

January 2024

Your DEQ Online

**Greenhouse Gas Reporting User Guide for
Petroleum and Natural Gas Systems**



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I. 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.

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.

Basic System Information for Registration

Your DEQ Online **Account Registration tools** can be found [here](#). This page contains information and 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](#).

II. 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.



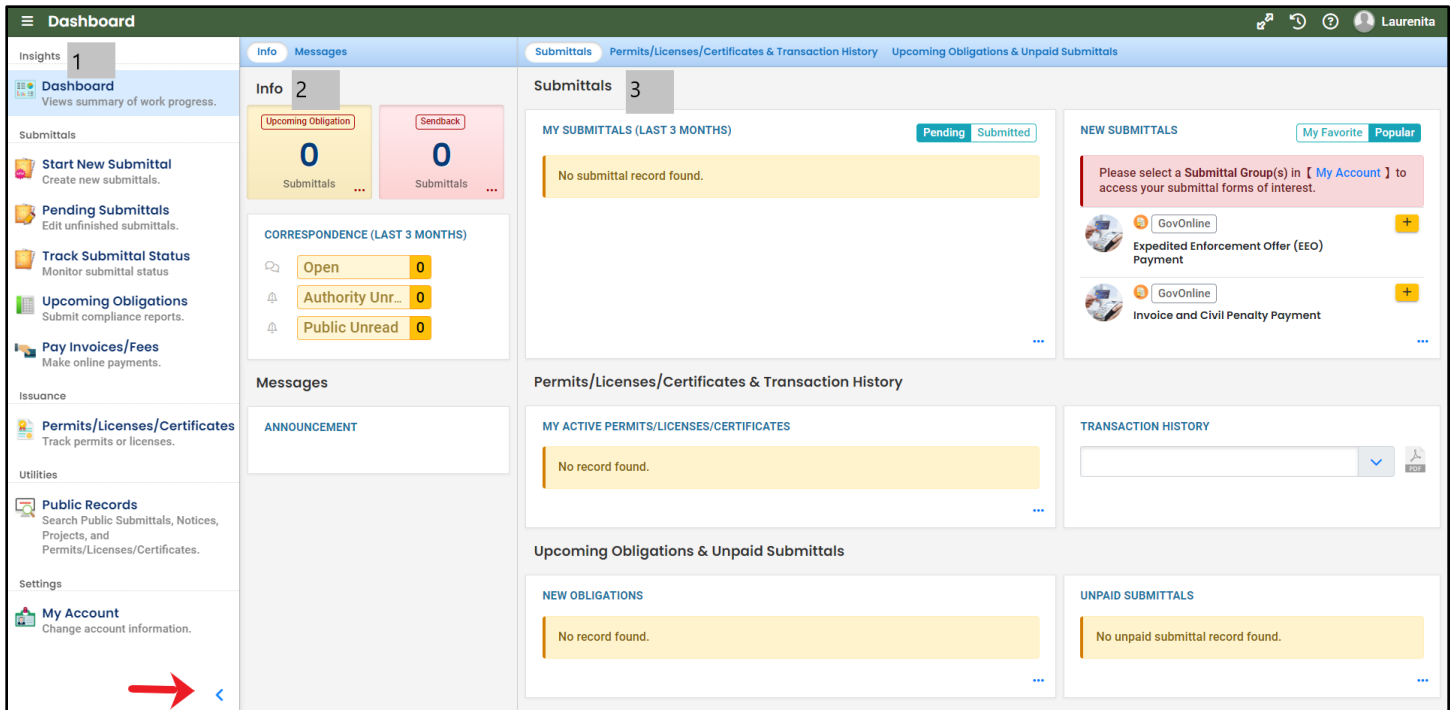
View: Clicking this icon allows the user to view a selected submission.



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

Dashboard


The dashboard is the first screen that opens 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.


