

**Frequently Asked Questions about ERIC and Emissions Inventory**  
**(Newly posted Q&A located towards end of document)**

1. Can more than one Responsible Official be designated for an individual site?
  - a. Yes.
2. Can one individual be designated with more than one "user role", e.g., can a Responsible Official also have Manager privileges?
  - a. Yes.
3. Will the system allow for more than one Facility Administrator for a particular site?
  - a. Yes.
4. What is the base year data that will be available for RY2006?
  - a. RY2005 EIS/TEDI data.
5. Will the database schema for ERIC be made available?
  - a. Yes.
6. Will there be a User Manual made available?
  - a. Yes - it is posted on the ERIC website.
7. Is there a way to view the emission path all at once?
  - a. Yes, you can view this on the emissions record.
8. Will all RY2006 optional data elements be required in the future?
  - a. This is under evaluation by LDEQ, however, due to EPA requirements, most data elements will be mandatory. LDEQ will work with industry to address concerns and will also work on a "phase-in" schedule for the required data elements.
9. How will temporary and variance sources be handled for reporting?
  - a. For RY2006, report as you have in previous years. For example, if you dedicated a source ID for these types of emissions, then continue to do so; or alternatively, you may add these emissions to your routine emissions totals (which is the preferred approach but not mandatory for RY2006).
10. If you change the IDs input/created through the migration of the RY2005 EI/TEDI data, how will this affect previous year's data which will have "old" IDs?
  - a. This is being addressed by LDEQ; however, there are many data points/IDs being mapped over, for example, emission point numbers, subject item IDs, NEDS IDs will serve as cross-references for previous years.
11. Can the Excel download be manipulated off-line?

- a. Yes, but do not change the format of the spreadsheet as it may cause upload problems.
12. Does the validation code QA require you to match the look-up codes in ERIC?
  - a. Yes
13. To allow the user to see what has been processed in an Excel download, can the rows, font size, font color be changed without affecting the upload?
  - a. Yes
14. Can the look-up worksheet on the Excel download be deleted prior to uploading to minimize upload time?
  - a. No - the workbook is locked.
15. Do you need to be on-line to upload an Excel file?
  - a. Yes, and you have to be in the EDIT mode within the inventory file
16. Do you need to report ammonia twice if you are subject to EIS & TEDI?
  - a. Yes.
17. Will a warning message appear if a permit limit is exceeded?
  - a. No. For FY2006, permit limits will not be accessible through ERIC. However, we are planning on adding this feature as an enhancement in the near future.
18. Why are we required to report flow rate and velocity?
  - a. Flow rate and velocity are required by LAC 33:III.919, the Consolidated Emissions Reporting Rule (CERR), and the National Emissions Inventory (NEI).
19. Can Insignificant Activities and GCXVII be aggregated together?
  - a. No.
20. If an emission factor changes at some point during the reporting year, do I report my calculated actual emissions using my most current emission factor?
  - a. As required by LAC 33:III.919.C, in the absence of CEMS data or stack test data, emissions shall be calculated using methods found in the most recent edition, as of December 31 of the current reporting year, of the Compilation of Air Pollution Emission Factors (AP-42), calculations published in engineering journals, and/or EPA or department-approved estimation methodologies.
21. Can a source record be deleted?
  - a. Yes, if the source is shutdown permanently, dismantled, or otherwise removed.
22. If I report emissions for a TEDI pollutant that is also a VOC, do I need to include those emissions in my Total VOC for criteria pollutant inventory?

- a. Yes. ERIC does not automatically include TEDI VOCs in the Total VOC. It must be done manually, but TEDI VOCs will be subtracted from Total VOC for invoicing purposes.
23. Are we supposed to create a separate Source ID for those emissions sources of toxics, or include criteria and toxics under the same Source ID?
  - a. Report both the criteria and toxics data under the same source ID.
24. I am a consultant responsible for several emissions inventories for one particular client. How do I go about obtaining the information necessary to begin completing the emissions inventory in ERIC? Does the client need to submit a data request for each individual facility or may I do so under their authority? Once I obtain this data, may I simply register with the ERIC program and begin completing the EI, or are other steps involved?
  - a. In order to access your client's data, you need to create a portal account, and then login to ERIC. Once logged in, you will need to click on Request access to a Facility (EI submitters, responsible officials, or designated consultants only). Select the radial I am an employee of the facility owner, or a designated consultant. Enter the Agency Interest ID for the facility you need access to and click Submit. The facility administrator for the account will then need to login to ERIC, go to the User Administration screen from their account home page, and grant or deny your access and then change it to the appropriate level.
25. Currently, my client has not contacted the LDEQ to gain any type of "administrator" privileges. Should my first step be to instruct the client to set up an administrator account? Do they simply request this access from the LDEQ?
  - a. Yes. You should instruct your client to contact LDEQ for account access and privileges.
26. I'm wondering how to handle emissions from a flare in ERIC. The flare is permitted as the one emission source for all that it collects from the process vents and combusts. My thought is, keeping it simple, treat the flare as an emission source, as it always has been (for EIS and permitting). Should I think more along the lines of the emission source being the Flare Header System, which collects all the process vent streams and the Flare being the Control System? From a permitting standpoint, this distinction is not made.
  - a. For this year you may report the flare as the source and the release point. For future, you may indicate the flare header as the source and the flare being the control.

