



# **Emissions Reporting and Inventory Center ERIC**

**USER TRAINING  
Spring 2009**

**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: Introducing ERIC
- Part 3: RY2008 Changes
- Part 4: TEMPO & ERIC Integration
- Part 5: Helpful Hints
- Part 6: Frequently Asked Questions
- Part 7: RY2009 Changes
- Part 8: 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

## 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



# 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



# ERIC Reporting Schedule

- Inventories deadline was extended to June 30, 2009
  - Extensions to June 30, 2009 deadline must be requested in a variance to Air Permits
- Includes
  - Criteria pollutant and toxics data
  - Facility and Point Source level
  - All previously required data elements
- Added required data elements for RY2008
- Discharge report per LAC 33:III.5107.B.5



# 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

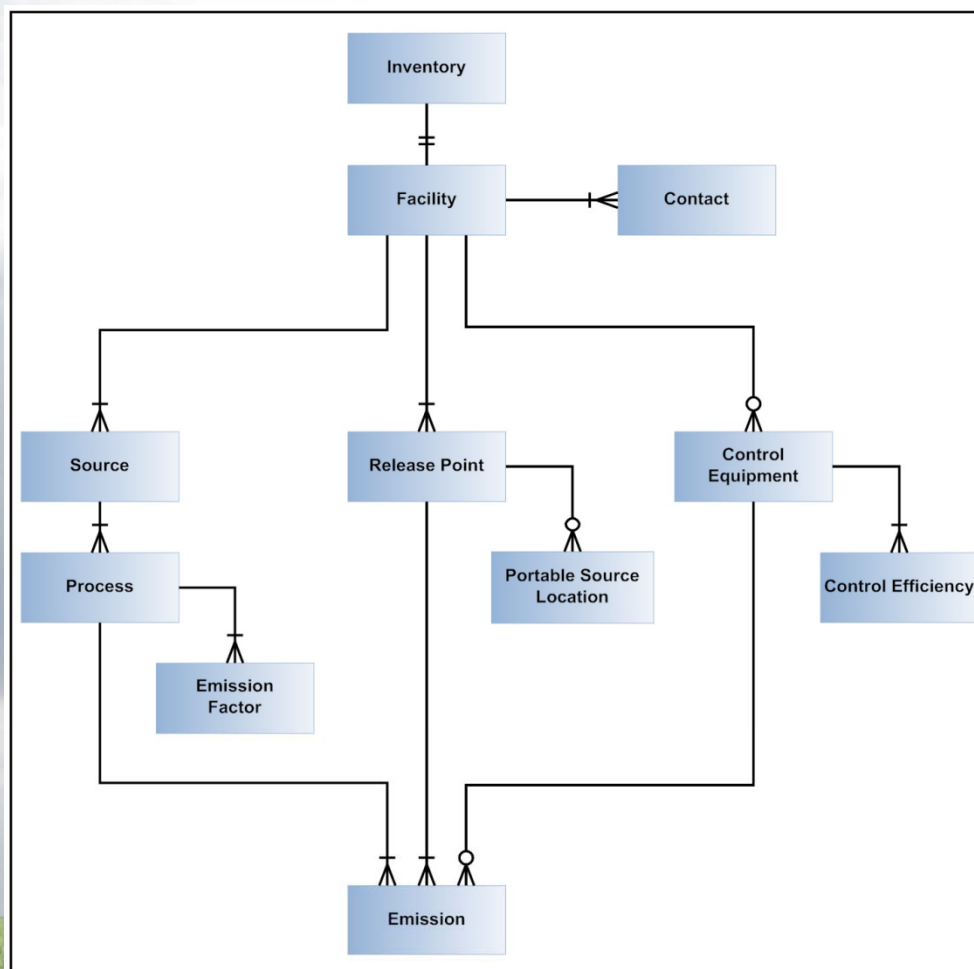
## Emissions Records – One of each:

- 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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# Part 3

## Reporting Calendar Year 2008 Emissions in ERIC

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# Changes for RY 2008

- The AERR requires additional data to be submitted by LDEQ to EPA for the 2008 reporting year
- Integration of ERIC and TEMPO has required additional changes
- Lessons learned during ozone modeling prompted additional validation and requirements





# Required Data Elements

- Per last year's guidance, the following are now required:
  - Release Point Orientation
  - Release Point Accuracy
  - Portable Source Accuracy
  - Emissions Record Type
    - Routine
    - Routine & Startup/Shutdown
    - Startup/Shutdown
    - Unauthorized Discharges
    - Variance

