



environmental affairs

Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA

Public User Guide of South African Greenhouse Gas Emissions Reporting System (SAGERS) Registration Manual

Department of Environmental Affairs

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Note: This document may contain information of a sensitive nature. The information is intended for the recipient identified on this Title page and should not be given to persons other than those who are involved in this project.



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1 Introduction

1.1 Background

The Republic of South Africa ratified the United Nations Framework Convention on Climate Change (UNFCCC) and is therefore required to undertake several projects related to climate change. The objective of the UNFCCC is to stabilize Greenhouse gas (GHG) concentrations in the atmosphere at a level that would prevent dangerous human-induced interference with the climate system. The ability of South Africa to achieve this objective is dependent on the accurate knowledge of emissions trends and on our collective ability to alter these trends.

In response to Decision 17/CP.8, 3 of the UNFCCC and the requirements of Section 6.7 of the Climate Change White Paper, DEA has drafted National GHG Reporting Regulations to encourage the reporting of national GHG emissions annually. The objective of these regulations is to introduce a single national reporting framework for the reporting and dissemination of information related to GHG emissions to:

- to enable the Department to collect, collate and publish GHG emissions data and information in an effective and efficient manner,
- for South Africa to meet its obligations on international reporting requirements under the United Framework Convention on Climate Change and other international programs,
- to fulfil section 6.7 of the National Climate Change Response that requires GHG emissions inventories that are accurate, complete and up-to-date,
- to inform government policy formulation and the South African general public; and
- to avoid duplication of similar reporting requirements in South Africa.

1.2 Document Purpose

The document is intended to provide instructions to public users for using the SAGERS Public Portal together with user cases, mock-up screens to better illustrate system design from user point of view.

1.3 Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the User Guide Document.

Acronym	
Acronym	Definition
SAGERS	South African Greenhouse Gas Emissions Reporting System
GHG	Greenhouse Gas
DEA	South Africa Department of Environmental Affairs
SARS	South Africa Revenue Service
National Treasury	South Africa National Treasury
Data Provider	Any person as classified in regulation 4 and shall include (a) its holding company or corporation or legal entity, registered in South Africa in accordance with the Laws of South Africa; (b) all its subsidiaries and legally held operations, including joint ventures and partnerships where it has a controlling interest, or is nominated as the responsible entity for the purpose of reporting under these Regulations; (c) all facilities generally over which it has control, which are not part of another data provider as provided for in these Regulations;
Activity Data	Data on the amount of fuels or materials consumed or produced by a process as relevant for the calculation -based monitoring methodology, expressed in

Acronym	
Acronym	Definition
	joules, mass in tones, or for gases as volume in normal cubic meters, as appropriate;
Tier	<p>Method used for determining greenhouse gas emissions as required by the "IPCC Guidelines for National Greenhouse Gas Inventories (2006)</p> <ul style="list-style-type: none"> • Tier 1 method: Default IPCC emission factors available in the 2006 IPCC Guidelines are used to calculate emissions from activity data; • Tier 2 method: Country specific emission factors published in the Technical Guidelines for Monitoring, Reporting and Verification of Greenhouse Gas Emissions by industry are used to calculate emissions from activity data; • Tier 3 method: Emission models, material carbon balances and continuous emission measurements in the Technical Guidelines for Monitoring, Reporting and Verification of Greenhouse Gas Emissions by Industry available on the DEA website (www.environment.gov.za) are used.

2 System Overview

The SAGERS is a web-based application which enables public users to incorporate with law to register data provider with DEA, update DEA on any registration information changes and prepare and submits annual GHG emission reports to DEA to review.

2.1 Summary of System Actors and Roles

The table below lists all the potential actors and roles within SAGERS public portal.

Actors and Roles	
Actors	Role Description
ACO	- Register Data Provider -
Preparer/Consultant	- Enter or Revise Emission Data for relevant source - Check and Edit Emission Data completeness for relevant source
Viewer	-
Other	-

2.2 General Guidance on SAGERS Public Portal

2.2.1 Accessing SAGERS Public Portal

To access the SAGERS Public Portal Web application, public users can either enter from the link on South Africa SAGERS landing page or open any Internet Browser application and directly enter the website URL.

- SAGERS Landing Page:

<https://ghgreporting-public.environment.gov.za/GHGLanding/>

Introduction


The South African Greenhouse Gas Emissions Reporting System (SAGERS) is a Greenhouse Gas Reporting Module of the National Emissions Inventory System.

This portal is a web based platform for the registration and submission of GHG emissions data by category A data providers in terms of GHG Reporting Regulations promulgated under the National Environmental Management: Air Quality Act No.39 of 2004.

Objectives

- Providing a user-tailored platform the category A data providers to register and report their annual GHG emissions data and the associated activity data
- Providing methodological guidance on the quantification of GHG emissions and the embedded parameters for assessing the annual GHG emissions
- Facilitating easy access to the parameters and GHG emission factors database embedded into the system
- Serving as an information hub for data providers for accessing information relevant to the registration and reporting under the GHG Reporting Regulations
- The portal provides relevant guidance, templates, guidelines, and information relating to compliance under the GHG Reporting Regulations 2017 published in Government Gazette 40762 of 03 April 2017 promulgated under the National Environmental Management: Air Quality Act No.39 of 2004

SAGERS Public Portal (Production)



For SAGERS Public Users (Production)

- Submit and Manage Registration Information
- Submit and manage GHG emission inventory reports online
- Track the status of an emission report
- Track historical emission inventory reports

SAGERS Administration Portal (production)

For SAGERS Administration Users (production)

- Manage online reporting of emission inventories Regulations 2016 as amended and promulgated under Air Quality Act No.39 of 2004
- Track the status of an emission report

[>> login](#)

Figure 1 SAGERS Landing Page

- SAGERS Public Portal User **Training Site:**
<https://ghgreporting-public-uat.environment.gov.za>
- SAGERS Public Portal User **Official Production Site:**
<https://ghgreporting-public.environment.gov.za>

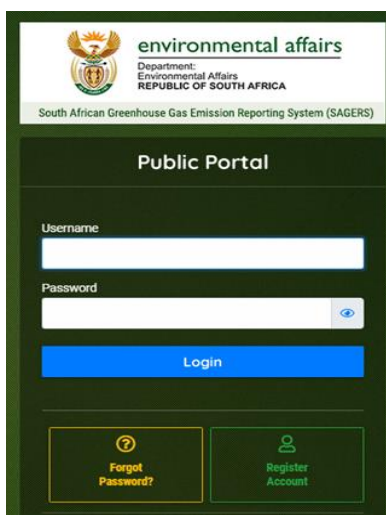
The image shows the login page of the SAGERS Public Portal. At the top, there is a header with the South African coat of arms, the text 'environmental affairs', 'Department: Environmental Affairs', 'REPUBLIC OF SOUTH AFRICA', and 'South African Greenhouse Gas Emission Reporting System (SAGERS)'. Below this is a dark green box with the title 'Public Portal'. Inside this box, there are two input fields: 'Username' and 'Password'. Below the password field is a blue 'Login' button. At the bottom of the green box, there are two buttons: 'Forgot Password?' (with a question mark icon) and 'Register Account' (with a person icon).

Figure 2 SAGERS Public Portal Log in Page

2.2.2 Information and Navigation Features

2.2.2.1 Left Navigation Panel

All the SAGERS System Modules can be accessed at any time from the left navigation panel. This allows the users to jump from a section of pages to another section of pages.

And users are also able to close the left panel to have bigger view of current module.

