ERIC User Manual

Version No. 2.7
April 2021

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1 Introduction

1.1 Document Version Control

The following table contains the revision history of this document:

Version	Date	Author	Modifications Made
1.0	07/30/07	ENVIRON	Drafted Initial Design
2.0	03/22/12	ENVIRON/LDEQ	Updated User's Manual
2.1	01/09/13	ENVIRON/LDEQ	Updated manual and added detailed validations table
2.2	04/23/13	LDEQ	Updated guidance in Sections 2.5, 3.10, 5.3, 5.4, 5.8, 5.9, 5.10, 6.9.2, & Appendix A
2.3	10/2/2013	LDEQ	Updated screen shots, login procedures, and text throughout the document to address the move to the new LDEQ business platform.
2.4	04/17/2014	LDEQ	Updated with various usability enhancements and the addition of automated emails and email preference management.
2.5	1/12/2015	LDEQ	Added Offline Processing for Excel uploads and inventory validation, various performance and usability enhancements. Removed references to the move to the new LEQ business platform.
2.6	4/23/2018	LDEQ	Updated for RY2017 changes and new admin feature for clearing stuck jobs.

1.2 Document Organization

This user manual is divided into 6 sections. The content of these sections is as follows:

Section 1 – Introduction

Contains the document version control history and definition of regulatory terms.

Section 2 – What is ERIC?

Provides a general description of the LDEQ business portal and instructions for gaining access to ERIC.

Section 3 – Emissions Inventories

Illustrates the process of starting, revising, downloading, and uploading inventories in ERIC.

Section 4– Data Entry in ERIC

Describes the various methods for entering data in ERIC, and provides details on how various types of equipment should be represented in ERIC.

Section 5 – Detailed Listing of Data Elements

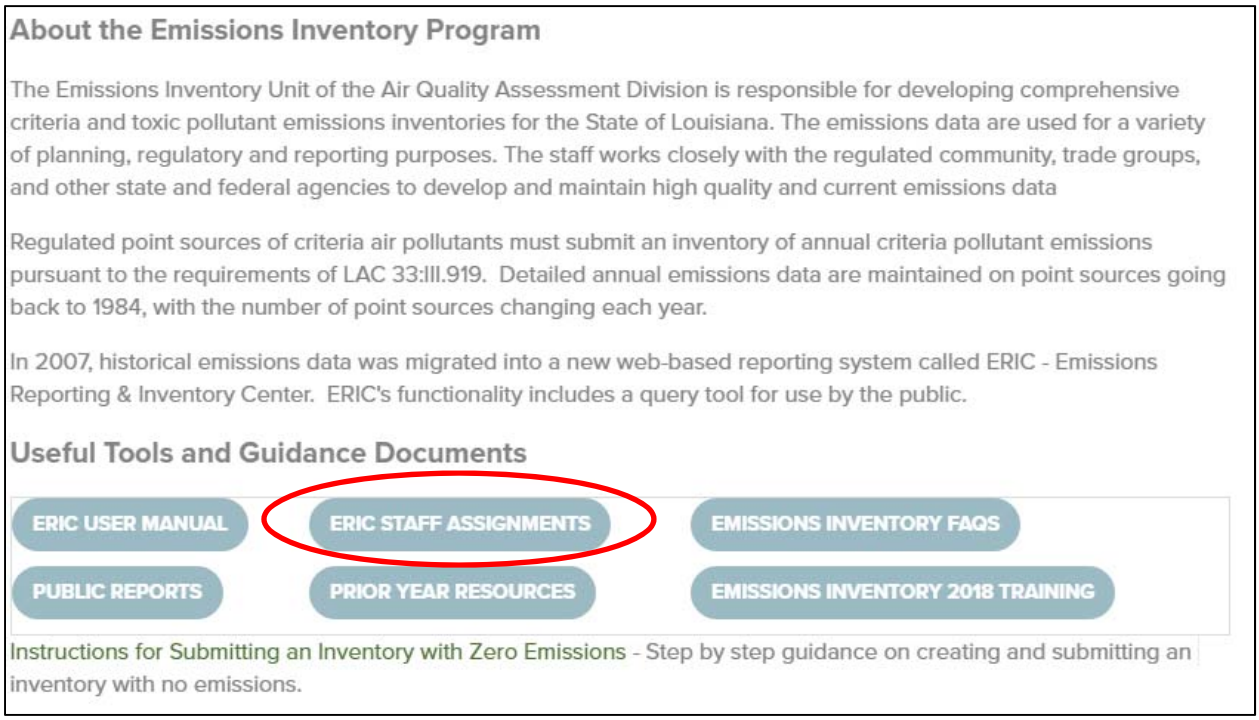
Lays out the specific data elements for each component of the ERIC inventory, providing field requirements, valid values, and validation rules.

Section 6 – Specific Reporting Instructions

Lists specific reporting guidance issued by LDEQ and gives helpful hints on interacting with the ERIC system.

1.3 LDEQ Contact Information

For assistance with using the ERIC system, you may contact the LDEQ staff assigned to your AI's parish or email ERIC@la.gov. A list of ERIC Staff Assignments is available on the ERIC website:



Always make sure to include the facility AI number and owner name in email or have it available when calling.

The mailing address for the Emissions Inventory Section is:

DEQ - Air Planning and Assessment Division
Emissions Inventory Section
PO Box 4314
Baton Rouge, LA 70821-4313

For delivery ONLY:

DEQ - Air Planning and Assessment Division
Emissions Inventory Section
602 N Fifth Street
Baton Rouge, LA 70802

If you need to update information in TEMPO, information on the Facility Information tab, or information on the Contacts tab, then send an email to facupdate@la.gov and include the AI number and owner name.

1.4 Definitions

The terms marked with an asterisk (*) are defined at LAC 33:III.919.E. Definitions, as used in this manual, apply to emissions inventories submitted pursuant to LAC 33.III.919 and LAC 33.III.5107, and where there is a discrepancy between these definitions and those in the regulations, the definitions provided in this manual do not supersede or replace the definitions provided in the regulations.

*Actual Emissions**—a calculation, measurement, or estimate, in accordance with Subsection G of this LAC 33:III.919, of the amount of a pollutant actually emitted during a calendar year or other period of time.

Administrator – a user role within the ERIC system that is the same as the Manager role with the addition of access to the User Administration functions.

*Agency Interest (AI)**—any entity that is being regulated or is of interest to the department. Conceptually, an *agency interest* can be a site, facility, mobile source, area source, a person, or an organization.

*Attainment Area**—an area of the state that is not listed as a nonattainment area by the U.S. Environmental Protection Agency.

*Certified**—the status of an emissions inventory once the department has received both the emissions inventory and the certification statement required by LAC 33:III.919.

*Contiguous Facilities**—facilities under common control separated by 0.25 miles or less.

*Control Efficiency**—the percentage by which a control system or technique reduces the emissions from a source.

*Control System**—a combination of one or more capture system(s) and control device(s) working in concert to reduce discharges of pollutants to the ambient air.

Data Elements Group – groupings of data elements within an ERIC inventory used to organize the ERIC data into logical subgroups. For example, all data elements pertaining to emission sources are grouped into the Sources data element group.

Editing status –an inventory in ERIC that has been started but not submitted to LDEQ.

*Emissions Factor**—the ratio relating emissions of a specific pollutant to an activity or material throughput level.

ERIC Facility Account–an account within LDEQ's online emissions inventory reporting system, ERIC, represented by an AI and an owner and is not the same as a portal account.

ERIC Facility Account Home page – the location of an ERIC facility account's emission inventories.

ERIC Home page –http://www.deq.louisiana.gov/ERIC– the home page on the internet for ERIC and LDEQ's Emissions Inventory operations. It contains reporting guidance documents, general information, and access to ERIC.

*Facility**—all emissions sources from *stationary point sources*, as defined in LAC 33:III.605, under common control on contiguous property.

[NOTE: A facility can be one or more AIs, and each AI must comply individually with Subsection C of LAC 33:III.919.]

*Flash Gas Emissions**—emissions from depressurization of crude oil or condensate when it is transferred from a higher pressure to a lower pressure tank, reservoir, or other type of container.

*Fugitive Emissions**—emissions that do not reasonably pass through a stack, chimney, vent, or other functionally equivalent opening.

Manager –a user role within ERIC that provides editing privileges to an ERIC facility account.

*Mobile Source**—a motor vehicle, nonroad engine, or nonroad vehicle where:

a. a *motor vehicle* is any self-propelled vehicle used to carry people or property on a street or highway;

b. a *nonroad engine* is an internal combustion engine (including the fuel system) that is not used in a motor vehicle or a vehicle used solely for competition, and that is not affected by Sections 111 or 202 of the CAA; and

c. a *nonroad vehicle* is a vehicle that is run by a nonroad engine and is not a motor vehicle or a vehicle used solely for competition.

*National Ambient Air Quality Standard (NAAQS)**—a standard established in accordance with Section 109 of the CAA, including but not limited to, standards for carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO_2), ozone, particulate matter ($PM_{2.5}$ and PM_{10}), and sulfur dioxide (SO_2).

*Nonattainment Area**—an area (parish or group of parishes) that has been declared by the administrative authority to be not in compliance with a federal national ambient air quality standard and that is listed in the *Federal Register* as a *nonattainment area*.

Nonpoint Sources (previously known as area sources)*—collectively represent individual sources that have not been inventoried as specific point or mobile sources. These individual sources treated collectively as *nonpoint sources* are typically too small, numerous, or difficult to inventory using the methods for the other classes of sources.

*Ozone Season**—except as provided in LAC 33:III.2202, the period from May 1 to September 30, inclusively, of each year.

Portal Account –is a passkey to allow passage of certain restricted content to LDEQ via the website. A portal account belongs to a specific individual and is not the same as an ERIC facility account.

*Process**—an operation or function by a source that produces emissions, characterized by a Source Classification Code (SCC).

Pre-registration code –a unique code generated by LDEQ used to gain Administrator access to an ERIC facility account. Not the same as the verification code used in activating a portal account.

Reader –a user role within ERIC that provides read-only access to an ERIC facility account.

*Release Point**—the point where emissions from one or more processes are released into the atmosphere.

*Reporting Period**—the time frame during the reporting year for which emissions are being reported.

*Reporting Year**—the year for which an emissions inventory is being submitted.

Responsible Official – a user role within ERIC that provides all of the privileges of the Manger role, plus the ability to certify an inventory online, when available. Also defined in LAC 33:III.502.A.

Revised status–an inventory that has been revised and is superseded by a newer inventory for that reporting year.

*Routine Operations**—operations, not including any start-up/shutdown emissions, that are authorized and/or permitted by the department.

*Source**—the point at which the emissions are generated, typically a piece of, or a closely related set of, equipment.

Submitted status –an inventory that has passed all validations in ERIC and is ready for certification.

Uploading status –an inventory that is in the process of being uploaded to ERIC.

Verification code –a unique code generated by LDEQ used to activate an LDEQ portal account. Not the same as the pre-registration code used in gaining Administrator access to an ERIC facility account.

**These are terms that are also defined in LAC 33:III.919*

1.5 Acronyms

AI	Agency Interest
CAA	Clean Air Act
CO	Carbon Monoxide
CROMERR	Cross Media Reporting Rule
EI	Emissions Inventory
EIQ	Emissions Inventory Questionnaire
EIS	Emissions Inventory System
ERIC	Emissions Reporting and Inventory Center
GCXVII	General Condition XVII
HAP	Hazardous Air Pollutant
HRVOC	Highly Reactive Volatile Organic Compound
IA	Insignificant Activities
LAC	Louisiana Administrative Code
LDEQ	Louisiana Department of Environmental Quality
NAAQS	National Ambient Air Quality Standard
NAD83	North American Datum of 1983
NAICS	North American Industry Classification System
NEI	National Emissions Inventory
NO	Nitric Oxide
NO_2	Nitrogen Dioxide
NO_x	Oxides of Nitrogen
ORIS	Office of Regulatory Information System
Pb	Lead
PM_{10}	Particulate Matter averaging 10 microns in diameter or less
$PM_{2.5}$	Particulate Matter averaging 2.5 microns in diameter or less

SCC	Source Classification Code
SI	Subject Item
SIC	Standard Industrial Classifications
SO_2	Sulfur Dioxide
TAP	Toxic Air Pollutant
TEDI	Toxic Emissions Data Inventory
TEMPO	Tools for Environmental Management and Protection Organizations
UTM	Universal Transverse Mercator
VOC	Volatile Organic Compound

2 What is ERIC?

Emissions Reporting and Inventory Center, or ERIC, is a web-based application that Agency Interests (AIs) must use to submit their annual criteria pollutant and/or toxic air pollutant (TAP) emissions inventories to the Louisiana Department of Environmental (LDEQ) as required under LAC 33:III.919 and LAC 33:III.5107. This manual contains information and instructions on using the LDEQ business portal to develop, edit, and submit emission inventories.

ERIC offers users the ability to create, edit, and submit emissions inventories online using simple data entry forms. Users may also choose to download their entire inventory to a Microsoft Excel workbook where they can enter and edit inventory data offline and later upload the data to ERIC. During the inventory creation and editing process, and once again when an inventory is complete, ERIC performs an online validation process that checks the inventory for data omissions and/or data entry errors. Once the inventory passes all of the required validation checks, the user will then be able to submit the data to LDEQ directly through ERIC. At present, the Certification Statement (available through ERIC after the inventory data is submitted) must be printed, certified by the Responsible Official, and sent to LDEQ (see Section 1.3). In the future, online electronic certification through ERIC may be possible.

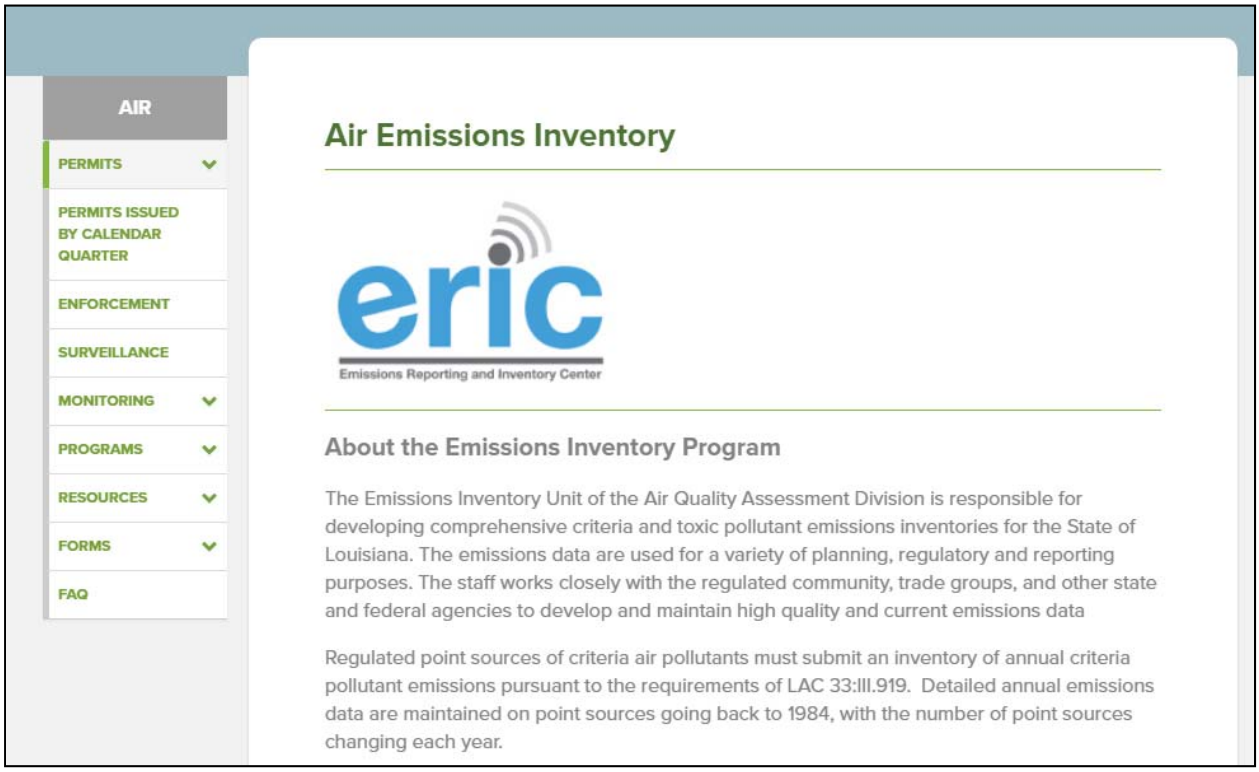
Imagine that ERIC works the same as online banking. You need a user name and password with the bank's website and then you need to associate your savings, checking, and credit card accounts with that user name and password. Once your online accounts are setup, you only need to login with one user name and password in order to get to your savings, checking, and credit card accounts. The LDEQ business portal operates in the same manner. With a single login, you can have access to electronic payments, application and report submittals, as well as ERIC.

Below are the basic steps to getting started with ERIC:

1. Create a user account (user name and password). User accounts give you access to LDEQ's online services, one of which is ERIC. Each person wishing to conduct online business with LDEQ needs to have their own business portal user account. You should not share your user account information with others. Each user account can access multiple facilities and only needs one portal account. Portal Accounts are covered in Section 2.2 of this document.
2. Establish access to any applicable ERIC facility account(s). This is the process that connects your business portal user account to specific ERIC facility account information and defines your user role within ERIC. This is accomplished one of two ways:
    a. Request access using an LDEQ issued pre-registration code to establish the user of the pre-registration code as the Account Administrator. Pre-registration codes are covered in Section 2.4 of this document.
    b. Request access from an existing ERIC facility account administrator. Once an Account Administrator is established for a facility account, **all** user access is managed by the facility Account Administrator, and not by LDEQ. Contact LDEQ (see Section 1.3) if you need to identify the existing Account Administrator or request a new pre-registration code. Section 2.5 covers requesting access to an ERIC facility account.
3. Create an inventory.
4. Run final validations and make necessary changes until all errors are resolved.
5. Submit the inventory electronically.
6. Print, sign, and send the certification statement. The certification statement must be sent to LDEQ by April 30 with an original, wet ink signature by an authorized individual.

2.1 Getting Started

ERIC is available through the LDEQ business portal at the ERIC home page http://www.deq.louisiana.gov/eric:



ERIC can be accessed using any modern web browser such as Microsoft Internet Explorer (version 8 or higher), Google Chrome (version 16 or higher) or Mozilla Firefox (version 4 or higher). ERIC does not make use of any browser plug-ins, so no additional software installations are required to access the application. However, ERIC may make limited use of cookies for session tracking and pop-up windows. If your browser is set for a high level of security, or if you have third-party pop-up blockers installed and ERIC is not responding properly, you will need to disable your third-party blockers, add the LDEQ business portal to your list of trusted sites, or set your browser security to medium. Due to the number and variety of browser versions and third-party blocker tools in the marketplace, instructions for all of them cannot be listed here. Please contact your IT support resources or consult your browser documentation for instructions on setting security levels and excluding specific web sites from any third-party blockers you may have installed.

To access your ERIC facility account data, you must first register for a portal account. Your portal account is not specific to ERIC – it gives you access to various online services on the LDEQ business portal site. Once you have an active business portal account, you can gain access to applicable ERIC facility accounts either by using a pre-registration code issued to you by LDEQ, or by requesting access through an existing ERIC facility Account Administrator. Instructions for these methods are provided in sections 2.4 and 2.5.

2.2 LDEQ Business Portal User Accounts

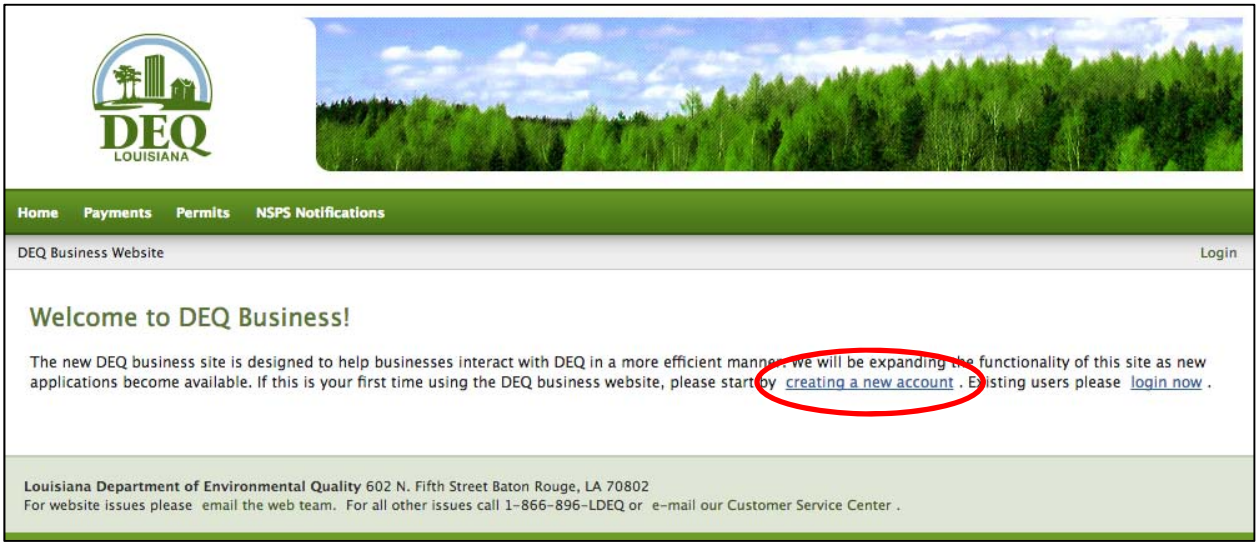
LDEQ Business Portal user accounts are different from ERIC facility accounts. A business portal user account belongs to a specific individual and is granted access to specific information and activities within the LDEQ business portal site. A portal user account is required to gain access to ERIC content. Sharing of portal accounts among several users (for example, several consultants within one firm using the same portal account) is against LDEQ policy. Each person wishing to gain access to an ERIC facility account must have their own portal account.

Portal Accounts are not necessary to access the ERIC Public Reports.

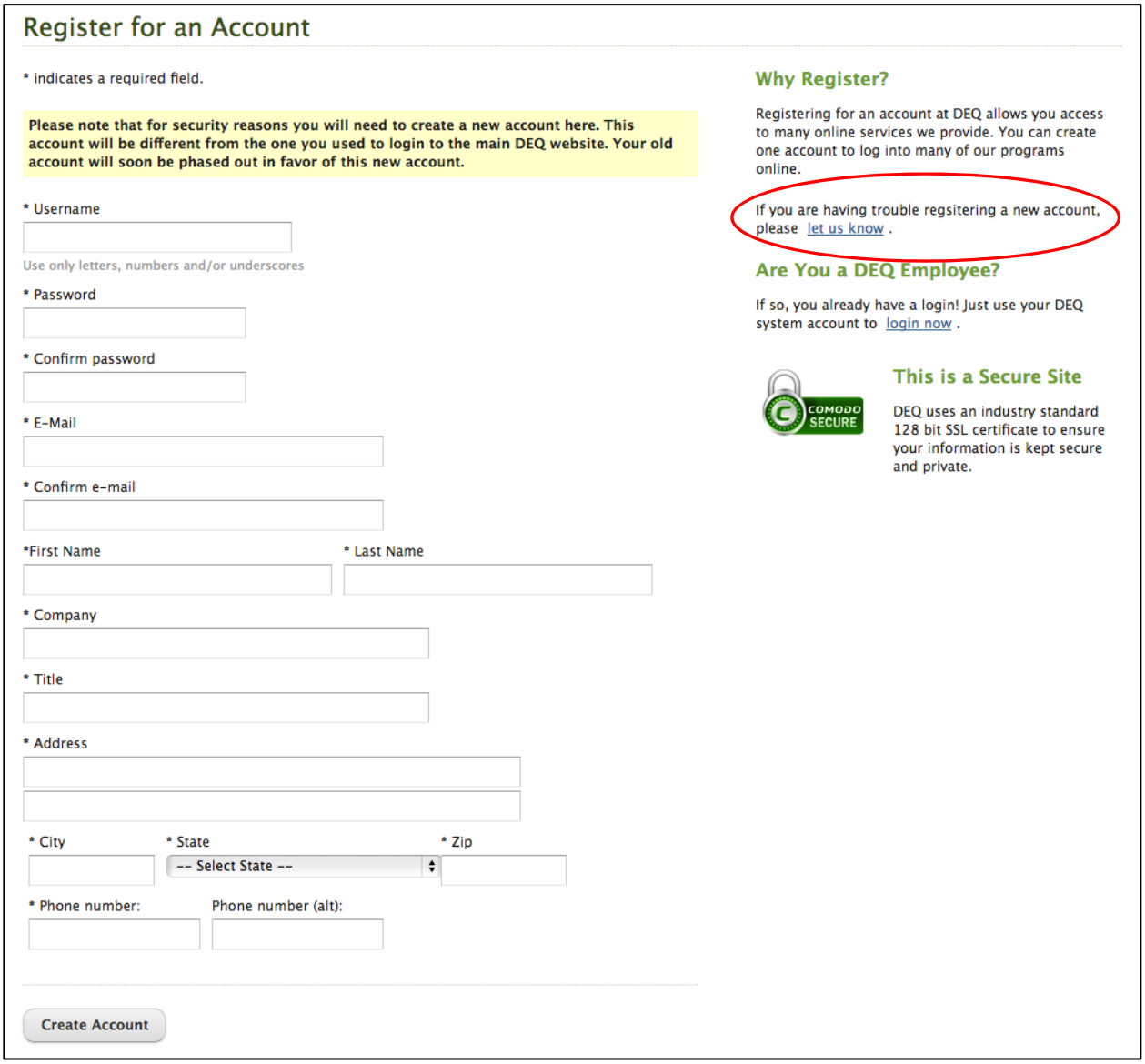
To sign up for a portal account, follow these steps:

1. Point your web browser to the Business Portal home page: http://business.deq.louisiana.gov

2. Click on the "creating a new account" link:

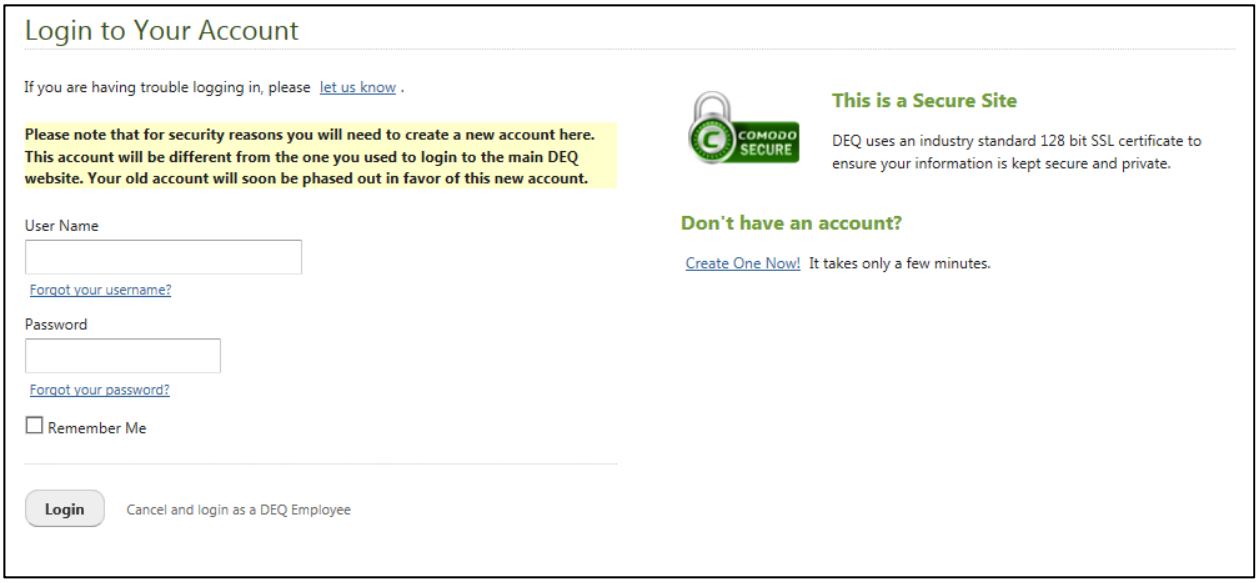


3. Complete the registration form shown below to create your LDEQ portal user account. You must provide all of the data shown on the form, including a valid email address.
    a. Username is what you will login to your portal user account with (you may use your email address).
    b. You must provide a valid, INDIVIDUAL email address. Portal accounts may not be shared among multiple individuals within a company.
    c. Be sure to enter your real first and last names. You should not use the company name as your first and/or last name.
    d. Passwords must be at least 7 characters long.
    e. If you are having trouble creating your new account, click the "let us know" link for help.

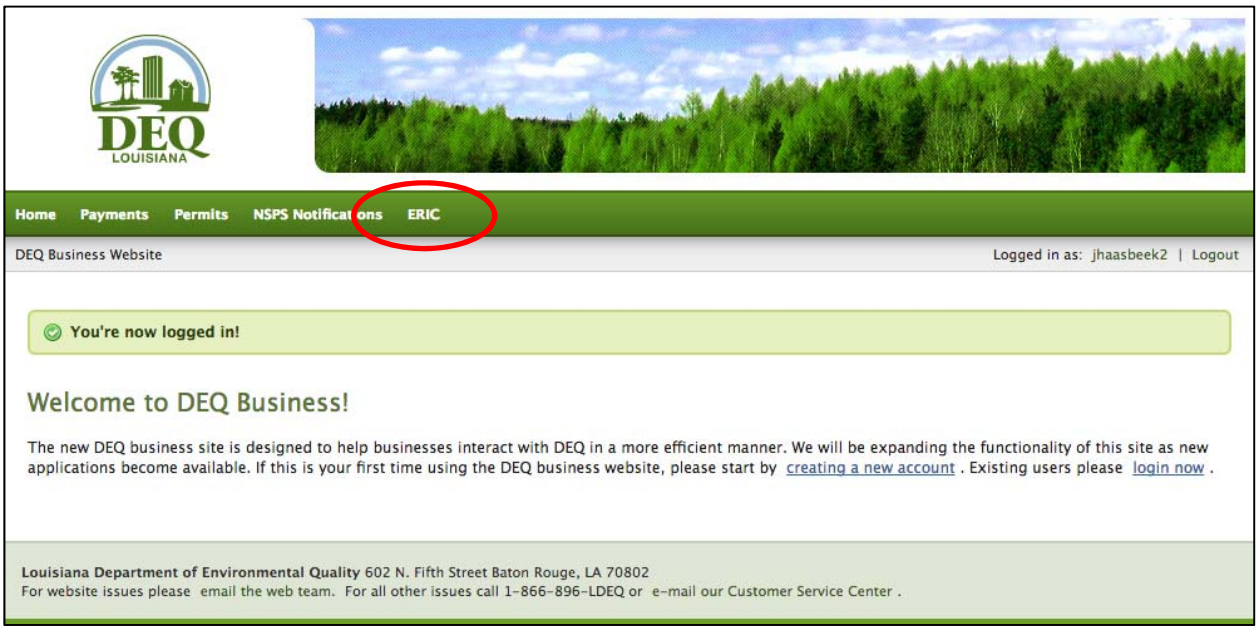


4. The Business Portal will give you a confirmation message and you can then log in using your new account username and password:

5. Click the "I am NOT a DEQ Employee" button then enter your username and password:



6. After successfully logging in to the Business Portal, click the ERIC link in the main menu to access ERIC:



2.3 ERIC Facility Accounts

An ERIC facility account represents a specific AI and owner company combination. Each AI and owner combination required to report annual emissions per LAC 33:III.919 or LAC 33:III.5107 is assigned an ERIC facility account. Prior owners (or new owners when an AI changes ownership) will be assigned their own ERIC facility account. The ERIC facility account is the home for both criteria pollutant and/or toxics emissions inventories.

The AI name on ERIC facility accounts is pulled dynamically from the LDEQ state database, TEMPO, and in real time. When a change is made to TEMPO, the AI name on the ERIC facility account will immediately reflect that change.

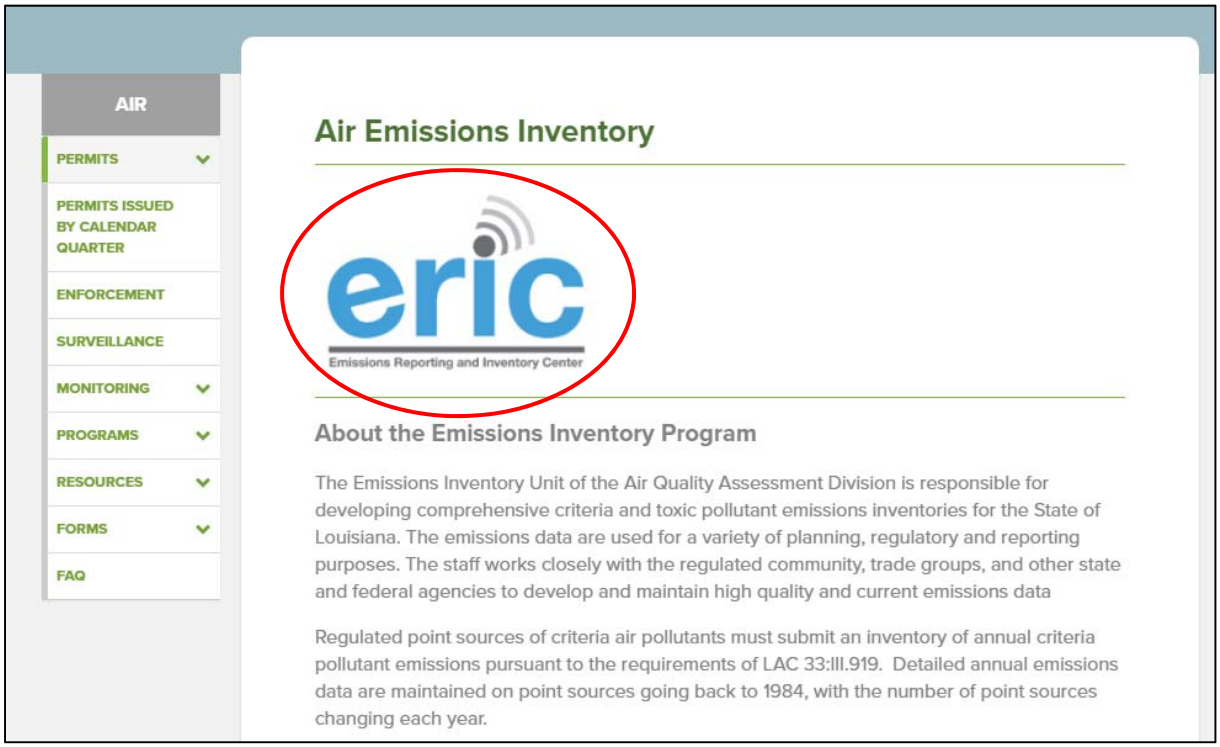
Portal user accounts are granted access to ERIC facility accounts by either using an LDEQ issued pre-registration code, or granted by an existing ERIC facility Account Administrator. As new facility accounts are added to the ERIC database, a pre-registration code is provided to the permit contact to access the ERIC facility account and establish an Account Administrator. The process for using a pre-registration code is described in Section 2.4. Once an ERIC facility Account Administrator is established using the pre-registration code, access to the ERIC facility account may be granted to additional portal user accounts by the ERIC facility Account Administrator. This process is described in more detail in Section 2.5 and Section 2.7.

