Petitioning to Import Virgin HFCs for Transformation or Destruction

HFC Allocation Rule Reporting Instructions
*December 2021*

I. INTRODUCTION

This document provides information for reporting entities on how to submit a petition to import virgin HFCs for transformation or destruction through EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT). To submit a petition through e-GGRT, you must first be registered with the HFC Reporting System within e-GGRT. Registration is by invitation only. Refer to EPA's reporting instructions on *Registration and Management* for more information on the registration process. The remainder of this document is organized as follows:

- **Section II:** Access your HFC Reporting System Account
- **Section III:** Submit a New Petition
- **Section IV:** View Petition Documents
- **Section V:** Amend a petition
- **Section VI:** Resubmit a Petition

II. ACCESS YOUR HFC REPORTING SYSTEM ACCOUNT

Step 1: Log into e-GGRT

Visit https://ghgreporting.epa.gov and enter your Username and Password.
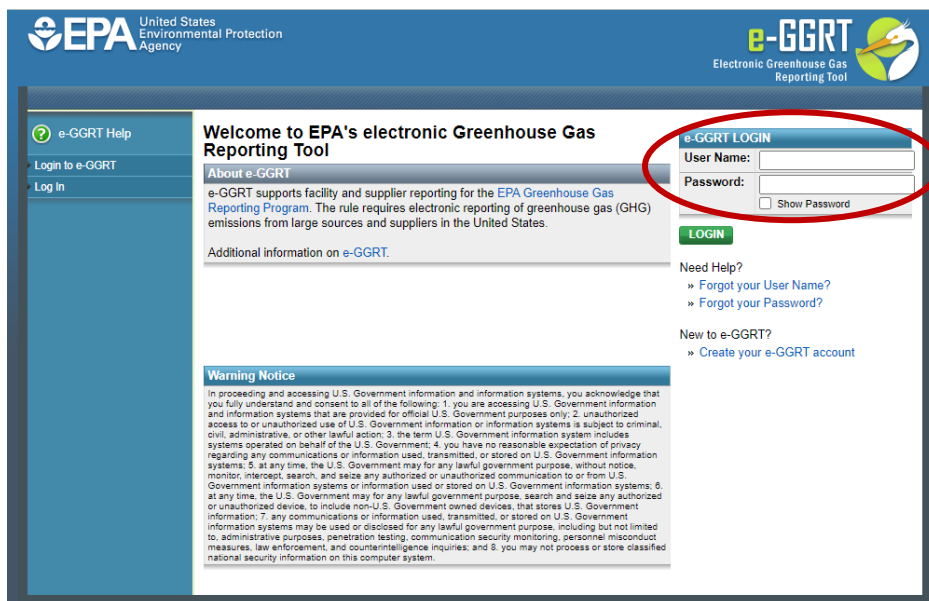
Step 2: Enter the HFC Reporting System Application

Click on the link to go to the HFC Reporting System application. Note that this link will only appear for users that are registered with the HFC Reporting System application.

III. SUBMIT A NEW PETITION

Step 1: Navigate to the Import Petition tab

Select the Import Petition tab at the top of the screen.

Step 2: Select New Petition

Select **New Petition** from the action menu for the company for which you want to submit a new petition to import HFCs for transformation or destruction.

Step 3: Upload a Completed Import Petition Form

Click **Choose File**, select your completed Import Petition reporting form, and click **Upload**. A blank reporting form is available for download from within the application and is also available on EPA's HFC Allocation Rule Reporting and Recordkeeping web page: https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping.

Step 4: Correct Validation Errors (if applicable)

When you click Upload, the system runs validation checks on your report to confirm accuracy and completeness of the data provided. Correct any validation errors by revising and reuploading the completed reporting form.

EPA understands that some information (e.g., month of import, port of entry, U.S. Customs Entry Number) may be unknown at the time of submission. This information is required prior import of the shipment into the United States. See Section V on Amending a Petition for step-by-step instructions on how to provide this information to EPA once known.

Step 5: Upload Export License Documentation

All import petition submissions must include a copy of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. Click **Choose File**, select the file you wish to upload, and click **Upload**.