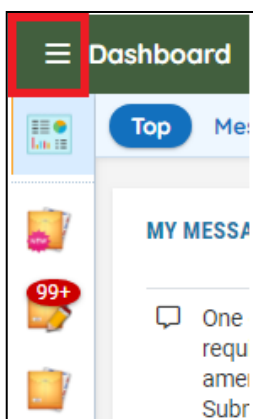


Figure 3 to open left panel

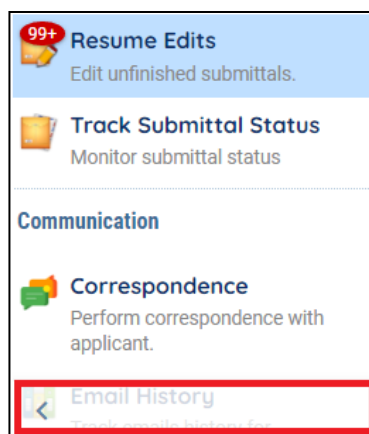


Figure 4 to close left panel

2.2.2.2 System Requirements

To ensure that all of the features of SAGERS System are available, a user is suggested to use the Google Chrome web browser. The performance of the SAGERS System will vary based on the computers' internet connection speed, CPU, Operating System, and available memory. The following minimum system configuration is recommended:

- Pentium II processor or higher
- Microsoft Windows 2000 or higher
- 256 MB of RAM or higher

3 Public Portal Dashboard

Once log into public user account, public users will be looking at the dashboard of each account. The dashboard consists of multiple web parts.

- Submittal Summary
Public users are able to read summary information of their own submitted submission records. By clicking on each number, public users will be directed to the page where detailed submission records show.
 - **Revision Required:**
This status refers to the scenario that DEA has reviewed your submitted submission and there are information needs to be rectified on the form or more information is required to be provided hence it was sent back to you.
 - **Denied:**
This status refers to the scenario that DEA has reviewed your submitted submission and made decision that your submission due to certain reasons is not accepted and there is no further action can be taken on this submission at your side.
 - **Approved:**
This status refers to the scenario that DEA has reviewed your submitted submission and made decision that your submission is accepted and there is no further action needs to be taken at your side.

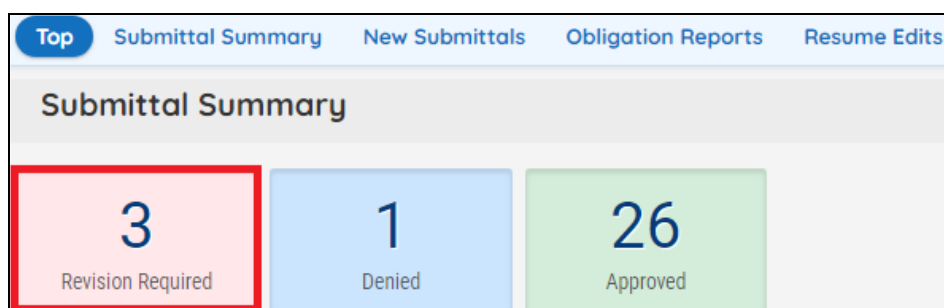


Figure 5 View submission records of different status

4 Public User Account Management

4.1 Public User Account Creation Process

To initiate any activities with SAGERS Public Portal, it requires public users to log in with a registered SAGERS public account.

Public users are able to start the account creation process by clicking on the “Register Account” button on the Public Portal log in page.

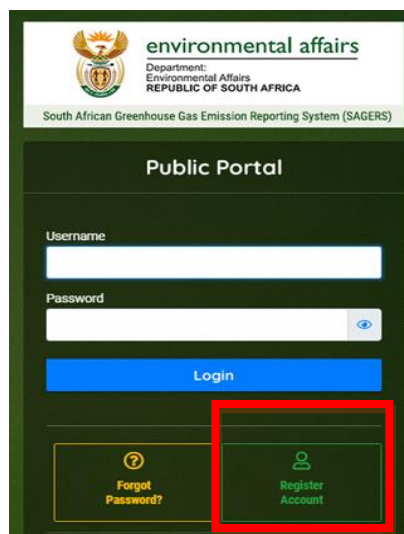


Figure 6 Register Account

- 1) The first step of registering account is public users are required to input all necessary basic information.
 - The value in User Name field will auto populate based on the input Legal First Name and Legal Last Name. There is possibility that the User Name has already been taken by other public users. In this case, public users need to modify the populated user name to ensure its uniqueness in the SAGERS system.
 - The email address ties to each public users account also needs to be unique.

① Basic Information ② Account Type ③ Security Questions

Personal Info

Legal First Name Legal Middle Initial Legal Last Name User Name

① Required. ① Required. ① Required.

Employer Job Position with Employer

① Required.

Home Phone Mobile Phone

000-000-0000 x0000 000-000-0000

Fax Number Email

000-000-0000

Email will be used to send out the password. Please make sure it's valid.

① Required.

Figure 7 Required Basic Information for Creating Public User Account

- 2) After inputting all required basic information, public users are able to click on “Next” button to continue to select desired account type. Each public user account can only be associated with one account type. The provided account types are:
- **ACO:**
The Accounting Officer (ACO) account type is responsible for certifying and submitting submittals on behalf of his/her Data Provider. An ACO can also assign ECO/Consultants to help prepare the submittals for each facility that the ECOs/Consultants are assigned to.
 - **ECO/Consultant:**
The Emission Control Officer (ECO)/Consultant account type is nominated by the ACO to help prepare submittals for each specific facility. The ECOs/Consultants can only prepare submittals and cannot submit them.
 - **Viewer:**
The Viewer account type is nominated by Data Provider ACOs to view facility information.
 - **Other:**
The Other account type is granted access to submit “Request Approval for Country-Specific emission factor” forms for any facility, even those these account type users are not associated with any Organizations or their facilities.

Figure 8 Available Public Account Type

- 3) After picking up the account type, public users are required to create answers to 5 selected security questions. The answer will be used as identity verification purpose after public users log in their accounts to conduct certain actions, such as to submit annual GHG emission report.

Figure 9 Available Security Questions

- 4) After completing previous 3 steps, public users are able to review the inputted information. If there is any error, public users are able to click on “Previous” button to go back to the page to revise the information. Once all of the information is confirmed, then the public users should check the “I’m not a robot” anti-spam check and click on “Register” button.

Figure 10 Registration Information Review Page

- 5) The system will return a Registration Successful message if the public users account is successfully created.
- An email contained temporary password and temporary pin will be sent to the inputted email address at step1.

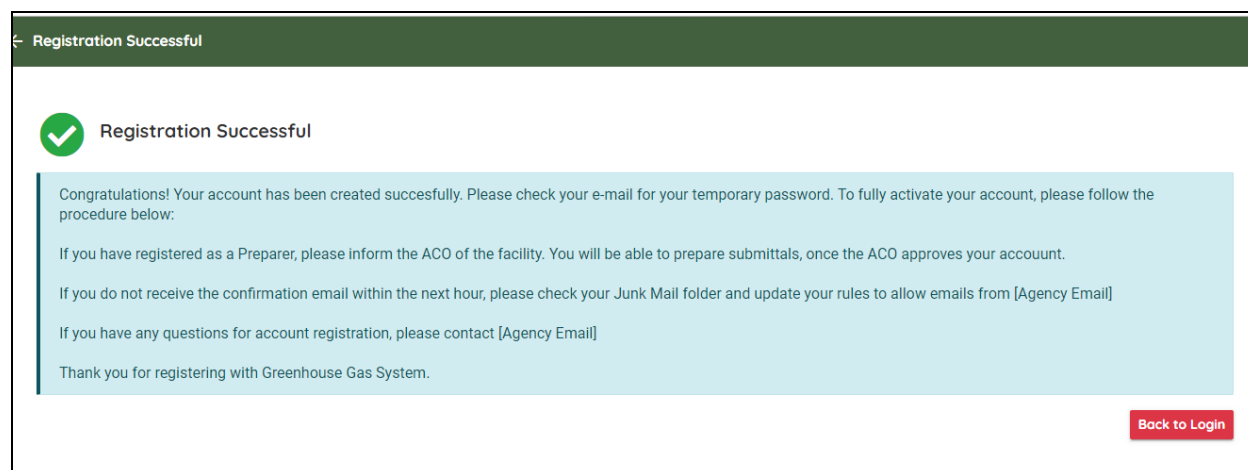


Figure 11 Registration Successful Message

4.2 Public User Log in Process

4.2.1 First -Time Log-in Users

For all first-time log-in users, log in the registered account with self-created username and assigned temporary password. And then you will be asked to create your permanent password and pin to replace the temporary records.

