ERIC User Manual

May 7, 2007

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What is ERIC?

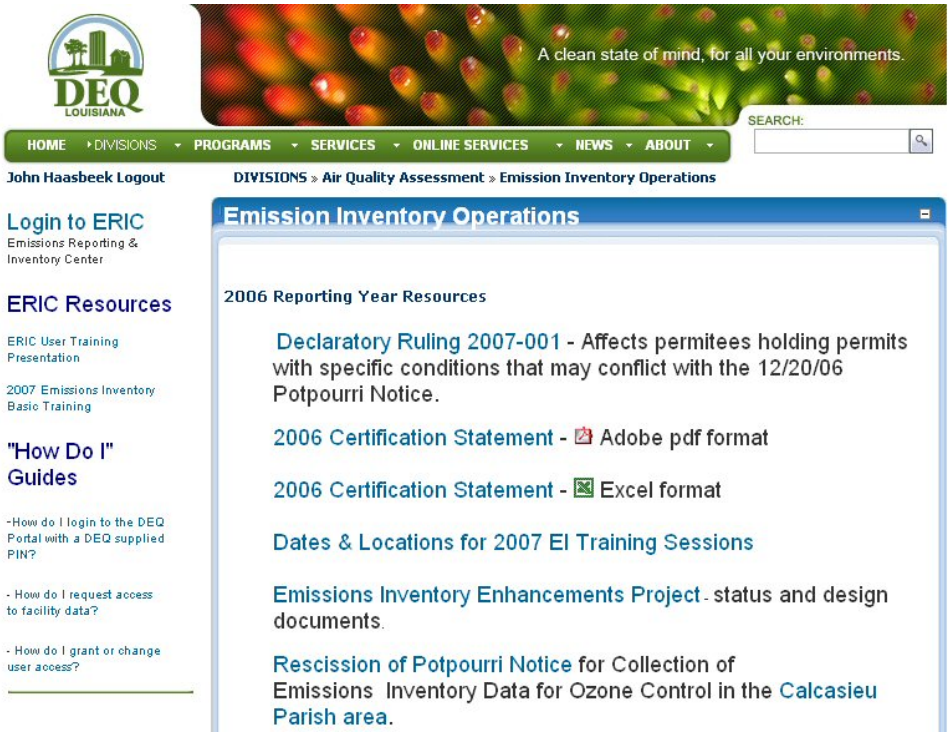
Emissions Reporting and Inventory Center, or ERIC, is a web-based application that facilities must use to submit their annual emissions inventories to the Louisiana Department of Environmental (LDEQ) as required under LAC 33:III.919 and LAC 33:III.5107. This manual contains information and instructions on using the ERIC web portal to develop, edit, and submit inventories.

ERIC offers facilities the ability to create, edit and submit emissions inventories online using simple data entry forms. Facilities may also choose to download their entire inventory to a Microsoft Excel workbook where they can enter and edit inventory data offline and later upload the data to ERIC. Once an inventory is complete, ERIC performs an online validation process that checks the inventory for data omissions and/or data entry errors. Once the inventory passes all of the required validation checks, the facility will then be able to submit the data to the LDEQ directly through ERIC. At present, a Certification Statement (available through ERIC after the inventory data is submitted) must be printed, certified by the Responsible Official and sent to LDEQ. In the near future, online electronic certification through ERIC may be possible.

Getting Started

ERIC is available through the LDEQ web portal at the Emissions Inventory Operations home page:

http://www.deq.louisiana.gov/eric



ERIC can be accessed using any modern web browser such as Microsoft Internet Explorer (version 6 or higher) or Mozilla Firefox (version 2 or higher). ERIC does not make use of any browser plug-ins, so no additional software installations are required to access the

application. However, ERIC may make limited use of cookies for session tracking and pop-up windows. If your browser is set for a high level of security, or if you have third-party pop-up blockers installed and ERIC is not responding properly, you will need to disable your third-party blockers (or add the LDEQ portal to their list of excluded sites) and set your browser security to Medium for the LDEQ portal site. Due to the number and variety of browser versions and third-party blocker tools in the marketplace, we cannot list instructions for them all here. Please contact your IT support resources or consult your browser documentation for instructions on setting security levels and excluding specific web sites from any third-party blockers you may have installed.

To access your facility data you must first register for a portal account. Your portal account is not specific to ERIC – it gives you access to various current and future planned online services on the LDEQ portal web site. Once you have an active portal account, you can gain access to your facility data in ERIC either by using a pre-registration code issued to you by the LDEQ, or by requesting access through the facility ERIC Administrator. Instructions for these methods are provided below. If your facility did not receive a pre-registration code, please contact the LDEQ's Air Quality Assessment Division.

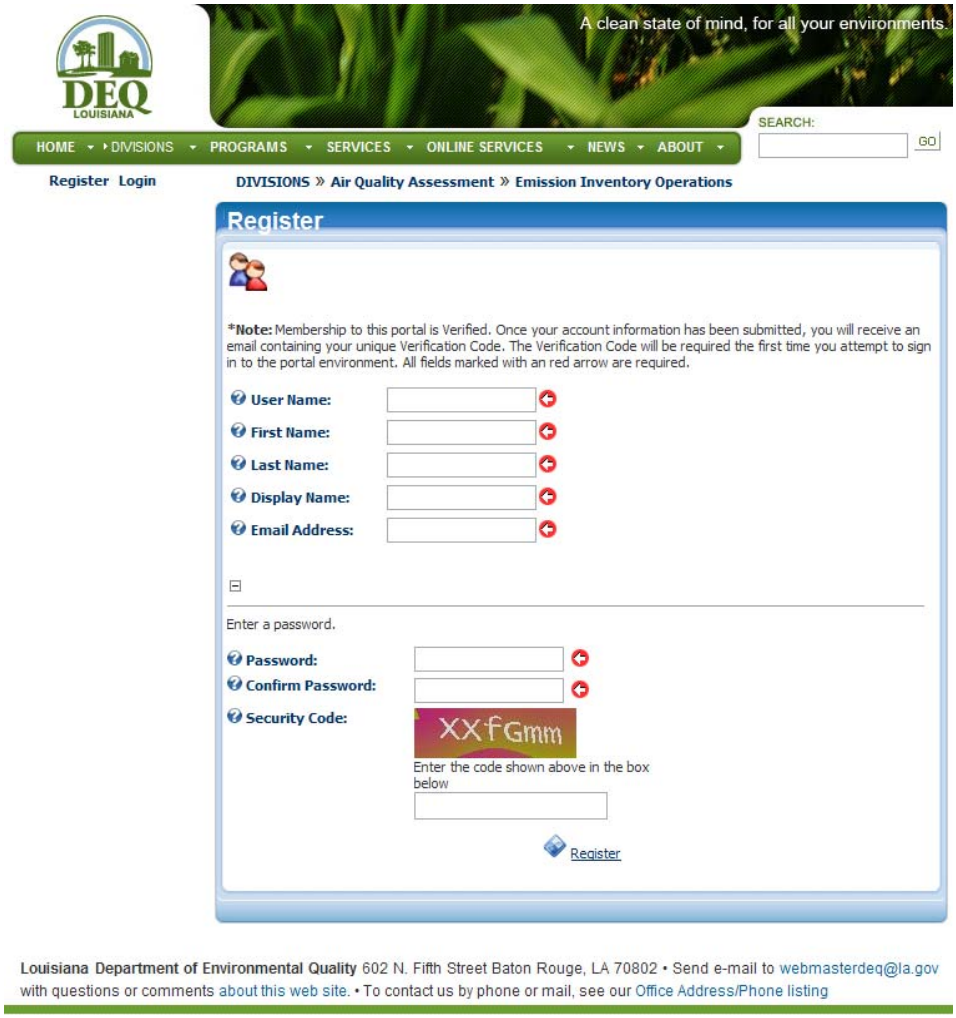
Portal Accounts and ERIC Accounts

Portal accounts are different from ERIC accounts. A portal account belongs to a specific individual, and is your passkey to allow passage of certain restricted content to the LDEQ via the website. Although you may share a single portal account among several users (for example, among several consultants within one firm), you are strongly encouraged to implement appropriate security measures to ensure that only the appropriate people have access to the account information. For example, you should ensure that whenever staff leaves your company that their access to the portal account is withdrawn.

To sign up for a portal account, follow these steps:

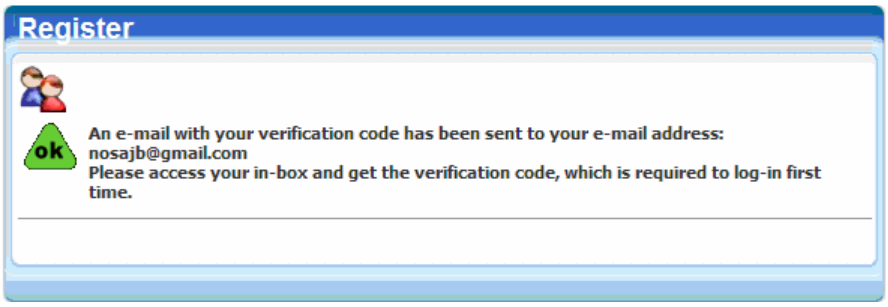
1. First, point your web browser to the LDEQ Emissions Inventory home page: http://www.deq.louisiana.gov/eric

2. Click on the Register button that is just below the LDEQ logo, and it will bring you to the following screen:

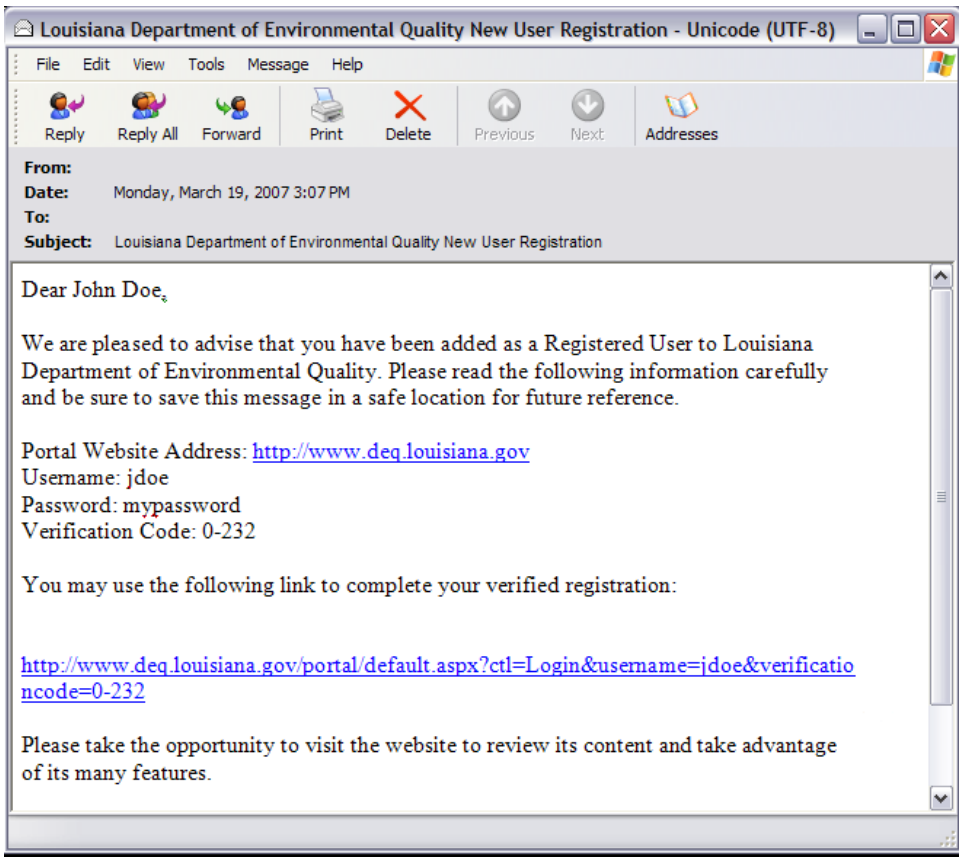


3. Complete the registration form shown above to create your LDEQ Portal Account. You must provide all of the data shown on the form, including a valid email address to which you have access.

4. The LDEQ portal system will automatically give you a screen message (see below) and send you a confirmation email.



5. Follow the instructions in the email (sample below) to activate your portal account.


Louisiana Department of Environmental Quality New User Registration - Unicode (UTF-8)

File Edit View Tools Message Help

Reply Reply All Forward Print Delete Previous Next Addresses

From:
Date: Monday, March 19, 2007 3:07 PM
To:
Subject: Louisiana Department of Environmental Quality New User Registration

Dear John Doe,

We are pleased to advise that you have been added as a Registered User to Louisiana Department of Environmental Quality. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: http://www.deq.louisiana.gov
Username: jdoe
Password: mypassword
Verification Code: 0-232

You may use the following link to complete your verified registration:

http://www.deq.louisiana.gov/portal/default.aspx?ctl=Login&username=jdoe&verificationcode=0-232

Please take the opportunity to visit the website to review its content and take advantage of its many features.

6. If you do not receive an email verification that contains your verification code, there are several reasons why this may have occurred. If you entered an email address that was not valid, the email system will return the message to the DEQ. However, if the address is not specific enough for us to trace, DEQ may not be able to locate you. You need to contact DEQ for assistance. Likewise, some AOL users have had problems with their mail servers allowing our confirmation emails into their system. If you are an AOL user, you need to contact us after you register for the portal account so that we can get you your confirmation instructions. Some corporate email systems are capturing these system generated confirmation emails that the DEQ system sends out, and treats them as SPAM or JUNK. Please check with your system administrator to see if it has diverted your confirmation email into one of these holding locations. With proper verification, DEQ can get your account set up; just call LDEQ for assistance

An ERIC account represents a specific facility and owner company. Each facility required to report annual emissions is issued an ERIC account for the current owner. Prior owners (or new owners when a facility changes hands) may be issued their own ERIC account for that facility. The ERIC account is the home for both Criteria Pollutant and Toxics Emissions inventories for that facility.

