Helpful Hints for working in ERIC

1. **Upload and download the spreadsheet daily if that is your data entry method.** We make updates to ERIC and the spreadsheet frequently and the best way to avoid upload and validation errors is to have the current version of the spreadsheet.
2. Check the ERIC home page frequently for updated information, manuals, etc.
3. For assistance with using ERIC, call or send an email to the staff person that is designated for the parish where your facility is located. A list of parishes and assigned staff is listed on the left sidebar on the ERIC homepage.
    a. If emailing the staff about an error, always send a screen shot of the error you are seeing, along with the AI #, in the email.
4. When emailing or calling with a question or if you need help, always have the AI # available.
5. If the problem or question is with the uploading of a spreadsheet, copy/paste the error(s) into an email, along with the AI #, and attach the spreadsheet and send it to the appropriate staff person.
6. If your AI # is not available in ERIC, send us an email with the AI #, Permit #, owner company, and ask that an ERIC account be created for the AI #.
7. The data being submitted in ERIC will need to be certified. Therefore, ERIC will generate a certification statement for you (do not use an older version of the certification statement). This certification statement needs to be printed and signed by the Responsible Official and postmarked by reporting deadline.
    a. The certification statement will be available for downloading on the Summary page of an inventory submitted in ERIC.
    b. If any information is incorrect on the certification statement, you must revise the inventory in ERIC and correct the information. Do not mark up the certification statement with the correct information before sending to LDEQ.
8. Sources, release points, processes, control systems, etc. can be removed from the inventory if they have been removed from service, permanently shutdown, dismantled, no longer used, obsolete, etc. and chances are that they will never operate again. If you have a source that is

just idle and chances are it will operate again in the future, it may be helpful to keep it in the inventory and set the source status as idle. To permanently remove a source from your inventory and to prevent it from showing up in future inventories the source status must be set to one of these statuses:

i. Duplicate
ii. Not required to report
iii. Permanently shutdown
iv. Permitted and never to be built
v. Reported under another source

9. Provide informative descriptions in any of the description fields. Sometimes the descriptions created from the migration of the 2005 data are not descriptive and not useful.
    a. Change any description that says "NEDS point ##" or "TEDI Emissions for SIC ####" as these are not very helpful.
10. When building your inventory in ERIC, it is not necessary to represent information contained in your permit exactly how it is in the permit because the inventory is separate from the permit. Where we can crosswalk the ERIC information to the permit, we have provided fields. It is not necessary to "duplicate" the permit in the inventory.
11. CAPs are a function of permits and do not need to be represented in the inventory. All the equipment in the CAP can be reported individually as sources, processes, release points, and/or control systems.
12. If the facility reports toxic air pollutant emissions and has reported to TEDI in the past and you have brought forward from your migrated 2005 inventory, you will see duplicate processes on the process tab for each source. One will be from the criteria pollutant inventory and one will be from the TEDI. You can delete either one. The one that says "TEDI Emissions for SIC ####" will have the least amount of information since it came from the TEDI.
13. On occasion during upload of a spreadsheet, the system may crash without giving any warnings or errors. When this happens, it is possible that a revision to your inventory may have been created. If you find that this has occurred, delete all of the extra revisions. Keep the one version that you were trying to upload to and try to upload the file again. For

example, if you were trying to upload to Revision 0 and the system crashes and you now see Revision 0 and Revision 1, then delete Revision 1 and try to upload to Revision 0 again. If you still have problems uploading, let us know.