Dashboard: Insights Panel


 **Dashboard**


Insights


 **Dashboard**
Views summary of work progress.


Submittals

 **Start New Submittal**
Create new submittals.


 **Pending Submittals**
Edit unfinished submittals.

 **Track Submittal Status**
Monitor submittal status


 **Upcoming Obligations**
Submit compliance reports.

 **Pay Invoices/Fees**
Make online payments.


Issuance

 **Permits/Licenses/Certificates**
Track permits or licenses.

Utilities

 **Public Records**
Search Public Submittals, Notices, Projects, and Permits/Licenses/Certificates.

Settings

 **My Account**
Change account information.

[<](#)

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 often used by sources that maintain air contaminant discharge (ACDP) and Title V (TV) air quality permits in the state of Oregon or those required to submit reports to the Greenhouse Gas Reporting Program. It may be useful for entities/verification bodies submitting forms required for third party verification, such as conflict of interest statements, notification of verification services, etc.

Pending Submittals: Allows you to resume 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.

Permits/Licenses/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.

Dashboard: Insights “Info” Panel

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

Category	Count
Upcoming Obligation Submittals	18
Sendback Submittals	3
Open	1
Authority Unre...	1
Public Unread	0

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.

Dashboard: Submittals Panel

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' dashboard with two main sections: 'MY SUBMITTALS (LAST 3 MONTHS)' and 'NEW SUBMITTALS'. The 'MY SUBMITTALS' section shows a submittal for 'Steph's Test Shop' with a reporting obligation of 'GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)'. Red boxes and arrows highlight the 'Reporting Obligation', 'View' button, 'Reporting Period' (1/1/2022 ~ 12/31/2022), and 'Reporting Due Date' (Due on 12/31/2023). The 'NEW SUBMITTALS' section lists various submittals with a red box and arrow pointing to the 'Quick Links for New Submittals' header.

Tracking Submittal Status

Details on greenhouse gas emissions reports you have submitted to DEQ can be viewed on the Submitted Submittals page, accessed via the Track Submittal Status tab found in the navigation pane on the left side of the dashboard.

The screenshot shows a submittal status card for 'Brady Aerospace Parts MFG. (YDO TEST 2)'. The card includes the following information: 'Air Quality 14046', '4001 SW Canyon Rd, Portland, OR 97221', 'GHG - Permitted Facilities Annual Report', 'Complete Submittal' status, 'Action New' button, '11/22/2023 Today' date, and a reporting period of '10/26/2023 10/2/2023 ~ 11/10/2023'. On the right side, there are three navigation buttons: a blue button with a document icon, a teal button with a receipt icon, and an orange button with a magnifying glass icon. Red arrows point to each of these buttons.



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

III. Excel Supplemental Reporting Form

The reporting form can be found on the GHG [reporting site](#) under the Petroleum and Natural Gas Systems section. This is the same form that was used in previous years to report data to DEQ prior to the reporting moving to Your DEQ Online. It will assist you in calculating the metric ton for the greenhouse gas emissions you are required to report, which will then be entered into the form in Your DEQ Online. Download the form and fill out the information requested. You will also need to submit this form in Your DEQ Online as supplementary information.

Petroleum and Natural Gas Systems ✕


Overview

Owners and operators of petroleum and natural gas systems must report greenhouse gas emissions resulting from the operation of this infrastructure within Oregon if the emissions meet or exceed 2,500 metric tons of carbon dioxide equivalent per year.

This requirement applies to anyone 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). This includes onshore petroleum and natural gas production, offshore petroleum and natural gas production, onshore natural gas processing, natural gas transmission compression, underground natural gas storage, liquefied natural gas storage and LNG import and export.

Starting with the reporting of 2023 emissions in 2024, operators must submit GHG emissions data and related information through Your DEQ Online, DEQ's new online records management system. The documents below provide more details on applicability, reporting requirements, and the use of our online reporting system.

