

# Upload XML and Excel files to eGGR

Go to this webpage:

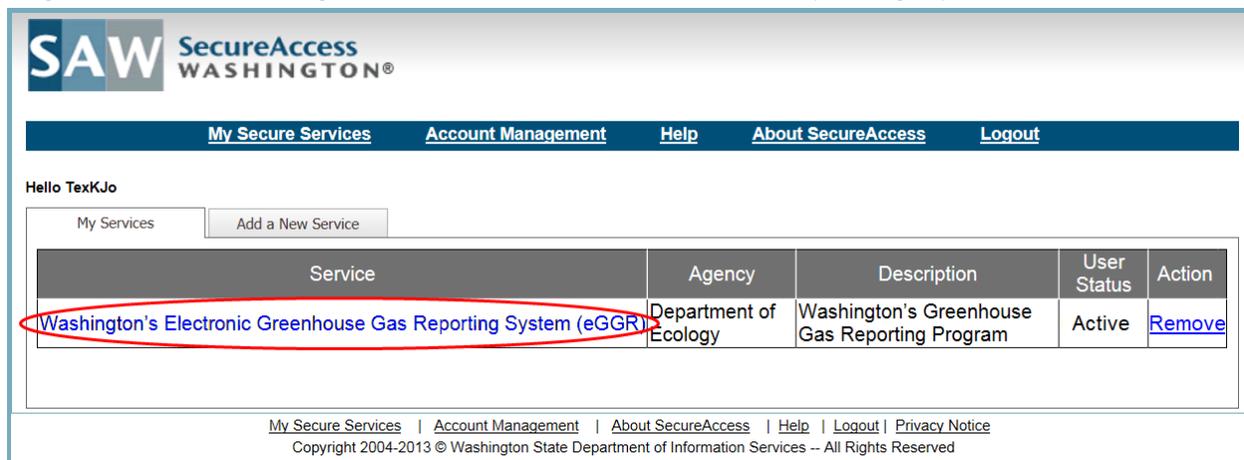
<https://secureaccess.wa.gov/>

Enter your User ID (not case sensitive) and password, click login button



Under the My Services tab

single click the Washington's Electronic Greenhouse Gas Reporting System (eGGR) link



Service	Agency	Description	User Status	Action
Washington's Electronic Greenhouse Gas Reporting System (eGGR)	Department of Ecology	Washington's Greenhouse Gas Reporting Program	Active	<a href="#">Remove</a>

Trouble logging on?

Do NOT click the [Remove](#) link on the far right... Call Tex 360.407.6836

Facility and User Information

Enter basic facility information: Facility Name and Address. Zip Code - 5 or 9 digits (with either dash or space between 5<sup>th</sup> and 6<sup>th</sup> digits)

Enter basic user information: Your Name, Employer, and Email.

Additionally, you will need to know your EPA GHGRP ID.

EPA GHGRP ID is generated by registering for EPA e-GGRT. It is displayed, when logged into the EPA e-GGRT on the *Home, Facility Management, and Data Reporting* tabs.

GHGRP ID example

Reporting Year

At the start of Washington Greenhouse Gas Reporting only 2012 reports are being accepted. In future years, the Reporting Year pulldown arrow will allow years from 2012 through the current reporting year. In the future, you will be able to upload reports for previous years to replace existing reports. If a change to EPA data is made, the altered report must also be submitted to Ecology.

## Upload Reports

Identifying information is displayed on the right.

Facility Identification Example

If this information is incorrect:

click RETURN and reenter the previous page.

If this information is correct:

### UPLOAD XML FILE

Select XML radio button

Browse for the XML file (which you saved from EPA e-GGRT to your local drive)

Select the file, click Open.

Double check to make sure your file extension matches the radio button

Single click  button

**WARNING - DO NOT** click Return (you'll have to start over)

When the upload is complete a message will appear in GREEN under the  button. In that message is a number you **MUST** record on your **Signature and Submittal Form** each time you upload an XML file. Record the number somewhere.

Step 3. Submit



XML upload was successful, to upload additional files, browse, select and upload again. Your XML Report Submittal ID # is: **GHG24** please retain this number for your records.

XML Report Submittal ID Message Example

Once this page is closed, refreshed, re-browsed, that ID will disappear. *Hot it down!*

XML upload requires a Signature and Submittal Form. The GHGRP ID and Submittal ID must be included on that form.

If this Submittal ID is lost, the XML file will have to be re-submitted to generate a new ID.

If more than one XML upload is processed, only the LAST XML Report Submittal ID should be added to this form.

The EPA GHGRP ID ties your facility to the upload. And the XML Report Submittal ID ties your signed form to the XML upload.

