Air Emission Inventory Entry System – Webuser Instruction Manual

January 2016

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The Air Emission Inventory Entry System (www.EmissionsOnline.mt.gov), was developed by the Montana Department of Environmental Quality (DEQ) Air Quality Bureau as an online tool for entering air emissions for permitted/registered facilities.

The Air Emission Inventory Entry System - Webuser Instruction Manual provides step-by-step instructions to assist you (the webuser) with navigating the website as well as providing instructions to complete the annual emission inventory submission.

For any questions/comments concerning the functionality of the Air Emission Inventory Entry System, please contact DEQ Air Resources Management Bureau at: (406) 444-3490.

For questions concerning your emission inventory data please contact your Compliance Officer. If you do not know their contact information, call the number above and ask to speak with your Compliance Officer. If you wish to view the Staff Directory for DEQ follow the link below:

Montana Department of Environmental Quality Staff Directory

Emission Inventory Web Access

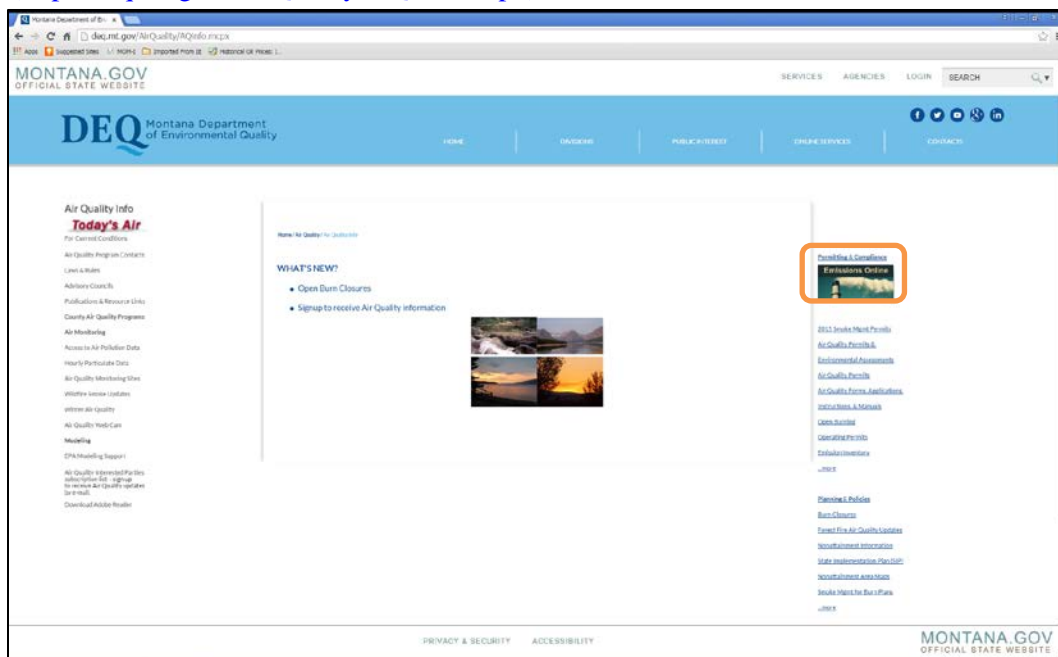There are two options to access the Air Emission Inventory Entry System:

