

A scenic landscape featuring a calm lake in the foreground, with dark, jagged rocks scattered along the shoreline. In the background, misty mountains rise under a blue, overcast sky. The image is partially obscured by a dark green vertical bar on the right and a dark grey rectangular box containing text.

January 2024

Your DEQ Online

User Guide for Greenhouse Gas Reporting by Electricity Suppliers



State of Oregon Department of Environmental Quality

Greenhouse Gas Reporting Program

Your DEQ Online Reporting User Guide

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1. Introduction

The DEQ Greenhouse Gas Reporting Program ([OAR 340-215](#)) is designed to collect detailed greenhouse gas emissions data to perform emissions analysis and inform policy decisions across the state. Data collected by this program is [available to the public online](#) and utilized to compile the [statewide greenhouse gas inventory](#). Emissions data is currently collected from a wide variety of emissions sources, including facilities within Oregon that hold air contamination discharge permits from DEQ, natural gas suppliers, fuel importers, and electricity suppliers.

I. System Overview

The [Your DEQ Online](#) system is an Environmental Data Management System designed to combine current DEQ processes across our air, land, and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system will allow for greater public access to environmental data without the need to request this information from DEQ staff. The Greenhouse Gas Reporting Program has moved most of our required reporting to the Your DEQ Online system. This began with reporting for the natural gas and electricity supplier sectors in 2021. Reporting from permitted sources and natural gas systems reporting is being implemented with the reporting of 2023 data which is due in 2024

II. Basic System Information for Registration

Your DEQ Online Account Registration tools can be found [here](#). This page contains information and excellent user guides prepared by the Your DEQ Online team to address how to get set up in the system for reporting to DEQ.

The Greenhouse Gas Reporting Program Sectors (Electricity, Stationary Sources, Natural Gas Suppliers and Systems) and Third Party Verification may have specific roles that should be chosen and those will be noted in the individual guides for those programs. For the most part, if you are signing up to manage reporting for a regulated entity, you will need to sign up for the RO role.

Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online help page](#).

III. Navigating the System

The system is designed to work with Safari or Google Chrome browsers, and we recommended using one of these when navigating the system to avoid unexpected errors.

Icons

You will see the following common icons as you navigate the system and submit your greenhouse gas reports.



Loading: This icon will appear while the system processes an action.



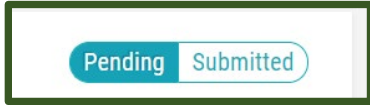
Save: This icon allows the user to save changes made on a page.



Edit: Clicking this icon will allow the user to edit the selected submission.



View: Clicking this icon allows the user to view a selected submission.



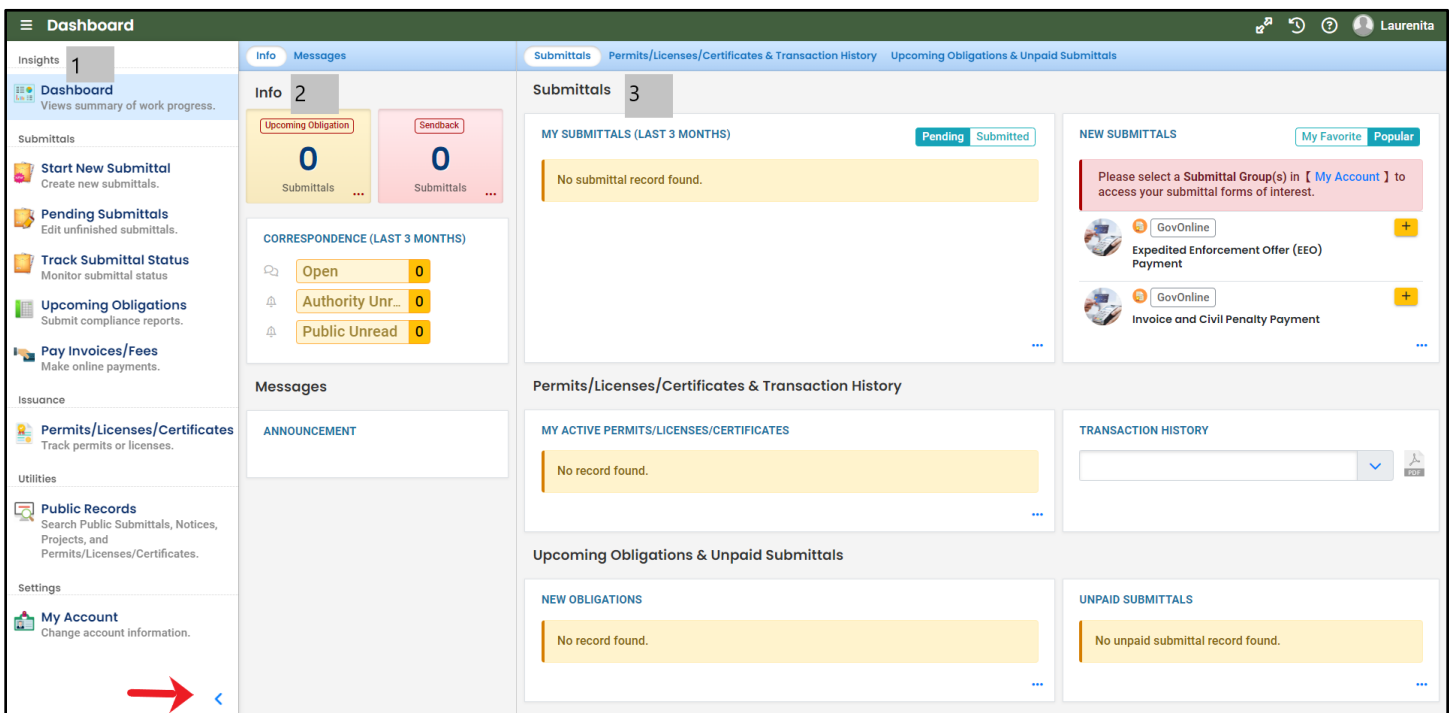
Submittal Selection: This button allows the user to toggle between pending and submitted obligations on their dashboard.