Reporting Guidance and Forms

- [Instructions For Reporting Greenhouse Gas Emissions](#)
- [DEQ Reporting Form for Petroleum and Natural Gas Systems](#) 

Reporting Tool

- [Your DEQ Online Portal Login](#)
- [Your DEQ Online User Guide – coming soon](#)
- [Your DEQ Online Helpdesk](#)

Deadline

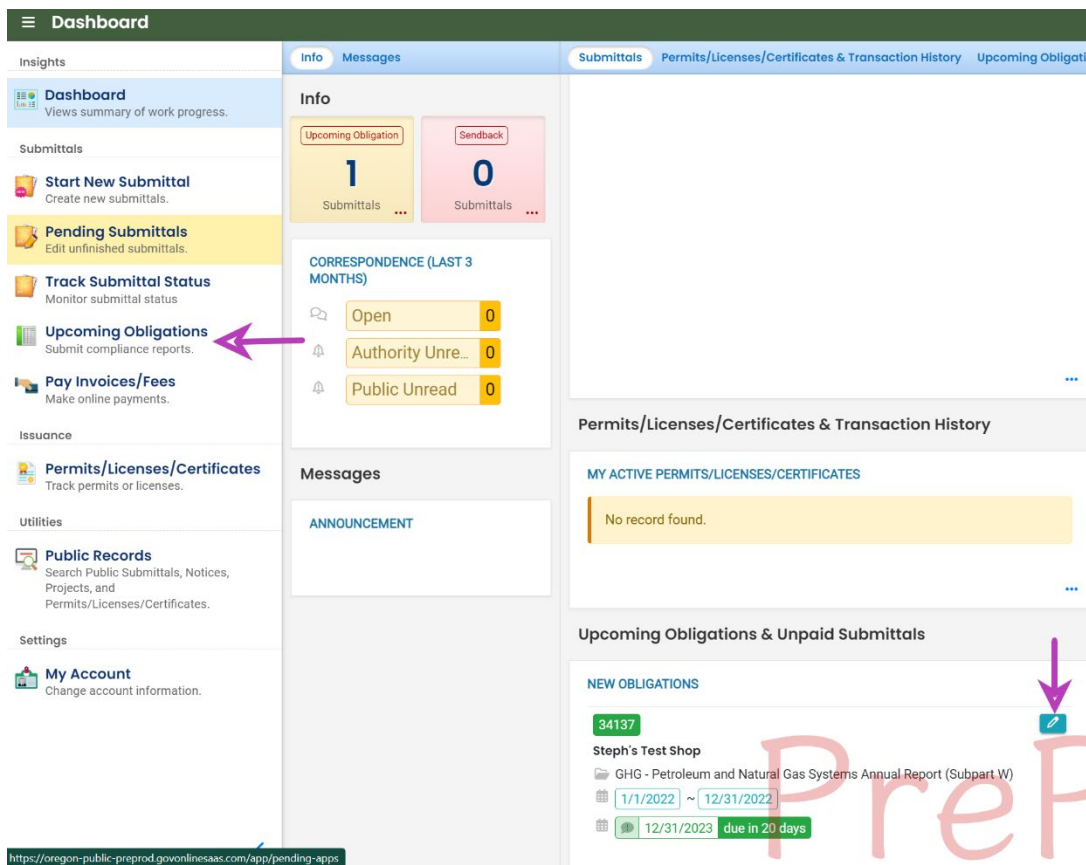
Sources subject to the reporting program must submit annual reports by March 31 following the emission calendar year unless otherwise established by DEQ.

IV. Reporting for Petroleum and Natural Gas Systems

Accessing your reporting obligation

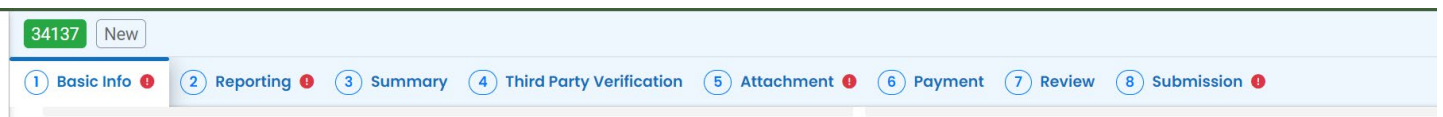
After logging in to Your DEQ Online account, you can find your reporting obligation using either the Dashboard to access the Upcoming Obligations section or by using the Submittals panel to view any Upcoming Obligations you have.