1. By following the link provided in the notification emails; or
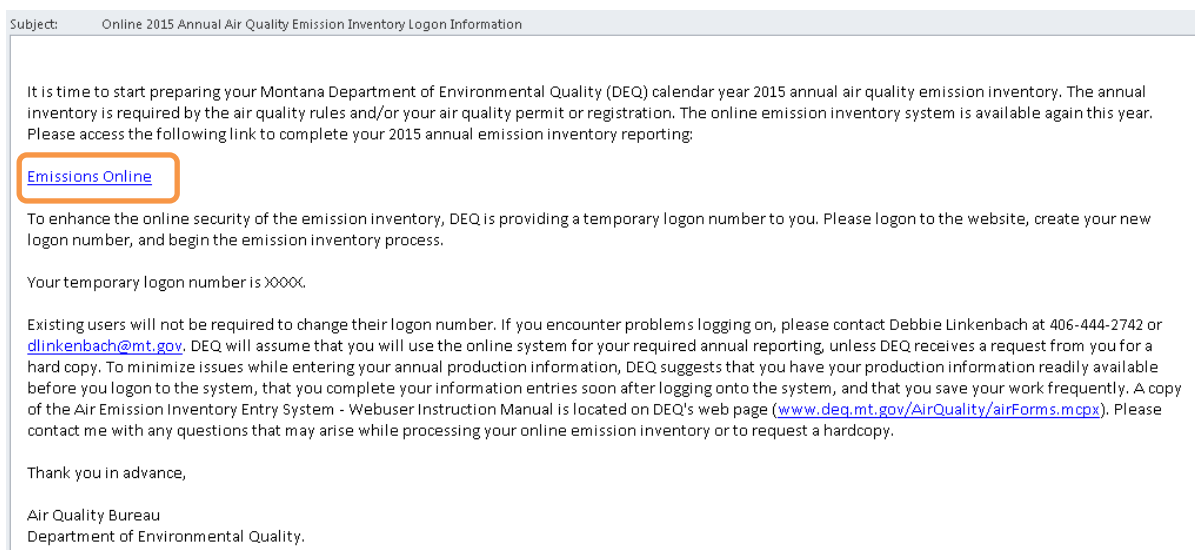
2. By visiting the DEQ website. There are two locations that provide a link to the Air Emission Inventory Entry System:
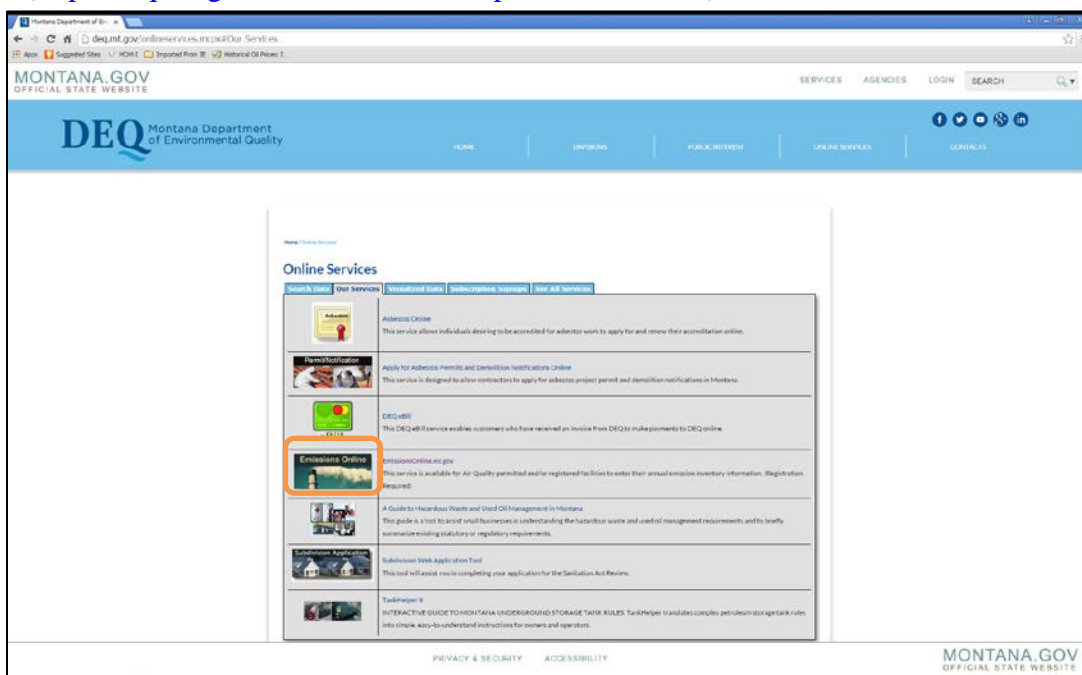
- Air Quality Bureau's air quality info website.
  (http://deq.mt.gov/AirQuality/AQinfo.mcpx)