Requirement: This icon will appear when a particular field in a submittal is required.

Dashboard

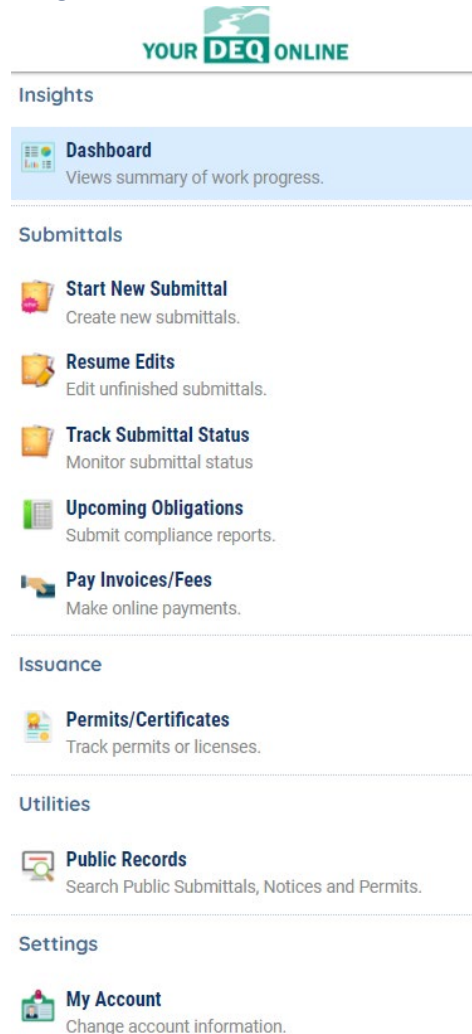
The dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.



There are three Panels on the dashboard including Insights (1), Information (2), and Submittals (3). The Insights section is a navigation pane which gives access to various features in the system. The navigation pane can be expanded or hidden by clicking on the < button at the bottom left side of the screen indicated with the red arrow.

The navigation or insights pane has nine quick links to areas of the system. These will assist in quickly accessing those sections of the system most likely to be used by users. This includes the dashboard, start new submittals, pending submittals, track submittal status, upcoming obligations, pay invoices/fees, permits/licenses/certifications, public records, and my account.

Insights Panel



Dashboard: This is your landing pad when you enter the system. It shows a summary of all current and pending activity for your account.

Start New Submittal: Your DEQ Online is used by a variety of programs at DEQ. This feature is not for use by the Greenhouse Gas Reporting Program.

Resume Edits: Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and [track your submittal status](#).

Upcoming Obligations: Displays any upcoming obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ. Note that there are no fees associated with the Greenhouse Gas Reporting Program.

Permits/Certificates: Allows you to search for and view all DEQ issued permits.

Public Records: Allows you to search for and view all published submittal records.

My Account: Allows you to change your contact information, account type, facility linkage, and other account options.

Info

The screenshot shows the 'Info' panel with the following details:

- Upcoming Obligation:** 18 Submittals
- Sendback:** 3 Submittals
- CORRESPONDENCE (LAST 3 MONTHS):**
 - Open: 1
 - Authority Unre...: 1
 - Public Unread: 0
- Messages:** ANNOUNCEMENT

The information panel provides the user access to two submittal types: recent correspondence between the agency and reporters and Messages from the agency.

The “Upcoming obligations” button allows user access to reports that have upcoming due dates and any reports that are past due. It is important to monitor the contents of this tab to ensure all reporting obligations are completed on a timely basis.

The “Send back” button allows user access to reports that have been sent back to the reporter for revisions or amendments.

The “Correspondence” function is not always used. Greenhouse gas reporting staff will often communicate with entities via email to and from ghgreport@deq.oregon.gov.

The messages pane seen below the correspondence pane will display system or agency messages to system users.

Submittals

The submittals panel provides the user information on pending and submitted submittals including type of reporting obligation, reporting period, reporting due date, and new submittals that may be used by GHG emissions reporters that are subject to third party verification of their annual GHG Reporting Program emissions reports. You can also use the eye icon to jump to the submittal to review what was submitted. If the submittal was pending, this would be shown on the Pending board and the pencil icon would show instead of the eye. You can click on the pencil icon to jump to the pending submittal and continue adding information.