If your AI number is not available in ERIC for your owner company combination, send an email to the LDEQ staff member assigned to your parish and ask that an ERIC facility account be created for your AI number and owner company combination. Make sure that you include your contact information, AI number and Owner Name in your request. Pre-registration codes are provided to facility contacts only and should not be shared with consultants or other contacts. Once a pre-registration code has been used, it is no longer a valid code.

2.4 Using a Pre-registration Code to Access Your ERIC Facility Account

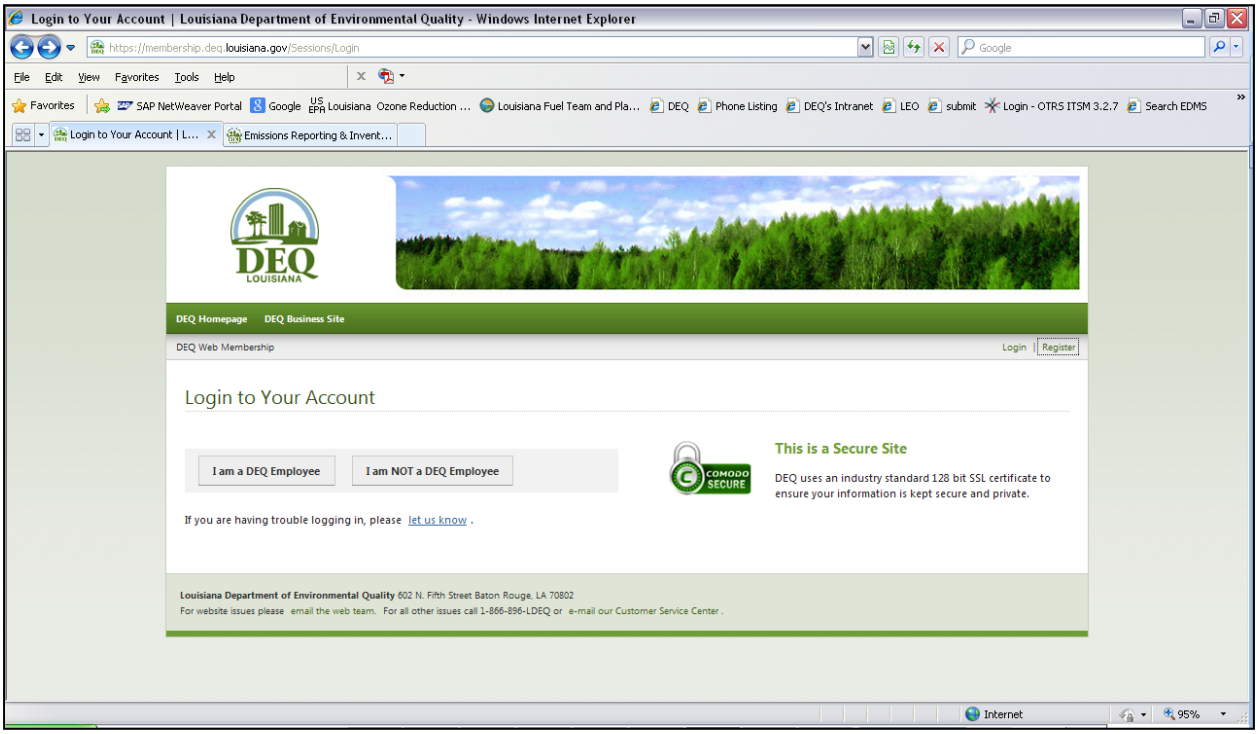
1. Navigate to the ERIC home page:
   http://www.deq.louisiana.gov/eric

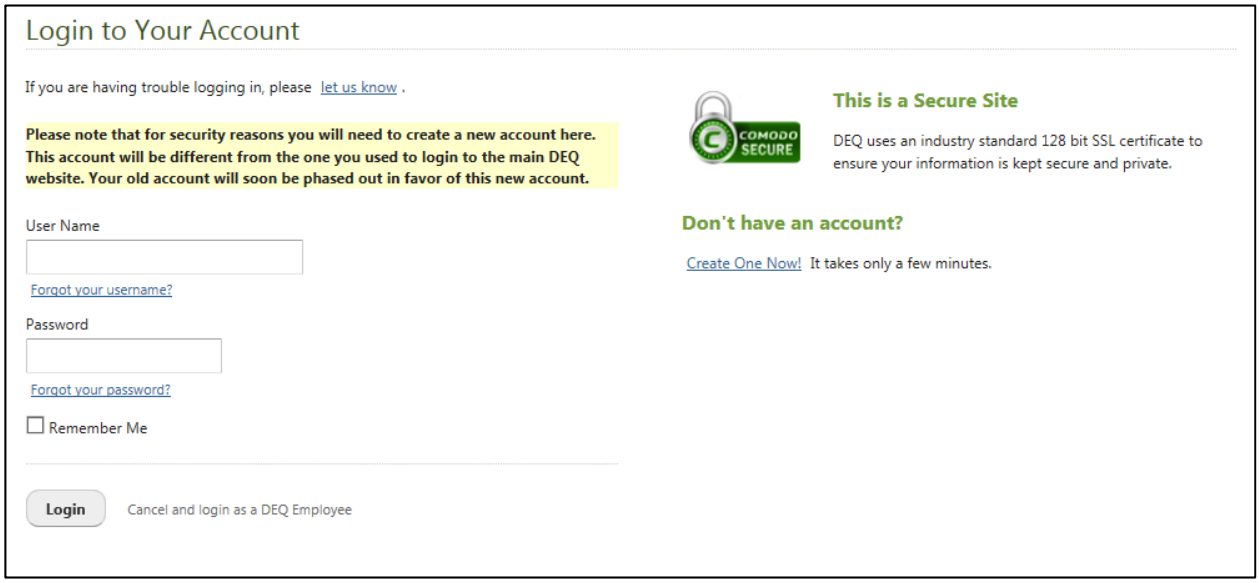
2. Click on the ERIC icon to open ERIC in the Business Portal:



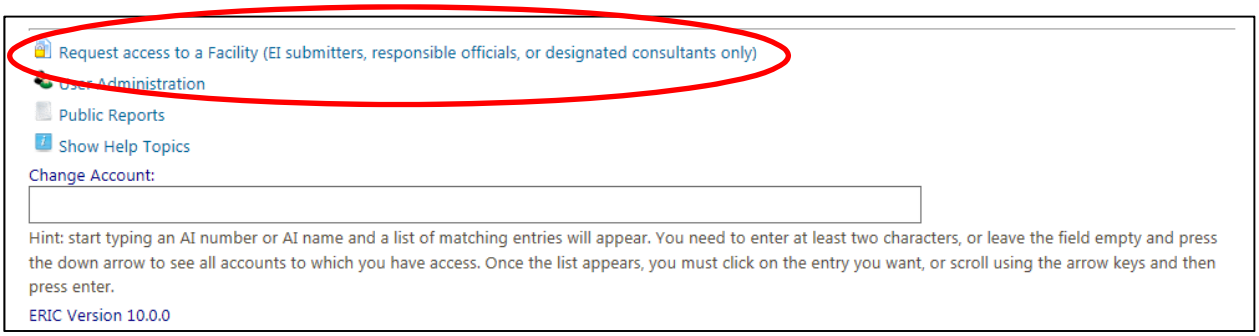
3. If you are not already logged in to your portal account, click the Login button at the top right of the page. You will be prompted for your portal user name and password:

4. Click the "I am NOT a DEQ Employee" button then enter your username and password:

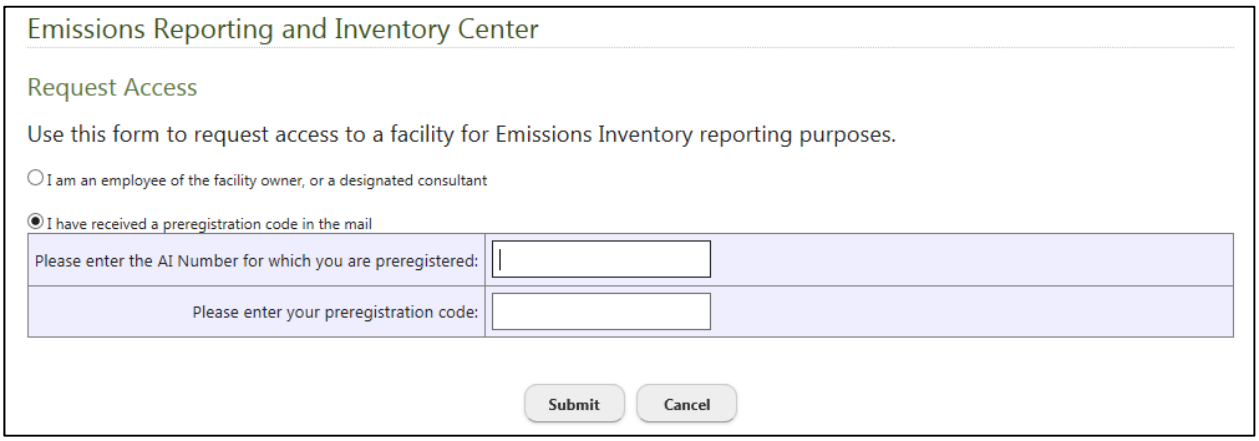




5. At the bottom of the ERIC home page, you will find a link to request access to a facility. Click on the link:



6. You will see the Request Access page with two options for requesting access. Select the option labeled *I have received a pre-registration code in the mail*:



7. Enter your AI number and your pre-registration code and then press submit. If you entered the correct AI number and pre-registration code, your account will be activated and you will be granted Administrator rights to your account.

8. You may need to logout and then log back in for your access permissions to be applied.

Once you have completed this process, your portal account is registered as the ERIC facility Account Administrator. You now have full rights for the selected ERIC facility account, including creating, editing, and submitting inventories, as well as granting or rejecting access requests from other portal users.

2.5 Requesting Access to an ERIC Facility Account

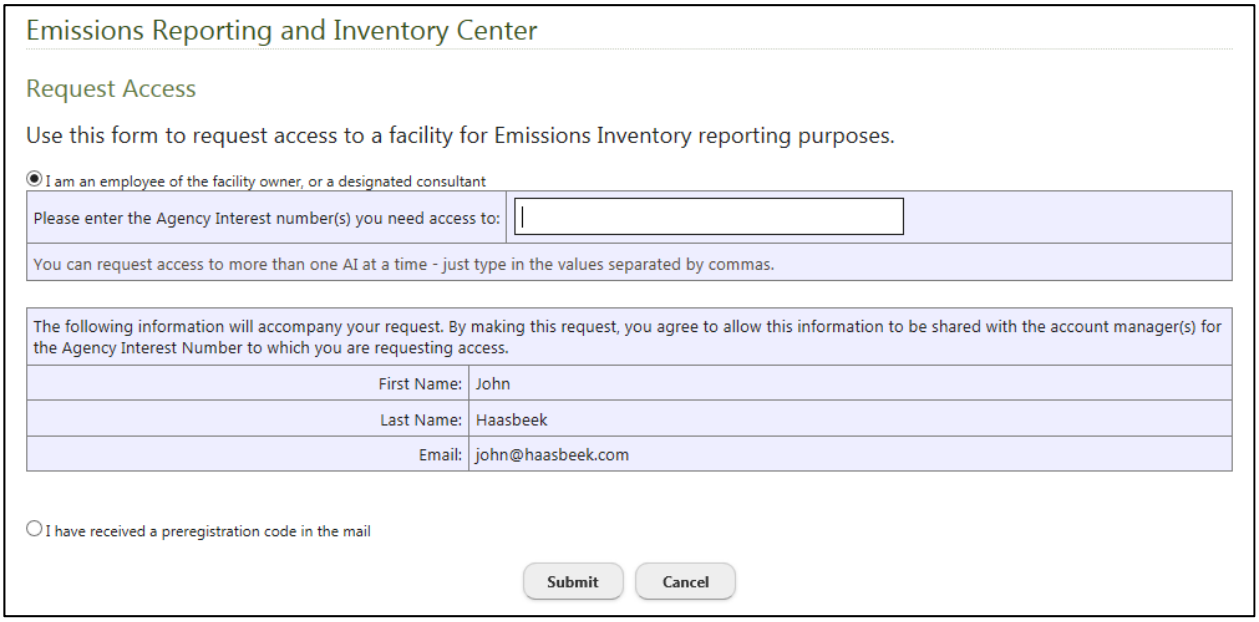
If you need access to an ERIC facility account, you can request access from the ERIC facility Account Administrator, who decides whether or not to grant or reject the request and, if granted, what level of access you will have. For example, you may be another staff member at the facility working on preparing the emissions inventory, or you may be a consultant hired to assist in the inventory preparation.

Use the following process to request access to an ERIC facility account:

1. Navigate to the ERIC business portal and log in (see steps 1 through 4, above in Section 2.4).

2. At the bottom of the page, use the link to *Request Access to a Facility* (see step 5 above in Section 2.4).

3. You will be presented with two options for requesting access. Select the option labeled *I am an employee of the facility owner, or a designated consultant*:



4. You are prompted to enter the AI numbers you want to access (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) to which you are requesting access.

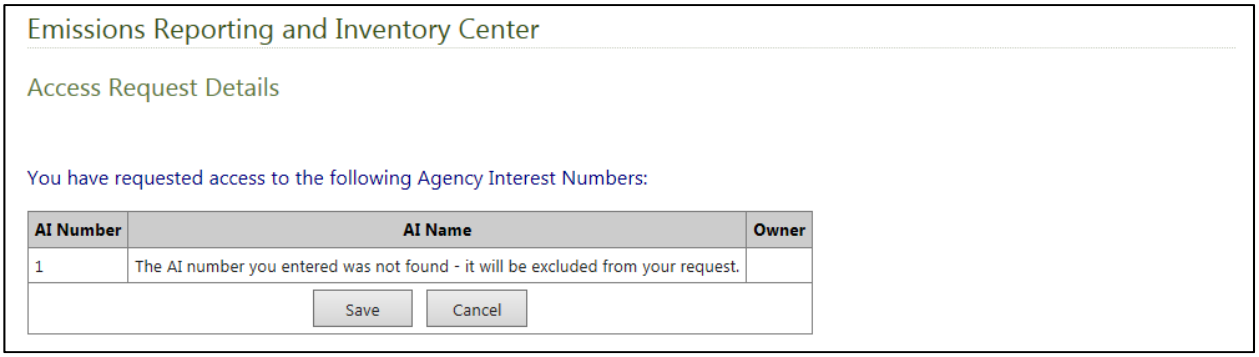
5. Click the *Submit* button to continue.

6. The ERIC system will display the AI numbers to which you have requested access and the owners of the ERIC facility accounts for those AIs. Confirm that the owner for the ERIC facility account is the correct owner to which you want your request to go to. Make sure you select the correct owner organization for AIs that have more than one account, then click *Confirm* to submit the request:

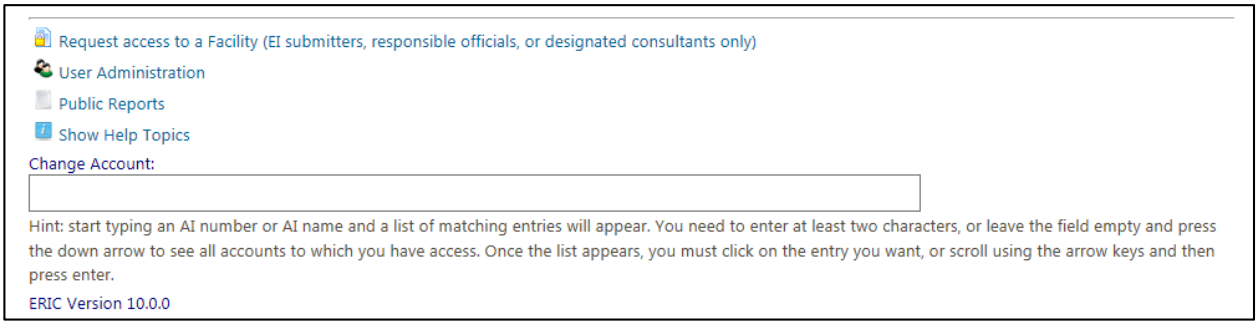
7. Your request will be added to the ERIC facility Account Administrators' "User Administration" screen for the account(s) you have requested and any existing Account Administrators will receive an email notifying them of the pending request.

Once you have requested access, you may contact the ERIC facility Account Administrator to let them know you have requested access to their account. The system will automatically send an email to all account administrators for the accounts you have requested; however, those individuals may opt out of these automated emails so you will not know if they have been notified of your request. You will not be automatically notified if your request is approved or rejected – it is up to you and the account administrator(s) to communicate on these requests. **If you do not know who the ERIC facility Account Administrator is, contact LDEQ (see Section 1.3) with the AI number and owner name and request the name and/or email of the ERIC facility Account Administrator. If the ERIC facility Account Administrator is no longer associated with the AI, contact LDEQ (see Section 1.3) with the AI number and owner name and let staff know that the ERIC facility Account Administrator is no longer associated with the AI and request a new pre-registration code.**

If an ERIC facility account does not exist for an AI, the note below is displayed. You should contact LDEQ (see Section 1.3) to have the ERIC facility account established.

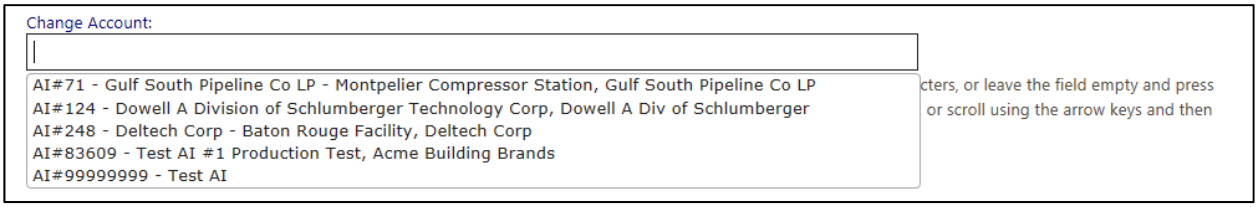


Your user account may have access to multiple ERIC facility accounts. When you log in to ERIC, you will be presented with a drop down menu of accounts to which you have access. At any time, you can change the account you are working on using a drop down menu at the bottom of the ERIC home page:



If your user id has access to 50 or fewer ERIC facility accounts, the account selection box will behave as a simple dropdown menu. However, if you have access to more than 50 ERIC facility accounts the account selection box will switch to a search box that allows you to find a specific account by AI number, AI name, or owner company name, as described below.

To select an account to work on, click in the Change Account box then start typing the AI number or AI name you are looking for. After typing at least two characters (and after a brief pause during which a "loading" symbol is displayed at the right end of the Change Account box), a list of matching entries will appear. You can use the up and down arrows on the keyboard to highlight the entry you want then press the Enter key to select it, or you can use the mouse to click on a row in the matching entries list. Either method will take you to the Account Home Page for that account. If you are not sure which AI you want, just press the down arrow while the Change Account box is selected and empty, and the list of all available accounts will appear (based on your user access privileges).

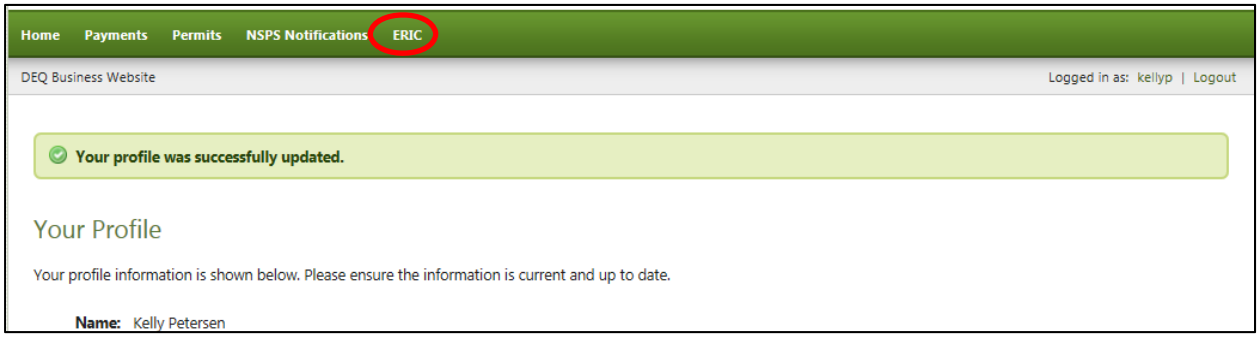


2.6 Business Portal User Account Management

Once you have logged in to the LDEQ business portal, you can manage your user account (password and contact information) by clicking on your user name.

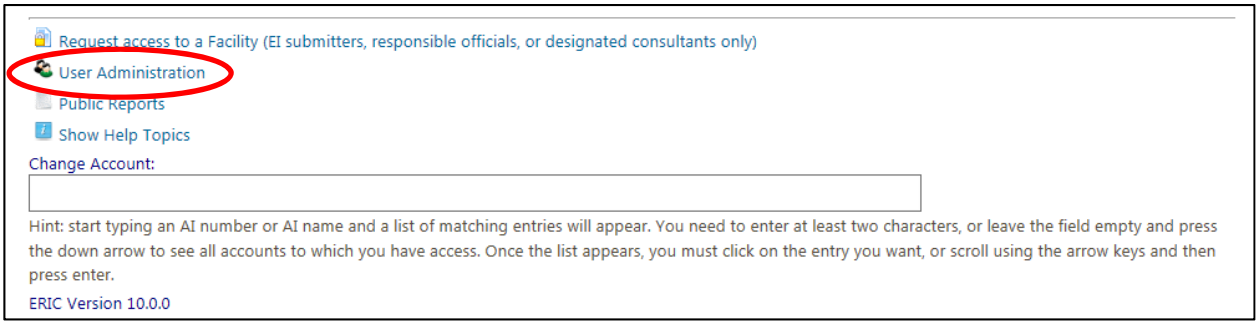
From the Your Profile page, click on the "Update your profile information" button, then click on any info block to edit that piece of information. When you are done, press at "Update profile and continue" at the bottom of the page.

After the confirmation of the successful profile update, click on the ERIC link to get back to ERIC.

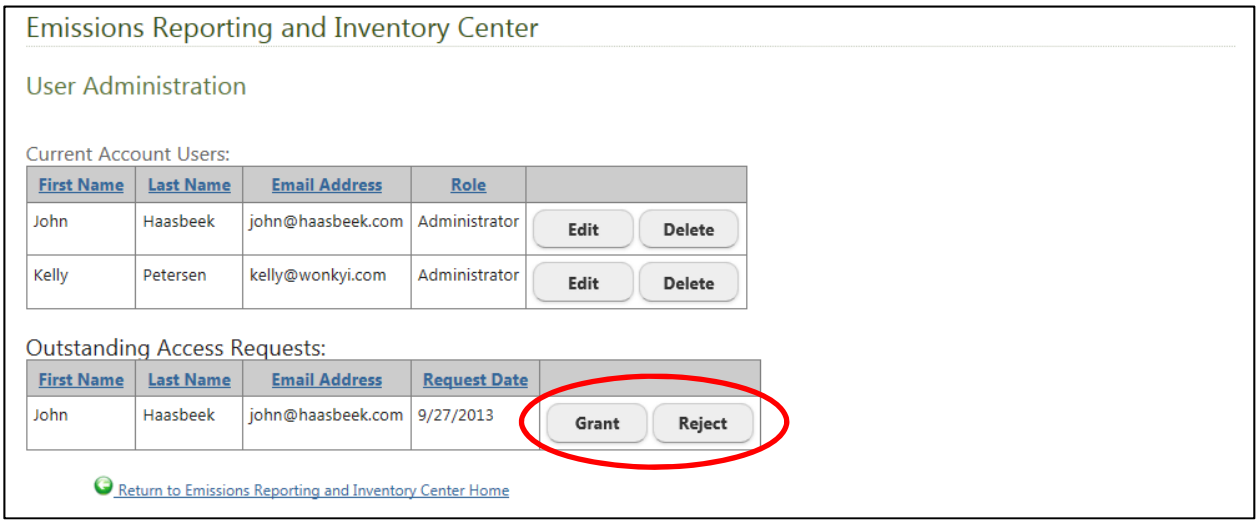


2.7 ERIC User Management

The user management functions available to the ERIC facility Account Administrator are reached using the User Administration link at the bottom of the ERIC home page:



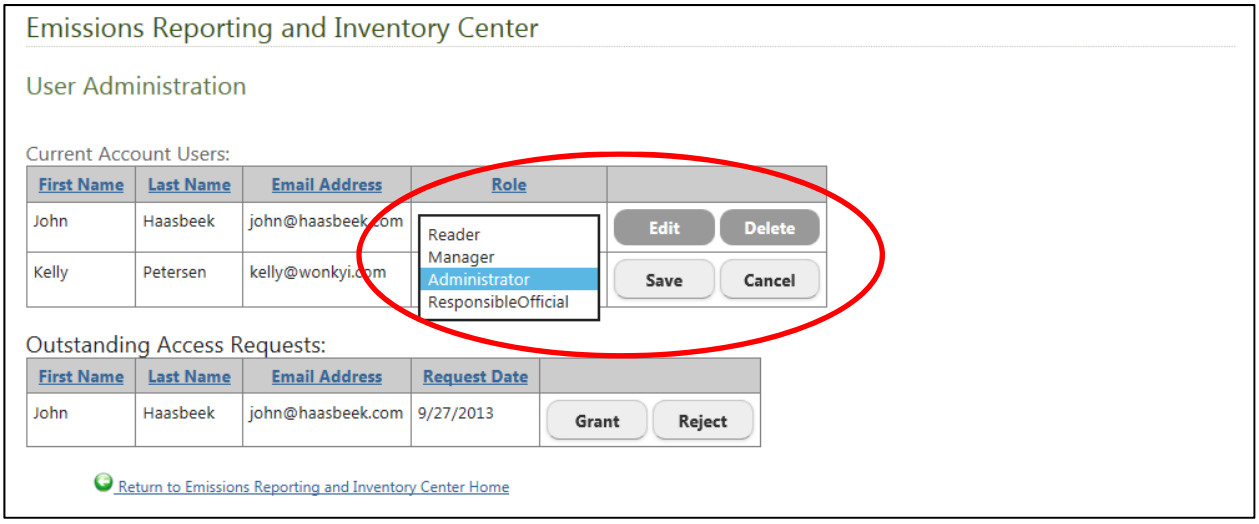
The User Administration page shows a list of current portal users that have access to the ERIC facility account, and a list of pending access requests:



You can grant or reject access requests using the *Grant* and *Reject* buttons in the Outstanding Access Requests list (see above). Selecting *Reject* deletes the access request from the list. Selecting *Grant* moves the portal user's account from the Outstanding Access Requests to the Current Account Users list with a role of Reader (see below). If you wish the user to have a user role other than Reader, you must modify the role.

Although the system automatically emails the account administrators when someone requests access to their account, it does not automatically notify the requestor once the request is granted or rejected.

To modify a user's role, click the *Edit* button on the user's row in the Current Account Users list. Use the drop down menu in the Role column to select the role you want the user to have, and click *Save* (or *Cancel* to discard the changes). To delete a user's role completely, click the *Delete* link in the user's row.



You can grant the same role to multiple users. However, you may not list the same user twice with the same role but you can have the same user listed with two different roles; for example, you may have the same user listed as Administrator and Manager. Also, you cannot change or eliminate your own Administrator role unless there is another user account with Administrator privilege (each ERIC facility account must have at least one Administrator).

2.8 ERIC User Roles

The ERIC system allows for four user roles – each user role defines what that user can do in the ERIC system:

Reader – This is the default user role assigned upon granting access to a requestor. 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 **cannot** edit any data, upload new inventory data, or submit the inventory.

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, revise old inventories, and submit inventories. Managers do not have access to User Administration functions and therefore, **cannot** grant user access or modify user roles, nor can they certify inventories online (when available).

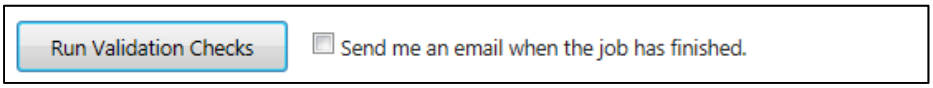
Administrator – This role is the same as the Manager role with the addition of access to the User Administration functions. Administrators can access the User Administration functions and therefore, can grant user access or modify user roles. However they **cannot** they certify inventories online (when available).

To assist you with any questions you may have in preparing your inventory, internal LDEQ emissions inventory staff automatically have Reader role on all ERIC facility accounts which allows them to view your data and help with any issues you may have. In order to better assist you, there may be circumstances in which LDEQ staff need more than Reader role on your ERIC facility account. LDEQ staff may then request and must be granted access to the ERIC facility account as the Manager role by an existing Administrator.

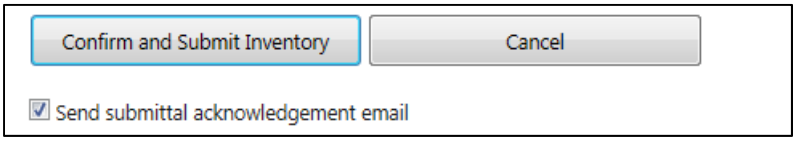
2.9 ERIC System Email Notification Preferences

There are six types of email notifications associated with ERIC:

1. **Validation Complete Notification** – An automated email may be sent to the user running the validation process from the Validation Summary screen. This email is sent when the user checks the box to "Send me an email when the job has finished."



2. **Online Submittal Acknowledgement** – When you electronically submit an inventory an automated email may be sent from ERIC that acknowledges your submittal and reminds you to have a printed copy of the certification statement signed by a responsible official and mailed to LDEQ. This email is sent when the user check the box to "Send submittal acknowledgement email".

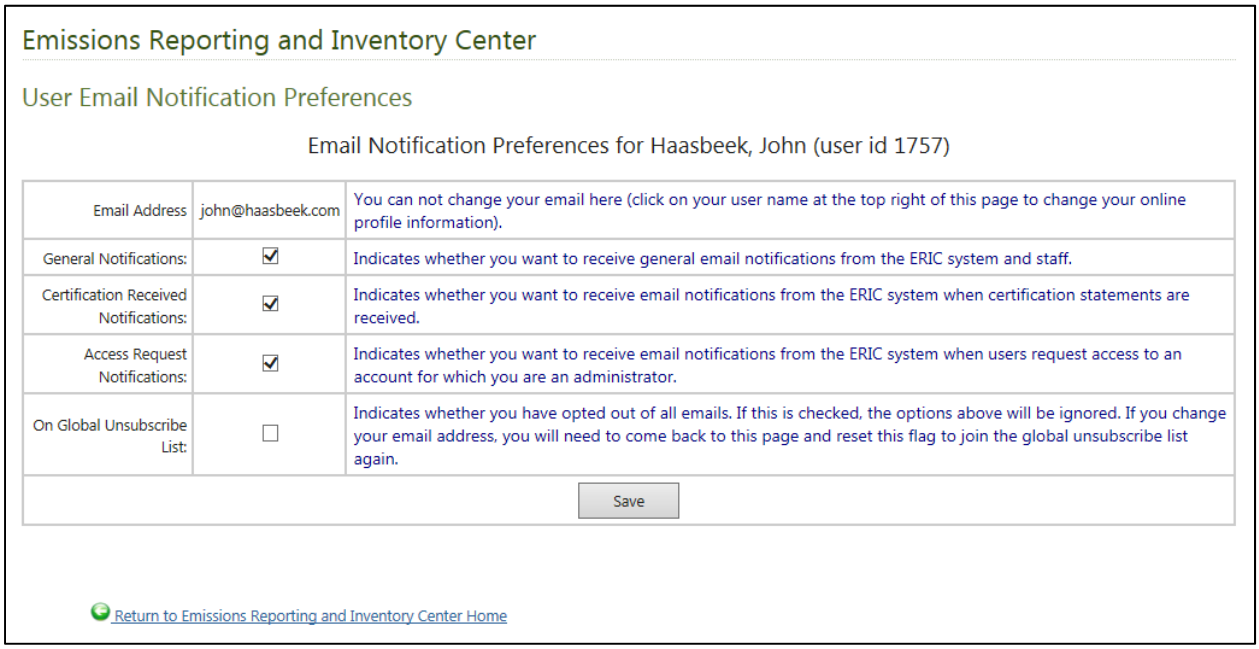


3. **Certification Statement Received Notification** –When your paper Certification Statement has been received and entered into the ERIC database by LDEQ an automated email is sent to inform the user that submitted the inventory.
4. **Access Request Notification** – An automated email is sent to all account Administrators when someone requests access to an account.
5. **Email Preference Update Notification** – An automated email is sent to let you know that your email preferences were updated. You cannot opt out of these emails unless you join the "Global Unsubscribe" list (see below).
6. **General Notifications** – Email notifications are periodically sent from LDEQ emissions inventory staff regarding the ERIC system and other emissions inventory related information.

When you log in to ERIC, you will see an option at the bottom of the page where you can manage your email preferences:

On the Email Notification Preferences page you can choose which optional ERIC emails you receive. You can also choose to unsubscribe from all ERIC related emails using the Global Unsubscribe list. The Global Unsubscribe list overrides all other options and lets ERIC and the Emissions Inventory staff know that you do not want to receive any ERIC related emails or notifications.

Note that the Global Unsubscribe list is based on email address and is not specifically linked to your business portal user account. If you change the email address on your portal account, you will need to re-join the global unsubscribe list with your new email address.



Emissions Reporting and Inventory Center

User Email Notification Preferences

Email Notification Preferences for Haasbeek, John (user id 1757)

Email Address	john@haasbeek.com	You can not change your email here (click on your user name at the top right of this page to change your online profile information).
General Notifications:	☑	Indicates whether you want to receive general email notifications from the ERIC system and staff.
Certification Received Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when certification statements are received.
Access Request Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when users request access to an account for which you are an administrator.
On Global Unsubscribe List:	☐	Indicates whether you have opted out of all emails. If this is checked, the options above will be ignored. If you change your email address, you will need to come back to this page and reset this flag to join the global unsubscribe list again.