- DEQ's online services website. See "Our Services."
  (http://deq.mt.gov/onlineservices.mcpx#Our Services).
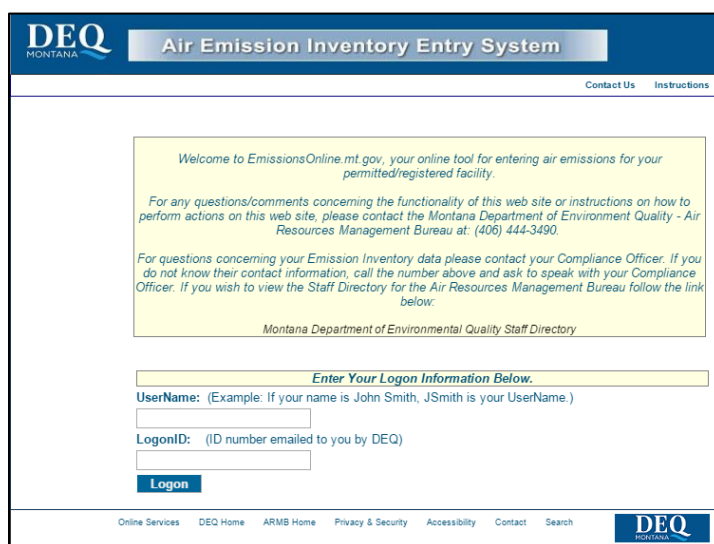
Home Page/ Logging In

To logon to the website, you will need to enter your UserName and the initial LogonID that was emailed to you.

LogonID

The LogonID is a specific number which was emailed to you by DEQ staff. If you do not have a LogonID, have misplaced it, lost it for some reason, or believe you have failed to receive it; please contact DEQ and you will be sent your LogonID.

UserName

Your UserName will typically be the capitalized first initial of your first name followed by your last name, which also has the first initial capitalized. (Example: If you name is John Smith, JSmith is your UserName.)

On the initial logon, the system will direct you to create a new LogonID. Once a new LogonID is entered and saved, you will be directed to the "Site List" page. If you have lost your new Logon ID; please contact DEQ and you will be sent your LogonID.

Site List Page

Once you have successfully entered the Air Emission Inventory Entry System, the first page you will see is the "Site List" page. This page includes a list of all active sites that are assigned to each emission inventory contact. For the purpose of emission inventory, a site is considered active if it was permitted or registered at any time throughout the inventory year. If you notice a site is missing or incorrectly listed as active, please contact your DEQ Compliance Officer so that appropriate changes can be made.

The "Site List" page is where you will:

1. Begin the process of entering emissions;
2. Submit completed emission inventories to DEQ; and
3. Monitor progress of emission inventories for each site.

Legend

You will notice a legend on the left of the "Site List" page. The legend contains the status indicator icons for site emission inventory progress. Please refer to this legend when assessing the status of your site's emission inventory. The status indicator associated with a particular site will appear to the left of the AFS # for that site.

When you initially view your sites and the corresponding emission inventories, you will notice there is no status indicator displayed. A status indicator will appear once you have entered and saved any emission inventory information for that site into the system.
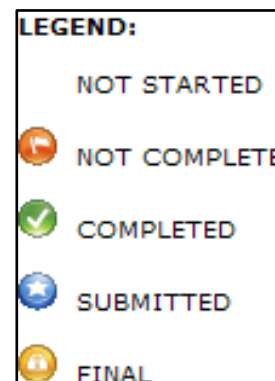
Number of Results Displayed

By default, the Air Emission Inventory Entry System displays all active sites which require an emission inventory. For some customers, this complete list may be quite extensive and can prove difficult to navigate. You may change the number of sites displayed in the "Results Displayed" dropdown menu. Once you choose a display number from the dropdown, navigation buttons will be enabled to allow you to navigate throughout all page views of the active sites.