The screenshot shows the 'Submittals' panel with the following details:

- MY SUBMITTALS (LAST 3 MONTHS):**
 - Steph's Test Shop: Reporting Obligation, Reporting Period: 1/1/2022 ~ 12/31/2022, Reporting Due Date: 12/31/2023
- NEW SUBMITTALS:** Quick Links for New Submittals

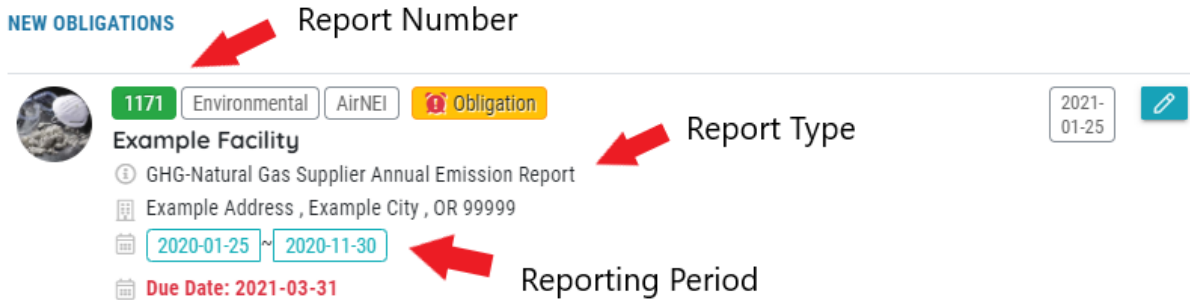
2. Greenhouse Gas Reporting

I. Reporting Obligations

The reporting obligations associated with your facility are determined based on the facility data currently in the Your DEQ Online system, so it is vital that this information is updated if a change to your organization requires you to begin reporting under a new report type.

Once DEQ has opened reporting under these categories for the current reporting year, the obligation will appear under the **Upcoming Obligations & Unpaid Submittals** section on your dashboard. To begin a submittal, click the edit button  from the dashboard or navigate to the **Upcoming Obligations** page via the navigation page on the left side of the screen and start the submittal from there. You can save your submittal at any point and return to finish it later. To restart an unfinished submittal, click the edit button on the submittal under the “Pending” **My Submittals** section on your dashboard or navigate to the **Resume Edits** page via the navigation pane.

Upcoming Obligations & Unpaid Submittals

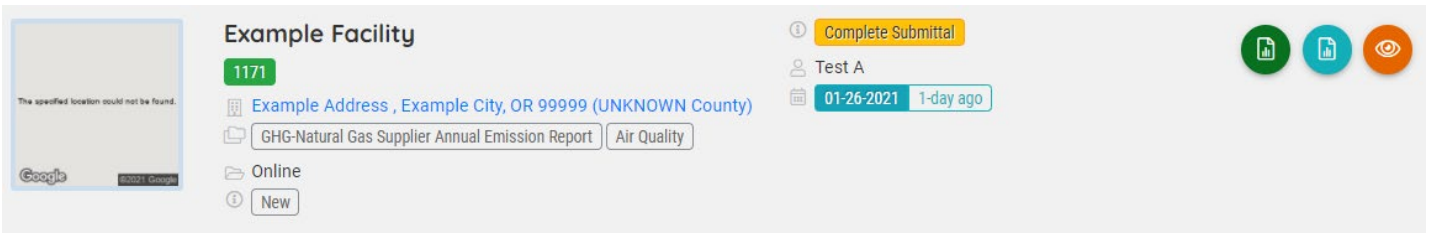


The screenshot shows a dashboard section titled "NEW OBLIGATIONS". A red arrow points to the "Report Number" "1171". Another red arrow points to the "Report Type" "Environmental". A third red arrow points to the "Reporting Period" "2020-01-25" to "2020-11-30". Other details include "Example Facility", "GHG-Natural Gas Supplier Annual Emission Report", "Example Address, Example City, OR 99999", and "Due Date: 2021-03-31". There is also a "2021-01-25" date and an edit icon.

For additional guidance on completing an electricity or natural gas supplier annual report, see Sections 5 and 6, respectively.

II. Tracking Submittal Status

Details on greenhouse gas emissions reports you have submitted to DEQ can be viewed on the **Track Submittal Status** page, accessed via the navigation pane on the left side of the screen.



The screenshot shows a submission card for "Example Facility" with report number "1171". It includes the address "Example Address, Example City, OR 99999 (UNKNOWN County)", report type "GHG-Natural Gas Supplier Annual Emission Report", and category "Air Quality". The submission is "Online" and "New". A "Complete Submittal" button is visible. On the right, there are three navigation buttons: a green button for "Review the report form", a blue button for "View the submission receipt", and an orange button for "View the submittal detail".

From this page you can use the navigation buttons on the right side of each submission to Review the report form (Green Button), View the submission receipt (Blue button), and View the submittal detail (Orange button).



Review the Report Form

This option will allow you to view each tab of the submitted report. Note that you will be unable to make any changes to a submitted report.

View the Submission Receipt

This option allow you to access the submittal receipt for this report.

View the Submittal Detail

This option takes you to the submittal tracking page, which has four navigation tabs.



(1) Submittal Summary

The submittal summary tab displays the current status of your submission on the right side of the page under **Review Flow**.

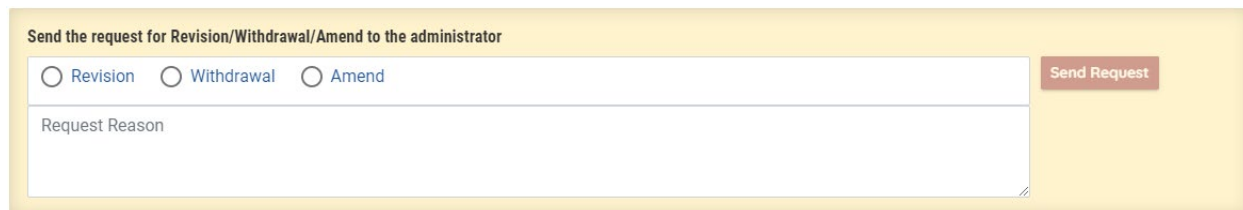
Immediately after successful submission, this will show that your report is in the “Data Review” step. This indicates that the Greenhouse Gas Reporting Staff are in the process of reviewing your submittal.



