



Emissions Reporting and Inventory Center

USER TRAINING REPORTING YEAR 2015

HOUSEKEEPING

- ⊙ Restrooms
- ⊙ Parking validation



EMISSIONS INVENTORY STAFF

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Tegan Treadaway Administrator	225-219-3408	Tegan.Treadaway@la.gov
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PRESENTATION OVERVIEW

- Emissions Inventory (EI) Basics
- Introducing/Accessing ERIC
- ERIC Overview
- ERIC Data Element Terminology and Hierarchy
- Submitting an Inventory Start to Finish
- Helpful Hints/Important Information



Emissions Inventory (EI) Basics

WHAT IS EMISSIONS INVENTORY?

- ① The Emissions Inventory is the report used to collect emissions data required by state and federal regulations
- ① There are two programs which require emissions data to be collected
 - ① Criteria Pollutants
 - ① Toxic Air Pollutants

FEDERAL REGULATIONS

- ◎ **Clean Air Act (CAA) – Section 183**
requires a criteria pollutant EI every 3 years for areas of ozone nonattainment
- ◎ **40 CFR Part 51 Subpart A – Air Emissions Reporting Requirements (AERR) –**
requires annual EI for point sources of criteria pollutants and EI for nonpoint and mobile sources every 3 years for entire state
 - ◎ Data is submitted by LA to EPA annually
 - ◎ State data is incorporated by EPA into the National Emissions Inventory (NEI)

STATE REGULATIONS

- ⊙ **LAC 33:III.918 & 919** – requires all point sources in the state to submit a criteria pollutant EI annually
- ⊙ **LAC 33:III.5107** – requires all point sources in the state to submit a toxic air pollutant EI annually

APPLICABILITY (ALL FACILITIES)

- ⦿ Required to report if facility meets any of the criteria at **ANY** time during the reporting year
 - ⦿ Located in nonattainment or adjoining parish and emits, has the PTE, or is **permitted to emit** any criteria pollutant above the threshold values in Tables 1-6 (LAC 33:III.919.A.1.a & 2)
 - ⦿ Located in attainment parish and emits, has PTE, or is **permitted to emit** any criteria pollutant above the threshold values in Table 7 (LAC 33:III.919.A.1.b & 2)
 - ⦿ Major source of HAPS or TAPS (LAC 33:III.919.A.1.c)
 - ⦿ Holds a Title V (Part 70) permit – regardless of emissions (LAC 33:III.919.A.1.d)
 - ⦿ Holds a portable source permit and operates at any time in a nonattainment or adjoining parish AND meets applicability criteria (LAC 33:III.919.A.1.e)
 - ⦿ Otherwise required by rule or permit to report (LAC 33:III.919.A.1.f)

MSOG PERMITS

(NOTWITHSTANDING 919)

- ⊙ Per Section X of the Minor Source Air General Permit for Crude Oil and Natural Gas Production (MSOG), facilities in a nonattainment area for ozone or an adjoining parish with an MSOG shall submit an EI per LAC 33:III.919
- ⊙ Everyone with an MSOG in the following parishes has to report to EI, regardless of emissions:

Ascension	St. Helena
Assumption	St. James
East Baton Rouge	St. John the Baptist
East Feliciana	St. Martin
Iberia	Tangipahoa
Iberville	West Baton Rouge
Livingston	West Feliciana
Pointe Coupee	

PORTABLE SOURCES

- ⦿ If a portable source operates in a nonattainment or adjoining parish at **any time during the reporting year** and meets the applicability of LAC 33:III.919.A.1.a, then they must report to EI (LAC 33:III.919.A.1.e)
 - ⦿ Refers to portable sources with permits issued in accordance with LAC 33:III.513, permit number usually begins with 7777
 - ⦿ Does not apply to portable equipment located at a stationary source
- ⦿ If a portable source must report to EI, then they must report for the entire period of ownership during the reporting year (LAC 33:III.919.F.1.d.iii)

CONTIGUOUS AIs

- ⦿ If your AI is contiguous to another AI, as defined in LAC 33:III.919.E, then applicability is determined by a threshold value that is the greater of (LAC 33:III.919.B):
 - ⦿ the sum of actual emissions,
 - ⦿ the sum of the potentials to emit; or
 - ⦿ the sum of permitted emissions for ALL contiguous AIs
 - ⦿ Each AI shall report an EI separately

INACTIVE FACILITIES

- ⦿ EI Reports are required even if a facility is inactive
- ⦿ Only the Facility and Contact information should be included in the inventory
- ⦿ The facility status options are:
 - ⦿ Permanently Shutdown
 - ⦿ Idle
 - ⦿ Permitted but not yet built
- ⦿ If the facility is active, but a source is idle, the source status should be set to idle. There should be no process records or emissions for that source.

HRVOC AND OZONE REQUIREMENTS

- ⊙ In addition to criteria pollutants, facilities located in the following parishes are also required to submit HRVOC data for ethylene and propylene (LAC 33:III.919.F.1.a.i)

Ascension • East Baton Rouge • Iberville • Livingston • St. Charles
• St. John the Baptist • St. James • West Baton Rouge

- ⊙ LAC 33:III.919.F.1.a.iii has additional requirements for facilities in ozone nonattainment areas:
 - ⊙ Ozone season average daily emissions of CO, NO_x, VOC, ethylene, & propylene
 - ⊙ Average ozone season throughput
 - ⊙ Ozone season average heat content
 - ⊙ Ozone season estimation method for CO, NO_x, VOC, ethylene, & propylene

ATTAINMENT REDESIGNATIONS

- ⊙ If your AI is in an area that was nonattainment and EPA designates as Attainment, the AI shall continue to be subject to reporting until otherwise directed (LAC 33:III.919.C)
- ⊙ If your AI is in an area that changes from attainment to nonattainment following designation by EPA, you will be required to report after the first full year of designation (LAC 33:III.919.F.1.d.i & ii)
 - ⊙ For example, St. Bernard Parish was designated nonattainment for the 2010 primary 1-hour sulfur dioxide (SO₂) National Ambient Air Quality Standard (NAAQS) of 75 parts per billion (ppb) on October 4, 2013. Facilities in St. Bernard Parish and its adjoining parishes were not required to report until 2015 when they reported their 2014 emissions

“ONCE IN, ALWAYS IN”

- ⊙ “Once in, Always In” applies to criteria emissions inventories only (LAC 33:III.919.D)
- ⊙ Once a facility no longer meets the applicability in LAC 33:III.919.A.1 for **one full calendar year**, must request approval **in writing** to discontinue submitting an EI
- ⊙ Facilities may stop submitting once they have received approval from LDEQ, **in writing**
- ⊙ Modifications or otherwise removing the requirement from a permit does not qualify as a release from reporting
- ⊙ If you are a major source of TAPs, you are also subject to criteria EI, and therefore subject to “Once In, Always In”

RELEASE FROM REPORTING

- ⊙ Request for Release from Reporting form is available on our website
- ⊙ Must be signed by a Responsible Official
- ⊙ Not currently accepting requests by email or fax

CHANGE IN OWNERSHIP

- ⊙ When there is a change in facility ownership, each owner is responsible to submit and certify their own EI for the period of ownership (LAC 33:III.919.F.2)
- ⊙ The start and end dates of the inventory in ERIC must coincide with the ownership dates in TEMPO
- ⊙ Each owner will have their own ERIC account
- ⊙ Contact your LDEQ staff contact if you would like the previous inventory submitted by the previous owner

ERIC REPORTING DEADLINE

Saturday

April 30, 2016

- ⦿ Both a signed certification statement and electronic data must be submitted by April 30 (LAC 33:III.919.F.1.d)
 - ⦿ If hand-delivering, the certification statement must be stamped on or before April 30 with the stamp at the drop off box
 - ⦿ If the certification statement comes to us without a date, we will use the date it is received by the Department

CERTIFICATION STATEMENT

- ⦿ Postmark or ship date determines compliance with the reporting deadline
 - ⦿ Postmark needs to be prominent
 - ⦿ Certified mail or tracking can be used as proof of timely submittal
- ⦿ LDEQ will not accept alternate versions of the certification statement
- ⦿ Must be an original, wet ink signature signed by a Responsible Official per LAC 33:III.502
 - ⦿ LDEQ can not accept copies, faxed, or stamped signatures
 - ⦿ We must be able to verify that the signature is an original, wet ink signature by the Responsible Official

CERTIFICATION STATEMENT

- ⦿ If any information is incorrect, you must revise the inventory in ERIC
- ⦿ Only need to send in one original
 - ⦿ No need for cover letter
 - ⦿ Check to make sure the Inventory IDs are the same on page 1 and page 2
 - ⦿ Please no staples
- ⦿ Unless specifically directed, do not need to send us the calculations

LATE REPORTING

- ⊙ Extensions to the reporting deadline may be granted through a variance request. Variance for ERIC Instructions are available on the ERIC website
- ⊙ Variances must be submitted at least **2 business days** before the due date to be considered
- ⊙ Submittal of the signed Certification Statement determines timeliness regardless of when the data was submitted electronically
- ⊙ Certification Statements not postmarked on or before the April 30th due date without a variance are considered late and will be referred to Enforcement

START EARLY

- ⦿ Coordinate and facupdate@la.gov changes require LDEQ staff review and are not instantaneous
- ⦿ Any requests for coordinate changes or facupdate@la.gov received after **4:00pm, April 29th** will not be processed until the next business day
- ⦿ Any inventories that cannot be submitted on time because of pending facupdate@la.gov and coordinate review/approval issues will be considered late
- ⦿ It is not necessary to wait until submitting your inventory to request these changes

