




STEP BY STEP INSTRUCTIONS: ZERO EMISSIONS FOR THE REPORTING YEAR

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

START A NEW INVENTORY

- ⦿ Click “Start New Inventory” to create a new inventory

Emissions Reporting and Inventory Center ERIC Resources Page 

Account Home

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary Parish

Current Inventories: [Start New Inventory](#)

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1300783	2014	Criteria and Toxic	1/1/2014	1/15/2015	1/15/2015	View Download Revise Summary

The following screen will open for you to choose:

- ⦿ Inventory Type
- ⦿ Reporting Year
- ⦿ Verify Start/End Dates are correct
- ⦿ Base Year (not necessary if there are no emissions)

START NEW INVENTORY

Start New Inventory

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary Parish

Inventory Type:	<input type="text" value="Choose One..."/>	Select "Criteria" if you are submitting an inventory pursuant to LAC 33:III.919 . Select "Toxic" if you are submitting an inventory pursuant to LAC 33:III.5107 . Select "Criteria and Toxic" if you are submitting an inventory to meet reporting requirements of both regulations. Click here to access the online text of Title 33 Environmental Regulatory Code.
Reporting Year:	<input type="text" value="2007"/>	
Ownership Start:	<input type="text" value="1/1/2009"/>	This is the ownership start date for this account as currently recorded in TEMPO (blank means no date set).
Ownership End:	<input type="text"/>	This is the ownership end date for this account as currently recorded in TEMPO (blank means no date set).
Start Date:	<input type="text" value="1/1/2007"/>	Correct start and end dates are required for partial inventories resulting from ownership changes. If the ownership start date is within the reporting year, the inventory start date must match the ownership start date before you can submit the inventory. Contact LDEQ if you believe the ownership start date is not correct.
End Date:	<input type="text" value="12/31/2007"/>	Correct start and end dates are required for partial inventories resulting from ownership changes. If the ownership end date is within the reporting year, the inventory end date must match the ownership end date before you can submit the inventory. Contact LDEQ if you believe the ownership end date is not correct.
Revision Number:	<input type="text" value="0"/>	
Base Year:	<input type="text" value="None"/>	Select a year to pull forward into the new inventory as a starting point. Select "None" to create a blank inventory. Note - if you select a base year prior to 2005, any Criteria and Toxic inventories for that year will be combined into a single new inventory for the new reporting year. Also be aware that older inventories may require additional work to meet current data validation standards.

BACK TO THE HOME SCREEN

- ⦿ The newly created inventory is now available in the inventory list
- ⦿ Click “Edit”

Account Home

Test AI #1 Production Test (AI# 83609), Acme Building Brands, Iberville Parish

Current Inventories:

[Start New Inventory](#)

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1317064	2017 0	Criteria and Toxic 1/29/2018	1/1/2017 12/31/2017			Edit Download Delete Summary
1313594	2016 1	Criteria and Toxic 2/15/2018	1/1/2016 12/31/2016	2/15/2018 Holman, Mark	2/20/2018 Ducote, Maureen	View Download Revise Summary
1313417	2016	Criteria and Toxic	1/1/2016	1/29/2018	1/29/2018	View Download Summary

Facility	Contacts	Sources	Processes	Emission Factors	Control Systems	Control Efficiencies	Release Points	Locations	Emissions
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Most facility information is no longer entered or edited directly through ERIC. You can enter/edit the Description, Status, and Comments data. The information displayed here is the current information in the DEQ TEMPO system. If the information displayed is not correct, please send a request with the updated information to facupdate@la.gov.

Indicates Required Fields			<input type="button" value="Edit"/>
Facility Name:	Test AI #1 Production Test	Short name of the facility.	
Address1:	6448 Steeple Chase Ln	Facility physical address.	
Address2:			
Address3:			
City:	Centerville		
Parish:	St. Mary		
State:	LA		
Zip Code:	20111	5- or 9-digit zip code.	
Facility Description:		Description	
Facility Status:		Enter a status	
Owner:	Acme Building Brands	Owner of the facility.	
Owner Address1:	2821 W Seventh St	Owner mailing address.	
Owner Address2:			
Owner Address3:			
Owner City, State, Zip:	Fort Worth, TX, 76107		
Owner Phone:	8173324101	Owner phone number.	

