

## How to edit the facility status in ERIC

The facility status field indicates the status of the facility's operation in ERIC. When reporting in ERIC it is required to fill in the facility status field; the selection in this field can be changed at any time. The possible selections are:

- **Active**- the inventory must contain at least one source, process, release point, and emissions record with total annual emissions greater than zero. In other words, the annual inventory must have > 0 sources, > 0 processes, > 0 release points, > 0 emissions.
- **Permitted but not built**- the inventory may not contain any sources, processes, release points, or emissions records with annual emissions greater than zero. The only information required for the submittal is the Facility and Contact tabs; no source, process, or release point records are allowed in your inventory, and any emissions records must show zero emissions.
- **Permanently Shutdown**- the only information required is the Facility and Contact Tabs. Be sure that any sources listed for the facility are Idle or Permanently Shutdown, and any emission records in the inventory have zero emissions.

**Step one:** open your facility's account in ERIC- under the facility tab select the Edit button. See screenshot below:

The screenshot shows the 'Facility' tab selected in the top navigation bar. Below the navigation bar, there is a warning message: 'Warning - account owner (ID) is not identified as an owner of this A1 in TEMPO.' Below the warning, there are several links: 'Download Inventory', 'Download Reconciliation Report', 'Upload Inventory', and 'Approve Release Point Coordinates'. On the right side, it says '2006 Inventory (1/1/2006 - 12/31/2006) Revision 0.'. The main content area has a blue header with the text: 'Most facility information is no longer entered or edited directly through ERIC. You can enter/edit the Description, Status, and Comments data. The information displayed here is the current information in the EQ TEMPO system. If the information displayed is not correct, please send a request with the updated information to update@la.gov.' Below this text, there are three buttons: 'Indicates Required Fields', 'Edit', 'Save', and 'Cancel'. The 'Edit' button is highlighted with a red box. Below the buttons, there is a form with several fields: 'Facility Name:', 'Owner:', 'Owner Address1:', 'Owner Address2:', 'Owner Address3:', 'Owner City, State, Zip:', 'Owner Phone:', 'Operator:', and 'Facility Description:'. The 'Facility Description' field has a dropdown menu with 'GA GULF' selected.

**Step Two:** scroll down to the facility status field and click on the drop down menu. Select the appropriate status for your facility. See screenshot below

The screenshot shows the same form as the previous screenshot, but with the 'Facility Status' dropdown menu open. The dropdown menu has the following options: 'Active', 'Not Set', 'Active', 'Idle', 'Permanently shut down', and 'Permitted but not built'. The 'Active' option is selected and highlighted with a red box. Below the dropdown menu, there are several other fields: 'Address1:', 'Address2:', 'Address3:', 'City:', 'Parish:', 'State:', and 'Zip Code:'. The 'State' field has 'Louisiana' selected.