



Submitting HFC Reports

*HFC Allocation Rule Reporting Instructions
March 2022*

I. INTRODUCTION

This document provides information on how to submit HFC reports through EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT). To submit a report 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 Account 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 Company-Level Report
- **Section IV:** Submit a New Facility-Level Report
- **Section V:** View Report Documents
- **Section VI:** Resubmit a Report
- **Appendix A:** Amend a Transshipment

II. ACCESS YOUR HFC REPORTING SYSTEM ACCOUNT

Step 1: Log into e-GGRT

Visit <https://ghgreporting.epa.gov> and enter your Username and Password.

The screenshot shows the EPA e-GGRT login interface. The header includes the EPA logo and the text 'United States Environmental Protection Agency' and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. The main content area is titled 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool' and includes an 'About e-GGRT' section and a 'Warning Notice'. On the right side, there is a login form with the following elements:

- e-GGRT LOGIN**
- User Name:
- Password:
- Show Password
- LOGIN** button
- Need Help?
 - » [Forgot your User Name?](#)
 - » [Forgot your Password?](#)
- New to e-GGRT?
 - » [Create your e-GGRT account](#)

A red circle highlights the 'User Name' and 'Password' input fields.

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.

The screenshot shows the EPA e-GGRT dashboard. The header includes the EPA logo and the text 'United States Environmental Protection Agency' and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. The main content area is titled 'REGISTER A FACILITY' and includes an 'ACCESS YOUR FACILITIES:' section with a table showing 'No Registered Facility'. On the right side, there is an 'ACCEPT AN APPOINTMENT:' section and an 'EPA Correspondence Folder' section. A yellow box highlights the text 'You are also a reporter under EPA's HFC Reporting System' with a blue arrow pointing to a 'Go to HFC Reporting System' link. A red circle highlights this yellow box.

III. SUBMIT A NEW COMPANY-LEVEL REPORT

Certain HFC activities are reported to EPA at the company-level, while other activities are reported at the facility-level. The text box below summarizes which report types are reported at each level. This section provides step by step instructions on submitting a company-level report.

Company-Level vs Facility-Level HFC Reports

HFC reports can be company-level or facility-level, as summarized by report type in the table below. A detailed control period calendar identifying when specific reports are due is available [here](#).

Report Type	Report Level	Report Frequency
Application-Specific Allowance Holders Biannual Report	Company	Biannual
Conferral of Allowances Report	Company	As Needed
Destruction One-Time Report	Facility	One-Time
Exporter Quarterly Report	Company	Quarterly
Fire Suppressant Recycler Quarterly Report	Company	Quarterly
Importer of Record Annual Report	Company	Annual
Importer Quarterly Report	Company	Quarterly
Inter-Company Transfers Report	Company	As Needed
International Transfers Report	Company	As Needed
Producer One-Time Report	Facility	One-Time
Producer Quarterly Report	Facility	Quarterly
Process Agent Use Annual Report	Facility	Annual
Process Agent Use One-Time Report	Facility	One-Time
Request for Additional Consumption Allowances Report	Company	As Needed
Reclaimer One-Time Report	Company	One-Time
Reclamation Quarterly Report	Company	Quarterly
Sale or Conveyance Report	Company	One-Time
Second Party Transformation and Destruction Report	Facility	Annual
Transformation One-Time Report	Facility	One-Time
Transshipment Notification	Company	As Needed

Step 1: Navigate to the HFC Reports tab

Select the HFC Reports tab at the top of the screen.

EPA United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Emily Golla | My Profile | Logout

Accept an appointment:

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

Need to register a facility for the Greenhouse Gas Reporting Program (40 CFR Part 98)?

Go to e-GGRT for GHG Reporting

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Access your Companies

Company	Comp ID	Your Role	Actions
AIM UAT ICF Company 6	AIM806	Company Representative	Report Manage

Step 2: Select the HFC Report Type

Select the HFC report type that you are submitting from one of the **Select Report Type** dropdown menus, depending on the report frequency (see text box on page 3), and click **Start** or **Go** to begin the submission process.

EPA United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Shubh Jain | My Profile | Logout

AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary

Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

Start

Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

Go

Step 2a: Select the Reporting Period

If submitting a quarterly, biannual, or annual report, select **Start** from the Actions menu for the reporting period for which you are submitting a report.



AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary » HFC Reclaimer Quarterly Report

HFC Reclaimer Quarterly Report

Complete and submit an HFC Reclaimer Quarterly report if your company reclaims HFCs. Section 1 must be completed prior to submission. Section 2 must be completed if your company received for reclamation or reclaimed HFCs during the reporting quarter; if no HFCs were received or reclaimed during the quarter, Section 2 may be left blank. Section 3 must be completed if your company is reporting quarter 4 activity.

HFC Reports Resources

Blank HFC Reclaimer Quarterly form

Reporting Year	Quarter	Report ID	Last Modified	Last Submitted	Status	Action
2022	4					
2022	3					
2022	2					
2022	1					Start

[Back](#)

Step 3: Upload a Completed HFC Report

Click **Choose File**, select your completed HFC report, 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](#).



AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report

HFC Conferral of Allowances Report

Complete and submit an HFC Conferral of Allowances Report if your company plans to confer application-specific allowances to another company (conferee). All sections of the report must be completed prior to submission.

HFC Reports Resources

Blank HFC Conferral of Allowances form

Reporting Year	Report Status
Conferee Name (ID)	Last Submitted Version
Created Date (By)	Last Submitted Date (By)
Modified Date (By)	Acceptance Date

Step 1: Upload a completed HFC Conferral of Allowance 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 certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

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

[Choose File](#) No file chosen [Upload](#)


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.

Report

Reporting Year	Report Status
Conferee Name (ID)	Last Submitted Version
Created Date (By)	Last Submitted Date (By)
Modified Date (By)	Acceptance Date

VALIDATION MESSAGES

 The Company ID [AIM805] entered in Section 1 does not match the Company ID of the company selected for reporting, [AIM806].

Step 1: Upload a completed HFC Conferral of Allowance 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 certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

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

Choose File | No file chosen | Upload

Step 5: Upload 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.

HFC Conferral of Allowances Report

Complete and submit an HFC Conferral of Allowances Report if your company plans to confer application-specific allowances to another company (conferee). All sections of the report must be completed prior to submission.

HFC Reports Resources

[Blank HFC Conferral of Allowances form](#)

Report HCONF_2022_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	
Created Date (By)	02/14/2022	Last Submitted Date (By)	
Modified Date (By)	02/14/2022	Acceptance Date	

Step 1: Upload a completed HFC Conferral of Allowance 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 certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

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
HFC Conferral of Allowances Report r0.2.xlsx	02/14/2022	No	
Certification.pdf	02/14/2022	No	Delete

Submit Report | Back

Required Supporting Documentation

Supporting documentation is required for select report types and depending on the activity data reported. A summary of required documentation by report type is summarized in the table below.

Report Type	Required Supporting Documentation
Application-Specific Allowance Holders Biannual Report	If requesting additional application-specific allowances for the next calendar year: Supporting documentation to justify the additional need (84.31(h)(1)(viii))
Conferral of Allowances Report	A certification from the conferrer and the conferee stating the regulated substances are for a listed application and will not be resold for a different application (84.31(h)(4)(vi))
Exporter Quarterly Report	If exporting for transformation: A transformation verification from the transformer (84.31(d)(1)(vii)) If exporting for destruction: A destruction verification from the destroyer (84.31(d)(1)(vii))
Importer Quarterly Report	If importing for second party transformation: A transformation verification from the transformer (84.31(c)(1)(vii)) If importing for second party destruction: A or destruction verification from the destroyer (84.31(c)(1)(viii)).
Inter-Company Transfers Report	If transferring application-specific allowances: A signed document from the transferee certifying that the transferee will use the allowances for the same application in which they were originally allocated (84.19(a)(2)(viii))
International Transfers Report	For transfers from a foreign country: A signed document from an official representative in that country's embassy in the United States stating that the appropriate authority within that country has revised the domestic production limits for that country appropriately (84.19(b)(2)(i)) For transfers to a foreign country: A signed statement from a responsible official requesting the relevant Agency official revise the number of production allowances the transferor holds appropriately (84.19(b)(3)(vi))
Producer Quarterly Report	If production for second party transformation: A transformation verification from the transformer (84.31(b)(2)(vii)) If production for second party destruction: A destruction verification from the destroyer (84.31(b)(2)(viii))
Request for Additional Consumption Allowances Report	For each transaction, a copy of the bill of lading and the invoice indicating the net quantity shipped and documenting the sale to the purchaser (84.17(a)(1)(viii))
Reclaimer One-Time Report	For each laboratory that conducted batch testing, a signed statement from the laboratory confirming an ongoing business relationship (84.31(i)(1)(ii))
Sale or Conveyance Report	A certification that the HFCs will be used only for the same application for which the application-specific allowance under which the substances were produced or imported was allocated (84.21(a)(2)(vi))

Step 6: Submit your Report

Once the HFC report and any supporting documentation have been uploaded, click **Submit Report** to review your report.

