



Emissions Reporting and Inventory Center ERIC

**USER TRAINING
Winter 2010**

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY
A CLEAN STATE OF MIND FOR ALL YOUR ENVIRONMENTS



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Presentation Overview

- Part 1: Basics of Emission Inventory
- Part 2: Upcoming LDEQ Obligations
- Part 3: Introducing ERIC
- Part 4: RY2009 Changes
- Part 5: Helpful Hints
- Part 6: Frequently Asked Questions
- Part 7: Accessing ERIC



Part 1

Basics of Emissions Inventory (EI)

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Why an EI?

- **Clean Air Act (CAA)** – Section 183(a)(3) requires an EI for areas of ozone nonattainment every 3 years
- **LAC 33:III.919** – requires point sources submit a criteria pollutant EI annually
 - Covers entire state
- **LAC 33:III.5107** – requires point sources submit a toxic air pollutant EI annually
 - Covers entire state



Why an EI?

- **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
 - State data is incorporated by EPA into the National Emissions Inventory (NEI)



Use of the EI

- Planning –
 - monitoring data is used to determine compliance with NAAQS
 - EI data is the basis for developing rules/regulations to maintain compliance to aid in reaching compliance
- Attainment demonstrations for ozone nonattainment areas - modeling
- Preparation of State Implementation Plans (SIP)
- Tracking of Reasonable Further Progress (RFP)



Use of the EI

- NAAQS compliance modeling for permits – dispersion modeling
- Preparation of base year inventories for nonattainment areas
- Development of control strategies
- Compliance & surveillance – WITH CAUTION!!



Part 2

Upcoming LDEQ Obligations

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Emission Inventory Timeline

During the next year, the EI section will be very busy submitting your data to EPA.

- Consolidated Emissions Reporting Rule (CERR) reporting requirements for 2008 EI, which includes Point, Nonpoint, and Mobile sources, is due June 1, 2010
- Air Emissions Reporting Rule (AERR) reporting requirements for 2009 EI for Point sources only is due December 31, 2010



CERR 2008 EI

Feb - May

- Point source data has to be retrieved from ERIC, formatted and submitted to EPA
- Nonpoint source data has to be created and database populated; then it will be formatted and submitted to EPA
- Mobile source inventory information has to be gathered, formatted, run, and data elements will have to be submitted
- In addition to preparing the 2008 NEI submittal, EI staff is still processing and assisting in the collection of 2009 data in ERIC, among many other duties



AERR 2009 EI Jun-Dec

- Facilities' submittal deadline March 31, 2010
- Receive certifications through April 2010
- Transfer of Certified Data to computer specialist for formatting
- Begin submitting batches to EPA and correcting formatting errors
- Contact facilities to revise and recertify data, where necessary