FACILITY UPDATES

- ⦿ Below are the additions/changes that require a request to facupdate@la.gov
 - ⦿ EI Billing Party
 - ⦿ EI Facility Contact
 - ⦿ Mailing Address
 - ⦿ NAICS or SIC
 - ⦿ Front Gate Coordinates
 - ⦿ Incorrect ownership dates
- ⦿ What to include in facupdate@la.gov emails
 - ⦿ Agency Interest Number
 - ⦿ Facility Name
 - ⦿ Brief description of the change needed
 - ⦿ Name, Address, and Phone number for EI Billing Party and EI Facility Contact
 - ⦿ Date ranges for which the change should apply (does not apply to Front Gate Coordinate changes)

COORDINATE CHANGES

- ⦿ Changes/additions to release point coordinates will trigger a review and require LDEQ approval
- ⦿ The coordinate approval process has been expanded to require all release points to be updated
 - ⦿ Multiple release points should not have the same coordinates (Exceptions to this are general condition, insignificant activities, and fugitive emissions)
 - ⦿ Release point coordinates should not be the same as the front gate coordinates (Exceptions to this are general condition, insignificant activities, and fugitive emissions)

LOCKED COORDINATES

- ⦿ Requests go the assigned LDEQ staff for your parish
- ⦿ LDEQ will email the user whom submitted the data when the release points are approved/rejected
- ⦿ If you try to submit before changes have been approved, you can still submit, but all changes will be lost.
- ⦿ Step by step instructions are in Section 6.9 of the ERIC User Manual

COORDINATES

- ① Fugitives, General Condition XVII, and Insignificant Activities should only have one release point ID if the area is the same
- ① Guidance for using online sources for coordinates is available on the ERIC Website under *Helpful Links and Guidance Documents*

[Using Online Sources to Determine Coordinates](#)

ERIC REPORTING DEADLINE

Saturday

April 30, 2016

- ⊙ Saturday due date does NOT extend actual due date to Monday
- ⊙ Any requests for coordinate or FacUpdate@la.gov changes received after **4:00pm, April 29th** will not be processed until the next business day and will result in a late inventory

ASKING FOR HELP

- ⦿ LDEQ Emissions Inventory staff are assigned facilities based on facility parish location
- ⦿ A list of parishes and assigned staff is listed on the left sidebar on the ERIC homepage
 - ⦿ ERIC@la.gov will send an email to all EI staff
 - ⦿ Call the EI staff person that is assigned the parish where your facility is located first
- ⦿ Please do not call other LDEQ staff asking for help, even if they have helped in the past
 - ⦿ Please contact EI staff only
 - ⦿ LDEQ staff that are not on the list may not be kept up to date with the most recent changes to EI and/or ERIC

ASKING FOR HELP (CONT.)

- ⦿ Why email before calling?
 - ⦿ Provides more detailed information, and
 - ⦿ Allow us to research the issue aiding in a more complete response
- ⦿ When emailing your staff contact:
 - ⦿ Include the AI #
 - ⦿ Send a screen shot of the error(s) you need help with
 - ⦿ If having problems completing or uploading a spreadsheet, include the spreadsheet

ADDITIONAL INFORMATION

- ⦿ The EI must include all emissions from the facility (LAC 33:III.919.F.1.b)
 - ⦿ The only emissions that are exempt are Insignificant Activities on Lists B & C in LAC 33:III.501.B.5
 - ⦿ There are no facility classes or categories exempt from EI reporting (LAC 33:III.919.D.2)
- ⦿ Special Inventories – LAC 33:III.919.F.3
- ⦿ Calculations (CEMS vs. AP-42)– LAC 33:III.919.G
- ⦿ Fees – LAC 33:III.919.I



INTRODUCING / ACCESSING ERIC

WHAT IS ERIC?

- ① Online emissions inventory reporting tool
- ① Accepts both criteria and toxic pollutant emissions

ACCESSING ERIC

- ⦿ New Users
 - ⦿ Register your User Account
 - ⦿ Request Access to a Facility Account
- ⦿ Facility Account Administrators
 - ⦿ Approve access to facility information
 - ⦿ Designate user roles

NEW ERIC USERS

STEP 1 OF 2: CREATE AN ACCOUNT

- ◎ Before you are able to access facility data in ERIC, you must have an LDEQ Business User Account
 - ◎ Each person should have his/her own portal account
 - ◎ Portal accounts give varying levels of access to ERIC through different user roles
- ◎ Register for a User Account at the LDEQ Business homepage: <http://business.deq.louisiana.gov/>
 - ◎ Upon completion of registration, you will receive a screen message confirming your account creation.



- HOME
- DIVISIONS
- PROGRAMS
- SERVICES
- ONLINE SERVICES**
- NEWS
- ABOUT

You are here: HOME



- Submit Environmental Ideas
- Check Permit Status
- Beneficial Environmental Projects
- Online Incident Reporting
- MAKE-A-MAP
- Public Notification List Service
- Air Permit Data Upload
- Ombudsman Complaint Form
- Electronic Document Management System
- Stack Test Schedule
- Access ERIC
- Environmental Data Center (EDC)
- ERIC**
- ebusiness
- Online Permit Applications
- Public Records Request Form
- DISC
- NetDMR
- Clandestine Methamphetamine Labs



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Development Improvement Study Project Team

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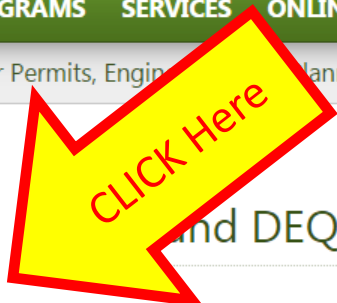
sposal of waste tires

Sheriff's Office arrested an Avoyelles Parish

nection with a Louisiana Department of

D., as the 12th secretary; New Air Quality

DEQ works with GOHSEP, partners, in



and DEQ's Emission Inventory Operations



About the Emissions Inventory Program

The Emissions Inventory Unit of the Air Permits Division is responsible for developing comprehensive criteria and toxic pollutant inventories for the State of Louisiana. The emissions data are used for a variety of planning, regulatory and reporting purposes. We work closely with the regulated community, trade groups, and other state and federal agencies to develop and maintain high quality current emissions data.

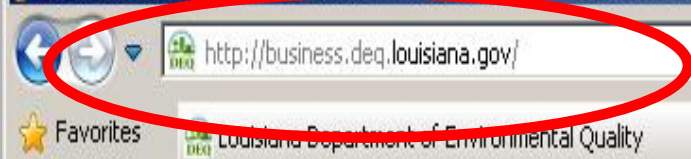
Regulated point sources of criteria air pollutants must submit an inventory of annual criteria pollutant emissions pursuant to requirements of LAC 33:III.919. Detailed annual emissions data are maintained on nearly 1200 point sources going back to 1990. A large number of point sources change each year.

In 2007, historical emissions data was migrated into a new web-based reporting system called ERIC - Emissions Reporting & Inventory Center. ERIC's functionality includes a query tool for use by the public.

Helpful Links and Guidance Documents

[Frequently Asked Questions \(FAQ\)](#) - The Emissions Inventory staff developed the Frequently Asked Questions page to provide those required to report criteria pollutant emissions to the DEQ. The staff welcomes your questions and suggestions for expansion of the file.

- ERIC
- Resources
- ERIC User Manual (Version 2.5)
- 2015 Reporting Year Guidance
- ERIC Staff Assignments
- Reporting Year Resources



ERIC Business Site



[Home](#) [Payments](#) [Permits](#) [NSPS Notifications](#) [ERIC](#)

DEQ Business Website

[Login](#)

Welcome to DEQ Business!

The new DEQ business site is designed to help businesses interact with DEQ in a more efficient manner. We will be expanding the functionality of this site as new applications become available. If this is your first time using the DEQ business website, please start by [creating a new account](#). Existing users please [login now](#).



Login to Your Account

If you are having trouble logging in, please [let us know](#).

User Name

[Forgot your username?](#)

Password

[Forgot your password?](#)

Remember Me

Login

Cancel and login as a DEQ Employee



This is a Secure Site

DEQ uses an industry standard 128 bit SSL certificate to ensure your information is kept secure and private.



Don't have an account?

[Create One Now!](#) It takes only a few minutes.

Register for an Account | Louisiana Department of Environmental Quality - Windows Internet Explorer provided by LDEQ Virtual De

https://membership.deq.louisiana.gov/Users/Create

Register for an Account | Louisiana Department of En...



DEQ Homepage DEQ Business Site

DEQ Web Membership Login | Register

Register for an Account

* indicates a required field.

Please note that for security reasons you will need to create a new account here. This account will be different from the one you used to login to the main DEQ website. Your old account will soon be phased out in favor of this new account.

* Username

Use only letters, numbers and/or underscores

* Password

* Confirm password


Why Register?

Registering for an account at DEQ allows you access to many online services we provide. You can create one account to log into many of our programs online.

If you are having trouble registering a new account, please [let us know](#).

Are You a DEQ Employee?

If so, you already have a login! Just use your DEQ system account to [login now](#).