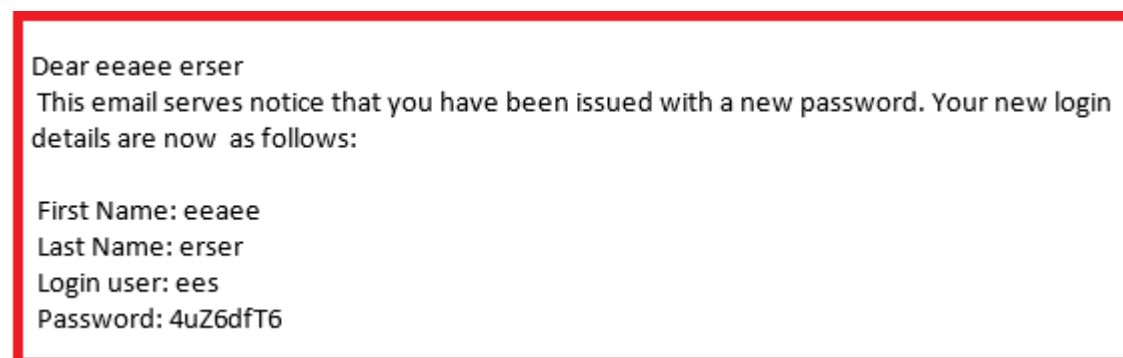


Figure 12 Registration Email Sample

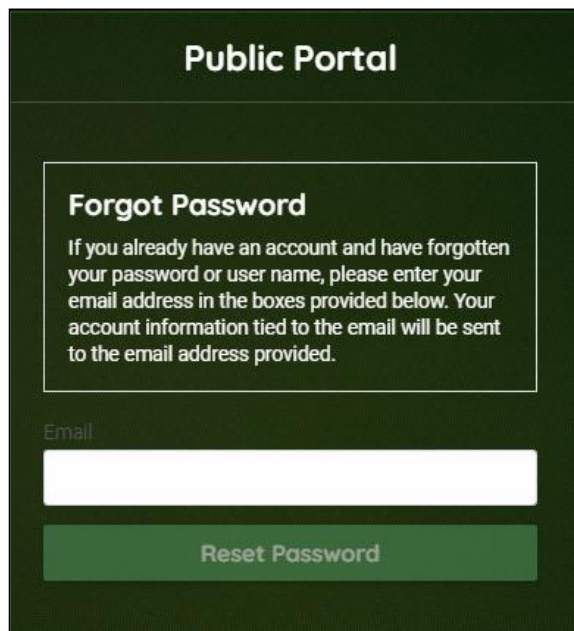
4.2.2 Non First-Time Log-in Users

For non-first-time log-in users, you can log in your public accounts using your self-created username and password.

4.3 Account Information Management

4.3.1 Forget Password

When public users forget their log in password, click on the “Forget Password” button on Public Portal log on page. And input the email address associated with public user account and an email contained with temporary password will be sent to this email address if this email address exists in system.



Public Portal

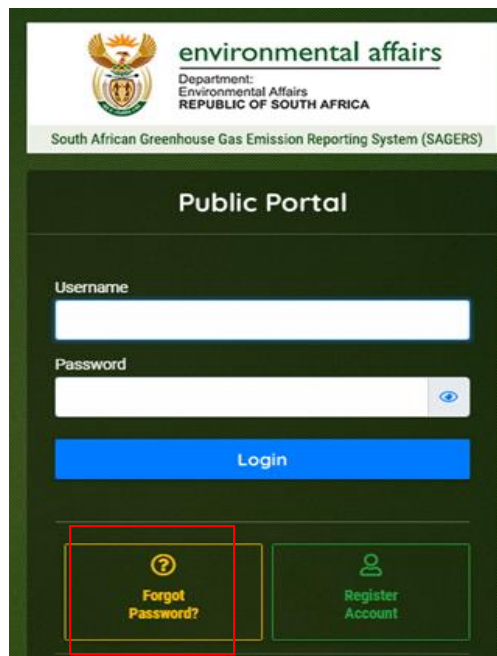
Forgot Password

If you already have an account and have forgotten your password or user name, please enter your email address in the boxes provided below. Your account information tied to the email will be sent to the email address provided.

Email

Reset Password

Figure 13 Associated email address



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REPUBLIC OF SOUTH AFRICA

South African Greenhouse Gas Emission Reporting System (SAGERS)

Public Portal

Username

Password

Login

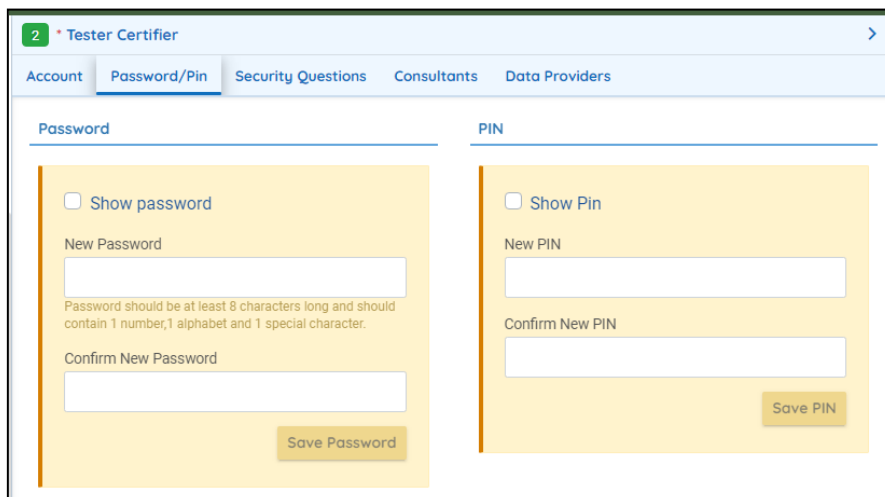
Forgot Password?

Register Account

Figure 14 Forget Password on log in page

4.3.2 Change Password and Pin Number

Public users are able to change password and pin number associated with own account in My Account Module. Under Password/Pin tab, public users are able to directly enter the new password or new pin.



2 * Tester Certifier

Account Password/Pin Security Questions Consultants Data Providers

Password

☐ Show password

New Password

Password should be at least 8 characters long and should contain 1 number, 1 alphabet and 1 special character.

Confirm New Password

Save Password

PIN

☐ Show Pin

New PIN

Confirm New PIN

Save PIN

Figure 15 Create New Password and Pin

5 Data Provider Registration Process

In order to submit annual GHG emission reports, data providers have been registered in SAGERS as the pre-condition to submit reports. To register a data provider, it requires public users to submit a “Register Data Provider” form to DEA to review. DEA may approve, deny or require more information for a submitted form.