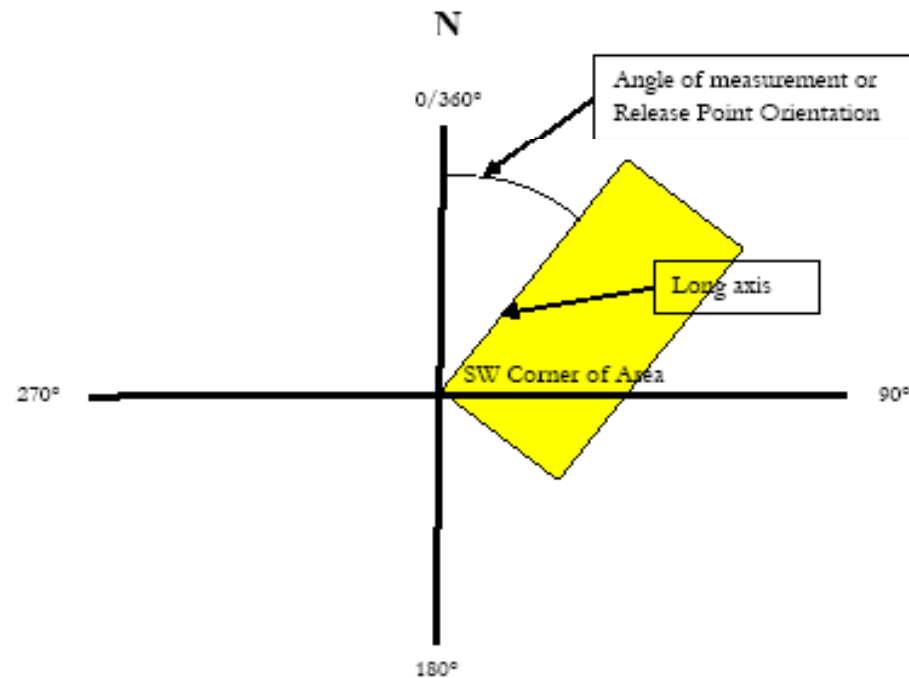
RY2008 Changes

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Updated 04/29/2009

Items in [Blue](#) represent changes from previous revision

## Release Point Orientation for Area and Fugitive Release Points in ERIC



- For area and fugitive releases, represent the area as a rectangle and plot the SW corner of the rectangle on the origin of an x/y graph and measure the distance from the long axis, in decimal degrees from North, measured positive in the clockwise direction. The long axis is the longest side of a quadrangle.
- [The release point coordinates for a "Fugitive" and "Area" release point types should be the coordinates of the southwest corner.](#)



# Validation Changes

- Inventories can not be submitted if there is a previous revision in editing status for any account.
- Inventory can not be deleted when another inventory exists with a higher revision number for any account.
- A warning on stack and vent release point types -  
calculated velocity (fps) = reported flow rate (cf/s)/ (PI \* diameter (ft) \* diameter (ft)/ 4)
- Velocity, flow rate, and diameter must be >0 and not null for stack and vent release point types when there are emissions for that release point.



# Validation Changes

- There is a warning for velocities  $> 150$  ft/sec.
- Control efficiencies are required for all control systems listed.
- Release Point ID is required for all portable source locations.
- Datum is required and only option is NAD83. If coordinates are for NAD27, they must be revised for NAD83.

RY2008 Changes

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# Additional Validation

- When submitting an inventory, there will be a verification screen with the Owner and EI Billing Party information and a request for verification.
  - If Yes is selected, then the inventory will be submitted.
  - If No is selected, then the inventory will not be allowed to be submitted and the user must fix the owner and EI billing party before being able to submit.

RY2008 Changes

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# Sources & Status

- Sources with any of the following statuses in TEMPO are ignored and not brought forward when starting a new inventory.
  - Duplicate
  - Not required to report
  - Permanently shutdown
  - Permitted and never to be built
  - Reported under another source

RY2008 Changes

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# Sources & Status

- Sources without a status or one of the following statuses in TEMPO are brought forward into the new inventory.
  - Active
  - Idle
  - Permitted but not built
- Sources with the following statuses in TEMPO are brought forward into the new inventory but the status must be changed to submit.
  - Exempt
  - Inactive

RY2008 Changes

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# Start & End Dates

- The start/end dates of an inventory should correspond to the start/end dates of ownership in TEMPO.
  - If not, the inventory can not be submitted until the dates are corrected in TEMPO.
- Start/end dates of an inventory should correspond with the start/end dates for related contacts and orgs (owner, EI billing party, etc.) in TEMPO, particularly for partial year reports





# Changes for RY 2008

- Source ID, Release Point ID, Control System ID, and Process ID are added to the list of available subject items for the subject item ID in ERIC.
- Allow a change in inventory start/end dates anytime when working on an inventory.
- The requirement for a responsible official contact type will be removed from the help text.
- Throughput units are time based units (gallons/year, tons/day, etc).
- ORIS code is on the facility information tab and not on the source tab.