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DEQ uses an industry standard 128

Enter Information and Scroll Down

* City * State * Zip
Baton Rouge LOUISIANA 70821

* Phone number: Phone number (alt):
225-219-3404

Create Account

HANDS-ON TIME

- ① Go to: deq.la.gov/ERIC
- ① New Users
 - ① Create a Business User Account
- ① Existing Users
 - ① Log in to ERIC



ERIC and DEQ's Emission Inventory Operations

About the Emissions Inventory Program

The Emissions Inventory Unit of the Air Permits Division is responsible for developing comprehensive criteria and toxic pollutant inventories for the State of Louisiana. The emissions data are used for a variety of planning, regulatory and reporting purposes. ERIC works closely with the regulated community, trade groups, and other state and federal agencies to develop and maintain high current emissions data.

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ERIC Resources

[ERIC User Manual \(Version 2.5\)](#)

[2015 Reporting Year Guidance](#)

[ERIC Staff Assignments](#)

[Reporting Year Resources](#)



Home Payments Permits NSPS Notifications ERIC

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Enter Information and Scroll Down

* City * State * Zip
Baton Rouge LOUISIANA 70821

* Phone number: Phone number (alt):
225-219-3404

Create Account

NEW ERIC USERS

STEP 2 OF 2: REQUEST ACCESS

- ⦿ After logging into the ERIC Business Site, users must request access to specific facility accounts within ERIC
- ⦿ Associates your user account with specific facilities
- ⦿ Access to accounts is granted through:
 - ⦿ Existing Account Administrator – request is completed in ERIC for administrator to approve in ERIC
 - ⦿ You may need to communicate with the existing account administrator to approve your request
 - ⦿ LDEQ Staff cannot grant this access
 - ⦿ Pre-registration Code – LDEQ provides code for facilities that have never submitted to ERIC or no longer have an active account administrator



You're now logged in!

2013 User Training

TRAINING UPDATE

On January 28, 2014, DEQ will host a webinar that will address those areas of ERIC that have been upgraded or changed since the 2012 reporting cycle.

On February 12 & 13, 2014, DEQ will host hands-on user training at the Galvez Building for new users or those needing a refresher on use of the ERIC system. [Click Here](#) to visit the Training Registration page for more information!

Emissions Reporting and Inventory Center

[ERIC Resources Page](#)

Account Selection

You do not currently have access to any ERIC accounts. Please use the links below to access public emissions data, or to request access to one or more accounts.

[Request access to a Facility \(EI submitters, responsible officials, or designated consultants only\)](#)

[Public Reports](#)

[Show Help Topics](#)



✔ You're now logged in!

Emissions Reporting and Inventory Center

Request Access

Use this form to request access to a facility for Emissions Inventory reporting purposes.

- I am an employee of the facility owner, or a designated consultant
- I have received a preregistration code in the mail



Emissions Reporting and Inventory Center

Request Access

Use this form to request access to a facility for Emissions Inventory reporting purposes.

I am an employee of the facility owner, or a designated consultant

Please enter the Agency Interest number(s) you need access to:



You can request access to more than one AI at a time - just type in the values separated by commas.

The following information will accompany your request. By making this request, you agree to allow this information to be shared with the account manager(s) for the Agency Interest Number to which you are requesting access.

First Name:	Kelly
Last Name:	Petersen
Email:	kelly.petersen@la.gov

I have received a preregistration code in the mail



Submit Cancel



Emissions Reporting and Inventory Center

Access Request Details

You have requested access to the following Agency Interest Numbers:

AI Number	AI Name	Owner
83609	Test AI #1 Production Test	Butler, Joe
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		



Emissions Reporting and Inventory Center

Request Access

Use this form to request access to a facility for Emissions Inventory reporting purposes.

- I am an employee of the facility owner, or a designated consultant
- I have received a preregistration code in the mail

Please enter the AI Number for which you are preregistered:	<input type="text"/>	←
Please enter your preregistration code:	<input type="text"/>	←

→

HANDS-ON TIME

- ⦿ Request Access to a Facility
 - ⦿ Request access to your facility and **AI# 83609 (Test AI)**, OR
 - ⦿ Use Preregistration Code (If you have one)



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<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

ACCOUNT ADMINISTRATION

- ◎ Anyone using a pre-registration code is automatically an account administrator
- ◎ Only facility owners or confirmed employees will be given a pre-registration code
 - ◎ The Administrator is the only one who can grant/deny access to the account and designate the user role for additional users (e.g., other facility personnel and consultants)
 - ◎ Multiple administrators can be assigned
 - ◎ Do not give your pre-registration code to a consultant
 - ◎ Pre-registration codes can only be used ONE time
- ◎ If the ERIC Account Administrator is unknown or no longer with the company, please contact your LDEQ assigned staff for further instructions

ACCOUNT ADMINISTRATION

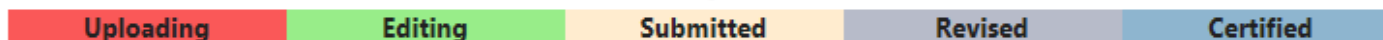
- ⦿ By default, Account Administrators are emailed when users request access to the facility account in ERIC.
- ⦿ Account Administrators may adjust their email notification preferences to stop receiving these emails
- ⦿ To approve/reject a request:
 - ⦿ Go to User Administration
 - ⦿ Approve/Reject Outstanding Access Requests
 - ⦿ Edit User Role

1283240	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012	1/8/2013	10/21/2013 Petersen, Kelly	View Summary
1291553	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011			Edit Delete Summary
1291459	2010 1	Criteria and Toxic 5/12/2011	1/1/2010 12/1/2010			Edit Delete Summary
1274844	2010 0	Criteria and Toxic 1/25/2011	1/1/2010 12/31/2010	5/12/2011	5/12/2011 Heber, Jackie	View Summary
1291334	2009 0	Criteria and Toxic 1/25/2011	1/1/2009 12/31/2009	9/10/2013	1/17/2014 Petersen, Kelly	View Revise Summary
1283096	2008 0	Criteria and Toxic 11/30/2012	1/1/2008 12/31/2008			Edit Delete Summary
1283033	2005 0	Criteria and Toxic 11/19/2012	1/1/2005 12/31/2005			Edit Delete Summary

* To edit inventory type or start/end dates click on the inventory id.

** Inventories in Uploading status are normally the result of uploads that were interrupted. They must be deleted, but make sure another user is not currently uploading to this account first.

Key:



[Request access to a Facility \(EI submitters, responsible officials, or designated consultants only\)](#)

[User Administration](#)

[Public Reports](#)

[Show Help Topics](#)

Change Account:

ERIC Version 10.0.0

Emissions Reporting and Inventory Center

User Administration

Current Account Users:

<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Role</u>		
John	Haasbeek	john.haasbeek@la.gov	Administrator	Edit	Delete
John	Haasbeek	john@haasbeek.com	Administrator	Edit	Delete
Kelly	Petersen	kelly.petersen@la.gov	Administrator	Edit	Delete
Maureen	Fleming	m.maureen.fleming@la.gov	Administrator	Edit	Delete

Outstanding Access Requests:

<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Request Date</u>				
Maureen	Ducote	maureen.ducote@la.gov	2/2/2016	Grant Administrator	Grant Manager	Grant Reader	Reject Request

ERIC USER ROLES

- ⦿ Reader – Read-only access to your ERIC data
- ⦿ Manager – Provides editing privileges for ERIC data
 - ⦿ Edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, and revise old inventories, submit completed inventories
 - ⦿ Most often the role assigned to consultants
- ⦿ Administrator – Authority to grant or reject access requests and, if granted, what level of access/role is allowed (most often facility contacts)



ERIC OVERVIEW

ACCOUNT HOME







- ⊙ Start New Inventory
- ⊙ List of inventories
- ⊙ Request Access to a Facility
- ⊙ Manage Email Notification Preferences
- ⊙ Job Monitor
- ⊙ User Administration (administrators only)
- ⊙ Link to public reports page
- ⊙ Agency Interest Selector

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 0	Criteria and Toxic 1/15/2015	1/1/2014 12/31/2014	1/15/2015 Fleming, Maureen	1/15/2015 Fleming, Maureen	View Download Revise Summary
1300769	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013	1/19/2015 Petersen, Kelly	1/20/2015 Petersen, Kelly	View Download Revise Summary
1300794	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012			Edit Download Delete Summary
1299111	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011	5/9/2014 Petersen, Kelly		View Download Revise Summary
   Scroll Down   						
	0	11/30/2012	12/31/2008			
1300774	2007 0	Criteria and Toxic 9/23/2014	1/1/2007 12/31/2007			Edit Download Delete Summary

* To edit inventory type or start/end dates click on the inventory id.

Key:

Uploading	Validating	Editing	Submitted	Revised	Certified
-----------	------------	---------	-----------	---------	-----------

-  Request access to a Facility (EI submitters, responsible officials, or designated consultants only)
-  Manage email notification preferences
-  Job Monitor
-  User Administration
-  Public Reports
-  Show Help Topics

Change Account:

INVENTORY STATUS

INVENTORIES ARE COLOR CODED

Key:

Uploading

Validating

Editing

Submitted

Revised

Certified

- ⦿ Inventory Status
 - ⦿ Uploading – upload of inventory spreadsheet is in progress
 - ⦿ Validating – validation of inventory is in progress
 - ⦿ Editing – the inventory is in progress and is only on the ERIC site (not submitted to the department)
 - ⦿ Submitted – the inventory can only be viewed or brought forward for creating a revised inventory
 - ⦿ Revised – a more recent revision has been submitted for a particular inventory (only the most current version can be revised)
 - ⦿ Certified – the department has received the signed certification statement and updated ERIC to reflect the certified date

JOB MONITOR

- ⦿ Offline job processor for uploads and validations
 - ⦿ Do not have to stay on screen for process to complete
 - ⦿ Job monitor allows you to watch the progress and get results
 - ⦿ Email notification option available to be notified when job is complete
 - ⦿ Can work on other Inventories while job is processing

JOB MONITOR (CONT.)