5.1 Start a New Data Provider Registration Form

Public users can initiate a “Register Data Provider” form Start New Submittal module from left panel.

After entering Start New Submittal module, public users should click on Register New Data Provider Icon and then system will launch a new Register New Data Provider form.

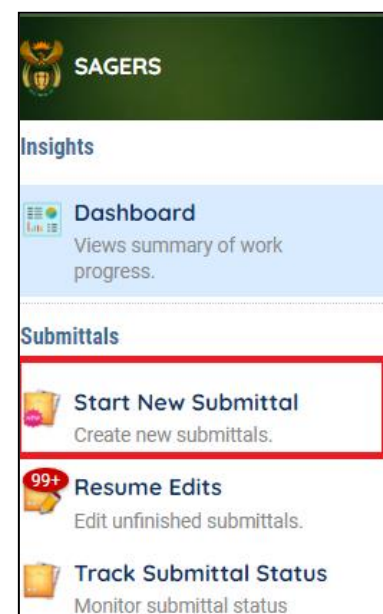


Figure 16 start a new submittal

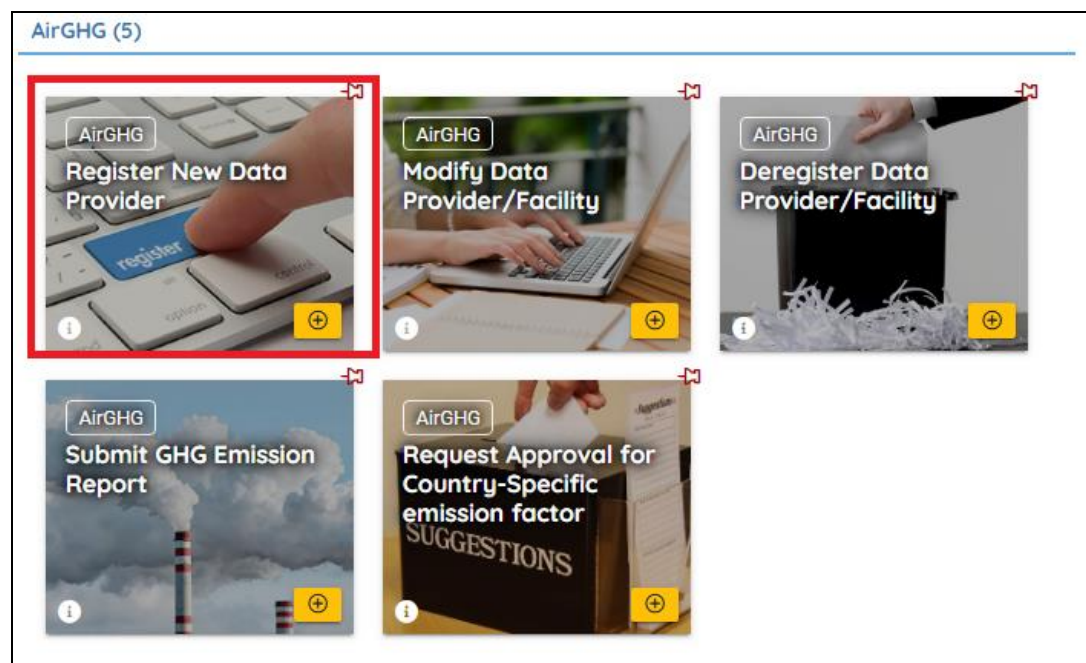


Figure 17 Register New Data Provider Form

5.2 Prepare and Submit New Data Provider Registration Form

In order to pass the validation check and submit the “Register New Data Provider” form, public users need to complete required information on Data Provider Information, Facility Association and Attachment tabs if certain conditions are met.

Figure 18 Different Tabs of Register New Data Provider Form

Following sections provide only instructions to the steps that are commonly considered as “difficulty” to first time users.

5.2.1 Data Provider Information Tab

On Data Provider Information tab, public users are required to input necessary data provider information.

- **Step 1: Select the suitable data provider source for your situation.**

5.2.1.1 Create a New Data Provider

This option should be selected when this data provider is never been created in SAGERS system and no GHG Data Provider ID has ever been issued.

This option **doesn't apply for following scenarios**. If your situation follows any of them, please select “Link Data Provider” option and refer to section 5.2.1.2 for further instructions:

- 1) The data provider has previously been registered with DEA on paper form.
- 2) The data provider has been registered by previous owners with DEA and you are current the new owner.

Figure 19 Create a New Data Provider Option

5.2.1.2 Link Data Provider

Public users should select this option if your situation fits any of the following scenarios:

- 1) The data provider has previously been registered with DEA on paper form.
- 2) The data provider has been registered by previous owners with DEA and you are current the new owner.

When “Link Data Provider” option is selected, public users are required to search by existing data provided by inputting Transfer Code. By searching the correct Transfer Code, system will display only one matching data provider record and public users can select the record.

- ✚ **Transfer Code:** The Transfer Code is a unique code created by SAGERS for one data provider/facility which is only informed to relevant users via emails sent out by SAGERS system.

Figure 20 Link Data Provider Option

- **Step 2: Complete required data provider information**

Public users are required to fill in correct information on all fields marked as required on Data Provider Information tab.

- **ACO:**
The ACO of data provider could be the owner or responsible official of this data provider.
- **Contact Person:**
The contact person of data provider could be the person who can be reached by DEA during most of the business time. This person can be different than the owner/ACO of this data provider, such as front desk representative of this data provider.

1 Data Provider Information 2 Facility Association 3 Attachment 4 Review 5 Submission

☐ Link Data Provider ☒ Create a New Data Provider

The "Create New Data Provider" option is only applicable if this data provider has never been registered in the system. If this Data Provider is transferred from someone else, please use the "Link Data Provider" button.

Company Registration Number(CRN):

Data Provider ID:

Data Provider Name:

Business Start Date:

Mailing Address

Address Line 1

Address Line 2

Province/District/City

Postal Code

Required. **Required.** **Required.**

Figure 21 Required Information on Data Provider Information Tab

5.2.2 Facility Association Tab

On Facility Association tab, public users are required to input facility and activity information associated with this data provider.

- **Step 1: Select suitable facility source for your situation**

5.2.2.1 Create New Facility

This option should be selected when this facility is never been created in SAGERS system and no GHG Facility ID has ever been issued.

This option **doesn't apply for following scenarios**. If your situation follows any of them, please select "Link Facility" option and refer to section 5.2.2.3 for further instructions:

- 1) The facility has previously been registered with DEA on paper form.
- 2) The facility has been registered by previous owners with DEA and you are current the new owner.

The "Link Facility" option is applicable if this facility is transferred from another Public User(e.g. Purchase, sell). Please use the dropdown list below to search for the Facility using the Facility Transfer Code.

Search Facility by Transfer Code:

Search

OR

The "Facility" option is only from someone else, please use the "Link Facility" button.

+ New Facility

+ New Backup-Generator Group

Figure 22 Create New Facility Option

5.2.2.2 Create New Backup- Generator Group

This option should only be selected when following conditions are met, **otherwise there may be possibilities your submission will be sent back or denied by DEA.**

- 1) The facilities have never been created in SAGERS system and no GHG Facility ID has ever been issued.
- 2) The facilities are backup-generator group.

Please add at least one facility.

The "Link Facility" option is applicable if this facility is transferred from another Public User(e.g. Purchase, sell). Please use the dropdown list below to search for the Facility using the Facility Transfer Code.

Search Facility by Transfer Code:

Search

OR

The "Facility" option is only from someone else, please use the "Link Facility" button.