HFC Conferral of Allowances Report

Complete and submit an HFC Conferral of Allowances Report if your company plans to confer application-specific allowances to another company (conferee). All sections of the report must be completed prior to submission.

HFC Reports Resources

→ [Blank HFC Conferral of Allowances form](#)

Report HCONF_2022_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	
Created Date (By)	02/14/2022	Last Submitted Date (By)	
Modified Date (By)	02/14/2022	Acceptance Date	

Step 1: Upload a completed HFC Conferral of Allowance 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 certification from the conferrer and the conferee stating that the HFCs being acquired, produced, or imported are solely for an application listed in 84.5(c)(2) and will not be resold for use in a different application or used in any other manufacturing process.

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
HFC Conferral of Allowances Report r0.2.xlsx	02/14/2022	No	
Certification.pdf	02/14/2022	No	Delete

Submit Report

Back

Step 7: Review and Complete Submission for your Report

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

Report HCONF_2022_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)		

Report Review

Prior to the submission and certification of your HFC Conferral of Allowances report, you may review it by viewing the print-friendly HTML Report Summary, the XML version, and/or the validation messages below. When you are satisfied with your HFC Conferral of Allowances report you may click the Submit Report button below. Your electronic signature is required to submit the report to EPA.

HFC Conferral of Allowances Report: [Report Summary](#) | [Report Summary - XML Version](#)

Submit Report

Back

AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary » HFC Conferral of Allowances Report » Review and Submit

HFC Conferral of Allowances Report

Review the information below prior to submission and certification of your report. Click the Back button to modify your report or upload additional supporting documents, as needed. Click the Submit Report button to complete your electronic signature and submission of the report to EPA.

Click "Report Summary" to review a readable version of your report. Click "Report Summary - XML Version" to review the XML version of your report data that will be submitted to EPA.

Report HCONF_2022_00024

Reporting Year	2022	Report Status	Draft
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)		

Report Review

Prior to the submission and certification of your HFC Conferral of Allowances report, you may review it by viewing the print-friendly HTML Report Summary, the XML version, and/or the validation messages below. When you are satisfied with your HFC Conferral of Allowances report you may click the Submit Report button below. Your electronic signature is required to submit the report to EPA.

HFC Conferral of Allowances Report

[Submit Report](#) [Back](#)

Paperwork Reduction Act Burden Statement

21.1.14-j360 | HCONF-2

eSignature

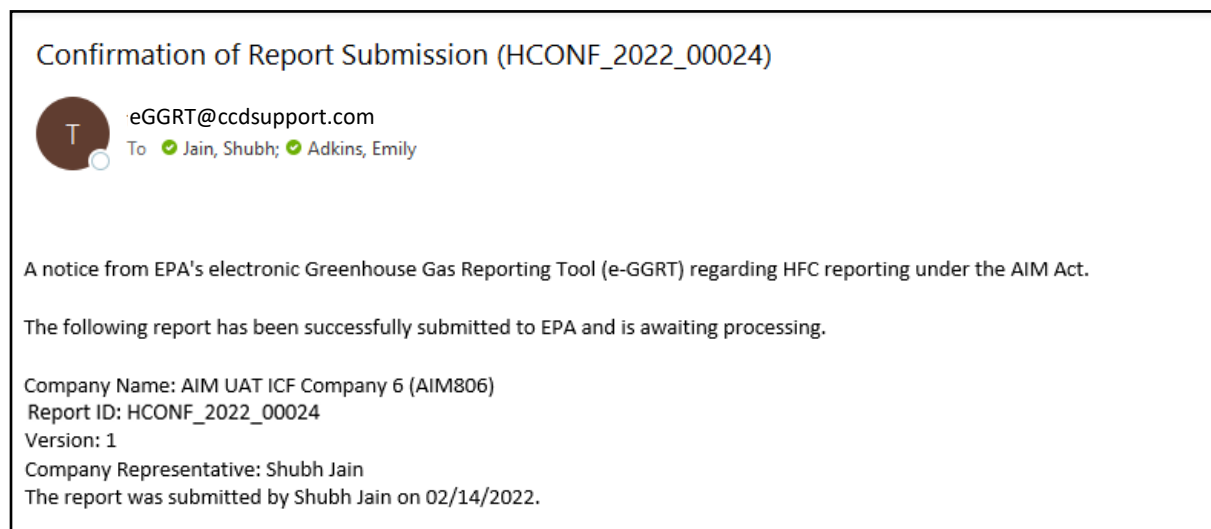
1. Authentication
User Name: JAINSHUBHICE
Password: Authenticated

