

Greenhouse Gas Reporting Protocols

Petroleum and Natural Gas Systems

Instructions for reporting greenhouse gas emissions

Overview

Owners of petroleum and natural gas systems must report the greenhouse gas emissions resulting from the operation of this infrastructure within Oregon, as prescribed by [OAR 340-215-0125](#). This document provides additional guidance on reporting requirements for this sector, including what entities are required to submit reports, reporting deadlines and reporting methodology. Entities required to report should review the greenhouse gas reporting rules to ensure they comply with all reporting program requirements.

Applicability

Any entity that owns or operates a facility physically located in Oregon that contains petroleum and natural gas systems industry segments listed in [40 C.F.R. 98.230 \(a\)\(1\) through \(10\)](#), where emissions from any individual segment meet or exceed 2,500 metric tons CO₂e per year, must register with the Greenhouse Gas Reporting Program and report emissions from these segments.

Reporting deadlines

The reporting deadline is **March 31** for reporting emissions from the previous calendar year (January 1 to December 31).

Reporting protocols

Owners of petroleum and natural gas systems in Oregon must report emissions using methodologies and data reporting requirements outlined in 40 C.F.R. part 98 subpart W for each segment where emissions meet or exceed 2,500 metric tons of CO₂e per year. Should an entity own or operate any facilities with a Title V Operating Permit or Air Contaminant Discharge Permit that have applicable emissions calculated using 40 C.F.R part 98 subpart W, these emissions totals should also be independently reported for each permitted facility in compliance with reporting for under [OAR-215-0105](#).

Emissions must be reported within a single emissions data report as described in OAR-215-0044(1)(g) using the [DEQ Petroleum and Natural Gas Systems Certification Form](#). All data elements must be submitted using the [DEQ Petroleum and Natural Gas Systems Reporting Form](#) or by submitting a completed copy of the most recent version of the EPA's Subpart W Reporting Form for each industry segment and facility required to report under this rule. DEQ *may* also accept alternate reporting forms that individual companies have developed, providing that the forms meet all reporting requirements detailed in 40 C.F.R part 98 subpart W and provide sufficient detail and clarity to allow for verification of the submitted data.

For additional resources, see the [Greenhouse Gas Reporting Resources and Forms](#) website.

Report submission

All petroleum and natural gas systems emissions reports and certification forms must be submitted to DEQ via email (GHGReport@deq.state.or.us) prior to the March 31 reporting deadline.

The original signed copy of the certification form must also be mailed to DEQ Headquarters at the address below.

Attn: GHG Reporting, Oregon DEQ
700 NE Multnomah St Ste 600,
Portland, OR 97232



State of Oregon
Department of
Environmental
Quality

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

Phone: 503-847-6322

800-452-4011

Fax: 503-229-6124

Contact: Matt Steele

Email:

GHGReport@deq.state.or.us

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Additional requirements

All entities that are required to report under this rule must register with the Greenhouse Gas Reporting Program in advance of the March 31 reporting deadline. This registration requirement can be met by submitting a complete and accurate [DEQ Petroleum and Natural Gas Systems Certification Form](#) for the current reporting year via e-mail to GHGReport@deq.state.or.us

Supporting documentation

All reports must contain sufficient detail to meet the minimum reporting requirements outlined in 40 C.F.R part 98 subpart W for each applicable industry segment and facility. Submission of a completed DEQ Petroleum and Natural Gas Systems Reporting Form or EPA Subpart W Reporting Forms for each applicable industry segment and facility will satisfy this requirement. Should an entity choose to report using an alternate reporting format, DEQ will evaluate this reporting and request additional supporting documentation, as needed.

Recordkeeping requirements

Entities reporting under this rule must retain DEQ greenhouse gas emission reporting records and any applicable materials as required by EPA's 40 C.F.R part 98 for a period of 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 entities that are subject to 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.

Circumstances under which a source can stop reporting

Entities that cease to own or operate petroleum and natural gas systems 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 operations 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 March 31 reporting deadline for the applicable year.

If a regulated entity undergoes a change of ownership or operational control that results in a cessation of their status under this rule, 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 (March 31) 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.

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.

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