



Emissions Reporting and Inventory Center

USER TRAINING REPORTING YEAR 2013

HOUSEKEEPING

- ⊙ Restrooms
- ⊙ Parking validation

AIR PERMITS STAFF

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PRESENTATION OVERVIEW

- Emissions Inventory (EI) Basics
- Introducing/Accessing ERIC
- ERIC Overview
- ERIC Data Element Terminology and Data Hierarchy
- Helpful Hints/Important Information
- Frequently Asked Questions (if necessary)



Emissions Inventory (EI) Basics

WHAT IS EMISSIONS INVENTORY?

- ◎ The Emissions Inventory is the report used to collect emissions data required by state and federal regulations
- ◎ There are two programs which require emissions data to be collected
 - ◎ Criteria Pollutants
 - ◎ 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
 - Assumption
 - East Baton Rouge
 - East Feliciana
 - Iberia
 - Iberville
 - Livingston
 - Pointe Coupee
 - St. Helena
 - St. James
 - St. John the Baptist
 - St. Martin
 - Tangipahoa
 - West Baton Rouge
 - West Feliciana

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

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 will not be required to report until 2015 when they will report 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

- ⊙ Submit requests for approval to discontinue submission of criteria pollutant EI to:

Emissions Inventory
Office of Environmental Services

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

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

- ⊙ Requests must come from the facility
- ⊙ 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

April 30, 2014

- ⊙ Both the certification statement and the data in ERIC must be submitted by April 30 (LAC 33:III.919.F.1.d)
- ⊙ Submit to the address on the certification statement
- ⊙ 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
- ⦿ 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

- ⦿ 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
- ⦿ Check to make sure the inventory IDs are the same on page 1 and page 2
- ⦿ Only need to send in one original – requirement to send an original and a copy has been removed from the regulations
- ⦿ Unless specifically directed, do not need to send us the calculations

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?

- ◎ Online emissions inventory reporting tool
- ◎ Accepts both criteria and toxic pollutant inventories
- ◎ Provides flexible and enhanced user options
 - ◎ Reduces redundant reporting
 - ◎ Multiple input options
 - ◎ Real time validation checks
 - ◎ Intuitive report format

ACCESSING ERIC

- ⊙ New Users
 - ⊙ User Registration
 - ⊙ Request Access to a Facility
- ⊙ Migrating Existing Users
 - ⊙ Transfer user roles from old system
- ⊙ Account Administrators
 - ⊙ Approve access to facility information
 - ⊙ Designates 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 Portal 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 Portal 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

DIVISIONS » Air Permits, Engineering and Planning » Emissions Inventory Homepage

| Login



Scroll Down

Prior Year Reporting Resources - Updated 10/1/2013

SCCs requiring Heat Content- Updated 2/10/2011

ERIC Staff Assignments - 09/11/2013

List of VOC & Non-VOC TAPs- Updated 4/19/2011

Valid NAICS

If you have an existing ERIC account:

Please click this temporary GREEN ERIC button and [complete the steps](#) to migrate your existing account information to the business website.



← **Old ERIC Website**
Only used for migration

- If you have already migrated your existing ERIC account to the new Business website, or;**
- If you need to Create a New Business Portal Account:**

Click this traditional BLUE ERIC Button to Login or [Create a New Account](#).



← **ERIC on Business Portal**



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](#).

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](#).



This is a Secure Site

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

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 will need to notify the existing account administrator that your request is pending
 - ⦿ 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](#)



