



Instructions for Filing the Spreadsheet Version of Form-1605

U.S. Energy Information Administration

United States Department of Energy

Voluntary Reporting of Greenhouse Gases Program



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Background on the Spreadsheet Form

The 2009-2010 reporting cycle was the first to use the newly created electronic internet-based reporting system. The U.S. Energy Information Administration (EIA) launched the 1605(b) form in this format in November 2009, and like many software programs in their first release, this platform experienced some bugs and glitches. Despite these problems, the system was able to effectively collect Start Year data that are included in the 2009 Annual Report and Public Use Database.

After the close of the reporting cycle, the 1605(b) Program reviewed the strengths and weaknesses of the system and discussed feedback from respondents regarding their experience and the ease with which they were able to complete Start Year Reports. What we found was a need for significant improvements to the performance of the electronic reporting system in regard to page load times and ease of navigation through the form. Therefore, EIA and the 1605(b) program have decided to evaluate options to enhance the electronic reporting experience of program participants.

In order to avoid gaps in reporting, the 1605(b) Program is providing these spreadsheet-based tools to allow respondents to continue reporting to the Program while the enhancement work is being completed. The spreadsheet-based form will allow for a seamless transition between the first iteration of the electronic form and the second.

Signing up for Reporting

- If you are a new reporter, or did not report electronically in the last reporting cycle, visit the Program's [sign up page](#) and register for a user ID. You will be prompted to enter a valid email address.
- If you reported in the last cycle, your entity ID, UserID and password will remain the same.

To sign up to report on an EIA survey or application please enter your EIA userid and password:

Userid:

Password:

Login

[Register for a Userid](#)

[Forgot your Userid?](#)



Determining Which Parts of the Form to File

- After signing up to report and familiarizing yourself with the Program's [Instructions](#) and [Guidelines](#), visit the [Getting Started](#) page on the Program's website.
- Download the "Getting Started" tool and answer the questions about your entity's classification.



- The final tab of the "Getting Started" tool will tell you which parts of Form-1605 you need to complete, based on the answers you provided.

Important Security Notice

- All reporting form tools require the use of macros (executable code embedded within a workbook). Please be sure to use the following security settings to allow the macros to function properly:
 - **Microsoft Excel 2003**: Set the security setting to Medium or Low.
 - **Microsoft Excel 2007/2010**: Select either "Enable all macros" or "Disable all macros" with notification and allow macros when prompted.
- For instruction on how to reset your security settings, see the links below:
 - [Understanding Security for Add-ins and VBA Macros in Excel 2003](#)
 - [Change Macro Security Settings in Excel 2007](#)
 - [Plan Security Settings for VBA Macros for Office 2010](#)

Important Compatibility Notice

- All reporting form tools were created in Microsoft Excel 2007 as Excel Macro-Enabled Workbooks (.xlsm file extension).
 - **Excel 2003 users**, will need to [download](#) a file converter and open the workbooks as .xls files in Compatibility Mode. Some conditional formatting functionality may be lost when using this mode.
 - **Excel 2007 users** must have the [2007 Microsoft Office Suite Service Pack 2 \(SP2\)](#) installed for macros to function properly.
 - **In Excel 2010**, the tools will open automatically as .xlsm files.
- For more information about Compatibility Mode and the differences between the 2003, 2007 and 2010 versions of Excel, please see Microsoft's explanation by visiting the following link:
 - [Compatibility mode in the 2007 Office system](#)

Downloading the Correct Parts of the Form

- Visit the [Workbook Forms](#) page.
- Download all of the workbooks that correspond to the parts of the form that you need to fill out, based on the results you received from the last tab of the “Getting Started” tool.

