting Protocols

Consumer-Owned Utilities

Instructions for reporting greenhouse gas emissions

Overview

Consumer-owned utilities must either report their greenhouse gas emissions resulting from electricity served to end-users in Oregon directly to DEQ or designate a third party to report on behalf of them, as prescribed by OAR 340-215-0120. This document provides additional guidance on reporting requirements for consumer-owned utilities, including which entities are required to report, reporting deadlines, and reporting methodology. Entities required to report should review the greenhouse gas reporting rules to identify additional elements of the reporting program.

Applicability

All consumer-owned utilities that import, sell, allocate or distribute electricity to end users in Oregon are subject to Oregon's greenhouse gas reporting rules (OAR Chapter 340 Division 215). However, as described below, the third party reporting provision allows entities like Bonneville Power Administration and PNGC Power to report for a majority of Oregon's consumer-owned utilities. Those consumer-owned utilities that serve load to retail customers in a service territory that is partially located in Oregon and at least one other state should report using multijurisdictional utility protocols.

Reporting deadlines

Annually, electricity suppliers must report emissions from the previous calendar year (Jan. 1 to Dec. 31) by June 1 of the following year.

DEADLINE POSTPONED: To accommodate the transition to our new online reporting system, Your DEQ Online, the reporting deadline for reporting 2020 emissions has been postponed to **Friday, July 16, 2021**.

Reporting protocols

Oregon rules require that a consumer-owned utility that distributes electricity to end users in Oregon, or third party reporting on behalf of a consumer-owned utility, annually submit an emissions data report. Reports must include greenhouse gas emissions for both electricity generated at facilities owned or operated by the utility and electricity purchased from sellers, including BPA purchases and unspecified purchases. Utilities, or third party entities, must report using DEQ's tools and processes described below.

For both unspecified and specified sources of power, report the megawatt-hours (MWh) of electricity generated or purchased served to end users in Oregon for the previous emissions year (Jan. 1 to Dec. 31). If applicable, proportionally adjust all resources on an annual basis to account for the sale of power to the wholesale market.

Emissions from specified sources: "Specified source of electricity" means a facility or unit which is allowed to be claimed as the source of electricity delivered.



State of Oregon
Department of
Environmental
Quality

**Greenhouse Gas
Reporting Program**
700 NE Multnomah St.,
Ste. 600, Portland,
OR 97232

Phone: 800-452-4011
Fax: 503-229-5850

Please visit the
[Greenhouse Gas
Reporting Program
Contacts](#) page for
current staff contacts.

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restoring, maintaining
and enhancing the
quality of Oregon's air,
land and water.

- **Generated power:** Report power as generated from a specified source when the electricity supplier is (1) a full or partial owner or operator of the generating facility or unit, (2) party to a power contract for a fixed percentage of generation from the facility or unit, or (3) party to a tolling agreement and rents a facility or unit from the owner, or is an exclusive power deliverer that is not a retail provider and that has prevailing rights to claim electricity from the specified source.

- **Purchased specified power:** Report power as purchased from a specified source when the electricity supplier can provide documentation that a power contract designated purchases from a specific generating power facility, unit, or DEQ-approved asset-controlling supplier (ACS) at the time the transaction was executed. A power source cannot be retroactively designated after a transaction occurs.

Reporting requirements for specified power:

- If power is purchased or generated from specified sources, report the MWh of electricity disaggregated by facility or unit, and by fuel type or ACS, as measured at the busbar. Utilities must use a 2 percent transmission loss correction factor when reporting electricity not measured at the busbar of the generating facility.
- Annually, DEQ will assign facility-specific or unit-specific emission factors for all registered specified sources by dividing the emissions (MTCO₂e) by the net generation (MWh) from a specified facility or unit for the most recent year data is available. See “Specified Source Registration” for specified facility or unit registration details.
- Emissions from specified sources are calculated by multiplying the MWh served to end users in Oregon by the DEQ assigned facility or unit specific emission factor, and by transmission loss factor, where applicable.

Emissions from unspecified purchases: “Unspecified source of electricity” means a source of electricity that is not a specified source at the time of entry into the transaction to procure the electricity.

Reporting requirements for unspecified power:

- Utilities must report the MWhs provided to end users in Oregon from any unspecified power source.
- Electricity imported, sold, allocated, or distributed to end users in this state through an energy imbalance market or other centralized market administered by a market operator is considered to be an unspecified source. Separately identify the MWh for power purchased from these markets from other unspecified sources.
- The default emission factor for calculating emissions from unspecified power is 0.428 MTCO₂e/MWh.
- Emissions from unspecified sources are calculated by multiplying the MWh served to end users in Oregon by default emission factor for unspecified power, and by transmission loss factor, where applicable.

Third-party reporting

Oregon rules allow for a third party to report on behalf of a consumer-owned utility, and the report may include information for more than one utility, provided that the third party’s report includes all the information required by DEQ for each individual utility.

- BPA is expected to report as a third party for utilities with service areas entirely within Oregon that receive all their electricity from BPA.
- PNGC is expected to report as a third party for all utilities that are a member of PNGC and that provide electricity to Oregonians.
- BPA and PNGC are the only entities DEQ has identified that might report as a third party. DEQ requests that any other third parties that want to report for a consumer-owned utility contact the program.
- If BPA or PNGC do not report to DEQ on behalf of the consumer-owned utility, those consumer-owned utilities must individually report the required information to DEQ. Each consumer-owned utility must ensure that a report submitted on its behalf meet all requirements of this division.
- The consumer-owned utility must notify DEQ at least 30 days prior to the reporting deadline that a third-party will be reporting on its behalf. This notification must include

the name and contact information for the third-party, and may include notice that the third-party will report on behalf of the consumer-owned utility for future years.