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





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"/>	←

→

EXISTING USERS MIGRATE PERMISSIONS

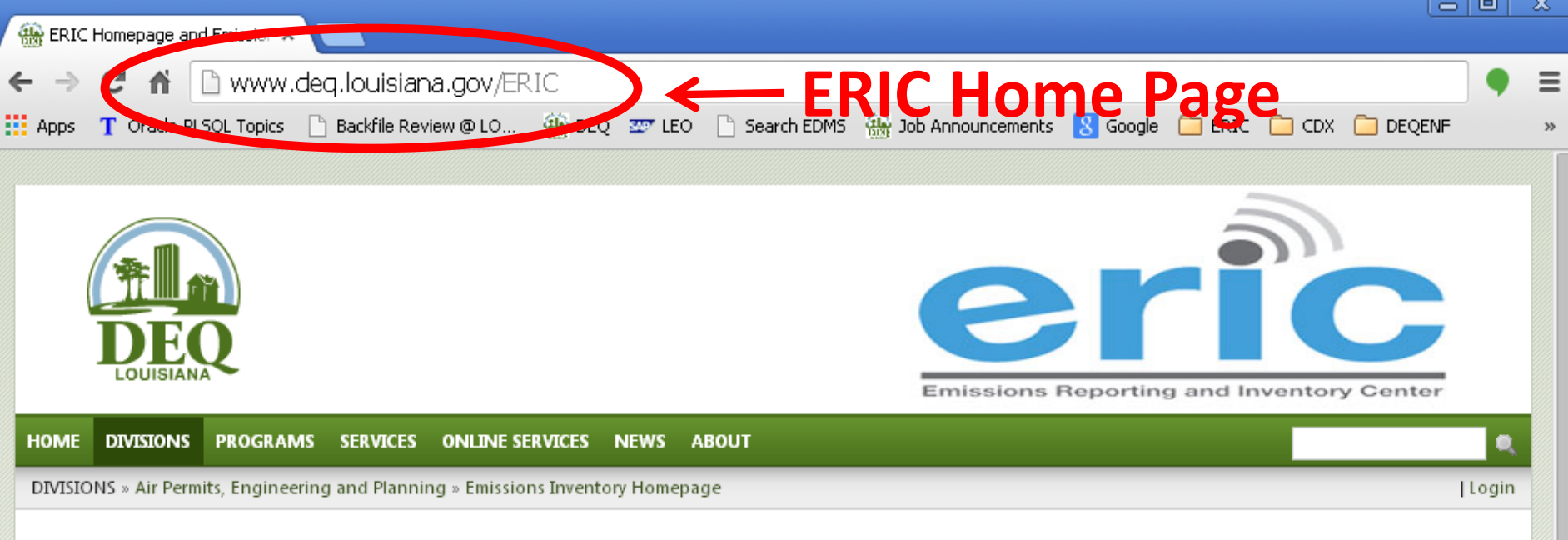
- ① Create a new account in the Business Portal (same as new user)
- ① Log in to Old ERIC system using green ERIC link on ERIC Home Page <http://www.deq.louisiana.gov/ERIC>
- ① Click the link to transfer your account permissions
[Click here to transfer your permissions to the new ERIC website.](#)
- ① You will be prompted to select whether you are a DEQ employee or not
- ① If you are not a DEQ employee, you will then be prompted to log in to an existing account or create a new account on the LDEQ Business Portal
- ① After logging in to your Business Portal Account your permissions will be transferred automatically



From inside DEQ you will not see this prompt. You will have to click link to indicate you are not a DEQ user.

ERIC Homepage and Emissions Reporting

www.deq.louisiana.gov/ERIC ← ERIC Home Page



Enter Information and Scroll Down

Prior Year Reporting Resources - Updated 10/1/2013

SCCs requiring Heat Content- Updated 2/10/2011

ERIC Staff Assignments - 09/11/2013

List of VOC & Non-VOC TAPs- Updated 4/19/2011

Valid NAICS

If you have an existing ERIC account:

Please click this temporary GREEN ERIC button and [complete the steps](#) to migrate your existing account information to the business website.