Entering Emissions

To begin entering emissions, select a site from the list by clicking on the site name. The site name is a link which will navigate you to the "Site Details" page where you will begin the process of entering the year's production information. To minimize issues while entering your annual production information, DEQ suggests that you have your production information readily available and that you save your work frequently.

Site Details

The purpose of the "Site Details" page is to verify that the site information is accurate. Please review the following pieces of information on the "Site Details" page:

Site Information

Site information includes the site's current physical location, associated SIC/NAIC codes/descriptions, and emission inventory contact information. If your site does not have a physical street address, *Unknown* will be shown as the street address along with the county seat or nearest city to the source and the appropriate zip code.

Emissions Summary

If you have submitted emission inventories in previous years, you will notice a summary of last year's emission inventory in this box.

If any of the information on the "Site Details" page is incorrect, please use the "Plant Comments" field at the bottom of the page to explain which information is incorrect and provide

the correct information. The information cannot be edited directly on the website; however, providing information in the Plant Comments field will allow DEQ to update the information during the emission inventory review process.

Once you have reviewed the site information, you have the option to "Continue" to the emissions entry screen, or "Add Equipment." The "Add Equipment" button will open a new page where new or missing equipment information can be added and saved to the emission inventory record. Selecting the "Continue" button will direct you to the "Emission Entry" page where you will complete the emission inventory for the site.

Adding Equipment

The purpose of the "Add Equipment" page is to allow you to submit new or missing site equipment information. Completing the Add Equipment form does not take the place of submitting a modification/update to a Montana Air Quality Permit/Registration. This form is a tool to provide equipment information that is missing and needs to be included in the emission inventory.

To navigate to the "Add Equipment" page, select the "Site Details" page from the menu on the left of the webpage and then select the "Add Equipment" link on the bottom of the page.

Required Fields

Entry fields marked with an asterisk (*) are required information and must be completed for the information to be saved to the emission inventory file. The following fields are required information:

1. Equipment Information
    a. Equipment Name
    b. Annual Fuel Process Rate
    c. Process Rate Units
2. Start Construction, Operation, and Startup Dates

You may also enter a size description for the piece of equipment and any known geographic information. However, this information is optional and not required to complete the form.

Entering and Saving New Equipment

Once the required information has been entered, select the "Save Equipment" button. If a required field is blank, or data was entered in an incorrect format, the new equipment will not be saved and an error message will notify you of the field which needs correction. Correct the entry, and re-select the "Save Equipment" button. The form can be reset at any time by selecting the "Cancel" button. Selecting the "Cancel" button will remove all unsaved data displayed in the form, but will not delete previously saved equipment.

Once all the required data has been entered and saved, the equipment name will be displayed under the "Save Equipment" button. Once the new piece of equipment is saved, you can either choose to view the previously saved equipment, add another piece of equipment, or you can close the screen with the "Close" button located on the bottom right corner of the screen. The "Close" button will return you to the "Site Details" page.

Viewing/Editing Entered Equipment

To view previously saved equipment, select the "Select" button at the left of the piece of equipment you wish to view. The data entered will populate in the form. You can edit the data and save the changes by selecting the "Save Equipment" button.

If you wish to enter a new piece of equipment, you must start with a clear form. If equipment is currently displayed, select either the "Save Equipment" button to save the currently displayed information or select the "Cancel" button to clear the screen. The "Cancel" button will not delete previously saved data.

Emission Entry

The emission entry page displays all equipment/emission points and the previous year's annual process rate for the selected site. You <u>are required</u> to enter the annual process rate for the current inventory year. You may also submit a request to update any emission factor associated with the listed equipment/emission points.

Annual Process Rate

If applicable, you may choose to keep the previous year's annual process rate that is displayed by clicking the check box under the "Same as Last Year" column, or you may enter a new annual process rate in the field provided. A comment box is provided for you to enter equipment specific information as needed. The comment box is optional and may be left blank.