Step 6: Upload Additional Supporting Documentation, as Needed

Upload additional files, as needed by clicking **Choose File**, selecting the file you wish to upload, and clicking **Upload**. If you upload a file in error, delete the file by selecting **Delete** from the Actions menu.

Petition TDPET-2022-00037

Alias	Test1	Petition Status	**Draft**
Year of Import	2022	Last Submitted Version	
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	

Step 1: Upload a completed Import Petition form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

Step 2: Upload a copy of an English translation of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. You may upload as many supplemental files as necessary to satisfy this requirement.

Step 3: Click Submit to review and complete the electronic signature steps.

Choose File | No file chosen   Upload

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
Petition to Import for Transformation or Destruction r0.10.xlsx	12/02/2021 (Shubh Jain)	No	
Export License.pdf	12/02/2021 (Shubh Jain)	No	Delete
Proposed Rule_hfc_allocation_nprm_043021_admin.pdf	12/02/2021 (Shubh Jain)	No	Delete

Submit Petition   **Back**

Step 7: Submit your Petition

Once all files have been uploaded, click **Submit Petition** to review your petition and provide your e-Signature to complete its submission.

Petition TDPET-2022-00038

Alias	Test1	Petition Status	**Draft**
Year of Import	2022	Last Submitted Version	
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	

Step 1: Upload a completed Import Petition form by clicking Choose File, locating the completed form on your computer, selecting the file, and clicking the Upload button. If validation errors are found, revise and upload the edited version of the form.

Step 2: Upload a copy of an English translation of the export license, application for an export license, or official communication acknowledging the export from the appropriate government agency in the country of export. You may upload as many supplemental files as necessary to satisfy this requirement.

Step 3: Click Submit to review and complete the electronic signature steps.

Choose File | No file chosen   Upload

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
Petition to Import for Transformation or Destruction r0.10.xlsx	12/02/2021 (Shubh Jain)	No	
Export License.pdf	12/02/2021 (Shubh Jain)	No	Delete

Submit Petition   **Back**

Step 8: Complete Submission for your Petition

If desired, review your petition in a readable HTML format or in XML by clicking on the **HTML** or **XML** links. Once the information is confirmed, click **Submit Petition** and complete your eSignature. To complete your eSignature, enter your password, answer the verification question, and select Sign.

Step 8: Receive Confirmation Email

Once submitted to EPA for review, the status of your submission will change to **Submitted** and all individuals that are registered with the company will receive a confirmation email from eGGRT@ccdsupport.com confirming submission of the petition. At this time, the system will lock and no further edits may be made to the petition until EPA completes its review of the submission.

Petition TDPET-2022-00037

Alias	Test1	Petition Status	**Submitted**
Year of Import	2022	Last Submitted Version	1
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	12/02/2021 (Shubh Jain)
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	

This Import Petition has been submitted to EPA for review. At this time, the petition cannot be edited. Following a review you will be notified via email, at which time you can log into AIMRS, open the petition, and find more information about the review outcome.

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
Petition to Import for Transformation or Destruction r0.10.xlsx	12/02/2021 (Shubh Jain)	Yes	
Export License.pdf	12/02/2021 (Shubh Jain)	Yes	
Proposed Rule_hfc_allocation_nprm_043021_admin.pdf	12/02/2021 (Shubh Jain)	Yes	

Petition History

Version	Petition Documentation	Submission Date (By)	Review Date	Review Outcome
1	Report Summary	ZIP Archive	Validation Summary	12/02/2021 (Shubh Jain)		

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Confirmation of HFC Report Submission (TDPET-2022-00037)

T	eGGRT@ccdsupport.com	← Reply	← Reply All	→ Forward	
	To ● Jain, Shubh		Thu 12/2/2021 12:24 PM

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing:

Company Name: AIM UAT ICF Company 5 (AIM805)
Report ID: TDPET-2022-00037
Version: 1
Form Alias: Test1
Company Representative: Shubh Jain
The petition was submitted by Shubh Jain on 12/02/2021.

Step 9: Receive Email Notification of Status Change

Once EPA has reviewed the petition, all individuals that are registered with the company will receive another email to notify you that the status of the submission has changed. At this time, you may log back into the HFC Reporting System, view the new submission status, and view any documents sent to you by EPA.