As your submission moves through data review stages, this will be reflected in the review flow section of the submittal, until the report is accepted. You may only see some of the displayed steps, depending on the review process. Steps where action was required from the reporter during the process, such as revisions to the submissions will show an alarm bell icon in the top right corner of the step. The final step will show a document icon in the top right corner, indicating that this report has been issued an acceptance letter. You will receive an email from Your DEQ Online when the report has been accepted, which will serve as your acceptance letter.



From this tab, you may also submit a request to revise your report. You must provide a reason for the request to be evaluated by Greenhouse Gas Reporting Staff.



Send the request for Revision/Withdrawal/Amend to the administrator

Revision Withdrawal Amend

Request Reason

Send Request

(2) Issuance

This tab will display any documents that have been issued associated with this submittal.

(3) Email History

This tab will display all system emails sent to the RO regarding this submission.

(4) Correspondence

Greenhouse gas reporting staff will communicate with entities via email and this correspondence function will not be used. Other DEQ programs may use this function to communicate with users within the system.

III. Making corrections to submitted reports

If Greenhouse Gas Reporting Staff identify any issues with your submitted reports, you will receive an email outside of the Your DEQ Online system detailing any questions or requests for revisions to your report. If revisions are required, Greenhouse Gas Reporting Staff will direct you to request revisions by navigating to the **Track Submittal Status** module, as detailed in section 3.II. Locate the correct submittal and click the “View Submittal Detail” button (orange eye icon) to open the submittal. On the **Submittal Summary Tab**, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator”. In this box, select the “Revision” and type the reason for the revision in the box below, then click “Send Request”. This function should also be used if you identify a mistake in a report that you have already submitted to DEQ.

If Greenhouse Gas Reporting Staff approve the revision request, the report will be sent back to the “Pending Submittals” section on your Dashboard and you will receive an email from the system notifying you that you have a new reporting obligation to complete. Corrections can be made in the same way as completing a new report. You must make your corrections within this report within 45 days.

3. Completing an Electricity Supplier Report

Pursuant to [OAR 340-215-0120](#), electricity suppliers required to register and report under OAR 340-215-0030(5) must report information and emissions related to the generation of electricity delivered or distributed to end users in Oregon to the Greenhouse Gas Reporting Program. Annual greenhouse gas emissions reports required under this rule should be submitted within the [Your DEQ Online](#) system, using the instructions below.

As you navigate through the tabs and enter data, ensure you regularly save using the save icon at the bottom right. You may leave the reporting screen at any time and return later to finish completing the report. Note that reports that have been started, but not submitted, will move from your **Upcoming Obligations** section to your pending section of **My Submittals** on your Dashboard.

The screenshot shows the 'MY SUBMITTALS' section of a dashboard. At the top right, there are two tabs: 'Pending' (active) and 'Submitted'. Below this, a report card is displayed for 'Electricity Test Site'. The card includes a profile picture, a green '1637' badge, 'Air Quality' and 'Obligation' tags, a date '04/06/2021' with a 'Today' label, and an edit icon. The report title is 'Electricity Test Site'. Below the title, there are several details: 'GHG-Electricity Supplier Annual Emission Report', 'Example Address, Portland, OR 97100 (Washington County)', a date range from '01/01/2021' to '02/01/2021', and a 'Due Date: 2021-02-24T00:00:00'.

The electricity report is made up of seven report tabs:

1. Basic Info
2. Reporting
3. Summary
4. Third Party Verification
5. Attachment
6. Payment
7. Review
8. Submission

The screenshot shows a horizontal navigation bar with eight tabs, each with a circled number: 1 Basic Info, 2 Reporting, 3 Summary, 4 Third Party Verification, 5 Attachment, 6 Payment, 7 Review, and 8 Submission. The 'Basic Info' tab is currently selected and highlighted.

1. Basic Info

When you open any greenhouse gas report, you will be taken to **Basic Info** tab. This tab contains information related to the reporting year and designated representative submitting the report. This information is set by the reporting obligation and personal information of the Responsible Official linked to the facility, and will autofill at the top of this tab. This information cannot be edited.

Company information

Emission Year:	Company Name:
2020	Example Facility

Designated Representative

Salutation	First Name	M.I.	Last Name
Company	Title	Email	
Phone	Mobile	Fax	
	xxx-xxx-xxxx	xxx-xxx-xxxx	
Address Line 1	Address Line 2		
City	State	Zip Code	

If the Responsible Official is the primary contact for your greenhouse gas reporting, you can select this option for the GHG Reporting Contact to autofill the Responsible Official personal details in the contact section. Otherwise, enter the personal details of the GHG reporting Contact in the bottom section of this tab. Note that basic contact information fields are required.

GHG Reporting Contact

Is the contact the same as responsible official?

Salutation	First Name	M.I.	Last Name
Company	Title	Email	
Phone	Mobile	Fax	
xxx-xxx-xxxx	xxx-xxx-xxxx	xxx-xxx-xxxx	
Address Line 1	Address Line 2		
City	State	Zip Code	
	OR	00000-0000	

At the bottom of the Basic Info tab, select the **reporting type of the utility**: investor-owned utility, consumer-owned utility, electricity service supplier, or third party reporting on behalf of a consumer-owned utility. You will also indicate whether or not you will be reporting using the multi-jurisdictional reporting method. Only select “Yes” to the using the multijurisdictional reporting method if the utility for which you are reporting on behalf has a service territory that is at least partially located in Oregon and at least one other state. Reporting requirements will change in the system based upon your reporting type selection and multijurisdictional method response.