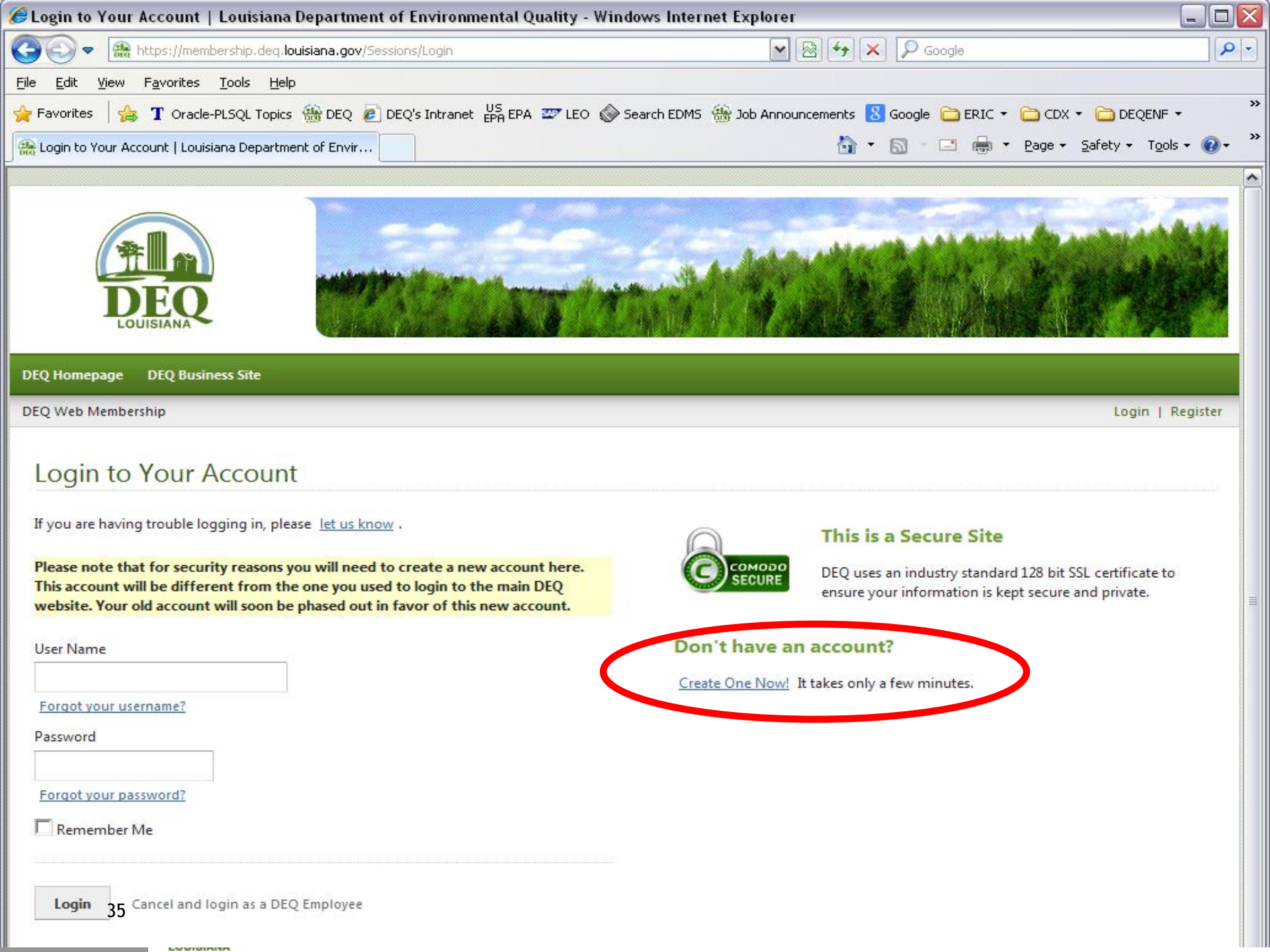
Old ERIC Website
Only used for migration

- If you have already migrated your existing ERIC account to the new Business website, or;**
- If you need to Create a New Business Portal Account:**

Click this traditional BLUE ERIC Button to Login or [Create a New Account](#).



ERIC on Business Portal



DEQ Homepage DEQ Business Site

DEQ Web Membership

Login | Register

Login to Your Account

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

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.



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.