Portal accounts are granted access to ERIC accounts either using a LDEQ-issued pre-registration code, or by the Facility ERIC Administrator. Existing emissions inventory submitters have already received their pre-registration codes. As new accounts to the ERIC database are added, a pre-registration code will be provided to the Emissions Inventory contact at the facility. The process for using a pre-registration code is described below.

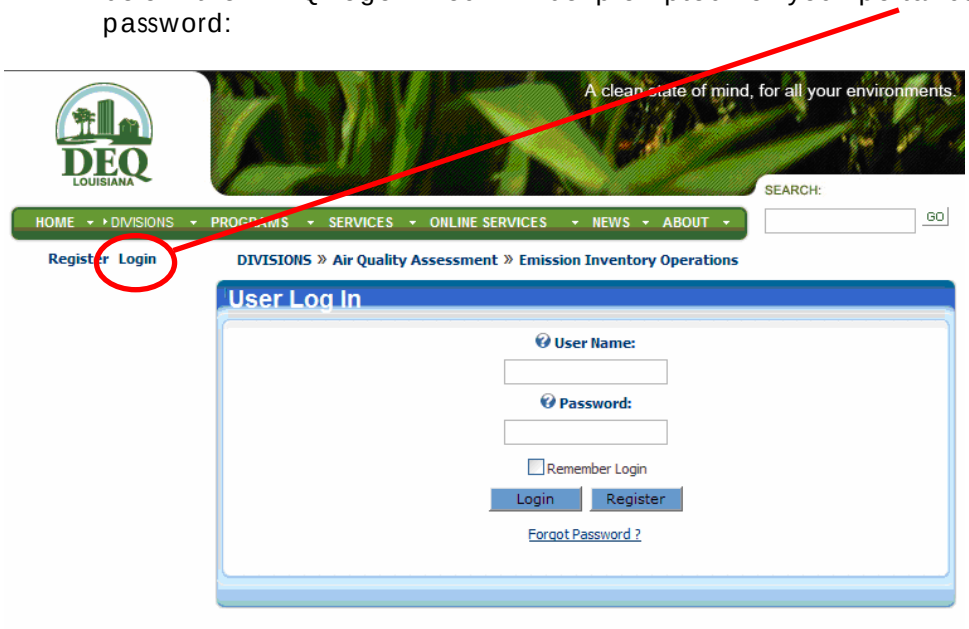
Access to an ERIC account may also be granted by the Facility ERIC Administrator. This process is also described in more detail below. You should remember that after the Facility ERIC Administrator is identified using the LDEQ supplied pre-registration code, all future user access for the ERIC account will be managed by the facility, not by LDEQ.

Using a Pre-registration Code to Access Your ERIC Account

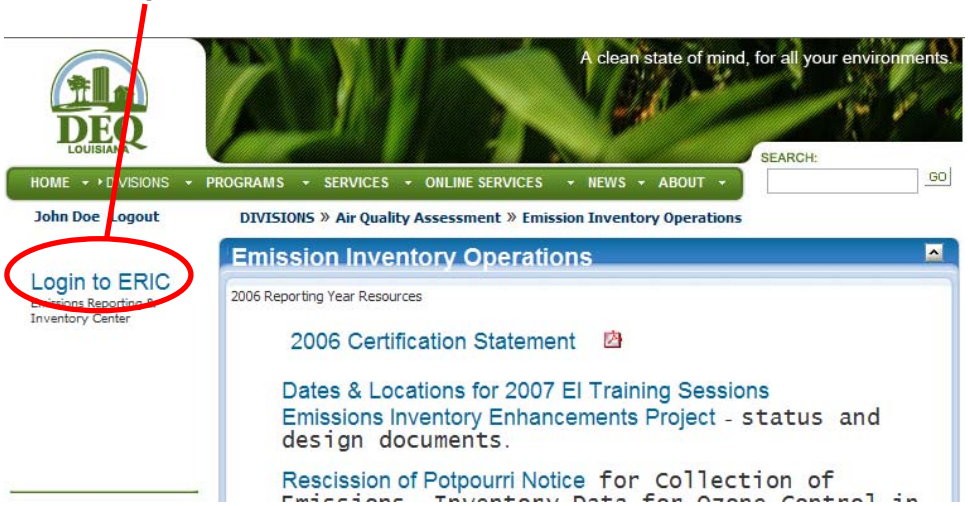
1. Navigate to the Emissions Inventory Operations home page:

   http://www.deq.louisiana.gov/eric

2. If you are not already logged in to your portal account, click the Login button just below the LDEQ logo. You will be prompted for your portal user name and password:

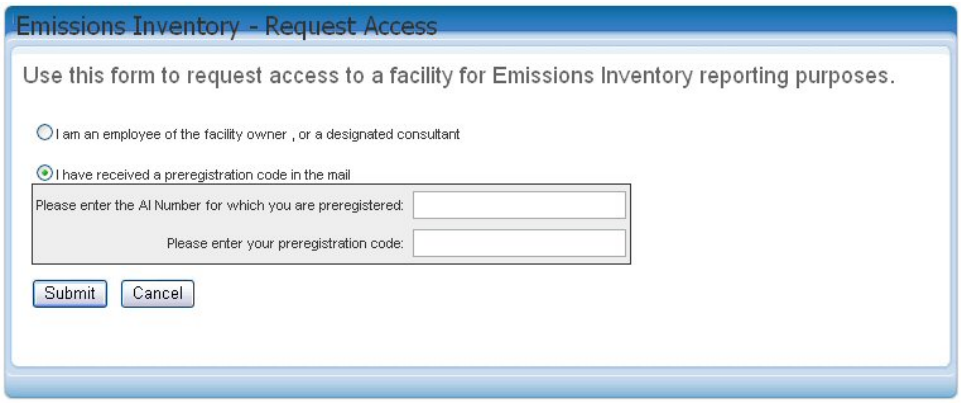


3. After a successful Login to the Portal, you will be directed back to the Emissions Inventory home page. On the left side of the page, click on the link Login to ERIC.



4. At the bottom of the ERIC home page, you will find a link to request access to a facility:

5. Click on the link, and you will see the Request Access page. Select the option labeled "I have received a pre-registration code in the mail:



6. Enter your Agency Interest number and the code from your pre-registration letter and then press submit. If you entered the correct AI number and pre-registration code, your account will be activated and you will be granted Administrator rights to your account.

7. You will need to logout and then log back in for your access permissions to be applied.

Once you have completed this process, your portal account is registered as the Facility ERIC Administrator. You now have full rights for the selected ERIC account, including creating, editing, and submitting inventories, as well as and granting or rejecting access requests from other portal users. The only thing you cannot do is certify an inventory – that function is reserved for the Responsible Official(s) for the facility.

Requesting Access to an ERIC Account

If you need access to an ERIC account you can request access from the Facility ERIC Administrator, who decides whether or not to grant or reject the request and, if granted, what level of access you will have. For example, you may be another staff member at the facility working on preparing the emissions inventory, or you may be a consultant hired to assist in the inventory preparation.

Use the following process to request access to an ERIC account:

1. Navigate to the Emissions Inventory Operations home page and log in to the portal (see steps 1 through 3, above).

2. From the Emissions Inventory Operations home page, click the link to Login to ERIC. At the bottom of the ERIC home page, use the link to "Request Access to a Facility" (see step 4 above).

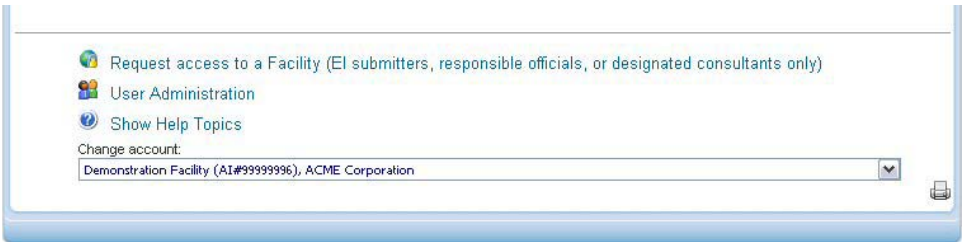
3. You will be presented with two options for requesting access. Select the option labeled "I am an employee of the facility owner, or a designated consultant":

4. You are prompted to enter the Agency Interest numbers you want to access (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) to which you are requesting access. Click the "Submit" button to continue.

5. The ERIC system will display the Agency Interest numbers to which you have requested access and ask you to confirm the request. Make sure the accounts are those you intended and click "Confirm" if they are correct. Your request will be added to the administration screen for the account(s) you have requested.

Once you have made the access request, you should contact the Facility ERIC Administrator to let them know you have requested access to their account. For security reasons, the system does not generate an automatic email to the Facility ERIC Administrator nor does it notify the requestor if access has been granted or denied.

Your portal account may have access to multiple ERIC accounts. When you log in to ERIC, you will be presented with a drop down menu of accounts to which you have access. At any time, you can change the account you are working on using a drop down menu at the bottom of the ERIC home page:



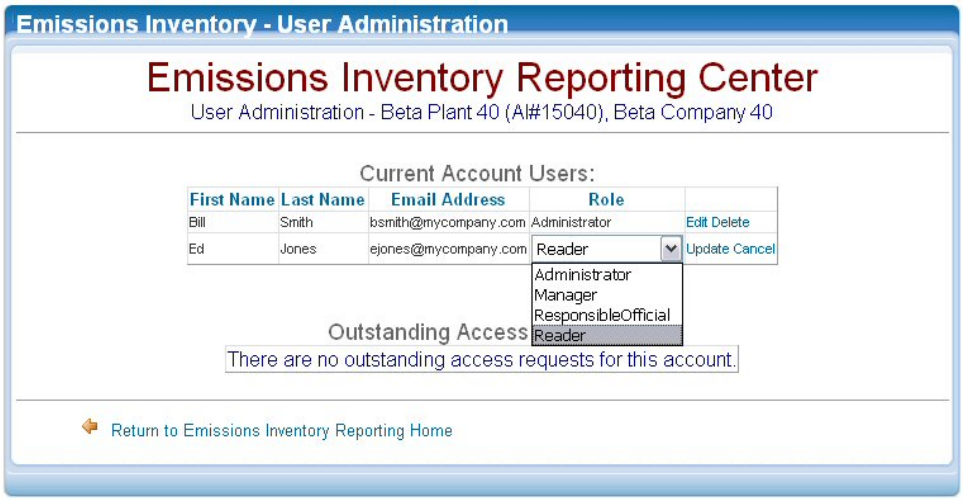
User Management

The user management functions available to the Facility ERIC Administrator are reached using the User Administration link at the bottom of the ERIC home page:

The User Administration page shows a list of current portal users that have access to the ERIC account, and a list of pending access requests:

You can grant or reject access requests using the "Grant" and "Reject" links in the Outstanding Access Requests list. Selecting "Reject" deletes the access request from the list . Selecting "Grant" moves the portal user account from the Outstanding Access Requests to the Current Account Users list with a Role of "Reader" (see below).

To modify a user's role, click the "Edit" link on the user's row in the Current Account Users list:



Use the drop down menu in the Role column to select the role you want the user to have, and click Update. To delete a user role completely, click the Delete link in the user's row.

You can grant multiple roles (see below) to the same portal user account. For example, you can grant "Manager" and "Responsible Official" to the same user. You can also grant the same role to two different users; for example, you may choose to have more than one Administrator for the account. You can not list the same user twice with the same role. Also, you can not change or eliminate your own Administrator role unless there is another account with Administrator privilege (each ERIC account MUST have at least one Administrator).

User Roles

The ERIC system allows four user roles:

Reader – this role provides read-only access to your ERIC data. Users with this role can view your inventories and can download the data to a spreadsheet, but they can not edit any data or upload new inventory data. This is the default user role assigned upon granting access to a requestor.

Manager – this role provides editing privileges on your ERIC data. Users with the Manager role can edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, and revise old inventories. Managers can not grant user access or modify user roles, nor can they certify inventories.

Responsible Official – this role provides all of the privileges of the Manger role, plus the ability to certify an inventory. This will be particularly important when online electronic certification is enabled, as Responsible Officials will be the only users who can perform that function. Although you may assign the Responsible Official role to any portal user, you MUST complete and submit the appropriate paperwork to LDEQ for each such individual.

Administrator – this role supplements the Manager role with access to the User Administration functions.

You can assign one or more of these roles to any portal user account, and you can assign a role to more than one portal user account. To assist you with any questions you may have in preparing your inventory, internal LDEQ staff have an implicit reader role on all ERIC accounts which allows them to view your data and help with any issues you may have.

Emissions Inventories

Each ERIC account can contain several Emissions Inventories. Each emissions inventory corresponds to a specific reporting year. You can only have one "active" inventory for each reporting year. Inventories can be in one of three statuses:

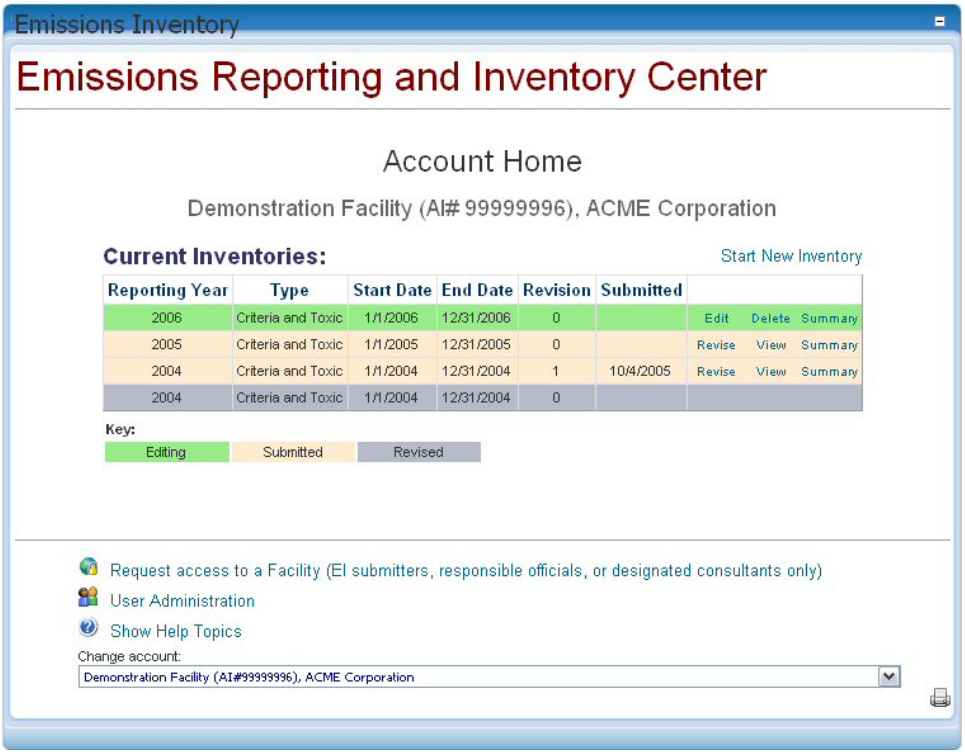
Editing – an inventory that has been started but not submitted to LDEQ.