You can click on Upcoming Obligations or to go directly to the report and begin, you can click on the pencil tool under "New Obligations" in the last tab on the Submittals panel under "Upcoming Obligations & Unpaid Submittals."



Reporting your annual data

This will take you to the tabs where you can begin your reporting. Any of the tabs that have red exclamation points next to them have required information that needs to be filled out.



Basic Info Tab

Start with the Basic Info tab. The reporting contact information needs to be filled out by the person filling out the information and the person who should be contacted by DEQ if there are questions about the reporting. If this is the same person as the responsible official, you can check the box to have the information filled out. Once the information is filled out, click the save button, and move to the next tab.

GHG Reporting Contact

Is the reporting contact same as the responsible official?

Position: First Name: M.I.: Last Name:

Company: Title: Email:

Phone: Mobile: Fax:

Country: United States Canada

Address: Unit, Suite, or Floor #:

City: State: Zip Code:

Save

Reporting Tab

The Reporting tab contains forms that can be accessed by selecting the new button. The form will open and you can report for each segment of the reporting that you need to fill out for your NG System reporting.

34137 Open

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

Owners of petroleum and natural gas systems within Oregon must report greenhouse gas emissions from the operation of this infrastructure within Oregon if the emissions from any industry segment, as defined in 40 C.F.R. 98.230, meet or exceed 2,500 metric tons CO₂e per year.

Petroleum and Natural Gas Systems Emissions

DEQ Source ID	Facility Name	Industry Segment
1		

Anthropogenic Metric Tons 0

1 Results

+ New

If you have several facilities reporting the same segment, you can use the form to enter them separately, using a separate facility name for each. You can add more segment types or facilities by adding a new form. You will need to close any form you enter before you can open a new one.

In the Reporting form, you will take data from the DEQ excel spreadsheet or the EPA reporting you have submitted to enter data into Your DEQ Online. After you have entered the data, click the save button.

The screenshot shows a web application interface for reporting emissions. At the top, there is a navigation bar with tabs: 1 Basic Info, 2 Reporting (active), 3 Summary, 4 Third Party Verification, 5 Attachment, 6 Payment, 7 Review, and 8 Submission. Below the navigation bar, the form title is 'Abject Fuel Delivery' with a sub-header 'Onshore natural gas processing' and a red badge indicating 'Anthropogenic Metric Tons 650'. The 'Form Info' section contains several input fields: 'DEQ Source ID (if applicable)' (empty), 'Facility Name' (filled with 'Abject Fuel Delivery'), 'Industry Segment' (dropdown menu showing 'Onshore natural gas processing'), 'CO2 Emissions (MT)' (input field with '25'), 'CH4 Emissions (MT)' (input field with '25'), and 'N2O Emissions (MT)' (input field with '0'). Below this is the 'Calculated Total Emissions' section, which shows 'Anthropogenic Metric tons CO2e (MTCO2e)' as '650'. A 'Comment' field contains the text 'test data'. At the bottom of the form, there is a '+ New' button and a '1 Results' indicator. A large red 'PreP' watermark is overlaid on the bottom right of the form, along with a red circular icon containing a white document symbol. At the very bottom of the page, the text 'Total Anthropogenic Emission : 650 / Total Biogenic Emission : 0' is visible.

If you have a more data enter to other facilities or Industry Segments, click on the down arrow next to the one and click the "+New" button when it becomes active.

The screenshot shows a web form for reporting emissions. The form is titled "Steph's Test Shop" and "Onshore natural gas processing". It includes fields for "DEQ Source ID (if applicable)", "Facility Name" (Steph's Test Shop), "Industry Segment" (Onshore natural gas processing), "CO2 Emissions (MT)" (25), "CH4 Emissions (MT)" (25), and "N2O Emissions (MT)" (0). The "Calculated Total Emissions" section shows "Anthropogenic Metric tons CO2e (MTCO2e)" as 650. A comment field contains "test only". At the bottom, there is a "+ New" button and a "2 Results" indicator. A large "PreP" watermark is overlaid on the bottom right of the form.