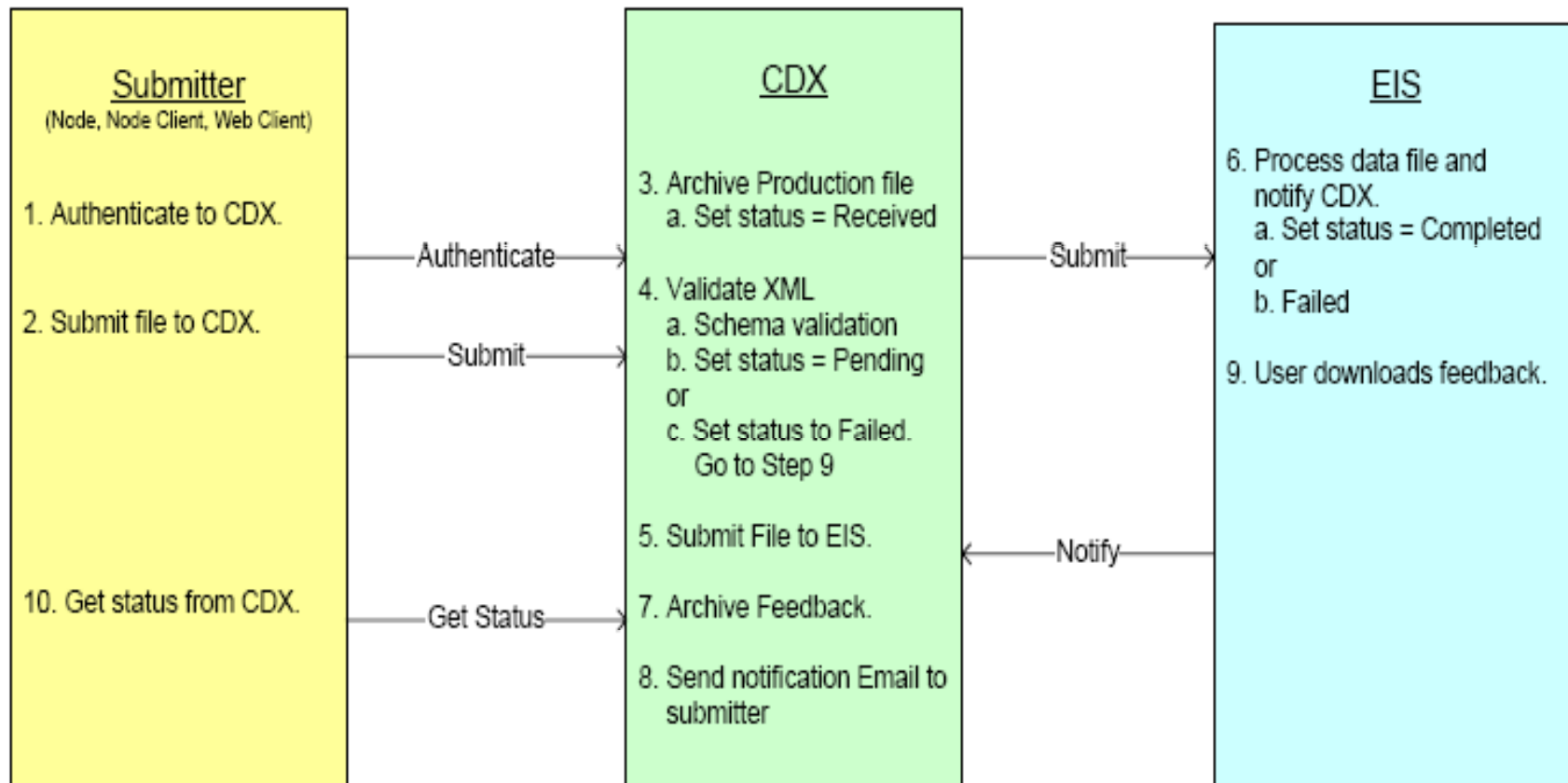


Data Submittal Tidbits

- Keep in mind that there are only **2** staff members who handle the work
- They answer your questions and help with your revisions
- Analyze the data to make sure we are submitting good data to EPA
- They also help permits, engineering, enforcement, surveillance, planning, the public, and other state/federal agencies



What our job looks like...





Part 3

Introducing ERIC - Data Elements and Hierarchy

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What is ERIC?

- Enhanced, integrated, replaced EIS and TEDI
- Provides online interactive access
- Provides flexible and enhanced user options
 - Drop down menus
 - Reduces redundant reporting
 - Intuitive report format
 - Multiple input options
 - Real time validation checks
- Online reports will be available



Account Home

- Page displays current list of inventories
- Inventory Status
 - “**Editing**” status means the inventory is in progress and is only on the ERIC site (not submitted to the department)
 - “**Submitted**” means the inventory can only be viewed or brought forward for creating a revised inventory
 - “**Revised**” status means a more recent revision has been submitted for a particular inventory (only the most current version can be revised)
 - “**Certified**” means the department has received the signed certification statement and updated ERIC to reflect the certified date
 - Certified date is the postmark or ship date of the certification statement
 - Only one “Editing” inventory active at any given time



Data Entry Options

- Online data entry – can enter data directly into web-based application
- Data upload – accepts formatted data submittals using Microsoft Excel via downloadable template
- Online QA checks performed prior to certification, helps reduce revisions and updates



Data Elements Terminology

- Facility – Location at which business is conducted – Agency Interest. ERIC reporting is by the AI!
- Contacts – EI Contact and EI Billing Party are required.
- 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.*



Data Elements Terminology

- 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
 - *Emissions = Activity * EF*



Data Elements Terminology

- Control System – 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 Efficiencies – Required for each control system reported



Data Elements Terminology

- Release Point – Physical location of release of pollutants to atmosphere
 - *UTM coordinates*
 - *Stack or area source dimensions*
- Portable Source Locations – 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*



Data Elements Terminology

- Emissions Record – An emissions record includes
 - *the emissions path*
 - *the pollutant*
 - *the emissions type*
 - *tons or pounds emitted*
- Emissions Path – Combination of a source, a process, and a release point; may also include a control system.
- Emissions Type – i.e., routine, startup/shutdown, variance, etc.