IV. VIEW PETITION DOCUMENTS

Step 1: Locate your Petition

After logging into e-GGRT and entering the HFC Reporting System application (see Section II), navigate to the **Import Petitions** tab. Locate the petition you would like to view and click **Open Petition**.

Step 2: View Review Outcome Document

To view the report outcome documents sent by EPA, click on the link under the Review Outcome menu in the Petition History table. From this page you may also download and view a copy of the documents previously submitted to EPA.

Petition TDPET-2022-00037

Alias	Test1	Petition Status	**Accepted**
Year of Import	2022	Last Submitted Version	1
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	12/02/2021 (Shubh Jain)
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	12/02/2021

Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
Petition to Import for Transformation or Destruction r0.10.xlsx	12/02/2021 (Shubh Jain)	Yes	
Export License.pdf	12/02/2021 (Shubh Jain)	Yes	
Proposed Rule_hfc_allocation_nprm_043021_admin.pdf	12/02/2021 (Shubh Jain)	Yes	

Amend Import Information

Petition History

Version	Petition Documentation	Submission Date (By)	Review Date	Review Outcome
1	Report Summary | ZIP Archive | Validation Summary	12/02/2021 (Shubh Jain)	12/02/2021	TDPET-2022-00037_01_Non-Objection_Letter.pdf

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Petition Review Outcomes and Documents

Once your petition has been reviewed by EPA, you will receive additional information from EPA based on the outcome of EPA's review. The type of documentation you should expect to see by review outcome is summarized below.

- **Accepted:** Non-Objection Notice
- **Rejected:** Objection Notice
- **Incomplete:** Incomplete Letter

V. AMEND A PETITION

Petitions that are **Accepted** by EPA may be amended, as needed, to provide EPA with previously unknown information or to update the expected date of import.

Step 1: Locate your Petition

After logging into e-GGRT and entering the HFC Reporting System application (see Section II), navigate to the **Import Petitions** tab. Locate the petition you would like to amend and click **Open Petition**.

Step 2: Select Amend Petition

Start the amendment process by selecting **Amend Import Information**.

Step 3: Enter/Upload New Information

Enter and/or upload new information, as needed. Only select fields may be amended, including the vessel name, year/month of import, port of entry, and U.S. Customs entry number. Supplemental files

may also be added at this time by clicking **Choose File**, selecting the file you wish to upload, and clicking **Upload**. After the new information is entered/uploaded, click **Save**.

Step 4: Submit Amendment

Based on the new information entered, the system will automatically generate a new AMENDED Excel file that contains the amended information. You may download a copy of this file by clicking on the document link. If you need to further modify any information, click the **View/Amend Import Information** button to return to the previous screen.

Once satisfied with your changes, click **Submit Petition** and complete your eSignature. To complete your eSignature, enter your password, answer the verification question, and select Sign.

Petition TDPET-2022-00037			
Alias	Test1	Petition Status	Accepted
Year of Import	2022	Last Submitted Version	1 (Version 2 Amendment Started)
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	12/02/2021 (Shubh Jain)
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	12/02/2021

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
† Petition to Import for Transformation or Destruction r0.10(AMENDED).xlsx	12/02/2021 (Shubh Jain)	No	
Export License.pdf	12/02/2021 (Shubh Jain)	Yes	
Proposed Rule_hfc_allocation_nprm_043021_admin.pdf	12/02/2021 (Shubh Jain)	Yes	

Submit Petition   View/Amend Import Information

Petition History

Version	Petition Documentation	Submission Date (By)	Review Date	Review Outcome
1	Report Summary	ZIP Archive	Validation Summary	12/02/2021 (Shubh Jain)	12/02/2021	TDPET-2022-00037_01_Non-Objection_Letter.pdf

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Petition TDPET-2022-00037			
Alias	Test1	Petition Status	Accepted
Year of Import	2022	Version	2

Petition Review

Prior to the submission and certification of your Petition to Import HFCs, you may review it by viewing the readable HTML version, the XML version, and/or this petition's validation messages below (if any). When you are satisfied with your petition you may click the Submit Petition button. Your electronic signature will be required to submit this petition to EPA.