Enter your **Oregon Total Retail Sales (MWh)** – the total electricity sold to end-users in Oregon for the calendar year, adjusted to account for the sale of power to the wholesale market. This field validates data inputted and will provide a warning indicating that “Total retail sales amount and the served

amount do not match” until the data you enter in the Reporting tab (MWh delivered by electricity generating facility data) matches this total. For **multijurisdictional reporters**, due to the structure of data input, this field does not have data validation. For all other reporters, it is advised that you navigate back to the Basic Info tab after you have completed the Reporting tab to ensure this warning is no longer being displayed.

The screenshot shows a form with three main components:

- Reporting Type**: A dropdown menu with 'Investor-Owned Utility' selected. The dropdown list is open, showing options: 'Investor-Owned Utility', 'Consumer-Owned Utility', 'Electricity Service Supplier', and 'Third-Party Reporting on behalf of a Consumer-Owned Utility'.
- Are you using a multi-jurisdictional reporting method?**: A dropdown menu with 'No' selected.
- Oregon Total Retail Sales (MWh)**: A text input field that is currently empty and has a red border. Below the field is a red error message: 'Required.'

When you select a reporting type of **Third Party Reporting on behalf of a Consumer-Owned Utility**, an additional **Third Party** section will appear at the bottom of the Basic Info tab. Use the **+ Add Item** button to select the consumer-owned utilities from a drop down list and entering in the Retail Sales in Oregon (MWh) for each utility. Note that for Third Party Reporters, the Oregon Total Retail Sales field (MWh) should sum the total Retail Sales in Oregon (MWh) across all Consumer-Owned Utilities being reported. Continue using the “Add item” button until all Consumer-owned utilities for which you report on behalf are added.

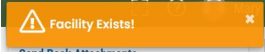
The screenshot shows the 'Third Party' section of the reporting interface.

- A yellow header bar contains the text: 'Reporters list consumer-owned utilities you are reporting on behalf of and the retail load served by those utilities'.
- Below this is a table with one row. The first column is labeled 'Utility' and contains a dropdown menu. The second column is labeled 'Retail Sales in Oregon (MWh)' and contains an empty text input field with a red border.
- Below the table is a yellow button labeled '+ Add Item'.
- A red error message is displayed below the table: 'Total retail sales amount and the served amount do not match.'

II. Reporting

This tab allows you to enter the quantity of electricity purchased and generated by each electricity-generating facility. For **non-multijurisdictional** utilities, report purchases and generation for power delivered to end-users in Oregon. For **multijurisdictional** utilities, report purchases and generation for power delivered in the utility’s service territory or power system.

Enter the amount of megawatt-hours delivered by electricity generating unit. A separate entry should be added for each electricity generating unit, and duplicate facilities are not allowed in the system. A pop

up box  will display when a duplicate facility is attempted to be added. There are two options to enter data: manual entry and data import. Manual entry is likely the most convenient option for those who have only a few electricity generating units to report. The data import option is better suited for those with many electricity generating units to report.

A. Manual entry of data

To begin a new entry, click the yellow **+ New** button.

Report Electricity Generation and Wholesale Purchases

Excel Copy & Paste Import

New

Total MWh Reported: 0 / Total Anthropogenic Emission : 0 / Total Biogenic Emission : 0

For each entry, select a source (electricity generating unit) from a drop down list. You may search for a source by Oregon Facility ID, electricity generating unit name, U.S. Energy Information Administration (EIA) ID, or address. If needed, a Look Up table for the calendar year source list is available for download under the Electricity Sector, here: <https://www.oregon.gov/deq/eq/programs/Pages/GHG-Reporting.aspx>.

The source drop down list includes all electricity generating units for the calendar year (as reported by utilities via the Specified Source Registration workbook), as well as options for unspecified sources (Facility ID = 102400), energy imbalance market purchases (Facility ID = 102401), and other-not listed (Facility ID = 111111). If you do not see an electricity generating facility in the system, select the other-not listed source, and contact Oregon DEQ at GHGReport@deq.state.or.us with the missing facility's name, address, any known federal IDs, primary fuel type, and whether or not your utility owns the facility.

Form Info

Select a source

Search electricity supplier by name, arb no., federal no. or address...

500248	Box Canyon Dam (Siskiyou Power Authority)	50179	XX, XX XX
700107	Buckhorn Solar Plant	58600	XX, XX XX
800158	Butter Creek Power, LLC.	56967	XX, XX XX
910011	BYUI Central Energy Facility	59496	XX, XX XX

Found: 282

The selection of source will automatically populate the Anthropogenic Emission Factor and Biogenic Emission Factor fields. These emission factors are specific to the source and are assigned by DEQ.

Anthropogenic Emission Factor

Biogenic Emission Factor

0

0

Next, select whether the electricity was generated or a specified or unspecified purchase.

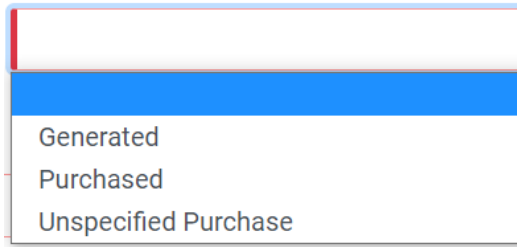
Report power as a **specified purchase** when the electricity supplier can provide documentation that a power contract designated purchases from a specific generating power facility, unit, or DEQ-approved

asset-controlling supplier (ACS) at the time the transaction was executed. A power source cannot be retroactively designated after a transaction occurs.