+ New Facility

+ New Backup-Generator Group

Figure 23 Create New Backup-Generator Group

5.2.2.3 Link Facilities

Public users should select this option if your situation fits any of the following scenarios:

- 3) The facility has previously been registered with DEA on paper form.
 - 4) The facility has been registered by previous owners with DEA and you are current the new owner.
- Public users are required to search by existing data provided by inputting Transfer Code. By searching the correct Transfer Code, system will display only one matching FACILITY record and public users can select the record.

Please add at least one facility.

The "Link Facility" option is applicable if this facility is transferred from another Public User(e.g. Purchase, sell). Please use the dropdown list below to search for the Facility using the Facility Transfer Code.

Search Facility by Transfer Code:

Search

OR

The "Facility" option is only from someone else, please use the "Link Facility" button.

+ New Facility

+ New Backup-Generator Group

Figure 24 Search Facility by Transfer Code Option

5.2.2.4 Link/ Add More Facilities

If there is more than one facility/facility group needs to be created or linked, public users can achieve this purpose by clicking the "up arrow" icon show in following screenshot to close current facility/facility group page and then the "Add or Link Facility" button will be visible.

Facility

1 New Facility

0 Activity

0 Emission Unit

0 Total Capacity(MG)

Figure 25 Close current facility/facility group

1 New Facility

0 Activity

0 Emission Unit

0 Total Capacity(MG)

+ Add or Link Facility

Figure 26 Add/Link more facilities

- **Step 2: Fill in required facility information**

For each facility/facility group, public users need to complete information including basic facility information, contact, activity and activity attribute information.

5.2.2.5 Activity Information

Public users need to select all applicable IPCC codes for current facility. For each IPCC code, there is different activity attribute information required to be filled. Public users are able to add more IPCC codes by click on “+” button shown in following screenshot. Each IPCC code can only be selected once under one facility.

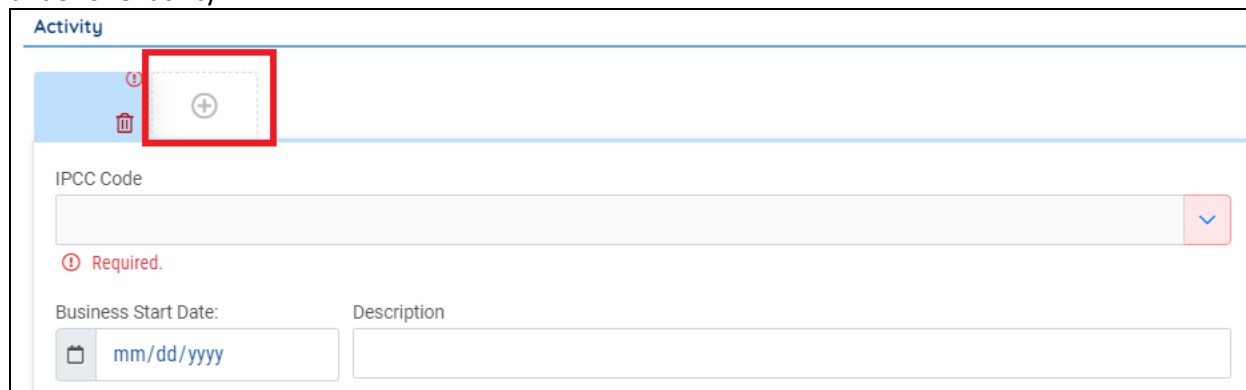


Figure 27 Add more IPCC codes on activity section

Public users are able to upload any supporting documents in Attachment tab which they believe are helpful for DEA to approving their submission.

Per DEA’s requirements, public users are mandatory to upload supporting documents for following scenarios to elaborate the detailed information:

- 1) If “New Backup-Generator” is selected for any of the facilities/ facility groups.
- 2) If the “Number of Devices” is more than 1 for any of the emission devices.

Emission Units

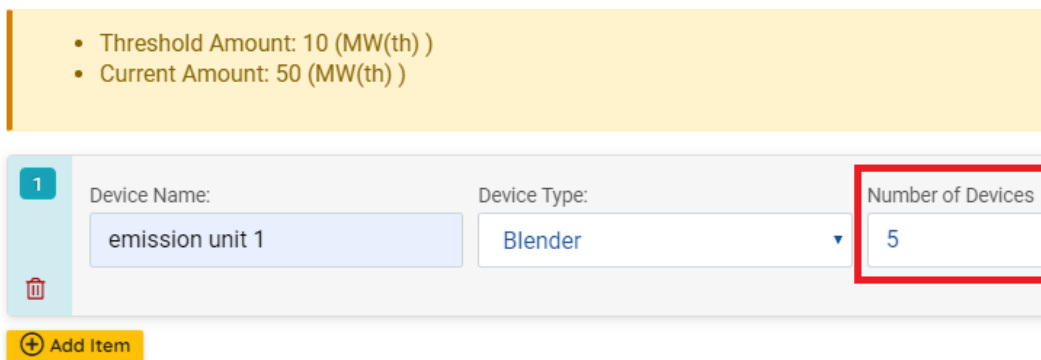


Figure 28 Number of devices for emission units

The screenshot shows the 'Attachment' step (3) of a 5-step process. A red banner at the top states: 'If facility type is generator or grouping the emission units into group. Required to submit supporting documents as a PDF or other file formats, such as spreadsheets, etc.' Below this is a dashed box containing a red-bordered button that says 'Click to Upload or Drag Files Over' with an upload icon.

Figure 29 Upload supporting documents to one submission

5.2.3 Review Completed Form and Reporting Threshold

On Register New Data Provider Form, SAGERS has provided a left panel overview. Public users are able to view a dynamic data provider hierarchy chart based on inputted information.

Below Data Provider Overview, public users are also able to check if the imputed activity amount has met the reporting threshold.

- When the activity amount is smaller than the reporting threshold, then public users **are not obligated** to report related information to DEA.
- When the activity amount is greater than the reporting threshold, then public users **are obligated** to report related information to DEA.

The screenshot shows a left-side review panel. At the top is a hierarchy chart: 'New Data Provider' (red box) contains 'New Facility' (blue box), which contains '1.A.1.a.i Electricity Generation' (yellow box), which contains 'Blender' (green box). Below the chart is a 'Summary' section with a table:

Combustion	
Value	50 (MW(th))
Threshold	10 (MW(th))

Figure 30 Left Side Review Panel

On Review Tab, public users are able to check if all required fields are fully completed. The red “X” sign implies there are required information missing on corresponding form.

By clicking the PDF icon, public users are also able to print out the hard copy of completed online form to do so.

Figure 31 Submission Review Tab

5.2.4 Submit Online Form

Public users can submit the submission by clicking “Submit” button on Submission Tab. In order to activate the “submit” button, the submitter needs to complete following actions:

- 1) Complete the certification sections
- 2) Provide correct answer to security questions
- 3) Input PIN Number

Figure 32 Certification Section on Submission Tab

After submitting the online form, if the system pops up a confirmation email then it indicates the submission is successfully submitted.

5.3 Continue Unfinished Submittal

At any time during online form preparation, public users can save the work by clicking on the hard disk button. In that way, public users are able to continue with unfinished submittal in any future time. If submission is saved successfully, then a “Save Successfully” message will show up and at the same time a submission ID will be generated and displayed on the top right side of the submission

Figure 33 save button

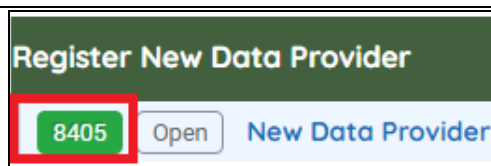


Figure 34 Generated submission ID

Public users are able to access to this submittal by search by this submission ID as Keywords in Resume Edits module.

