



Air Emission Inventory Entry System – Webuser Instruction Manual

December 2017

****Table of Contents****

Emission Inventory Web Access.....	2
Home Page/ Logging In	4
LogonID	4
UserName.....	4
Site List Page	5
Number of Results Displayed	5
Legend.....	5
Entering Emissions	6
Site Details	6
<i>Site Information</i>	6
Adding Equipment	7
<i>Required Fields</i>	7
<i>Entering and Saving New Equipment</i>	8
<i>Viewing/Editing Entered Equipment</i>	8
Emission Entry	9
<i>Annual Process Rate</i>	9
<i>Saving Information</i>	9
<i>Emission Factor</i>	10
Submitting the Emission Inventory.....	10
Reports	12
Original EI Detail Report	12
Customer Supplied EI Detail Report.....	12
EI Detail Report	12



The Air Emission Inventory Entry System 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.

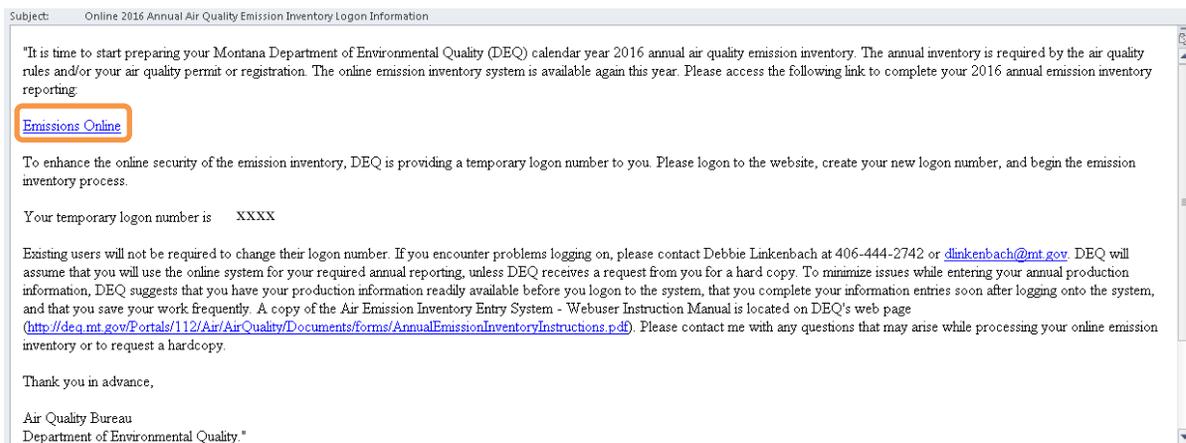
For any questions/comments concerning the functionality of the Air Emission Inventory Entry System, please contact DEQ Air Quality Bureau at: (406) 444-3490.

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. The Montana Department of Environmental Quality [Staff Directory](#) may also be used to find contact information by staff name or title.