User Name

[Forgot your username?](#)

Password

[Forgot your password?](#)

Remember Me

35 Cancel and login as a DEQ Employee

ACCOUNT ADMINISTRATION

- ⦿ Anyone that accesses a facility account 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 will 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

- ① Go to User Administration
- ① Approve/Reject Outstanding Access Requests
- ① Edit User Role

ERIC USER ROLES

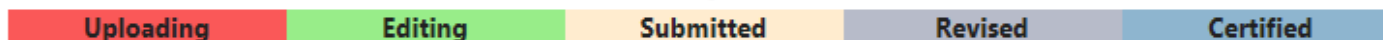
- ⦿ Reader – Read-only access to your ERIC data
- ⦿ Manager – Provides editing privileges for ERIC data
 - ⦿ Edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, and revise old inventories, submit completed inventories
 - ⦿ Most often the role assigned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

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
Kelly	Petersen	kelly.petersen@la.gov	Administrator	Edit	Delete
Kelly	Petersen	kelly@wonkyi.com	Administrator	Edit	Delete

Outstanding Access Requests:

<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Request Date</u>		
Kelly	Petersen	kelly@wonkyi.com	10/21/2013	Grant	Reject

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	Save Cancel
Kelly	Petersen	kelly.petersen@la.gov	Manager	Edit Delete
Kelly	Petersen	kelly@wonkyi.com	ResponsibleOfficial	Edit Delete

A red circle highlights the 'Role' column and the 'Save' and 'Cancel' buttons for the first row. A dropdown menu is open for the first row, showing the following options: Administrator (selected), Reader, Manager, and ResponsibleOfficial.

Outstanding Access Requests:

<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Request Date</u>	
Kelly	Petersen	kelly@wonkyi.com	10/21/2013	Grant Reject

 [Return to Emissions Reporting and Inventory Center Home](#)

HANDS-ON TIME

- ⦿ New Users
 - ⦿ Create a Business Portal account
 - ⦿ Request Access to a Facility
 - ⦿ Use Preregistration Code, OR
 - ⦿ Request access to your facility and **AI# 83609 (Test AI)**
- ⦿ Existing Users that have NOT migrated
 - ⦿ Create a Business Portal account
 - ⦿ Migrate your permissions from the old ERIC
- ⦿ Existing Users that have already migrated
 - ⦿ Log in to ERIC
 - ⦿ Take a break



ERIC OVERVIEW

ACCOUNT HOME

- ⊙ Current list of inventories
 - ⊙ Status details
 - ⊙ Options to view/revise/delete as applicable
- ⊙ Start New Inventory
- ⊙ Request Access to a Facility
- ⊙ User Administration (administrators only)
- ⊙ Link to public reports page

INVENTORY STATUS

INVENTORIES ARE COLOR CODED

Uploading

Editing

Submitted

Revised

Certified

- ⦿ Inventory Status
 - ⦿ Uploading – upload of inventory spreadsheet 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

Account Home

Test AI #1 Production Test (AI# 83609), Butler, Joe, West Baton Rouge 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	
1293314	2012 2	Criteria and Toxic 2/7/2014	1/1/2012 12/31/2012			Edit Delete Summary
1291940	2012 1	Criteria and Toxic 1/11/2013	1/1/2012 12/31/2012	2/6/2014 Petersen, Kelly		View Summary

Scroll Down

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:

Uploading

Editing

Submitted

Revised

Certified

 [Request access to a Facility](#) (EI submitters, responsible officials, or designated consultants only) [User Administration](#) [ERIC Administration](#) [Public Reports](#) [Show Help Topics](#)

Change Account:

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.

DATA ENTRY OPTIONS

- ◎ Online data entry – enter data directly into web-based application
- ◎ Data 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)

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

INVENTORY OPTIONS

- ⊙ Edit
 - ⊙ Download Inventory
 - ⊙ Download Reconciliation Report
 - ⊙ Upload Inventory
 - ⊙ View/Edit detailed inventory data
- ⊙ Summary
 - ⊙ View Emissions Totals
 - ⊙ Run Validation Checks
 - ⊙ Submit Inventory

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
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Most facility information is no longer entered or edited directly through ERIC. You can enter/edit the Description, Status, and Comments data. The information displayed here is the current information in the DEQ TEMPO system. If the information displayed is not correct, please send a request with the updated information to facupdate@la.gov.