Once you are done adding the reporting data and you save the information, you can close the last form. You will be able to see the individual facilities and industry segments that you have reported. It will show you the calculated mtCO2e for each industry segment and the total from all at the bottom of the form.

The screenshot shows a dashboard with a navigation bar and a table of emissions. A yellow banner at the top contains a regulatory notice. The table is titled "Petroleum and Natural Gas Systems Emissions" and has columns for "DEQ Source ID", "Facility Name", "Industry Segment", and "Anthropogenic Metric Tons". Three rows are listed, each with a value of 650. A purple box highlights the "Anthropogenic Metric Tons" column for all three rows. Below the table, a "3 Results" indicator and a "+ New" button are visible. At the bottom, a purple box highlights the "Total Anthropogenic Emission : 1950" and "Total Biogenic Emission : 0".

DEQ Source ID	Facility Name	Industry Segment	Anthropogenic Metric Tons
1	Abject Fuel Delivery	Onshore natural gas processing	650
2	Steph's Test Shop	Onshore natural gas processing	650
3	Steph's Test Shop	Natural Gas Distribution	650

Total Anthropogenic Emission : 1950 / Total Biogenic Emission : 0

Summary tab

The next tab is the Summary tab, this is the reported information in a more tabular form. Review the information and ensure that there are no errors in the totals for each segment and facility.

GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)						
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1 Basic Info 2 Reporting 3 Summary 4 Third Party Verification 5 Attachment 6 Payment 7 Review 8 Submission						
Emissions by Industry Segment						
Industry Segment	CO2 Emissions (MT)	CH4 Emissions (MT)	N2O Emissions (MT)	Total CO2e (MT)		
Offshore petroleum and natural gas production	0	0	0	0		
Onshore petroleum and natural gas production	0	0	0	0		
Onshore natural gas processing	50	50	0	1300		
Onshore natural gas transmission compression	0	0	0	0		
Underground Natural Gas Storage	0	0	0	0		
LNG Storage	0	0	0	0		
LNG Import and Export Equipment	0	0	0	0		
Natural Gas Distribution	25	25	0	650		
Onshore Natural Gas Gathering and Boosting	0	0	0	0		
Onshore Natural Gas Transmission Pipeline	0	0	0	0		
Other Large Release Events	0	0	0	0		
				total: 1950		
Emissions from Permitted Facilities						
DEQ Source ID	Facility Name	CO2 Emissions (MT)	CH4 Emissions (MT)	N2O Emissions (MT)	Total CO2e (MT)	Industry Segment
	Abject Fuel Delivery	25	25	0	650	Onshore natural gas processing
	Steph's Test Shop	25	25	0	650	Onshore natural gas processing
	Steph's Test Shop	25	25	0	650	Natural Gas Distribution

Pre

Third Party Verification tab

The third-party verification tab reviews your emissions to determine if you need to be third party verified. If the total emissions reported are above 25,000 mtCO₂e you will need to be verified. If you are below that amount, you will not. The system will give you a security code that you will need for the conflict of interest form if you are required to be third party verified.

The example below shows a facility that is not required to be verified. The screen will look the same if you are required to report, except that the pink shaded box will say that you are required to be third party verified.

GHG – Petroleum and Natural Gas Systems Annual Report (Subpart W)

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

Greenhouse gas emissions reports with anthropogenic emissions equal to or greater than 25,000 metric tonnes of CO₂ equivalent must engage the services of an approved third party verification body for verification of the entire emissions data report, as per OAR 340-272. A regulated entity that submitted an emissions data report that indicated emissions exceeded the 25,000 metric tonne threshold in the previous reporting year, but that submits an emissions data report that indicates emissions are reduced below that applicability threshold in the current reporting year must also have the current emissions report verified.