27. Are the Source ID and EIQ ID the same ID?
  - a. The source ID is something that the facility chooses, or they can choose to use what was loaded with their 2005 inventory. The EIQ ID is the Emissions Inventory Questionnaire ID used in preparing a permit application. If you want to make the source ID the same as the EIQ ID you can, but it isn't required.
28. What does this error mean when? *Error inserting process information: Exception of type 'DEQ.EmissionsInventory.DAO.DAOException' was thrown.; DAO Exception Type UniqueIndexViolation*
  - a. This is caused by a duplicate Process ID in the spreadsheet. The same applies to other categories of information where the ID value used by the Facility must be unique across the inventory.
29. How do I generate a Subject Item ID#?
  - a. The subject item ID is assigned when the permit is generated through TEMPO. It can be found in the permit, if generated through TEMPO. The subject item ID field is not required if you do not know it or do not have one assigned. You can leave that field blank.
30. What do I do with equipment that has not been in service for years? I have several old source points that have been put with our source or demolished. I thought the system would clean up the files and take out old equipment.
  - a. You can delete equipment that has been demolished. Once you delete it, it will not appear in subsequent inventories. However, equipment that could come back into service should be left in the inventory.
31. We are trying to input 2006 data into ERIC and the data file shows the 2005 data with the color code of "submitted", how do I access the editing mode?
  - a. You cannot edit 2005 data yet. In order to use the 2005 data to build your 2006 data file, you need to start a new inventory and in the Base Year field, choose 2005.
32. If a facility is subject to emission inventory reporting but is NOT subject to TEDI reporting, do we need to include TAP emissions in ERIC?
  - a. No, you do not need to report individual TAP emissions in ERIC if the facility is not required to report to TEDI. However, VOCs that are also TAPS should be included in Total VOCs.
33. Where can I find the MACT codes?

- a. The MACT Codes are included as a reference sheet when editing the process information. There is a link to the MACT Code list in the help text to the right of the MACT code field.
34. When is ozone season?
- a. Ozone season is defined as May 1 through September 30.
35. For facilities that were owned by more than one company during 2006, will the last owner still be the only one to submit the electronic filing for the entire year?
- a. In ERIC, all owners are responsible for submitting a partial inventory for the portion of the year that they owned the facility, unless the current owner agrees to submit and certify the entire year. You would specify your reporting period on the main screen when creating your 2006 inventory starter file.
36. ERIC requires the stack specifications even for atmospheric tanks. Specifications such as velocity and flow rate of existing vent gas on tanks are not commonly quantified. Is it okay to enter “zero” for such required fields?
- a. Use the guidance in TABLE A for entering this information as Release Point Parameters for the Tanks.

**TABLE A**

**ERIC Release Point Parameters for Tank Sources**

Tank Construction	Release Type	Height	Diameter	Width	Length	Orientation	Velocity	Flow Rate	Temperature	Coordinates
Fixed Roof	Vent	Tank roof height	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s <sup>(1)</sup>	= velocity ft/s x vent opening area (ft <sup>2</sup> )	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
Internal Floating Roof	Vent	Tank roof height	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s <sup>(1)</sup>	= velocity ft/s x vent opening area (ft <sup>2</sup> )	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
Horizontal	Vent	Highest point from ground	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s <sup>(1)</sup>	= velocity ft/s x vent opening area (ft <sup>2</sup> )	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
External Floating Roof	Area	N/A	N/A	Tank diameter	Tank diameter	N/A	N/A	N/A	N/A	Center point of tank

<sup>(1)</sup> The velocity will need to be adjusted if an inert gas purge stream (such as nitrogen) is used.