Submitted – the currently submitted inventory for a reporting year.

Revised – an inventory that has been revised and superseded by a newer inventory for that reporting year.

Inventories that are in Editing or Submitted status are considered "active." Revised inventories are listed for historical reference only.

Once you are logged in to your portal account, your ERIC Home Page will list the inventories for your ERIC account:

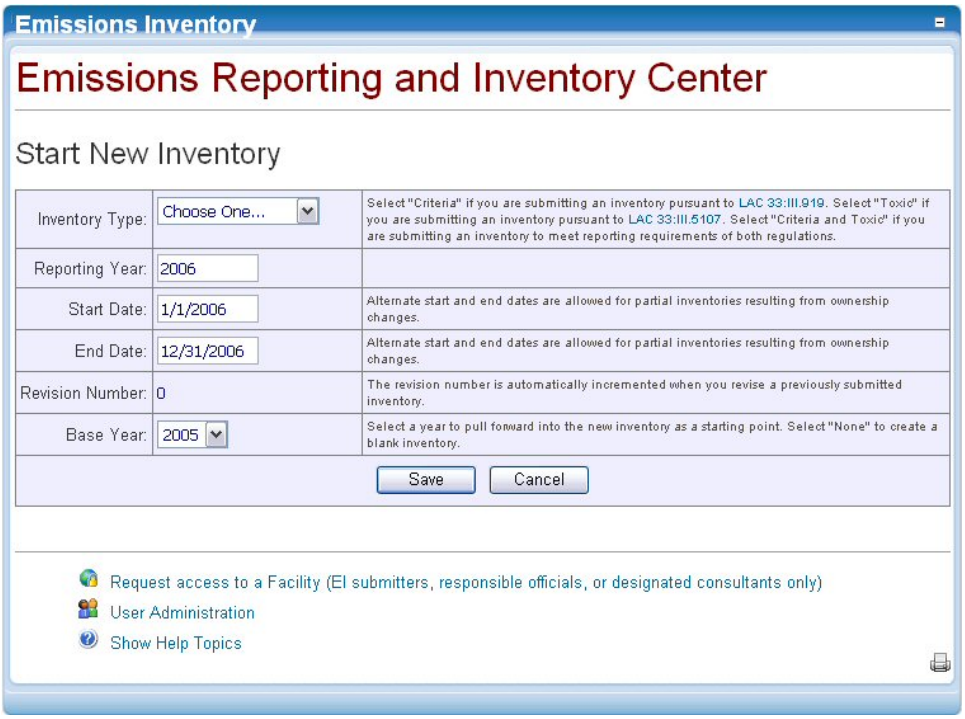


In the example above, the ERIC home page lists the Agency Interest number (99999996), the Facility name (Demonstration Facility), and the owner company name (ACME Corporation). Below that, all of the existing inventories for the account are listed. Here, the facility submitted their 2004 inventory then subsequently revised it (the currently active inventory for 2004 is Revision 1). They submitted their 2005 inventory and have not revised it. They are currently working on their 2006 inventory which is in Editing mode.

Starting a New Inventory

To start a new inventory for a new reporting year, simply click on the "Start New Inventory" link above the Current Inventories list. If you do not see this link, it means you do not have Administrator, Manager, or Responsible Official role on the account. Contact the Facility ERIC Administrator regarding your access level.

The screen below appears after you click "Start New Inventory" and shows the information required to start a new inventory:



In the first drop down menu, you must indicate if the inventory will include Criteria pollutants (reported under LAC 33:III.919), Toxic Air Pollutants (reported under LAC 33:III.5107) or both. If you are subject to reporting under both sections, you must submit a combined inventory. You cannot submit separate inventories for Criteria pollutants and Toxic Air Pollutants in the same year.

Under most circumstances, you will submit an inventory for the full reporting year. This may not be the case if your facility changed ownership during the reporting year and each owner wishes to submit a separate inventory. In this case, you would set the start date and end date for the reporting period to reflect the portion of the year for which you are reporting emissions.

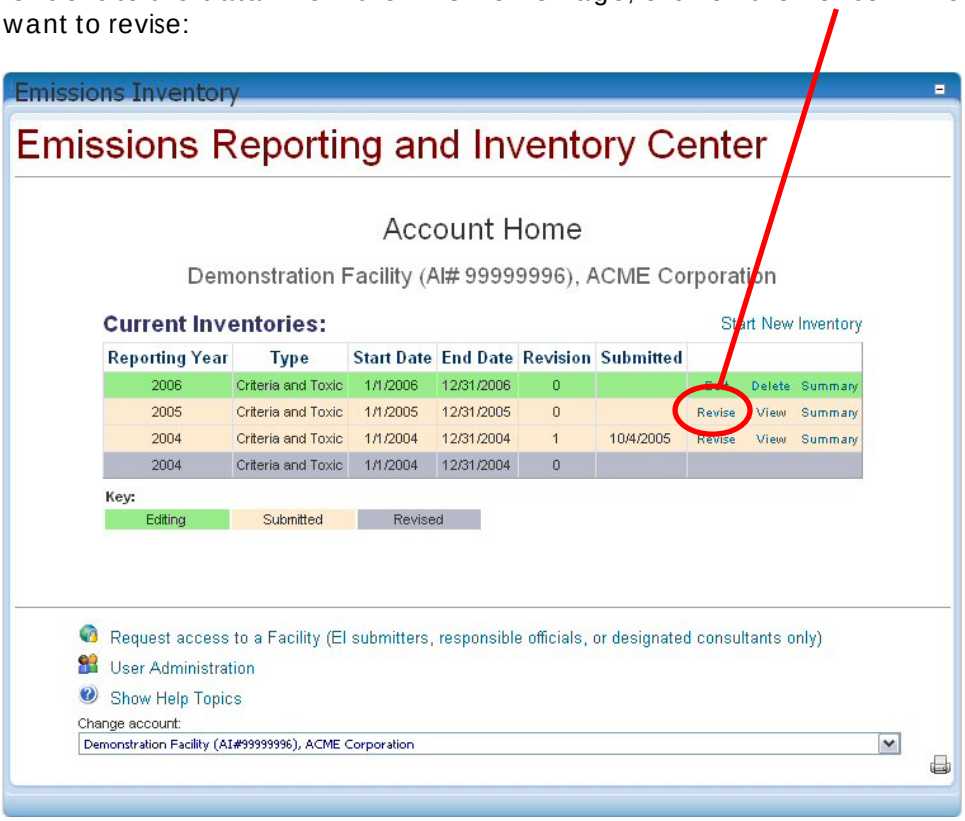
The revision number is automatically set by ERIC. For all new reporting years, the first inventory is revision number zero. This number is automatically incremented if you revise a previously submitted inventory (see below).

The last item on the page is a list of existing active inventories for your account. You can select a prior year (typically the year immediately preceding the new reporting year) and use that year's inventory as a starting point for the new inventory. When you do this, all of the data from the selected base year is copied into the new inventory (the base year inventory is not affected).

Note that you can delete an inventory that is in Editing status at any time. Thus, if you start a new inventory and later decide to start over, you can simply click the Delete link for the unwanted inventory on the ERIC Home Page and all data associated with the inventory will be deleted.

Revising an Existing Inventory

After an inventory has been submitted to LDEQ, you may find that you need to make revisions to the data. From the ERIC Home Page, click on the Revise link for the inventory you want to revise:



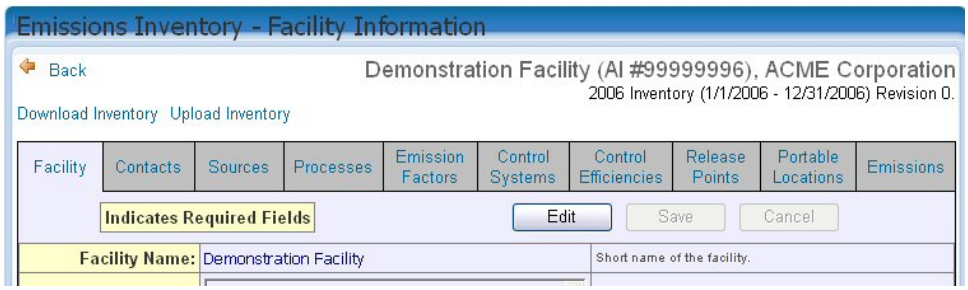
This will bring you to the Start New Inventory screen shown above; however, the reporting year, start date, end date, and base year are all set for you (you can not change them). Clicking Save from the Start New Inventory screen will create a new inventory for that reporting year based on the already submitted inventory and set the status of the previously submitted inventory to Revised.

Once you have created the new inventory for the reporting year, you can edit the data and then go through the process to submit the revised inventory. If, however, you decide that you do not need to revise the inventory after all, you can simply delete the new inventory using the Delete link on the ERIC Home Page and the previous revision will be set back to Submitted status.

Inventory Home Page

To access the data in an inventory, click the Edit or View link for that inventory on the ERIC Home Page. You can Edit an inventory that is in Editing mode (i.e., has not been submitted or revised). Users with only Reader role can only View inventory data – other users with higher security privileges (Manager, Administrator, etc) can also only View data for submitted inventories.

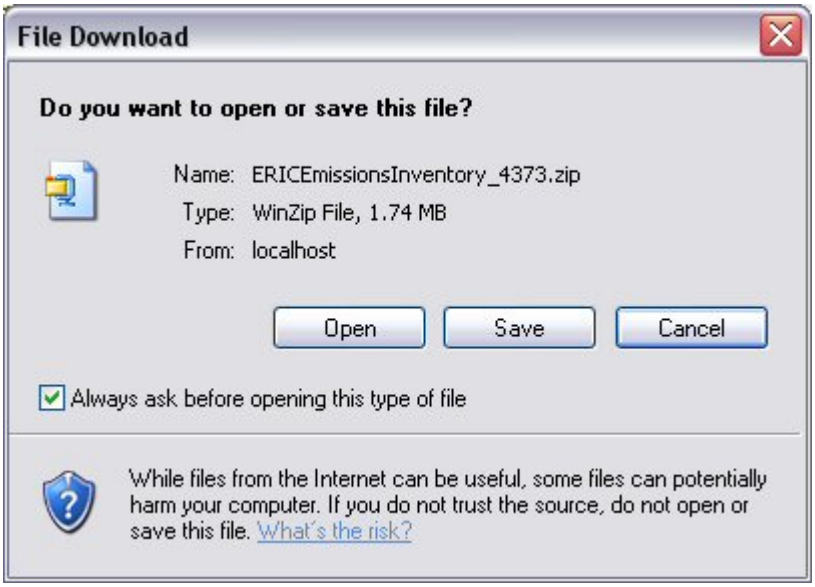
The Inventory Home Page shows the inventory details in the header, below which are tabs that correspond to the various Data Element Groups in the inventory. The data elements on each tab are described later in this manual.



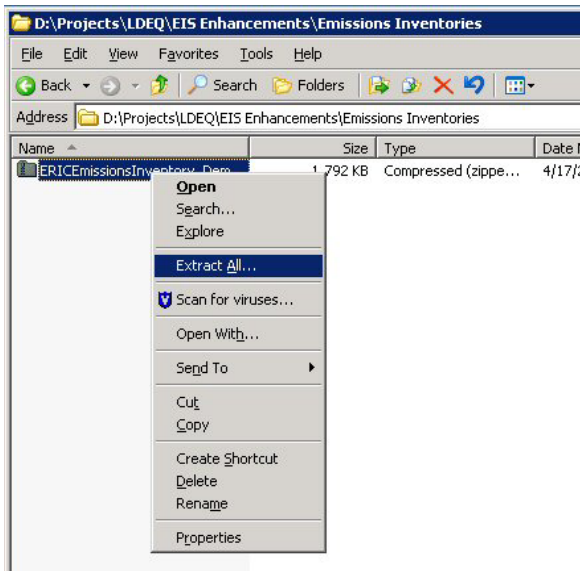
At the top left of the Inventory Home Page is a Back link – this takes you back to the ERIC Home Page. There are also links to Download Inventory and (if you have editing privileges) to Upload Inventory. To view the data in each group, simply click on the link in the corresponding tab.