Exemptions to this rule include:

- (A) A regulated entity that submits an emissions data report as described under 430-215-0044(1) that indicates emissions were less than 25,000 metric tons of CO₂e, excluding CO₂ from biomass-derived fuels. For the purposes of this rule, any GHG emissions in emissions data reports as described under OAR 340-215-0044(1)(c) submitted by fuel suppliers or in-state producers that are related entities or share common ownership or control must be aggregated together to determine whether or not the exemption applies;
- (B) An emissions data report as described under OAR 340-215-0044(1)(a) that includes emissions data and information described in 40 C.F.R. part 98 subpart HH – Municipal Solid Waste Landfills;
- (C) An emissions data report as described under OAR 340-215-0044(1)(d) submitted by a natural gas supplier that is an interstate pipeline; and
- (D) Any emissions data report as described under OAR 340-215-0044(1)(e) submitted by Bonneville Power Administration (BPA) acting as a third-party reporter on behalf of any consumer-owned utility, as allowable under OAR 340-215-0120(4).

For additional applicability requirements and to review exceptions to this rule, please refer to [OAR-340-272-0120](#).

Third Party Verification Evaluation

Anthropogenic Metric Tons	Biogenic Metric Tons
1950	0

Based on your reported anthropogenic emissions and reporting type, it is not 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.

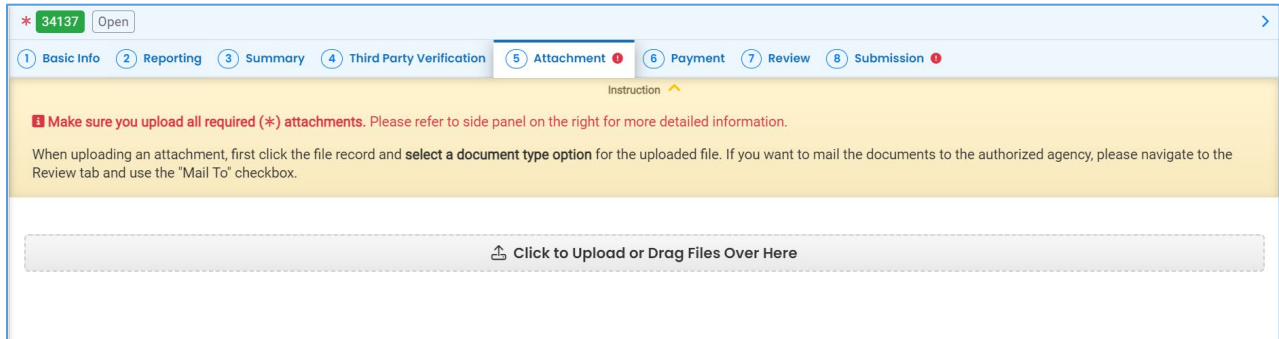
This emissions report does require Third Party Verification, as per the applicability rules in OAR 340-272.

Your security code is: **d046b6cf-981a-4369-b809-3dab103945a0**. The Third-Party Verification Body will be asked to enter the security code when they submit the Conflict of Interest form.