Indicates Required Fields		<input type="button" value="Edit"/>
Facility Name:	Test AI #1 Production Test	Short name of the facility.
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	

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

[Home](#)

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

Your inventory contains the following:

Inventory Summary

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

Criteria Pollutants

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

HRVOC Pollutants

Pollutant	Total Emissions (tons)	Ozone Season Emissions (lb/day)
Scroll Down		
Toluene, 2,4-dimethyl	0.18	0.00045
Trichloroethylene	0.35	0.00096
Xylene (mixed isomers)	71.015	0.19456
n-Hexane	86.18	0.236

Run Validation Checks

RECONCILIATION REPORT

- ⊙ Available inside each inventory
- ⊙ Compares the data in the selected inventory with data in TEMPO's master file
- ⊙ Use the report as you see fit:
 - ⊙ Ignore the report (we hope that you don't)
 - ⊙ Correct the data in the inventory in ERIC to correspond to TEMPO
 - ⊙ Contact us to have data in TEMPO corrected

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

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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
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Most facility information is no longer entered or edited directly through ERIC. You can enter/edit the Description, Status, and ~~1/29/2018~~ Owners 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:		
53	City: Ada	

VALIDATION

- ⦿ 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 list of items to address
- ⦿ Required fields are NOT checked until you submit, but data validation is checked upon data entry

PRIOR YEAR VALIDATIONS

REVISING OLDER INVENTORIES

Inventory Year	Submittal Type	Full Validation List	Partial Validation List	All Inventory Data	Changed Fields Only
Current	New	X		X	
Current	Revision	X		X	
Up to 4 years prior	New	X		X	
Up to 4 years prior	Revision	X			X
>4 years	New		X	X	
>4 years	Revision		X		X

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)

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)

ERIC DATA ELEMENT TERMINOLOGY AND HIERARCHY

DATA ELEMENT TERMINOLOGY

- 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
- ① Source – Equipment or unit that generates emissions. This is the operating equipment, not the control equipment or the stack/vent
 - ① *Note that piping components, valves, flanges, PRVs, etc. should not be included as individual sources in the inventory*

DATA ELEMENT 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 ELEMENT 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 ELEMENT TERMINOLOGY

- ⊙ Release Point – Physical location where pollutants are released to the atmosphere
 - ⊙ *UTM or lat/long 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 ELEMENT 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 – routine, startup/shutdown, variance, authorized non-routine, unauthorized