Data Elements Terminology

- Emission Estimation Methodology –
 - Method to calculate emissions for each pollutant emitted by a particular process
 - *CEMS, emission factor, stack test data, engineering judgment*



Data Elements

Primary Identifiers

- Facility-generated IDs
- Up to 6 alpha-numeric characters
- For Source, Process, Control System, and Release Point, and Portable Source Location
- Must be unique across time for the entire inventory for each ID type
- Must remain the same for an item over time



Data Hierarchy

Inventory Information – Exactly one record

- Identifies the reporting period and type of report

Facility Information – Exactly one record

- Includes identifying information for the facility

Contact Information – At least two records

- EI Facility Contact and
- EI Billing Party
- EI Consultant, *optional*



Data Hierarchy

Source Information – 1 or more records

- One for each source at the facility

Process Information – 1 or more records per source

- One for each mode that the source operated in during the reporting period.

Emission Factor Information – 0 or more records for each Process

- One for each pollutant for which an emission factor is used to estimate emissions.



Data Hierarchy

Control System Information – 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



Data Hierarchy

Release Point Information – 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



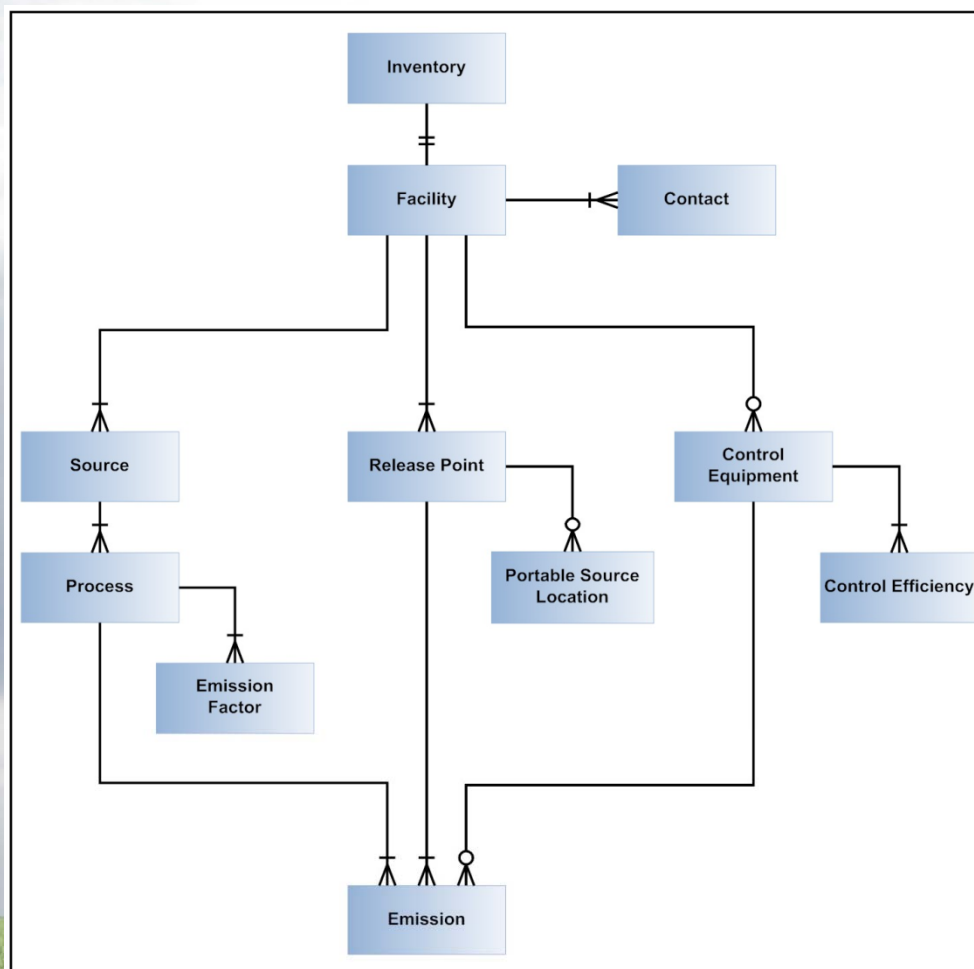
Data Hierarchy

Emissions Records – One of each:

- Emissions path,
 - source, process, control equipment, and release point
- Pollutant,
- Emissions type, and
- Tons or pounds emitted



Data Hierarchy



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Minimum Decimal Places And Reporting Thresholds

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



Grouping Similar Sources

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



Insignificant Activities

- May aggregate IA
 - 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



GC XVII Emissions

- May aggregate GC XVII
 - By Permit (not facility-wide)
 - Do not combine with IA 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



Fugitives

- May aggregate Fugitives
 - By Permit (not facility-wide)
 - Do not combine with IA 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

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Validation

- QA Checks
 - Basic checks done on each screen (data type, range of values)
 - Required fields NOT checked until you submit
 - You can run validation checks at any time
 - Printable list of items to address



Part 4

Reporting Calendar Year 2009 Emissions in ERIC

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Deadlines

- At this time, we do not foresee a need to extend the reporting deadline
- Reporting Year 2009 data for criteria and toxic emission inventories, as well as the discharge report, will be due by March 31, 2010
- Requests for extensions to the regulatory deadline must be submitted to Air Permits as a variance
 - Contact your permit writer for assistance



Changes for RY 2009

- EPA has implemented a new National Emissions Inventory (NEI) reporting system
- Integration of ERIC and TEMPO has required additional changes
- Lessons learned during previous reporting years



Required Data Elements

- Units are no longer implied and are a separate and required field
 - Max Design Rate units – MM BTU/hr
 - Max Nameplate Capacity units – megawatts (MW)
 - Engine Rating Units – horsepower
 - Height – feet (ft)
 - Diameter – feet (ft)
 - Width – feet (ft)
 - Length – feet (ft)
 - Exit Gas Flow Rate – ft^3/sec
 - Exit Gas Velocity – ft/sec
 - Exit Gas Temperature – Fahrenheit (F)
 - Horizontal Accuracy Measure – meters (m)
 - Annual Average Heat Content & Ozone Season Average Heat Content Units – BTU/gal, BTU/scf, BTU/ton

RY2009 Changes

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Validation Changes

- Release point orientation:
 - Stack and vent release point types are limited to 0-180 decimal degrees
 - Fugitive and area release point types are limited to 0-179 decimal degrees
- Only one Emission Inventory Billing Party is allowed
- Descriptions like “NEDS point XX” are no longer allowed
- Warning is added when “CAP” is used in the description
- Start/End dates in TEMPO for contacts EI Billing Party and EI Facility Contact should correspond to the start/end dates of the inventory in ERIC

RY2009 Changes

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Validation Changes

- Subject Item IDs beginning with AI, CRG, GRP, PCS, SCN, or UNF are no longer allowed
 - They will still be brought into your inventory when you start a new inventory
 - If they are not changed, you will receive an error
 - Change the SI ID to a valid ID
 - A list of valid Subject Items can be found embedded in the help text next to the field SI ID in the ERIC Web App
 - If none of the SIs on the valid list apply, enter “Not Listed” – LDEQ will then assign the item an SI ID

RY2009 Changes

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Validation Changes

Emissions Reporting & Inventory Center - Windows Internet Explorer

http://cms/portal/tabid/2703/ctl/EISources/mid/2333/Default.aspx?inventoryId=1206023

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Get More Add-ons

Emissions Reporting & Inventory Center

Indicates Required Fields Edit Save Cancel

Source ID:	<input type="text" value="Fug"/>	This is a facility-generated identifier (length limit is 6 letters/numbers/symbols).
NEDS ID:	<input type="text" value="77"/>	NEDS ID from legacy EIS submittals, if available.
Subject Item ID:	<input type="text" value="FUG0000000001"/>	Subject Item ID from TEMPO if one has already been assigned to this source by LDEQ (format to a total width of 14 characters). TEMPO Subject Item List . If this source does not correspond to a listed TEMPO Subject Item, enter "Not Listed".
Source Description:	<input type="text" value="ATF Fugitive emissions"/>	NOTE - the maximum length of the source description field has been reduced to 100 characters to comply with NEI requirements.
Source Type:	<input type="text" value="Fugitive Emissions"/>	
Permit Number:	<input type="text" value="3120-00056-V2"/>	Permit number where source is permitted, if applicable. This is required for permitted sources. TEMPO Permit Number List . If this source is not listed on a TEMPO permit, leave the field blank.
EIQ Number:	<input type="text" value="ATF/FUG"/>	Source ID number on EIQ form, if applicable. This is required for permitted sources.
Status:	<input type="text" value="Active"/>	Status of the source during the reporting year. If the source was active at any time, report it as active. If the source was not active, you do not need to include emissions records for it.
Permanent Shutdown Date:	<input type="text"/>	Date the source was permanently shut down (m/d/yyyy).