Downloading an Inventory

Inventory data can be downloaded into a Microsoft Excel workbook. Click on the **Download Inventory** link at the top right of the Inventory Home Page to download the file. A blank window will pop up while the inventory file is being prepared – once the file has been created, your browser will prompt you to Open or Save the file:

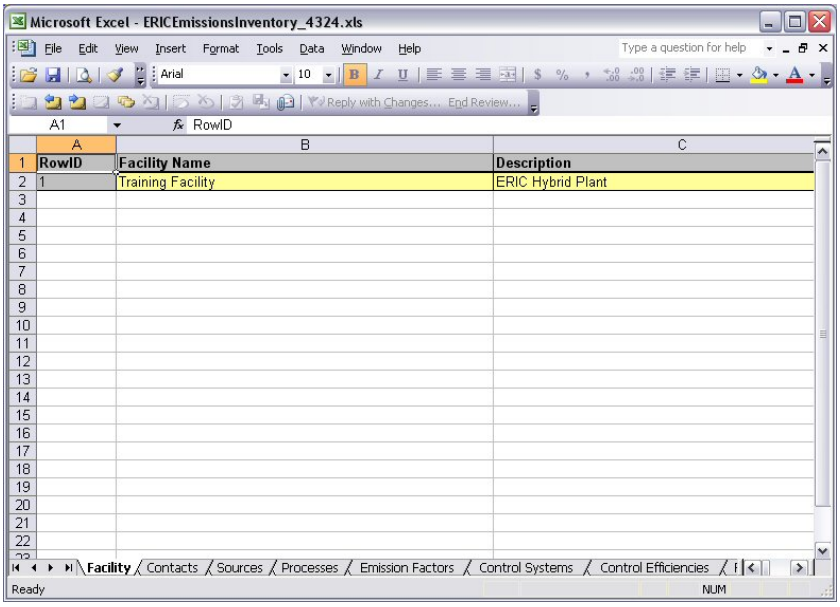


You should ALWAYS SAVE the file – if you open it you will lose any changes you make or data you add. The file is delivered in a compressed ("zipped") format. After you save this file to your local drive (for example, in your "My Documents" folder), you will need to extract the Excel workbook from it. In Windows XP Explorer, you can right-click on the zip file and select Extract All from the context menu:



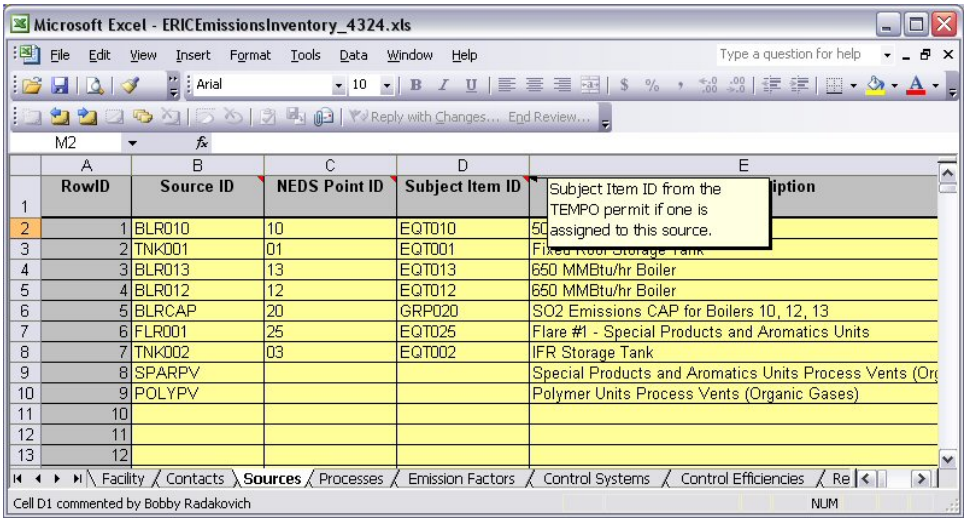
Follow the on-screen instructions to extract the Excel workbook from the compressed archive. You may use another commercial compression tool such as WinZip or PKZip – please consult your user documentation for instructions on how to extract the files using these tools.

Once the file is extracted, you can open it in Microsoft Excel (version 2003 or higher). The workbook contains worksheets that correspond to the tabs on the Inventory Home Page:

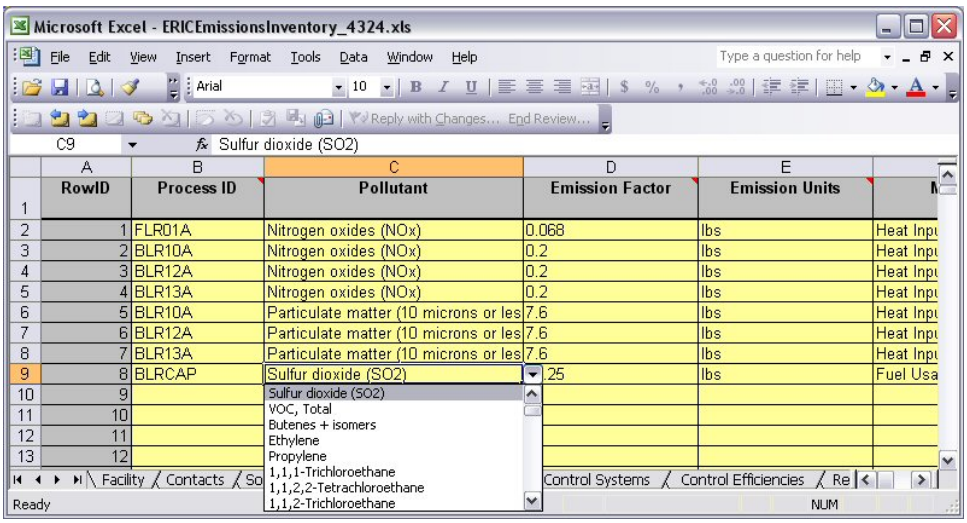


The worksheets are locked – only the cells highlighted in yellow are editable. You can copy and paste data in the worksheets, or import data from other sources such as Microsoft Access or other database programs.

The column headers on each tab may contain hint text explaining the purpose and desired content in the column (this is the same hint text as you will find next to the field on the online editing forms). Where you see a red tag in the column header, hover your mouse over the cell to see the hint text:



In cells where you must pick from a list of specific values (e.g., source type, pollutant, etc), the Excel worksheet provides a drop down menu of acceptable values:



The list of values that make up each drop down menu is provided (in read-only form) on the last tab of the workbook (labeled "Lookups"). Although you can not edit these values, you can copy the data from the worksheet for use in any data mapping programs that you are using.

You can construct your own spreadsheet for uploading to ERIC; however there are a number of restrictions that you must observe:

1. The tabs must appear with exactly the same names (spelling, capitalization) as in the ERIC template.

2. On each tab, the column headers must exactly match the column headers in the ERIC template, and must appear in the same order. Pay particular attention to carriage returns that are embedded in some of the column headers (e.g., the Total Emissions column on the Emissions tab). You can insert carriage returns in Excel cells by pressing Alt-Enter together on your keyboard.

3. Percentage columns in the Excel worksheets must be stored as fractions (they are entered as percentages on the ERIC online forms). For example, an annual average sulfur content for fuel of 0.05% would be entered as 0.05 on the ERIC online forms, and would appear as 0.05% in the ERIC Excel template, but in an unformatted Excel cell, the value must be stored as 0.0005.

4. The cells for which a drop down menu is provided must contain values that appear on the corresponding list from the Lookups tab. If not, the data will be rejected when you attempt to upload it.

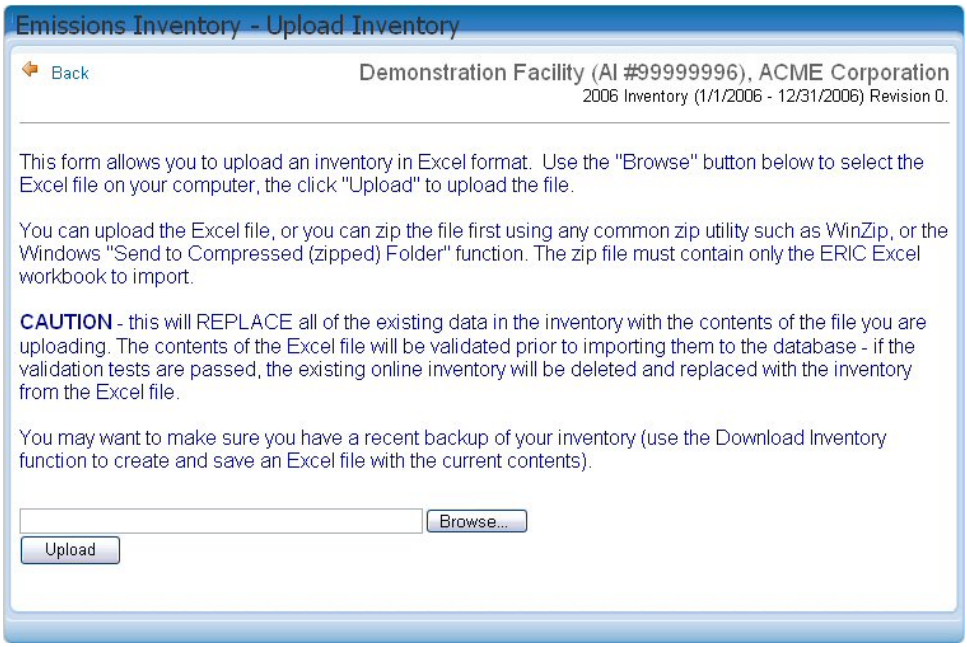
Although you cannot delete entire rows in the worksheets, you can delete the cell contents without having to move data up from lower rows. The inventory upload process ignores rows that are empty.

Another useful feature is the "Fill Down" command in Excel. If you are creating a large number of very similar rows, you can create the first row, then use the Fill Down command to copy the data to additional rows. You can then edit only the values on each row that need to change.

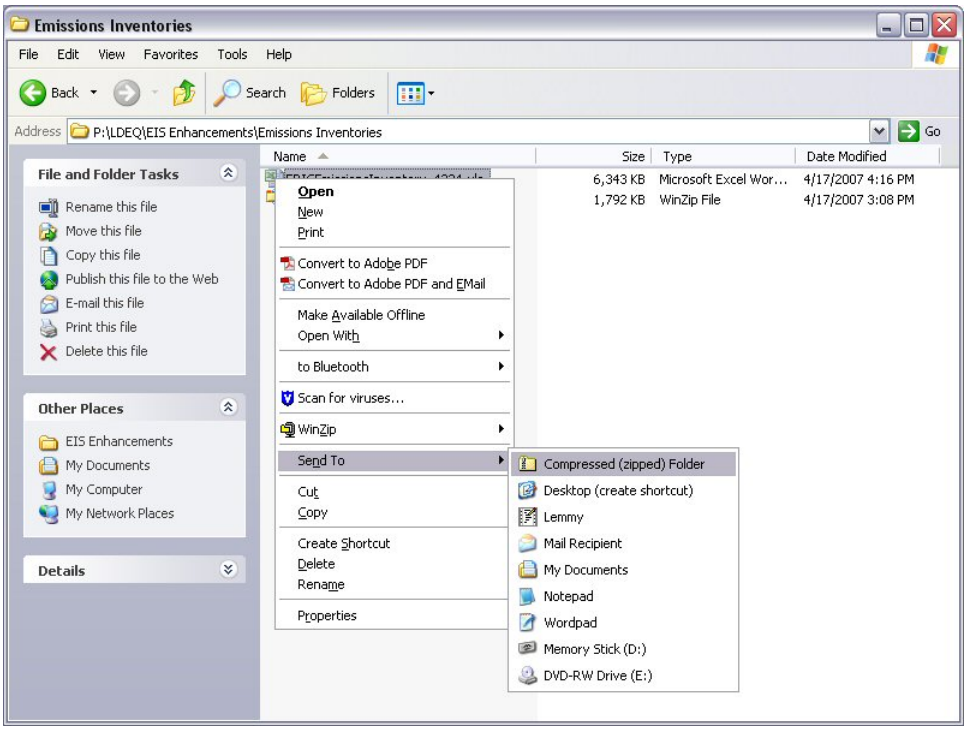
You can use formulae in the Excel worksheets – the values calculated in each cell will be imported to ERIC when you upload the spreadsheet.

Uploading an Inventory

To upload data that you have been working on in the Microsoft Excel format, you must first navigate to the Inventory Home Page for the inventory that you want the data to be uploaded into. ERIC does not prevent you from uploading data from one inventory into another, so be careful that you select the matching inventory and Excel file. From the appropriate Inventory Home Page, click on the Upload Inventory link at the top left of the page. You will be prompted to select a file containing the inventory data you wish to upload:

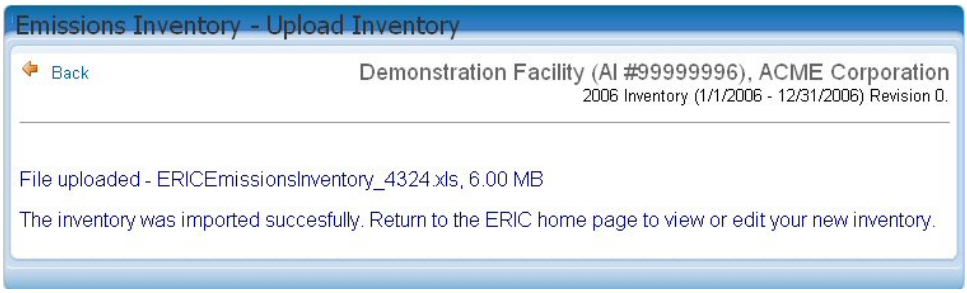


You can either upload the raw Excel file (with a file extension of ".xls"), or you can compress the file in a "zip" archive prior to uploading it. Most Internet connections provide for significantly faster download speeds than upload speeds, so you are encouraged to compress the Excel file prior to uploading it. In Windows XP Explorer, you can simply right-click on the Excel file and select Send To -> Compressed (zipped) Folder from the context menu. Follow the on-screen instructions to create the compressed file. Other zip utilities such as WinZip or PKZip have a similar process for compressing an individual file.



Click the Browse button on the Upload Inventory screen and locate the Excel or Zip file that you want to upload. Note the Caution statement on the screen – the data in the file you upload will REPLACE the data in the current inventory. There is no "undo" function for this process, so you may want to make sure you have recently downloaded the inventory and saved the data as a backup. If you upload the wrong data, you can simply upload your backup file to restore the inventory to its prior state.