DATA ELEMENT TERMINOLOGY

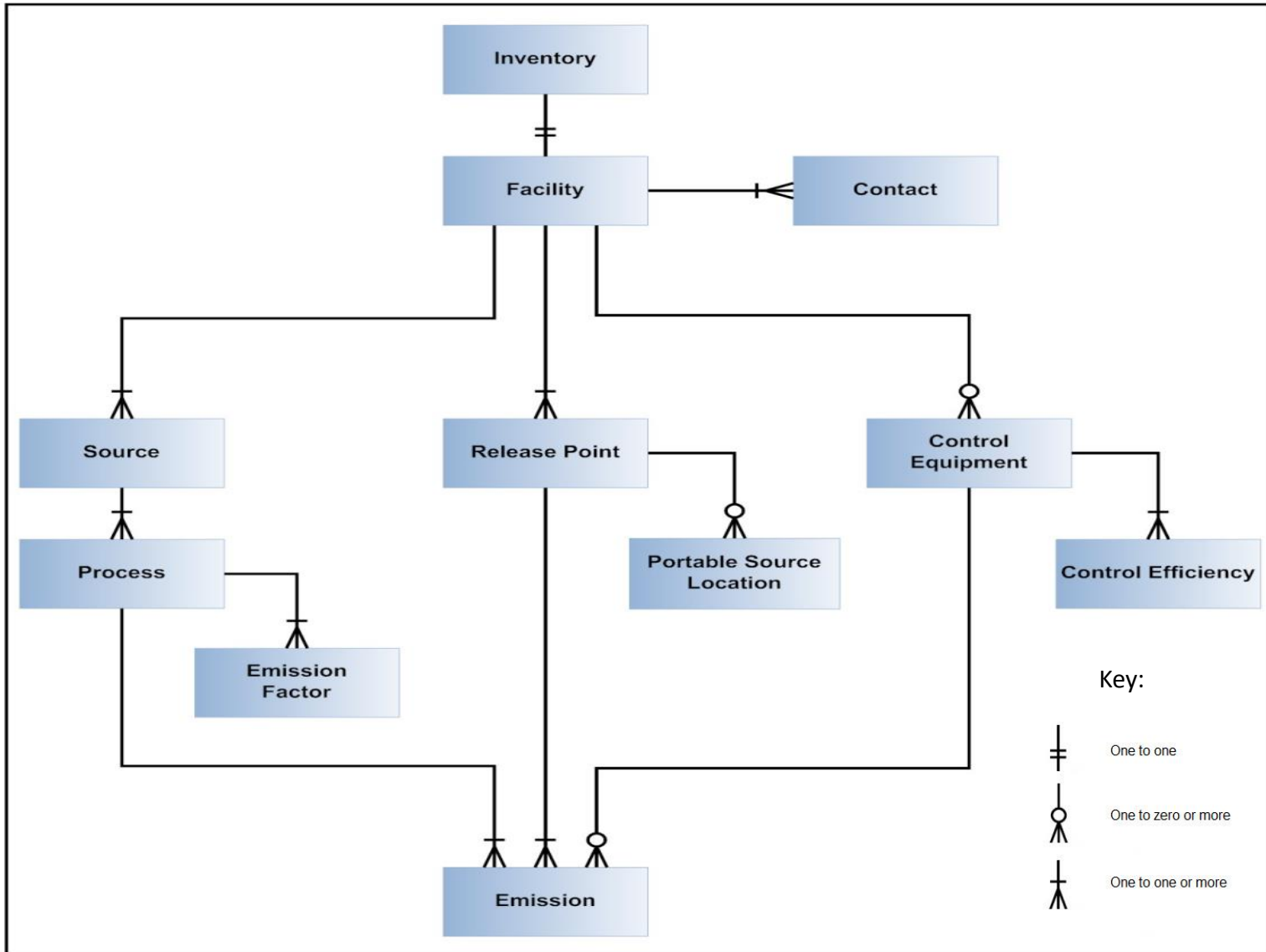
- ⊙ Emission Estimation Methodology –
 - ⊙ Method to calculate emissions for each pollutant emitted by a particular process
 - *CEMS, emission factor, stack test data, engineering judgment*

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
- For change in ownership, request previous owner's inventory to keep IDs consistent