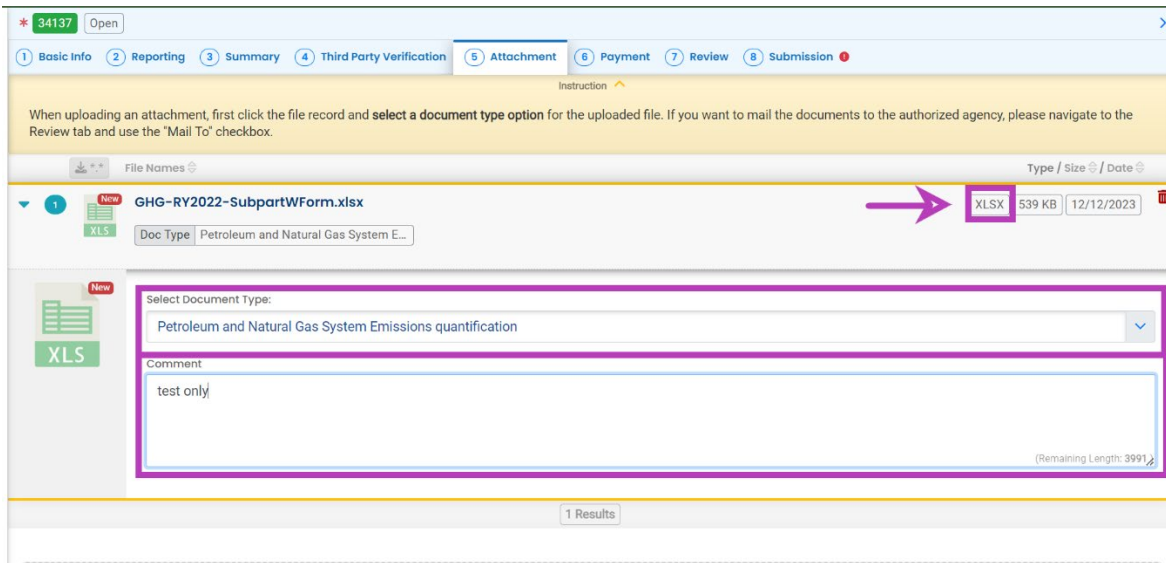
PreP

Attachment tab

The attachment tab is where you will upload the reporting form from DEQ that was discussed earlier in Section III.



You can either click on the grey bar to upload the file or drag it to that area of the screen to upload the file. Once you upload the file, you will need to click on the file type, this will bring another area up that will allow you to select the document type and a comment field. Once you are done entering the information, click Save.



Payment tab

The payment tab is not required to be filled out by Petroleum and Natural Gas System reporters. You can skip this tab.

Review tab

GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)


* 34137 Open

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

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

make changes to the reporting tab if necessary, too

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, Reporting, and Attachment tabs

click here for pdf of reporting

Fees/Payments


Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

Mandatory Attachment

All required attachments were included.

Select All Mail to

Uploaded Attachment

 **GHG-RY2022-SubpartWForm.xlsx**
Petroleum and Natural Gas System
Emissions quantification
XLSX 539 KB

Submittal tab

The last tab to enter data in is the submittal tab. Here there are required fields to certify your submission. You will also need to enter an answer to your security question and enter your PIN. Once you have completed the required fields, press the save button and the Submit button will be active. Once you click this button your reporting will be submitted to DEQ. If you need to make any changes at this point, you will need to follow the instructions to amend your reporting.

GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)

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

Certification Statement

Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with OAR chapter 340 division 215 reporting requirements.

I have read and agree to the above certification statement

Required.

Security Question

Security Question: where did you first meet your spouse? *

Required.

Show Question Answer

PIN Number

PIN: *

Required.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

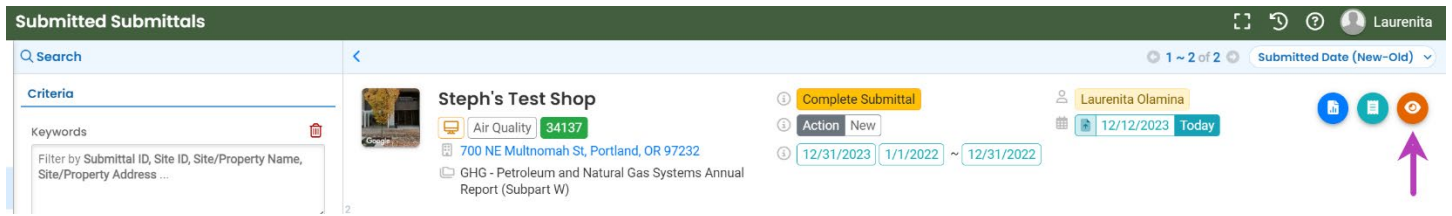
The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit

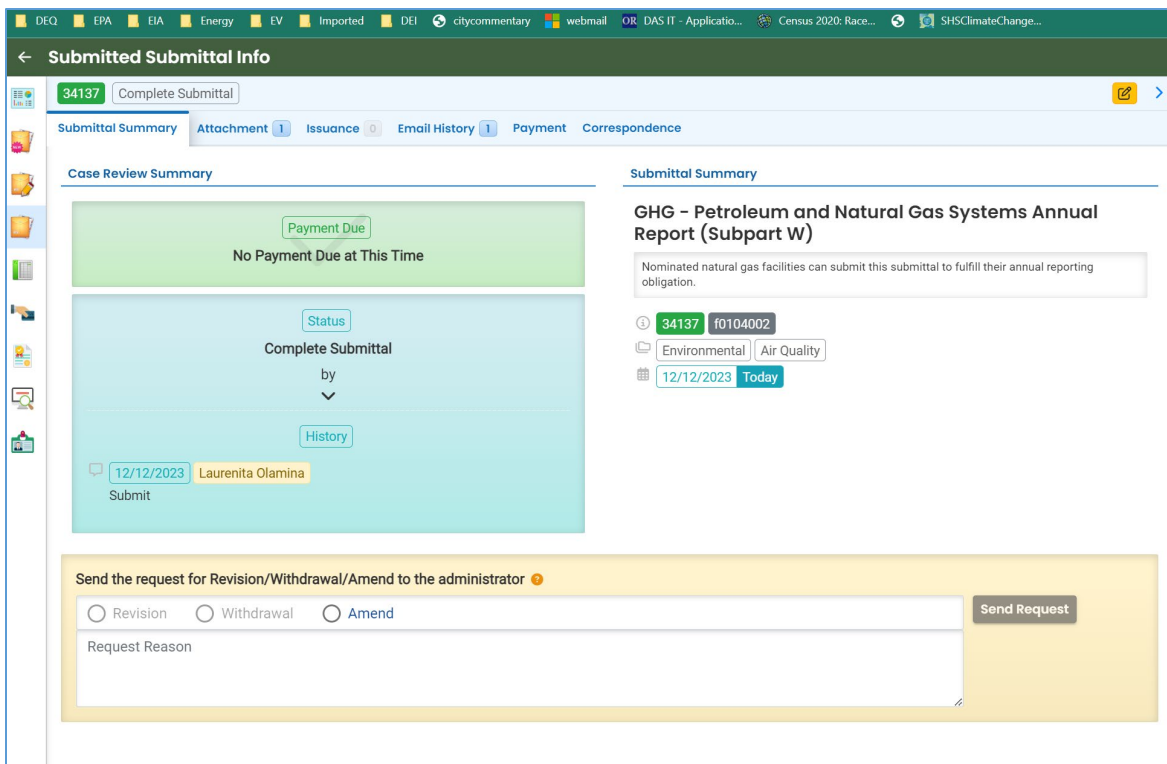
Pro

V. Amending a submittal

To amend your submittal, navigate to Track your Submittal on the Navigation pane. Choose the submittal you want to amend and click on the eye icon (Review). You will then be taken to a review screen.



You can select the Amend button and then enter the reason for the amendment. If you need a long explanation, please send an email to GHGReport@deq.oregon.gov with the reason you need to change the data submitted and what needs to be changed.



You will see the following screen. If DEQ approves your request to amend you will get an email and will be able to back into the report and make any changes you need to make. Once you are done, you can submit the changes again.

Submitted Submittal Info

34137 Complete Submittal



Submittal Summary Attachment 1 Issuance 0 Email History 2 Payment Correspondence

Case Review Summary

Payment Due
No Payment Due at This Time

Status
Complete Submittal
by
▼
History
12/12/2023 Laurenita Olamina
Submit

Submittal Summary

GHG - Petroleum and Natural Gas Systems Annual Report (Subpart W)

Nominated natural gas facilities can submit this submittal to fulfill their annual reporting obligation.

34137 F0104002
Environmental Air Quality
12/12/2023 Today

Your request has been logged and sent to the administrator successfully! This form is now under the amend process ...



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

Revision Withdrawal Amend

Send Request

test only