Once you have selected the file to upload, click the Upload button. The process can take up to several minutes to complete – your browser will indicate that the request is still processing (for example, in Microsoft Internet Explorer 6, the flag at the top right of the browser window will continue to wave). The file is uploaded to the ERIC server, extracted (if it is a zip file), and the contents are processed. If the file uploads without error, you will see a confirmation message:



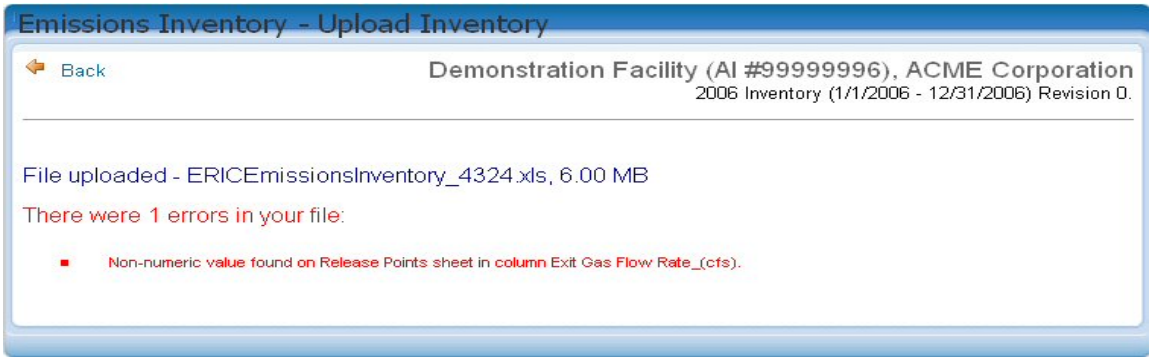
If there were problems with the upload, you will see a list of specific error messages. There are two types of errors that can occur.

1. Structural Errors occur when the format of the spreadsheet is changed which prevents the system from reading the file; and,

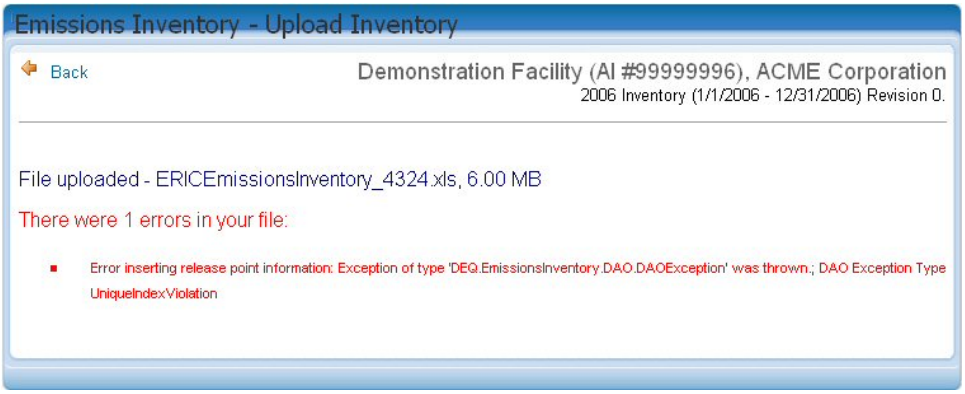
2. Content Errors occur when the data can be read but the values are unacceptable.

If any structural errors occur, the processing will stop and you will not see any content error messages. If there are no structural errors, the processor will examine all of the data (even if some content errors occur). This will provide you with a complete list of errors to address rather than stopping at the first error. One side effect of this process is that you may see later content errors that are caused by earlier content errors, and do not need to be addressed individually. For example, if a Process record can not be imported due to content errors, you may see later messages that a Process ID is invalid. These are caused by the missing Process record, and will be cleared up simply by fixing the data on the original Process record.

The restrictions in the downloaded Excel file should prevent most structural and content errors; however, if you construct your own spreadsheet from scratch, you may encounter errors. Below is an example of a content error:



Another error message you may encounter is a Unique Index Violation.



This type of error indicates that a column that must contain unique values contains a duplicate. In the example above, the uploaded file contained duplicate Release Point ID values (see below in the Data Element Definitions for more information on which columns must contain unique values).

Data Entry in ERIC

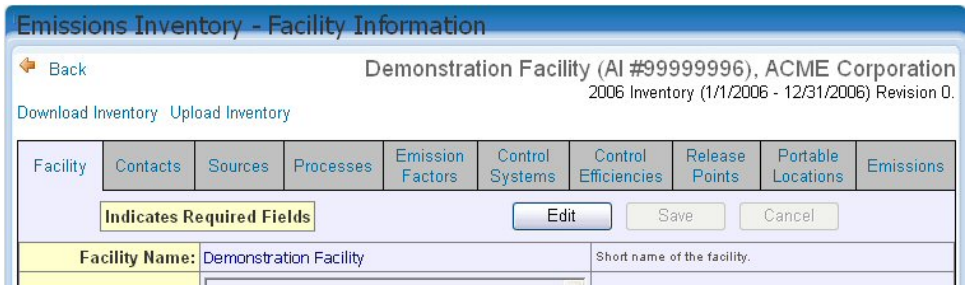
This section describes the contents of an ERIC Inventory, and the tools provided in ERIC for accessing and editing data.

Data Elements in an ERIC Inventory

Each Emissions Inventory is composed of several groups of records. These groups are:

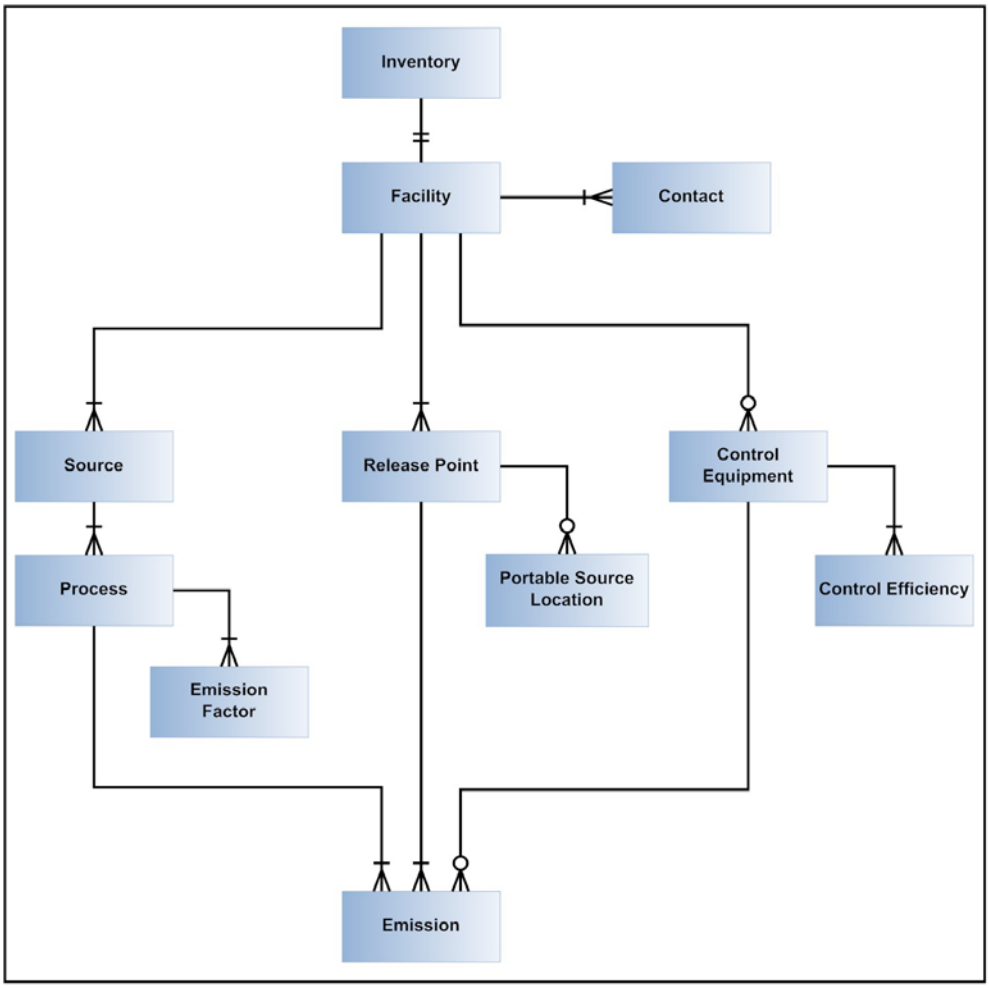
- Facility Information – one record that describes the facility.
- Contact Information – one record for each contact person associated with the inventory. Must include the Facility EI Contact, Responsible Official, and Billing Party. Can also include other contacts such as consultants.
- Source Information – one record for each source that generated emissions reported in the inventory.
- Process Information – one or more records per source describing the operating modes and throughputs that form the basis for the emissions calculations for the source.
- Emission Factors – one record per pollutant for Source/Process combinations where an emission factor was used to calculate the reported emissions.
- Control System Information – one record for each control system that was active in controlling the reported emissions.
- Control Efficiencies – one record per pollutant for each control system where the emissions calculation included an explicit control efficiency value.
- Release Point Information – one record for each location (stack, vent, area, etc) where emissions were released to the atmosphere.
- Portable Source Locations – one or more records for each release point at a Mobile Facility that describe the locations of the release points during the reporting period.
- Emissions – one record for each pollutant emitted by each "Emissions Path" at the facility. See below for a discussion of the Emissions Path

The records are grouped on the Inventory Home Page in a set of tabs across the top of the screen:



The data element groups are hierarchical in nature – each process record applies to a specific source, each control efficiency applies to a specific control system, etc. The hierarchy is shown in the figure below.

Details on the specific elements in each group are provided later in this manual. The tabs provided on the ERIC Inventory Home Page provide access to data entry forms for each of the data element groups. The remainder of this section describes the operation of the ERIC data entry forms in general.



Hierarchy and Relationship of Data Elements in ERIC

ERIC Data Entry Screen Conventions

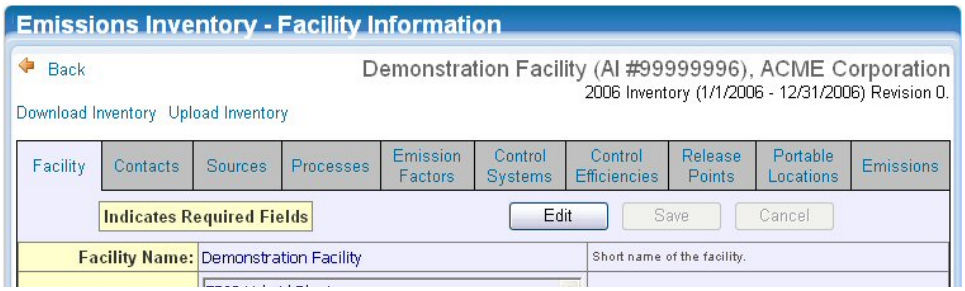
There are several conventions used to assist the ERIC user in navigating the site and understanding the data entry forms. These include the following.

Form View

ERIC provides two data views – the grid view and the form view. The Facility Information group is the only category of data in the inventory that does not have a grid view. This is because there is only one facility record per inventory. All other categories can have multiple records in each inventory. The grid view displays a summary of all of the records in a list (or grid), whereas the form view shows the details for a single record. In the form view, the

data are presented in a tabular format. Each row in the table represents one field on the record. Each row follows the same pattern – the first column shows the name of the data field, the second column displays the field value, and the third column provides helpful narrative on the requirements for the field:

The form view has two display modes: View and Edit. At the top of the form are three buttons – Edit, Save, and Cancel. When in View mode, only the Edit button is enabled (unless you do not have editing privileges on the dataset, in which case all three buttons are disabled). Clicking the Edit button changes the screen mode to Edit – in Edit mode only the Save and Cancel buttons are enabled.



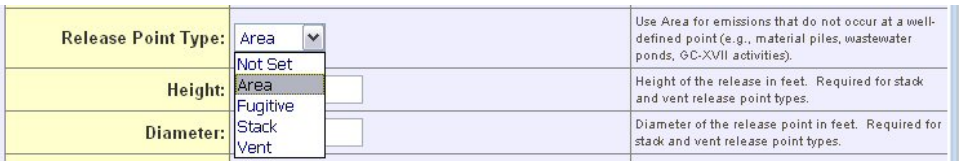
Form Buttons in View Mode

Form Buttons in Edit Mode

In Edit mode, the tab buttons and other inventory functions are also disabled. Once you have begun editing a record, you MUST use either the Save or Cancel button to exit Edit mode before you navigate elsewhere or perform any other ERIC functions. The Save button writes the data on the screen to the database, replacing the prior record. The Cancel button discards your changes and the database remains unchanged.

In View mode, all of the data fields are displayed in a non-editable form. You can select and copy values on the screen, but you can not change them. In Edit mode, the middle column changes its display to allow editing of the field values. Most fields are displayed in a simple text box – click the mouse in the box and then use the keyboard to edit the value. You can also use the tab key on the keyboard to move from field to field.

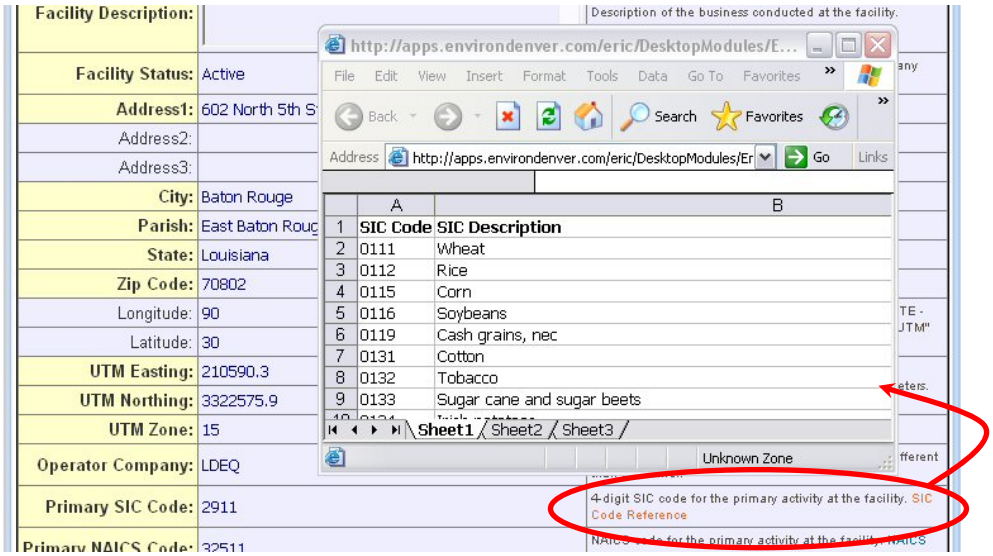
Some fields require you to select from a specific set of pre-defined values. These fields are displayed with a "drop down menu" listing the available values:



You can click on the arrow to at the right end of the drop down menu to display the available values, using the scroll bar if the list is too long for the screen. Click on an entry in the list to select it and hide the menu. You can also use your keyboard to select from the list – use the tab key to highlight the drop down menu then use the arrow keys to scroll through the list. You can also type a letter while the menu is highlighted – this will cause the menu to jump to the first entry beginning with that letter.