RY2008 Changes

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# Future Changes

- Data on the facility and contact information tabs that are not editable through ERIC will be shaded/noted as such.
  - Data is supplied by TEMPO
- Owner address will be added to Facility Info tab.
- Owner and EI billing party addresses will be added to the verification screen after validation.

RY2008 Changes

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# Future Changes

- Prior year inventories will be migrated to ERIC.
  - Prior year revisions will be allowed
  - Public reports page will be turned on and to start, will have two options
    - Radius search
    - Emissions by Parish
- Reconciliation report will be provided between TEMPO information and information in the inventory.

RY2008 Changes

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# Part 4

# TEMPO & ERIC Integration

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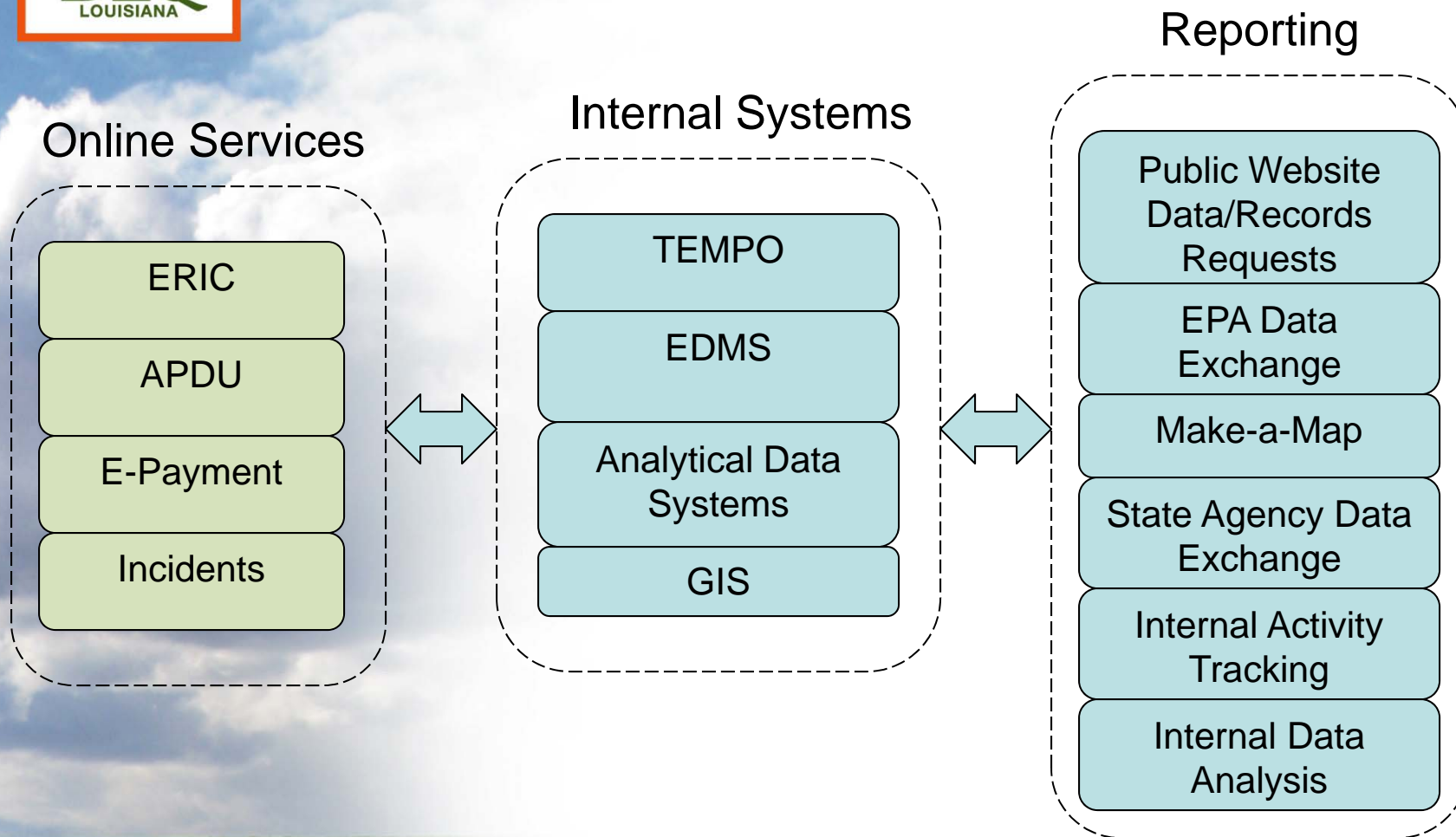
# TEMPO