Report power as an **unspecified** purchase if the source of electricity is not a specified source at the time of entry into the transaction to procure the electricity.

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.

Generated or Purchased



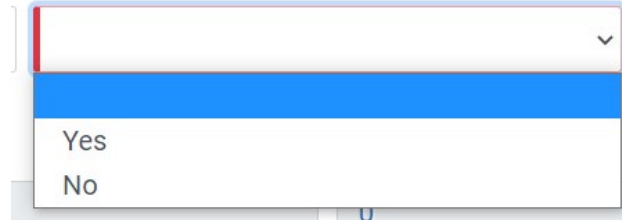
Generated
Purchased
Unspecified Purchase

Then add the quantity of electricity delivered (MWh). Note that only numbers may be added to this field.

MWh Delivered

Finally, select whether or not the electricity was measured at a busbar. A default transmission loss factor of 2% will automatically be applied to electricity that was not measured at a busbar.

Measured at busbar



Yes
No

Transmission Loss Factor


Providing comments is optional.

Comment

Once you have input values into each of the required fields, the system will automatically calculate the anthropogenic and biogenic emissions in metric tons of carbon dioxide equivalent from your entry (MWh delivered * Emission Factor * Transmission Loss Factor).


Calculate Result

Anthropogenic Metric tons CO2	Biogenic Metric tons CO2
<input type="text" value="0"/>	<input type="text" value="0"/>

Confirm that the entered values are correct, then close this entry by clicking the drop down arrow  in the top banner of the entry. The entry will remain as a summary showing quantity of electricity delivered and emissions.


Report Electricity Generation and Wholesale Purchases

Excel Copy & Paste Import 			
Info			
 1	Box Canyon Dam (Siskiyou Power Authority)	MWh Delivered <input type="text" value="1000"/>	Anthropogenic Metric Tons <input type="text" value="0"/> 
		Biogenic Metric Tons <input type="text" value="0"/>	

Repeat this process for all purchased and generated power from all electricity generating units. You can delete an entry by clicking on the garbage can icon  at the right side of that entry. Total MWh and emissions from all entries will be displayed at the bottom right of this section.

Total MWh Reported: 1000 / Total Anthropogenic Emission : 0 / Total Biogenic Emission : 0

For **non-multijurisdictional** utilities, it is advised that you navigate back to the Basic Info tab after you have completed the Reporting tab to ensure that the Oregon Total Retail Sales warning is no longer being displayed.

For **third parties reporting on behalf of consumer-owned utilities**, report MWh delivered by electricity generating facility for each individual utility. In the example below, the Third Party is reporting on behalf of Douglas Electric Cooperative, Columbia Rural Electric, and Clearwater Power Company. Click the drop down triangle  button to close this entry and access the next utility.

1 Douglas Electric Cooperative

Total MWh Reported 0 Total Anthropogenic Emission 0 Total Biogenic Emission 0

Report Electricity Generation and Wholesale Purchases

Excel Copy & Paste Import

Info

1 MWh Delivered 0 Anthropogenic Metric Tons 0 Biogenic Metric Tons 0

+ New

Total MWh Reported: 0 / Total Anthropogenic Emission : 0 / Total Biogenic Emission : 0

2 Columbia Rural Electric (Columbia REA)

Total MWh Reported 0 Total Anthropogenic Emission 0 Total Biogenic Emission 0

3 Clearwater Power Company

Total MWh Reported 0 Total Anthropogenic Emission 0 Total Biogenic Emission 0

For **multijurisdictional utilities**, a separate section for reporting sales will display. Enter sales from electricity sold from specified sources in this section.

1 Basic Info 2 Reporting 3 Summary 4 Attachment 5 Payment 6 Review 7

Report Electricity Generation and Wholesale Purchases

Excel Copy & Paste Import

+ New

Reporting Wholesale Electricity **Sold** From Specified Sources

Excel Copy & Paste Import

+ New

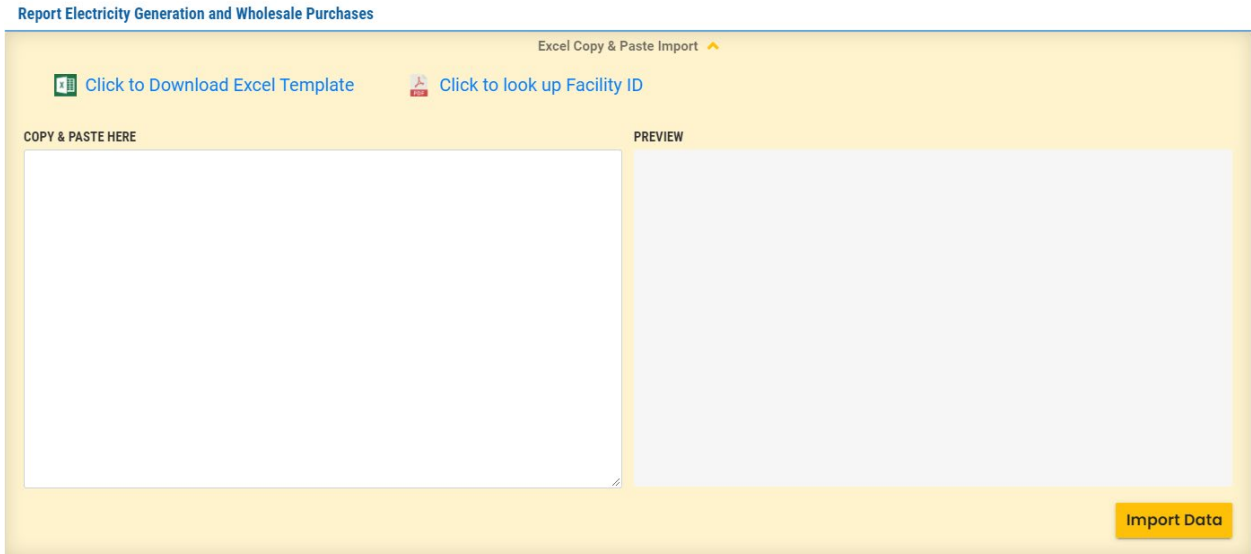
The format of the data entry for sales is identical to that of the generation and purchases section, except that you will need to indicate that it is a sale for each electricity generating facility by selecting the drop down as seen below.