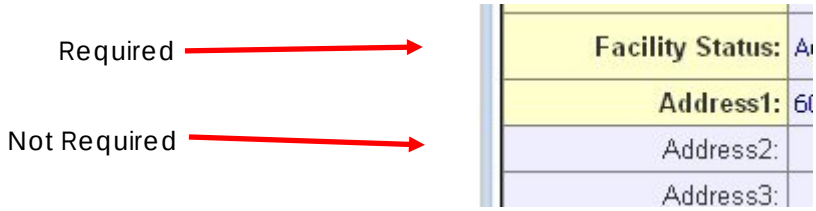
Descriptive Text

The descriptive text in the rightmost column of the form view provides a description of the data field and what is expected in the inventory. If the field is required, but only under certain circumstances (e.g., the stack gas temperature is only required for stack or vent release points), the descriptive test will explain this. Some of the data fields have online references (e.g., SIC code) – a link is provided in the descriptive text. You can click on the link to pop up a window with a listing of acceptable SIC codes:



Required Fields

When you submit an inventory to LDEQ, ERIC will check for the presence of data in a list of required fields. These fields are highlighted on the data entry forms to help reduce pre-submittal validation errors. The required field highlighting includes a different colored background and bold text:



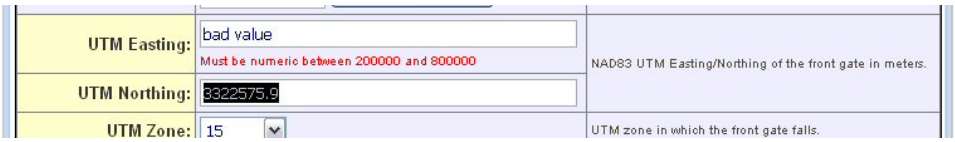
Note that ERIC does not give you an error message when you try to save a record that does not include all of the required fields. This is because you may not have all of the required data when you begin data entry for your inventory. You can partially complete the various records and ERIC will not check for the required fields until you run the validation checks. There are some on-screen data validation checks such as date format checks, numeric value checks, and duplicate value checks. The way these are reported to you is discussed below.

Form-Level Error Messages

The data entry forms in ERIC provide immediate data validation when you save a record. ERIC does not check at this time for all of the required fields, but it does check for valid date formats, duplicate ID values, and so forth. These errors are reported at the top of the form when you click the Save button. The record is not saved until these errors are fixed – correct the data and click the Save button again.

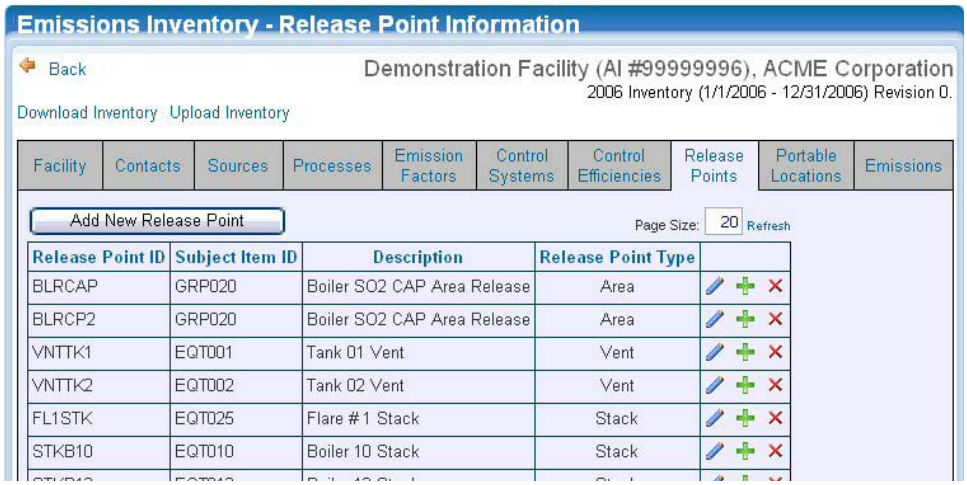
Field-Level Error Messages

Most of the fields on the ERIC data entry forms have some level of basic validation, such as checking that numeric fields contain valid numbers. These errors are reported as soon as you leave the field (either by tabbing to the next field, clicking on another field with the mouse, or clicking on the Save button). These validation errors are reported below the offending field value:

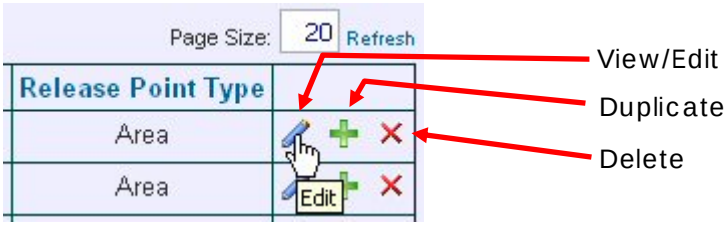


Grid View

All of the data element groups except Facility Information begin with the Grid View. This view shows a listing of all of the records for that group in the inventory, but gives only a summary of the data for each record. You can quickly scan through the records to find a particular record you want to edit or delete, or you can add new records. All grid views include a button at the top left of the grid that allows you to add new records.

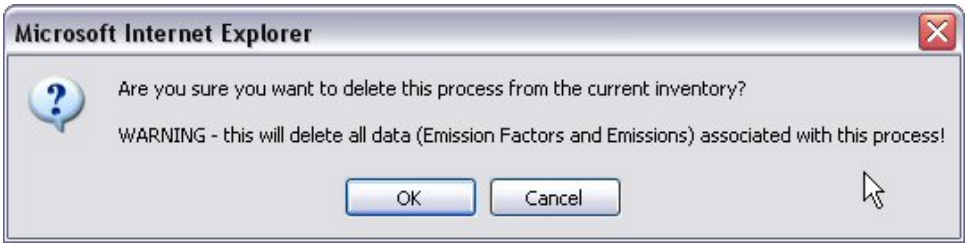


The Grid View displays three buttons in the rightmost column – View/Edit, Duplicate, and Delete. Hold the mouse over any of these buttons briefly and the button name will appear. The View/Edit button will display "View" if the inventory can not be edited (it has already been submitted, or you do not have editing privileges), otherwise it will display "Edit."



Clicking View/Edit brings up the Form View for the selected record. Clicking the Duplicate button also brings up the Form View, but the record listed is a new (unsaved) record that contains a copy of the row you clicked. You can use this button to quickly create a number of similar records – simply click the Duplicate button, change the particular fields that are different for this record, and click Save.

The Delete button will delete the row you clicked. You are always provided a warning dialog asking if you want to delete the record. If there are dependent data, you will also be informed of exactly what ERIC will delete if you proceed. For example, if you delete a source record, ERIC warns you that proceeding will also delete the associated Process records, Emission Factor records, and Emissions records for that source.



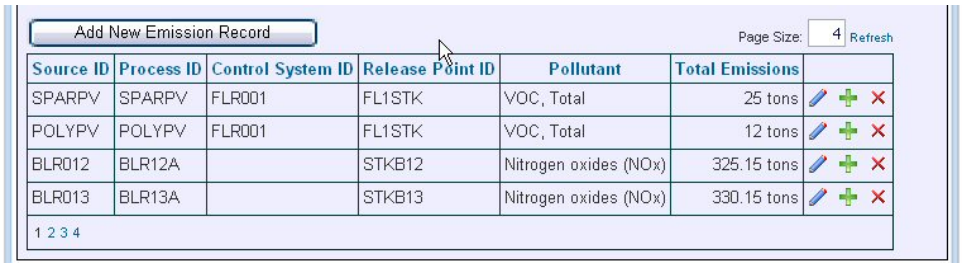
Simply click Cancel in the warning dialog to abort the deletion – the data remain unchanged.

Grid Sorting and Paging

Many of the grid views in ERIC may contain a large number of records. To assist you in managing these records, you can sort any ERIC grid view by clicking on the column header you wish to sort by. The first time you click a column header, ERIC will sort the data in ascending order on that column. If you click the same column header again, ERIC will sort the data in descending order on that column.

By default, ERIC displays 20 records per page in the grid views. You can modify this setting for any grid view using the paging control at the top right of the grid. Type the number of records per page you wish to see in the text box, and click the refresh link to update the display.

At the bottom of the grid, ERIC displays a listing of page numbers. Click on a page number to move to that page of data. Of there are too many pages to display, click on the ellipsis (three dots) to move to the next group of pages.



Source ID	Process ID	Control System ID	Release Point ID	Pollutant	Total Emissions
SPARPV	SPARPV	FLR001	FL1STK	VOC, Total	25 tons
POLYPV	POLYPV	FLR001	FL1STK	VOC, Total	12 tons
BLR012	BLR12A		STKB12	Nitrogen oxides (NOx)	325.15 tons
BLR013	BLR13A		STKB13	Nitrogen oxides (NOx)	330.15 tons

When you change a page setting on a grid, ERIC remembers this new setting and applies it when you next visit the grid view. ERIC saves your paging preferences separately for each grid view.

What is an Emissions Path?

One difference between Emissions Inventory reporting in ERIC and in the older EIS and TEDI systems is the concept of an emissions path. The Emissions Path is a more detailed representation of the lifecycle of a pollutant from the time it is created or generated to the time when it is released into the atmosphere. A major limitation of older legacy reporting systems was their inability to adequately represent common but complex configurations of facility equipment. For example, the case where emissions of several permitted sources are combined and routed to a common control system could not be represented without repeating the control system information on each source. The Emissions Path is composed of the following components:

- A Source that represents the equipment, unit, or activity that generates the pollutant(s);
- A Process that describes the specific operational mode, material, throughput, or activity that forms the basis for the emissions calculation;
- A Control System (if present) to which the emitted pollutants are routed for control; and
- A Release Point where the pollutants are emitted to the atmosphere.

In the case of a mobile facility, the emission paths will also include location records indicating where the facility was operating during the reporting period.

An Emissions Path MUST include the source, process, and release point. A control system record should only be included if present and active in controlling the pollutant(s) emitted.

Each of these components is enumerated in the ERIC Inventory. The individual sources, processes, control systems, release points, and locations are identified uniquely using a six-character ID. The ID values are created by the facility, so any scheme can be used that is useful to the facility staff, provided it does not exceed six characters. The ID value assigned to a particular component must remain the same over the life of that component. For example, if a generator is entered as a source and is labeled "GEN043," subsequent ERIC inventories that include emissions from that generator must also refer to it as "GEN043." If it is replaced by an identical unit, the new unit must have a new ID value (e.g., "GEN051").

While the Emissions Path concept is a powerful and flexible way to represent a number of different configurations, it is not particularly intuitive for situations where the source, control system, and release point are not distinct units. For example, a spray booth that has a built-in filter and vent is viewed as a single piece of equipment, but actually incorporates the source, control system, and release point.

In such cases, remember that while the information for the different components of the Emissions Path are separated out onto different records, the records can all represent the same piece of equipment. Conversely, where a single distinct component exists (e.g., a thermal oxidation unit that controls gas emissions from a number of different process units) it only needs to be entered once and then it can be referenced by its ID on all of the emissions records where it is part of the Emissions Path.

Component IDs

As mentioned above, each component in the Emission Path is labeled with a unique identifier. These identifiers are created by the reporting facility. Identifiers can consist of up to six characters (numbers, letters, or symbols). The identifier assigned to a component (source, process, control system, etc) must remain constant for that component over time. In addition, the identifiers must be unique throughout the inventory.

You may use the same identifier for different components – for example, if you have a reactor vessel with a dedicated stack, you can label both items (source and release point) with the identifier "REACT3." This may aid you in identifying common equipment, or you may choose to give each component a different ID (e.g., "RCT003" for the reactor and "STK021" for the stack).

Relationship of ERIC Data to Legacy NEDS Points

Each NEDS Point in the Legacy EIS system is now represented by a Source Information record AND a Release Point Information record. If the NEDS Point data included control equipment, then one or more Control System records have also been created. Facilities should expect to see these different items in their 2005 inventory in ERIC. The Source Information records are mapped to the Subject Item ID and Permit Number where possible.

Emission Path Examples

Two examples are provided to assist the reader in understanding how the various records in the new Emissions Inventory reporting system are used.

EXAMPLE 1: Spray booth with filter and roof vent.

In this example, the emissions are being reported for a coating spray booth. The booth is self contained and is equipped with a filter and a roof vent. This scenario is represented in the inventory by a Source Information record that describes the spray booth, a Control System record that describes the filter, and a Release Point Information record that describes the roof vent.

There may be several Process records defined for this source that represent different coating materials. Each Process record will describe the throughput of the specific coating material throughout the year and the operating parameters for the spray booth while using that material.

Emission Factor records will be attached to the Process record defining the emission factors for various pollutants for the spray booth while spraying that material.

Since the booth is not movable, the Release Point record will define the location and no additional portable source location records will be required.

The Control System record will describe the characteristics of the filter, and individual control efficiencies for different pollutants will be recorded in the associated Control Efficiency records.

In generating IDs for these records, the facility is free to choose identifiers that they find useful. For example, the facility may choose to use the same identifier (e.g., SPB003) for the Source ID, Release Point ID, and Control System ID to remind themselves that all of the records apply to the spray booth. Alternately, they might choose to combine more information into the IDs:

Source ID	SPB003
Release Point ID	SPBVT3
Control System ID	SPBFL3

How the IDs are used is dependent on the number of each type of source at the facility and how the facility wishes to use the IDs (the only restriction is that the IDs MUST remain the same over time for the same equipment – once the booth has been reported as SPB003, the identifier can not be changed).