Emission Inventory Web Access

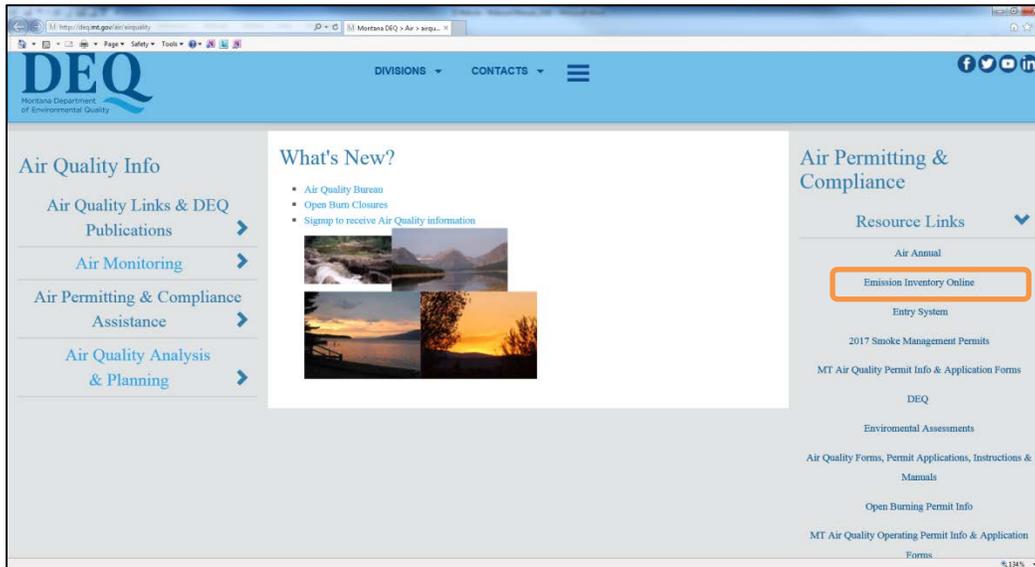
There are several options to access the Air Emission Inventory Entry System:

1. By following the link provided in the notification emails:

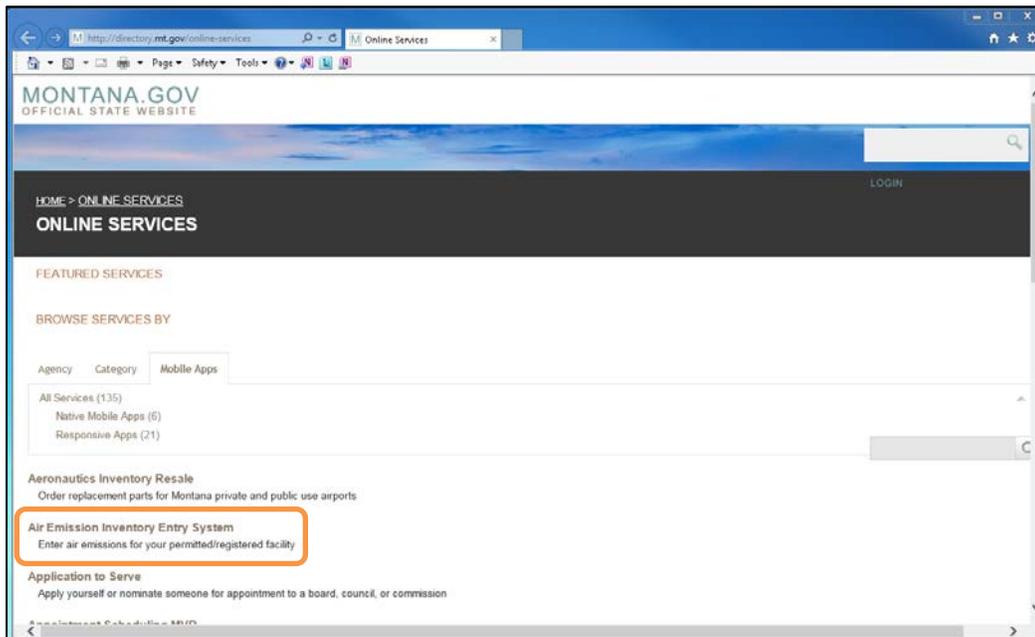


2. By visiting the DEQ website. There are two locations that provide a link to the Air Emission Inventory Entry System:

- Air Quality Bureau's [Air Quality Info](#) website.



- DEQ's [Online Services](#) website.



3. By manually entering the Air Emission Inventory Entry System website address into your browser: www.EmissionsOnline.mt.gov

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, 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 your name is John Smith, JSmith is your UserName.)

