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:

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