Save

Return to Emissions Reporting and Inventory Center Home

3 Emissions Inventories

Each ERIC facility account can contain multiple emissions inventories. Each emissions inventory corresponds to a specific reporting year and a new inventory is generated when revisions are created. Inventories can be in one of six statuses:

Editing – an inventory that has been started but not submitted to LDEQ. Only one inventory per reporting year can be in *Editing* status at one time. Inventories in *Editing* status can be deleted.

Validating – an inventory that is currently being validated. No operations can be performed on the inventory until the validation process is complete. Use the Job Monitor link in the page footer to view the progress of the validation processes.

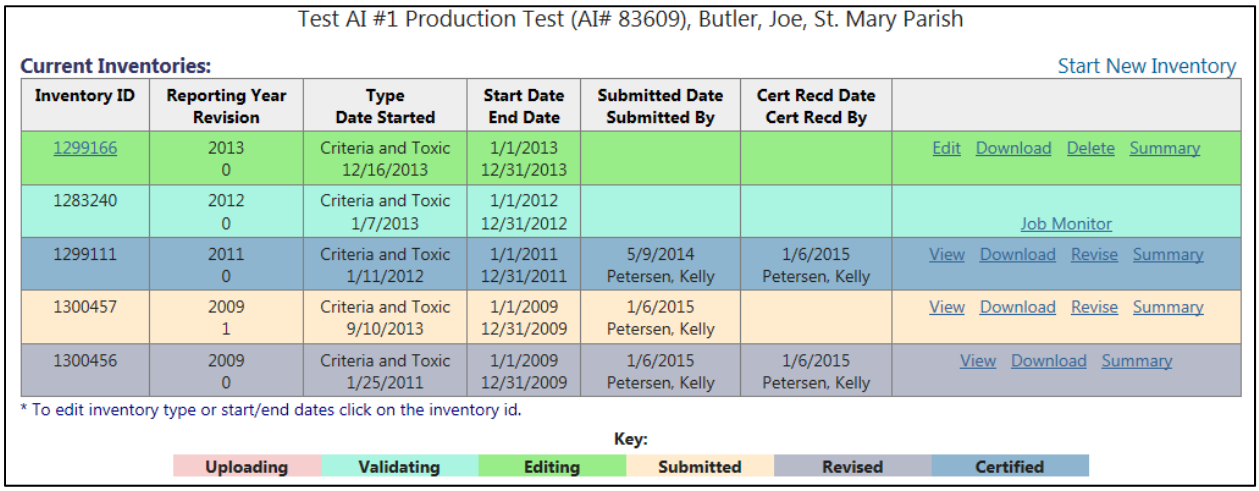
Submitted – an inventory that has passed all validations and is ready to be certified. Only one inventory per reporting year can be in *Submitted* status. Inventories in Submitted status cannot be deleted or un-submitted by a user. Inventories that have been submitted cannot be edited. If submitted by mistake, you can contact LDEQ (see Section 1.3) for assistance.

Revised – an inventory that has been submitted and revised and is superseded by a newer inventory for that reporting year. Multiple inventories in *Revised* status per reporting year are allowed. A Revised inventory may or may not be certified. Inventories in *Revised* status cannot be deleted.

Certified – the inventory was submitted to LDEQ and the signed certification statement for the inventory was received and the postmark, ship, or hand-delivered date was entered into ERIC as the Cert Rec'd date. Also, the inventory has not been subsequently revised and so is the most up-to-date inventory for the inventory year. Inventories in *Certified* status cannot be deleted.

Uploading – an inventory that is in the process of being uploaded, possibly by another user with access to the same account. This status is temporary, and once the upload is complete, the status changes to *Editing*. If you see an inventory that appears to be stuck in this status you should contact LDEQ (see Section 1.3) for support.

Your ERIC facility Account Home page will list the inventories for your ERIC facility account with the status of each inventory highlighted in the color corresponding to the key at the bottom of the page:


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

Current Inventories: Start New Inventory

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1299166	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013			Edit Download Delete Summary
1283240	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012			Job Monitor
1299111	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011	5/9/2014 Petersen, Kelly	1/6/2015 Petersen, Kelly	View Download Revise Summary
1300457	2009 1	Criteria and Toxic 9/10/2013	1/1/2009 12/31/2009	1/6/2015 Petersen, Kelly		View Download Revise Summary
1300456	2009 0	Criteria and Toxic 1/25/2011	1/1/2009 12/31/2009	1/6/2015 Petersen, Kelly	1/6/2015 Petersen, Kelly	View Download Summary

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

Key:

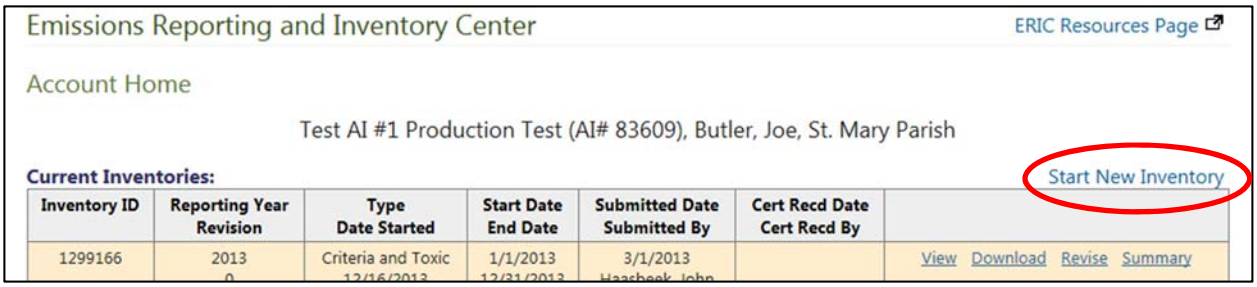
Uploading | Validating | Editing | Submitted | Revised | Certified

In the example above, the Account Home page lists the AI name (Test AI #1 Production Test), the AI number (83609), the owner company name (Butler, Joe), and the parish where the AI is located. Below that, all of the existing inventories for the account are listed.

Here, the facility submitted and certified their 2009 inventory and then created a revision to that 2009 inventory that was submitted but not certified. In 2011 they submitted and certified their inventory. They are in the process of running validations on the 2012 inventory. They are currently working on their 2013 inventory. (**NOTE – these inventories and the data associated with them are for illustrative purposes only and are not the actual data for this AI**).

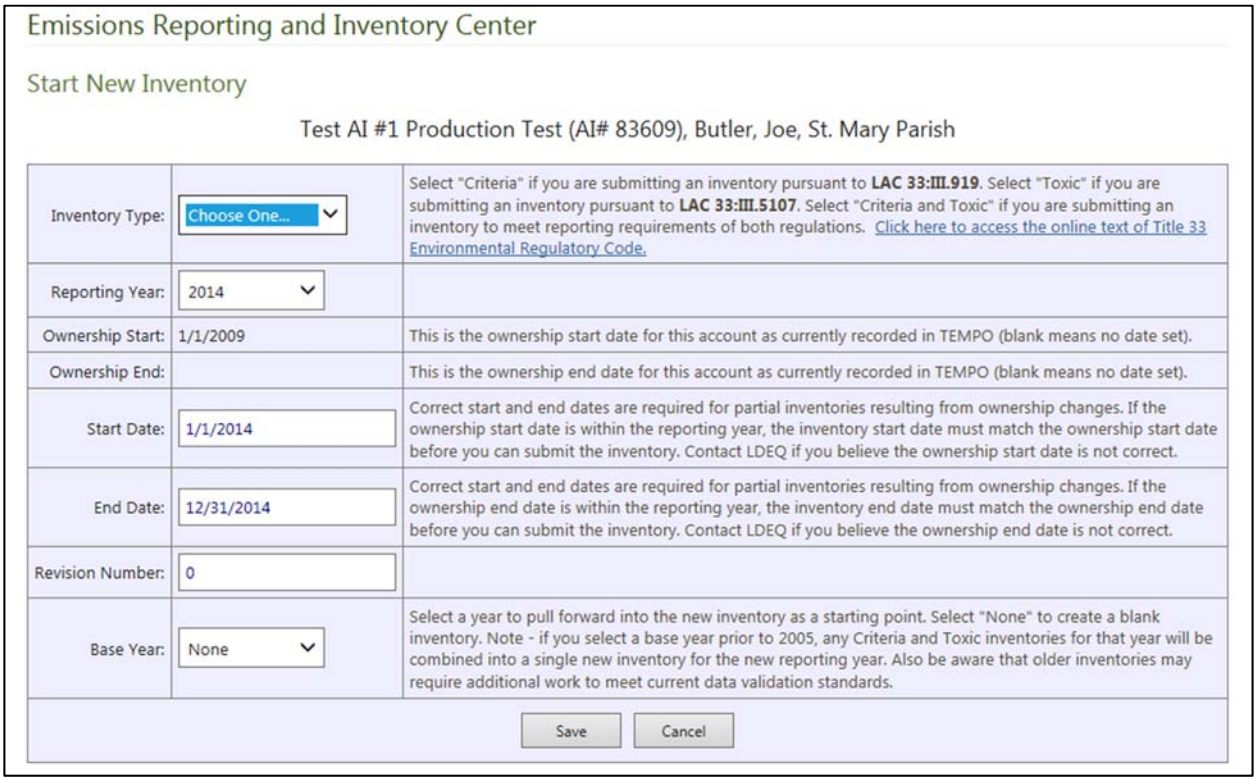
3.1 Starting a New Inventory

To start a new inventory for a new reporting year, simply click on the *Start New Inventory* link above the Current Inventories list on the ERIC facility Account Home page:



If you do not see this link, it means you do not have Administrator, Manager, or Responsible Official role on the account. Contact the ERIC facility Account Administrator regarding your access level.

The screen below appears after you click *Start New Inventory* and shows the information required to start a new inventory:



Inventory Type – in the first drop down menu, you must indicate if the inventory will include criteria pollutants (reported under LAC 33:III.919), TAPs (reported under LAC 33:III.5107) or both. If you are reporting only criteria pollutants, then select *Criteria*. If you are reporting only TAPs, then select *Toxic*. If you are subject to reporting

under both sections, you must submit a combined inventory and select *Criteria and Toxic*. You cannot submit separate inventories for criteria pollutants and TAPs in the same year.

Reporting Year – the year for which the inventory is being reported.

Ownership Start – the ownership start date for the account as currently recorded in TEMPO.

Ownership End – the ownership end date for the account as currently recorded in TEMPO.

Start Date – the date that represents the beginning of the reporting period. It must be within the period of ownership for the account as reflected in TEMPO.

End Date – the date that represents the end of the reporting period. It must be within the period of ownership for the account as reflected in TEMPO.

Under most circumstances, you will submit an inventory for the full reporting year. This may not be the case if your AI changed ownership during the reporting year and each owner is required to submit a separate inventory. See Section 6.5 for specific instructions on change of ownership. In this case, you would set the start date and end date for the reporting period to reflect the portion of the year for which you are reporting emissions.

Revision Number – The revision number is automatically set by ERIC. For all new reporting years, the first inventory is revision number zero. This number is automatically incremented if you revise a previously submitted inventory (see Section 3.5).

Base Year –A list of the years with most recently certified inventories for your account. You can select a prior year (typically the year immediately preceding the new reporting year) and use that year's inventory as a starting point for the new inventory. Once the new inventory is created, it will be populated with the data from the most recently certified inventory in the base year you selected. If you do not select a base year, the inventory will be blank.

3.2 Inventory ID Values

Many inventory operations in ERIC are dependent on the Inventory ID – an integer value that uniquely identifies each inventory record in ERIC. When you start a new inventory, a new Inventory ID value is assigned to it and that number is tracked and listed on your final Certification Statement. The Inventory ID is changed every time you upload new inventory data. The result of the Inventory ID changing is that often any browser history pages (that you might access using the browser "back" button) or bookmarks that you may have saved will reference an Inventory ID that no longer exists. If you frequently receive "inventory not found" error messages in ERIC, this is most likely because you are using old bookmarks or the browser back button to go back to an Inventory ID that is no longer valid. Please use the links contained within the ERIC web page content rather than the browser back button, browser history, or bookmarks to navigate within the ERIC application.

3.3 Navigating and the Browser Back Button

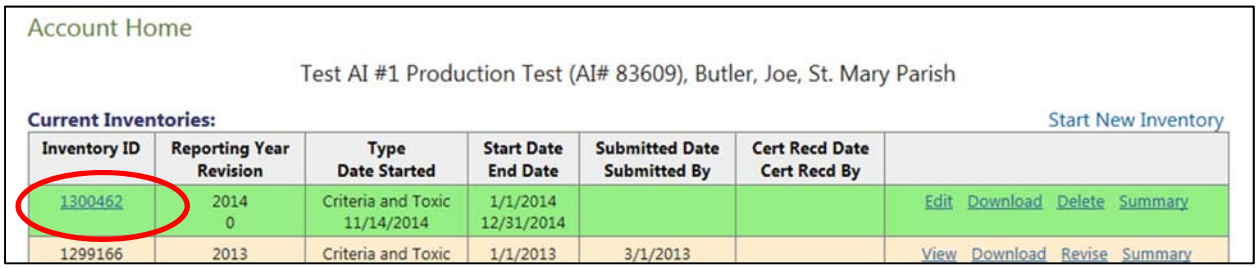
As with many online systems, ERIC is not designed to allow you to use your browser back button to go back to a previous screen. Going back to a different page and re-submitting the transaction can cause your transaction context to be out of sequence, and can cause undesirable results. Each browser has a different image for its back button, but in all browsers they are located outside the web page near the top left area of the browser window:

Each page in ERIC will display a Back *or Home* link within the web page itself that will ensure you are returned to your home page with your transactional context intact:

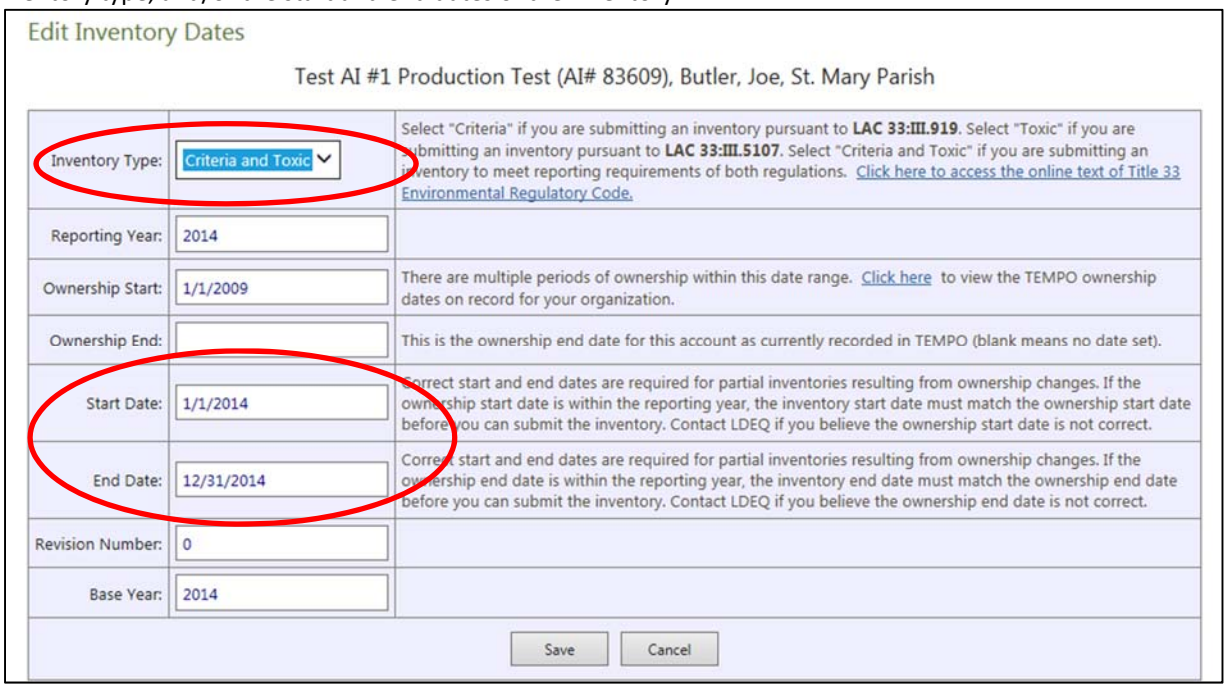
One other important note about navigating in the ERIC web site – the Enter key is NOT USED for ERIC functions. Do not press the Enter key to try to move from field to field or to submit a form. In the current LDEQ portal, the Enter key is reserved to execute the Search function at the top of the portal page.

3.4 Changing the Inventory Type, Start Date, and End Date on an Inventory

For inventories that are in *Editing* status, the inventory row shows a clickable link under the Inventory ID column.



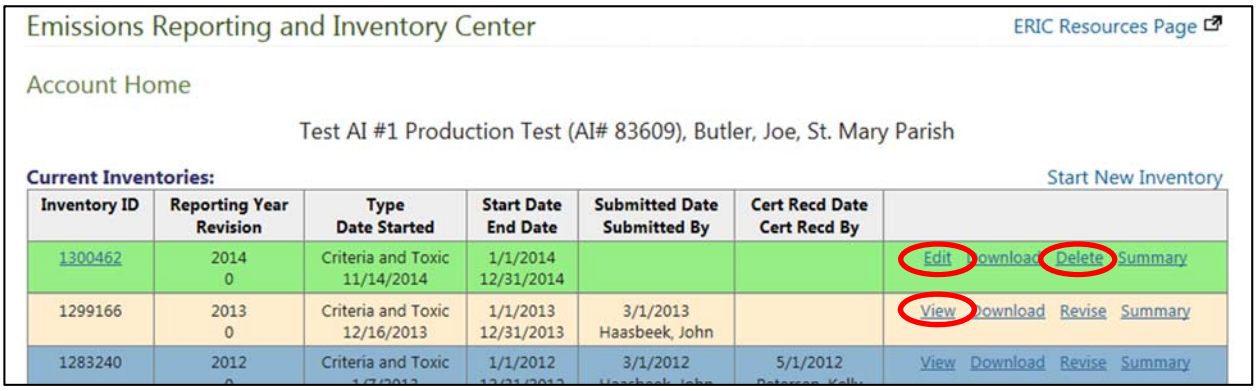
You can click on this link to open a screen similar to the *Start New Inventory* screen where you can modify the inventory type, and/or the start and end dates of the inventory:



Note that if you change the inventory type you must check to be sure you are reporting the correct pollutants for the inventory type you select. ERIC will not allow you to report criteria pollutants on a Toxic inventory, nor can you report TAPs on a Criteria inventory.

3.5 Viewing, Editing, and Deleting Inventories

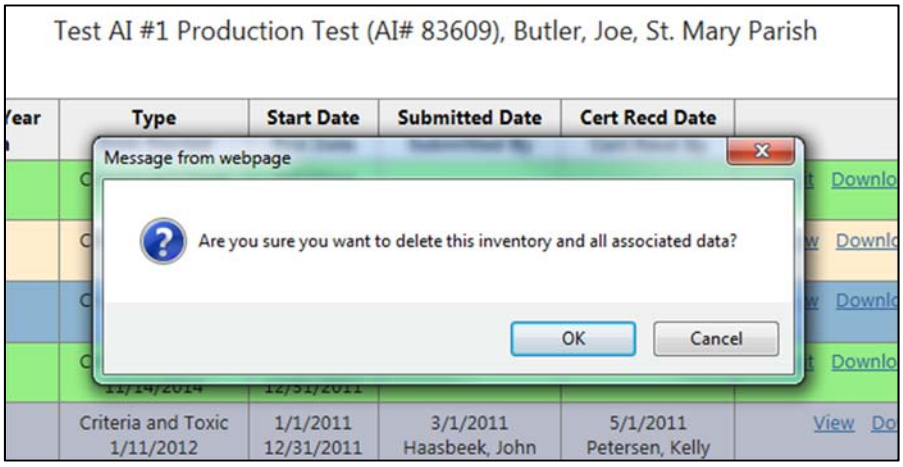
Depending on the status of an inventory and your user role, you may see links in the inventory row to View, Edit, or Delete an inventory:



If an inventory only has the V*iew* link option it is read-only. This is either because you only have *Reader* as your user role or because the inventory has already been submitted. You will see a *View* link (see above) that allows you to open the inventory in read-only mode (see Section 4.2 for more details).

If you have permission to edit the inventory and the inventory is in *Editing* status, you will see an *Edit* link (see above) that allows you to open the inventory in edit mode.

If you have permission to edit the inventory and it has not been submitted, the *Delete* link (see above) will delete the inventory and all associated data. You will be prompted to confirm that you want to delete the inventory before the data is actually deleted.

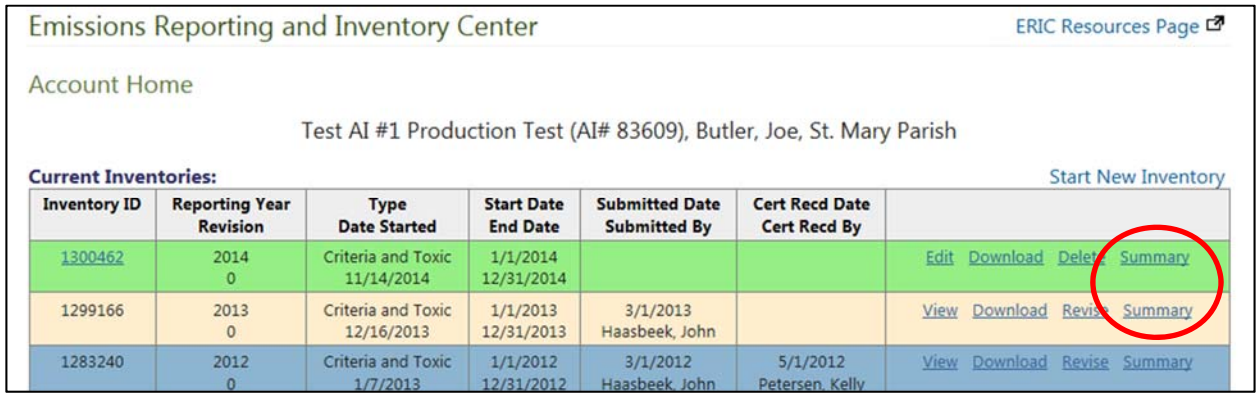


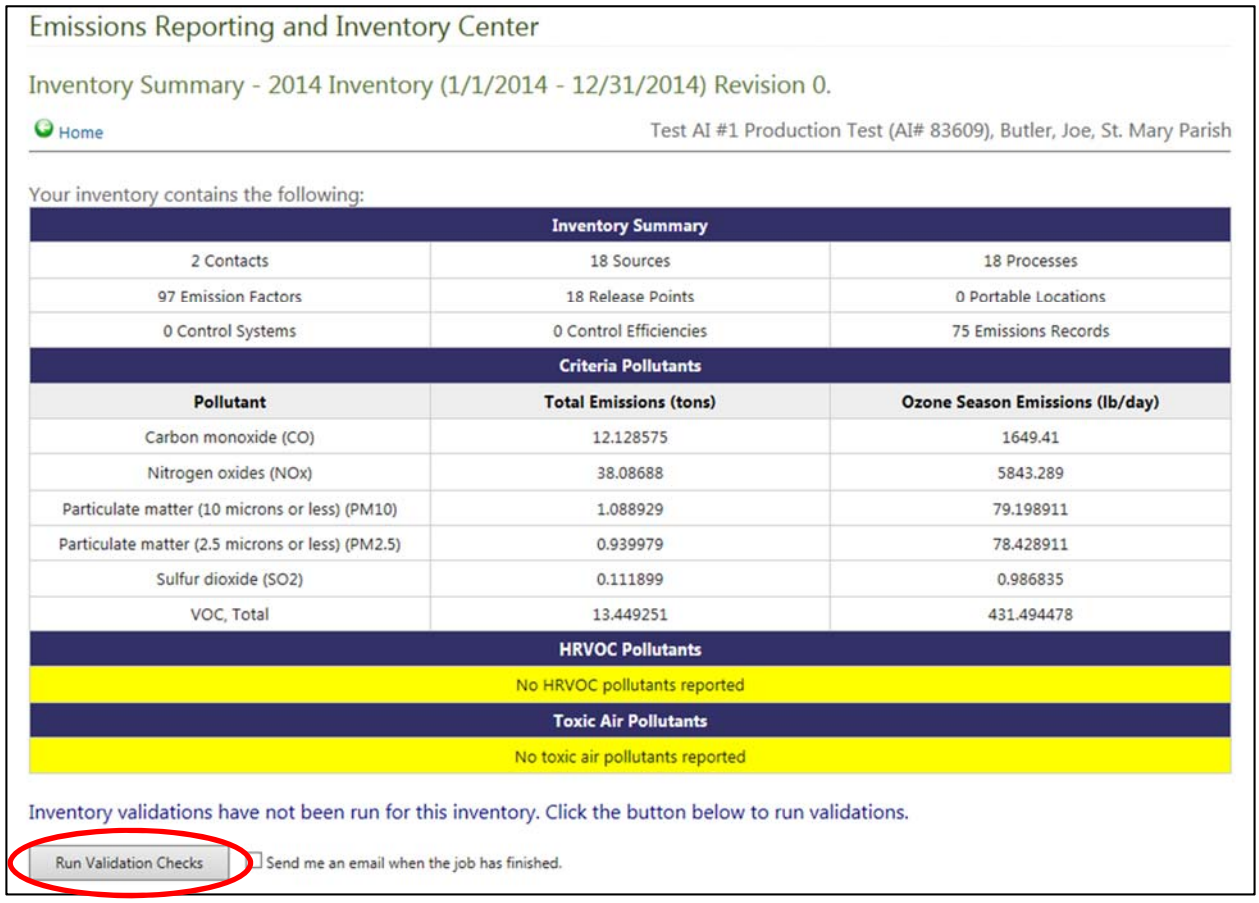
Note that you can delete an inventory that is in *Editing* status at any time. Thus, if you start a new inventory and later decide to start over, you can simply click the *Delete* link for the unwanted inventory on the ERIC Home page and all data associated with the inventory will be deleted. You cannot delete inventories that have been submitted, certified, or revised, nor can you delete inventories when another inventory exists with a higher revision number for any account.

If you have permission to edit the inventory, the *Summary* link will take you to a summary page that shows the number of each item in the inventory and a summarization of emissions by pollutants for the inventory.

3.6 Inventory Summary Page

In addition to providing a summary of the inventory, the Inventory Summary Page may also be the starting point for running validations.



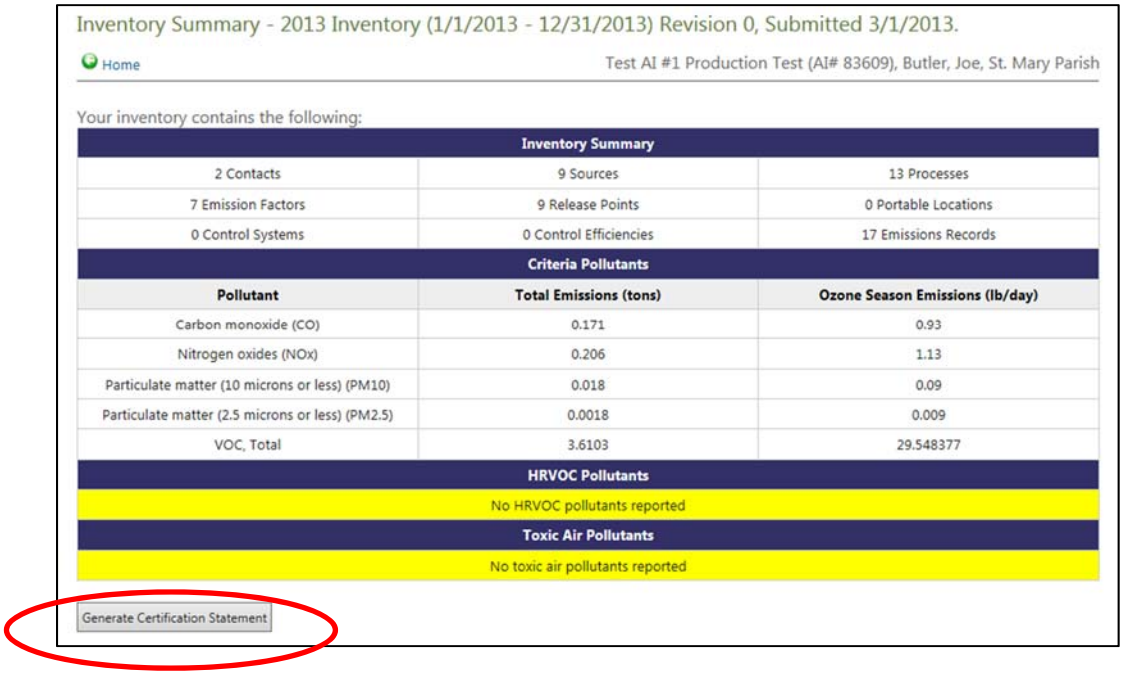


For inventories in *Editing* status, you will see a button that says *Run Validation Checks*. Clicking the button will run validations on the inventory and begin the process of submitting the inventory to LDEQ. This process is described in detail in Section 3.12.

For inventories that have been Submitted but no Certification Statement has been generated yet you will see a button that says *Generate Certification Statement* (if you have the necessary user role on the account) instead of the *Run Validations Checks* button. Clicking the button will generate a .PDF Certification Statement for the inventory and will allow you to download the file to be printed and signed.

If the Certification Statement has already been generated or the inventory is in *Submitted* status, you will see a button that says *View Certification Statement*. Clicking the button will pull up a .PDF of the Certification Statement for the inventory. Note that this is an unsigned version of the Certification Statement that was originally generated from ERIC – the scanned copy of the signed Certification Statement (if it has been received and processed by LDEQ) is available through the online Electronic Document Management System (EDMS) on the LDEQ website.

Inventory is submitted but no Certification Statement has been generated:



Inventory Summary - 2013 Inventory (1/1/2013 - 12/31/2013) Revision 0, Submitted 3/1/2013.

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

Your inventory contains the following:

Inventory Summary		
2 Contacts	9 Sources	13 Processes
7 Emission Factors	9 Release Points	0 Portable Locations
0 Control Systems	0 Control Efficiencies	17 Emissions Records

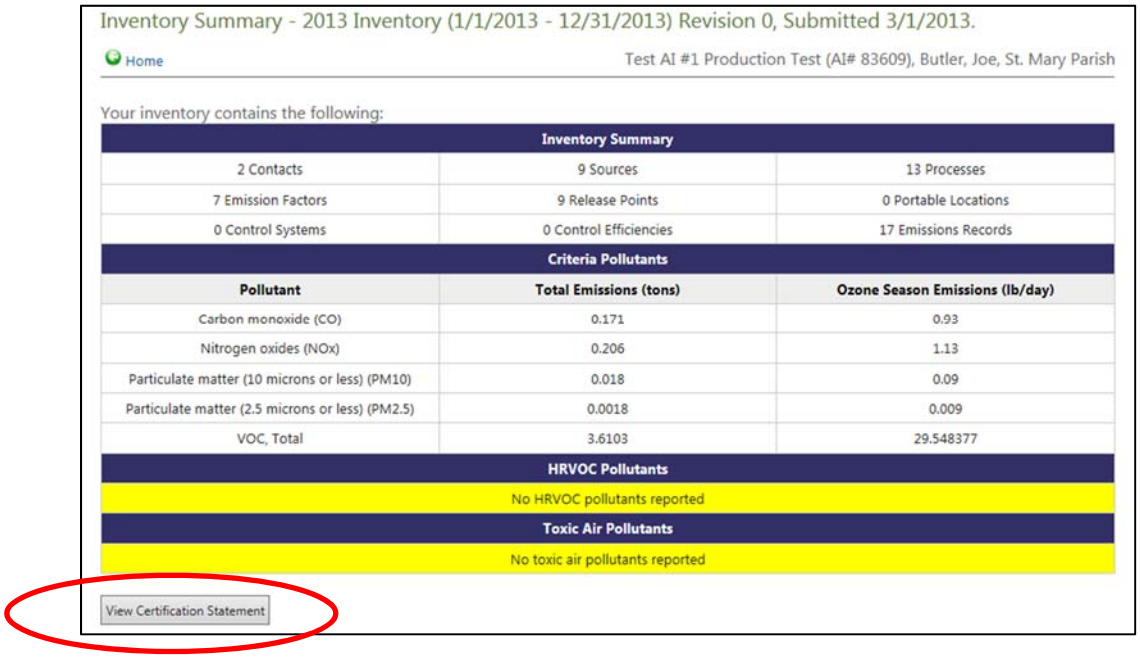
Criteria Pollutants		
Pollutant	**Total Emissions (tons)**	**Ozone Season Emissions (lb/day)**
Carbon monoxide (CO)	0.171	0.93
Nitrogen oxides (NOx)	0.206	1.13
Particulate matter (10 microns or less) (PM10)	0.018	0.09
Particulate matter (2.5 microns or less) (PM2.5)	0.0018	0.009
VOC, Total	3.6103	29.548377

HRVOC Pollutants
No HRVOC pollutants reported

Toxic Air Pollutants
No toxic air pollutants reported

Generate Certification Statement

Certification Statement has already been generated or Inventory is in *Certified* status:



Inventory Summary - 2013 Inventory (1/1/2013 - 12/31/2013) Revision 0, Submitted 3/1/2013.