 A screenshot of a web application interface titled "Pending Submittals". The interface has a dark green header bar with a menu icon and the title. Below the header, there is a search bar with a magnifying glass icon and the word "Search". To the left of the search bar is a sidebar with various icons. The main content area is divided into two columns. The left column contains search criteria: "Criteria", "Keywords" (with a red box around it), "Obligation Type" (with radio buttons for "Obligation" and "Non-obligation"), "Submittal Status" (with a dropdown menu), and "Updated Date" (with a calendar icon). The right column contains two sections: "Obligation Submittals (0)" and "Non-Obligation Submittals (0)".

Figure 35 Keyword Search

5.4 Delete Unfinished Submittal

Public users are able to delete unwanted Register Data Provider/ Facility submittal when it is not submitted yet to make account cleaner. To delete this submittal, go to Resume Edits module and click on the Trash Bin icon.

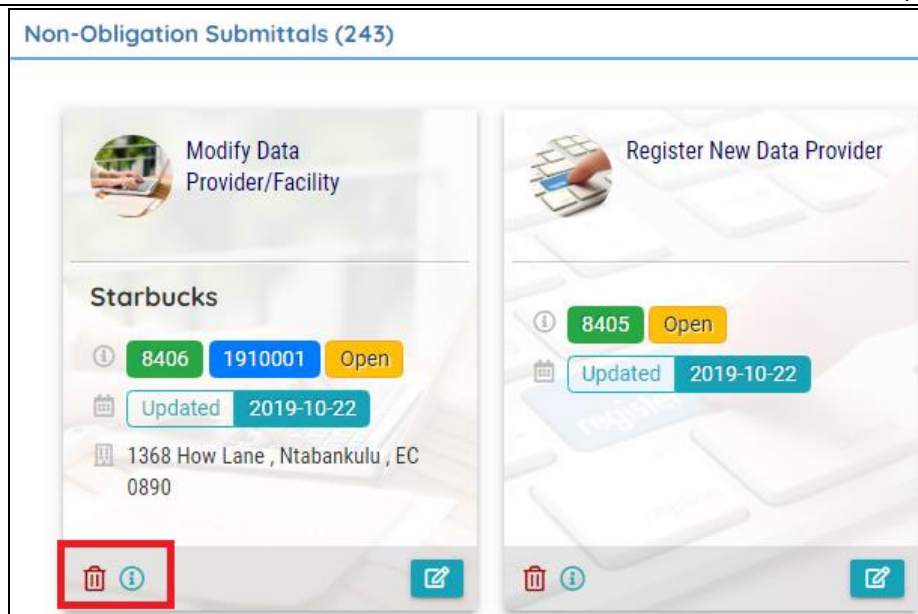


Figure 36 Delete unwanted submittal

5.5 Track Submitted Submittal

After public users submitting each submittal, DEA will take control of this submittal and public users cannot modify the information on submitted form in the interim unless DEA sends the submittal back to public users for revision.

Public users are able to track the status of submitted Register New Data Provider form in Track Submittal Status module to monitor if there is any review progress updated from DEA authority side.

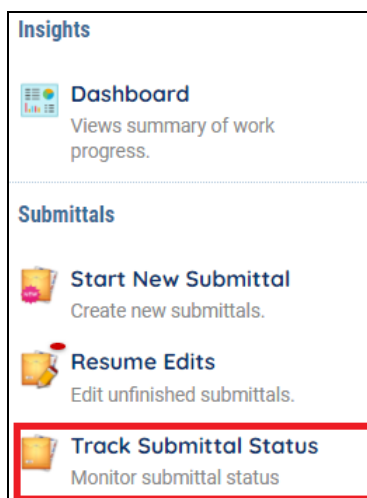


Figure 37 Track Submittal Status

6 Data Provider/Facility Modification Process

Public users are regulated to notify DEA about any new changes happening on registered data provider information within 30 days. DEA will responded afterwards accordingly that they will either approve the change or deny the change. Public users are able to notify DEA by submitting the “Modify Data Provider/Facility” form if following changes occurs:

- Any changes on basic data provider information, such as name, address, etc.,
- Any changes on basic facility information, such as name, address, etc.;
- Any additional facilities are added to original data provider;
- Any additional activities (IPCC) are added to data provider;
- Any additional emission units are added to data provider;
- Any associated emission units are removal from data provider

6.1 Start a New Modify Data Provider/Facility Form

Modify Data Provider/Facility form could be reached from Start New Submittal module. Please refer to section 5.1 for detailed instructions.

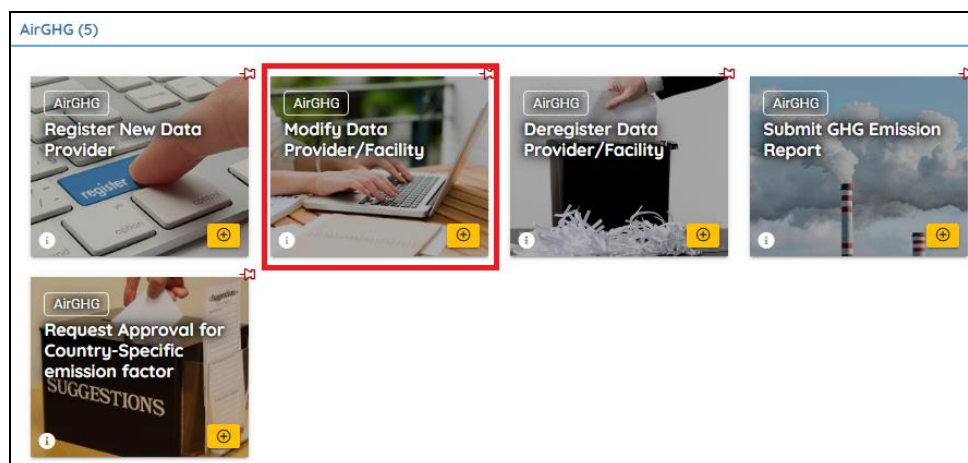


Figure 38 Modify Data Provider/Facility form

6.2 Prepare and Submit Modify Data Provider/Facility Form

Following sections provide only instructions to the steps that are commonly considered as “difficulty” to first time users.

Step1: Pick associated data provider

Public users need to select the data provider which they need to modify from Data Provider dropdown field. In this field system will display active data provider records which are registered under current public users account with SAGERS. After selecting one data provider, system will automatically populate current approved registration information of this data provider.

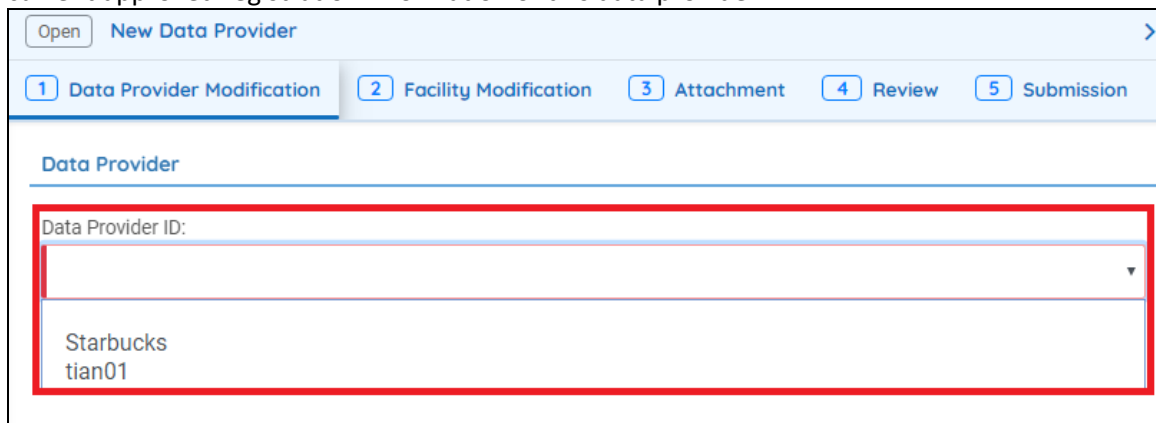
The screenshot shows a web application interface for 'New Data Provider'. At the top, there is a header bar with an 'Open' button and a right-pointing arrow. Below this is a navigation bar with five tabs: '1 Data Provider Modification' (active), '2 Facility Modification', '3 Attachment', '4 Review', and '5 Submission'. The main content area is titled 'Data Provider'. It contains a 'Data Provider ID:' label followed by a dropdown menu. The dropdown menu is open, showing a list of data providers. The first item, 'Starbucks tian01', is highlighted with a red border. The rest of the form is currently empty.