Let's assume that there are two processes for the spray booth (representing two different coatings) – CT0001 and CT0002. Both of these Process records are specifically tied to SPB003 since they list the spray booth ID on the Process record. The emissions path for the spray booth while using the first coating material is listed as:

```
SPB003 -> CT0001 -> SPBFL3 -> SPBVT3
```

The emissions path for the spray booth while using the second coating material is listed as:

```
SPB003 -> CT0002 -> SPBFL3 -> SPBVT3
```

These are the IDs listed on the emissions records, and they indicate that the reported emissions came from spray booth SPB003 while operating process CT0001; emissions were controlled by the filter SPBFL3 and released through the vent SPBVT3.

Using the examples above, the emissions records will include the emissions path, the pollutant, and the tons (or pounds) of pollutant as follows:

```
SPB003 -> CT0001 -> SPBFL3 -> SPBVT3 -> VOC -> 100 tons

SPB003 -> CT0002 -> SPBFL3 -> SPBVT3 -> VOC -> 10 tons
```

EXAMPLE 2: Reactor with 2 Different Processes, Control Devices and Release Points

In this example, the reactor is used to make two different products during the year. When making the first product, emissions are routed through a scrubber for control during normal operations but to a flare during startup activities. The scrubber is routed to a stack that receives vents from other points in the facility. When making the second product, the scrubber is bypassed and emissions from the reactor are routed to a vent header that routes to the flare, which controls multiple vents at the facility.

The reactor itself is described in the Source Information record. Because each product uses a different combination of raw materials with a unique set of emissions factors, each is defined in the inventory by a separate Process ID. Each control device, the scrubber and the flare, is identified by a separate Control System record. The Control System record is independent of the Source record but is associated with the Source on the relevant Emissions Record. Note that in this example, the flare receives emissions from other Sources as well, so this Control System ID will be associated with multiple Sources in multiple Emissions Records in the inventory. Two Release Point Information records are included.

To illustrate the fact that the control equipment is an optional part of the emissions path, this example includes emissions from the reactor vessel (RCT001) during an emergency release where both the scrubber (SCR001) and flare (FLR001) are bypassed, and the emissions are released directly through a pressure release valve (PRV029). The PRV is represented as a separate release point in the inventory.

Source ID	RCT001
Release Point IDs	SCVT01, FLVT01, PRV029
Control System IDs	SCR001, FLR001

Each emissions record for the reactor represents the emissions of a pollutant and emissions type generated by one process (e.g., PRD001 or PRD002), through one control device, emitted through one of the associated stacks. In this example, the following emissions records are included:

Source	Process	Control System	Release Point	Pollutant	Tons
RCT001	**PRD001**	**SCR001**	**SCVT01**	**VOC**	**10.01**
RCT001	**PRD001**	**SCR001**	**SCVT01**	**HCl**	**0.50**
RCT001	**PRD001**	**FLR001**	**FLVT01**	**VOC**	**2.00**
RCT001	**PRD002**	**FLR001**	**FLVT01**	**VOC**	**5.01**
RCT001	**PRD002**	**FLR001**	**FLVT01**	**NOx**	**3.00**
RCT001	**PRD001**		**PRV029**	**VOC**	**0.34**

Detailed Listing of Data Elements

The following table lists the individual elements in each of the data element groups in ERIC. LDEQ anticipates that the list of elements and requirements for each may change over starting with the 2007 reporting year – please check the Emissions Inventory Operations home page on the LDEQ website for updates. You can also check the online documentation in ERIC including the individual field descriptions for up to date information.

EI Data Elements		Description
Data Elements in yellow are elements previously collected in the legacy EI.		
Facility Information		
The facility information section occurs once per inventory submittal, and describes the facility for which the inventory is being submitted. A facility corresponds to one Agency Interest (AI) Number.		
	Facility ID (AI Number)	Unique ID assigned by LDEQ to each facility
	Name	Short name of facility
	Description	Description of business conducted at facility
	Status	Operating status of the facility during the emissions inventory year (active, idle, permitted but not built, ownership transferred, demolished, shutdown).
	Address	Facility physical address
	City	Facility city
	Parish	Facility parish
	State	Facility state (preset to LA)
	Zip Code	Facility zip code
	Longitude	Longitude of facility front gate
	Latitude	Latitude of facility front gate
	UTM Easting	UTM easting of facility front gate
	UTM Northing	UTM northing of facility front gate
	UTM Zone	UTM zone of facility front gate (15 or 16)
	Owner Company Name	Name of company that owns the facility
	Operator Company Name	Name of company that operates the facility, if different than owner
	SIC Primary	Standard Industrial Classification (SIC) for the entire facility
	NAICS Primary	North American Industrial Classification System (NAICS) for the entire facility
Contact Information		
The contact information section is repeated for each applicable contact type. The inventory must contain contact information for the EI Facility Contact, Responsible Official, and EI Billing Party.		
	Contact Type	EI Facility Contact, EI Consultant, Responsible Official, EI Billing Party
	Name	Full name of contact person
	Company	Name of company that contact person works for
	Title	Contact person title
	Email Address	Email address of contact
	Phone Number	Phone number of contact
	Mailing Address	Mailing address of contact
	City	Contact city
	State	Contact state
	Zip Code	Contact zip code

EI Data Elements		Description
Source Information		
This section describes a single source at the facility. The inventory should contain one source information record for each source. The Source ID is the primary identifier for the source record. If the source has been entered in TEMPO, the Subject Item ID field should be completed. Separate area source records should be created for GC XVII emissions, Insignificant Activities emissions, and Fugitive emissions, if applicable.		
	Source ID	Unique ID assigned by facility and reported consistently over time, up to six characters
	NEDS Point ID	The NEDS point id for the source from the legacy EIS data.
	Subject Item ID #	Subject item ID assigned by DEQ to the source. Read only.
	Source Description	Description of source
	Source Type	The type of equipment or unit that generates the emissions. Examples include heaters, boilers, flares, storage tanks, cooling towers, fugitive emissions, and spills.
	Permit Number	Permit number in which source is permitted
	Permitted Emission Point #	EIQ #
	Serial Number	Serial number of equipment, if available
	Construction Date	Date source was constructed, not put into operation
	Initial Startup Date	Date source actually started operating
	Permanent Shutdown Date	Date source was permanently taken out of service/no longer operating - do not use for temporary shutdowns.
	SIC	Standard Industrial Classification (SIC) for the source
	NAICS	North American Industry Classification Code (NAICS) for the source
	ORIS Code	An ORIS code is a 4 digit number assigned by the Energy Information Agency (EIA) at the U.S. Department of Energy to power plants owned by utilities.
	Maximum Design Rate	Maximum design heat input (MMBTU/hr)
	Maximum Nameplate Capacity	For electrical generators powered by combustion unit(s), the maximum electrical generating output in megawatts (MW) that the generator is capable of producing on a steady-state basis and during continuous operation.
	Engine Rating	Power rating in HP for engines
	Firing Type	Describes the burner type for boilers; front, opposed, tangential, internal, or other. If other please provide a basic description.
	MACT Code(s)	The Maximum Achievable Control Technology (MACT) standards and emission limits are developed by the EPA. The MACT codes are 4-digit codes assigned to all MACT categories and subcategories. There are 130 different codes. Enter all codes that apply.
	MACT Compliance Status	MACT has 7 compliance status descriptions. 1.) Major Source (>10/25 tpy), compliance date has not yet occurred. 2.) Major Source (>10/25 tpy), compliance date has occurred. 3.) Area Source (<10/25 tpy), category listed, and subject to section 112 and 129 standards. 4.) Area Source (<10/25 tpy), category listed but not subject to section 112 and 129 standards as a synthetic and minor source. 5.) Area Source (<10/25 tpy) category listed, but not subject to section 112 and 129 as a true or natural minor source. 6.) Rule only affects major sources; area may be flagged. 7.) Rule only covers certain HAPS; all HAPs flagged. Enter the compliance status for each MACT code for the Source.

EI Data Elements		Description
Process Information		
The process information record describes the operating mode of a specific source. A source may have more than one operating mode (process) during the inventory year. For example, if the source is a boiler, it may burn natural gas for part of the year, and fuel oil for the remainder of the year. These two operating modes (different fuel types) would be entered as two process records in the inventory. The process record is associated with a specific source.		
	Process ID	Unique ID assigned by facility and reported consistently over time, up to six characters
	Source ID	Facility-assigned source ID to which this process record applies.
	Process Description	A text description of the emission process .
	Confidentiality	Flag indicating that process information is confidential.
	SCC	Source Classification Code (SCC) - a ten-digit EPA-developed code used to associate air pollution estimates with unique, identifiable industrial processes.
	MACT Code(s)	See Source Information for a description of the MACT Code(s) field.
	MACT Compliance Status	See Source Information for a description of the MACT Compliance Status field.
	Material Name	Name of input material for source (fuel, raw material).
	Material Throughput - Annual	Annual throughput of material.
	Material Throughput - Annual (units)	Units of measure for material throughput.
	Material Throughput - Ozone Season	Average daily throughput during ozone season, if required for the Parish.
	Material Throughput - Ozone Season (units)	Units of measure for material throughput, if required for the Parish.
	Ash Content (fuel) (annual average)	For solid fuels, enter the concentration of ash produced by the fuel, expressed as a percentage of total weight averaged for the emission inventory reporting year.
	Ash Content (fuel) (ozone season average)	For solid fuels, enter the concentration of ash produced by the fuel, expressed as a percentage of total weight averaged for the emission inventory ozone season.
	Sulfur Content (fuel) (annual average)	Enter the concentration of sulfur in the fuel, expressed as a percentage of weight averaged for the emission inventory reporting year.
	Sulfur Content (fuel) (ozone season average)	Enter the concentration of sulfur in the fuel, expressed as a percentage of weight averaged for the emission inventory ozone season.
	Heat Input - Annual	Total annual heat input (MMBTU/year) for combustion units
	Heat Input - Ozone Season	Ozone season total heat input (MMBTU) for combustion units.
	Spring Throughput (%)	Seasonal operating percentages. The percentage of annual facility operations that occurs during the "Spring" season which includes March through May. Note that the percentages for the year must sum to 100.
	Summer Throughput (%)	Seasonal operating percentages. The percentage of annual facility operations that occurs during the "Summer" season which includes June through August. Note that the percentages for the year must sum to 100.
	Fall Throughput (%)	Seasonal operating percentages. The percentage of annual facility operations that occurs during the "Fall" season which includes September through November. Note that the percentages for the year must sum to 100.
	Winter Throughput (%)	Seasonal operating percentages. The percentage of annual facility operations that occurs during the "Winter" season which includes January, February and December of the same calendar year. Note that the percentages for the year must sum to 100.
	Hours per Day in operation	The actual number of hours per day for which the facility is normally active; between 0 and 24.
	Days per week in operation	The actual number of days per week for which the facility is normally active; between 0 and 7.
	Weeks per year in operation	The actual number of weeks per year for which the facility is normally active; between 0 and 52.

EI Data Elements		Description
Emission Factor		
The emission factor record describes the emission factor calculation for a pollutant emitted by a specific process. There should be one emission factor record for each pollutant emitted by a process.		
	Process ID	Facility-assigned process ID to which this emission factor applies.
	Pollutant Code	Unique code for each reported pollutant.
	Emission Factor	Emission factor numeric value for specified pollutant.
	Material Name	Material name for emission factor (must match material name on process record).
	Emission Factor Source	Source of information for emission factor (stack test, AP-42, etc).
	Emission Factor Numerator Units	Unit of measure for emission factor numerator.
	Emission Factor Denominator Units	Unit of measure for emission factor denominator.
Control System Information		
The control system record describes a control equipment chain (series of one or more control devices) that is used to control or abate emissions from a source. The inventory must contain one control equipment record for each control equipment chain at the facility. Only the primary and secondary devices are entered specifically on the control equipment record. The net control efficiency of all devices is also entered.		
	Control System ID	Unique ID assigned by facility and reported consistently over time, up to six characters
	Subject Item ID #	Subject item ID assigned by DEQ to the source. Read only.
	Control System Description	Description of the control equipment chain.
	Primary Control Device Type	Type of primary control device, examples include flare, scrubber, condenser, vapor recovery unit.
	Secondary Control Device Type	Type of secondary control device (if applicable).
Control Efficiency		
The control efficiency of a control device varies by pollutant. Use this section to enter the control efficiency for each pollutant controlled by a control device.		
	Control System ID	Facility assigned control system ID to which this control efficiency applies.
	Pollutant Code	Unique code for each reported pollutant (all criteria and various toxic air pollutants).
	Primary Control Efficiency (%)	Emission reduction efficiency of the primary control device.
	Secondary Control Efficiency (%)	Emission reduction efficiency of the secondary control device.
	Total Capture & Control Efficiency	Net emission reduction efficiency of all emissions collection devices.

EI Data Elements		Description
Release Point Information		
The release point information record describes the physical release point of emissions. There should be one record for each release point (including area sources such as fugitive emissions, ponds, etc) at the facility. Facilities reporting emissions under general categories such as insignificant activities, or GC XVII should include the entire facility as a release point defined as an area source type for these emissions categories. If the release point has not been entered in TEMPO, or the facility is not aware of the TEMPO subject item ID, the release point ID field should be used to identify the release point record and the subject item ID field left blank. A subject item ID will be assigned to the release point once the inventory is submitted.		
	Release Point ID	Unique ID assigned by facility and reported consistently over time, up to six characters
	Subject Item ID #	Subject item ID assigned by DEQ to the source.
	Description	Description of emissions release point.
	Type	Release point type. Examples include vertical stack, horizontal stack, gooseneck stack, and area.
	Height	Physical height of release point above the surrounding terrain.
	Diameter	Inside diameter of tower top (natural draft); of fan (mechanical draft); or of one fan (multicell tower).
	Width	Width of area for area release point types. This is the shorter dimension of the rectangular area over which the emissions occur.
	Length	Length of area for area release point types. This is the longer dimension of the rectangular area over which the emissions occur.
	Orientation	Orientation (bearing) of long axis for fugitive or area sources, measured in degrees of clockwise rotation from true north.
	Exit Gas Flow Rate	Stack gas flow rate - actual cubic feet per second.
	Exit Gas Velocity	Air exit velocity at tower top (natural draft), or velocity of the fan-propelled air under normal operating conditions (mechanical draft). If velocity is not directly known, divide the volumetric air flow rate by the cross sectional area of the release point.
	Exit Gas Temperature	Air temperature at tower tip (if unknown, assume 10 -15 degrees warmer than ambient temperature).
	Exit Gas Moisture Content	The exit gas stream moisture content, designated as a percentage. Not ZERO; generally 5 -10%; you may want to use a psychometric chart.
	Longitude	Longitude of release point.
	Latitude	Latitude of release point.
	UTM Easting	UTM easting of release point.
	UTM Northing	UTM northing of release point.
	UTM Zone	UTM zone of release point (15 or 16).
	Horizontal Accuracy Measure	Measure of accuracy of the release point coordinates (if using GPS reading, accuracy of GPS device).
	Horizontal Collection Method Code	Method used to determine the release point coordinates (USGS quad, satellite photo, GPS, Address Geocoding, other).