2. Verification
Question: Where did you graduate from high school?
Answer: Verified

[SIGN](#) [CANCEL](#)

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 report. At this time, the system will lock and no further edits may be made to the report until EPA completes its review of the submission.



Step 9: Receive Email Notification of Status Change

Once EPA has reviewed the report, 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.

HCONF_2022_00024's status has changed

 eGGRT@ccdsupport.com
To  Jain, Shubh;  Adkins, Emily

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: AIM806
Company Name: AIM UAT ICF Company 6
Report ID: HCONF_2022_00024
New Status: Accepted

Recipients of Inter-Company Transfers, Conferrals, and Sales/Conveyance

Upon approval of an inter-company transfer, conferral, or sales/conveyance request, the transferee, conferee, or purchaser will be notified by email of the status change. The transferee and purchaser will also be notified by email if the request is denied by EPA. See Section V on viewing report documents for step-by-step instructions on viewing outcome documentation.

HCONF_2022_00024 has been Accepted

 eGGRT@ccdsupport.com
To  Jain, Shubh;  Adkins, Emily

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act. The following submission has been Accepted:

Company ID: AIM805
Company Name: AIM UAT ICF Company 5
Report ID: HCONF_2022_00024

IV. SUBMIT A NEW FACILITY-LEVEL REPORT

Each facility-level report is submitted for a single facility only. Section VII of the [Registration and Account Management](#) reporting instructions describes how to add a new facility to your company account. You must add facilities to your company's account for them to appear in the HFC Reports tab. Below are the steps to follow for submitting a facility-level report.

Step 1: Navigate to the Facility-Specific Reporting Page

From the HFC Reports tab, click **Open Facility** in the Actions menu for the facility for which you are submitting a report.

EPA United States Environmental Protection Agency

Home **HFC Reports** Import Petitions Company Management

Hello, Shubh Jain | My Profile | Logout

AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » **Company Reports Summary**

Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

Start

Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

Go

Company-Level HFC Reports

Report ID	Reporting Year	Period	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HTRAN_2023_00006	2023	N/A	Inter-Company Transfers	03/17/2022	02/07/2022	Incomplete	Open
HSHIP_2022_00062	2022	N/A	Transhipment Notification	03/03/2022	03/03/2022	Accepted	Open
HCONF_2022_00015	2022	N/A	Conferral of Allowances	02/24/2022	02/24/2022	Submitted	Open
HCONF_2022_00025	2022	N/A	Conferral of Allowances	02/24/2022	02/14/2022	Rejected	Open

Facility-Level Reporting

Facility	Facility ID	Facility City, State	Actions
Test Facility	AIM806-01	Washington, District of Columbia	Open Facility

Step 2: Select the HFC Report Type

Select the Facility-Level HFC report type that you are submitting from one of the **Select Report Type** dropdown menus, depending on the report frequency (see text box on page 3), and click **Start** or **Go** to begin the submission process.

Step 2a: Select the Reporting Period

If submitting a quarterly or annual report, select **Start** from the Actions menu for the reporting period for which you are submitting a report.

Reporting Year	Quarter	Report ID	Last Modified	Last Submitted	Status	Action
2022	4					
2022	3					
2022	2					
2022	1					Start

Step 3: Complete the Report Submission Process

See Section III, Step 3 through Step 9 of this document to complete the submission process.

V. VIEW REPORT DOCUMENTS

Step 1: Locate Your Report

After logging into e-GGRT and entering the HFC Reporting System application (see Section II), navigate to the **HFC Reports** tab. Locate the company-level report you would like to view and click **Open**.

For facility-level reports, click **Open Facility** in the Actions menu for the facility for which you want to view documents, and locate the facility-level report you would like to view.