Workbook Forms

Form EIA-1605 has been split up by schedule and addenda into the following workbooks in order to reduce the overall size of the files reporters will need to download and submit to EIA:

Main Form

- [Schedule I](#)
- [Schedule II](#)
- [Schedule III](#)
- [Schedule IV](#)

Addenda A, B, C, D

- [Addendum A: Inventory of Foreign, Subentity Emissions or Offset Emissions](#)
- [B1: Changes in Emissions Intensity](#)
- [B2: Changes in Absolute Emissions](#)
- [B3: Changes in Carbon Storage](#)
- [B4: Changes in Avoided Emissions](#)
- [B5: Energy Generation and Distribution](#)
- [B6: Coal Mine Methane Recovery](#)
- [B7: Landfill Methane Recovery](#)
- [B8: Geologic Sequestration](#)
- [B9: Electricity Transmission and Distribution Improvements](#)
- [B10: Anaerobic Digestion at Wastewater Treatment Facilities](#)
- [B11: Anaerobic Digestion of Animal Waste](#)
- [B12: Recycling of Fly Ash](#)
- [B13: Demand-Side Management and Other Reduction Programs](#)
- [B14: Combined Heat and Power](#)
- [B15: Other Action-Specific Reductions](#)
- [B16: Destruction of Chlorofluorocarbons](#)
- [Addendum C: Country-Specific Factors Used to Estimate Emissions from Foreign Sources](#)
- [Addendum D: Non-Reporter Offset Entity Statement](#)

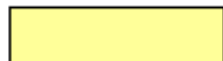
Submission

Once you have completed all necessary workbooks, zip all files and upload them to EIA using [Secure File Transfer \(SFT\)](#).


Filling Out the Spreadsheet Forms

- Each spreadsheet workbook has an “Instructions” tab that will give directions for completing the specific portion of Form EIA-1605 that you are filling out.
- For all workbooks, the following cell color-guide applies:

 Enter appropriate data and information into dark red entry cells

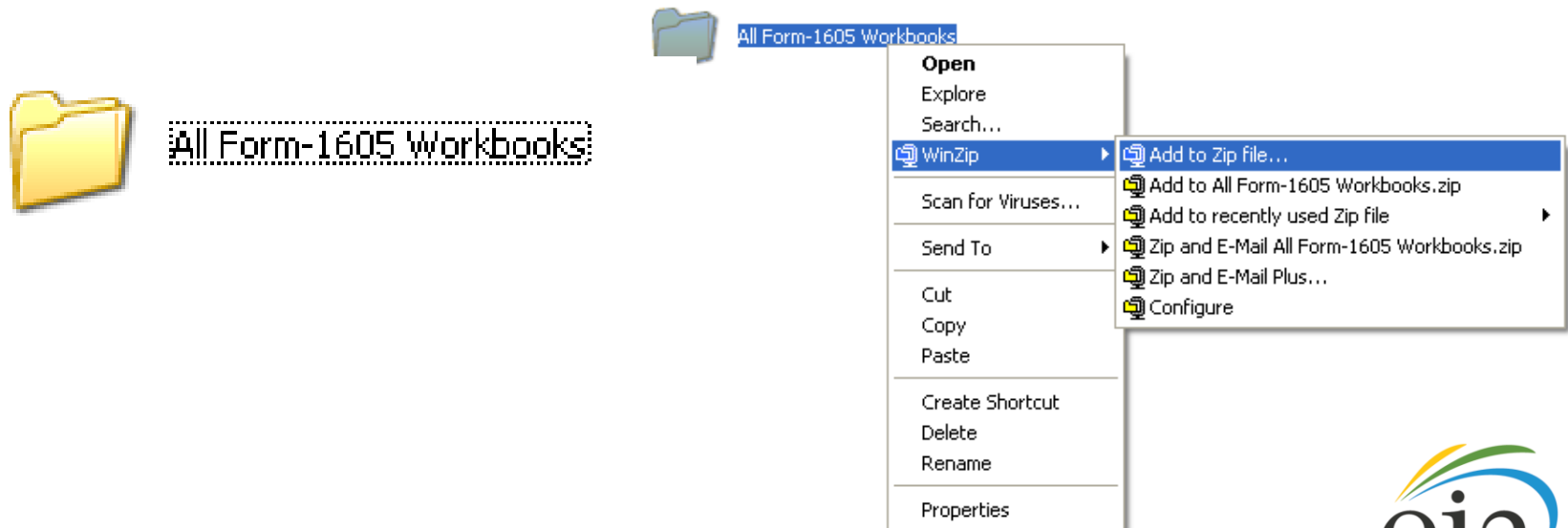
 Yellow cells are calculated automatically

 Gray cells are not applicable to the user

 Delete any invalid **bold red text** data in gray cells

Saving the Spreadsheet Form

- Save all your completed workbooks into **ONE** WinZip file:
 - To do this, save all workbooks in one folder.
 - Once all workbooks are complete and you are ready to submit, right click on the folder where they are saved, select “WinZip” > “Add to Zip file...”
 - When prompted, click “Add”.