**Click to Edit,
After edit
click Save**

All fields in yellow are required, but most will be pre-populated

Facility Description and Status will not pre-populate, and cannot be left blank.

VERIFY CONTACTS ARE VALID

- Must have EI Facility Contact and EI Billing Party listed
- Only facupdate@la.gov can edit those specific contacts
- They will email you once the change has been made



Facility	Contacts	Sources	Processes	Emission Factors	Control Systems	Control Efficiencies	Release Points	Locations	Emissions
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Contact information is only entered directly through ERIC for EI Consultants and Other contact types. The EI Facility Contact and Billing Party data reflect the current information in the DEQ TEMPO system. To update this information, please email facupdate@la.gov and a request with the updated information to facupdate@la.gov.

Use this link to email facupdate@la.gov with changes

Page Size: 20 refresh

Contact Type	Name/Title/Email/Phone	Company/Address
EI Facility Contact TEMPO Dates: -	Contact info here	Contact info here
EI Billing Party TEMPO Dates: -	Contact info here	Contact info here

RUN VALIDATIONS

- Go to home screen
- Click “Summary” to Run Validations

Account Home

Test AI #1 Production Test (AI# 83609), Acme Building Brands, Iberville Parish

[Start New Inventory](#)

Current Inventories:

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1317064	2017 0	Criteria and Toxic 1/29/2018	1/1/2017 12/31/2017			Edit Download Delete Summary
1313594	2016 1	Criteria and Toxic 2/15/2018	1/1/2016 12/31/2016	2/15/2018 Holman, Mark	2/20/2018 Ducote, Maureen	View Download Revise Summary
1313417	2016	Criteria and Toxic	1/1/2016	1/29/2018	1/29/2018	View Download Summary

Inventory Summary - 2012 Inventory (1/1/2012 - 12/31/2012) Revision 2.

 Home

Test AI #1 Production Test (AI# 83609), Butler, Joe, West Baton Rouge Parish

Your inventory contains the following:

Inventory Summary

2 Contacts	189 Sources	171 Processes
209 Emission Factors	193 Release Points	0 Portable Locations
32 Control Systems	127 Control Efficiencies	556 Emissions Records

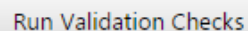
Criteria Pollutants

Pollutant	Total Emissions (tons)	Ozone Season Emissions (lb/day)
Ammonia	4.69	25.69802
Carbon monoxide (CO)	58.07	318.188
Nitrogen oxides (NOx)	158.572	868.886
Particulate matter (10 microns or less) (PM10)	24.4113	133.767202
Particulate matter (2.5 microns or less) (PM2.5)	24.4113	133.767202
Sulfur dioxide (SO2)	1.8703	10.247
VOC, Total	318.799356	1686.197814

HRVOC Pollutants

HRVOC	Total Emissions (tons)	Ozone Season Emissions (lb/day)
Toluene-2, 4-diisocyanate	0.18	0
Trichloroethylene	0.35	0
Xylene (mixed isomers)	71.015	0

Inventory validations have not been run for this inventory. Click the button below to run validations.

 Run Validation Checks

Send me an email when the job has finished.

VIEW VALIDATION RESULTS

- View Validation Results by clicking the link in the “ERIC Validation Results” email or on the Job Monitor screen

From: no-reply@business.deq.louisiana.gov
 Date: 01/23/2015 4:20 PM (GMT-06:00)
 To: kelly@wonkvi.com
 Subject: ERIC Validation Results

Your ERIC Validation Job Finished

AI:	83609: Test AI #1 Production Test
Reporting Year:	2012
Revision #:	0
Result:	Validation complete for AI 83609, RY 2012, Rev 0 173 warnings, 0 errors, 0 unapproved coordinate changes

[Click here to log in to ERIC and view your validation results](#)