EPA United States Environmental Protection Agency

Home **HFC Reports** Report Petitions Company Management

Hello, Shubh Jain | My Profile | Logout

AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » **Company Reports Summary**

Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

Start

Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

Go

Company-Level HFC Reports

Report ID	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HCONF_2022_00024	Conferral of Allowances	02/14/2022	02/14/2022	Accepted	Open

Facility-Level Reporting

Facility	Facility ID	Facility City, State	Actions
Test Facility	AIM806-01	Washington, District of Columbia	Open Facility

Recipients of Inter-Company Transfers, Conferrals, and Sales/Conveyance

To view outcome documents, transferees, conferees, and purchasers can similarly log into e-GGRT, enter the HFC Reporting System, locate the desired report in the company-level reports table, open the report, and download the report outcome document provided by EPA.

Step 2: View Review Outcome Document

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

Report Status Update

EPA accepted this HFC Conferral of Allowances report on 02/14/2022. Please refer to the Confirmation Notice and Balance Statement below in the Report History table for more information.

Report HCONF_2022_00024

Reporting Year	2022	Report Status	Accepted
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1
Created Date (By)	02/14/2022	Last Submitted Date (By)	02/14/2022 (Shubh Jain)
Modified Date (By)	02/14/2022	Acceptance Date	02/14/2022
Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Conferral of Allowances Report r0.2.xlsx	02/14/2022	Yes	
Certification.pdf	02/14/2022	Yes	

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	02/14/2022 (Shubh Jain)	02/14/2022	HCONF_2022_00024_01_Confirmation_Notice_w_BalStmnt_Conferrer.pdf

[Back](#)

Attachment Example

Company Six
AIM UAT ICF Company 6
6568 Arlington Blvd
Suite 403
Washington, DC 66778

February 14, 2022

Dear Sirs/Madams:

This letter serves as a "confirmation notice" by the U.S. Environmental Protection Agency (EPA) in response to your notification of intent to confer hydrofluorocarbon (HFC) application-specific allowances received on February 14, 2022 (Report ID: HCONF_2022_00024), consistent with the information below.

Conferrer:	AIM UAT ICF Company 6
Conferee:	AIM UAT ICF Company 5
Year Allowances are Valid:	2022
Application	Quantity of Conferred Allowances (MTEVe)
Propellants in MDIs	25

This letter confirms EPA's receipt of the information required in a notification of conferral of application-specific allowances contained in 40 CFR 84.31(h)(5). The EPA is issuing this confirmation based on a review of the information the Agency maintains on the conferrer.

We have included a balance statement for your respective companies that reflects this conferral. The balance statement reflects information available to the EPA primarily from your company's reported data regarding application-specific HFC allowances, as well as other information available to the Agency. While the balance statement represents EPA's current understanding of your company's allowance balance, it should not be interpreted as a final balance determination. If EPA obtains information later that indicates that the balance recorded on this statement is incorrect, the Agency will correct it and, where appropriate, may take enforcement action. EPA will notify your company of any corrections made.

Application-specific allowances may only be expended during the twelve-month control period (January 1, 2022 to December 31, 2022) for which they were allocated. Unexpended allowances may not be carried over from one control period to another. Further, no person may use an HFC produced or imported by expending application-specific allowances for any purpose other than that for which the application-specific allowance was allocated.

Report Review Outcomes and Documents

Once your report 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 will receive by review outcome is summarized below. **Bolded** outcomes are eligible for resubmission.

Report Type	Accepted	Rejected	Incomplete
Application-Specific Allowance Holders Biannual Report	None	Error Message	NA
Conferral of Allowances Report	Balance Statement/ Confirmation Notice	Error Message	NA
Destruction One-Time Report	None	Error Message	NA
Exporter Quarterly Report	None	Error Message	NA
Fire Suppressant Recycler Quarterly Report	None	Error Message	NA
Importer of Record Annual Report	None	Error Message	NA
Importer Quarterly Report	Balance Statement	Error Message	NA
Inter-Company Transfers Report	Balance Statement/ Non-Objection Notice	Objection Notice	Incomplete Letter
International Transfers Report	Balance Statement/ Approval Letter	Denial Letter	Incomplete Letter
Process Agent Use Annual Report	None	Error Message	NA
Process Agent Use One-Time Report	None	Error Message	NA
Producer One-Time Report	None	Error Message	NA
Producer Quarterly Report	Balance Statement	Error Message	NA
Reclaimer One-Time Report	None	Error Message	NA
Reclamation Quarterly Report	None	Error Message	NA
Request for Additional Consumption Allowances Report	Balance Statement/ Approval Letter	Error Message	NA
Sale or Conveyance Report	Non-Objection Notice	Objection Notice	Incomplete Letter
Second Party Transformation and Destruction Report	None	Error Message	NA
Transformation One-Time Report	None	Error Message	NA
Transshipment Notification	Confirmation Notice*	NA	Incomplete Letter

* Accepted transshipments cannot be resubmitted but may be amended, as described in Appendix A.