- ⦿ Filters at the top of the job table to limit results
 - ⦿ Timeframe - filter based on time submitted
 - ⦿ Job Type - ExcellImport or Validation
 - ⦿ Sort Order - sort the table
 - ⦿ Status Filters – checkboxes to show or hide jobs based on their status.

ERIC Job Monitor

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

 Home

Select timeframe: All ▼

Select job type: All ▼

Select sort order: Submitted Date ▼

Show Pending Jobs

Show Running Jobs

Show Completed Jobs

Show Failed Jobs

JOB MONITOR (CONT.)

- ⦿ There are five job status codes in ERIC:
 - ⦿ Pending – the job is in the queue and will be processed in the order it was submitted.
 - ⦿ In Progress – the job is being executed.
 - ⦿ Complete – the job completed and the results are available in the remaining columns of the job monitor table.
 - ⦿ Error – the job could not be processed due to unexpected circumstances (database connection failure, server shutdown). You will need to resubmit your job request.
 - ⦿ Killed – the job was in the queue or executing for too long and was terminated. This condition is a “fail-safe” to help prevent hung jobs from blocking the job queue. DEQ staff is notified when jobs are killed and will take action to investigate the cause.

JOB MONITOR (CONT.)

- ⦿ The table auto-refreshes every ten seconds
- ⦿ When you are viewing the Job Monitor page for your selected account, you will see all jobs submitted by any user on that account.
- ⦿ If someone else is running a job on an inventory, you will be unable to submit a job for that inventory until the first job is complete.
- ⦿ You can see who submitted each job on the Job Monitor page.
- ⦿ Quick links to results when available

JOB MONITOR (CONT.)

ERIC Job Monitor

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

[Home](#)

Select timeframe: Select job type: Select sort order:

Show Pending Jobs Show Running Jobs Show Completed Jobs Show Failed Jobs

this table auto-refreshes every 10 seconds

ID	Job Type / Status	Rep. Year / Rev #	Submitted Date / Submitted By	Progress Messages	
53	Validation Complete	2010 0	1/19/2015 7:45 PM Petersen, Kelly	Validation complete for AI 83609, RY 2010, Rev 0 173 warnings, 0 errors, 0 unapproved coordinate changes	View Validations
52	Validation Complete	2013 0	1/19/2015 7:43 PM Petersen, Kelly	Validation complete for AI 83609, RY 2013, Rev 0 0 warnings, 0 errors, 0 unapproved coordinate changes	View Validations
51	Validation Complete	2012 0	1/19/2015 6:02 PM Haasbeek, John	Validation complete for AI 83609, RY 2012, Rev 0 173 warnings, 0 errors, 0 unapproved coordinate changes	View Validations
50	ExcelImport Complete	2012 0	1/19/2015 5:58 PM Haasbeek, John	Excel import SUCCEEDED WITH WARNINGS for AI 83609, RY 2012, Rev 0 141 warnings and 0 errors	View Upload Messages
49	ExcelImport Complete	2012 0	1/19/2015 5:49 PM Haasbeek, John	Excel import FAILED for AI 83609, RY 2012, Rev 0 0 warnings and 1 errors	Replaced
48	ExcelImport Complete	2012 0	1/19/2015 5:46 PM Haasbeek, John	Excel import FAILED for AI 83609, RY 2012, Rev 0 0 warnings and 1 errors	Replaced
47	ExcelImport Complete	2012 0	1/19/2015 5:39 PM Haasbeek, John	Excel import SUCCEEDED WITH WARNINGS for AI 83609, RY 2012, Rev 0 141 warnings and 0 errors	Replaced

EMAIL NOTIFICATIONS

- ⦿ Account administrators will be sent an email to notify them that a request for access has been submitted for approval
- ⦿ Inventory submitters will receive a confirmation email that the inventory was submitted electronically
- ⦿ Inventory submitters will have the option to receive notification when jobs are complete
- ⦿ Inventory submitters will have the option to receive notification when the certification statement is processed by ERIC staff

EMAIL NOTIFICATION PREFERENCES

- ⦿ Manageable email notification preferences
 - ⦿ Opt out of receiving general email notifications from the ERIC system and staff
 - ⦿ Opt out of certification statement receipt notifications
 - ⦿ Opt out of receiving access request notifications
 - ⦿ Globally unsubscribe from all ERIC related emails
- ⦿ Other email notification preferences are selected using a check box on the screen
 - ⦿ Jobs complete (Uploads and Validations)
 - ⦿ Certification Statement processed by LDEQ

EMAIL NOTIFICATION PREFERENCES

Emissions Reporting and Inventory Center

User Email Notification Preferences

Email Notification Preferences for Petersen, Kelly (user id 2069)

Email Address	kelly@wonkyi.com	You can not change your email here (click on your user name at the top right of this page to change your online profile information).
General Notifications:	<input checked="" type="checkbox"/>	UNCHECK this box to indicate that you DO NOT want to receive general email notifications from the ERIC system and staff.
Certification Received Notifications:	<input checked="" type="checkbox"/>	UNCHECK this box to indicate that you DO NOT want to receive email notifications from the ERIC system when certification statements are received.
Access Request Notifications:	<input checked="" type="checkbox"/>	UNCHECK this box to indicate that you DO NOT want to receive email notifications from the ERIC system when users request access to an account for which you are an administrator.
On Global Unsubscribe List:	<input type="checkbox"/>	CHECK this box to indicate that you DO NOT want to receive ANY ERIC emails. The options above will be ignored. If you change your email address, you will need to come back to this page and reset this flag to join the global unsubscribe list again.
<input type="button" value="Save"/>		

PUBLIC REPORTS

- ⦿ Do not need a portal account nor an ERIC account to access the Public Reports page
- ⦿ <http://www.deq.louisiana.gov/portal/tabid/2703/Default.aspx>
- ⦿ Three options:
 - ⦿ Radius Search (actual emissions and permitted emissions)
 - Data used in modeling
 - Replaces the need for public records requests by AI or Parish
 - ⦿ Emissions by Parish
 - ⦿ Prior year data sets

PUBLIC REPORTS

- ⊙ Actual emissions radius search:
 - ⊙ Certified emissions data from ERIC
 - ⊙ Last 5 years plus Baseline data
 - ⊙ If you need a year not on the dropdown, submit a public records request:
<http://www.deq.louisiana.gov/portal/SERVICES/InformationRecords.aspx>
- ⊙ Permitted emissions radius search:
 - ⊙ Permitting data from TEMPO
 - ⊙ Current operating permits only (not pending permit applications)

Emissions Inventory Reports

 Home

Radius Search

Extract actual or permitted emissions for release points located using a center point and radius.

Emissions by Parish

Extract actual emissions summarized by parish.

[Prepared Data Files](#)

Download prepared Emissions Inventory Data Set files.

ACCOUNT SELECTION

- ① 1: Facility Account homepage
- ② 2 – 50: Facility Accounts dropdown

Account Selection

You have access to multiple ERIC accounts, please select an account to work on:

Choose One...

- ③ 50+: Facility Accounts text box

Account Selection

You have access to multiple ERIC accounts, please select an account to work on:

Hint: start typing an AI number or AI name and a list of matching entries will appear. You need to enter at least two characters, or leave the field empty and press the down arrow to see all accounts to which you have access. Once the list appears, you must click on the entry you want, or scroll using the arrow keys and then press enter.




SUBMITTING AN INVENTORY

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

STARTING A NEW INVENTORY

- ⦿ Click “Start New Inventory” to create a new inventory
- ⦿ This is not used to revise existing inventories
- ⦿ Select a Base Year to bring forward data from a previous 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

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.

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

LIST OF INVENTORIES

Account Home

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary 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	
1300783	2014 0	Criteria and Toxic 1/15/2015	1/1/2014 12/31/2014	1/15/2015 Fleming, Maureen	1/15/2015 Fleming, Maureen	View Download Revise Summary
1300769	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013	1/19/2015 Petersen, Kelly	1/20/2015 Petersen, Kelly	View Download Revise Summary
1300794	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012			Edit Download Delete Summary
1299111	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011	5/9/2014 Petersen, Kelly		View Download Revise Summary
1274844	2010 0	Criteria and Toxic 1/25/2011	1/1/2010 12/31/2010			Edit Download Delete Summary
1291334	2009 0	Criteria and Toxic 1/25/2011	1/1/2009 12/31/2009	1/15/2015 Fleming, Maureen	1/15/2015 Fleming, Maureen	View Download Revise Summary
1298302	2008 0	Criteria and Toxic 11/30/2012	1/1/2008 12/31/2008			Edit Download Delete Summary
1300774	2007 0	Criteria and Toxic 9/23/2014	1/1/2007 12/31/2007			Edit Download Delete Summary

* To edit inventory type or start/end dates click on the inventory id.