DATA HIERARCHY



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

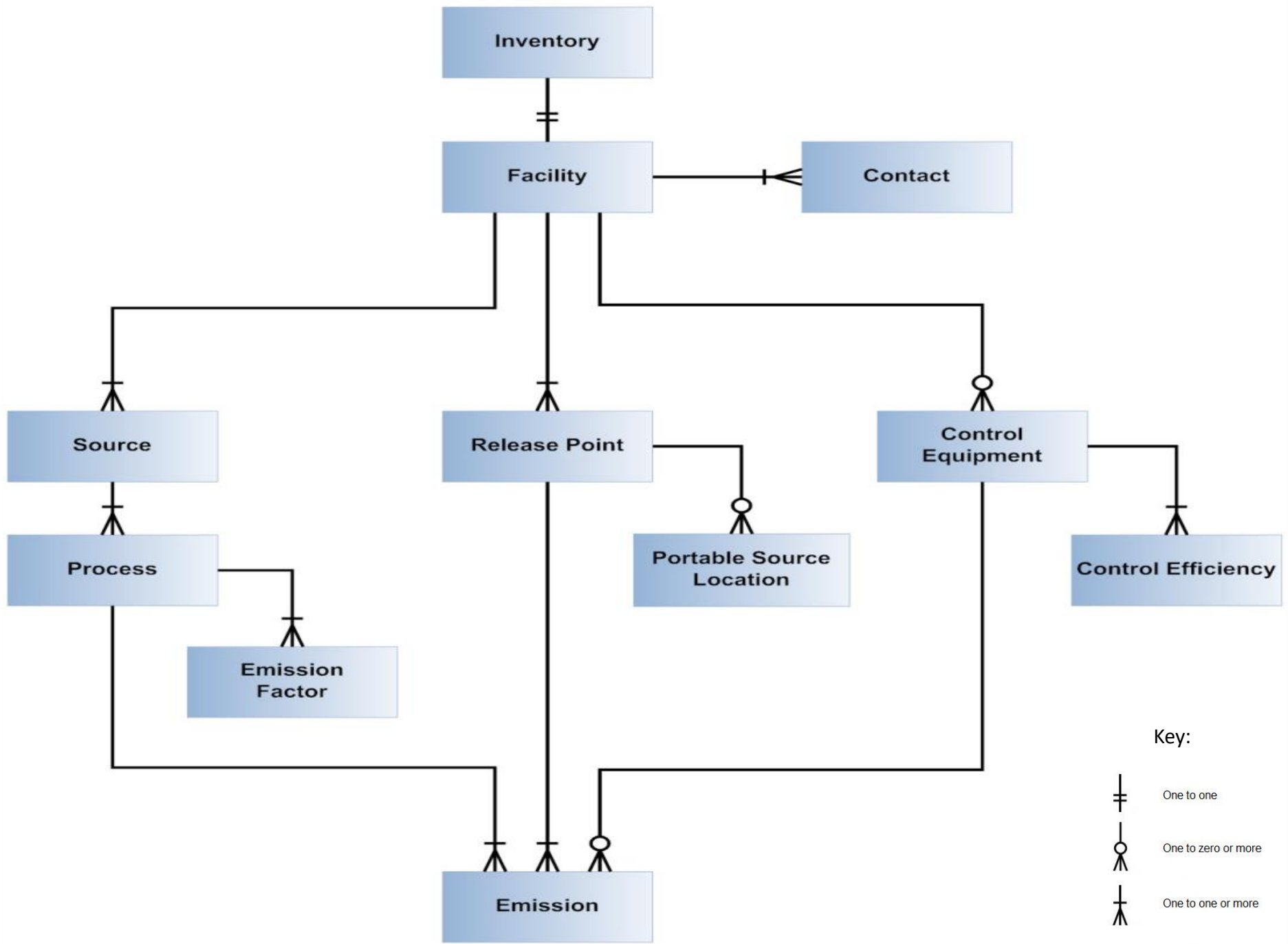
DATA HIERARCHY

- ⊙ 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
 - ◎ Tons or pounds emitted, and
 - ◎ Estimation method



Key:

-  One to one
-  One to zero or more
-  One to one or more

HELPFUL HINTS/ IMPORTANT INFORMATION

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

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 MER < 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

- ⦿ Review your NAICS and SCC Codes!
 - ⦿ NAICS and SCC Codes have been updated in ERIC to match acceptable EPA codes
 - ⦿ ERIC validation will require invalid codes to be changed
- ⦿ EPA has started comparing ERIC descriptions for sources and processes against SCC codes to identify facilities for further investigation
 - ⦿ Refineries that don't show **any** tank SCC codes
 - ⦿ Sources described as one thing with an SCC code for another, e.g. a source description of internal floating roof tank, but the SCC code for a Pipeline Vent
- ⦿ EPA uses SCC codes to determine rule applicability impacts (among other things)
- ⦿ Notify DEQ if you are revising prior year inventories to update SCC codes.