http://cms/portal/DesktopModules/EmissionsInventory/Controls/SubjectItems.aspx?inventoryId=1206023

Local intranet 100%



Additional Changes

- While an inventory is in “Editing” status, the information on the Facility and Contact tabs is displayed dynamically from TEMPO and in real time, i.e. when the facility address is changed in TEMPO, the change will show up in ERIC right away
- Once the inventory has been submitted and is in “Submitted”, “Revised”, or “Certified” status, the information on the Facility and Contact tabs is made static at the time the inventory was submitted
 - Any changes to TEMPO will not be reflected in ERIC

RY2009 Changes

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Additional Changes

- List of valid SCCs now shows if heat content is required
- Heat content headers on the web application and the spreadsheet both read “Annual Average Heat Content” and “Ozone Season Average Heat Content”
- When requesting access to an AI that has more than one account, ERIC will prompt the user to select the owner for which access is requested
- Status has been added to the list of Additional Items as well as the list of valid SI



Additional Changes

- Description has been added to the list of Additional Items
- AI Name in ERIC will be displayed dynamically from TEMPO – When a change is made in TEMPO, ERIC will reflect that change in real time
- Most validations are skipped on sources with these statuses:
 - Duplicate
 - Not required to report
 - Permanently shutdown
 - Permitted and never to be built
 - Reported under another source

RY2009 Changes

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Additional Changes

- List of valid Horizontal Collection Methods on Release Points has changed.
 - If a previously used method is not on the list, it will appear in red and the user will be prompted to change it upon validation
- Revisions to Reporting Years 2006, 2007, & 2008 inventories are now allowed
 - Current validations apply to prior year revisions

RY2009 Changes

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Internet Explorer 8 & ERIC

- Users with Internet Explorer 8 may experience problems while working in ERIC.
 - For example, the “Download Inventory” link may not work.
- Set IE8 to “Compatibility View”
 - Instructions on ERIC website
 - <http://www.deq.louisiana.gov/portal/tabid/109/Default.aspx>
- Right mouse click on the “Download Inventory” and select one of the following:
 - Open
 - Open in New Tab
 - Open in New Window
 - Save Target As

RY2009 Changes

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Affecting Change to ERIC

What would you like to see us change in or about ERIC?

- Suggestions or comments on how to improve ERIC should be emailed to Jackie Heber at jackie.heber@la.gov
- If a value is missing from a dropdown list or a reference sheet, please email Jackie and request that it be added.
- Until it is added, you can select “Other”, “Not Applicable”, “Unknown”, if available, or the next best option.

Helpful Hints

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Part 5

Helpful Hints

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Helpful Hints

- Guidance documents are updated frequently and posted on the ERIC home page
 - <http://www.deq.louisiana.gov/portal/tabid/109/Default.aspx>



Assistance with ERIC

- Check ERIC home page frequently for updated guidance materials.
- Check the help text in the web application
- 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.
- When emailing the staff about an error, include:
 - a screen shot of the error you are seeing
 - AI #
 - Description of what you were doing

Helpful Hints

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Access to ERIC

- If your AI # is not available in ERIC, send us an email with the AI #, owner company, owner address, and permit number, and ask that an ERIC account be created for the AI #.
- Preregistration codes are given to the account's company representative(s) only.
 - Code gives administrator access to an ERIC account, therefore:
 - LDEQ does not give preregistration codes to consultants
 - LDEQ does not recommend giving the preregistration code to consultants or users outside the company.

Helpful Hints

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Permits & ERIC

- EI is not intended to “duplicate” the permit.
 - Inventory data in ERIC is designed in such a way as to give LDEQ the best possible data, in the best possible way, for use of the inventory data
 - Not necessary to represent information from your permit exactly as it is in the permit.
 - Where possible, we have provided data elements intended to help crosswalk the inventory data to the permit.
- When preparing an EI, how your facility is permitted should be given little consideration.