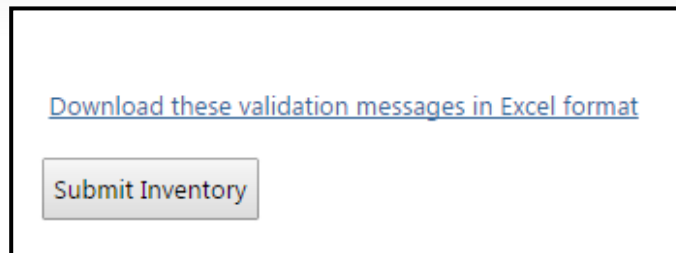
this table auto-refreshes every 10 seconds

ID	Job Type / Status	Rep. Year / Rev #	Submitted Date / Submitted By	Progress Messages	
68	Validation Complete	2008 0	1/23/2015 4:14 PM Petersen, Kelly	Validation complete for AI 83609, RY 2008, Rev 0 174 warnings, 1 errors, 0 unapproved coordinate changes	View Validations



WHEN THERE ARE NO ERRORS, SUBMIT INVENTORY

- Submit button is at the bottom of the Validation Results

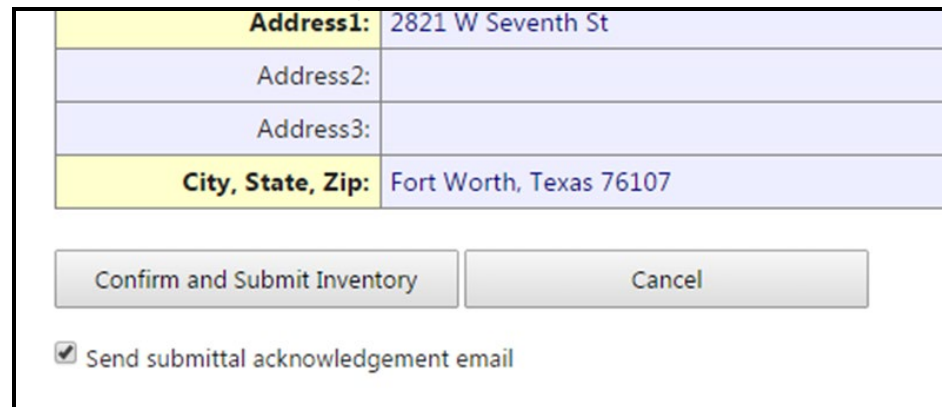


[Download these validation messages in Excel format](#)

Submit Inventory

- Confirm and Submit Inventory

Check the box to “*send submittal acknowledgement email*” if you want to receive an email confirmation once LDEQ has process the inventory



Address1:	2821 W Seventh St
Address2:	
Address3:	
City, State, Zip:	Fort Worth, Texas 76107

Confirm and Submit Inventory Cancel

Send submittal acknowledgement email

SUBMITTAL COMPLETE SCREEN

Generate Certification Statement

Submittal Complete - 2012 Inventory (1/1/2012 - 12/31/2012) Revision 0, Submitted 1/23/2015.

[Home](#)

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary Parish

Thank you for your submittal. Please use the link below to generate your certification statement. This document must be signed by the designated Responsible Official and the original sent to LDEQ.

Note - if any contact information is missing or incorrect on the generated certification statement, the inventory must be revised to reflect the correct information. For facility contact and address changes, email facupdate@la.gov for the information to be corrected and available for the revised inventory.

[Generate Certification Statement](#)

CERTIFICATION STATEMENT

- ⦿ Submit Certification Statement
 - ⦿ LDEQ Addresses are printed on top of the form



Criteria & Toxic Air Pollutant Emissions Certification Statement for **2016**

Louisiana Department of Environmental Quality
Emissions Inventory

For Postal Mail:
P.O. Box 4314
Baton Rouge, LA 70821-4314

For Delivery ONLY:
602 North Fifth Street
Baton Rouge, LA 70802

Reporting Criteria and Toxic Inventory for the period of 1/1/2016 to 12/31/2016

Online Submittal Date for data in ERIC 1/29/2018, Inventory ID 1313417, Rev. 0

Official Use - Date Stamp