Submitting the Spreadsheet Form

- The WinZip file containing all of your Form-1605 spreadsheets should be submitted via secure file transfer.
- To do this, visit the [SFT page](#).
- Read the “Notice to “Users” and click “Accept”.

EIA Secure File Transfer

This site should be used only for transmitting data for the Voluntary Reporting of Greenhouse Gases Program EIA-1605 survey. The survey number is listed after the word Notice in the url in the address box above.


Notice to Users



This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy.

With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. CLOSE THIS WINDOW if you do not agree to the conditions.



Submitting the Spreadsheet Form

- Click “Browse” and navigate to the saved WinZip file containing all of your Form-1605 workbooks.
- Select the WinZip file from your system and press “Browse”.
- Click “Submit”.

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U.S. Energy Information Administration

* Required Field

- **Contact Information**
 - * Name: * Company:
 - * Email: * Phone:
- **File(s) to be transferred**

Press the Browse button to select a file from your system. Up to 5 files can be transferred at a time. Currently, only Word 97-2003 (.doc), Word (.docx), JPEG (.jpeg), PDF (.pdf), Excel 97-2003 (.xls), Excel Macro-Enabled (.xlsm), Excel (.xlsx), XML (.xml), Zip File (.zip), ZIPX (.zipx) files are allowed.

* File 1:	<input type="text"/>	<input type="button" value="Browse"/>
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>
File 4:	<input type="text"/>	<input type="button" value="Browse..."/>
File 5:	<input type="text"/>	<input type="button" value="Browse..."/>

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[Instructions for Secure File Transfer](#)
Problems or questions? Contact EIA's technical support at 202-586-8959 or e-mail us at [User-Services-Center](#)

Verification and Certification of the Spreadsheet Form

- The spreadsheet entitled “Schedule IV” corresponds to Schedule IV of Form-1605, and contains the verification and certification sections of the form.
- *In addition to* submitting this Workbook in the WinZip file with the rest of your Form-1605 spreadsheets, you will need to print the applicable sections of Schedule IV, sign and date them, and submit to EIA. You may choose **ONE** of the following means to submit your signed certification:
 - Scan your signed certification, save it as a .PDF or .JPEG file and include it within your WinZip file or email it to InfoGHG@eia.doe.gov;
 - Fax your signed certification to (202) 586-3045;
 - Send your signed certification via U.S. mail to:
 - Voluntary Reporting of Greenhouse Gases Program
 - U.S. Energy Information Administration, EI-23
 - U.S. Department of Energy
 - 1000 Independence Ave, SW
 - Washington, DC 20585

Filing Complete

- After successfully downloading, completing, and submitting the applicable sections of Form EIA-1605 and certification, you have completed the steps necessary to report.
- After submission, EIA will send you an e-mail confirming your submission.
- If necessary, program support staff may contact you should portions of your report need clarification.

Summary of Important EIA Links

EIA Voluntary Reporting of Greenhouse Gases Program	http://www.eia.doe.gov/oiaf/1605/
Sign Up	https://signon.eia.doe.gov/SignUp/SSOSignIn.do
Getting Started	http://www.eia.doe.gov/oiaf/1605/getstart.html
Workbook Forms	http://www.eia.gov/oiaf/1605/workbook_form.html
Secure File Transfer	https://signon.eia.doe.gov/upload/notice1605.jsp

Summary of Important Compatibility and Security Links

Understanding Security for Add-ins and VBA Macros in Excel 2003	http://msdn.microsoft.com/en-us/library/aa203729(office.11).aspx
Change Macro Security Settings in Excel 2007	http://office.microsoft.com/en-gb/excel-help/change-macro-security-settings-in-excel-HP010096919.aspx
Plan Security Settings for VBA Macros for Office 2010	http://technet.microsoft.com/en-us/library/ee857085.aspx
2007 Microsoft Office Suite Service Pack 2 (SP2)	http://www.microsoft.com/downloads/en/details.aspx?FamilyID=b444bf18-79ea-46c6-8a81-9db49b4ab6e5
Compatibility mode in the 2007 Office system	http://technet.microsoft.com/en-us/library/cc178998(office.12).aspx