Key:

Uploading	Validating	Editing	Submitted	Revised	Certified
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EDIT SCREEN

You can:

- ⊙ Download Inventory
- ⊙ Download Reconciliation Report
- ⊙ Upload Inventory
- ⊙ View/Edit detailed inventory data

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



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

TEMPO owner dates: 1/1/2009 -

[Download Inventory](#) [Download Reconciliation Report](#) [Upload Inventory](#)

Facility	Contacts	Sources	Processes	Emission Factors	Control Systems	Control Efficiencies	Release Points	Locations	Emissions
----------	----------	---------	-----------	------------------	-----------------	----------------------	----------------	-----------	-----------

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.
Owner:	Butler, Joe	Owner of the facility.
Owner Address1:	3360 Hwy 531	Owner mailing address.
Owner Address2:		
Owner Address3:		
Owner City, State, Zip:	Dubberly, LA, 71204	
Owner Phone:	318-377-2254	Owner phone number.
Operator:	Butler Fleet Services - From 4/9/2003 Butler, Joe - From 4/10/2003 Defley, Michael C - From 10/22/2008	Operator (organization or person) of the facility.
Facility Description:	Test inventory	Description of the business conducted at the facility (max. 100 characters).
Facility Status:	Active	Enter a status of "active" if the facility was active at any time during the year.
Address1:	6448 Steeple Chase Ln	Facility physical address.
Address2:		
Address3:		
City:	Ada	

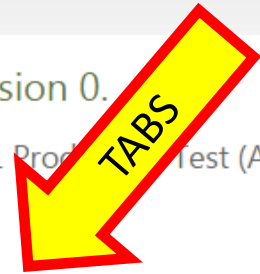
DATA ENTRY OPTIONS

- ◎ On-screen entry – enter data directly into web-based application
- ◎ Spreadsheet upload – upload formatted spreadsheet using Microsoft Excel via downloadable template
 - ◎ New facilities, create a new inventory and download the blank inventory
 - ◎ Download the previous year's inventory (can be uploaded into next year after revision)

ON-SCREEN ENTRY

Inventory Details - 2012 Inventory (1/1/2012 - 12/31/2012) Revision 0.

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary Parish
TEMPO owner dates: 1/1/2009 - .



TABS

[Home](#)

[Download Inventory](#) [Download Reconciliation Report](#) [Upload Inventory](#)

Facility	Contacts	Sources	Processes	Emission Factors	Control Systems	Control Efficiencies	Release Points	Locations	Emissions
-----------------	----------	---------	-----------	------------------	-----------------	----------------------	----------------	-----------	-----------

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.	
Owner:	Butler, Joe	Owner of the facility.	
Owner Address1:	3360 Hwy 531	Owner mailing address.	

SPREADSHEET UPLOAD

- Download inventory to get the template or use a previous year spreadsheet

Inventory Details - 2012 Inventory (1/1/2012 - 12/31/2012)

 Home

[Download Inventory](#)

[Download Reconciliation Report](#)

[Upload Inventory](#)

Facility	Contacts	Sources	Processes	Emission Factors
-----------------	----------	---------	-----------	------------------

DATA ENTRY COMPARISON

On-Screen Entry

- ⊙ Real time error checking
- ⊙ Good for small inventories or facilities permitted but not build, idle, or permanently shut down
- ⊙ More time consuming to wait for each page to load/reload

Spreadsheet Upload

- ⊙ Error checking is not done until the spreadsheet is uploaded
- ⊙ Good for large inventories
- ⊙ Less time consuming because rows/IDs can be copied from one tab to another

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

SUMMARY SCREEN

- ⦿ Review Summary Information
 - ⦿ Inventory Summary
 - ⦿ Pollutant Details
- ⦿ Run Validation Checks
 - ⦿ Check the box to “*send me and email when the job is finished*” if you want to receive an email confirmation once validation run is complete, or
 - ⦿ Go to the Job Monitor to watch the progress

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary 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	
1300783	2014 0	Criteria and Toxic 1/15/2015	1/1/2014 12/31/2014	1/15/2015 Fleming, Maureen	1/15/2015 Fleming, Maureen	View Download Revise Summary
1300769	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013	1/19/2015 Petersen, Kelly	1/20/2015 Petersen, Kelly	View Download Revise Summary
1300794	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012			Edit Download Delete Summary
1299111	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011	5/9/2014 Petersen, Kelly		View Download Revise Summary
1274844	2010 0	Criteria and Toxic 1/25/2011	1/1/2010 12/31/2010			Edit Download Delete Summary
1291334	2009 0	Criteria and Toxic 1/25/2011	1/1/2009 12/31/2009	1/15/2015 Fleming, Maureen	1/15/2015 Fleming, Maureen	View Download Revise Summary
1298302	2008 0	Criteria and Toxic 11/30/2012	1/1/2008 12/31/2008			Edit Download Delete Summary
1300774	2007 0	Criteria and Toxic 9/23/2014	1/1/2007 12/31/2007			Edit Download Delete Summary

* To edit inventory type or start/end dates click on the inventory id.

Key:

Uploading	Validating	Editing	Submitted	Revised	Certified
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Inventory Summary - 2012 Inventory (1/1/2012 - 12/31/2012) Revision 2.

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

Scroll Down		
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.

Send me an email when the job has finished.



this table auto-refreshes every 10 seconds

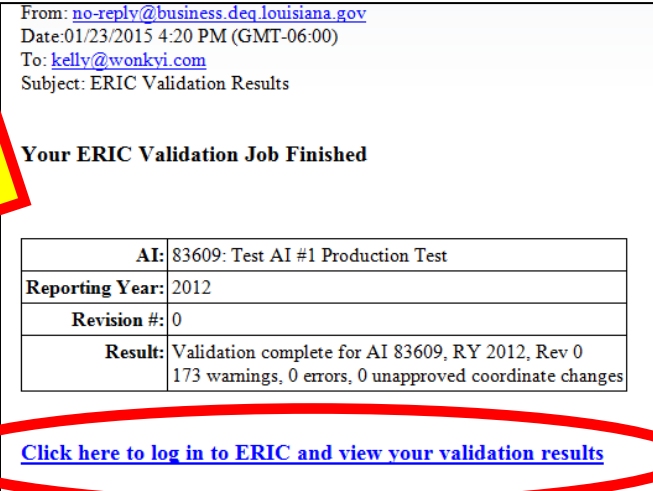
ID	Job Type / Status	Rep. Year / Rev #	Submitted Date / Submitted By	Progress Messages
68	Validation Running	2008 0	1/23/2015 4:14 PM Petersen, Kelly	Retrieving control systems and efficiencies

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

VALIDATION RESULTS SCREEN

- 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@wonkyi.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

VALIDATIONS

- ⦿ Detailed list of validations can be found in the ERIC User Manual
- ⦿ Basic checks done on each screen (data type, range of values, etc.)
- ⦿ Basic checks also done when spreadsheets are uploaded
- ⦿ You can run validation checks at any time
- ⦿ Printable/Downloadable list of items to address
- ⦿ Required fields are NOT checked until you submit, but data validation is checked upon data entry

VALIDATION RESULTS DOWNLOAD

- Release Point FTV159: Calculated flow rate (0.00314159) and entered flow rate (0.1000000000000000) differ by more than 5%.
- Release Point FTV164: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV167: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV168: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV170: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV171: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV172: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV173: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV174: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV175: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FTV178: Calculated flow rate (0.01963495) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point FWA198: Height is desired for area/fugitive sources.
- Release Point GBS222: Calculated flow rate (363.24665057) and entered flow rate (748.00000000000000) differ by more than 5%.
- Release Point GGA220: Height is desired for area/fugitive sources.
- Release Point GGA221: Height is desired for area/fugitive sources.
- Release Point HTV322: Calculated flow rate (0.15393804) and entered flow rate (0.4000000000000000) differ by more than 5%.
- Release Point HTV323: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV324: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV325: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV326: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV327: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV328: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV329: Calculated flow rate (0.07853982) and entered flow rate (0.2000000000000000) differ by more than 5%.
- Release Point HTV335: Calculated flow rate (0.15393804) and entered flow rate (0.4000000000000000) differ by more than 5%.
- Release Point HTV336: Calculated flow rate (0.15393804) and entered flow rate (0.4000000000000000) differ by more than 5%.

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

Submit Inventory

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement

SUBMIT INVENTORY SCREEN

Submit Inventory

[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

Send submittal acknowledgement email

FROM START TO FINISH

1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary and Run Validations
4. Review Validation Results
5. Submit Inventory
6. Generate and Submit Certification Statement



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

- ① Submit Certification Statement
 - ① LDEQ Addresses are printed on top of the form
 - ① Must be Post Marked no later than April 30th