RY 2013 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 (will be removed after RY 2013).
- ⊙ **Authorized Non-routine** – Emissions allowed by rule, statute, variance, or emergency 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**

GROUPING SIMILAR SOURCES

- ⊙ May group similar sources/process if, in aggregate, emissions (potential & actual) are
 - < 5 tons Criteria Pollutants
 - < MER 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

LOCKED COORDINATES

- ⦿ Release point coordinates require DEQ approval to be changed/added
 - ⦿ If editing through ERIC click the link to submit the request for review
 - ⦿ Uploaded spreadsheets will automatically generate a request for review if release points were changed/added
- ⦿ Requests go to the assigned LDEQ staff for your parish
- ⦿ LDEQ will email the user that 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

- ⊙ 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

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.

ASKING FOR HELP

- ⦿ LDEQ staff are assigned parishes
- ⦿ Call or send an email to the staff person that is assigned the parish where your facility is located
 - ⦿ A list of parishes and assigned staff is listed on the left sidebar on the ERIC homepage
- ⦿ Please do not call other LDEQ staff asking for help, even if they have helped in the past
 - ⦿ Call those on the list only, please
 - ⦿ 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

- ⦿ 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

UPDATED USER MANUAL

- ⊙ ERIC Users Manual is available
 - ⊙ Version 2.2 (10/1/2013)
 - ⊙ Comprehensive & detailed
- ⊙ Will be updated as needed
- ⊙ Let us know if something is missing or incorrect!

Questions?



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FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

- ⦿ **How do I update my facility information?**
 - ⦿ Send an email to facupdate@la.gov
 - Mailing Address Updates
 - Front Gate Coordinate Updates
 - EI Contact Updates (must be a facility employee)
 - ⦿ Send name, address, phone number, email address, and start date.
 - ⦿ Include a start date for new contact and end dates for previous contact
 - EI Billing Contact Updates
 - ⦿ Send name, address, phone number, email address, and start date.
 - ⦿ Generally takes 1-2 business days for changes

FREQUENTLY ASKED QUESTIONS

- ⦿ **My facility is not yet built, do I need to report?**
 - ⦿ If your facility meets the applicability in LAC 33:III.919 or Ch. 51, you must report even if your facility was not constructed or is not operating

- ⦿ **The facility's permit was modified mid-year to either subject the facility to emission inventory reporting or to remove the requirement to report. Are the emissions reported just for the time the facility was subject to reporting?**
 - ⦿ No. Emissions in the inventory are annualized and if the facility was subject to reporting at any time during the reporting year, then the emissions should be for 1/1 to 12/31.
 - ⦿ Exceptions:
 - change of ownerships
 - Initial permit issued and ownership begins mid-year

FREQUENTLY ASKED QUESTIONS

- ⦿ **Should I subtract the toxic VOCs from my Total VOCs?**
 - ⦿ No. You must include your VOC TAPs in your Total VOC
 - ⦿ ERIC does not automatically include VOC TAPs in the Total VOC. It must be done manually, but VOC TAPs in a “toxic” or “criteria and toxic” inventory will be subtracted from Total VOC for invoicing purposes.
 - ⦿ ERIC has a validation that checks to see if VOC TAPs are greater than Total VOC on the emissions path as well as facility wide. If VOC TAPs are greater than Total VOC, within a tolerance of 25 pounds, users will get an error.
 - ⦿ Do not create a separate Source ID for those emissions sources of toxics. Include criteria and toxics under the same Source ID.

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.

FREQUENTLY ASKED QUESTIONS

- ⦿ **Can I assign my own Subject Item IDs?**
 - ⦿ No. Do not generate Subject Item ID #s.
 - ⦿ 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 be included in Total VOCs.

FREQUENTLY ASKED QUESTIONS

- ⦿ **Can Insignificant Activities and GC XVII be aggregated together?**
 - ⦿ No. Insignificant Activities, Fugitives, and GC XVII emissions should be reported separately.

- ⦿ **Can I make corrections to the emissions on the certification statement?**
 - ⦿ No. If any information is incorrect on the certification statement, you must revise the inventory in ERIC and correct the information

 - ⦿ Handwritten markups do not change the data in ERIC