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

Your inventory contains the following:

Inventory Summary		
2 Contacts	9 Sources	13 Processes
7 Emission Factors	9 Release Points	0 Portable Locations
0 Control Systems	0 Control Efficiencies	17 Emissions Records

Criteria Pollutants		
Pollutant	**Total Emissions (tons)**	**Ozone Season Emissions (lb/day)**
Carbon monoxide (CO)	0.171	0.93
Nitrogen oxides (NOx)	0.206	1.13
Particulate matter (10 microns or less) (PM10)	0.018	0.09
Particulate matter (2.5 microns or less) (PM2.5)	0.0018	0.009
VOC, Total	3.6103	29.548377

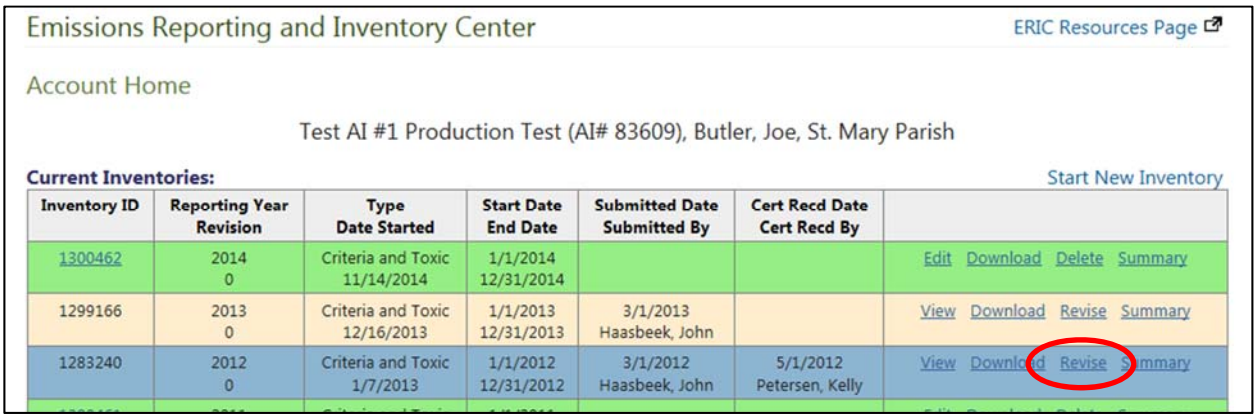
HRVOC Pollutants
No HRVOC pollutants reported

Toxic Air Pollutants
No toxic air pollutants reported

View Certification Statement

3.7 Revising an Existing Inventory

After an inventory has been submitted to LDEQ, you may need to make revisions to the data. From the Facility Account Home page, click on the *Revise* link for the inventory you want to revise:



Emissions Reporting and Inventory Center — ERIC Resources Page

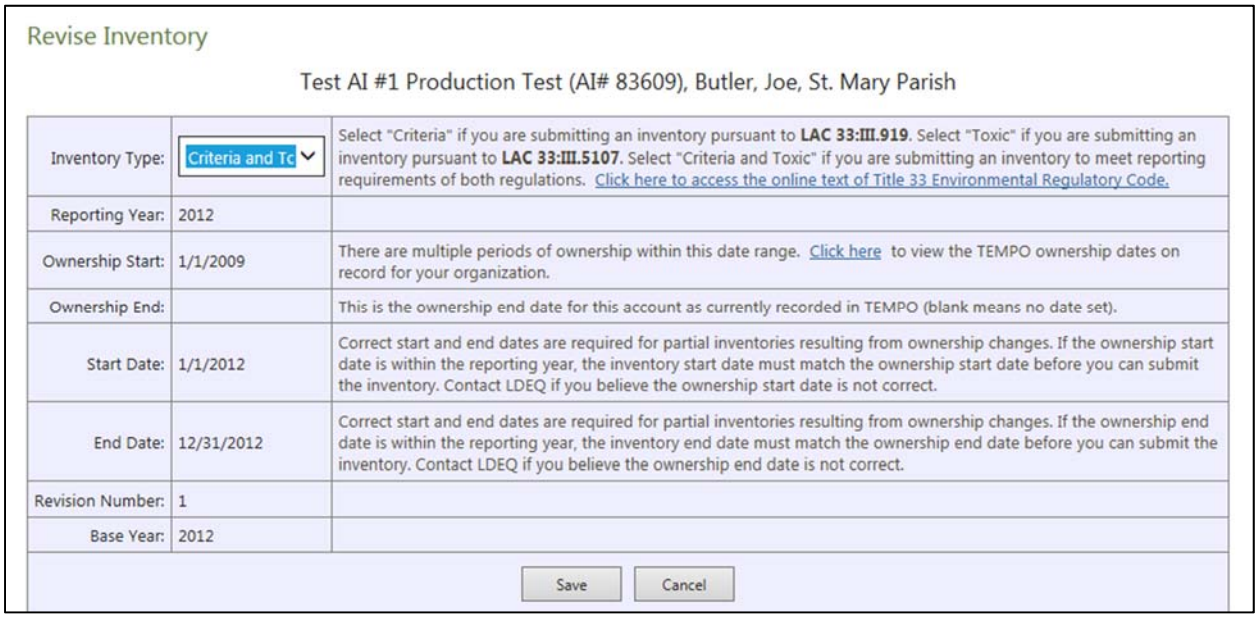
Account Home

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

Current Inventories: Start New Inventory

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1300462	2014 0	Criteria and Toxic 11/14/2014	1/1/2014 12/31/2014			Edit Download Delete Summary
1299166	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013	3/1/2013 Haasbeek, John		View Download Revise Summary
1283240	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012	3/1/2012 Haasbeek, John	5/1/2012 Petersen, Kelly	View Download Revise Summary

This will bring you to the Revise Inventory screen, which is similar to the Start New Inventory screen. However, the reporting year, start date, end date, and base year are all set for you, and you cannot change them:



Clicking *Save* from this screen will create a new inventory for that reporting year based on the already submitted inventory and set the status of the previously submitted inventory to *Revised*. The newly created inventory will have all the data from the previously submitted inventory.

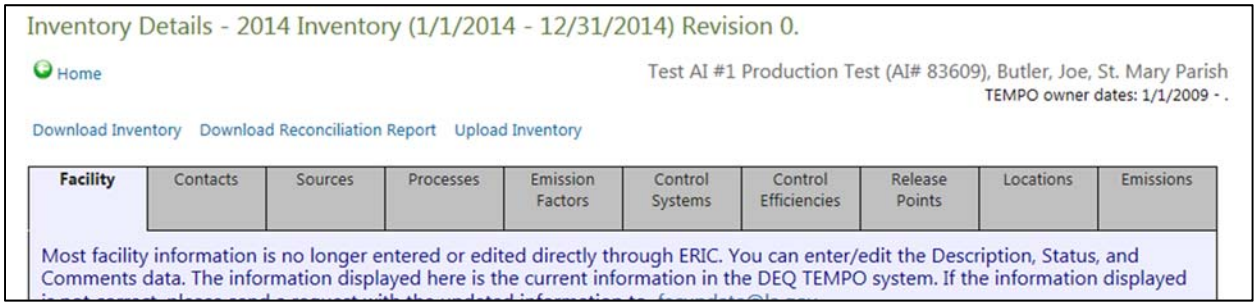
When revising an inventory, you can change the inventory type, if appropriate. Note that if you change the inventory type you must check to be sure you are reporting the correct pollutants for the inventory type you select. ERIC will not allow you to report criteria pollutants on a Toxic inventory, nor can you report TAPs on a Criteria inventory.

Once you have created the new inventory for the reporting year, you can edit the data and then go through the process to submit the revised inventory. However, if you decide that you do not need to revise the inventory, you can simply delete the new inventory using the *Delete* link on the ERIC Facility Account Home page and the previous revision will be set back to *Submitted* status.

3.8 Inventory Details Page

The Inventory Details page displays tabs that correspond to the various data element groups within the inventory. The data elements on each tab are described later in this manual.

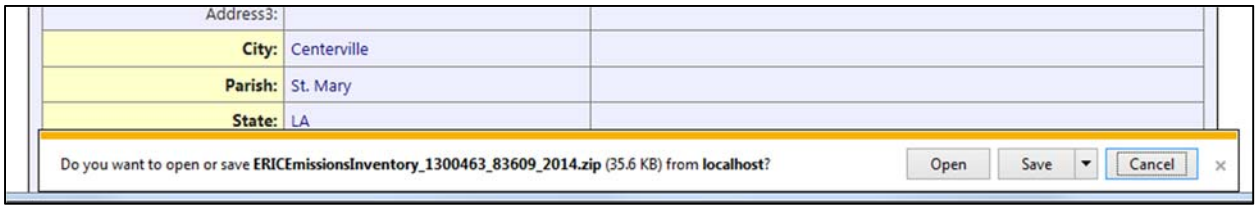
The Inventory Details page is accessed by clicking the *Edit* or *View* link for that inventory on the Facility Account Home page.



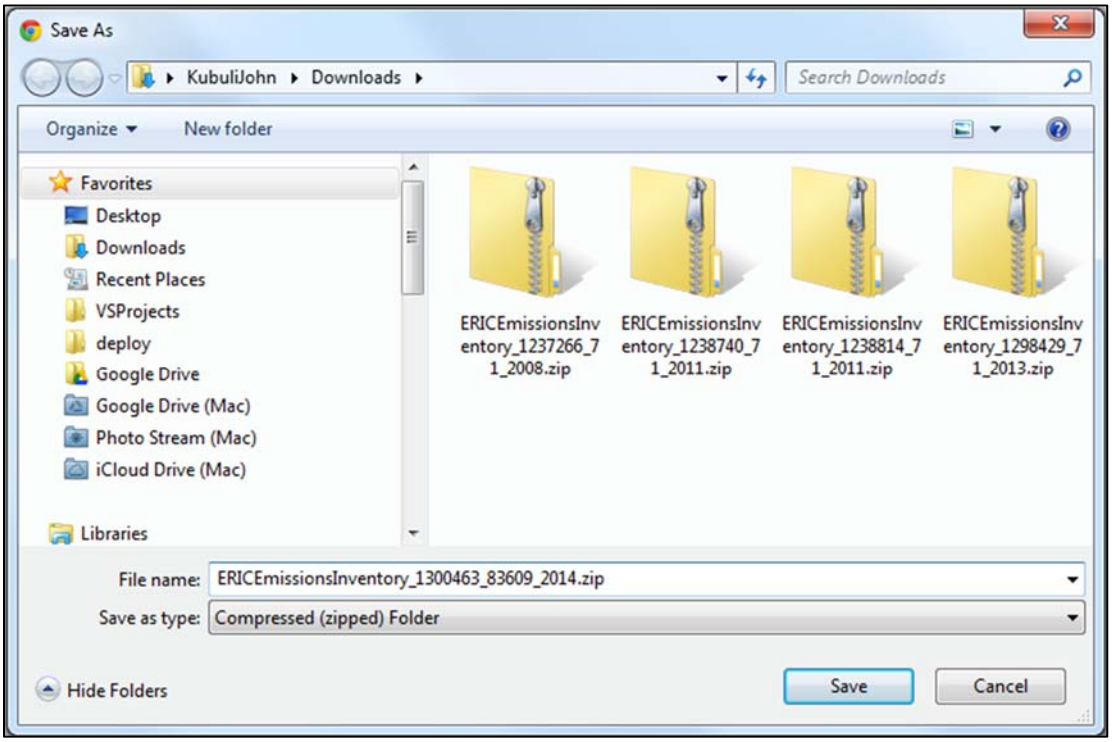
At the top of the page, there are links to *Download Inventory, Download Reconciliation Report*, and (if you have editing privileges) to *Upload Inventory*. To view the data in each group, simply click on the corresponding tab.

3.9 Downloading an Inventory

Inventory data can be downloaded into a Microsoft Excel workbook either from the Account Home Page or from any of the *Inventory Details* pages. From the ERIC Home page, either click the download link for the inventory you want, or choose the inventory you want to download by clicking the *Edit* or *View* button then click on the *Download Inventory* link at the top left of the Inventory Details page to download the file. The file is delivered in a compressed ("zipped") format. A blank window may pop up while the inventory file is being prepared – once the file has been created, your browser will prompt you to *Open* or *Save* the file. You should ALWAYS SAVE the file. If you open it, you will lose any changes you make or data you add (when you directly open a file from the web, most browsers save it in a "temporary" location making it nearly impossible to locate the file). The following screen shot shows the *Save As* notification in Internet Explorer 11 (which appears at the bottom of the browser window):

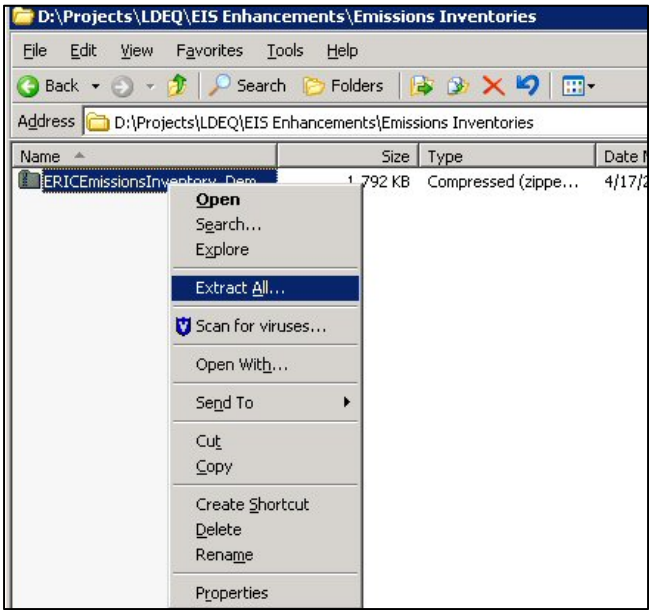


In Google Chrome, the *Save As* dialog appears in a separate window:



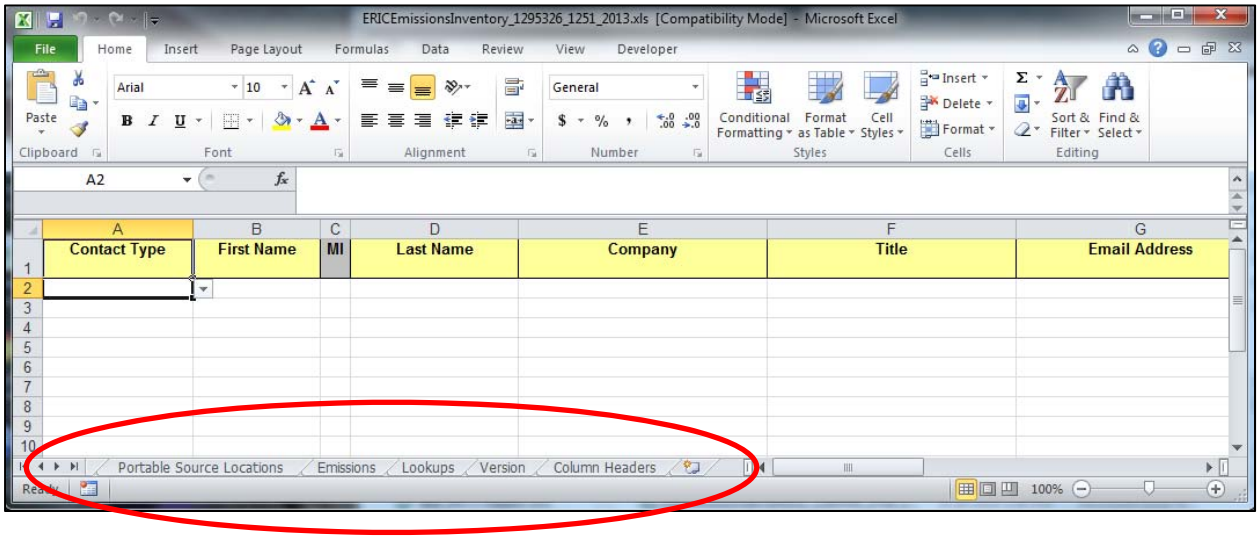
The default name that is offered for the file consists of the title "ERICEmissionsInventory" followed by the Inventory ID (listed on your Facility Account Home page), the AI number, and the reporting year with each item separated by an underscore.

After you save this compressed file to your local drive (for example, in your My Documents folder), you will need to extract the Excel workbook from it. In Windows XP Explorer, you can right-click on the zip file and select Extract All from the context menu:



Follow the on-screen instructions to extract the Excel workbook from the compressed archive. You may use another commercial compression tool, such as WinZip or PKZip. Please consult your user documentation for instructions on how to extract the files using these tools.

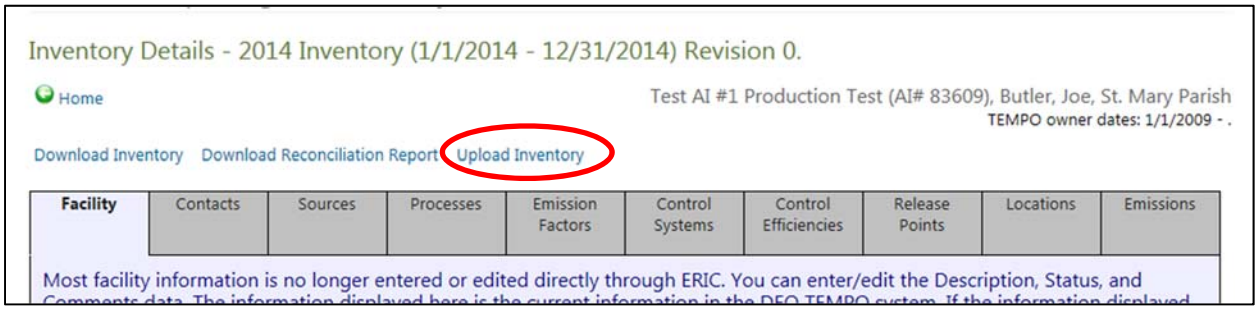
Once the file is extracted, you can open it in Microsoft Excel (version 2003 or higher). The workbook contains worksheets that correspond to the tabs on the Inventory Details page:



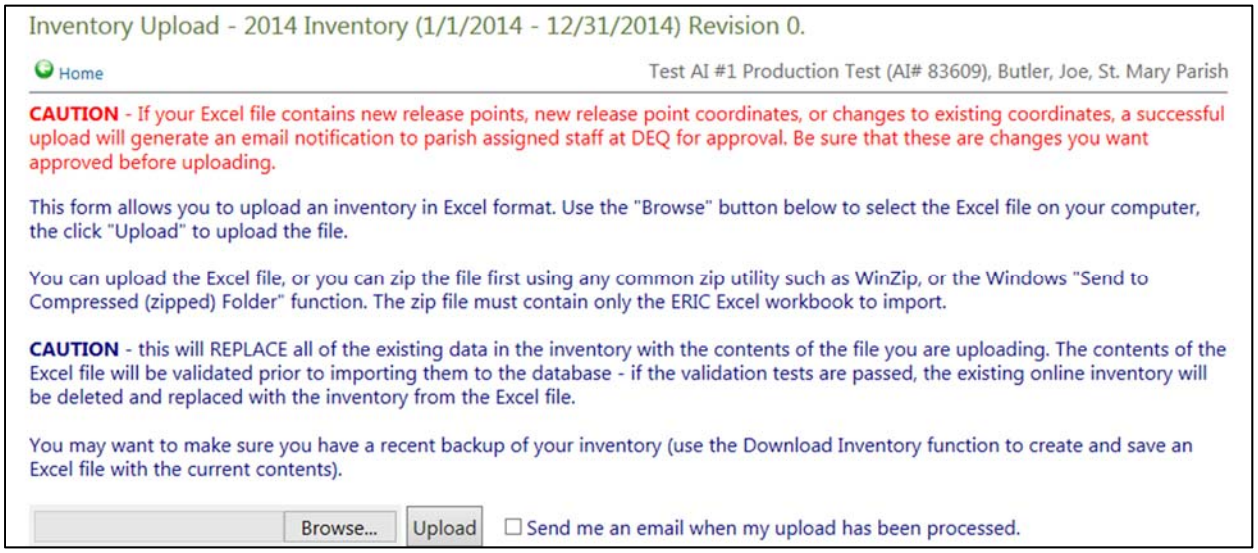
You can copy and paste data in the worksheets, or import data from other sources such as Microsoft Access or other database programs. See Section 4 for data entry in ERIC.

3.10 Uploading an Inventory

To upload data you have been working on in the Microsoft Excel format, you must first navigate to the Inventory Details page for the inventory to which the data will be uploaded. ERIC does not prevent you from uploading data from one inventory year or AI into another, so be careful that you select the matching inventory and Excel file. From the appropriate Inventory Details page, click on the *Upload Inventory* link at the top left of the page.

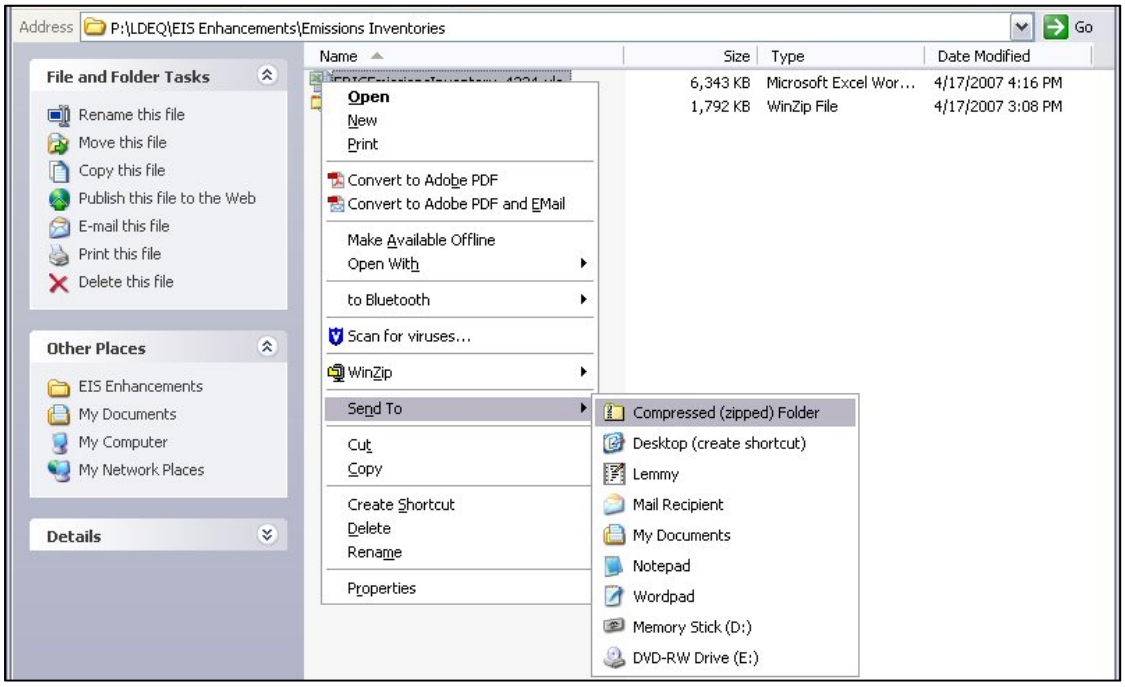


You will be prompted to select a file containing the inventory data you wish to upload:

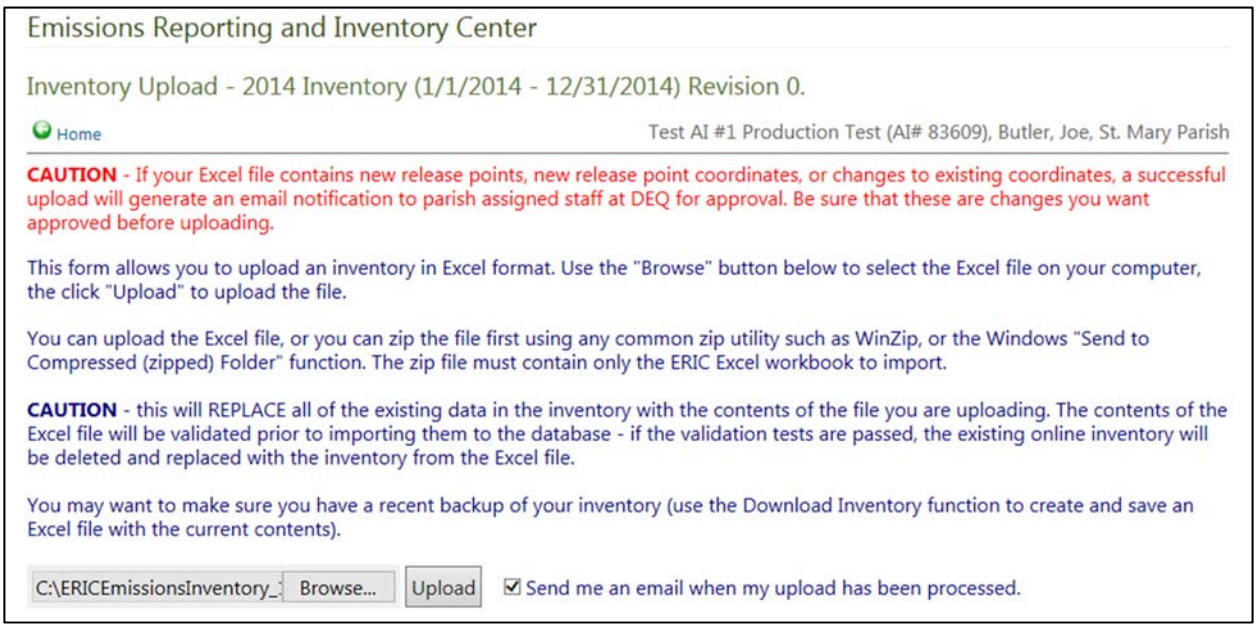


Note the two “Caution” statements on the screen. The first “Caution” notes that an email will be generated to a DEQ staff member to approve any new or changed coordinates in your uploaded file. The second caution explains that the data in the file you upload will REPLACE the data in the current inventory. There is no “undo” function for this process, so you may want to make sure you have recently downloaded the inventory and saved the data as a backup. If you upload the wrong data, you can simply upload your backup file to restore the inventory to its prior state.

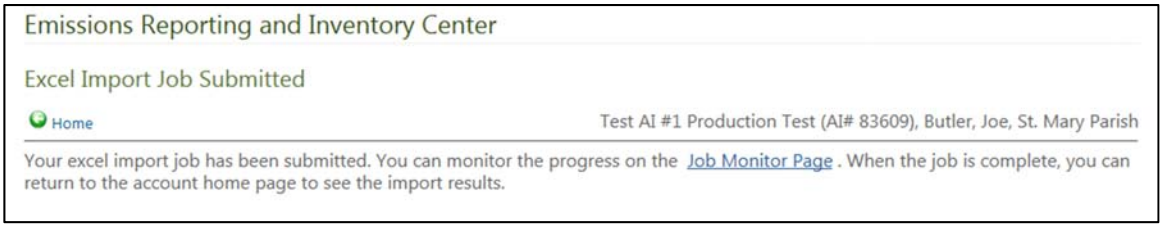
You can either upload the Excel file (with a file extension of .xls or .xlsx), or you can compress the file in a “zip” archive prior to uploading it. You are encouraged to compress the Excel file prior to uploading it. In Windows XP Explorer, you can simply right-click on the Excel file and select Send To -> Compressed (zipped) Folder from the context menu. Follow the on-screen instructions to create the compressed file. Other zip utilities have a similar process for compressing an individual file.



Click the Browse button (labeled "Choose File" in some browsers) on the Upload Inventory screen and locate the Excel or Zip file that you want to upload. Once you have selected the file to upload, click the Upload button:



After you select a file and click Upload, the ERIC website will save your file and you will see the following screen. You will need to wait for the file to be transferred, but the actual processing and validation of the data will run offline.

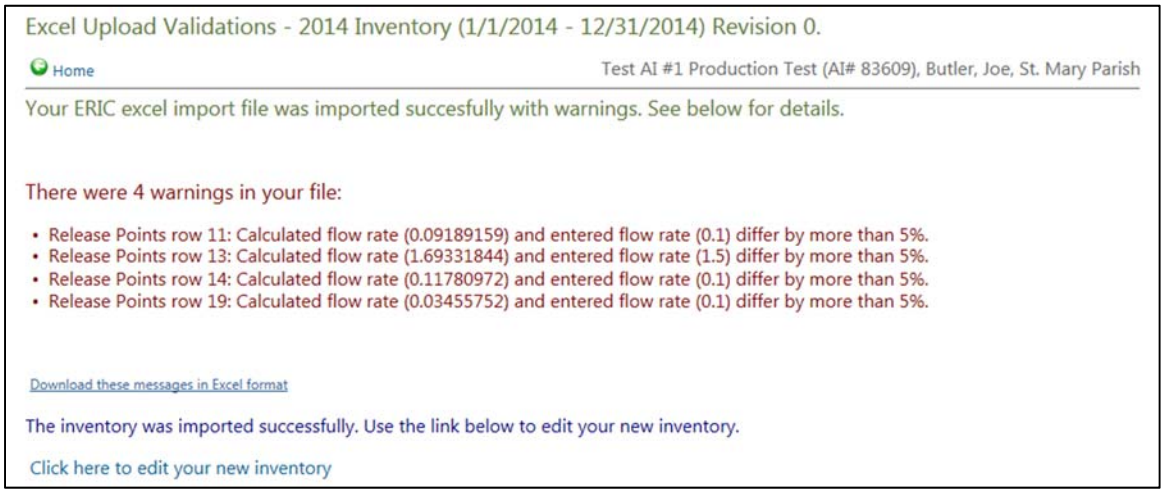


Click on the *Job Monitor Page* link to view the progress of your upload job. You can also exit ERIC and log back in later to check – there is a *Job Monitor* link at the bottom of your Account home page.

The *Job Monitor* shows the status of all of your offline processing jobs:

When a job is first added to the queue, it is in "Pending" status. You will see the status change and messages about the progress on the job as the offline processor executes the request. The information in the jobs table automatically refreshes every ten seconds. When the job is complete, it will provide the final results of the process in the Progress Messages column, and if appropriate it will provide a link to the job results in the last column.

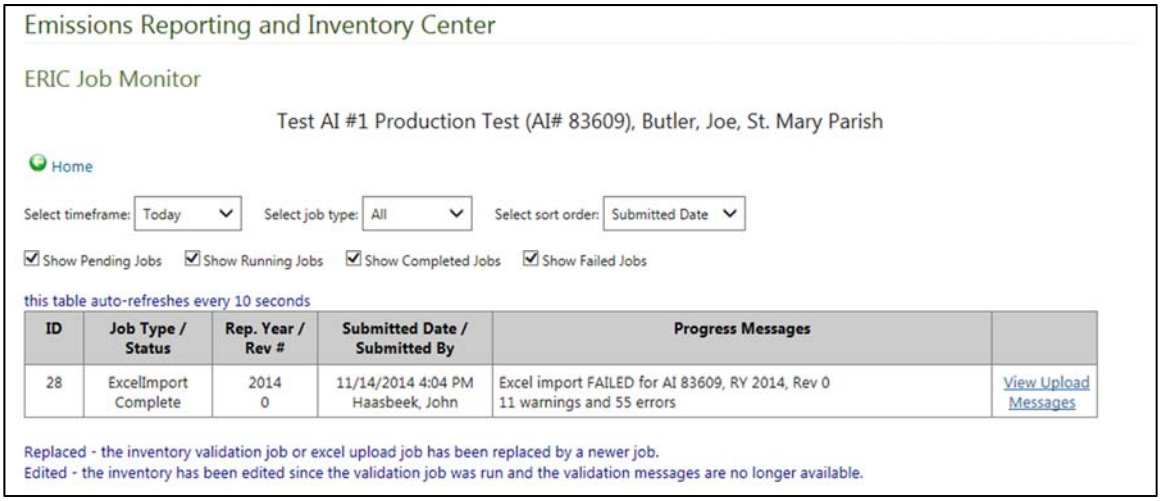
Click on the *View Upload Messages* link for the job record to see the upload details:



Note: There is a link to download your error/warning messages to Excel, so you don't have to print out the results page or keep it open while you work to resolve the issues.

ERIC only saves the results of the latest upload for each inventory (reporting year and revision number). If you upload a new file, the previous upload job is marked as "Replaced":

If the upload file has errors it will be rejected. In this case you will receive the following message on the *Job Monitor*:



Note that the "Job Status" is listed as "Complete". This simply means that the processor is finished with the job. The "Progress Messages" column tells you that the import "FAILED" so you know the file was rejected and your inventory data remain unchanged.

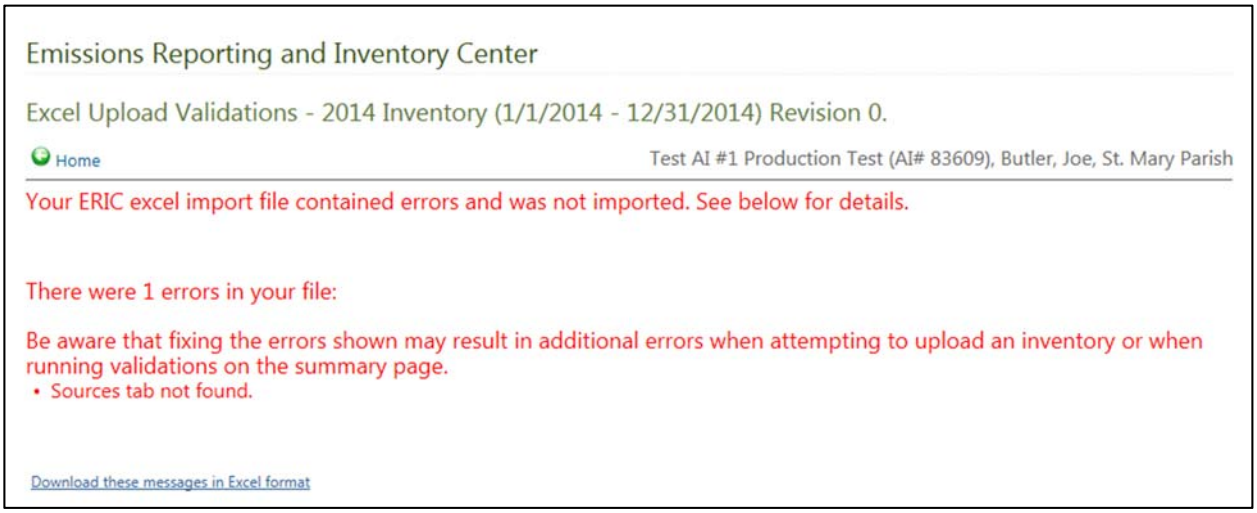
If there were problems with the upload, you will see a list of specific error messages. There are three types of messages that you may receive.