Figure 39 Pick associated data provider

Step 2 Modify Registration Information

Public users are able to directly update the attested information of current data provider based on populated records.

Step3 Review and Submit Online Form

Public users can following the same procedure to review completed form and submit it. Please refer to section 5.2.3 and section 5.2.4 for further instructions

6.3 Continued Unfinished Submittal

Public users can also save their work and come back to continue with the previously saved Modify Data Provider/Facility submittal next time when they log in their user account. Please refer to section 5.3 for future instructions.

6.4 Delete Unfinished Submittal

Public users are able to delete unwanted Modify Data Provider/Facility submittal when it is not submitted yet. Please refer to section 5.4 for more detailed instructions.

6.5 Track Submitted Submittals.

Public users are able to track the review status of submitted Modify Data Provider/Facility form under Track Submittal Status module. Please refer to section 5.4 for more detailed instruction.

7 Data Provider Deregistration Process

Public users are regulated to notify DEA about any new changes happening on registered data provider information within 30 days. DEA will respond afterwards accordingly that they will either approve the change or deny the change. Public users are able to notify DEA by submitting the “Deregister Data Provider/Facility” form if following changes occurs:

- Ownership transfer/Termination at data provider level including all associated facilities, activities(IPCC)
- Ownership transfer/Termination at facility level including associated activities (IPCC)
- Termination at activity level (IPCC)

7.1 Start a New Deregister Data Provider/Facility Form

Deregister Data Provider/Facility form could be reached from Start New Submittal module. Please refer to section 5.1 for detailed instructions.

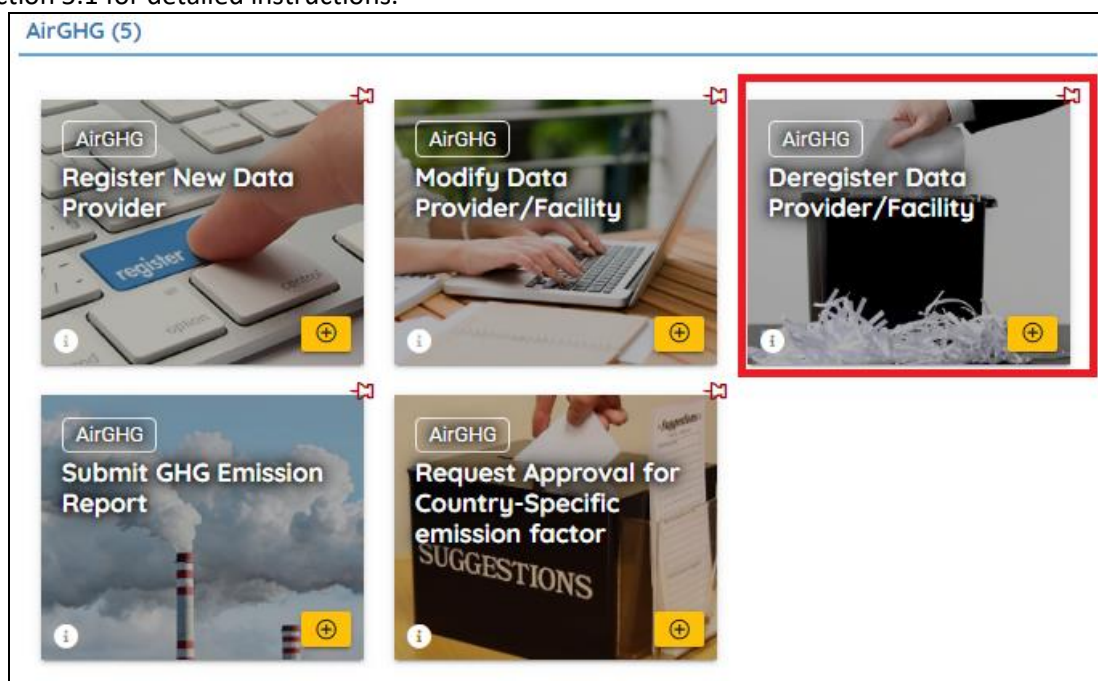


Figure 40 Deregister data provider/facility

7.2 Prepare and Submit Deregister Data Provider/Facility Form

Following sections provide only instructions to the steps that are commonly considered as “difficulty” to first time users.

Step 1 Select the correct data provider

Public users need to select the correct data provider which or partially they need to dissociate responsibilities from, such as specific facilities or activities (IPCC).

In the data provider dropdown field system will display active data provider records which are registered under current public users account with SAGERS. After selecting one data provider, system will automatically populate current approved registration information of this data provider.

Open New Data Provider

1 Deregistration Information 2 Attachment 3 Review 4 Submission

Data Provider

Please select one data provider to deregister!

Data Provider ID: Starbucks tian01 10232019_Test.Doris

Company Registration Number(CRN): YYYY/NNNNNNNN/NN

Business Start Date: mm/dd/yyyy

Figure 41 Active Data Provider

Step 2 Specify deregistration type

Public users need to specify the most proper deregistration type

- **Data Provider:**

When public users selects this option, it represents you request to dissociated full responsibilities from this data provider including all associated facilities and activities.

1 Deregistration Information 2 Attachment 3 Review 4 Submission

Data Provider

Please select one data provider to deregister!

Data Provider ID: Starbucks

Company Registration Number(CRN): YYYY/NNNNNNNN/NN

Deregistration Type

Deregistration Type

☒ Data Provider ☐ Facility & Activity

Required.

Figure 42 Deregistration Type

- **Facility & Activity**

When public users select this option, it represents your request to dissociate partial responsibilities from this data provider that either associated facilities or activities are terminated or transferred to someone else but you will still undertake the responsibilities of rest of the data provider.

- **Deregister Facility**

When public user's selects to deregister the entire facility, then all associated activities will by default get deregistered as well when DEA approves the request

1 DLP Manufacturers

GHG Facility ID **11** ☐ Deregistered?

2 Activity

☐ Deregistered?

Facility Deregistration Info

☐ Deregistered?

Activity

☒ 1.A.1.a.i Electricity Generation ☐ Deregistered?

☒ 1.A.1.a.iii Heat Plants ☐ Deregistered?

Figure 43 Deregister Facility

- **Deregister Activity**

When only specific activity needs to get deregistered from one facility, public users need to pick IPCC at activity level.

1 DLP Manufacturers

GHG Facility ID **11** ☐ Deregistered?

2 Activity

☐ Deregistered?

Facility Deregistration Info

☐ Deregistered?

Activity

☒ 1.A.1.a.i Electricity Generation ☐ Deregistered?

☒ 1.A.1.a.iii Heat Plants ☐ Deregistered?