Online reporting

Electricity suppliers will report and certify emissions data using the Your DEQ Online reporting tool. Register for [Your DEQ Online](#) at least 30 days in advance of the reporting deadline. Instructions for registration are provided in the Your DEQ Online User Guide, available on our [Greenhouse Gas Reporting Resources and Forms](#) webpage, under the Electricity Supplier section.

In the event that you cannot submit your report through Your DEQ Online, notify DEQ thirty days in advance of the reporting deadline to request a paper submittal form.

Specified source registration

Specified source electricity generating facilities from which power was purchased or generated need to be registered in advance of the reporting deadline. Where available, details about each specified facility, unit, or asset-controlling supplier are required, including the facility's address, primary fuel type(s), and federal reporting IDs (where applicable). For each facility reported, DEQ will calculate anthropogenic and biogenic facility-specific (or unit-specific) emission factors using the equation provided in OAR 340-215-0120(6)(a). A request to register a unit (as opposed to a facility) must be justified in writing at the time facility and unit information is collected. A unit must be owned by a utility or written in a contract as a specified source of power for consideration of registration. DEQ will contact reporting entities directly to request this information ahead of the reporting deadline.

Supporting documentation

All electricity generating facilities to be reported for the emissions year should be registered in advance of the reporting deadline in the process outlined under "Specified Source Registration." In the event of an unforeseen or extenuating circumstance, if a facility was not registered in advance, specified source facility information should be supplied as an attachment during emissions reporting. The specified source registration form can be found on our [Greenhouse Gas Reporting Resources and Forms](#) webpage, under the Electricity Supplier section.

For reporting emissions from specified sources for which DEQ has not published an approved emission factor, electricity suppliers may propose facility-specific or unit-specific anthropogenic and biogenic emission factors expressed as metric tons of carbon dioxide equivalent (MT CO₂e) per megawatt-hour of generation. Such a proposal to DEQ must include documentation describing how the proposed facility-specific or unit-specific emission factors are derived, including the necessary information for verification of these calculations. DEQ may adopt the proposed emission factors or may develop and assign facility-specific or unit-specific emission factors for the specified source. The regulated entity may use such an emission factor only if approved by DEQ. Upload this documentation as an attachment in the Your DEQ Online emissions report.

Revision requirements

If a reporting utility identifies an error in a submission, or is notified of such an error, the utility must submit a revision to correct the error within 45 days of discovery. Upon discovery of an error in a submitted report, reporting utilities should email GHGReport@deq.state.or.us to notify DEQ of the error. Revisions will be made by the reporting utility in Your DEQ Online. Staff will provide instructions for making revisions in the system upon notification.

Recordkeeping requirements

All electricity suppliers must retain DEQ greenhouse gas emission reporting records and any applicable materials as required by EPA's 40 C.F.R part 98 for at least five years. Records



retained must be sufficient to document and allow for verification of emissions data reported to DEQ and any later revisions. Note that electricity suppliers that are subject to the requirements of [OAR 340-272-0120](#) (third party verification) will be required to retain records for at least seven years, beginning with data for the 2021 reporting year.

BPA is exempted from third party verification and need only retain records for at least five years. All third party reporting on behalf of consumer-owned entities other than BPA are subject to [OAR 340-272-0120](#) on an individual consumer-owned utility basis.

Third-party verification

Third-party verification requirements apply to the reporting of 2021 emissions in 2022. In general, third party verification applies to electricity suppliers who report emissions greater than or equal to 25,000 metric tons of CO₂e, excluding CO₂ from biomass-derived fuels.

Emissions reported by BPA as a third-party reporter are exempt from third party verification requirements. A third party reporting on behalf of a consumer-owned utility other than BPA is subject to [OAR 340-272-0120](#) on an individual consumer-owned utility basis. That is, per each individual utility for which emissions were greater than or equal to 25,000 metric tons of CO₂e, excluding CO₂ from biomass-derived fuels and excluding emissions associated with preference power purchased from BPA, records need to be retained for seven years. For those that do not meet the emissions threshold, records should be retained for at least five years.

Circumstances under which a source can stop reporting

Electricity Suppliers that cease to supply electricity in Oregon are no longer required to report to DEQ if they complete all of the following: (1) submit an emissions report for the year in which they ceased to supply electricity in Oregon, (2) retain the records required under [OAR 340-215-0042](#) for a period of five years following the last year that they were subject to reporting, and (3) notify DEQ in writing of their reason(s) for ceasing to report no later than the reporting deadline for the applicable year.

If an electricity supplier undergoes a change of ownership or operational control, the following must be completed to comply with DEQ rule: (1) the new owner or operator must notify DEQ in writing of the ownership or operational control change with information as specified in OAR 340-215-0034(3)(a), (2) the person that owns or operates the regulated entity at the time of a reporting deadline has the responsibility for complying with reporting requirements, and (3) if an ownership change takes place during the year, reported data must not be subdivided for the year. A single annual emissions data report must be submitted by the current owner or operator.

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.