Petition: Report Summary | Report S

eSignature

1. Authentication

User Name: JAINSHUBHICF

Password: ●●●●●●   *Authenticated*

2. Verification

Question: What is the first and middle name of your oldest sibling?

Answer: ●●●●●   *Verified*

SIGN   **CANCEL**

Submit Petition   **Back**

Paperwork Reduction Act Burden Statemen   21.1.10-j244 | Petition-2

Step 5: Receive Confirmation Email

Once submitted to EPA for review, the status of your submission will change to **Amendment Submitted** and all individuals that are registered with the company will receive a confirmation email from eGGRT@ccdsupport.com confirming submission of the amended petition. At this time, the system will lock and no further edits may be made to the petition until EPA completes its review of the submission.

Petition TDPET-2022-00037

Alias	Test1	Petition Status	Amendment Submitted
Year of Import	2022	Last Submitted Version	2
Created Date (By)	12/02/2021 (Shubh Jain)	Last Submitted Date (By)	12/02/2021 (Shubh Jain)
Modified Date (By)	12/02/2021 (Shubh Jain)	Acceptance Date	

This Import Petition has been submitted to EPA for review. At this time, the petition cannot be edited. Following a review you will be notified via email, at which time you can log into AIMRS, open the petition, and find more information about the review outcome.

Confirmation of HFC Report Submission (TDPET-2022-00037)

T   eGGRT@ccdsupport.com
To ● Jain, Shubh

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

The following report has been successfully submitted to EPA and is awaiting processing:

Company Name: AIM UAT ICF Company 5 (AIM805)
Report ID: TDPET-2022-00037
Version: 2
Form Alias: Test1
Company Representative: Shubh Jain
The petition was submitted by Shubh Jain on 12/02/2021.

Step 6: Receive Email Notification of Status Change

Once EPA has reviewed the amended petition, all individuals that are registered with the company will receive another email to notify you that the status of your submission has changed. At this time, you may log back into the HFC Allocation Rule Reporting System, view the new submission status, and view the updated non-objection notice sent to you by EPA.

TDPET-2022-00037's status has changed
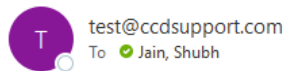
T   test@ccdsupport.com
To ● Jain, Shubh

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

A status update has occurred for the following submission:

Company ID: AIM805
Company Name: AIM UAT ICF Company 5
Report ID: TDPET-2022-00037
New Status: Accepted

Please review the submission in e-GGRT (https://ghgreporting.epa.gov/) for any additional information concerning this status change.

VI. RESUBMIT A PETITION

Petitions that are marked as **Incomplete** by EPA may be resubmitted to address concerns identified in incomplete letter provided by EPA.

Step 1: Locate your Petition

After logging into e-GGRT and entering the HFC Reporting System application (see Section II), navigate to the **Import Petitions** tab. Locate the petition you would like to resubmit and click **Open Petition**.

Step 2: Select Start Revision

Select **Start Revision** to modify the submission files and resubmit the petition. From this page you may also download the incomplete letter for more information on why EPA marked the petition as incomplete. Click on the file name to download and view the incomplete letter.

Step 3: Revise Petition

To revise your petition, download the previously submitted Excel report, make the necessary revisions, and reupload by clicking **Choose File**, selecting your revised Import Petition reporting form, and clicking **Upload**. Add any new supporting documents by clicking **Choose File**, selecting the files you wish to upload, and clicking **Upload**. If you wish to delete any previously uploaded files, delete the files by selecting **Delete** from the Actions menu.

Step 4: Resubmit Petition

Once all revisions have been made, click **Submit Petition** and complete your eSignature. To complete your eSignature, enter your password, answer the verification question, and select Sign.

Step 5: Receive Confirmation Email

Once resubmitted to EPA for review, the status of the submission will change to **Submitted** and all individuals that are registered with the company will receive a confirmation email from eGGRT@ccdsupport.com confirming resubmission of the petition. At this time, the system will lock and no further edits may be made to the petition until EPA completes its review of the resubmission.

Step 6: Receive Email Notification of Status Change

Once EPA has reviewed the petition, all individuals that are registered with the company will receive another email to notify you that the status of your resubmission has changed. At this time, you may log back into the HFC Allocation Rule Reporting System, view the new submission status, and view any documents sent to you by EPA.