Saving Information

You have two options to save the information entered on the "Emission Entry" page. You have the option to save the information a single line at a time by selecting the "Save" button on the right of each row, or you can select the "Save" button at the bottom left corner of the page and save all the entered information at one time. If you choose to save changes by equipment/emissions point, the green checkmark icon will appear to indicate that changes have been saved. Once you select the "Save" button on the bottom left corner, you will be returned to the "Site List" page.

Emission Factor

To view/edit the emission factor information, select the "Details" button. The "Details" button opens a new screen displaying the pollutant specific emission factors for that equipment/emission point. On the detail screen, you can view the current emission factors or choose to enter a new emission factor. If you enter a new emission factor, you are required to enter a comment to justify the new emission factor. Once you have finished updating the emission factors and entered the required comments, save the entered information by clicking the "Save" button which will save the data and return you to the "Emission Entry" page.

Submitting the Emission Inventory

Once the process rates have been entered and saved for all equipment/emission points associated with a site, the "Complete" status indicator icon will be displayed next to the site. If you saved a site without entering data for each segment, the "Not Complete" status indicator icon will appear to the left of the site indicating that you need to enter more data for that site.

When the site is "Complete" a "Submit" button will be enabled at the end of the site row. To submit the site's emission inventory to DEQ, select the "Submit" button. You will then be prompted to provide user verification information. Please provide your full name (or your name and appropriate contact if you are entering information on behalf of someone else) and your email address in the fields provided. Then click the "Submit" button.

CAUTION: Once you select the "Submit" button, the Air Emission Inventory Entry System will not allow you to edit the submitted emission inventory.

Once the site has been submitted, a "Submitted" status indicator icon will appear on the "Site List" page next to the site. At that time, the site is now locked for editing. You can view the site, but cannot change any data. If you need to make any edits, please contact your DEQ Compliance Officer.

Reports

You can save and/or print the following reports from the Air Emission Inventory Entry System:

Original EI Detail Report

This report shows the draft Emission Inventory Report prior to any edits being made this year. Typically, this is the prior year's final emission inventory; however, it may include updates that were made during the calendar year, or it may represent the original Emission Inventory set-up during the permit/registration process for a new facility. The Original EI Detail Report is enabled prior to submitting new emission inventory data.

Customer Supplied EI Detail Report

This report shows the data submitted through the Air Emission Inventory Entry System for the current year. The Customer Supplied EI Detail Report becomes enabled after a site is submitted to DEQ.

EI Detail Report

The EI Detail Report is the final report that DEQ has reviewed and approved.   The EI Detail Report becomes enabled after a site is considered final by DEQ. You will be notified by DEQ when your emission inventory is considered final.

To access the reports, click the "Reports" link located on the left side of the webpage. To save and/or print any of the reports, select the "View" button to the right of the desired report.
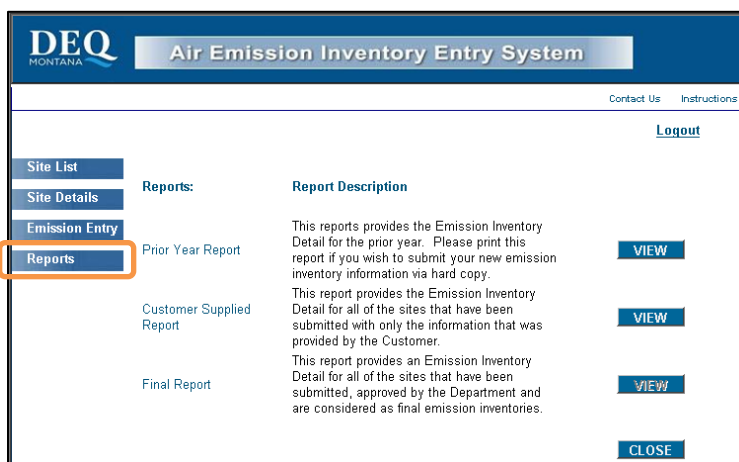
Once the report is generated, you will have the ability to either print the report or save the report in one of three formats (i.e., Excel, PDF, or Word Document) by selecting the chosen icon.