Washington Greenhouse Gas Reporting Program: Facility Report Signature and Submittal Form			FRSS												
 DEPARTMENT OF <b>ECOLOGY</b> State of Washington	Washington State Department of Ecology Greenhouse Gas Reporting Program Air Quality Program P.O. Box 47600 Olympia, WA 98504-7600	<table border="1"> <tr> <th colspan="2">For Ecology Use Only</th> <th colspan="2">Date Received:</th> </tr> <tr> <td>Form</td> <td>Reviewed</td> <td>Entered</td> <td>Verified</td> </tr> <tr> <td>Site ID</td> <td></td> <td></td> <td></td> </tr> </table>		For Ecology Use Only		Date Received:		Form	Reviewed	Entered	Verified	Site ID			
	For Ecology Use Only		Date Received:												
Form	Reviewed	Entered	Verified												
Site ID															
<a href="mailto:ghgreporting@ecy.wa.gov">ghgreporting@ecy.wa.gov</a> (360)-407-6811 Web site: <a href="http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html">http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html</a> See the second page of this form for instructions.															
<b>1. Report Information – Enter the information below</b>															
EPA GHGRP Id		<b>EPA GHGRP Id</b>													
XML Report Submittal ID		<b>XML Report Submittal ID</b>													
Reporting Year															
<b>2. Facility Information – Enter the information below</b>															
Name															
Physical Address															
City/State/Zip															
<b>3. Signer Information – Enter the information below</b>															
Name															
Organization															
Mailing Address															
City/State/Zip															
Phone Number (Ext)															
Email Address															
<b>4. Petition to Use Updated EPA Calculation Methods</b>															
I petition Ecology under WAC 173-441-140 to use the updated EPA calculation methods from all relevant Subparts C-UU of 40 C.F.R. Part 98 as adopted by May 1, 2013 to generate and submit my 2012 GHG report. I understand that updated calculation methods are necessary in order to comply with RCW 70.94.151(5)(c) and to use EPA's Electronic Greenhouse Gas Reporting Tool. I also understand that nothing in this petition alters the deadlines, applicability, or other general requirements established under WAC 173-441 and RCW 70.94.151.															
<b>5. Certification Statement</b>															
I am authorized to make this submission on behalf of the owners and operators of the facility listed above, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document, electronic submissions, and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.															
<b>6. Signature (sign and date on the lines below)</b>		<b>This form cannot be processed without a wet ink signature</b>													
Signature _____		Date _____													
For special accommodations or documents in alternate format, call 360-407-6800, 711 (relay service), or 877-833-6341 (TTY).															

## UPLOAD *Excel* FILE

Any number of Excel files, downloaded from EPA e-GGRT, can be uploaded to Ecology's eGGR.

REQUIREMENT: You must upload all applicable EPA spreadsheets, including both the reporting forms and optional calculation spreadsheets. Any spreadsheet indicated as mandatory or optional by EPA's e-GGRT tool *is mandatory for Washington reporting*. Most subparts included in your upload will have one or more calculation spreadsheets.

***The "optional" EPA calculation spreadsheets are mandatory for Ecology.***

Select *Excel* radio button

Browse for the *Excel* file (which you saved from EPA e-GGRT to your local drive)

Select the file, click Open.

Double check to make sure your file extension matches the radio button

Step 1. Select task:  Upload XML Data |  Upload EPA Excel File (xls, or xlsx)

Step 2. Browse for the EXCEL file on your computer.

C:\Users\ksul461\Desktop\GHG2012\_xlsx

A green arrow points from the file name 'GHG2012\_xlsx' in the file path to the 'Upload EPA Excel File' radio button.

Single click  button

***WARNING - DO NOT click Return (you'll have to start over)***

When the upload is complete a GREEN message will appear under  button.

Step 3. Submit

File inserted to database successfully. To upload additional files, browse, select and upload again.

No further action is needed for this upload. You can browse for, and upload additional files from here. Or return to the previous page to enter a different facility for file uploads. Or close the browser to end this session. There is no log out.