Criteria & Toxic Air Pollutant Emissions Certification Statement for **2012**

Louisiana Department of Environmental Quality
Emissions Inventory

For Postal Mail:
P.O. Box 4313
Baton Rouge, LA 70821-4313

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

Reporting Criteria and Toxic Inventory for the period of 1/1/2012 to 12/31/2012

Online Submittal Date for data in ERIC 1/23/2015, Inventory ID 1300794, Rev. 0

Official Use - Date Stamp

FROM START TO FINISH

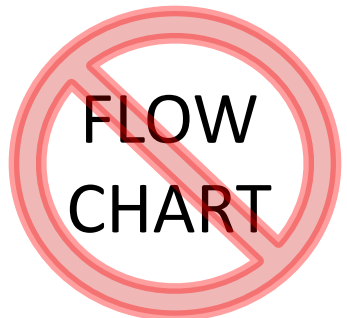
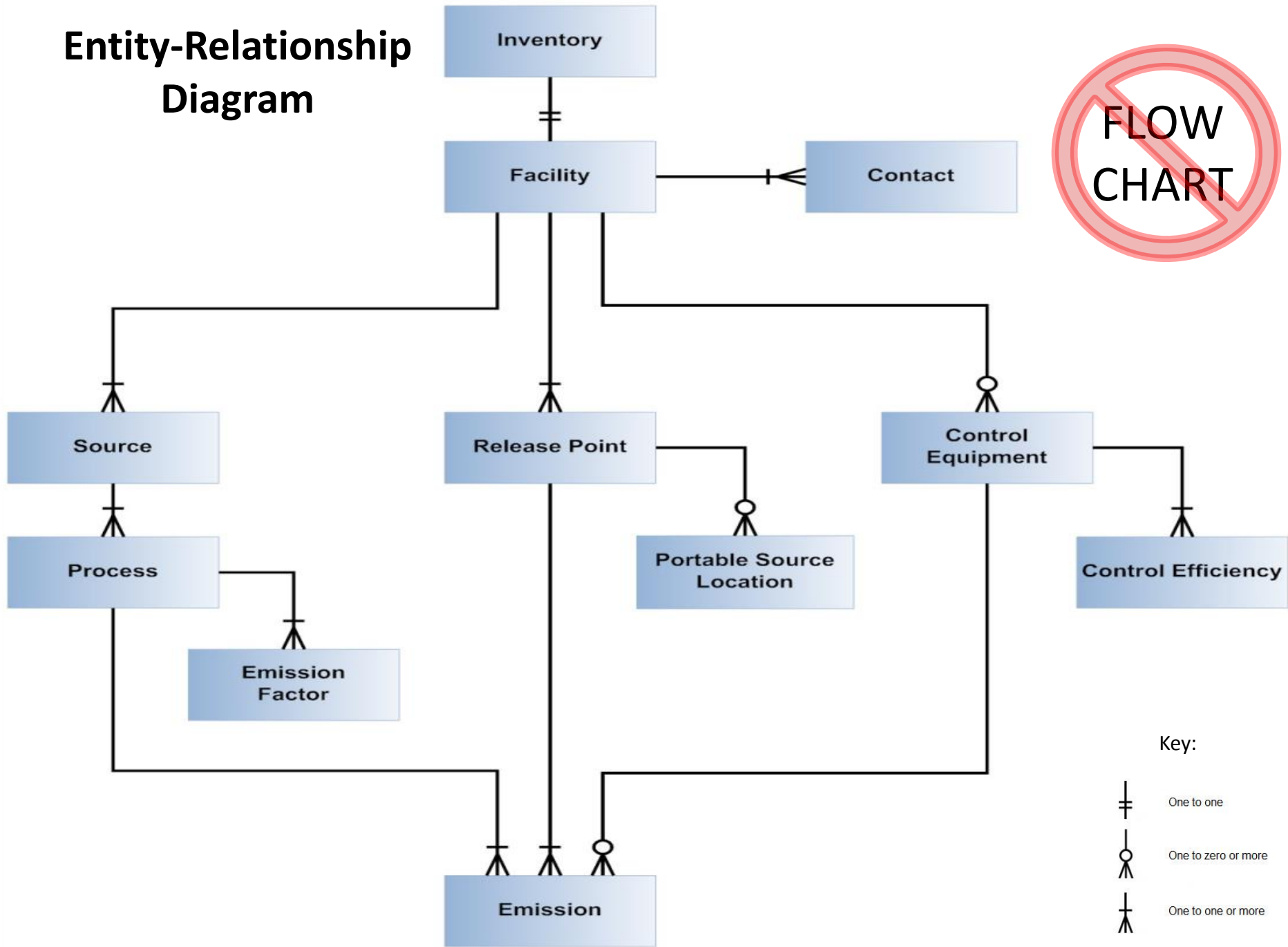
1. Start New Inventory
2. Edit Inventory
 - a. On-Screen Entry
 - b. Spreadsheet Upload
3. Review Summary
4. Run Validations
5. Submit Inventory
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ERIC DATA ELEMENT TERMINOLOGY AND HIERARCHY

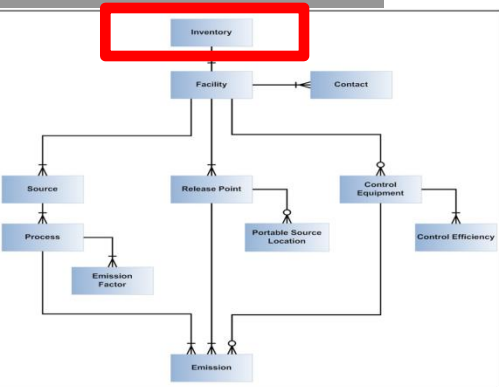
Entity-Relationship Diagram



- Key:
- ⊞ One to one
 - One to zero or more
 - ⊞ One to one or more

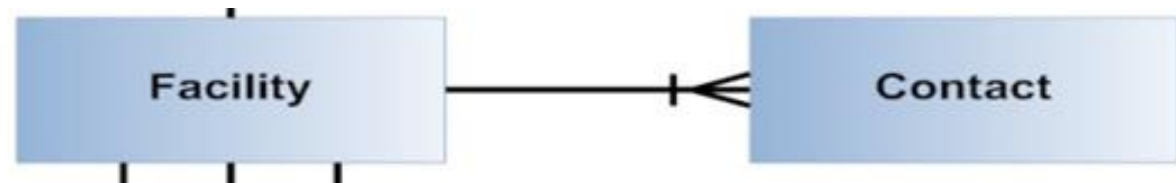
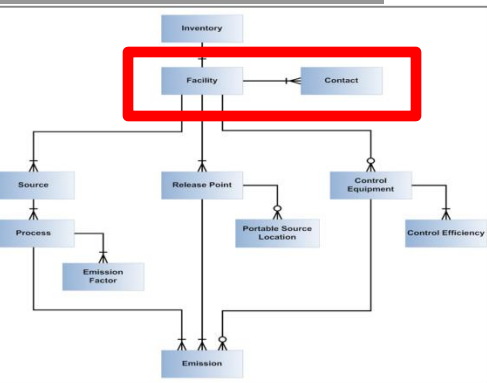
INVENTORY

- ◎ Inventory – Identifier for each specific inventory
- ◎ Exactly one record
- ◎ Identifies the reporting period and type of report



FACILITY AND CONTACTS

- ① Facility – Location at which business is conducted – Agency Interest (AI). ERIC reporting is done by the AI
- ① Contacts – EI Contact and EI Billing Party are required and must be established through facupdate@la.gov



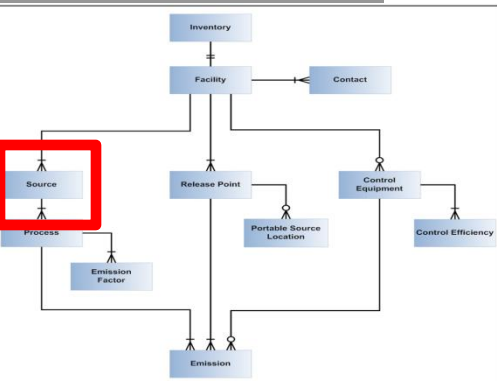
* *Contacts tab on spreadsheet does not include contacts listed in TEMPO*

FACILITY AND CONTACTS (CONT.)

- ◎ Facility – Exactly one record
 - ◎ Includes identifying information for the facility

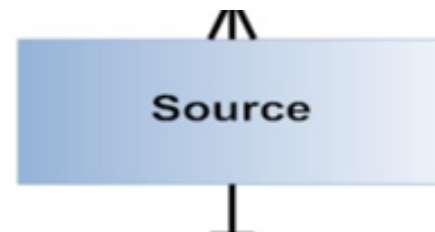
- ◎ Contact – At least two records
 - ◎ EI Facility Contact and
 - ◎ EI Billing Party
 - ◎ EI Consultant, *optional*

- ◎ Source – Equipment or unit that generates emissions. This is the operating equipment, not the control equipment or the stack/vent



Note that piping components, valves, flanges, PRVs, etc. should not be included as individual sources in the inventory

- ◎ 1 or more records
- ◎ One for each source at the facility



PROCESS AND EMISSION FACTOR

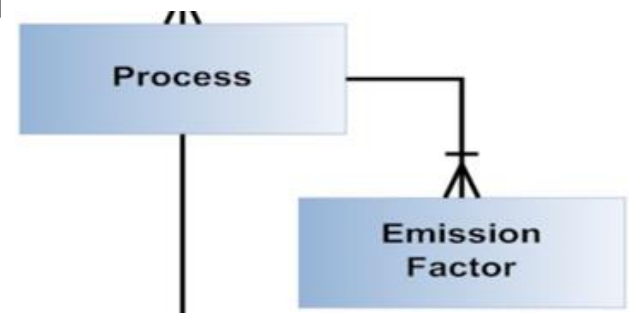
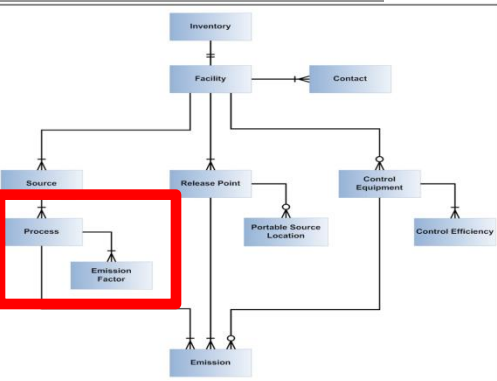
- ◎ Process – Description of the operational mode and material throughput of a source generating emissions;

- ◎ *Includes an SCC and material throughput*

- ◎ *An emission factor, if used, is related to a Process*

- ◎ *Insignificant Activities, GC XVII, & Fugitive sources do not require a Process*

- ◎ Emission Factor – Report only if Estimation Method using “Emission Factor” is selected on the Emissions Record

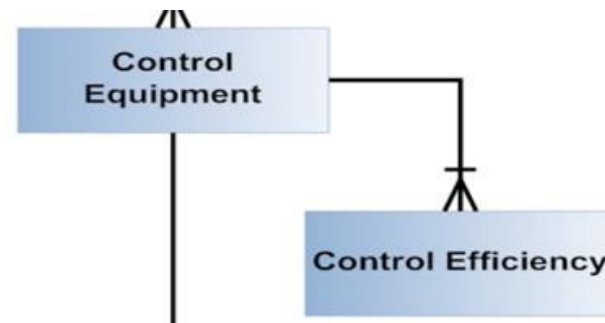
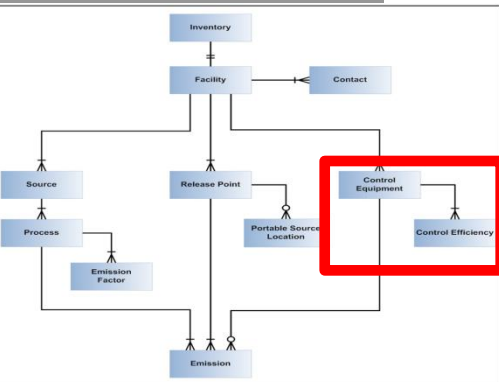


PROCESS AND EMISSION FACTOR (CONT.)