EI Data Elements		Description
Portable Source Location		
Portable source location records are used to describe the specific locations where a Mobile Facility released emissions over the reporting period. These records must tie to an existing release point record, providing one or more additional sets of coordinates to the coordinates on the release point record. For example, if a mobile facility operated at three locations during the inventory year, the first location would be entered in the release point information record, and the other two locations would be entered as portable source locations.		
	Release Point ID	Facility-assigned release point ID for which this is a supplemental location.
	Location ID	Unique ID assigned by facility and reported consistently over time (optional).
	Start Date	Date source started operating at this location.
	End Date	Date source stopped operating at this location.
	Parish	Parish in which portable source was located.
	Longitude	Longitude of release point.
	Latitude	Latitude of release point.
	UTM Easting	UTM easting of release point.
	UTM Northing	UTM northing of release point.
	UTM Zone	UTM zone of release point (15 or 16).
	Horizontal Accuracy Measure	Measure of accuracy of the release point coordinates (if using GPS reading, accuracy of GPS device).
	Horizontal Collection Method Code	Method used to determine the release point coordinates (USGS quad, satellite photo, GPS, Address Geocoding, other).
Emissions Record		
The emissions record describes the emissions for a specified combination of process (source and operating mode), control equipment, and release point. The inventory should contain separate emission records for each pollutant emitted by each such combination, and separate records for typical emissions, startup/shutdown emissions, emergency releases/upsets/malfunction emissions, and emissions covered under variances.		
	Source ID	Facility-assigned source ID for this emission record.
	Process ID	Facility-assigned process ID for this emission record.
	Control System ID	Facility-assigned control system ID for this emission record.
	Release Point ID	Facility-assigned release point ID for this emission record.
	Location ID	Facility-assigned location ID if this is a release point at a Mobile Facility operating at a location other than the location on the release point record.
	Emission Record Type	Routine, Startup/Shutdown, Upset/Malfunction/Other, Variance. Separate emission records must be submitted showing the annual total and ozone season daily emissions for each category. Not required for RY2006.
	Pollutant Code	Unique code for each reported pollutant (VOC, NOx, SO2, CO, and various toxic air pollutants).
	Emissions (Annual Total)	Annual total emissions of specified pollutant (tons/year).
	Estimation Method (Annual Total)	A code indicating the method used to estimate emissions (AP-42, mass balance, etc)
	Emissions (Ozone Season Daily Average)	Ozone season average daily emissions of specified pollutant (pounds/day), if required for the Parish.
	Estimation Method (Ozone Season Daily Average)	A code indicating the method used to estimate emissions (AP-42, mass balance, etc) if required for the Parish.
	Number of Startups	Number of startup events for which this record applies - only for permitted startup/shutdown emissions records. Not required for RY2006.
	Number of Shutdowns	Number of shutdown events for which this record applies - only for permitted startup/shutdown emissions records. Not required for RY2006.

Specific Reporting Instructions

Reporting Deadlines

Each reporting year Emissions Data are due March 31 unless directed otherwise the LDEQ.

The report Includes, at a minimum:

- Criteria pollutant and toxics data
- Facility and Point Source level

Please note that the LDEQ may provide additional reporting instructions (e.g., transition year). Please refer to the postings on the ERIC website for specifics and changes.

Minimum Decimal Places and Reporting Thresholds

Criteria pollutants must be reported in tons

- Two decimal places minimum
- Not required to report emissions < 0.005 tons for an emissions path

Toxic Air Pollutants must be reported in pounds

- Two decimal places minimum
- 3 decimal places if MER < 50 lbs/yr, and
- 6 decimal places for dioxins and furans
- Not required to report emissions < 0.005 pounds for an emissions path

Units of Measure for Reporting Emissions

Emissions of Criteria Pollutants MUST be reported in TONS. For Toxic Air Pollutants, all emissions must be reported in POUNDS (lbs). For all emissions values labeled as annual, the emissions value must represent the sum total emissions for the reporting period. For ozone season emissions, the value must be the average daily emissions during the ozone season (tons/day or lbs/day).

Grouping Similar Sources

May group similar sources/process if, in aggregate, emissions are

- < 5 tons Criteria Pollutants
- < MER for Toxic Air Pollutants

Create an emissions path for the group source, process, and release point.

Reporting of GCXVII, Insignificant Activities, and Fugitive Emissions

All emissions that occur during the reporting period MUST be reported, regardless of the emissions type or the source or activity that generates the emissions. Emissions authorized under GCXVII or as Insignificant Activities must be reported, but may be aggregated (by type) under a single Source ID for each permit (not facility-wide if more than one permit covers the facility). Fugitive emissions may also be reported as a single Source ID for each permit under which the facility operates. To recap:

- May aggregate IA by Permit (not facility-wide)
    - Report as area source with dimensions of area where activity occurs
    - Report Insignificant Activity Lists A and D
    - Do not report Insignificant Activity Lists B or C
- May aggregate GCXVII by Permit (not facility-wide)
    - Report as area source with dimensions of area where activity occurs
- May report by activity type
- May aggregate Fugitives by Permit (not facility-wide)

Use the appropriate value from the dropdown menu for Source Type – entries are provided for Fugitive Emissions, Insignificant Activities, and GCXVII emissions. For these source types, you should not define a Process record, and do not select a Process as part of the Emissions Path on the Emissions Record.

Inactive or Demolished Sources

Do not report sources that have been demolished, sold, or otherwise removed. You may include source information for idle or inactive sources, or sources that have been permitted but not built. You should not report emissions records for these sources. The Emissions records should only include non-zero emissions of pollutants.

Reporting Additional Pollutants in a Criteria Pollutants Inventory

Do not report emissions for individual Toxic Air Pollutants unless you are subject to reporting under LAC 33:III.5107. However, emissions for toxic VOCs should be included in the Total VOC emissions reported for under LAC 33:III.919. Also do not report pollutants not listed on the ERIC emissions page.

Ownership Transfer

If your facility underwent a transfer of ownership during the reporting year, you must file the appropriate paperwork with LDEQ. At that point, you can request a new ERIC account be set up for the new owner. This is optional – if the ownership change does not involve a change of personnel involved in preparing the annual emissions inventories, and you will not be submitting two partial inventories for the year, you can leave the facility under the existing ERIC account and request that LDEQ simply change the Owner Company Name on

the account. If, however, you plan to submit separate inventories for each owner you must request that a new ERIC account be set up for the new owner. The new owner will need to notify LDEQ of the name and address of the desired ERIC account administrator, to whom a pre-registration code will be sent.

Emissions Inventory Submittals

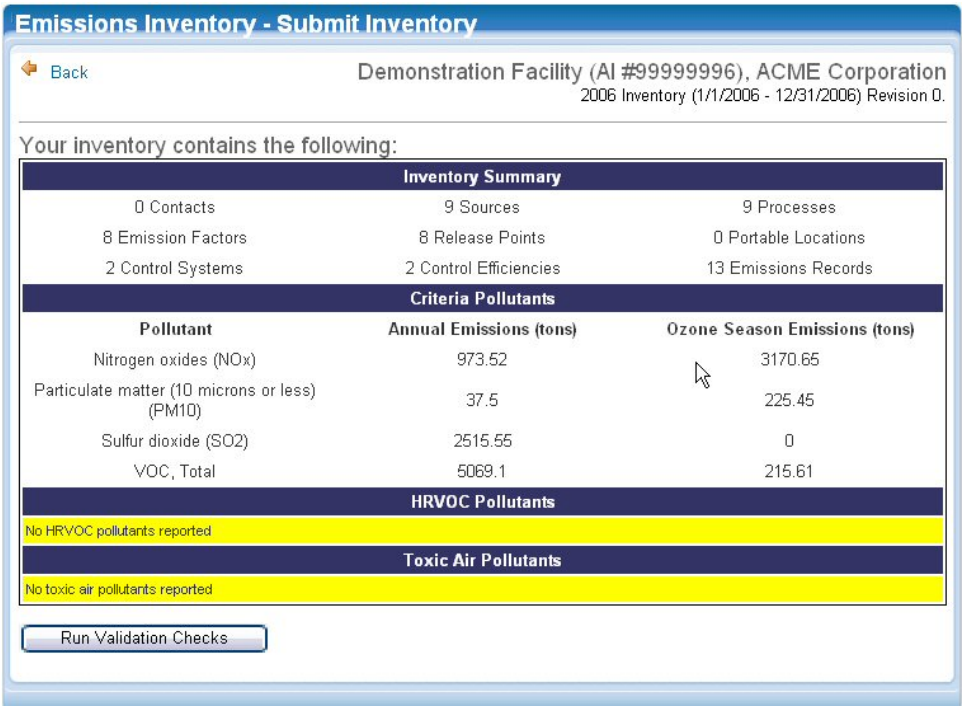
The process for submitting an Emissions Inventory to LDEQ in ERIC requires four steps:

1. Review your inventory summary.
2. Pass all online validation checks.
3. Submit the inventory.
4. Print your certification statement, have it signed by the Responsible Official, and mail it to LDEQ.

These steps are described in more detail below.

Reviewing Your Emissions Inventory

From the ERIC Home Page, click the "Summary" link on the inventory row that you want to submit. You will see the inventory summary page:



The summary screen shows the data element groups that comprise the inventory, and a summary of total annual (or reporting period) emissions by pollutant grouped into Criteria Pollutants, Highly Reactive VOCs (HRVOCs) and Toxic Air Pollutants. The Criteria Pollutant

and HRVOC totals are reported in tons, whereas the Toxic Air Pollutant totals are reported in lbs.

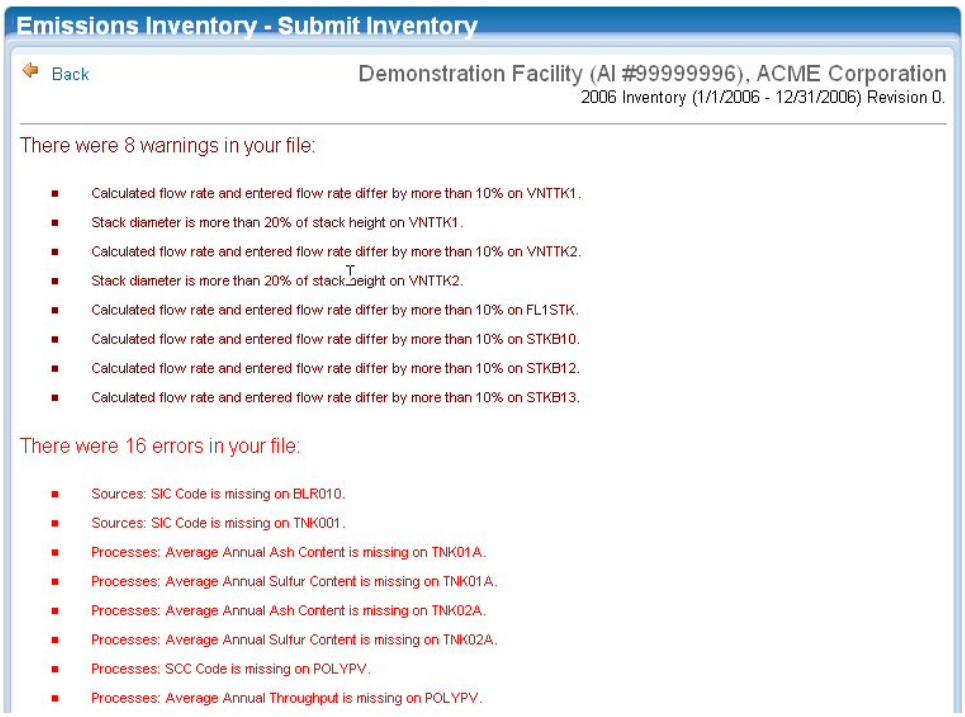
Validation Checks

Click on the "Run Validation Checks" button to run the built-in data validation procedures in ERIC. If no errors are found, you will be presented with a button to submit the inventory and download your certification statement:

Note that you can still proceed with the submittal even if there are Warnings on the inventory validation summary. Clicking the "Submit Inventory" button will formally submit the data to LDEQ. ERIC will present you with a file download dialog for the certification statement. Make sure you click Save and save the PDF file to a location on your computer. You can then open the saved file and print it for signature and delivery to LDEQ. If you do not see the file download dialog, check your browser security settings as some browsers block file downloads when set to higher security modes.

At any time, you may click the Summary link from the ERIC home page on a submitted inventory to re-download the certification statement.

If there are validation errors, you will be presented with a detailed summary of the errors. The summary lists two groups of messages. The first group includes Warnings – items that may require additional examination but will not prevent you from submitting your data. These are displayed first, followed by Errors. If your inventory has any validation errors, you will need to fix them before you submit the data.



You can click on the "Download List" button to download a list of these errors in an Excel-compatible format for printing or as an aid in tracking your progress on fixing the errors.

Online Certification

This feature is currently disabled. If LDEQ receives CROMERR approval for ERIC from EPA, this manual will be updated with instructions for online certification.

DEQ Contact Information