VI. RESUBMIT A REPORT

Certain reports may be resubmitted to address concerns identified by EPA or to update previously submitted information. The eligibility for resubmission differs by report and review outcome (see the text box above on *Report Review Outcomes and Documents*). Below are the steps to follow for resubmitting a report.

Step 1: Locate your Report

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



AIM UAT ICF Company 6 (AIM806)

Home » Choose a Company » Company Reports Summary

Submit or access your reports

Use this screen to start or open company-level HFC reports. Use the menu on the left to start a new One-time or As-needed report, and use the menu on the right to access periodic (quarterly, bi-annual, annual) reports.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

Start a New Company-Level One-Time or As-Needed Report

To start a new HFC report select its report type below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open.

Select Report Type

Start

Go to Company-Level Periodic Reporting

To access quarterly, biannual, or annual HFC reporting select the report type below, then click the Go button. You will be able to start and submit new reports, or view and resubmit previously-submitted reports.

Select Report Type

Go

Company-Level HFC Reports

Report ID	Reporting Year	Period	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HCONF_2022_00015	2022	N/A	Conferral of Allowances	02/02/2022	02/02/2022	Rejected	Open

Step 2: Select Start Revision

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

Report Status Update

EPA rejected this HFC Conferral of Allowances report on 02/10/2022. Please refer to the error report below in the Report History table for more information. To address the issues described in the Review Outcome document you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

Report HCONF_2022_00015

Reporting Year	2022	Report Status	Rejected
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/02/2022 (Shubh Jain)
Modified Date (By)	02/02/2022	Acceptance Date	
Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/02/2022	No	

Start Revision

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	02/02/2022 (Shubh Jain)	02/10/2022	HCONF_2022_00015_01_Error_Report.pdf

Back

Step 3: Revise Report

Report revisions can include modifications to the Excel report and/or the addition of new supporting documentation. To revise your Excel report, download the previously submitted Excel report, make the necessary revisions, and reupload by clicking **Choose File**, selecting your revised HFC 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.

Report Status Update

EPA rejected this HFC Conferral of Allowances report on 02/10/2022. Please refer to the error report below in the Report History table for more information. To address the issues described in the Review Outcome document you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

Report HCONF_2022_00015

Reporting Year	2022	Report Status	Rejected
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1 (Version 2 Started)
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/02/2022 (Shubh Jain)
Modified Date (By)	02/24/2022	Acceptance Date	

If you need to submit a revised report form, upload a revised/corrected version of the reporting form to overwrite the previous version. You may also delete and/or add supplemental files, as needed.

No file chosen

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/24/2022	No	<input type="button" value="Delete"/>
Certification.pdf	02/24/2022	No	

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	02/02/2022 (Shubh Jain)	02/10/2022	HCONF_2022_00015_01_Error_Report.pdf

Step 4: Resubmit Report

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

Report Status Update

EPA rejected this HFC Conferral of Allowances report on 02/10/2022. Please refer to the error report below in the Report History table for more information. To address the issues described in the Review Outcome document you may submit a report revision. First, click the Start Revision button. Upload a revised report form and/or revised supplemental file(s) as appropriate. Then resubmit the report.

Report HCONF_2022_00015

Reporting Year	2022	Report Status	Rejected
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	1 (Version 2 Started)
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/02/2022 (Shubh Jain)
Modified Date (By)	02/24/2022	Acceptance Date	

If you need to submit a revised report form, upload a revised/corrected version of the reporting form to overwrite the previous version. You may also delete and/or add supplemental files, as needed.

Choose File No file chosen Upload

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/24/2022	No	
Certification.pdf	02/24/2022	No	Delete

Submit Revision

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	02/02/2022 (Shubh Jain)	02/10/2022	HCONF_2022_00015_01_Error_Report.pdf

Back

eSignature

1. Authentication

User Name: JAINSHUBHICF

Password: Authenticated

2. Verification

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

Answer: Verified

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 report. At this time, the system will lock and no further edits may be made to the report until EPA completes its review of the resubmission.