- ◎ Process – 1 or more records per source
 - ◎ One for each mode that the source operated in during the reporting period
- ◎ Emission Factor – 0 or more records for each Process
 - ◎ One for each pollutant for which an emission factor is used to estimate emissions

CONTROL EQUIPMENT AND CONTROL EFFICIENCY

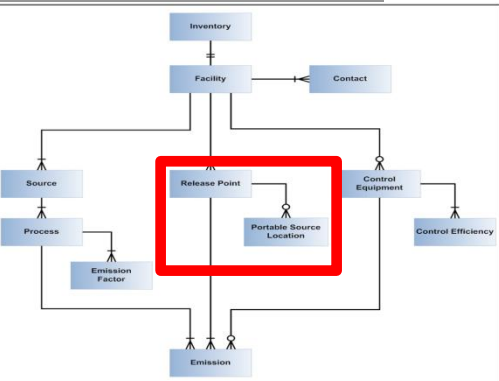
- ◎ Control Equipment – Equipment through which emissions are routed for control
 - ◎ *e.g., flare, scrubber, thermal oxidizer*
 - ◎ *Report a control system if you used an associated control efficiency in your emissions calculation*
- ◎ Control Efficiency – Required for each control system reported



CONTROL EQUIPMENT AND CONTROL EFFICIENCY (CONT.)

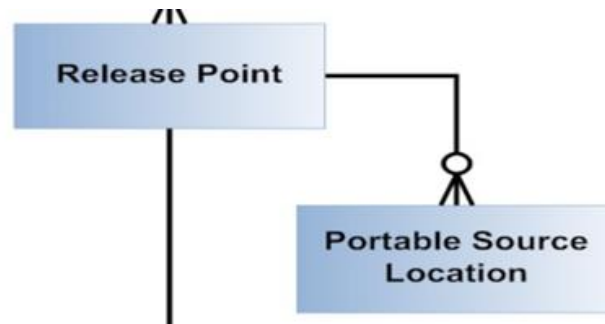
- ◎ Control Equipment – 0 or more records
 - ◎ Not tied to a specific source
 - ◎ Associated with a source on the emissions record
 - ◎ May be included in one or more emissions paths
- ◎ Control Efficiency – 1 or more records for each Control System record
 - ◎ Specified for each pollutant controlled

RELEASE POINT AND PORTABLE SOURCE LOCATION



- ⊙ Release Point – Physical location where pollutants are released to the atmosphere
 - ⊙ *UTM or lat/long coordinates*
 - ⊙ *Stack or area source dimensions*

- ⊙ Portable Source Location – Only used to indicate alternate locations at which a portable facility operated and permitted under LAC 33:III.513
 - ⊙ *Typically have permit numbers beginning with 7777*
 - ⊙ *Not such items as rental generators that are brought onsite and moved around to different locations in the plant*
 - ⊙ *e.g., portable concrete batch plant that can be moved around the state*

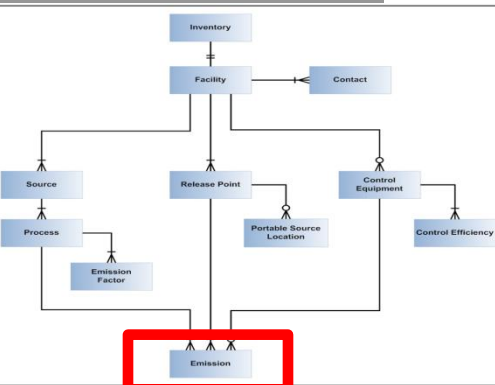


RELEASE POINT AND PORTABLE SOURCE LOCATION (CONT.)

- ⊙ Release Point – 1 or more records
 - ⊙ Not tied to a specific source
 - ⊙ Associated with a source on the emissions record
- ⊙ Portable Source Location – 0 or more records for each release point record
 - ⊙ Only used to indicate alternate locations at which a portable facility operated
 - ⊙ Permitted under LAC 33:III.513
 - ⊙ Not to be used for portable sources at a major source such as diesel generators

EMISSIONS

◎ Emissions – each emissions record identifies and links the amount emitted to the emission’s path



- ◎ Emissions path
 - Source, process, control equipment, and release point
- ◎ Pollutant
- ◎ Emissions type
- ◎ Estimation method
- ◎ Tons or pounds emitted



EMISSIONS (CONT.)

- ◎ Emissions Path – Combination of a source, a process, and a release point; may also include a control system
- ◎ Emissions Type – routine, variance, authorized non-routine, startup/shutdown, or unauthorized
- ◎ Emission Estimation Methodology – Method to calculate emissions for each pollutant emitted by a particular process

CEMS, stack test data, emission factor, engineering judgment

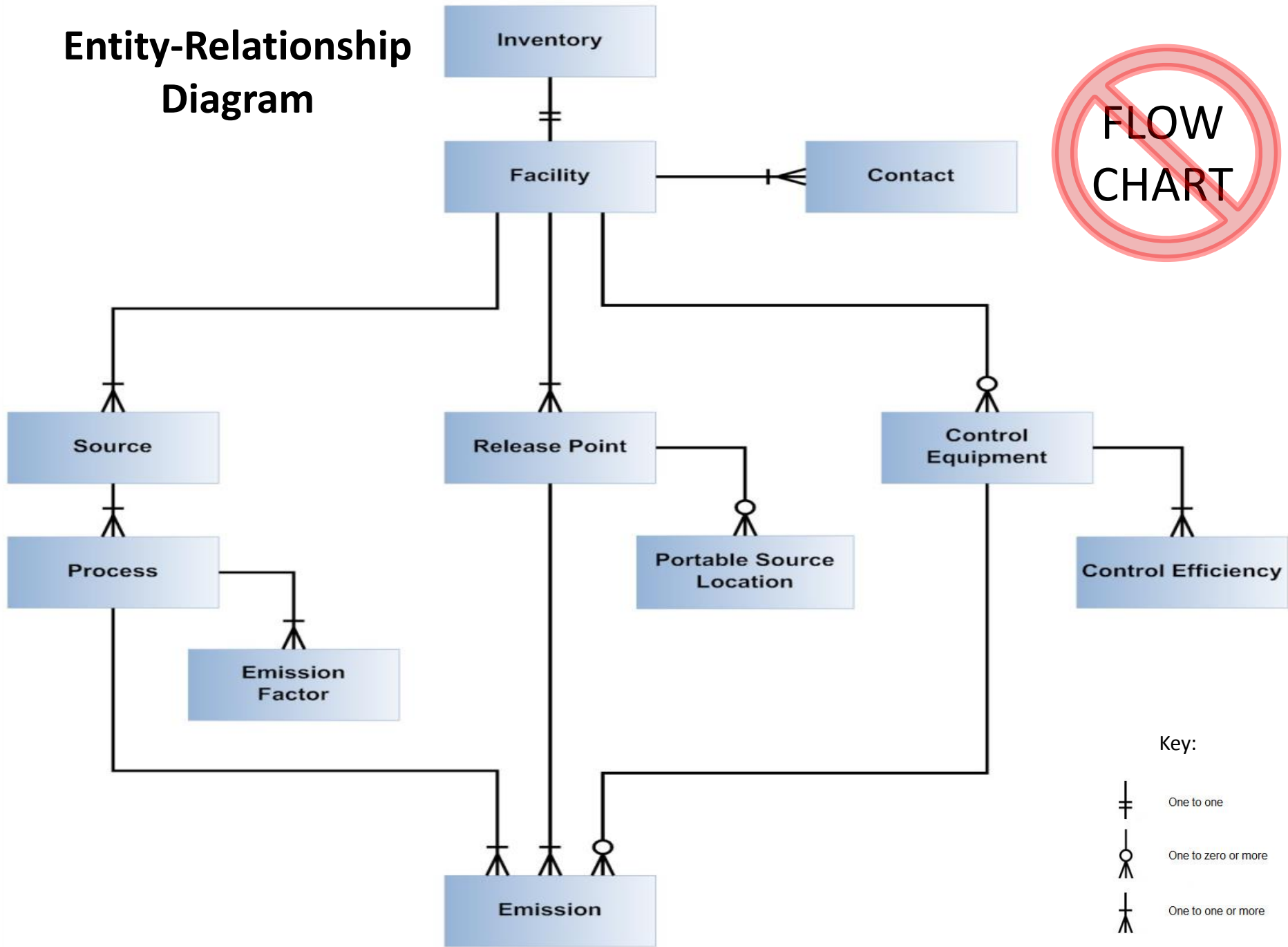
EMISSION TYPES

- ⦿ Routine – Emissions emitted under normal operating conditions. Not restricted to permit limited emissions; e.g., fugitive and area source emissions. Also includes emissions from regulatory permitted activities
- ⦿ Variance – Emissions emitted through the operations approved by a variance
- ⦿ Authorized Non-routine – Emissions allowed by rule, statute, variance, or order that are not routine
- ⦿ Startup/Shutdown – Emissions emitted during startup/shutdown of the emissions path
- ⦿ Unauthorized Discharge – All other emissions that are not routine, variance, authorized non-routine, or startup/shutdown