1. Warnings – these alert you to possible data problems, but your inventory is still imported.

2. Structural Errors – these occur when the format of the spreadsheet is changed which prevents the system from reading the file; and,

3. Content Errors – these occur when the data can be read but the values are unacceptable.

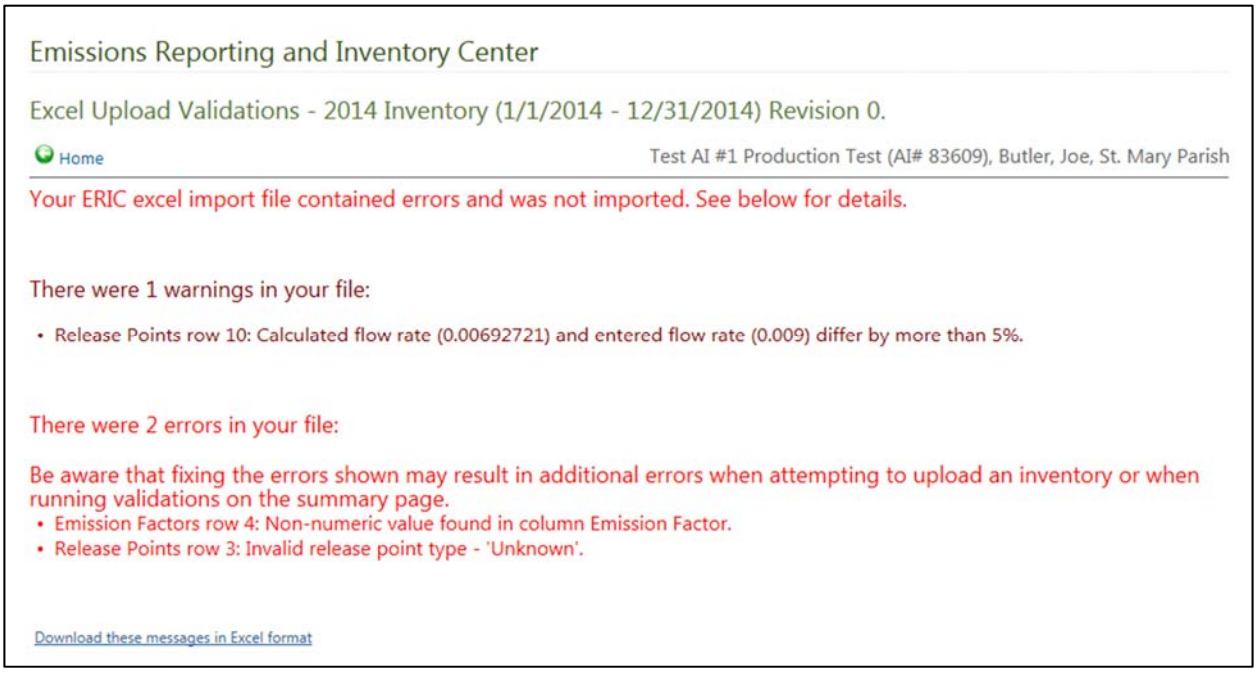
If any structural errors occur, the processing will stop and you will not see any content error messages. Omitting a required column on one of the spreadsheet tabs, or omitting one of the tabs altogether, would be an example of a structural error:



If there are no structural errors, the processor will examine all of the data, even if some content errors occur. This will provide you with a complete list of errors to address rather than stopping at the first error. The valid values

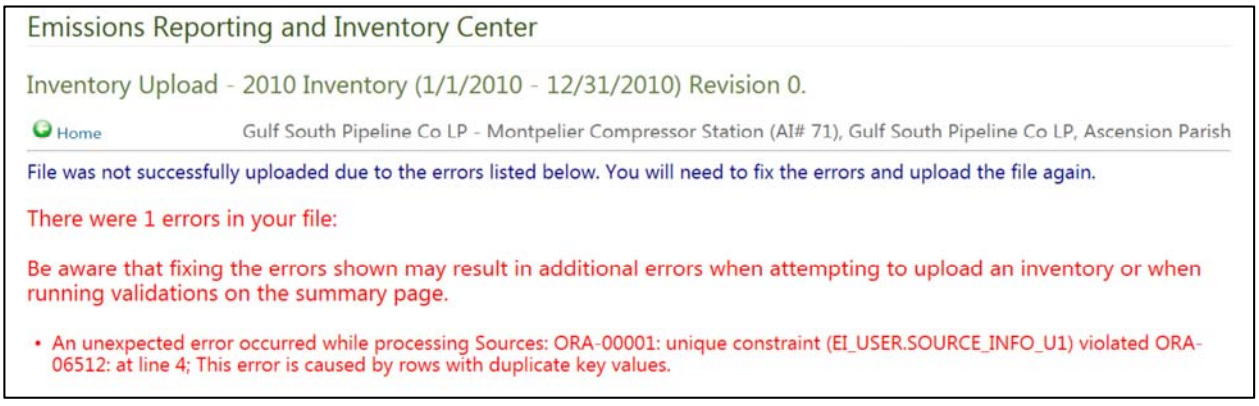
and rules for all of the data elements in the ERIC inventory are described in Section 5. Appendix A gives details about which validations are enforced during the inventory upload processing.

The restrictions in the downloaded Excel file should prevent most structural and content errors; however, if you construct your own spreadsheet from scratch, you may encounter warning and errors:



In the example above, a warning was issued for a potential inconsistency in data for diameter, flow rate, and exit velocity on a release point. In addition, a content error was reported on Emission Factors row 4 because the Emission Factor column contained a non-numeric value and another for Release Points row 3 where an invalid release point type was submitted.

Another error message you may encounter is a Unique Constraint error.



This type of error indicates that a column or set of columns that must contain unique values contains a duplicate. In the example above, the uploaded file contained duplicate Source ID values (see Section 5 for more information on which columns must contain unique values).

On occasion, during upload of a spreadsheet, the system may crash without giving any warnings or errors. When this happens, it is possible that a revision to your inventory may have been created. If you find that this has occurred, delete all of the extra revisions. Keep the one revision you were trying to upload to and try to upload the file again. For example, if you were trying to upload to Revision 0 and the system crashes and you now see

Revision 0 and Revision 1, then delete Revision 1 and try to upload to Revision 0 again. If you still have problems uploading, contact DEQ (see Section 1.3)

If you need help with uploading a spreadsheet or have errors that you need assistance with, copy and paste the error into an email, along with the AI number, attach the spreadsheet, and send it to the appropriate DEQ staff (see Section 1.3).

3.11 Emissions Inventory Validation

Validations are applied in different ways at each stage of the inventory development and submittal process. Section 5 provides details on the validations that are applied to each data element in each category in the inventory, as well as additional validations that are applied within a category or across categories. The key design philosophy is to provide you with information about potential issues with the inventory as you are developing it, but to allow you to enter and save potentially invalid data that you can revise later, but before submitting the inventory to DEQ. The full set of validations is applied at the time you submit your inventory.

The three stages of inventory development are:

- Online & Microsoft Excel workbook data entry (described in Section 4) or manual data entry using the web data entry forms;
- Inventory upload in Excel format (described above in Section 3.9) or saving manually entered data; and
- Inventory submittal (described below in Section 3.12).

Validations during online data entry include valid value and range checks, as well as inventory consistency. For example, you cannot enter a source ID on a process record if the source ID does not exist in the inventory. However, you are not forced to enter all required fields before saving a web data entry form so that your data can be saved in an incomplete state. Also, if you have pulled forward data from a prior year inventory that contains drop down selections that have been made inactive, you are not forced to update those selections at the time you save each screen of data. Finally, the validations that apply across records and across the entire inventory are not applied during data entry to allow you to correct each screen in the desired sequence.

For example, there is a validation check that sources with an *Idle* status do not have emissions records. If you switch the status of a source to Idle before deleting the associated emissions records, the online data entry form will not stop you with a validation error message. You can set the source to Idle, and then later delete the associated emissions record.

Validations during the Excel upload are similar to those applied during web data entry. Some validations, in addition to basic formatting and acceptability of the spreadsheet, are applied during the upload. For example, a comparison of the entered flow rate on a release point to the calculated flow rate based on diameter and flow rate. These validations are applied but are only reported to you as warnings so they do not prevent uploading of the new inventory data.

The full set of validation rules is applied and all data fields in the inventory are validated at the time you submit your inventory to DEQ, as described in Section 5 and Appendix A.

For prior year inventories, the validations may be limited based on the type of submittal and the age of the inventory. Certain validation rules are considered by DEQ. LDEQ can optionally turn off those validation rules for older inventories. In addition, certain types of inventory revisions are only validated for the data fields that changed from the original submittal (i.e., unchanged data fields do not need to meet the current validation criteria).

The rules as to what will be validated for a specific inventory submittal are as follows:

Current Reporting Year

New Inventory - **ALL validations** applied to **ALL data fields**
Revision - **ALL validations** applied to **ALL data fields**

Up To Four Years Prior

New Inventory - **ALL validations** applied to **ALL data fields**
Revision - **ALL validations** applied to **CHANGED data fields**

More Than Four Years Prior

New Inventory - **PARTIAL validations** applied to **ALL data fields**
Revision - **PARTIAL validations** applied to **CHANGED data fields**

The term "PARTIAL validations" includes all non-configurable validations (i.e., validation rules that LDEQ cannot turn off) plus all configurable validations that are set to be included for prior year revisions.

The validations details table in Appendix A explains which validations can be configured by DEQ for prior year submittals; however, you will need to contact DEQ (see Section 1.3) to find out which validations are set to be included and which are excluded. Remember that any validations that are not listed as configurable WILL be applied to prior year inventories.

3.12 Emissions Inventory Submittals

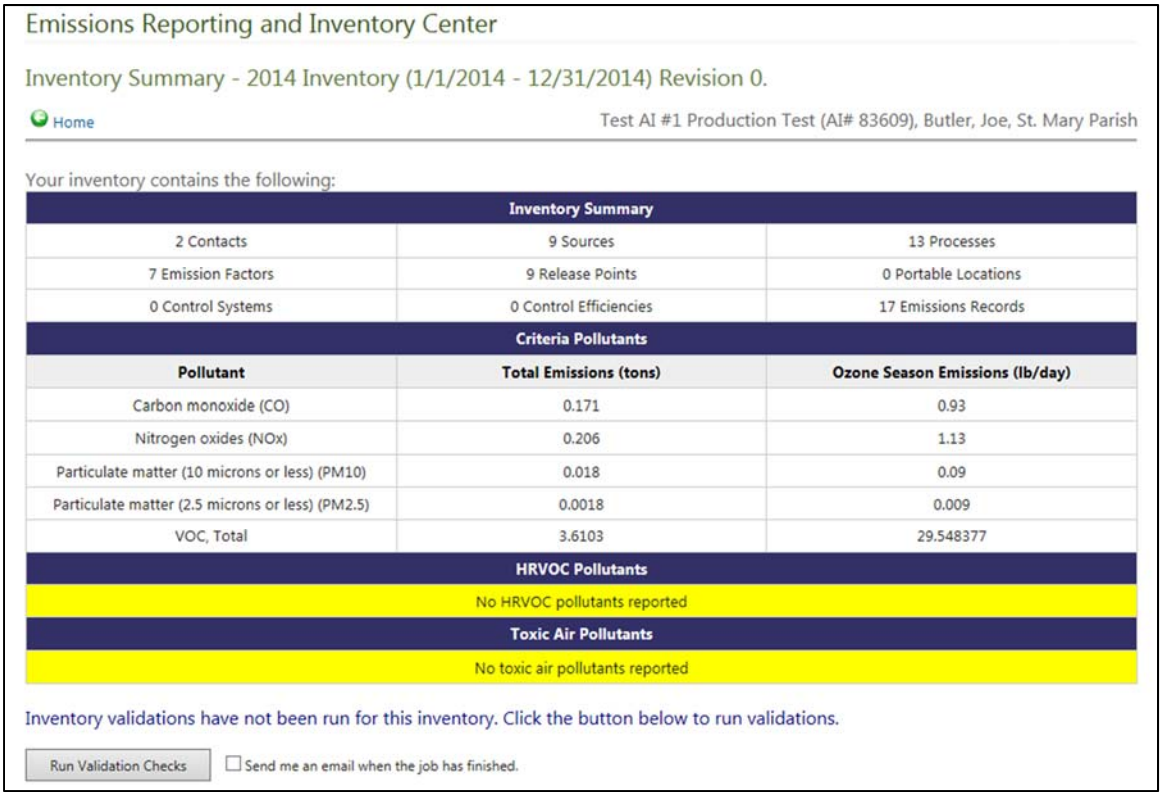
The process for submitting an Emissions Inventory to DEQ in ERIC requires five steps:

1. Review your inventory summary.
2. Pass all online validation checks.
3. Submit the inventory.
4. Print your Certification Statement and have it signed by the Responsible Official.
5. Mail the Certification Statement to DEQ.

These steps are described in more detail below.

3.12.1 Reviewing Your Emissions Inventory

From the ERIC Facility Home page, click the *Summary* link on the inventory row that you want to submit. You will see the Inventory Summary page:



Emissions Reporting and Inventory Center

Inventory Summary - 2014 Inventory (1/1/2014 - 12/31/2014) Revision 0.

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

Your inventory contains the following:

Inventory Summary		
2 Contacts	9 Sources	13 Processes
7 Emission Factors	9 Release Points	0 Portable Locations
0 Control Systems	0 Control Efficiencies	17 Emissions Records
Criteria Pollutants		
Pollutant	**Total Emissions (tons)**	**Ozone Season Emissions (lb/day)**
Carbon monoxide (CO)	0.171	0.93
Nitrogen oxides (NOx)	0.206	1.13
Particulate matter (10 microns or less) (PM10)	0.018	0.09
Particulate matter (2.5 microns or less) (PM2.5)	0.0018	0.009
VOC, Total	3.6103	29.548377
HRVOC Pollutants		
No HRVOC pollutants reported		
Toxic Air Pollutants		
No toxic air pollutants reported		

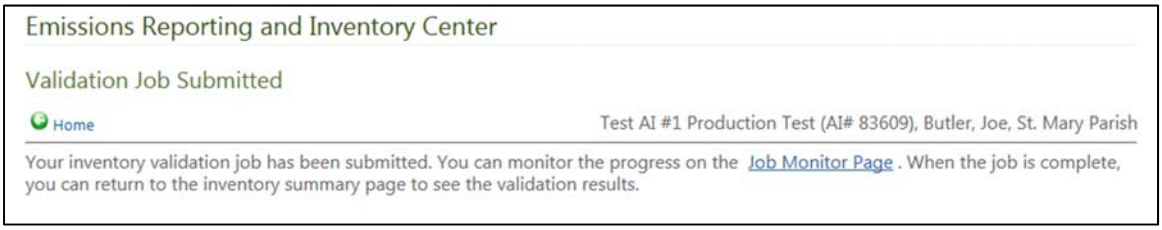
Inventory validations have not been run for this inventory. Click the button below to run validations.

Run Validation Checks ☐ Send me an email when the job has finished.

The Inventory Summary screen shows the data element groups that comprise the inventory, and a summary of total annual (or reporting period) emissions by pollutant grouped into criteria pollutants, Highly Reactive VOCs (HRVOCs) and TAPs. The criteria pollutant and HRVOC totals are reported in tons, whereas the TAP totals are reported in lbs.

3.12.2 Validation Checks

Click on the *Run Validation Checks* button to submit an offline job that will run the built-in data validation procedures in ERIC. Check the box if you wish to receive your validation results via email, and click the *Run Validation Checks* button. You will see a message that your job has been submitted with a link to the Job Monitor page:



Emissions Reporting and Inventory Center

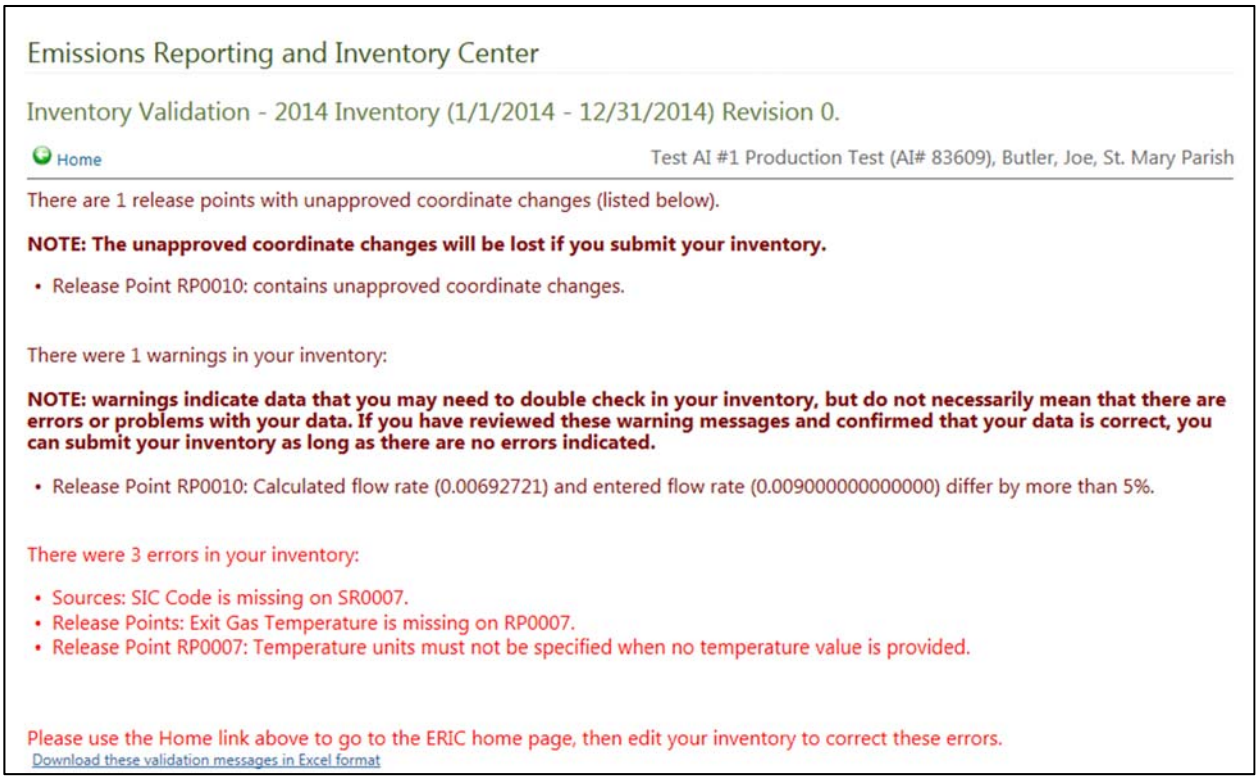
Validation Job Submitted

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

Your inventory validation job has been submitted. You can monitor the progress on the Job Monitor Page . When the job is complete, you can return to the inventory summary page to see the validation results.

Once the validation process is complete, you will see a link to *View Validations* on the Job Monitor table:

Clicking *View Validations* will take you to the Inventory Validation page. If there are validation errors in your inventory, you will be presented with a detailed summary of the errors. The summary lists several groups of messages. The first group shows any release points for which you have requested coordinate changes that have not yet been approved. If you continue with the inventory submittal, your new coordinates will not be included in the submitted inventory. The next group includes Warnings – items that may require additional examination but will not prevent you from submitting your data. The final group shows any Errors in your inventory. If your inventory has any validation errors, you will need to fix them before you submit the data.



As soon as you edit the data in the inventory, or upload a new spreadsheet, the existing validation messages are removed and the Job Monitor table marks the validation job as "Edited":

Emissions Reporting and Inventory Center

ERIC Job Monitor

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

Home

Select timeframe: Today | Select job type: All | Select sort order: Submitted Date

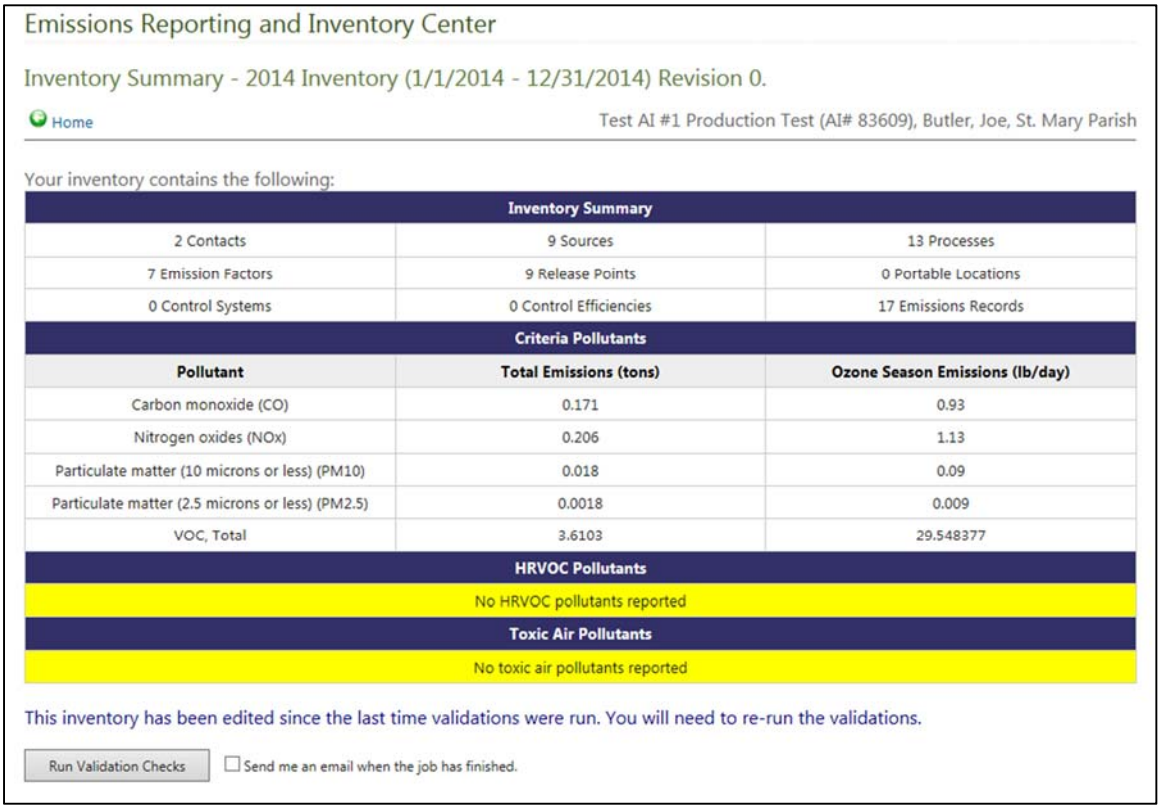
Show Pending Jobs | Show Running Jobs | Show Completed Jobs | Show Failed Jobs

this table auto-refreshes every 10 seconds

ID	Job Type / Status	Rep. Year / Rev #	Submitted Date / Submitted By	Progress Messages	
40	Validation Complete	2014 0	11/14/2014 4:26 PM Haasbeek, John	Validation complete for AI 83609, RY 2014, Rev 0 1 warnings, 2 errors, 0 unapproved coordinate changes	Edited
38	ExcelImport Complete	2014 0	11/14/2014 4:23 PM Haasbeek, John	Excel import SUCCEEDED WITH WARNINGS for AI 83609, RY 2014, Rev 0 1 warnings and 0 errors	View Upload Messages

Replaced - the inventory validation job or excel upload job has been replaced by a newer job.
Edited - the inventory has been edited since the validation job was run and the validation messages are no longer available.

The inventory summary page also shows the inventory as having been edited since the last time validations were run:



Emissions Reporting and Inventory Center

Inventory Summary - 2014 Inventory (1/1/2014 - 12/31/2014) Revision 0.

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

Your inventory contains the following:

Inventory Summary		
2 Contacts	9 Sources	13 Processes
7 Emission Factors	9 Release Points	0 Portable Locations
0 Control Systems	0 Control Efficiencies	17 Emissions Records
Criteria Pollutants		
Pollutant	**Total Emissions (tons)**	**Ozone Season Emissions (lb/day)**
Carbon monoxide (CO)	0.171	0.93
Nitrogen oxides (NOx)	0.206	1.13
Particulate matter (10 microns or less) (PM10)	0.018	0.09
Particulate matter (2.5 microns or less) (PM2.5)	0.0018	0.009
VOC, Total	3.6103	29.548377
HRVOC Pollutants		
No HRVOC pollutants reported		
Toxic Air Pollutants		
No toxic air pollutants reported		

This inventory has been edited since the last time validations were run. You will need to re-run the validations.

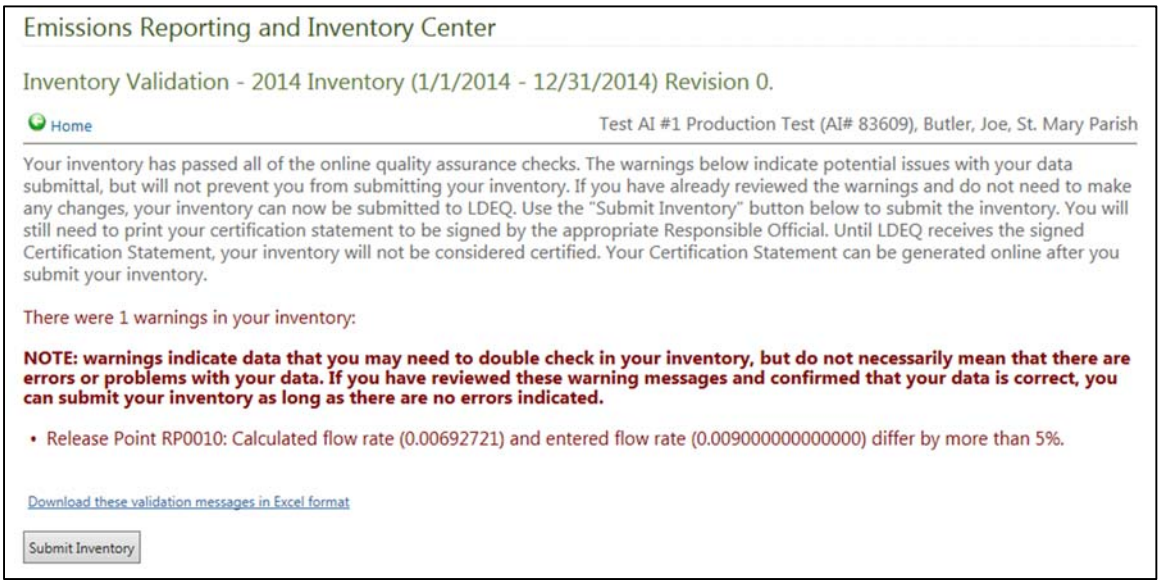
Run Validation Checks | Send me an email when the job has finished.

If the validations have been run (see note below about validations expiration) you will see a link to the job monitor page as well as a button to run the validations again (although with no changes to your inventory you will likely see the same results).

Validations Expiration

Since the pre-submittal validation process is now run as an offline process, you may submit the validation request and come back later to check the status. At that point, if your validation job passed all the required validation checks, you can submit the inventory. To ensure that the validations are current, ERIC enforces a maximum time period between when the validations are executed and when the inventory is submitted. The default time period is ten business days. Once that time has elapsed, your inventory summary and validations pages will indicate that the expiration time has passed and you will be required to run the validations again prior to submitting your inventory:

If no errors are found, you will be presented with a button to *Submit Inventory* and download your certification statement:



Note that you can still proceed with the submittal even if there are Warnings on the inventory validation summary. Clicking the *Submit Inventory* button will formally submit the data to DEQ. You will be presented with a summary of the facility, owner, EI facility contact, and EI billing party information associated with the inventory which you must confirm in order to submit the inventory. If the information is incorrect on the confirmation screen, you must click *Cancel* and you can return to the inventory to correct the information. If the information is incorrect, you should not submit.

Emissions Reporting and Inventory Center

Submittal Details - 2014 Inventory (1/1/2014 - 12/31/2014) Revision 0.

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

Please confirm that the following Facility, Owner, and Contact information from TEMPO are correct before completing the submittal process. Once your inventory is submitted, this data will become part of your certified inventory.

Facility Information	
Facility Name:	Test AI #1 Production Test
Operator:	Butler Fleet Services - From 4/9/2003 Butler, Joe - From 4/10/2003 Defley, Michael C - From 10/22/2008
Physical Address1:	6448 Steeple Chase Ln
Physical Address2:	
Physical Address3:	
City, State, Zip:	Centerville, Louisiana 20111
Parish:	St. Mary
Longitude:	-90.8908
Latitude:	30.10768
UTM Easting:	703230.44992715
UTM Northing:	3332594.24079755
UTM Zone:	15
Datum:	NAD83
Primary SIC Code:	4952
Primary NAICS Code:	211111
ORIS Code:	

Owner Information	
Owner Name:	Butler, Joe
Mailing Address1:	3360 Hwy 531
Mailing Address2:	
Mailing Address3:	
City, State, Zip:	Dubberly, Louisiana 71204
Phone:	318-377-2254

EI Facility Contact	
Name:	Rittiner, Chris
Title:	President
Company Name:	
Address1:	2000 Belle Chasse Hwy Suite 300
Address2:	
Address3:	
City, State, Zip:	Gretna, Louisiana 70056
Email:	
Phone:	5043911438
	Note, either an email or a phone number is required but not both.

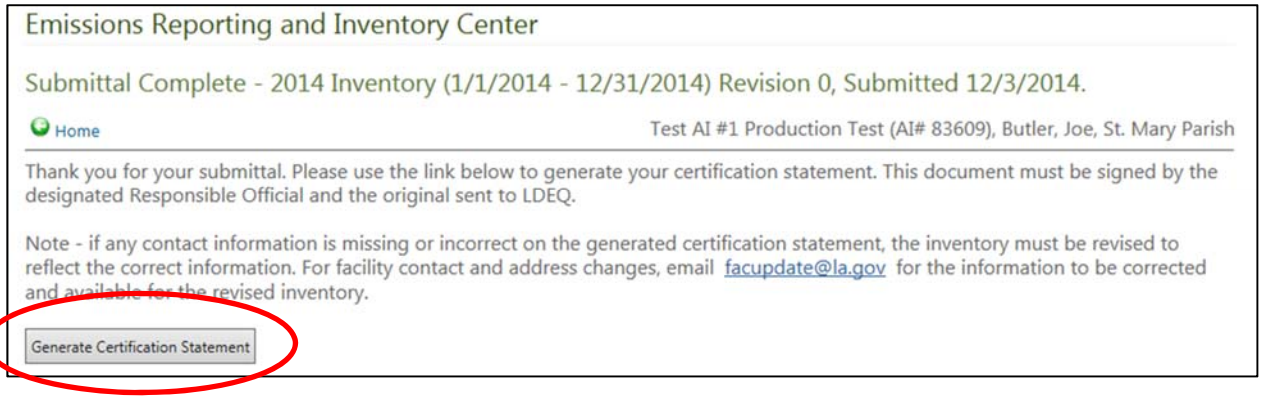
EI Billing Party	
Name:	
Title:	
Company Name:	Acme Building Brands
Address1:	2821 W Seventh St
Address2:	
Address3:	
City, State, Zip:	Fort Worth, Texas 76107

Confirm and Submit Inventory | Cancel

☑ Send submittal acknowledgement email

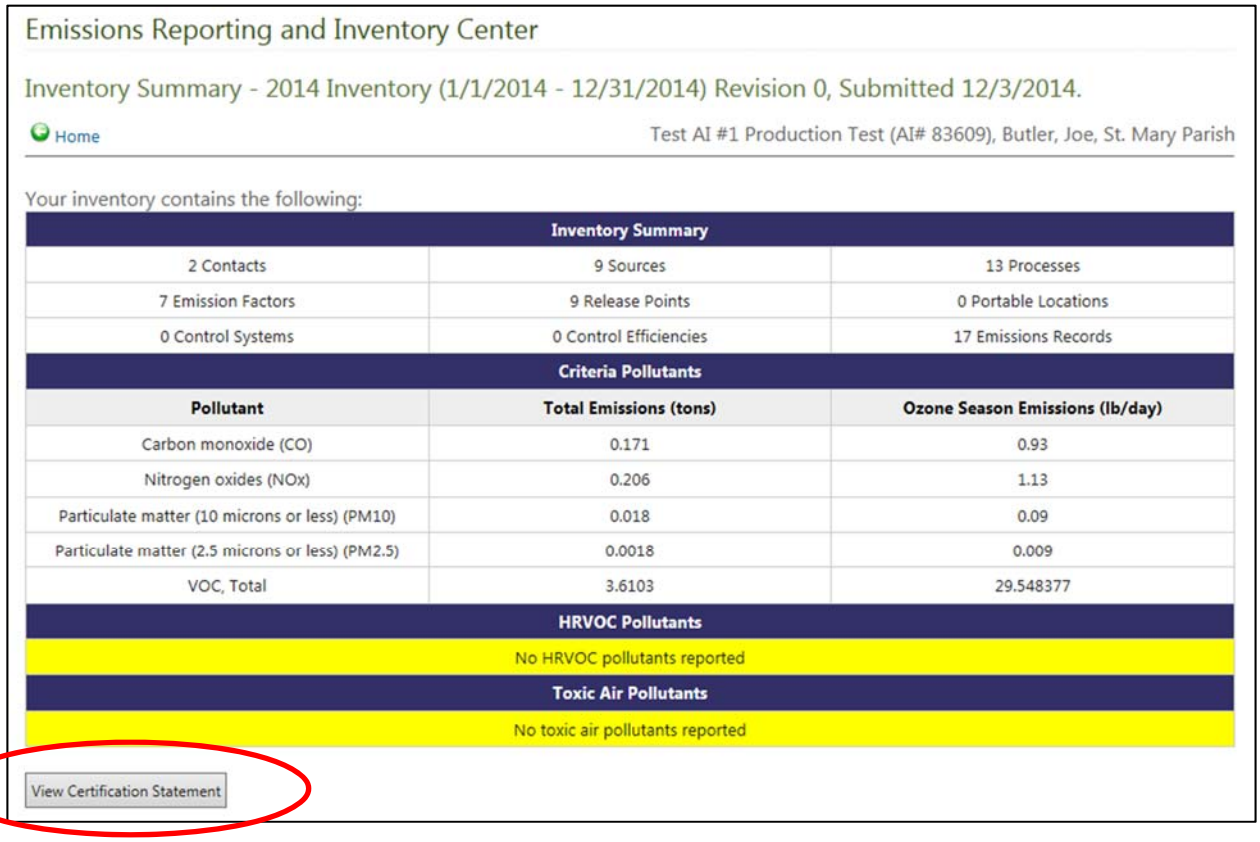
On this confirmation screen you will also see a check box that instructs the ERIC system to send you an email confirming your online submittal and reminding you to have a printed copy of the Certification Statement signed by a Responsible Official and mailed to DEQ. Uncheck this box if you do not want to receive this email.

After you click the *Confirm and Submit Inventory* button, you will see a confirmation screen that your inventory was submitted successfully, and you will be provided a link to generate your Certification Statement:



ERIC will present you with a file download dialog for the Certification Statement as a .PDF file. Make sure you click *Save* and save the .PDF file to a location on your computer. You can then open the saved file and print it for signature and delivery to DEQ. If you do not see the file download dialog, check your browser security settings as some browsers block file downloads when set to higher security modes.