Helpful Hints

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Permits & ERIC

- 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.

Helpful Hints

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Data Quality

- Provide informative descriptions in any of the description fields.
 - Descriptions created from the migration of the 2005 data are not descriptive or useful.
 - Change any description that says "NEDS point ##" or "TEDI Emissions for SIC #####" as these are not very helpful.
- It is preferred that facilities determine and report the horizontal accuracy measure when possible, however, if it is not possible, an estimate is acceptable or they can report 0 for the horizontal accuracy measure.

Helpful Hints

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Data Quality

- LDEQ recommends that tanks should have two processes associated with them.
 - one for working losses
 - one for breathing or standing losses
 - all of the throughput should go on the process for the working losses
 - throughput data should be zero for the breathing/standing process
 - emissions should be calculated for both working and breathing/standing and broken out by these processes on the emissions tab

Helpful Hints

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Data Quality

- 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.
 - Exempt
 - Inactive

Helpful Hints

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Data Quality

- The data should be in a state that you are willing to certify.
 - If you do not recognize something in your inventory, please modify the item or your inventory so that you can certify your data.
 - Certification statement can hold you criminally liable for information in the inventory.
 - If you are dissatisfied with what you see in your new inventory after starting it, download the prior year inventory and upload it to the current year's inventory.
 - You may encounter errors during validation doing this; however, it is an option for quickly updating your inventory with last year's certified data.

Helpful Hints

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Certification Statement

- Do not use previous versions of the certification statement.
 - We will only accept the ERIC generated certification statement
- Must be signed by a Responsible Official per LAC 33:III.502
 - LDEQ can not accept copies, faxed, or stamped signatures
- Postmark or ship date determines compliance with the reporting deadline.

Helpful Hints

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Certification Statement

- The certification statement will be available for downloading on the Summary page of an inventory submitted in ERIC.
- 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.

Helpful Hints

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Am I required to Report?

- Applicability of LAC 33:III.919 (criteria) or LAC 33:III.5107 (toxics) is determined by the facility
- If requirement to report per 919 or 5107 is in your permit, you should report
 - If requirement in permit is in error, continue to report until permit is modified
 - Otherwise, you risk being out of compliance with your permit
- Ch. 51 applies to major sources only
 - Once in, always in no longer
 - However, if you are a minor source of toxics and Ch. 51 does not apply but requirement is in permit, continue to report or risk enforcement action for non-compliance with permit

Helpful Hints

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Part 6

Frequently Asked Questions

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Frequently Asked Questions

- If I report emissions for a toxic pollutant that is also a VOC, do I need to include those emissions in my Total VOC for criteria pollutant inventory?
 - Yes. ERIC does not automatically include toxic VOCs in the Total VOC. It must be done manually, but toxic VOCs in a toxic or criteria and toxic inventory will be subtracted from Total VOC for invoicing purposes.
- The information I see in my new inventory is not familiar to me. Where did it come from and what is it?
 - If you do not recognize information in your inventory when you start a new inventory, change the data in ERIC to what you are willing to certify.



Frequently Asked Questions

- Can Insignificant Activities and GCXVII be aggregated together?
 - No
- 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?
 - Report both the criteria and toxics data under the same source ID.



Frequently Asked Questions

- I've requested access to a facility, but still can not get into the ERIC account.
 - Access requests are processed by the account administrator.
 - The account administrator does not receive notification.
 - Contact the account administrator and have them grant/deny and then edit your access to the level they wish.
- How do I find out who the account administrator is?
 - Email or call your staff contact and ask who the administrator is for an AI and owner.



Frequently Asked Questions

- What does this error mean?

Error inserting process information: Exception of type DEQ.EmissionsInventory.DAO.DAOException' was thrown.; DAO Exception Type UniqueIndexViolation

- 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.
- When is ozone season?
 - Ozone season is defined as May 1 through September 30.



Frequently Asked Questions

- How do I generate a Subject Item ID#?
 - The subject item ID is assigned through TEMPO. It can be found in the permit, if generated through TEMPO, or on the list of valid Subject Items in the help text in ERIC.
 - The subject item ID field is required. If you do not know it or do not have one assigned, you may enter “Not Listed”.
- If a facility is subject to LAC 33:III.919 reporting but is NOT subject to toxic reporting, do we need to include TAP emissions in ERIC?
 - No, you do not need to report individual TAP emissions in ERIC if the facility is not required to report to per Ch. 51. However, VOCs that are also TAPS should included in Total VOCs.