EMERGENCY ENGINE REPORTING

- ⦿ Guidance on how to report emergency engine emissions
 - ⦿ **Maintenance Use** - ≤ 100 hours of permitted non-emergency emissions should be reported as **Routine**
 - ⦿ **Emergency Use** - All use of engines during emergency conditions should be reported as **Authorized Non-routine**
 - ⦿ **Unauthorized Non-Emergency Use** - >100 hours of non-emergency use of engines, without a variance, should be reported as **Unauthorized**

Entity-Relationship Diagram



SUPPORTING INFORMATION

- ⦿ LAC 33:III.919.F.1.a.ii lists the information to be included in the EI data
- ⦿ List in the regulations is included for reference only and may not be current.
- ⦿ See ERIC User Manual for up to date and comprehensive information (link on ERIC homepage)



HELPFUL HINTS/ IMPORTANT INFORMATION

FACILITY-GENERATED IDs

- Up to 6 alpha-numeric characters
- For Source, Process, Control System, and Release Point, and Portable Source Location
- Must be unique for each ID type
- **Must remain the same** for each item over time
- For changes in ownership, new owners should request the previous owner's most recent inventory to keep IDs consistent

DATA QUALITY

- ⦿ The data should be in a state that you are willing to certify at the time of submission
 - ⦿ Certification statement holds you criminally liable for information in the inventory
- ⦿ LAC 33:III.919.G requires emissions to be reported using CEMS data or approved stack testing data.
 - ⦿ Only in the absence of CEMS or stack test data are you allowed to use emissions factors
 - ⦿ Emission factors must be those as of December 31 of the reporting year
 - ⦿ Used for the entire reporting year
 - ⦿ Do not use the same calculation methods in your permit unless they meet LAC 33:III.919.G

AP42 CHANGES

- ⦿ If AP42 changes increase emissions above permit limit
 - ⦿ Submit permit modification
 - ⦿ Contact enforcement to ensure a compliance reconciliation is done
- ⦿ For more information, contact enforcement:
 - ⦿ Your usual enforcement contact, or
 - ⦿ Michelle McCarthy 225-219-3749

MINIMUM DECIMAL PLACES AND REPORTING THRESHOLDS

- ⊙ Criteria and HRVOC pollutants are reported in tons
 - ⊙ Two decimal places minimum, recommended
 - ⊙ Not required to report emissions < 0.005 tons (potential & actual) for an emissions path, unless VOC TAPs are > 0.005 pounds
- ⊙ Toxics are reported in pounds
 - ⊙ Two decimal places minimum, recommended
 - ⊙ 3 decimal places if Minimum Emission Rate < 50 lbs/yr, and
 - ⊙ 6 decimal places for dioxins and furans
 - ⊙ Not required to report emissions < 0.005 pounds (potential & actual) for an emissions path

NAICS / SCC UPDATES

- ⦿ Review your NAICS and SCC
 - ⦿ The full, current EPA SCC table is provided with instructions on how to identify the correct SCC for your process on the LDEQ Homepage as *EPA Source Classification Codes (SCC)*
 - ⦿ NAICS and SCC have been updated in ERIC to match acceptable EPA codes
- ⦿ EPA has started comparing ERIC descriptions for sources and processes against SCC to identify facilities for further investigation
 - ⦿ Refineries that don't show **any** tank SCC
 - ⦿ Sources described as one thing with an SCC for another, e.g. a source description of internal floating roof tank, but the SCC for a Pipeline Vent
- ⦿ EPA uses SCC to determine rule applicability impacts (among other things)

GROUPING SIMILAR SOURCES

- ⊙ May group similar sources/process if, in aggregate, emissions (potential & actual) are
 - < 5 tons Criteria Pollutants
 - < Minimum Emission Rate for Toxic Air Pollutants
- ⊙ Create an emissions path for the group
 - ⊙ Source, process, release point

GENERAL CONDITION XVII EMISSIONS

- ⊙ May aggregate GC XVII
 - ⊙ By Permit (not facility-wide)
 - ⊙ Do not combine with Insignificant Activities or Fugitives
- ⊙ Report as source type of GC XVII Emissions
- ⊙ Report as release point type of Area with dimensions of area where activity occurs
- ⊙ Does not require a process record

INSIGNIFICANT ACTIVITIES

- ⊙ May aggregate Insignificant Activities
 - ⊙ By Permit (not facility-wide)
 - ⊙ Do not combine with GC XVII or Fugitives
- ⊙ Report as source type of Insignificant Activities
- ⊙ Report as release point type of Area with dimensions of area where activity occurs
- ⊙ Does not require a process record
- ⊙ Report Insignificant Activity Lists A and D
- ⊙ Do not report Insignificant Activity Lists B or C

FUGITIVES

- ⦿ May aggregate Fugitives
 - ⦿ By Permit (not facility-wide)
 - ⦿ Do not combine with insignificant activities or GC XVII
- ⦿ Report as source type of Fugitive Emissions
- ⦿ Report as release point type of Fugitive with dimensions of area where activity occurs
- ⦿ Does not require a process record

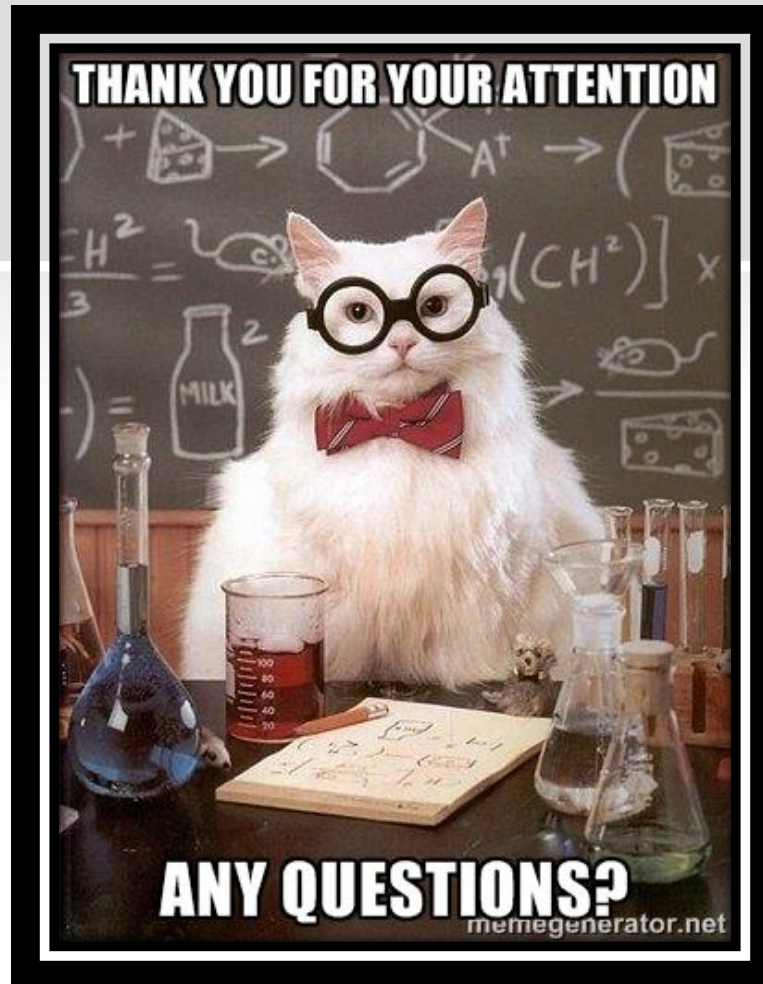
- ⦿ CAPs are a function of permits and should not be represented in the inventory as a CAP
 - ⦿ All the equipment in the CAP should be reported individually as sources, processes, release points, and/or control systems
 - ⦿ Do not represent CAPs as area sources or release points
- ⦿ Rule of thumb – how you calculate your data is how you should represent it in the inventory

UPDATED USER MANUAL

- ◎ ERIC Users Manual is available
 - ◎ Comprehensive & detailed
 - ◎ Will be updated as needed
- ◎ Let us know if something is missing or incorrect!

FUTURE IMPROVEMENTS

- ⦿ We keep a running list of bugs and suggested improvements throughout the reporting period
- ⦿ ERIC issues and suggestions that were not able to be addressed have been carried forward from the 2014 RY
 - ⦿ All user requested changes from 2014 were addressed
 - ⦿ A few LDEQ requested changes were put on hold
- ⦿ A conference call to discuss all RY 2015 suggested improvement will be held on May 3, 2016 at 9:30am CST
- ⦿ Email comments and additional suggestions to ERIC@la.gov



Kelly Petersen

kelly.petersen@la.gov

225-219-3397

Maureen Ducote

maureen.ducote@la.gov

225-219-3591