Report HCONF_2022_00015

Reporting Year	2022	Report Status	Submitted
Conferee Name (ID)	AIM UAT ICF Company 5 (AIM805)	Last Submitted Version	2
Created Date (By)	02/02/2022	Last Submitted Date (By)	02/24/2022 (Shubh Jain)
Modified Date (By)	02/24/2022	Acceptance Date	
This report has been submitted to EPA for review. At this time, the report can not be edited. Following completion of EPA's review you will be notified via email, at which time you can log in, open this report, and find more information in the Review Outcome document, if applicable.			
Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Conferral of Allowances Report r0.2 (1).xlsx	02/24/2022	Yes	
Certification.pdf	02/24/2022	Yes	

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	02/02/2022 (Shubh Jain)	02/10/2022	HCONF_2022_00015_01_Error_Report.pdf
2	Report Summary ZIP Archive Validation Summary	02/24/2022 (Shubh Jain)		

[Back](#)

Confirmation of Report Submission (HCONF_2022_00015)



eGGRT@ccdsupport.com
To Jain, Shubh; Adkins, Emily

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 6 (AIM806)
Report ID: HCONF_2022_00015
Version: 2
Company Representative: Shubh Jain
The report was submitted by Shubh Jain on 02/24/2022.

Step 6: Receive Email Notification of Status Change

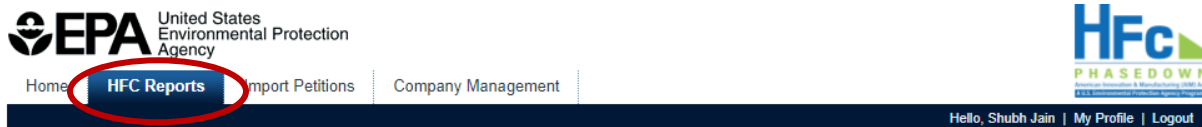
Once EPA has reviewed the report, all individuals that are registered with the company will receive another email to notify you that the status of your resubmission has changed. At this time, you may log back into the HFC Allocation Rule Reporting System, view the new submission status, and view any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

APPENDIX A: AMEND A TRANSHIPMENT

Transshipment notifications that are **Accepted** by EPA may be amended, as needed, prior to entry of the shipment into the United States, to provide EPA with previously unknown information or to update the expected month of import.

Step 1: Locate your Report

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



AIM UAT ICF Company 6 (AIM806)

[Home](#) » [Choose a Company](#) » [Company Reports Summary](#)

Submit or access your Reports

Use this screen to start new company-level HFC reports, or open existing company-level HFC reports. You may also open, prepare, then submit a one-time company report if it applies to your company.

If your company includes facilities (added via the Company Management tab) they will be listed in a table below. To access facility-level reporting locate the facility and click Open Facility in the Actions column.

Start a New Company-Level HFC Report

To start a new HFC report select its report type from the menu below, then click the Start button. If you want to view, revise, or amend an existing report, find it below in the Company-Level HFC Reports table and click Open Report.

Select Report Type

Start

Company-Level HFC Reports

Report ID	HFC Report Type	Last Modified	Last Submitted	Status	Actions
HSHIP_2022_00062	Transshipment Notification	03/01/2022	03/01/2022	Accepted	Open

Step 2: Select Amend Report

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

 United States Environmental Protection Agency

Home | **HFC Reports** | Import Petitions | Company Management

Hello, Shubh Jain | My Profile | Logout

AIM UAT ICF Company 6 (AIM806)

Home » Company Reports Summary » HFC Transshipment Notification

HFC Transshipment Notification

Complete and submit an HFC Transshipment Notification if your company has or intends to tranship HFCs through the United States. To notify EPA of a shipment that will be imported into the United States as a transshipment, complete Section 2. To notify EPA that the shipment was exported out of the United States, complete Section 3. This form may only be used to notify EPA of either an upcoming import or a completed export.

HFC Reports Resources

➔ Blank HFC Transshipment Notification form

Report Status Update

EPA approved this report on 03/01/2022. Please refer to the review outcome below in the Report History table for more information. Should you need to correct, or to report Import Information unknown at the time of submission (e.g., Vessel Name, Month/Year of Import, or Port of Entry) you may submit a report amendment. Click the Start Amendment button to begin.