- What is TEMPO?
  - LDEQ's multimedia central repository for facility information. In the late 1990's, LDEQ implemented TEMPO as one of the main components of our Integrated Data Management System (IDMS).
  - Seven other states utilize TEMPO in managing their facility data.
  - Other data in TEMPO: Water, HW, SW, UST, Asbestos, Lead, Radiation and Waste Tires
- Why was it implemented?
  - TEMPO replaced the 100+ various data systems in 1999
  - Benefits to date:
    - Data management resource reduction
    - More up-to-date information
    - Desktop data accessibility
    - Workload tracking
    - Centralized data reporting

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# LDEQ's IDMS



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# TEMPO Components

- Master File
  - Repository of latest version of the data:
  - Facility information: address, front gate coordinates
  - Related Organizations and People: responsible official, contacts, billing parties.
  - Subject item data: stack parameters, operating rates, SIC's, location
- Central File
  - Snapshot of info within document (inventory, permit, etc.)
- Subject Items
  - Represents anything we regulate at a facility:
    - Boiler, Engine, Tank, Tank Cap, Alternate Operating Scenario
  - Details stored within SI: Source, Release Point, Location, Control System, and Process



# TEMPO Integration with ERIC

- After all of a given year's inventories are certified the data is migrated to TEMPO.
- The entire inventory is captured in a Central File document and new data is added to Master File.
- The data in both the document and Master File are compared for possible update in the Master File.
  - Currently we are updating source statuses in Master File.
- Each time you create an inventory the data is generated from multiple sources:
  - TEMPO Master File
  - TEMPO Document
  - ERIC





# TEMPO Retrieval Logic

- Source, Release Point, and Control System data is retrieved from Master File
- Source
  - Has an ERIC Source ID and the status is not one of the following (ignore) statuses:
    - Duplicate
    - Not required to report
    - Permanently shutdown
    - Permitted and never to be built
    - Reported under another source
- Release Point
  - Has an ERIC Release Point ID and release point information.
- Control System
  - Has an ERIC Control System ID and control system information.



# TEMPO Retrieval Logic

- **2006 Migration**

- To match data with the appropriate SI the EIQ ID and SI ID were used. If a match was not made then a new SI was created. Some provided identifiers were close but not exact enough for a migration script: 2-83 v. 283, ma67 v MA67. Prior to the 2007 migration much of the data was cleaned up such that the ERIC ID's were moved to the correct SI. Items that could not be cleaned up include cases where more than one source has the same EIQ ID.

- **2007 and beyond Migrations**

- The hierarchy for identifier matching is as follows: ERIC ID, EIQ ID and SI ID.



# TEMPO Retrieval Logic

- **Source status updates**

- Currently we are reviewing the 2006 & 2007 status values for update in Master File.
- *Please use the appropriate status values.*
- Not all of the statuses have been updated in Master File yet.
- Depending on when you created your inventory you may or may not see the updated information.
- Go ahead and enter the appropriate status in this year's inventory.



# TEMPO Retrieval Logic

- **Additional Items**

- The listing within this tab includes data from TEMPO which could represent potential sources, release points, and control systems. These items do not have ERIC identifiers associated with them. We think these items might need to be included in your 2008 inventory; however, the decision for these will rest with you.
- A TEMPO subject item is retrieved as a potential source if the following conditions are met:
  - have the air regulatory code
  - does not have a shutdown date or has a shutdown date prior to January 1, 2008
  - the subject item is not one of the following types:
    - Outfall, Gauge, Tritium Sign, Gamma knife, Common Requirements Group, X-ray machine, or Unit or Facility Wide.
  - status is not Duplicate, Not required to report, Permanently Shutdown, Permitted and never to be built, or Reported under another source.