At any time, you may click the *Summary* link from the ERIC facility home page on a submitted inventory to re-download the Certification Statement (the original UNSIGNED copy, not the final signed copy):



3.12.3 Submitting Certification Statements

The data being submitted electronically through ERIC is required to be certified by a Responsible Official of the facility to be considered valid. The unsigned Certification Statement will be available for downloading on the Summary page of an inventory after it is successfully validated and submitted electronically through ERIC. Upon successful download of the Certification Statement, the form must be printed and signed by a Responsible Official, preferably in blue ink, and postmarked by the deadline. DEQ will NOT accept any other versions of the Certification Statement, i.e. Certification Statements from the legacy systems. An inventory is not considered complete until receipt of the signed Certification Statement with an original, wet ink signature. DEQ does not accept faxed, copied, stamped or electronic signatures. DEQ requires wet ink, original signatures on the Certification Statement in order for the inventory to be certified.

If the Certification Statement contains any information that is incorrect, you must revise the inventory in ERIC to correct the information. Do not mark up the Certification Statement with the correct information before sending to DEQ.

Responsible Official names are not stored in ERIC, therefore, they will have to sign and print their name on the Certification Statement. There can be more than one Responsible Official for an individual site, but only one signature is needed on the Certification Statement.

The online certification feature is currently disabled. When DEQ receives CROMERR approval for the ERIC application from EPA, this manual will be updated with instructions for completing online certification.

3.12.4 ERIC Job Monitor Page

Offline job processing was introduced in ERIC Version 10.1 to handle the lengthy processes involved in validating new Excel uploads and inventory submittals. The specific processes for submitting, monitoring, and viewing the results of these jobs are presented in earlier sections. This section provides more detail on the Job Monitor page itself.

The new Job Monitor page in ERIC displays the status of all of your offline jobs. There are several filters at the top of the job table that you can use to focus in on your current workload:

Timeframe – allows you to filter jobs based on when they were submitted. Entries are Today, This Week, This Month, and All. This filter defaults to Today. This Week refers to the current calendar week.

Job Type – there are currently two job types that non-DEQ users will see: ExcelImport and Validation.

Sort Order – allows you to sort the table, defaults to Submitted Date (descending order so you see the most recent jobs first).

Status Filters – there are checkboxes to show or hide jobs based on their status.

There are five job status codes in ERIC:

Pending – the job is in the queue and will be processed in the order it was submitted.

In Progress – the job is being executed.

Complete – the job completed and the results are available in the remaining columns of the job monitor table.

Error – the job could not be processed due to unexpected circumstances (database connection failure, server shutdown). You will need to resubmit your job request.

Killed – the job was in the queue or executing for too long and was terminated. This condition is a "fail-safe" to help prevent hung jobs from blocking the job queue. DEQ staff is notified when jobs are killed and will take action to investigate the cause.

The job information displayed in the table is automatically updated every ten seconds, so you can watch the progress as your jobs are processed.

If you have access to multiple ERIC facility accounts, you can view the Job Monitor page before you select a specific account to work on; however, in this view you will not have access to any links to view job results. This view provides an easy way for you to check the status of jobs on multiple accounts but you will need to pick an account before proceeding with any specific job result.

When you are viewing the Job Monitor page for your selected account, you will see all jobs submitted by any user on that account. If someone else is running a job on an inventory, either a new upload or a validation run or you will be unable to submit a job for that inventory until the first job is complete. You can see who submitted each job on the Job Monitor page.

4 Data Entry in ERIC

This section describes the contents of an ERIC Inventory, and the tools provided in ERIC for accessing and editing data. Section 4.1 describes the general content of the emissions inventory, and Section 4.2 and Section 4.3 describe data entry using online forms and Microsoft Excel, respectively. Section 4.4 through Section 4.8 provides information about how to construct an Emissions Path and gives examples of how to report Emissions Paths for common equipment configurations.

4.1 Data Elements in an ERIC Inventory

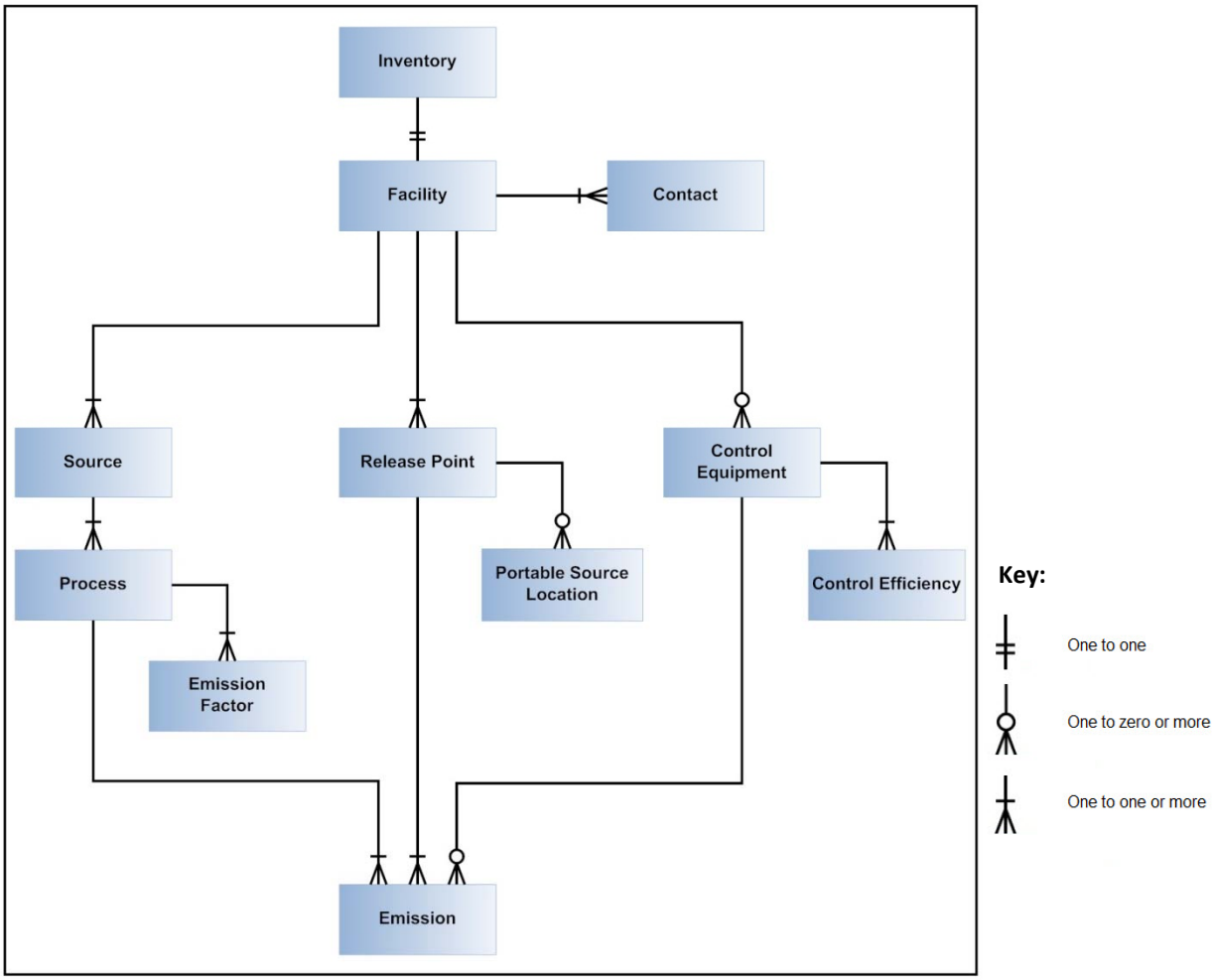
Each Emissions Inventory is composed of several groups of records. These groups are:

- Facility– one record that describes the facility.
- Contact– one record for each contact person associated with the inventory. Must include the Facility EI Contact and EI Billing Party. Can also include other contacts such as consultants.
- Source– one record for each piece of equipment, unit, or activity, etc. that generated emissions reported in the inventory.
- Process– one or more records per source describing the operating mode, material, throughput, or activity that form the basis for the emissions calculations for the source.
- Emission Factors – one record per pollutant for Source/Process combinations where an emission factor was used to calculate the reported emissions.
- Control System– one record for each control system that was active in controlling the reported emissions.
- Control Efficiencies – one record per pollutant for each control system where the emissions calculation included an explicit control efficiency value.
- Release Point– one record for each location (stack, vent, area, etc) where emissions were released to the atmosphere.
- Portable Source Locations – one or more records for each release point at a portable AI that describe the locations of the release points during the reporting period.
- Emissions – one record for each pollutant emitted by each Emissions Path at the AI. See below for a discussion of the Emissions Path.

The records are grouped on the Inventory Home page in a set of tabs across the top of the screen.

The data element groups are hierarchical in nature – each process record applies to a specific source, each control efficiency record applies to a specific control system, etc. The hierarchy is shown in the figure below. Details on the specific elements in each group are provided in Section 5. The tabs provided on the ERIC Inventory Home page provide access to data entry forms for each of the data element groups. The remainder of this section describes the operation of the ERIC data entry forms in general.

Hierarchy and Relationship of Data Elements in ERIC



The symbols used to display the relationships between the different entities in the ERIC database have the following meanings:

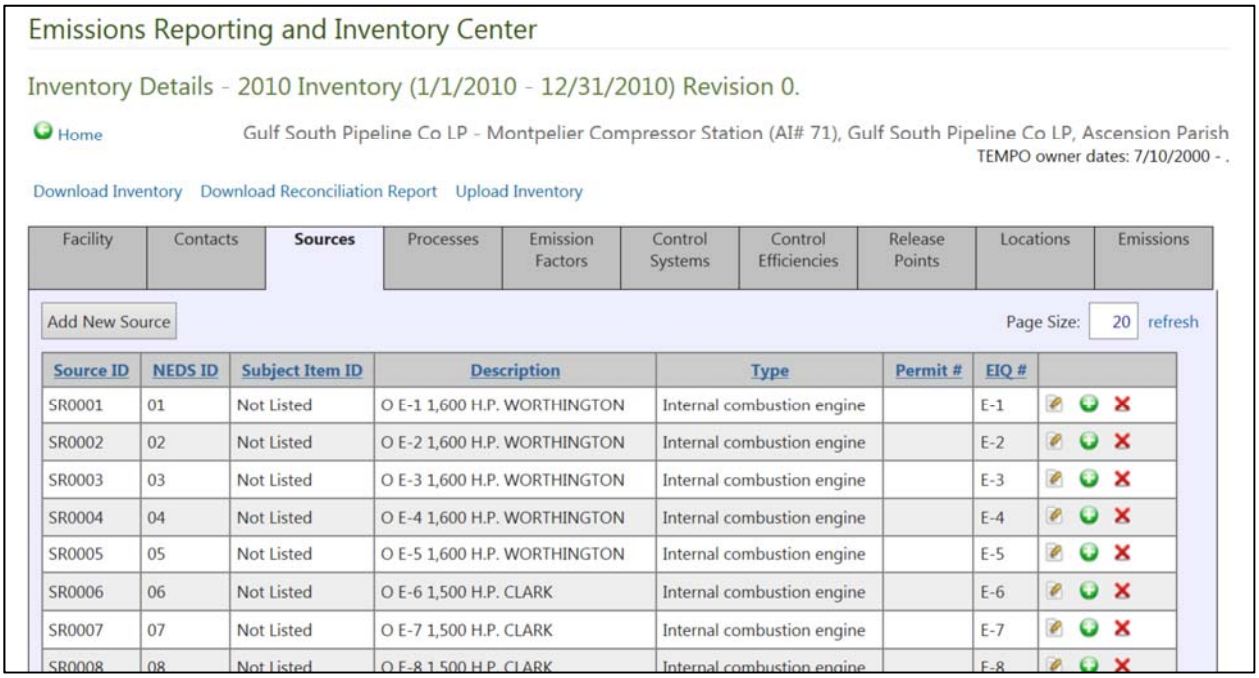
- there is a “one to one” relationship between the inventory and the facility record (each inventory has exactly one copy of the facility information);
- there is a “one to one or more” relationship between the facility and the source (so each facility must have at least one source and can have more than one); and
- there is a “one to zero or more” relationship between the facility and the control equipment (so each facility can have no control equipment, or they can have one or more pieces of control equipment).

4.2 ERIC Data Entry using Online Forms

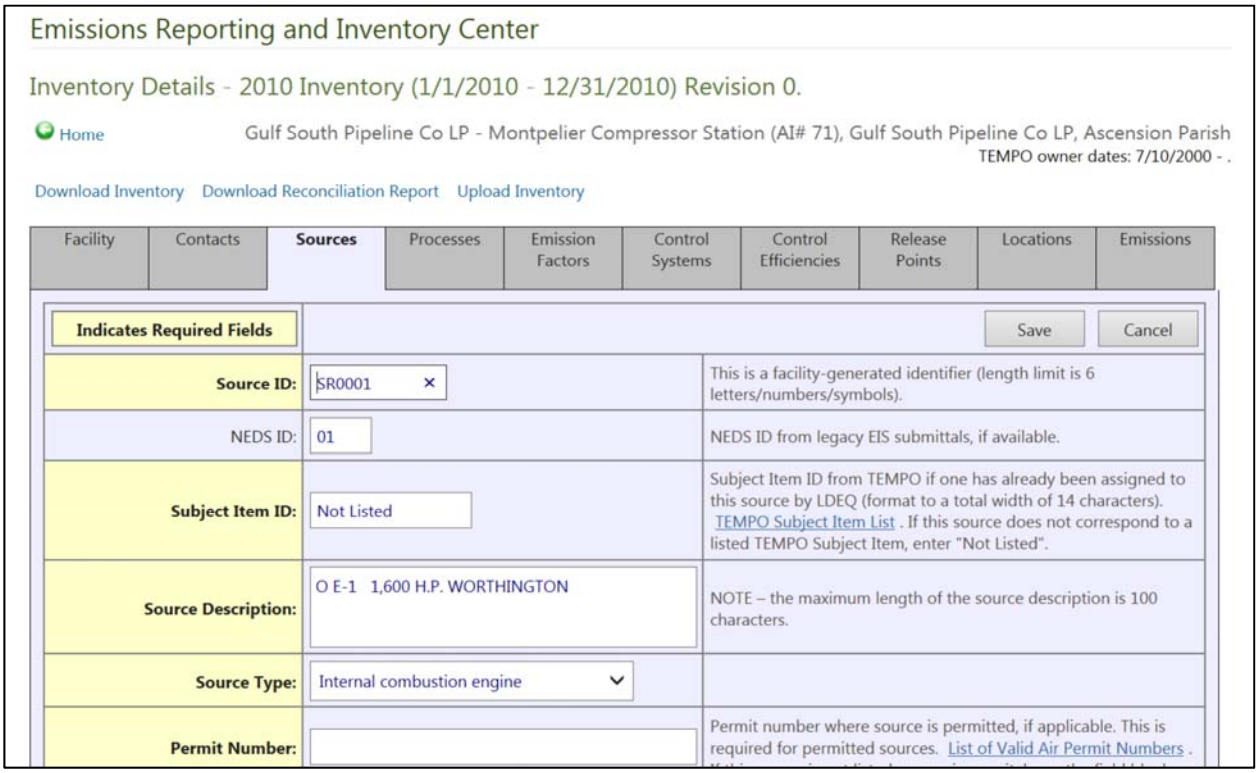
All data entry required to complete and submit your ERIC inventory can be completed using forms provided on the ERIC website. Alternatively, you can enter data into an Excel workbook in a prescribed format (see Section 4.3). There are several conventions used to assist the ERIC user in navigating the site and understanding the online data entry forms. These are discussed below. To begin editing your ERIC inventory, follow the instructions given in Section 3 to start a new inventory or edit an existing inventory. The discussions below assume you have reached the Inventory Home page as described in Section 3.7.

4.2.1 Grid View and Form View

ERIC provides two data views – the grid view and the form view. All of the inventory tabs have a grid view except the Facility tab. This is because there is only one facility record per inventory so a grid view is not necessary. The grid view displays a summary of all of the records in a list (or grid):



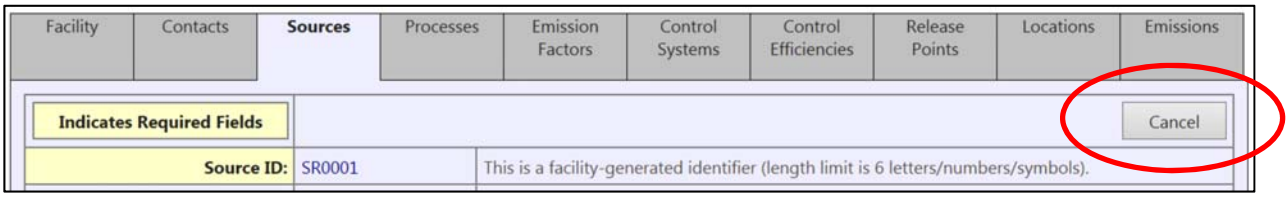
The form view shows the details for a single record. In the form view, the data are presented in a tabular format:



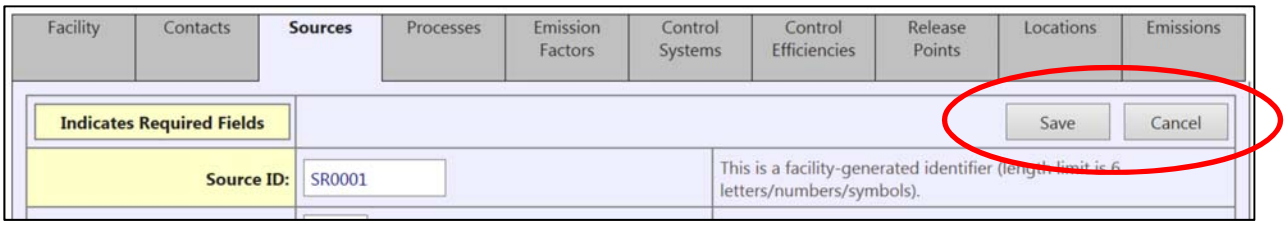
Each row in the table represents one field on the record. Each row follows the same pattern – the first column shows the name of the data field, the second column displays the field value, and the third column provides helpful narrative or descriptive text on the requirements for the field:

The form view has two display modes: View and Edit. In View mode, you cannot edit any of the data on the form, and you will have only a Cancel button to return to the grid view (on the Facility form there are no buttons since there is no grid view to return to). In Edit mode (which is only available to users with edit privileges on the account), there is a Save button and a Cancel button. The Save button saves any changes to the data on the form then returns to the grid view. The Cancel button returns to the grid view without saving any changes.

Form Buttons in View Mode



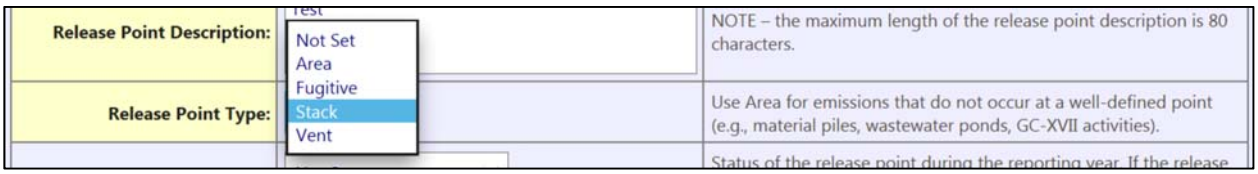
Form Buttons in Edit Mode



In Edit mode, the tabs across the top of the inventory (Facility, Contacts, etc.) and other inventory functions are also disabled. Once you have started editing a record, you MUST use either the Save or Cancel button to exit Edit mode before you navigate elsewhere or perform any other ERIC functions. The Save button writes the data on the screen to the database and replaces the prior record. The Cancel button discards your changes and the database remains unchanged.

In View mode, all of the data fields are displayed in a non-editable form. You can select and copy values on the screen, but you cannot change them. In Edit mode, the middle column changes its display to allow editing of the field values. Most fields are displayed in a simple text box – click the mouse in the box and then use the keyboard to edit the value. You can also use the tab key on the keyboard to move from field to field.

Some fields require you to select from a specific set of pre-defined values. These fields are displayed with a drop down menu listing the available values:



You can click on the arrow at the right end of the drop down menu to display the available values, using the scroll bar if the list is too long for the screen. Click on an entry in the list to select it and hide the menu. You can also use your keyboard to select from the list – use the tab key to highlight the drop down menu then use the arrow keys to

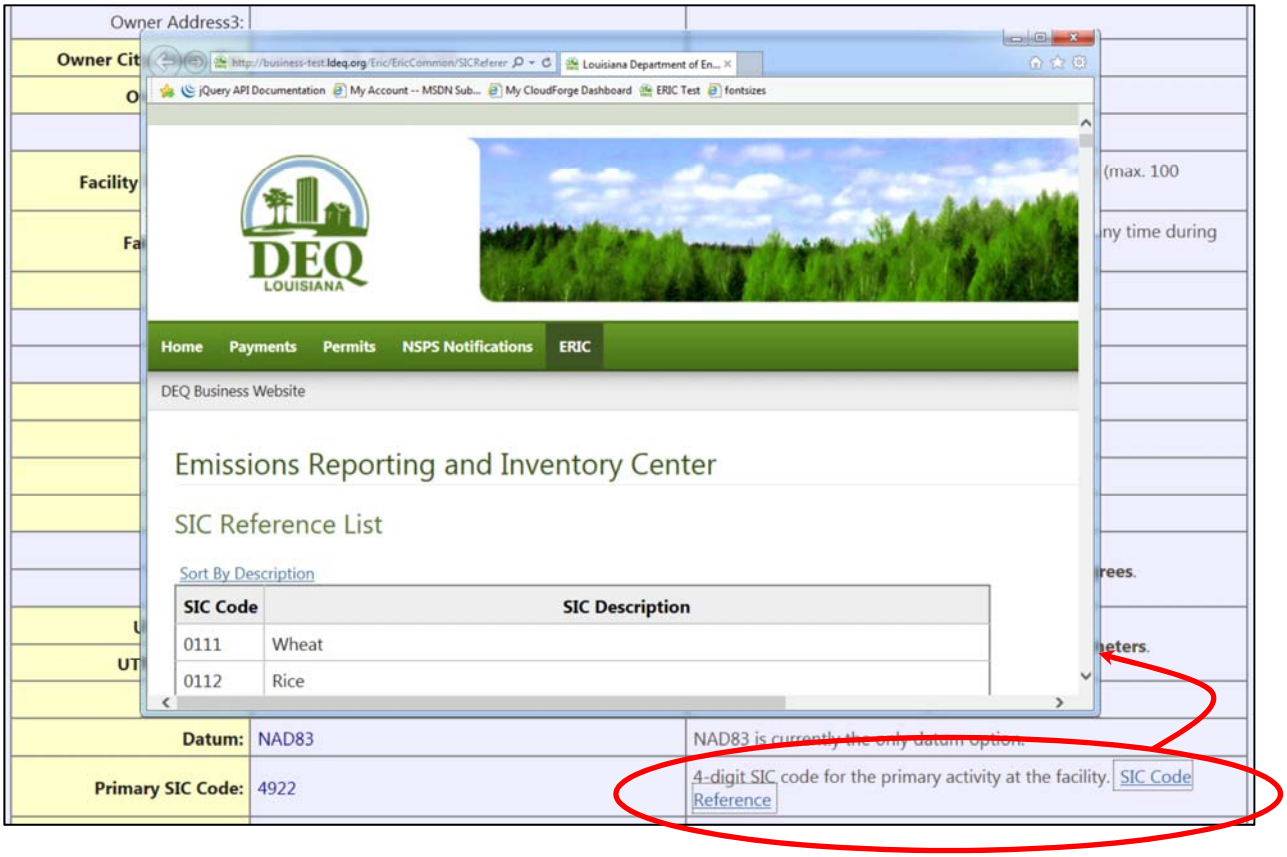
scroll through the list. You can also type a letter while the menu is highlighted – this will cause the menu to jump to the first entry beginning with that letter.

4.2.2 Descriptive Text

The descriptive text in the rightmost column of the form view provides a description of the data field and what is expected in the inventory, along with helpful hints and links to additional resources for selecting the correct value:

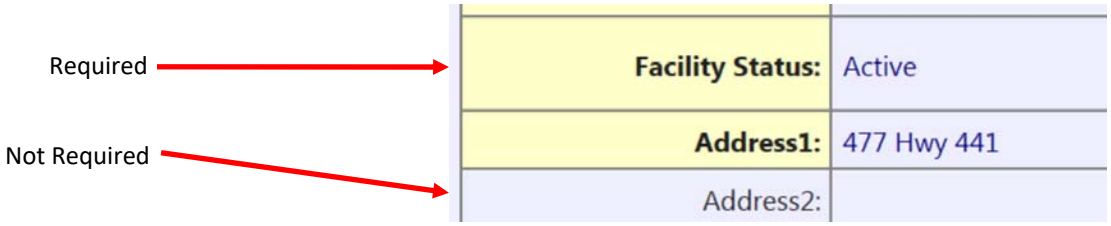
If the field is required, but only under certain circumstances (e.g., the temperature is only required for stack or vent release points), the descriptive text will explain this.

Some of the data fields have online references (e.g., SIC code) – a link is provided in the descriptive text. You can click on the link to popup a window with a listing of acceptable SIC codes:



4.2.3 Required Fields

When you submit an inventory to LDEQ, ERIC will check for the presence of data in a list of required fields. These fields are highlighted on the data entry forms to help reduce pre-submittal validation errors. The required field highlighting includes a different colored background and bold text:



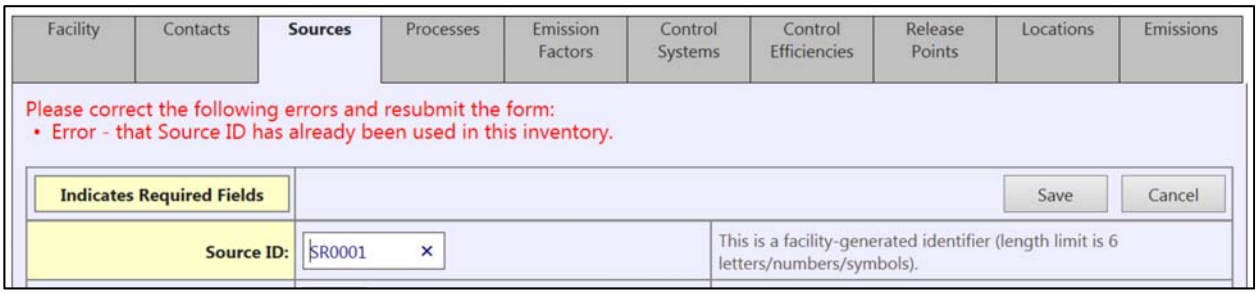
Note that ERIC does not give you an error message when you try to save a record that does not include all of the required fields. This is because you may not have all of the required data when you begin data entry for your inventory. You can partially complete the various records and ERIC will not check for the required fields until you run the validation checks. There are some on-screen data validation checks such as date format checks, numeric value checks, and duplicate value checks. The way that ERIC reports these validation checks to you is discussed below.

The fields in yellow on the ERIC web application are the currently required data elements. These may change in future reporting years, and LDEQ will provide information about any specific changes to the data elements as early as possible before a new reporting period.

If a value is missing from a dropdown list or a reference sheet, please email LDEQ (see Section 1.3) and request that it be added. Until it is added, you can select *Other*, if available, or the next best option.

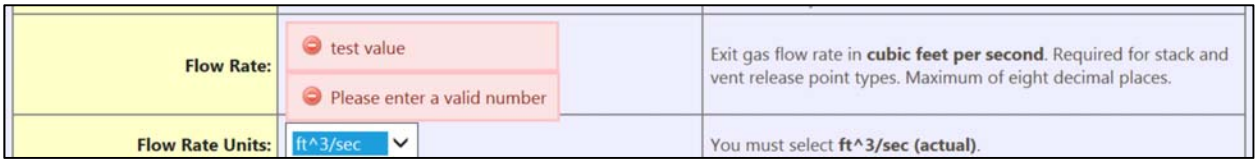
4.2.4 Form-Level Error Messages

The data entry forms in ERIC provide immediate data validation when you save a record. When in a data entry form, ERIC does not check that all of the required fields are populated, but it does check for valid date formats, duplicate ID values, and so forth. These errors are reported at the top of the form or just under the data field when you click the Save button, see below. The record is not saved until these errors are fixed – correct the data and click the Save button again.



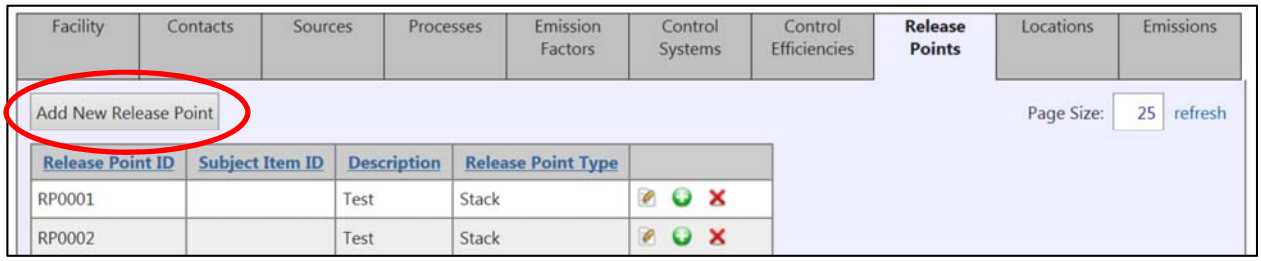
4.2.5 Field-Level Error Messages

Most of the fields on the ERIC data entry forms have some level of basic validation, such as checking that numeric fields contain valid numbers. These errors are reported as soon as you leave the field (either by tabbing to the next field, clicking on another field with the mouse, or clicking on the Save button). These validation errors are reported below the offending field value:



4.2.6 Grid View

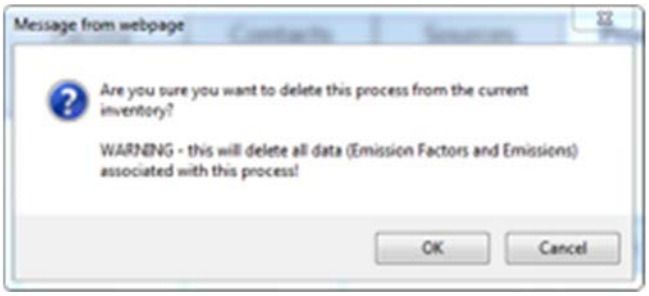
All of the data element groups except Facility begin with the Grid View. This view shows a listing of all of the records for that group in the inventory, but gives only a summary of the data for each record. You can quickly scan through the records to find a particular record you want to edit or delete, or you can add new records. All grid views include a button at the top left of the grid that allows you to add new records.



The Grid View displays three buttons in the rightmost column – View/Edit, Duplicate, and Delete. Hold the mouse over any of these buttons briefly and the button name will appear. The View/Edit button will display "View" if the inventory cannot be edited (it has already been submitted, or you do not have editing privileges), otherwise it will display "Edit."

Clicking View/Edit brings up the Form View for the selected record. If you have editing privileges, clicking the Duplicate button also brings up the Form View, but the record listed is a new (unsaved) record that contains a copy of the row you clicked. You can use this button to quickly create a number of similar records – simply click the Duplicate button, change the particular fields that are different for this record, and click Save.

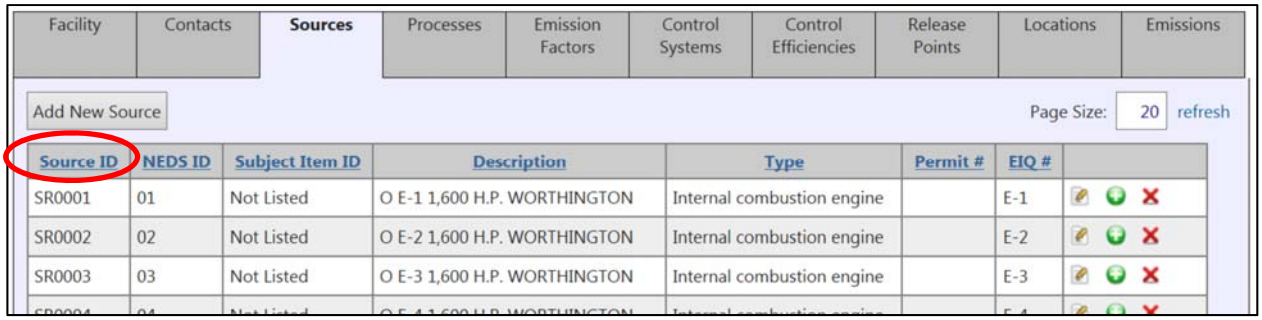
If you have editing privileges, the Delete button will delete the row you clicked. You are always provided a warning dialog asking if you want to delete the record. If there are dependent data, you will also be informed of exactly what ERIC will delete if you proceed. For example, if you delete a process record, ERIC warns you that proceeding will also delete the associated Emission Factor records and Emissions records for that source.



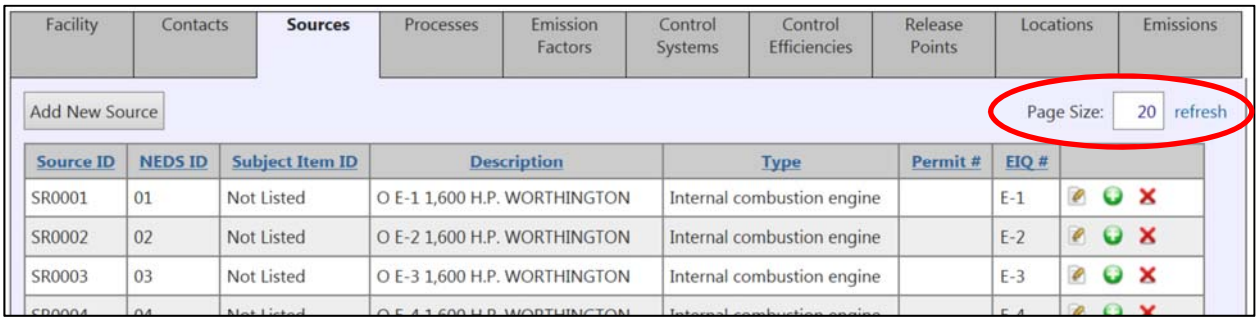
Simply click Cancel in the warning dialog to abort the deletion – the data remain unchanged.