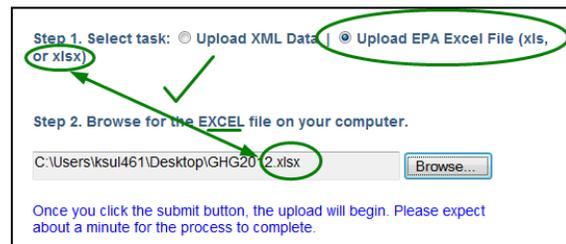
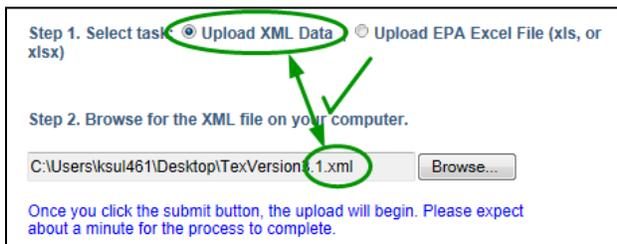
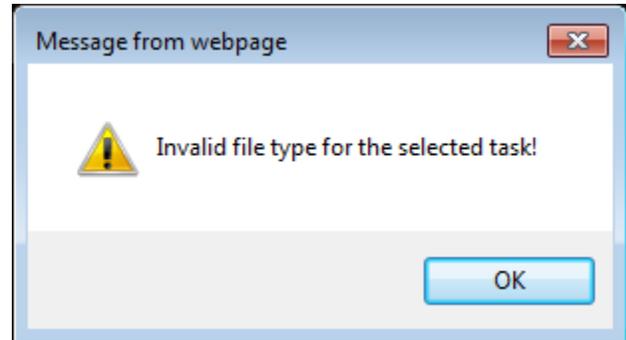
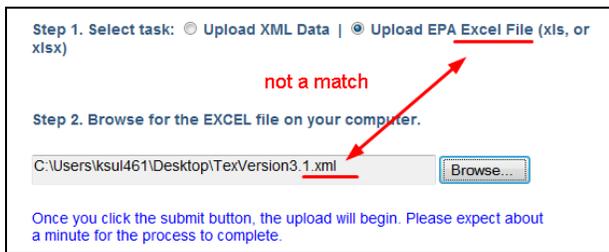
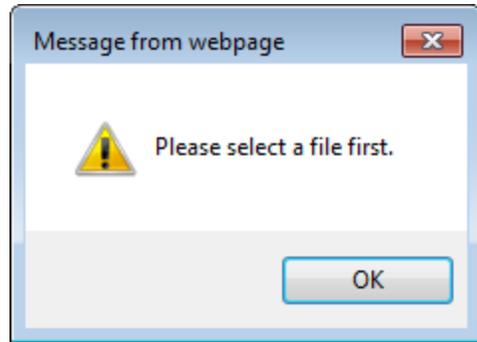
## UPLOAD TROUBLESHOOTING

### No File selected

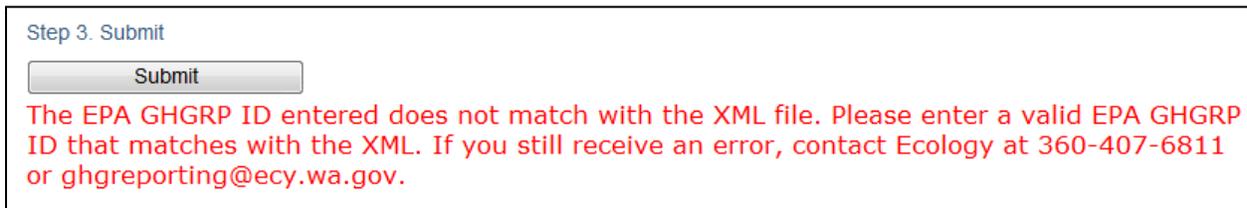
Re-browse for and select the file corresponding to the radio button selected.

### Wrong file type chosen

Select the correct radio button for the file type selected. Or browse for, and select the file type matching the radio button.



### Incorrect GHGRP ID



The GHGRP ID must match the data within the XML file. The ID may have been entered incorrectly on the previous information page, or the data may have been altered in the XML file.

If it was entered incorrectly on the Information page click  and reenter the Facility and User information.

## System Time-Out

The system automatically returns to the previous Facility and User Information entry page. Start over.

## Upload Fail

A variety of messages may appear.

The page encountered an error, please contact the System Coordinator for assistance -> 360-407-6811 Email: ghgreporting@ecy.wa.gov

Attempt to correct the error in this order:

If the file is still in the browse box, single click  button.

Re-  for the file and single click  button.

Click  and reenter the Facility and User information and upload again.

## XML Schema Doesn't Match

Reasons:

The file uploaded is an older (different) format than the

Step 3. Submit

Submit

There was an error. Please attempt to browse for your file and upload again. If you still receive an error, contact Ecology at 360-407-6811 or ghgreporting@ecy.wa.gov.

current EPA schema. Download a new file for the same report and re-upload.

The raw file was altered. Upload a fresh XML without making any changes in the file.

File from year prior to 2012 was downloaded. Only 2012 or later data is accepted.

END