Figure 44 Deregister activities

Step3 Put correct information for successor owner

If the deregistration is caused by “Change of Ownership”, public users need to input correct information for successor owner.

Public users need to ensure to enter an accurate and valid New Owner Email address. After DEA approves your request, a Transfer Code will be sent to new owner email address. If the new owner doesn't receive this Transfer Code, it will prevent his/her from registration with SAGERS system as the new owner.

The screenshot shows a web form for entering new owner information. Red boxes highlight the following fields:

- Business End Date:** A date input field with a calendar icon and placeholder text "mm/dd/yyyy". Below it is a red error message: "Required."
- Deregistration Reason:** A section with two radio buttons: "Change of Ownership" (selected) and "Business Termination". This section is highlighted with a red box.
- New Owner First Name:** A text input field. Below it is a red error message: "Required."
- Middle Initial:** A text input field.
- New Owner Last Name:** A text input field. Below it is a red error message: "Required."
- New Owner Telephone Number:** A text input field with placeholder text "0xx-xxx-xxxx". Below it is a red error message: "Required or Check the New Owner Telephone Number Format."
- New Owner Email:** A text input field. Below it is a red error message: "Required or Check the Email Format." This field and its error message are highlighted with a red box.

Figure 45 New Owner Information

7.3 Continued Unfinished Submittal

Public users can also save their work and come back to continue with the previously saved Deregister Data Provider/Facility submittal next time when they log in their user account. Please refer to section 5.3 for future instructions.

7.4 Delete Unfinished Submittal

Public users are able to delete unwanted Deregister Data Provider/Facility submittal when it is not submitted yet. Please refer to section 5.4 for more detailed instructions.

7.5 Track Submitted Submittals

Public users are able to track the review status of submitted Deregister Data Provider/Facility form under Track Submittal Status module. Please refer to section 5.4 for more detailed instruction.

8 Country-Specific Emission Factor Request Process

Per accompany with regulation 10(2), any public users are able to submit country-specific (tier-2) emission factor requests with SAGERS system.

8.1 Start a New Request Approval for Country-Specific Emission Factor form

Deregister Data Provider/Facility form could be reached from Start New Submittal module. Please refer to section 5.1 for detailed instructions.

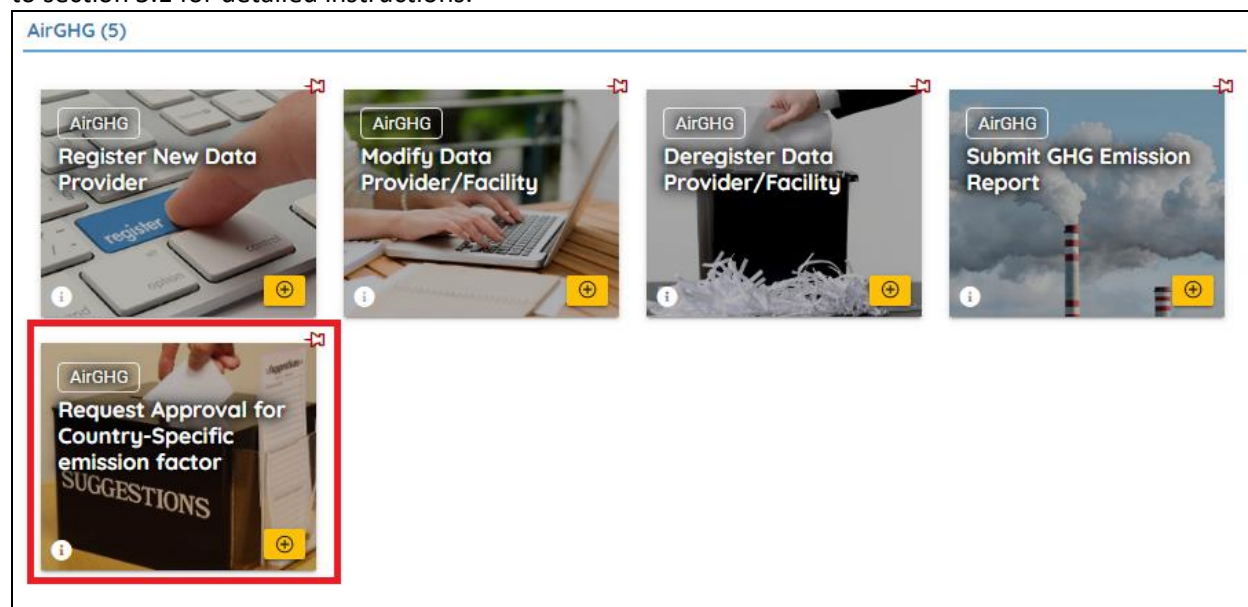


Figure 46 Request Approval for Country-Specific Emission Factor

8.2 Prepare and Submit Form

Following sections provide only instructions to the steps that are commonly considered as “difficulty” to first time users.

Step1: Select IPCC codes

Public users need to select the IPCC code which emission factor applies. On each form, only one IPCC code can be selected. Public users are also able to

Technical Information

IPCC Code(In terms of 2006 IPCC or later guideline):

Search IPCC by name...

Found: 238

1 Energy > 1.A Fuel Combustion Activities > 1.A.1 Energy Industries > 1.A.1.a Main Activity Electricity and Heat Productio > 1.A.1.a.i Electricity Generation

1 Energy > 1.A Fuel Combustion Activities > 1.A.1 Energy Industries > 1.A.1.a Main Activity Electricity and Heat Productio > 1.A.1.a.ii Combined Heat and Power Generation (CHP)

Figure 47 IPCC codes

Step2 Add GHG

After picking up the IPCC code, public users need to further specify the Greenhouse Gas which the emission factor associated with.

- In the Greenhouse Gas dropdown, it displays all relevant GHG based on the selection of IPCC code. For different IPCC codes, the options shown in Greenhouse Gas dropdown may vary.
- The values shown in Fuel, Metadata and Metadata 2 dropdown fields depend on the selection of both IPCC codes and Greenhouse Gas. If the desired values don't exist, it represents currently DEA doesn't accept such request at the moment.

Greenhouse Gas

1

Greenhouse Gas: Fuel: Metadata: Metadata 2:

Current Emission Factor Value: Unit:

Date Calculated: New Emission Factor Value: New Unit:

Required. Required. Required. Required.

Figure 48 GHG substances

- Public users are able to add more than one relevant substance on the online form by clicking on "Add Item" button.

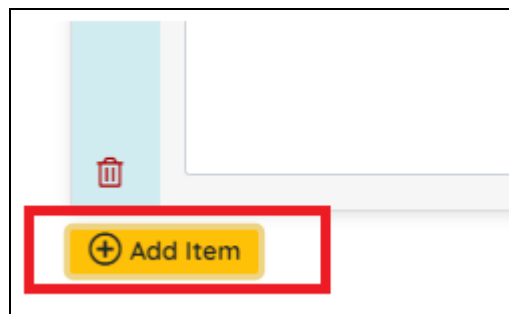


Figure 49 Add more GHG

8.3 Continued Unfinished Submittal

Public users can also save their work and come back to continue with the previously saved Request Approval for Country-Specific Emission Factor submittal next time when they log in their user account. Please refer to section 5.3 for future instructions.

8.4 Delete Unfinished Submittal

Public users are able to delete unwanted Country-Specific Emission Factor requests when it is not submitted yet. Please refer to section 5.4 for more detailed instructions.

8.5 Track Submitted Submittals

Public users are able to track the review status of submitted Request Approval for Country-Specific Emission Factor form under Track Submittal Status module. Please refer to section 5.4 for more detailed instruction.