14. The fields in yellow on the ERIC web application are the required data elements. These may change in future reporting years, but we will not know about the specific changes until we get closer to that reporting period.
15. Removed – No longer applicable.
16. If your facility is permitted but not built, the only information required is the Facility and Contact tabs. Be sure to set the facility status as "Permitted but not built."
17. Emission Factors are only required when selecting Emission Factor Calculation as the Estimation Method on the Emissions tab.
18. Fugitive Emissions, GC XVII Emissions, and Insignificant Activities sources types do not require a process record.
    a. The release point type for Fugitive Emissions source type is "Fugitive".
    b. The release point type for GC XVII Emissions and Insignificant Activities source types is "Area".
19. If a value is missing from a dropdown list or a reference sheet, please email us and request that it be added. Until it is added, you can select "Other", "Not Applicable", "Uknown", if available, or the next best option.
20. If the NEDS ID does not exist, you do not need to assign a new one. The NEDS ID will be for reference purposes only and will not be used in the future.
21. The tab labeled Portable Locations is intended for portable facilities, not sources or pieces of equipment that are portable within a stationary facility. Typically, portable facilities have permit numbers that begin with 7777.
22. Do not create revisions to your inventory unless it has been submitted or certified.
23. Only report the pollutants on the pollutant list. If it isn't on the list, it does not need to be reported.

24. Tanks should have two processes associated with them. One for working losses and one for breathing or standing losses. All of the throughput should go on the process for the working losses and the throughput data should be zero for the breathing/standing process. The emissions should be calculated for both working and breathing/standing and broken out by these processes on the emissions tab.
25. The material name in the process record should match the material or activity on the emission factor record. The material/activity is typically what you used to calculate your emissions. This means that if you used an emission factor that calculated the kilograms of particulate emitted per megagram of coal burned, then the material or activity would be the amount of coal burned. Another example of the material/activity is the amount of fuel input when using lb/MMBtu to calculate emissions for a stationary internal combustion source.
26. Removed – No longer applicable.
27. Most facility information is no longer entered or edited directly through ERIC. You can enter/edit the Description, Status, and Comments data. The information displayed is the current information in the DEQ TEMPO system. If the information displayed is not correct, please send a request with the updated information to facupdate@la.gov.
28. Ammonia is also being handled a little differently than in the prior release of ERIC. Ammonia is no longer being reported as two pollutants - one for criteria and one for TAP. We are now collecting ammonia emissions using the only ammonia on the pollutant list, which is the TAP ammonia. If you need to report ammonia for criteria purposes, then select the only ammonia on the pollutant list and report the emissions in pounds, EVEN IF YOU DO NOT REPORT TO TEDI. If you need to report ammonia for both criteria and toxic emissions, then select the only ammonia on the pollutant list and report the emissions in pounds. It will count towards both TEDI and criteria.
29. Removed – No longer applicable.
30. Inventories can not be submitted if there is a previous revision in editing status for any account.
31. Inventory can not be deleted when another inventory exists with a higher revision number for any account.

32. Sources with any of the following statuses in TEMPO will be ignored and not brought forward when starting a new inventory.
    a. Duplicate
    b. Not required to report
    c. Permanently shutdown
    d. Permitted and never to be built
    e. Reported under another source
33. Sources without a status or one of the following statuses in TEMPO will be brought forward into the new inventory.
    a. Active
    b. Idle
    c. Permitted but not built
34. Sources with the following statuses in TEMPO will be brought forward into the new inventory but the status must be changed to a valid status in ERIC before passing validation and being able to submit.
    a. Exempt
    b. Inactive
35. When submitting an inventory, there will be a verification screen with the Owner and EI Billing Party information and a request for verification. If Yes is selected, then the inventory will be submitted. If No is selected, then the inventory will not be allowed to be submitted and the user must fix the owner and EI billing party before being able to submit.
36. The start/end dates of an inventory should correspond to the start/end dates of ownership in TEMPO, particularly for partial year reports. If not, the inventory can not be submitted until the dates are corrected in TEMPO either through the name/ownership change process or contacting facupdate@la.gov to correct the dates according to the approved name/ownership change paperwork in EDMS.
37. Start/end dates of an inventory should correspond with the start/end dates for related contacts and orgs (owner, EI billing party, etc.) in TEMPO, particularly for partial year reports.