Sales

Sales

B. Data Import Feature

In addition to manual entry of data, you have the option to import data for multiple electricity generating facilities. Click on the **Excel Copy & Paste Import** button to display the data import pane.



Click on “Click to Download Excel Template.” A template with instructions will download. Enter data in the fields provided in the Excel file downloaded. You can look up DEQ’s Facility ID for your electricity generating facilities by downloading an Excel look up table available in the electricity sector tab here: <https://www.oregon.gov/deq/aq/programs/Pages/GHG-Reporting.aspx>.

Ensure that only numbers are entered in the MWh delivered field.

Facility ID	Generated or Purchased	MWh Delivered	Measured at busbar	Comment

A summary table will autocalculate generation and unspecified and specified purchases for your data validation purposes.

Summary Table for Data Validation		
Total Generation	1000	MWh
Total Purchased	2000	MWh
Total Unspecified Purchased	0	MWh

Copy the data entered in the table. Do not copy the column headers. Paste data into the Your DEQ Online data import pane box “COPY AND PASTE HERE,” and a preview of the data to be imported will be displayed in the “PREVIEW” box. If the data looks accurate, click the **Import Data** button to import the data into Your DEQ Online.

In the example below, data from two electricity generating facilities will be imported in the system.

COPY & PASTE HERE					PREVIEW				
900563	Generated	1000	N		900563	Generated	1000	N	
501056	Purchased	2000	Y	This facility is closing.	501056	Purchased	2000	Y	This facility is closing.

Note that Your DEQ Online will not allow duplicate facilities to be reported. Data imports will override manual facility entries where there are duplicative facility entries. For **multijurisdictional** utilities, facilities may be duplicated if power was reported as both purchased/generated and sold from the same facility.

Third party reporters on behalf of consumer-owned utilities (COUs) must report each utility separately either by manually adding facilities or by copying and pasting from the data import template separately for each individual COU into Your DEQ Online.

For **multijurisdictional** utilities, you will need to import data for sales separately from generation and purchases data. The sales data import feature is identical to that of the reporting generated and purchased section, except that you will download the template from the Reporting Wholesale Electricity **Sold** From Specified Sources section and enter sales data accordingly.

Facility ID	Sales	MWh Delivered	Measured at busbar	Comment

Confirm that the entered values are correct and click save. Total MWh and emissions from all entries will be displayed at the bottom right of this section.

Total MWh Reported: 1000 / Total Anthropogenic Emission : 0 / Total Biogenic Emission : 0

For **non-multijurisdictional** utilities, it is advised that you navigate back to the Basic Info tab after you have completed the Reporting tab to ensure that the Oregon Total Retail Sales warning is no longer being displayed.

III. Summary

The summary tab will provide summaries of the data you entered in the Reporting tab. In addition, the system will calculate and display anthropogenic and biogenic utility-specific emissions factors in metric tons of carbon dioxide equivalent per megawatt-hour.

Company information

Company:	Electricity Test Site	Emission Year:	2021
MWh served in Oregon:	1000	Reporting Method:	Multi-Jurisdictional
Total anthropogenic emissions (MT CO2e):	196.18	Total biogenic emissions (MT CO2e):	68
Utility specific Oregon anthropogenic EF (MT CO2e/MWh):	0.196	Utility specific Oregon biogenic EF (MT CO2e/MWh):	0.068
Total Generation (MWh):	1000	Total Purchased (MWh):	2000
Total Unspecified Purchased (MWh):	0	Total Sales (MWh):	0

For **investor-owned utilities** and **third parties reporting on behalf of consumer-owned utilities**, a field for inputting sulfur hexafluoride (SF6) emissions (MTCO2e) from electric transmission and distribution equipment and servicing inventory physically located in Oregon will display. For investor-owned utilities, input in this field is **mandatory**. For third party reporters, this field is **optional**. For investor-owned utilities, if the value of SF6 emissions is greater than zero, a supplemental document displaying calculations for this value is required to be uploaded in the Attachments tab.

SF6 Emissions(MTCO2e):

ⓘ Required.

[All Attachment Requirements](#) ⓘ

SF6 Emission Supporting Calculation Document *

ⓘ SF6 Emission Supporting Calculation Document

📎 pdf doc docx xls xlsx

The right hand side of the screen will display an attachments requirement section.

IV. Third Party Verification

Third party verification is required for any electricity supplier generating more than 25,000 MTCO_{2e}. This tab will automatically pull data from the Summary tab to determine whether third party verification is required. If below the 25,000 MTCO_{2e} threshold, nothing is required and you can move on to the next tab. If above the 25,000 MTCO_{2e} threshold, the following message will appear.

Third Party Verification Evaluation

Anthropogenic Metric Tons of CO2 Equivalent (MtCO2e)

96883.04

Biogenic Metric Tons of CO2 Equivalent (MtCO2e)

0

Based on your reported anthropogenic emissions and reporting type, it is expected that you are required to engage a Verification Body to provide Third Party Verification services.