The screenshot shows the login page for the Air Emission Inventory Entry System. At the top, there is a blue header with the DEQ MONTANA logo and the title "Air Emission Inventory Entry System". Below the header, there are links for "Contact Us" and "Instructions". The main content area features a yellow box with a welcome message and instructions. Below this, there is a section titled "Enter Your Logon Information Below." with two input fields: "UserName: (Example: If your name is John Smith, JSmith is your UserName.)" and "LogonID: (ID number emailed to you by DEQ)". A blue "Logon" button is positioned below the input fields. At the bottom of the page, there are several links: "Online Services", "DEQ Home", "ARMB Home", "Privacy & Security", "Accessibility", "Contact", and "Search". The DEQ MONTANA logo is also present in the bottom right corner.

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.

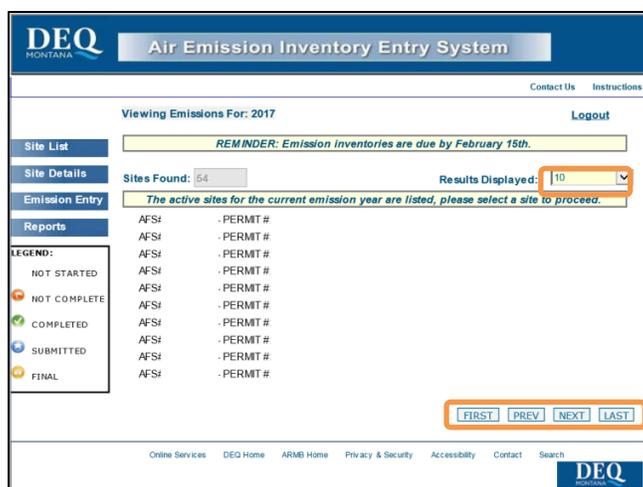
The screenshot shows the "Please change your Logon ID" page. The page has a blue header with the DEQ MONTANA logo and the title "Air Emission Inventory Entry System". Below the header, there are links for "Contact Us" and "Instructions". On the left side, there is a navigation menu with "Site List" and "Reports" highlighted. The main content area contains the text "Please change your Logon ID below" and three input fields: "Old ID:", "New ID:", and "Confirm New ID:". A blue "Save" button is located below the input fields. In the top right corner, there is a "Logout" link. At the bottom of the page, there are several links: "Online Services", "DEQ Home", "ARMB Home", "Privacy & Security", "Accessibility", "Contact", and "Search". The DEQ MONTANA logo is also present in the bottom right corner.

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.



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.

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.



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.

The screenshot shows the 'Site Details' page for the year 2017. At the top, there is a navigation menu with options: Site List, Site Details (selected), Emission Entry, and Reports. A warning message states: 'DEQ requests that you submit your completed inventory information as soon as possible after January 1, 2017; however, the requested information must be received by DEQ no later than February 15, 2017. Once DEQ receives and validates your 2016 emission inventory changes and information, you will be notified that your final submittal can be reviewed. In order to maintain your air quality registration, you must complete the inventory and pay the assessed fees even if your facility did not operate in 2016.' Below this, a yellow box contains the instruction: 'If any of the below information is inaccurate, please notify your Compliance Officer SARAH LAMBORN at the Air Quality Bureau.' The form fields are: Site Name (with sub-fields for PLANT LOCATION, AFS#, and Permit#), SIC/NAIC (with sub-fields for SIC and NAIC), EMISSION CONTACT INFORMATION, and PLANT COMMENTS (with a text area and a 'Change Requests/Comments below' label). At the bottom, there are 'CONTINUE' and 'ADD EQUIPMENT' buttons. The footer includes links for Online Services, DEQ Home, ARMB Home, Privacy & Security, Accessibility, Contact, and Search, along with the DEQ logo.

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 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.

Select	Equipment Name	Annual Process Rate	Process Rate Units
Select	NEW ENGINE A	500	Hr/yr

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 are required 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.