Report HSHIP_2022_00062

Year of Import	2022	Report Status	Accepted
Importer Number	ABC12345678	Last Submitted Version	1
Created Date (By)	03/01/2022 (Shubh Jain)	Last Submitted Date (By)	03/01/2022 (Shubh Jain)
Modified Date (By)	03/01/2022 (Shubh Jain)	Acceptance Date	03/01/2022
Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Transshipment Notification r0.2.xlsx	03/01/2022 (Shubh Jain)	Yes	

Amend Import Information

Step 3: Enter New Information

Enter new information, as needed. Only select fields may be amended, including the vessel name, year/month of import, and port of entry. After the new information is entered, click **Save**.

Report HSHIP_2022_00062

Year of Import	2022	Report Status	Accepted
Importer Number	ABC12345678	Last Submitted Version	1 (Version 2 Amendment Started)
Created Date (By)	03/01/2022 (Shubh Jain)	Last Submitted Date (By)	03/01/2022 (Shubh Jain)
Modified Date (By)	03/01/2022 (Shubh Jain)	Acceptance Date	03/01/2022

Import Information

	In Previously Accepted Report	Amend To
Vessel Name	Unknown	Test Vessel *
Expected Year of Import	2022	2022
Expected Month of Import	April	April
Intended Port of Entry	Addison Airport, Texas - 5584	Addison Airport, Texas - 5584
Source Country	Afghanistan	Afghanistan

Save

Cancel

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 **Back** button to return to the previous screen.

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

Report HSHIP_2022_00062

Year of Import	2022	Report Status	Accepted
Importer Number	ABC12345678	Last Submitted Version	1 (Version 2 Amendment Started)
Created Date (By)	03/01/2022 (Shubh Jain)	Last Submitted Date (By)	03/01/2022 (Shubh Jain)
Modified Date (By)	03/03/2022 (Shubh Jain)	Acceptance Date	03/01/2022

Uploaded File Name	Uploaded Date (By)	File Resubmitted?	Actions
HFC Transshipment Notification r0.2(AMENDED).xlsx	03/01/2022 (Shubh Jain)	No	

Submit Report

Report History

Version	Report Documentation	Submission Date (By)	Review Date	Review Outcome Document
1	Report Summary ZIP Archive Validation Summary	03/01/2022 (Shubh Jain)	03/01/2022	HSHIP_2022_00062_01_Confirmation_Notice.pdf

Back

Report HSHIP_2022_00062

Year of Import	2022	Current Status	Accepted
Importer Number	ABC12345678	Version	2

Report Review

Prior to the submission and certification of your HFC Transshipment Notification, you may review it by viewing the print-friendly HTML Report Summary, the XML version, and/or the validation messages below. When you are satisfied with your HFC Transshipment Notification report you may click the Submit Report button below. Your electronic signature is required to submit the report to EPA.

HFC Transshipment Notification: R

Submit Report **Back**

Paperwork Reduction Act Burden Statement

21.1.16-j421 | HSHIP-2

eSignature

1. Authentication

User Name: JAINSHUBHICF

Password: *Authenticated*

2. Verification

Question: What street was your high school located on?

Answer: *Verified*

SIGN **CANCEL**

Step 5: 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 amended report. At this time, the system will lock and no further edits may be made to the report until EPA completes its review of the submission.

Report HSHIP_2022_00062

Year of Import	2022	Report Status	Submitted
Importer Number	ABC12345678	Last Submitted Version	2
Created Date (By)	03/01/2022 (Shubh Jain)	Last Submitted Date (By)	03/03/2022 (Shubh Jain)
Modified Date (By)	03/03/2022 (Shubh Jain)	Acceptance Date	
This report has been submitted to EPA for review. At this time, the report can not be edited. Following completion of EPA's review you will be notified via email, at which time you can log in, open this report, and find more information in the Review Outcome document, if applicable.			
Uploaded File Name	Uploaded Date (By)	File Submitted?	Actions
HFC Transhipment Notification r0.2(AMENDED).xlsx	03/01/2022 (Shubh Jain)	Yes	

Confirmation of Report Submission (HSHIP_2022_00062)



eGGRT@ccdsupport.com

To ● Jain, Shubh; ● Adkins, Emily

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 6 (AIM806)

Report ID: HSHIP_2022_00062

Version: 2

Company Representative: Shubh Jain

The report was submitted by Shubh Jain on 03/03/2022.

Step 6: Receive Email Notification of Status Change

Once EPA has reviewed the amended report, 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 and view the updated confirmation notification sent to you by EPA.