Frequently Asked Questions

- How are change in ownerships handled?
 - Each owner will have their own account in ERIC for the AI
 - Access to these accounts is the same as any other account
 - Each account's inventory start and end dates should correspond to the dates of ownership in TEMPO
 - i.e., if Jackie sold her oil and gas plant to Jodie on March 1:
 - Jackie's inventory will be 1/1/2008 – 2/28/2008
 - Jodie's inventory will be 3/1/2008 – 12/31/2008
 - If the dates are not correct in TEMPO, they will be required to be corrected before submitting the inventory
 - The new owner can not report for the entire year as it was done in the past
 - Each owner's inventory will be invoiced according to the emissions reported in the inventory.



Frequently Asked Questions

- Please visit LDEQ's website for full document.
 - <http://www.deq.louisiana.gov/portal/tabid/109/Default.aspx>



Questions?

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Part 7

Accessing ERIC

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY
A CLEAN STATE OF MIND FOR ALL YOUR ENVIRONMENTS



Portal Accounts

- Before you are able to access your facility's data in ERIC, you must have an LDEQ Portal Account
 - Portal accounts are specific to each person
 - Portal accounts give access to restricted information on the LDEQ website and passage into ERIC
- Register for a Portal Account at the LDEQ ERIC homepage: <http://www.deq.louisiana.gov/eric>
 - upon completion of registration, you will receive a screen message and a confirmation email. The email will contain instructions on how to activate your account, along with your username and password.



ERIC Accounts

- ERIC Account
 - Access is granted to ERIC via a preregistration code. For new ERIC accounts, or if facility ownership has changed, this code is issued upon request by LDEQ to the Emissions Inventory contact. Once the Facility's ERIC Administrator is identified, ALL future access is granted by this ERIC administrator, NOT by LDEQ.
 - Each owner has a separate account
- Pre-Registration Process
 - Log in to portal, enter AI, and pre-registration code. After activating your access, it is necessary for you to logout and then log back in for access permissions to be applied.



Accessing ERIC Accounts

- For new facilities that do not have an ERIC account
 - Email your LDEQ staff contact requesting an ERIC account – ensure to include AI#, Owner Name, Owner Address, & Permit Number
 - We will create account as well as preregistration code
 - Preregistration codes must be sent to a company employee – cannot be sent to a consultant
- Request Access
 - Others who need access must request it
 - ERIC Account Administrator (at Facility) grants or rejects requests (NOT LDEQ)
 - ERIC Account Administrators manage access to all accounts
 - Granting access and roles to requestors is on the User Admin pg
 - Password Resets – in the user profile



Requesting Access from the Facility ERIC Administrator

- After obtaining a LDEQ portal account, request access to the facility from the link on the ERIC homepage
- Select the option: I am an employee of the facility owner, or a designated consultant
- Enter the AI # you want to access and “submit”
- You will be asked to confirm the request, if the information is correct click “confirm”
- Once the request has been made, contact your Facility Administrator to let them know of the request.



Important Note:

- Only facility owners or confirmed employees will be given a preregistration code. It is recommended that an employee of the facility be deemed the Administrator of the account. Consultants are asked to create a portal account first, then request access to their assigned facilities. The Administrator will then grant/deny access to the account and designate the consultant's role. **If a consultant is the only administrator, the facility does not have control of their account!**
- If the administrator for the account is no longer with the company and there is no other administrator, please contact your ERIC contact at LDEQ for further instructions.



User Roles

- **Administrator** – this role can grant or reject access requests and, if granted, what level of access/role is allowed. Has editing privileges such as upload the inventory into Excel format, create new inventories, edit existing inventories and revise old inventories. This role can submit an inventory.
- **Reader** – this role provides read-only access to your ERIC data. Users with this role can view your inventories and can download the data to a spreadsheet, but they can not edit any data or upload new inventory data.



User Roles

- **Manager** – this role provides editing privileges on your ERIC data. Users with the Manager role can edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, and revise old inventories. This role can submit an inventory. Managers can not grant user access or modify user roles.



To Get Started

- LDEQ Website: <http://deq.la.gov>
- Instructions at ERIC Home Page under the ERIC User Manual tab or “How Do I” Guides
- Create Portal Account
- Request Access to ERIC



Questions?

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