4.2.7 Grid Sorting and Paging

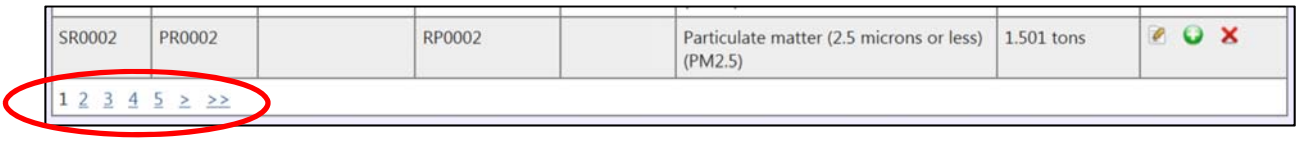
Many of the grid views in ERIC may contain a large number of records. To assist you in managing these records, you can sort any ERIC grid view by clicking on the column header you wish to sort by. The first time you click a column header, ERIC will sort the data in ascending order on that column. If you click the same column header again, ERIC will sort the data in descending order on that column.



By default, ERIC displays 20 records per page in the grid views. You can modify this setting for any grid view using the paging control at the top right of the grid. Type the number of records per page you wish to see in the text box, and click the refresh link to update the display.



At the bottom of the grid, ERIC displays a listing of page numbers. Click on a page number to move to that page of data. Click on the < or > link to move to the next or previous page, and click on the << and >> links to move the first or last page.



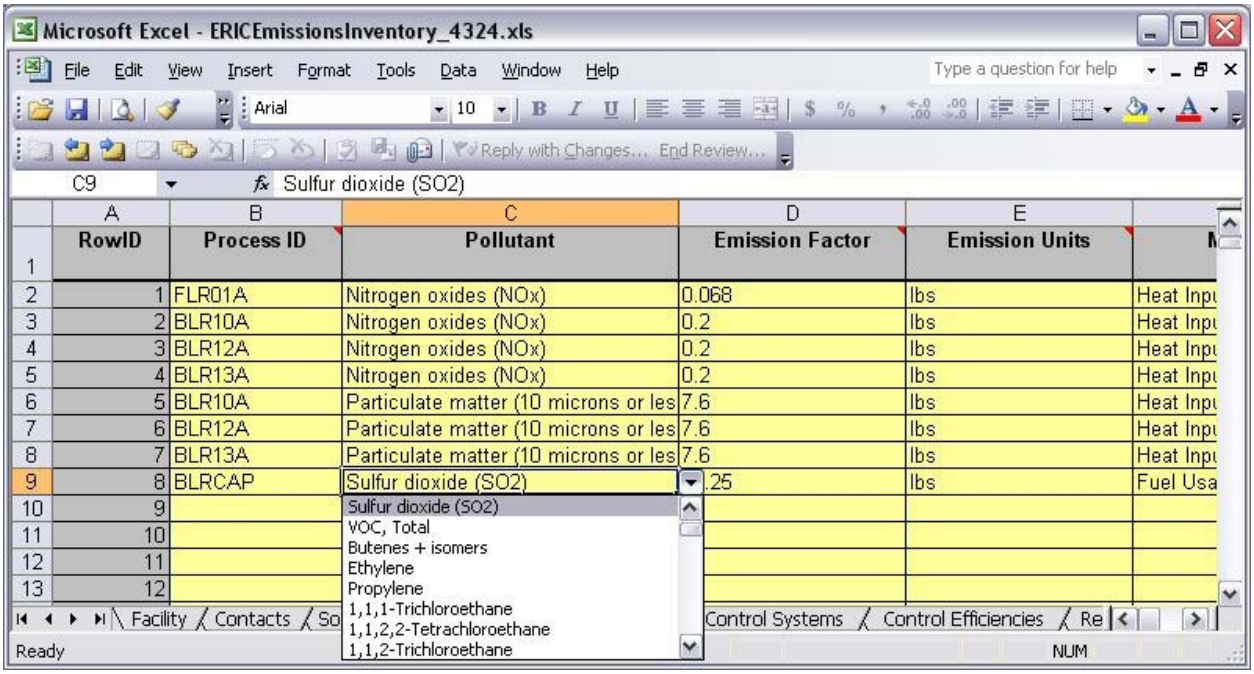
When you change a page setting on a grid, ERIC remembers this new setting and applies it when you next visit the grid view. ERIC saves your paging preferences separately for each grid view. However, if you clear your browser history and cookies, the paging preferences will be lost.

4.3 ERIC Data Entry Using Excel

Instead of editing data one record at a time using the online forms, you can download all of your inventory data to a pre-formatted Microsoft Excel workbook and edit the data offline. Follow the instructions in Section 3.8 to download your current inventory data.

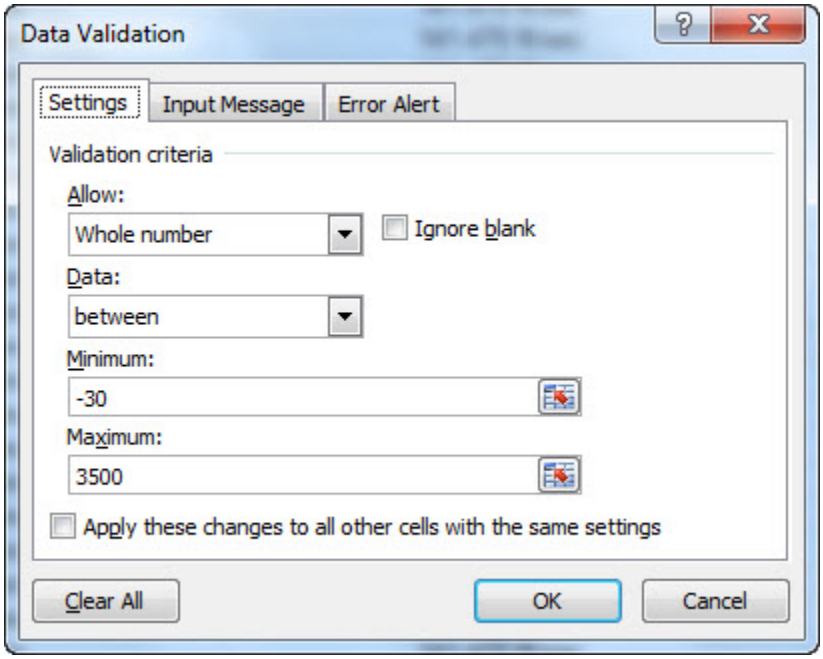
The downloaded Excel workbook contains separate worksheets for each data element group in the inventory (Contacts, Sources, Processes, etc). The column headers on each worksheet match the rows on the corresponding online data entry form. You may consult the online hint text for each field, which explains the purpose and desired content in the column.

In cells where you must pick from a list of specific values (e.g., source type, pollutant, etc), the Excel worksheet provides a drop down menu of acceptable values:



The list of values that make up each drop down menu is provided (in read-only form) on the last tab of the workbook (labeled Lookups). Although you cannot edit these values, you can copy the data from the worksheet for use in any data mapping programs that you are using.

There are many other simple data validation rules implemented in the Excel workbook – in general these are the same as the validation rules for the field on the corresponding online data entry form. Note, however, that these are provided for convenience only and the upload process and inventory submittal process apply a more robust set of validations to your inventory data. If you would like to see the built-in data validation rule in Excel for any column, simply highlight a cell in that column (not the column header) and select the Validation command from the Data menu (or Data panel). The following example shows the Excel validation rule for the Exit Gas Temperature column on the Release Points worksheet:



The data validation screen above shows a rule that values in the Exit Gas Temperature column must be a whole number between -30 and 3500.

You can construct your own spreadsheet for uploading to ERIC; however there are a number of restrictions that you must observe:

1. The tabs must appear with exactly the same names (spelling, capitalization) as in the ERIC Microsoft Excel workbook.

2. On each tab, the column headers must exactly match the column headers in the ERIC Microsoft Excel workbook; however, the columns may appear in any order. For your reference, the exact column names for each tab are listed on the Column Headers tab.

3. Percentage columns in the Excel worksheets must be stored as fractions (they are entered as percentages on the ERIC online forms). For example, an annual average sulfur content for fuel of 0.05% would be entered as 0.05 on the ERIC online forms, and would appear as 0.05% in the ERIC Microsoft Excel workbook, but in an unformatted Excel cell, the value must be stored as 0.0005.

4. The cells for which a drop down menu is provided must contain values that appear on the corresponding list from the Lookups tab. If not, the data will be rejected when you attempt to upload it.

You can delete the cell contents. The inventory upload process ignores rows that are empty.

Another useful feature is the Fill Down command in Excel. If you are creating a large number of very similar rows, you can create the first row, and then use the Fill Down command (located in the Edit menu in Excel 2003, and on the Editing panel for newer versions of Excel) to copy the data to additional rows. You can then edit only the values on each row that need to change.

You can use formulae in the Excel worksheets; the values calculated in each cell will be imported to ERIC when you upload the spreadsheet.

4.4 What is an Emissions Path?

The Emissions Path is a detailed representation of the path of a pollutant from the point where the emissions are created or generated to the point when the emissions are released into the atmosphere. The Emissions Path is composed of the following components:

- A **Source** that represents the equipment, unit, or activity that generates the emission(s);
- A **Process** that describes the specific operational mode, material, throughput, or activity that forms the basis for the emissions calculation for the source;
- A **Control System** (if present) to which the emissions are routed for control; and
- A **Release Point** is the location where the emissions are released to the atmosphere.

In the case of a portable AI, the Emission Paths will also include location records indicating where the AI was operating during the reporting period.

An Emissions Path MUST include the Source, Process, and Release Point. A Control System record should only be included if present and active in controlling the pollutant(s) emitted.

Each of these components is enumerated in the ERIC Inventory. The individual sources, processes, control systems, release points, and locations are identified uniquely using a six-character ID.

While the Emissions Path concept is a powerful and flexible way to represent a number of different configurations, it is not particularly intuitive for situations where the source, control system, and release point are not distinct units. For example, a spray booth that has a built-in filter and vent is viewed as a single piece of equipment, but actually incorporates the source, control system, and release point.

In such cases, remember that while the information for the different components of the Emissions Path are separated out onto different records, the records can all represent the same piece of equipment. Conversely, where a single distinct component exists (e.g., a thermal oxidation unit that controls gas emissions from a number of different process units) it only needs to be entered once and then it can be referenced by its ID on all of the emissions records where it is part of the Emissions Path. For example, the thermal oxidation unit that is controlling emissions from multiple sources would only need to be entered once as a Control System in the ERIC inventory and then its Control System ID would be listed on Emissions Paths for each of the Sources it controls.

4.5 Component IDs

As mentioned above, each component in the Emission Path is labeled with a unique identifier. These identifiers are created by the reporting AI. Identifiers can consist of up to six characters (numbers, letters, or symbols). The identifier assigned to a component (source, process, control system, etc) must remain constant for that component over time. In addition, the identifiers must be unique throughout the inventory.

The ID values are created by the AI, so any scheme can be used that is useful to the AI staff, provided it does not exceed six characters. The ID value assigned to a particular component must remain the same over the life of that component. For example, if a generator is entered as a source and is labeled GEN043, subsequent ERIC inventories that include emissions from that generator must also refer to it as GEN043. If it is replaced by an identical unit, the new unit must have a new ID value (e.g., GEN051).

You may use the same identifier for different components – for example, if you have a reactor vessel with a dedicated release point, you can label both items (source and release point) with the identifier REACT3. This may aid you in identifying common equipment, or you may choose to give each component a different ID (e.g., RCT003 for the reactor and STK021 for the release point).

4.6 Relationship of ERIC Data to Legacy NEDS Points

Each NEDS ID in the legacy EIS and TEDI systems is now represented by a Source record AND a Release Point record. During migration of the historic EIS and TEDI system data, if the NEDS ID data included control equipment, then one or more Control System records have also been created. Users should expect to see these different items in an historic inventory migrated to ERIC from a legacy system and that has not been revised. The Source records are mapped to the Subject Item ID and Permit Number where possible.

If a NEDS ID does not exist, you do not assign a new one. The NEDS ID will be for reference purposes only with regards to the legacy EIS and TEDI systems.

4.7 Emission Path Examples

Two examples are provided to assist the reader in understanding how the various records in ERIC are used.

4.7.1 EXAMPLE 1: Spray booth with filter and roof vent.

In this example, the emissions are being reported for a coating spray booth. The booth is self-contained and is equipped with a filter and a roof vent. This scenario is represented in the inventory by a Source record that describes the spray booth, a Control System record that describes the filter, and a Release Point record that describes the roof vent.

There may be several Process records defined for this source that represent different coating materials. Each Process record will describe the throughput of the specific coating material throughout the year and the operating parameters for the spray booth while using that material.

Emission Factor records will be attached to the Process record defining the emission factors for various pollutants for the spray booth while spraying that material.

Since the booth is not movable, the Release Point record will define the location and no portable source location records will be required (portable source location records are used to provide the coordinates of an emissions source that changes location over the course of the inventory reporting period).

The Control System record will describe the characteristics of the filter, and individual control efficiencies for different pollutants will be recorded in the associated Control Efficiency records.

In generating IDs for these records, the AI is free to choose identifiers that they find useful. For example, the AI may choose to use the same identifier (e.g., SPB003) for the Source ID, Release Point ID, and Control System ID to remind themselves that all of the records apply to the spray booth. Alternately, they might choose to combine more information into the IDs:

Source ID	SPB003
Control System ID	SPBFL3
Release Point ID	SPBVT3

How the IDs are used is dependent on the number of each type of source at the AI and how the AI wishes to use the IDs (the only restriction is that the IDs MUST remain the same over time for the same equipment – once the booth has been reported as SPB003, the identifier cannot be changed).

Let's assume that there are two processes for the spray booth (representing two different coatings) – CT0001 and CT0002. Both of these Process records are specifically tied to SPB003 since they list the spray booth ID on the Process record. The Emissions Path for the spray booth while using the first coating material is listed as:

SOURCE	PROCESS	CONTROL	RELEASE POINT

SPB003 -> CT0001 -> SPBFL3 -> SPBVT3

The Emissions Path for the spray booth while using the second coating material is listed as:

SOURCE PROCESS CONTROL RELEASE POINT

SPB003 -> CT0002 -> SPBFL3 -> SPBVT3

These are the IDs listed on the emissions records, and they indicate that the reported emissions came from spray booth SPB003 while operating process CT0001; emissions were controlled by the filter SPBFL3 and released through the vent SPBVT3.

Using the examples above, the emissions records will include the Emissions Path, the pollutant, and the tons (or pounds) of pollutant as follows:

SOURCE PROCESS CONTROL REL. PT. POLLUTANT EMISSIONS

SPB003 -> CT0001 -> SPBFL3 -> SPBVT3 -> VOC, Total -> 100 tons

SPB003 -> CT0002 -> SPBFL3 -> SPBVT3 -> VOC, Total -> 10 tons

These examples do not show all of the fields required on the full emissions record (e.g., Emission Type, Estimation Method). The full details are provided in Section 5.10, but are abbreviated here for clarity in explaining the meaning of the Emissions Path.

4.7.2 EXAMPLE 2: Reactor with 2 Different Processes, Control Devices and Release Points

In this example, the reactor is used to make two different products during the year. When making the first product, emissions are routed through a scrubber for control during normal operations but to a flare during startup activities. The scrubber is routed to a release point that receives vents from other points in the facility. When making the second product, the scrubber is bypassed and emissions from the reactor are routed to a vent header that routes to the flare, which controls multiple vents at the facility.

The reactor itself is described in the Source record. Because each product uses a different combination of raw materials with a unique set of emissions factors, each is defined in the inventory by a separate Process ID. Each control device, the scrubber and the flare, is identified by a separate Control System record. The Control System record is independent of the Source record but is associated with the Source on the relevant Emissions record. Note that in this example, the flare receives emissions from other Sources as well, so this Control System ID will be associated with multiple Sources in multiple Emissions records in the inventory. Two Release Point records are included.

To illustrate how the use of the control equipment tab is optional, this example includes emissions from the reactor vessel (RCT001) during an emergency release where both the scrubber (SCR001) and flare (FLR001) are bypassed, and the emissions are released directly through a pressure release valve (PRV029). The PRV is represented as a separate release point in the inventory.

Source ID	RCT001
Release Point IDs	SCVT01, FLVT01, PRV029
Control System IDs	SCR001, FLR001

Each emissions record for the reactor represents the emissions of a pollutant and emissions type generated by one process (e.g., PRD001 or PRD002), through one control device, emitted through one of the associated release points. In this example, the following emissions records are included.

Source	Process	Control System	Release Point	Pollutant	Tons
RCT001	**PRD001**	**SCR001**	**SCVT01**	**VOC, Total**	**10.01**
RCT001	**PRD001**	**SCR001**	**SCVT01**	**HCl**	**0.50**

RCT001	**PRD001**	**FLR001**	**FLVT01**	**VOC, Total**	**2.00**
RCT001	**PRD002**	**FLR001**	**FLVT01**	**VOC, Total**	**5.01**
RCT001	**PRD002**	**FLR001**	**FLVT01**	**NOx**	**3.00**
RCT001	**PRD001**		**PRV029**	**VOC, Total**	**0.34**

4.8 Reporting Temporary and Variance Sources

If the emissions are from a variance, each source of emissions from a variance should be treated as any other source and not grouped together under one Source ID. Then, on the Emissions Path, the emission type *Authorized Non-routine* should be selected when reporting emissions from the activities associated with the variance. Temporary sources should be treated like any other source and not grouped together under one Source ID.

5 Detailed Listing of Data Elements

The section provides a detailed listing of the data elements in each data element group in the inventory. Each subsection deals with one data element group, and shows a screenshot of the online data entry form along with a listing of each data element with the data type, valid values, and other data validation rules. Validation rules that apply to multiple fields are listed at the end of each subsection under Additional Validations. A tabular view of the data validation rules is provided in Appendix A – this detailed tabular view also provides some additional information such as whether each validation rule is applied onscreen, during the Excel upload process, and/or during final submittal, and whether the validation rule is configurable by LDEQ for prior year inventories.

5.1 Facility

The Facility component of the emissions inventory describes the facility for which the inventory is being submitted, including the facility name and physical address as well as the company name and mailing address of the facility owner. Most of the facility information is managed in TEMPO and is not editable through ERIC. When ERIC displays the Inventory Details Facility tab, it is reading the facility data directly from the TEMPO master file except for certain elements such as facility description, status, and notes that can be edited and submitted with the emissions inventory. If the other required data elements (such as facility name and front gate coordinates) are missing, you will not be able to submit the inventory until those missing elements are updated in TEMPO.

Once an inventory is submitted, the facility and contact data from TEMPO is captured at the time of submit and becomes static data and is no longer being read directly from TEMPO. Any changes to TEMPO data will not show up in a submitted inventory. In order to have the inventory reflect changes in TEMPO after submitting, the inventory must be revised and then the TEMPO changes will show up in ERIC.

The Facility data form is not included in the ERIC Excel inventory download – the user-editable fields for the facility data must be completed online.

Figure 5.1.1 shows the layout of the Facility form in ERIC. Table 5.1.1 lists each data element along with details on the data type and validations performed on each element.

Figure 5.1.1 Facility Screen

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		Save / Cancel
Facility Name:	Gulf South Pipeline Co LP - Montpelier Compressor Station	Short name of the facility.
Owner:	Gulf South Pipeline Co LP	Owner of the facility.
Owner Address1:	PO Box 8288	Owner mailing address.
Owner Address2:		
Owner Address3:		
Owner City, State, Zip:	Longview, TX, 756078288	
Owner Phone:		Owner phone number.
Operator:	Gulf South Pipeline Co LP - From 7/10/2000	Operator (organization or person) of the facility.
Facility Description:	Test facility	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:	477 Hwy 441	Facility physical address.
Address2:		
Address3:		
City:	Montpelier	
Parish:	Ascension	
State:	LA	
Zip Code:	70744	5- or 9-digit zip code.
Longitude:	-90.66028	Longitude/latitude of the front gate in **decimal degrees**.
Latitude:	30.65694	
UTM Easting:	724189.8	NAD83 UTM Easting/Northing of the front gate in **meters**.
UTM Northing:	3393918.6	
UTM Zone:	15	UTM zone in which the front gate falls.
Datum:	NAD83	NAD83 is currently the only datum option.
Primary SIC Code:	4922	4-digit SIC code for the primary activity at the facility. SIC Code Reference
Primary NAICS Code:	48621	NAICS code for the primary activity at the facility. NAICS Code Reference
ORIS Code:		ORIS code for the facility, if applicable.
Comments:		(max. 1000 characters)

NOTE: Most facility information is not entered or edited directly through ERIC. You can enter/edit the Description, Status, and Comments data. The information displayed on the Facility screen is the current information in LDEQ's TEMPO system. If the information displayed is not correct, please send a request with the updated information to facupdate@la.gov.

Table 5.1.1 Facility Data Elements

Facility Name	
Description	Short name of the facility
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Owner	
Description	Owner of the facility (company name)
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Owner Address1 **Owner Address2** **Owner Address3**	
Description	Owner mailing address (3 lines)
Data Type	Text (Max Length: 100)
Required?	Yes (Address1 only)
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Owner City	
Description	Owner mailing city
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Owner State	
Description	Owner mailing state (2 character abbreviation)
Data Type	Text (Max Length: 2)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Owner Zip	
Description	Owner mailing zip code
Data Type	Text (Max Length: 10)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.

Owner Phone	
Description	Owner phone number
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Operator	
Description	Operator (organization or person) of the facility
Data Type	Text (Max Length: 100)
Required?	No
Editable?	No
Notes	This information is populated from TEMPO.
Facility Description	
Description	Description of facility
Data Type	Text (Max Length: 500)
Required?	Yes
Editable?	Yes
Notes	None
Facility Status	
Description	Status of facility operation
Data Type	Reference List
Valid Values	Dropdown menu of valid Facility Statuses – Active, Idle, Permanently shutdown, Permitted but not built TEMPO: MTB_AI_EMISSION_STATUS
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active status.
Address1 **Address2** **Address3**	
Description	Facility physical address (3 lines)
Data Type	Text (Max Length: 100)
Required?	Yes (Address1 only)
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
City	
Description	Facility physical city
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.

Parish	
Description	Facility physical parish code
Data Type	Reference List
Valid Values	TEMPO: MTB_PARISH_COUNTY (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Parish)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
State	
Description	Facility physical state (always set Louisiana)
Data Type	Reference List
Valid Values	TEMPO: MTB_STATE
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Zip Code	
Description	5 or 9-digit Zip code of facility location
Data Type	Text (Max Length: 10)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Longitude	
Description	Facility front gate longitude
Data Type	Number (Max Length: 9, Max Decimal Places: 5)
Units of Measure	Decimal Degrees
Valid Values	-94.10000 – -88.50000
Required?	Either longitude/latitude or UTM coordinates must be populated in TEMPO.
Editable?	No
Notes	This information is populated from TEMPO. Provide coordinates for the actual location of the front gate.
Latitude	
Description	Facility front gate latitude
Data Type	Number (Max Length: 8, Max Decimal Places: 5)
Units of Measure	Decimal Degrees
Valid Values	28.00000 – 33.10000
Required?	Either longitude/latitude or UTM coordinates must be populated in TEMPO.
Editable?	No
Notes	This information is populated from TEMPO.

	Provide coordinates for the actual location of the front gate.
UTM Easting	
Description	Easting of the front gate
Data Type	Number (Max Length: 8, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	400,000.0 – 800,000.0 for UTM Zone 15 200,000.0 to 350,000.0 for UTM Zone 16
Required?	Either longitude/latitude or UTM coordinates must be populated in TEMPO.
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal. Provide coordinates for the actual location of the front gate.
UTM Northing	
Description	Northing of the front gate
Data Type	Number (Max Length: 9, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	3,200,000.0 – 3,655,000.0 for UTM Zone 15 3,200,000.0 – 3,435,000.0 for UTM Zone 16
Required?	Either longitude/latitude or UTM coordinates must be populated in TEMPO.
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal. Provide coordinates for the actual location of the front gate.
UTM Zone	
Description	UTM Zone in which the front gate falls
Data Type	Integer (Max Length: 2)
Units of Measure	N/A
Valid Values	15 or 16 (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column UTM Zone)
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.
Datum	
Description	Datum of facility location (NAD83)
Data Type	Reference List
Valid Values	NAD83
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal.

Primary SIC Code	
Description	4-digit SIC code for the primary activity at the facility
Data Type	Text (Max Length: 4)
Valid Values	TEMPO: MTB_SIC
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
Primary NAICS Code	
Description	4-digit or 6-digit NAICS code for the primary activity at the facility
Data Type	Text (Max Length: 8)
Valid Values	TEMPO: MTB_NAIC
Required?	Yes
Editable?	No
Notes	This information is populated from TEMPO and must be complete in TEMPO prior to submittal. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
ORIS Code	
Description	ORIS code for the facility
Data Type	Text (Max Length: 5)
Required?	No
Editable?	No
Notes	This information is populated from TEMPO.
Comments	
Description	Comments on facility
Data Type	Text (Max Length: 1000)
Required?	No
Editable?	Yes
Notes	None

Additional Validations

The owner of the ERIC facility account must be listed in TEMPO as an owner of the AI for at least a portion of the inventory reporting period.

If facility status is Active, the inventory must contain at least one source, process, release point, and emissions record with total annual emissions greater than zero.

If facility status is Permitted but not built, any emissions records must report annual and ozone season emissions of zero.

If the facility status is Active, then the inventory must have > 0 sources, > 0 processes, > 0 release points, > 0 emissions (annual).

If your AI is permitted but not built, the only information required is the Facility and Contact tabs. Be sure to set the facility status as Permitted but not built. No source, process, or release point records are allowed in your inventory, and any emissions records must show zero emissions.

If the facility status is Permanently Shutdown, the only information required is the Facility and Contact Tabs. Be sure that any sources listed for the facility are Idle or Permanently Shutdown, and any emission records in the inventory have zero emissions.

5.2 Contacts

The Contacts component of the inventory lists the key companies and individuals associated with the emissions inventory. There are three types of contacts that can be defined:

1. EI Facility Contact - the individual(s) at the facility/AI responsible for preparing the inventory, and to whom DEQ should direct questions about the data submitted. This should not be a consultant.
2. EI Billing Party – the company responsible for paying any fees due for the inventory after submittal.
3. Other Contacts – you can add any number of additional contacts to the list, such as consultants who helped compile the inventory.

As with the Facility data, some of the contact data is pulled from TEMPO and cannot be entered or updated through ERIC. Specifically, the EI Facility Contact and the EI Billing Party must be present in TEMPO before the inventory can be submitted and the start and end dates of the inventory should correspond to the start and end dates in TEMPO for the EI Facility Contact and the EI Billing Party. If the dates do not correspond, the inventory cannot be submitted until the dates in TEMPO are corrected. TEMPO can contain more than one EI Facility Contact, but must contain only one EI Billing Party.

Figure 5.2.1 shows the layout of the contact information form in ERIC. Table 5.2.1 lists each data element along with details on the data type and validations performed on each element.

Figure 5.2.1 Contact Screen

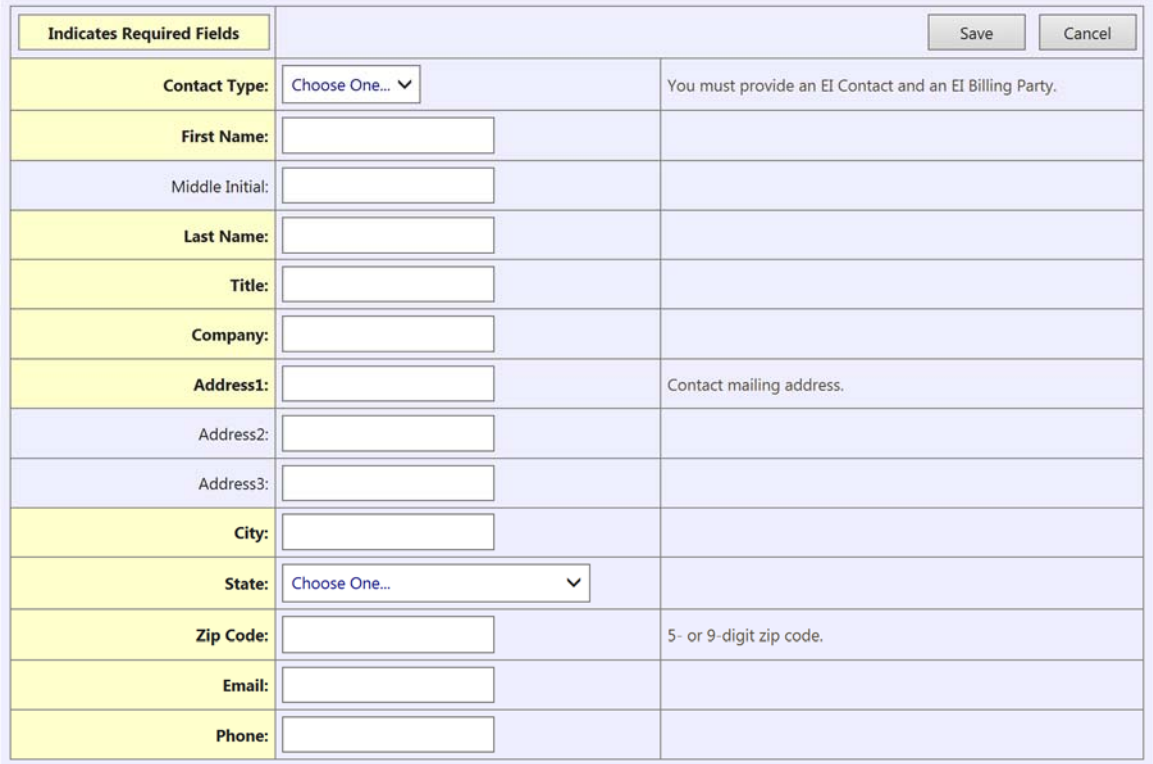


Table 5.2.1 Contact Data Elements

Contact Type	
Description	Contact type
Data Type	Reference List
Valid Values	EI Facility Contact, EI Billing Party, EI Consultant; Other (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Contact Type)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active contact type. Each inventory MUST contain one or more EI Facility Contact records and EXACTLY one EI Billing Party contact. EI Consultants cannot be the same person as the EI Facility Contact.
First Name	
Description	Contact first name
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
Middle Initial (MI)	
Description	Contact middle initial
Data Type	Text (Max Length: 1)
Required?	No
Editable?	Yes
Notes	None
Last Name	
Description	Contact last name
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
Title	
Description	Contact person title
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.

Company	
Description	Contact company name
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
Mailing Address1, Mailing Address2, Mailing Address3	
Description	Contact mailing address (3 lines)
Data Type	Text (Max Length: 100)
Required?	Yes (Mailing Address1 only)
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
City	
Description	Contact mailing city
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
State	
Description	Contact mailing state
Data Type	Reference List
Valid Values	Dropdown menu of states in US and Canada as well as Unknown TEMPO: MTB_STATE
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
Zip Code	
Description	Contact mailing zip code
Data Type	Text (Max Length: 10)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.
Email	
Description	Contact email address
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.

Phone Number	
Description	Contact phone number
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must be populated in TEMPO for required contact types prior to submittal.

Additional Validations

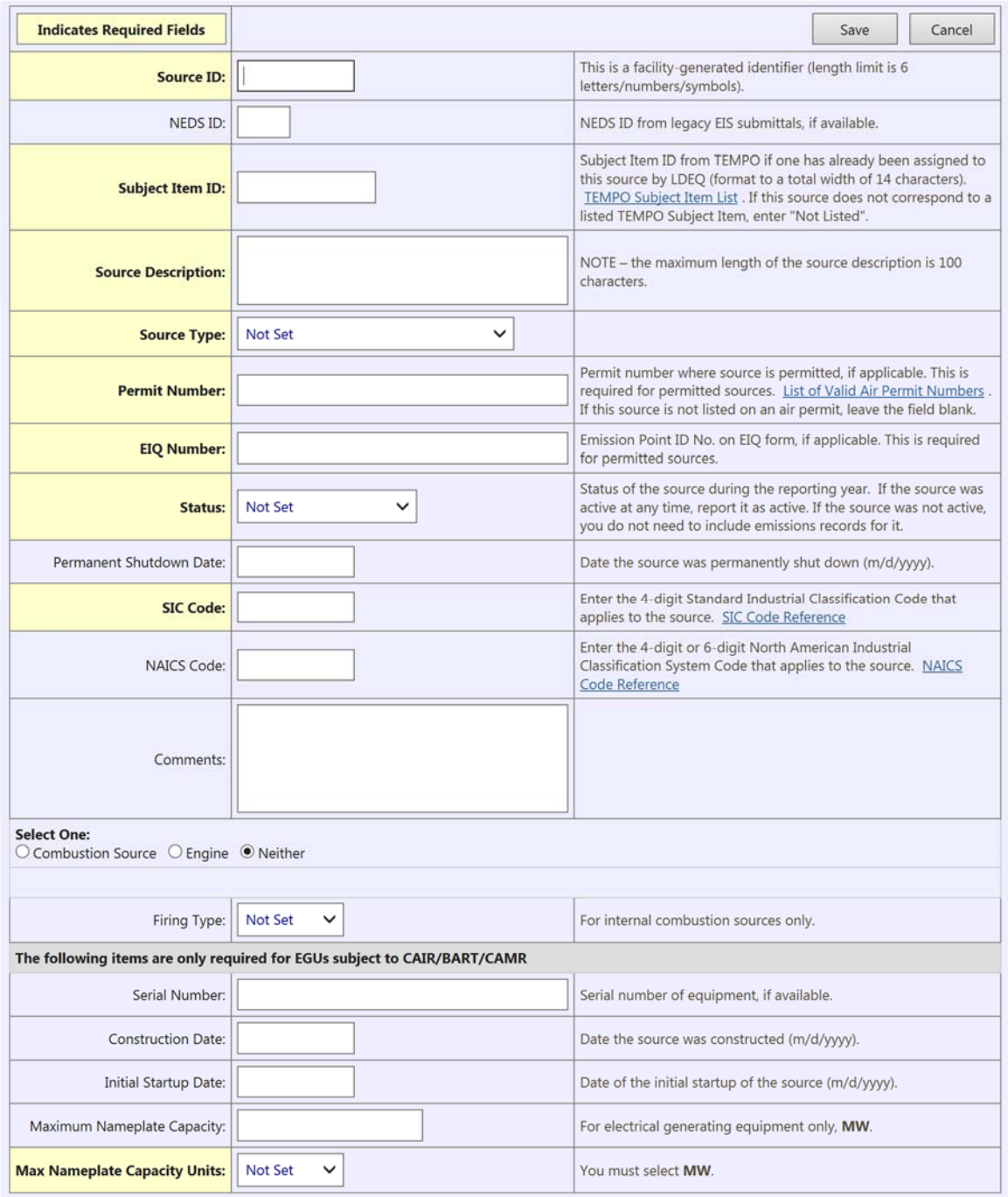
The EI Facility Contact and the EI Billing Party records are read from TEMPO until the inventory is submitted, at which time they are copied into the ERIC inventory.