# TEMPO Retrieval Logic

- A TEMPO subject item is retrieved as a potential release point if it has both a release point record and a location record associated with it.
- A TEMPO subject item is retrieved as a potential control device point if it has a control system record associated with it.



# TEMPO Integration with ERIC

Q: Why do I see different coordinates for my release points than what I submitted last year?

A: Coordinates already existed in MF from a past permit action and the coordinates have not been updated in MF based on the ERIC submission yet but will be done in the near future. Before the reporting deadline a tool will be added to ERIC to show you how your data may differ from MF.

Q: What do I do if my data differs from MF?

A: Proceed with your entries in your inventory and if you want MF updated ASAP send an email to [facupdate@la.gov](mailto:facupdate@la.gov).

Q: How can I get specific data like release point parameters for the Additional Items from TEMPO?

A: Email your contact and in your email request specify the AI ID and SI ID's.



# 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

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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.

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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.

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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.

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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.

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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

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# Data Quality

- Our understanding is that in general, there are only two reasons for emissions from a cooling tower.
  - emissions of PM from the water vapor
  - emissions from leaks within the cooling tower
- Both the source and release point should be the cooling tower.
- Release point type should be Area, not stack, vent, or fugitive.

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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.

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# Affecting Change to ERIC

- Suggestions or comments on how to improve ERIC should be emailed to Jackie Heber at [jackie.heber@la.gov](mailto: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.

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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.

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



# Questions?

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# Part 7

## Proposed Changes for RY2009

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# Changes to ERIC for RY2009

- Routine & Startup/Shutdown Emission Type will no longer be an option
- Subject Item IDs will be read only
  - Details to be worked out



# Changes to ERIC

- Historic emission inventory data will be migrated
  - Revisions to the prior year inventories will be allowed
  - Guidance on revising historic data will be provided





# Changes to Regulations

- LAC 33:III.918 & LAC 33:III.919 are currently being revised (AQ300)
  - Advance Notice of Rulemaking for AQ300 will be published on May 20, 2009 in Potpourri 0905Pot1
  - Comments due by June 25, 2009
  - Extensive overhaul of criteria pollutant emissions inventory regulation
  - <http://www.deq.louisiana.gov/portal/tabid/2920/Default.aspx>



# Changes to Regulations

- LAC 33:III.Chapter 51 is currently being revised (AQ297)
  - Advance Notice of Rulemaking for AQ297 will be published on May 20, 2009 in Potpourri 0905Pot2
  - Comments due by June 25, 2009
  - Toxic pollutant reporting requirements refer back to LAC 33:III.918 & 919
  - <http://www.deq.louisiana.gov/portal/tabid/2920/Default.aspx>



# Part 8

# Accessing ERIC

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# Portal Accounts

- You must have a DEQ Portal Account to Use ERIC
  - Portal Accounts Belong to Specific People
  - Associated with ERIC accounts
- Register for a Portal Account at DEQ Web Site



# ERIC Accounts

- ERIC Account
  - AI/Owner Company
  - Each owner has separate accounts
  - Linked to Portal User Accounts
  - User Roles
- Pre-Registration Process
  - Log in to portal, enter AI and pre-registration code
- If you don't have an account set up for your AI, you need to email your staff contact requesting an ERIC account.
  - 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 – can not be sent to a consultant



# Accessing ERIC Accounts

- Request Access
  - Others who need access must request it
  - ERIC Account Administrator (at Facility) grants or rejects requests (NOT LDEQ!)
  - You manage access to your account
  - You grant access and roles to requestors on User Admin page
  - Password Resets – in the user profile
  - Forgot User Name?



# Important Note:

- Only facility owners or confirmed employees will be given a pre registration code. Only one code per facility. 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 DEQ for further instructions.



# User Roles

- **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. This is the default user role assigned upon granting access to a requestor.
- **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. Managers can not grant user access or modify user roles, nor can they certify inventories.

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# User Roles

- **Responsible Official** – this role provides all of the privileges of the Manager role, plus the ability to certify an inventory. This will be particularly important when online electronic certification is enabled, as Responsible Officials will be the only users who can perform that function. Although you may assign the Responsible Official role to any portal user, you **MUST** complete and submit the appropriate paperwork to LDEQ for each such individual.
- **Administrator** – this role supplements the Manager role with access to the User Administration functions.



# To Get Started

- DEQ Website:
  - <http://deq.la.gov>
- Instructions at ERIC Home Page
- Create Portal Account



# “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



# 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



# Questions?

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