Point Name /Segment Description	Point #	Same as Last Year	Previous Year Annual Process Rate	New Annual Process Rate	Process Rate Units	Comments	View Emission Factor Details
PRIME MOVER	1	<input type="checkbox"/>			Hrs		Details Save
DIESEL GENSET (100-HP)		<input type="checkbox"/>			Hrs		Details Save
RECYCLE PUMP		<input type="checkbox"/>			Hrs		Details Save
HEATER/TREATER	2	<input type="checkbox"/>			Hrs		Details Save
HEATING UNIT BURNER		<input type="checkbox"/>			Hrs		Details Save
STORAGE TANKS	3	<input type="checkbox"/>			Barrels		Details Save
CRUDE OIL STORAGE TANKS		<input type="checkbox"/>			Barrels		Details Save
PROD. H2O STORAGE TANKS		<input type="checkbox"/>			Barrels		Details Save
GAS FLARE	4	<input type="checkbox"/>			Mcf		Details Save
PRODUCED GAS STREAM		<input type="checkbox"/>			Barrels		Details Save
TANK VAPOR GAS STREAM		<input type="checkbox"/>			Barrels		Details Save
TRUCK LOADING/UNLOADING OPERATIONS	5	<input type="checkbox"/>			Barrels		Details Save
FUGITIVE EMISSIONS TRUCK L/U		<input type="checkbox"/>			Barrels		Details Save
FUGITIVE EMISSIONS	6	<input type="checkbox"/>			Hrs		Details Save
VALVE, PIPING, EQUIPMENT		<input type="checkbox"/>			Hrs		Details Save
ON-SITE VEHICLE TRAFFIC	7	<input type="checkbox"/>			VMT		Details Save
ON-SITE VEHICLE TRAFFIC		<input type="checkbox"/>			VMT		Details Save

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.

DEQ MONTANA Air Emission Inventory Entry System

Contact Us Instructions

Viewing Emissions For: 2017 Logout

Site Name: AFS#: Permit#

Point No.: 1 - Point Name:

Segment Description: SCC:

The emission factor from the prior year will be used for the current year unless you provide a new emission factor. Comments are required when entering new emission factors. Any of the proposed emission factor changes are subject to approval by DEQ.

Process Rate Units	Emission Factor	New Emission Factor	Emission Factor Units	Calc Method	Emission Factor Source	Control Efficiency	Tons	Pollutant	COMMENTS (Required for Emission Factor Changes)
Hrs		<input type="text"/>	lb/hr	C	AP-42			CO	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			H2S	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			HAPs	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			NO2	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C				PM-10	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			PM10-FIL	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			PM2.5-FIL	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			SO2	<input type="text"/>
Hrs		<input type="text"/>	lb/hr	C	AP-42			VOC	<input type="text"/>

SAVE CANCEL

Online Services DEQ Home ARMB Home Privacy & Security Accessibility Contact Search DEQ

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. Each site has to be submitted individually, the Emission Inventory Entry System does not allow bulk submittals of multiple sites.

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.

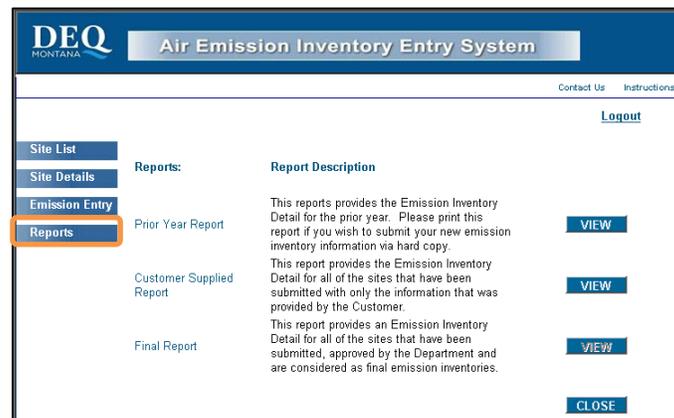
Customer Supplied EI Detail Report

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 view, print or save the report in a PDF format.