Use the below options only if you believe that the above statement is in error and you wish to manually opt-in or opt-out of Third Party Verification for this report. DEQ will review your report and determine if the Third Party Verification Requirement applies to this reported data.

This emissions report does not require Third Party Verification, as per the applicability rules in OAR 340-272.

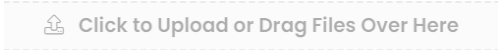

If third party verification is required for your annual report, please reference the Third Party Verification User Guide for detailed instructions.

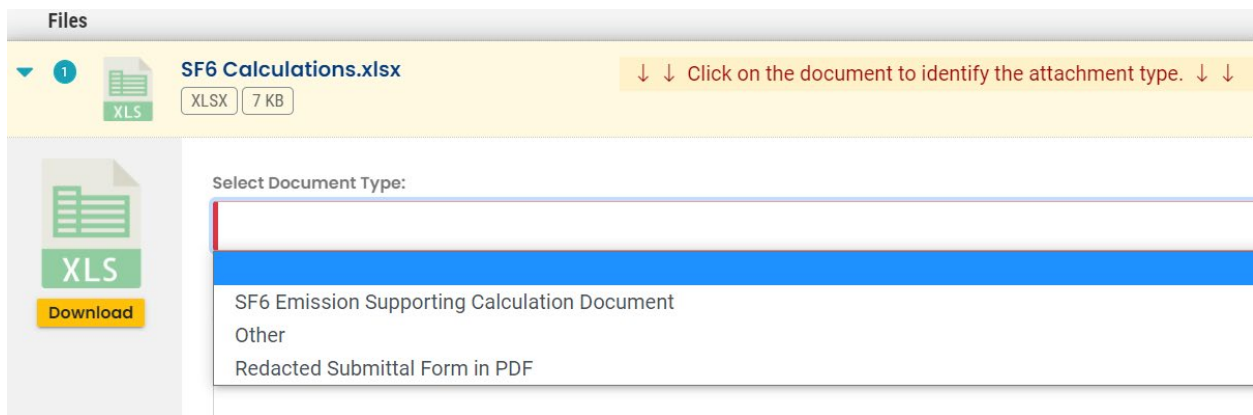
V. Attachment

Attachments are required for **investor-owned utilities** reporting **SF6 emissions** from electric transmission and distribution equipment and servicing inventory physically located in Oregon.

If an entity is applying to be an **Asset-Controlling Supplier**, upload required application components in this tab.

Other supplemental documentation is optional.

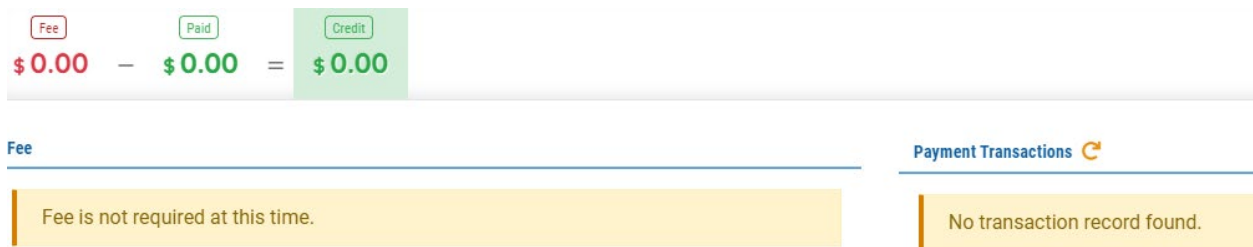
To upload a document, you can drag files or click on the  button. Once you upload the file, click the drop down triangle  button to identify the type of attachment. Enter any comments and click save. Document file extensions accepted: pdf, doc, docx, xls, xlsx.



The screenshot shows a file upload interface. At the top, a file named "SF6 Calculations.xlsx" (7 KB) is listed. Below it, a dropdown menu is open, showing three options: "SF6 Emission Supporting Calculation Document", "Other", and "Redacted Submittal Form in PDF". The first option is selected and highlighted in blue. To the left of the dropdown is a preview of the XLS file with a "Download" button.

VI. Payment

No payment is required when submitting an electricity supplier report and this tab will show no required fees.



The screenshot shows a payment summary section. It features a calculation: **Fee** (\$0.00) minus **Paid** (\$0.00) equals **Credit** (\$0.00). Below this, there are two tabs: "Fee" and "Payment Transactions". The "Fee" tab shows a message: "Fee is not required at this time." The "Payment Transactions" tab shows a message: "No transaction record found."

VII. Review

This tab will show a summary of your submittal, including a confirmation that required sections have been completed. Click the **PDF** icon to open a PDF of all data entered for the report. This document also provides a summary table of all reported MWh data. The document can be used to review the submission for accuracy and be saved for your records.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

VIII. Submission

Submit your completed and reviewed report from the Submission tab. Note that only an RO can complete a submission for their facility. Read and accept the certification statement to certify the report.

I have read and agree to the above certification statement

You will be required to answer a security question and enter your 4 digit PIN to confirm your identity as the RO and submit the report by clicking the blue **Submit** button at the bottom of this page.

Submit

You will receive a confirmation that your report has been successfully submitted, as well as a confirmation email with your submission number for reference.

✓ Submission Successful

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.

Please click  **Print** to print your receipt

Click the **Finish** button at the bottom of this page to exit this report. You will be taken to your **Track Submittal Status** page.