The facility MUST have exactly one EI Billing Party, and one or more EI Facility Contacts as needed.

If EI Consultants are entered, they MUST be different people than the EI Facility Contact.

5.3 Sources

Figure 5.3.1 Source Screen



Indicates Required Fields	Save / Cancel	
Source ID:		This is a facility-generated identifier (length limit is 6 letters/numbers/symbols).
NEDS ID:		NEDS ID from legacy EIS submittals, if available.
Subject Item ID:		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:		NOTE – the maximum length of the source description is 100 characters.
Source Type:	Not Set	
Permit Number:		Permit number where source is permitted, if applicable. This is required for permitted sources. List of Valid Air Permit Numbers . If this source is not listed on an air permit, leave the field blank.
EIQ Number:		Emission Point ID No. on EIQ form, if applicable. This is required for permitted sources.
Status:	Not Set	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:		Date the source was permanently shut down (m/d/yyyy).
SIC Code:		Enter the 4-digit Standard Industrial Classification Code that applies to the source. SIC Code Reference
NAICS Code:		Enter the 4-digit or 6-digit North American Industrial Classification System Code that applies to the source. NAICS Code Reference
Comments:		
Select One: ○ Combustion Source ○ Engine ◉ Neither		
Firing Type:	Not Set	For internal combustion sources only.
The following items are only required for EGUs subject to CAIR/BART/CAMR		
Serial Number:		Serial number of equipment, if available.
Construction Date:		Date the source was constructed (m/d/yyyy).
Initial Startup Date:		Date of the initial startup of the source (m/d/yyyy).
Maximum Nameplate Capacity:		For electrical generating equipment only, **MW**.
Max Nameplate Capacity Units:	Not Set	You must select **MW**.

Table 5.3.1 Source Data Elements

Source ID	
Description	Facility-generated identifier
Data Type	Text (Max Length: 6)
Required?	Yes
Editable?	Yes
Notes	Must be unique within inventory. Not the same as the EIQ Number.
NEDS ID	
Description	NEDS ID from legacy EIS submittals, if available
Data Type	Text (Max Length: 2)
Required?	No
Editable?	Yes
Notes	If the NEDS ID does not exist, you do not need to assign a new one. The NEDS ID will be in the system for historical reference purposes only and will not be used in the future.
Subject Item ID	
Description	Subject Item ID from TEMPO if one has already been assigned to this source by LDEQ.
Data Type	Text (Max Length: 14)
Required?	Yes (can be 'Not Listed')
Editable?	Yes
Notes	Must be a valid SI for the AI, or must be 'Not Listed'. If this source does not correspond to a listed TEMPO Subject Item, enter 'Not Listed'. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2). Source should not be associated with a Subject Item whose description includes the word CAP. Subject Item IDs beginning with AI, CRG, GRP, PCS, SCN, or UNF are not allowed.
Source Description	
Description	Description of source
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	Must replace old descriptions (NEDS POINT XX, TEDI EMISSIONS FOR SIC XXXX) from legacy import. Source description should not contain the word CAP.
Source Type	
Description	Source type (e.g. Boiler, Condenser, Kiln)
Data Type	Reference List

Valid Values	TEMPO: MTB_SUBJ_ITEM_TYPE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Source Type)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active source type.
Permit Number	
Description	Permit number where source is permitted
Data Type	Text (Max Length: 50)
Required?	Yes, for permitted sources
Editable?	Yes
Notes	Must be a valid permit number for the AI, or must be blank. If source is not listed on a TEMPO permit, leave the field blank. Enter the permit number current as of December 31 of the reporting year. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
EIQ Number	
Description	Emission Point ID number on EIQ form
Data Type	Text (Max Length: 50)
Required?	Yes
Editable?	Yes
Notes	This is required for permitted sources. Not the same as the Source ID.
Status	
Description	Status of the source during the reporting period
Data Type	Reference List
Valid Values	TEMPO: MTB_SI_STATUS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Source Status)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active status. If the source was active at any time during the reporting period, report it as active. If the source was not active, you do not need to include emissions records for it. If source status is Idle, then emissions cannot be >0. If source status is Permanently Shutdown, then source cannot have any emissions records.
Permanent Shutdown Date	
Description	Date the source was permanently shutdown

Data Type	Date (MM/DD/YYYY)
Required?	No
Editable?	Yes
Notes	Required if the source status is Permanently Shutdown, otherwise must be blank.
SIC Code	
Description	4-digit SIC code applicable to the source
Data Type	Text (Max Length: 4)
Valid Values	TEMPO: MTB_SIC
Required?	Yes
Editable?	Yes
Notes	A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
NAICS Code	
Description	4-digit or 6-digit NAICS code applicable to the source
Data Type	Text (Max Length: 8)
Valid Values	TEMPO: MTB_NAIC
Required?	No
Editable?	Yes
Notes	A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
Comments	
Description	Comments about the source
Data Type	Text (Max Length: 1000)
Required?	No
Editable?	Yes
Notes	None
Combustion Source Type	
Description	Type of combustion source
Data Type	Selector
Valid Values	Combustion Source; Engine; Neither
Required?	Yes
Editable?	Yes
Notes	This item is not a data field in the inventory; rather, it is used to determine which of the fields below you will be prompted for.
Maximum Design Rate	
Description	Maximum rate at which combustion source is designed to operate
Data Type	Number (Max Length: 15, Max Decimal Places: 5)
Valid Values	0.01 – 100,000,000.0
Required?	Desired if Source Type is Boiler, Furnace, Glycol dehydration reboiler, Heater, Line heater, Oven, or FCCU catalyst regenerator
Editable?	Yes
Notes	Data is not accepted in this field if the Combustion Source Type is not Combustion Source.

Maximum Design Rate Units	
Description	Units for Maximum Design Rate
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Maximum Design Rate Units)
Required?	Yes if Maximum Design Rate is reported.
Editable?	Yes
Notes	Must be a valid and active unit of measure.
Engine Rating	
Description	Power rating for engines
Data Type	Number (Max Length: 15, Max Decimal Places: 5)
Valid Values	0.01 – 100,000,000.0
Required?	Desired if Source Type is Internal combustion engine
Editable?	Yes
Notes	Data is not accepted in this field is Combustion Source Type is not Engine.
Engine Rating Units	
Description	Units for Engine Rating
Data Type	Reference List
Valid Values	Horsepower
Required?	Yes
Editable?	Yes
Notes	You must report engine rating in horsepower.
Firing Type	
Description	Firing type for combustion sources
Data Type	Reference List
Valid Values	TEMPO: MTB_BOILER_FIRING_TYPE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Firing Type)
Required?	No
Editable?	Yes
Notes	Must be a valid and active firing type.
Serial Number	
Description	Serial number of equipment
Data Type	Text (Max Length: 50)
Required?	Required for Electrical Generating Units (EGU) subject to CAIR/BART/CAMR
Editable?	Yes
Notes	None

Construction Date	
Description	Date the source was constructed
Data Type	Date (MM/DD/YYYY)
Required?	Required for Electrical Generating Units (EGU) subject to CAIR/BART/CAMR
Editable?	Yes
Notes	None
Initial Startup Date	
Description	Date of the initial startup of the source
Data Type	Date (MM/DD/YYYY)
Required?	Required for Electrical Generating Units (EGU) subject to CAIR/BART/CAMR
Editable?	Yes
Notes	None
Maximum Nameplate Capacity	
Description	Maximum Capacity
Data Type	Number (Max Length: 15, Max Decimal Places: 5)
Units of Measure	MW
Valid Values	0.01 – 100,000,000
Required?	Required for Electrical Generating Units (EGU) subject to CAIR/BART/CAMR Required if source type is Turbine.
Editable?	Yes
Notes	None
Maximum Nameplate Capacity Units	
Description	Units for Maximum Nameplate Capacity
Data Type	Reference List
Valid Values	MW
Required?	Yes
Editable?	Yes
Notes	You must report maximum nameplate capacity in MW.

Additional Validations

If the source status is Active, then the inventory must have one or more processes for the source, except source types of Fugitive Emissions, GC XVII Emissions, and Insignificant Activities.

If the source status is not Active, the source cannot have any process records associated with it and any emissions records associated with the source must report zero emissions.

If the source status is Permanently Shutdown, there can be no emissions records associated with the source.

WARNING ONLY - active sources are expected to have non-zero emissions.

A source record can be deleted if it is shutdown permanently, dismantled, or otherwise removed.

Most required fields can be left blank if the source is in Permanently Shutdown status – see Appendix A for details.

5.4 Processes

Figure 5.4.1 Processes Screen

Indicates Required Fields	Save / Cancel	
Process ID:		This is a facility-generated identifier (length limit is 6 letters/numbers/symbols).
Source ID:	Not Set	This is the facility-generated source identifier associated with this process.
Process Description:		NOTE – the maximum length of the process description is 200 characters.
Status:	Not Set	Status of the process during the reporting year. If the process was active at any time, report it as active. If the process was not active, you do not need to include emissions records for it.
Permanent Shutdown Date:		Date the process was permanently shut down (m/d/yyyy).
Confidentiality:	☐	Indicate whether confidentiality has been requested and approved by LDEQ under LAC 33:I Chapter 5.
SCC:		8-digit Source Classification Code applicable to this process. SCC Reference
Material Name:		Name of the primary material used or produced in this process (the material that drives the emissions calculations).
Average Annual Throughput:		Enter the annual average throughput of the material for this process.
Annual Throughput Units:	Not Set	Select the units for the annual average throughput.
Average Ozone Season Throughput:		Enter the average daily throughput of the material during ozone season, if required.
Ozone Season Throughput Units:	Not Set	Select the units for the ozone season average throughput.
Annual Average Ash Content:		The annual average ash content (**percent**). Maximum of 2 decimal places.
Ozone Season Average Ash Content:		The ozone season average ash content (**percent**). Maximum of 2 decimal places.
Annual Average Sulfur Content:		The annual average sulfur content (**percent**). Maximum of 2 decimal places.
Ozone Season Average Sulfur Content:		The ozone season average sulfur content (**percent**). Maximum of 2 decimal places.
Annual Average Heat Content:		The annual average heat content. Required for some SCC codes - see reference list above. Maximum of 2 decimal places.
Annual Average Heat Content Units:	Not Set	Select the units for the annual average heat content if provided.
Ozone Season Average Heat Content:		The ozone season average heat content. Required for some SCC codes - see reference list above. Maximum of 2 decimal places.
Ozone Season Average Heat Content Units:	Not Set	Select the units for the ozone season average heat content if provided.
Spring Throughput:		**Percent** of total annual throughput that occurs during the spring. Maximum of 1 decimal place.
Summer Throughput:		**Percent** of total annual throughput that occurs during the summer. Maximum of 1 decimal place.
Fall Throughput:		**Percent** of total annual throughput that occurs during the fall. Maximum of 1 decimal place.
Winter Throughput:		**Percent** of total annual throughput that occurs during the winter. Maximum of 1 decimal place.
Average Hours per Day:		Annual average **hours per day** in operation.
Average Days per Week:		Annual average **days per week** in operation.
Total Weeks:		**Total weeks** in operation for this reporting period.

Table 5.4.1 Process Data Elements

Process ID	
Description	Facility-generated identifier
Data Type	Text (Max Length: 6)
Required?	Yes
Editable?	Yes
Notes	Must be unique within inventory.
Source ID	
Description	Facility-generated source identifier associated with this process
Data Type	Reference List
Valid Values	Source ID values in current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a source on the Source tab in the current inventory without a set status or with an Active or Idle status. No sources with a Permanently Shutdown status.
Process Description	
Description	Description of process
Data Type	Text (Max Length: 200)
Required?	Yes
Editable?	Yes
Notes	Must replace old descriptions (TEDI EMISSIONS FOR SIC XXXX) from legacy import.
Status	
Description	Status of the process during the reporting period
Data Type	Reference List
Valid Values	Active, Idle, or Permanently Shutdown
Required?	No
Editable?	Yes
Notes	If the process was active at any time during the reporting period, report it as active. If the process was not active, you do not need to include emissions records for it. If the status is Permanently Shutdown, no emissions records can be associated with this process.
Permanent Shutdown Date	
Description	Date the process was permanently shutdown
Data Type	Date (MM/DD/YYYY)
Required?	No
Editable?	Yes
Notes	Required if status is Permanently Shutdown, otherwise must be blank.

Confidentiality	
Description	Indicate whether confidentiality has been requested and approved by LDEQ under LAC 33:I Chapter 5
Data Type	Checkbox
Valid Values	Yes or No (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Confidentiality)
Required?	Yes
Editable?	Yes
Notes	None
SCC	
Description	8-digit SCC applicable to this process
Data Type	Text (Max Length: 10)
Valid Values	TEMPO: MTB_SCC
Required?	Yes
Editable?	Yes
Notes	A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2).
Material Name	
Description	Name of the primary material used or produced in this process
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	The material that drives the emissions calculations. Should be the same as the material on the emission factor record for this process. This means that if you used an emission factor that calculated the kilograms of particulate emitted per megagram of coal burned, then the material would be the amount of coal burned. Another example of the material is the amount of fuel input when using lb/MMBtu to calculate emissions for a stationary internal combustion source.
Average Annual Throughput	
Description	Average annual throughput of the material for this process
Data Type	Number (Max Length: 15, Max Decimal Places: 5)
Units of Measure	Annual Throughput Units
Valid Values	-9999999999.99999 – 9999999999.99999
Required?	Yes
Editable?	Yes
Notes	See Section 6.6 for guidance.

Annual Throughput Units	
Description	Units for annual average throughput
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Material Throughput Units)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active unit of measure. See Section 6.6 for guidance.
Average Ozone Season Throughput	
Description	Average daily throughput of the material during ozone season
Data Type	Number (Max Length: 15, Max Decimal Places: 5)
Units of Measure	Ozone Season Throughput Units
Valid Values	-9999999999.99999 – 9999999999.99999
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Ozone Season Throughput Units	
Description	Units for the ozone season average throughput
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Material Throughput Units)
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Must be a valid and active unit of measure. Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Annual Average Ash Content	
Description	Annual average ash content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Percent
Valid Values	0.01% – 20.00%
Required?	Yes
Editable?	Yes
Notes	None

Ozone Season Average Ash Content	
Description	Ozone season average ash content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Percent
Valid Values	0.01% – 20.00%
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Annual Average Sulfur Content	
Description	Annual average sulfur content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Percent
Valid Values	0.01% – 10.00%
Required?	Yes
Editable?	Yes
Notes	None
Ozone Season Average Sulfur Content	
Description	Ozone season average sulfur content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Percent
Valid Values	0.01% – 10.00%
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Annual Average Heat Content	
Description	Annual average heat content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Annual Average Heat Content Units
Valid Values	>0.00 if provided
Required?	Yes
Editable?	Yes
Notes	Required for certain SCC codes. A link to the list of valid values is provided in the descriptive text for the field SCC (see Section 4.2.2). See Section 6.6 for guidance.

Annual Average Heat Content Units	
Description	Units for annual average heat content
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Annual Average Heat Content Units)
Required?	Yes if Annual Average Heat Content is provided
Editable?	Yes
Notes	Must be a valid and active unit of measure. See Section 6.6 for guidance.
Ozone Season Average Heat Content	
Description	Ozone season average for heat content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Ozone Season Average Heat Content Units
Valid Values	>0 if provided
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Required for certain SCC codes. A link to the list of valid values is provided in the descriptive text for the field SCC (see Section 4.2.2). Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Ozone Season Average Heat Content Units	
Description	Units for ozone season average heat content
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Ozone Season Average Heat Content Units)
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Must be a valid and active unit of measure. Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Spring Throughput	
Description	Percent of total annual throughput that occurs during the spring
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	0.0% – 100.0%
Required?	Yes
Editable?	Yes
Notes	Seasonal throughputs must add to 100%. Spring is March through May.

Summer Throughput	
Description	Percent of total annual throughput that occurs during the summer
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	0.0% – 100.0%
Required?	Yes
Editable?	Yes
Notes	Seasonal throughputs must add to 100%. Summer is June through August.
Fall Throughput	
Description	Percent of total annual throughput that occurs during the fall
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	0.0% – 100.0%
Required?	Yes
Editable?	Yes
Notes	Seasonal throughputs must add to 100%. Fall is September through November.
Winter Throughput	
Description	Percent of total annual throughput that occurs during the winter
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	0.0% – 100.0%
Required?	Yes
Editable?	Yes
Notes	Seasonal throughputs must add to 100%. Winter is January, February, and December of the same calendar year.
Average Hours per Day	
Description	Annual average hours per day in operation
Data Type	Integer (Max Length: 2)
Units of Measure	Hours
Valid Values	1 – 24
Required?	Yes
Editable?	Yes
Notes	Hours per day, days per week, and total weeks must not result in a total hours per year greater than 8760.

Average Days per Week	
Description	Annual average days per week in operation
Data Type	Integer (Max Length: 1)
Units of Measure	Days
Valid Values	1 – 7
Required?	Yes
Editable?	Yes
Notes	Hours per day, days per week, and total weeks must not result in a total hours per year greater than 8760.
Total Weeks	
Description	Total weeks in operation for the reporting period
Data Type	Integer (Max Length: 2)
Units of Measure	Weeks
Valid Values	1 – 52
Required?	Yes
Editable?	Yes
Notes	Hours per day, days per week, and total weeks must not result in a total hours per year greater than 8760.

Additional Validations

Seasonal throughputs must add up to 100%.

Some required fields can be left blank if the process is in Idle or Permanently Shutdown status – see Appendix A for details.

With regards to a leap year: If a source operated year round, emissions should be calculated using 8784 hours/year and then facilities should report 24 hours, 7 days, 52 weeks (8760 hours/year) on the process.

5.5 Emission Factors

Figure 5.5.1 Emission Factors Screen

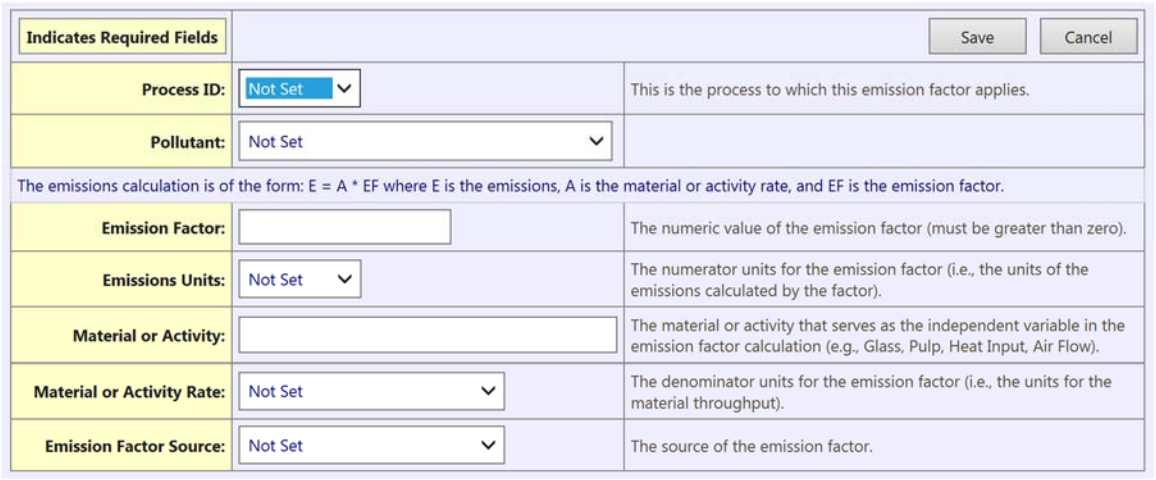


Table 5.5.1 Emission Factor Data Elements

Process ID	
Description	Facility-generated process identifier to which this emission factor applies
Data Type	Reference List
Valid Values	Process ID values in current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a process on the Process tab in the current inventory without a set status or with an Active or Idle status. No processes with a Permanently Shutdown status.
Pollutant	
Description	Pollutant associated with emission factor from process
Data Type	Reference List
Valid Values	TEMPO: MTB_EI_RY_PARAMETER (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Pollutant)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active pollutant for the reporting year.
Emission Factor	
Description	Numeric value of emission factor for given pollutant
Data Type	Number (Max Length: 28, Max Decimal Places: 15)
Units of Measure	Emissions Units
Valid Values	0.000000000000001 – 9999999999999.999999999999999
Required?	Yes
Editable?	Yes
Notes	As required by LAC 33:III.919.G, in the absence of CEMS data or stack test data, emissions shall be calculated using methods found in the most recent edition, as of December 31 of the current reporting year, of the Compilation of Air Pollution Emission Factors (AP-42), calculations published in engineering journals, and/or EPA or department-approved estimation methodologies.
Emission Units	
Description	Numerator units for the emission factor (i.e., the units of the emissions calculated by the factor)
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emission Factor Numerator Units)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active unit of measure for the emission factor numerator.

Material or Activity	
Description	Material or activity that serves as the independent variable in the emission factor calculation (e.g., Glass, Pulp, Heat Input, Air Flow)
Data Type	Text (Max Length: 100)
Required?	Yes
Editable?	Yes
Notes	The material that drives the emissions calculations. Should be the same as the material on the emission factor record for this process. This means that if you used an emission factor that calculated the kilograms of particulate emitted per megagram of coal burned, then the material would be the amount of coal burned. Another example of the material is the amount of fuel input when using lb/MMBtu to calculate emissions for a stationary internal combustion source.
Material or Activity Rate	
Description	Denominator units for the emission factor (i.e. the units for the material throughput)
Data Type	Reference List
Valid Values	TEMPO: MTB_UNITS (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emission Factor Denominator Units)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active unit of measure for the emission factor denominator.
Emission Factor Source	
Description	Source of the emission factor
Data Type	Reference List
Valid Values	TEMPO: MTB_EMIS_FACTOR_SOURCE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emission Factor Source)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active emission factor source.

Additional Validations

Emission Factors are only required when selecting the following as the Estimation Method on the Emissions tab:

- EPA emission factors (e.g., AP-42)
- Facility Specific Emission Factor
- Manufacturer Emission Factor
- Trade Group Emission Factor
- Vendor Emission Factor

As required by LAC 33:III.919.G, in the absence of CEMS data or stack test data, emissions shall be calculated using methods found in the most recent edition, as of December 31 of the current reporting year, of the Compilation of Air Pollution Emission Factors (AP-42), calculations published in engineering journals, and/or EPA or department-approved estimation methodologies.

5.6 Control Systems

Figure 5.6.1 Control Systems Screen

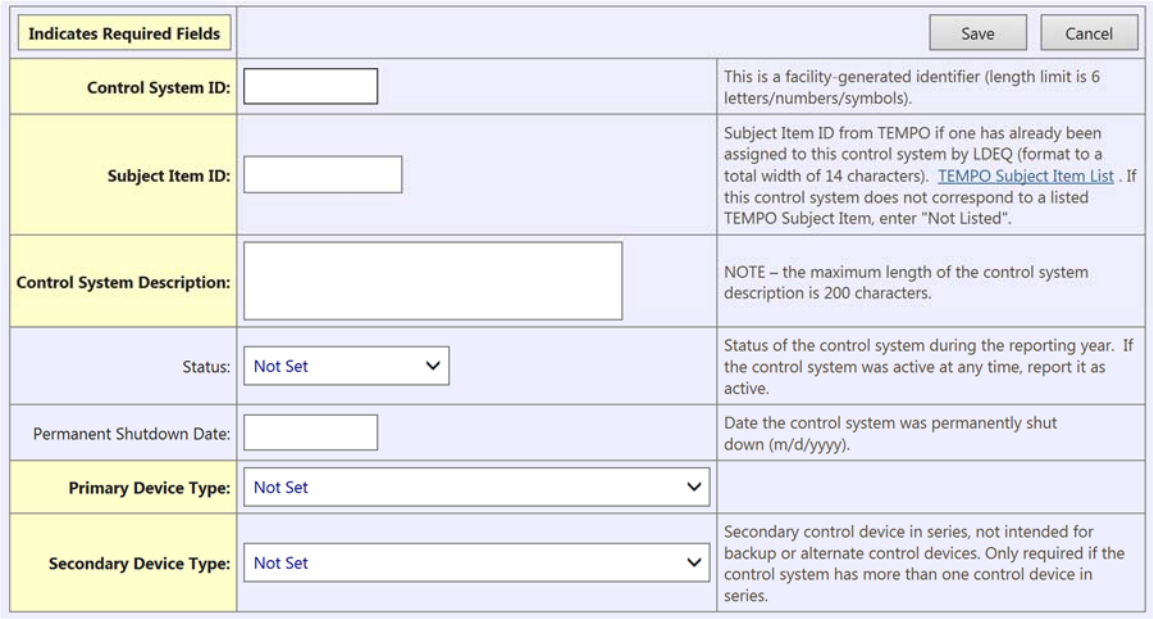


Table 5.6.1 Control System Data Elements

Control System ID	
Description	Facility-generated identifier
Data Type	Text (Max Length: 6)
Valid Values	Must be unique within inventory
Required?	Yes
Editable?	Yes
Notes	None
Subject Item ID	
Description	Subject Item ID from TEMPO if one has already been assigned to this control system by LDEQ
Data Type	Text (Max Length: 14)
Required?	Yes (can be 'Not Listed')
Editable?	Yes
Notes	Must be a valid SI for the AI, or must be 'Not Listed'. If this control system does not correspond to a listed TEMPO Subject Item, enter 'Not Listed'. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2). Control system should not be associated with a Subject Item whose description contains the word CAP. Subject Item IDs beginning with AI, CRG, GRP, PCS, SCN, or UNF are not allowed.

Control System Description	
Description	Description of control system
Data Type	Text (Max Length: 200)
Required?	Yes
Editable?	Yes
Notes	Must replace old descriptions (NEDS POINT XX, TEDI EMISSIONS FOR SIC XXXX) from legacy import. Control system description should not contain the word CAP.
Status	
Description	Status of the control system during the reporting period
Data Type	Reference List
Valid Values	Active, Idle, or Permanently Shutdown
Required?	No
Editable?	Yes
Notes	If the control system was active at any time during the reporting period, report it as active. If the control system was not active, you do not need to include emissions records for it. If the control system is Permanently Shutdown, then control efficiencies are not allowed. If the control system is Permanently Shutdown, then the control system ID is not allowed on any emission path. If the control system is not Permanently Shutdown, then there must be one or more control efficiencies associated with the control system.
Permanent Shutdown Date	
Description	Date the control system was permanently shutdown
Data Type	Date (MM/DD/YYYY)
Required?	No
Editable?	Yes
Notes	Required if status is Permanently Shutdown, otherwise must be blank.
Primary Device Type	
Description	Primary control device for control system
Data Type	Reference List
Valid Values	TEMPO: MTB_AIR_CONTROL_DEVICE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Control Device)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active control device type.

Secondary Device Type	
Description	Secondary control device in series
Data Type	Reference List
Valid Values	TEMPO: MTB_AIR_CONTROL_DEVICE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Control Device)
Required?	Only required if the control system has more than one control device in series.
Editable?	Yes
Notes	Must be a valid and active control device type. Not intended for backup or alternate control devices.

Additional Validations

Some required fields can be left blank if the control system is in Idle or Permanently Shutdown status – see Appendix A for details.

5.7 Control Efficiencies

Figure 5.7.1 Control Efficiencies Screen

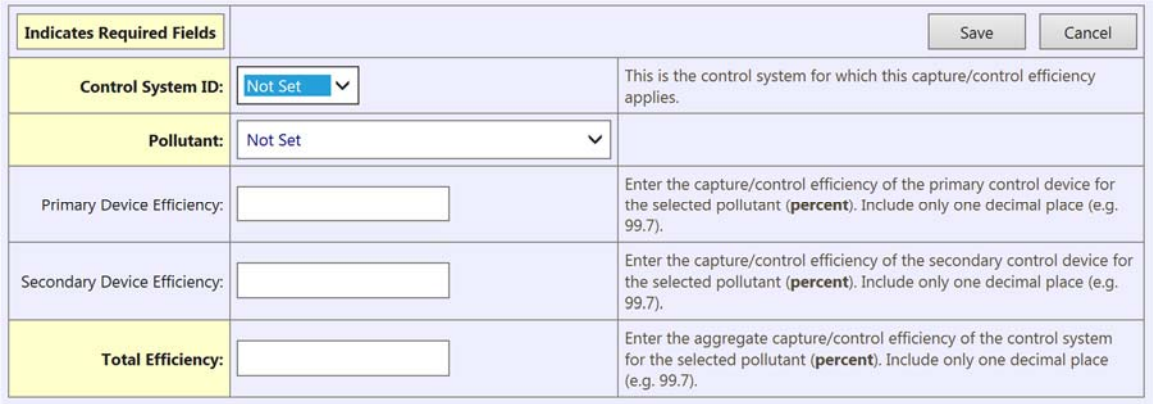


Table 5.7.1 Control Efficiency Data Elements

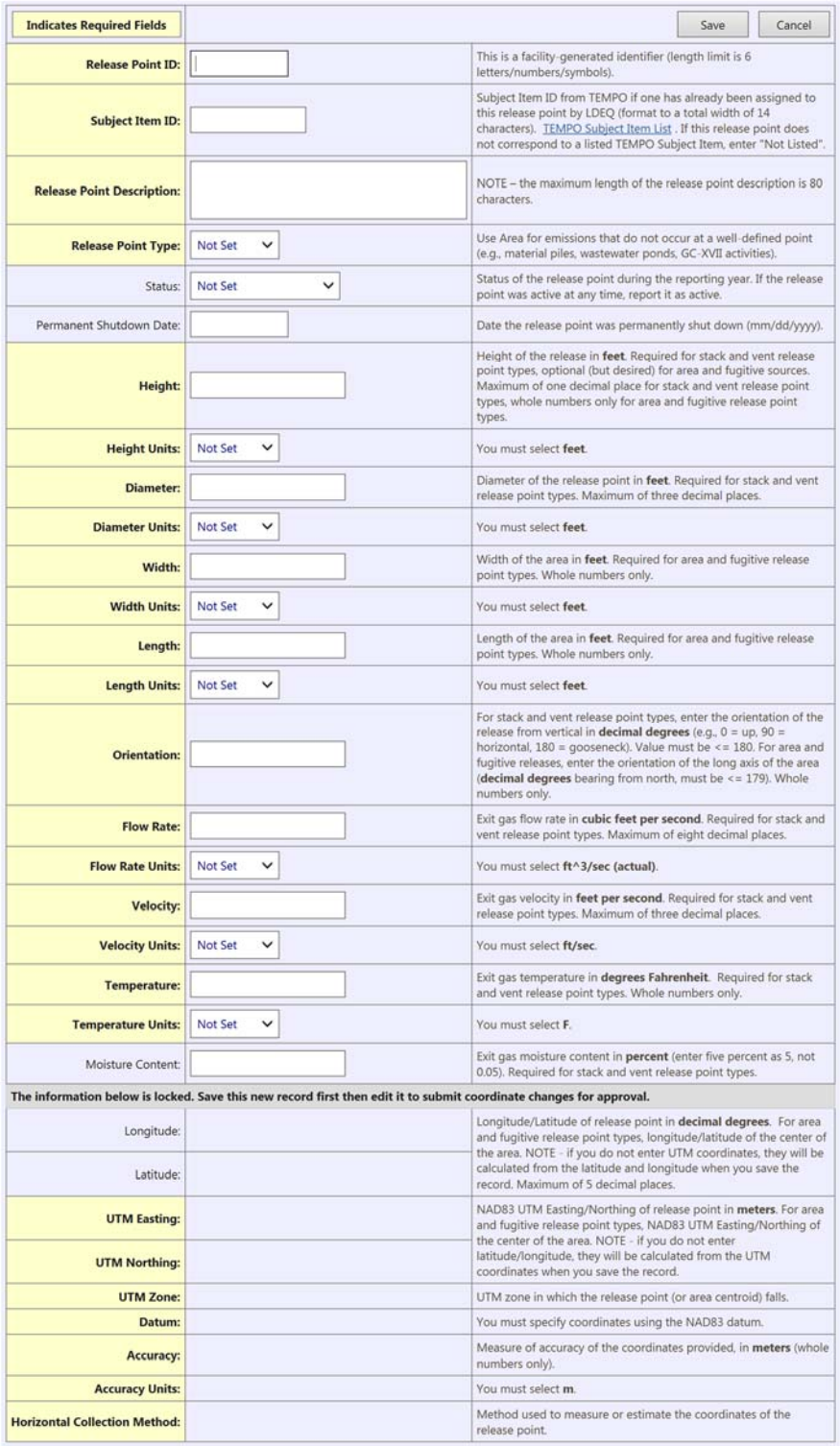
Control System ID	
Description	Facility-generated control system identifier for which the capture/control efficiency applies
Data Type	Reference List
Valid Values	Control System ID values in current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a control system on the Control Systems tab in the current inventory without a set status or with an Active or Idle status. No control systems with a Permanently Shutdown status.

Pollutant	
Description	Pollutant which control system is capturing
Data Type	Reference List
Valid Values	TEMPO: MTB_EI_RY_PARAMETER (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Pollutant)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active pollutant for the reporting year. If PM2.5 is present, then PM10 must be present. WARNING ONLY - Emissions should be reported for pollutants reported in control efficiencies.
Primary Device Efficiency	
Description	Capture/control efficiency of the primary control device for the selected pollutant
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	1.0% – 99.9%
Required?	No
Editable?	Yes
Notes	If a secondary control device is reported, then Primary and Secondary efficiencies are required. PM2.5 efficiency must be <= PM10 efficiency. If primary efficiency is present and there is no secondary efficiency, the primary efficiency must equal total efficiency.
Secondary Device Efficiency	
Description	Capture/control efficiency of the secondary control device for the selected pollutant
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	1.0% – 99.9%
Required?	No
Editable?	Yes
Notes	If a secondary control device is reported, then Primary and Secondary efficiencies are required. PM2.5 efficiency must be <= PM10 efficiency.

Total Efficiency	
Description	Aggregate capture/control efficiency of the control system for the selected pollutant
Data Type	Number (Max Length: 5, Max Decimal Places: 1)
Units of Measure	Percent
Valid Values	1.0% – 99.9%
Required?	Yes
Editable?	Yes
Notes	PM2.5 efficiency must be <= PM10 efficiency. If primary efficiency is present and there is no secondary efficiency, the primary efficiency must equal total efficiency. WARNING ONLY - When primary and secondary efficiencies are reported, compare Total Efficiency as reported with calculated Efficiency and when not equal, give warning. - TE=[100-((100-PE)(100-SE))/100], where TE = Total Efficiency, PE = Primary Efficiency, and SE = Secondary Efficiency.

5.8 Release Points

Figure 5.8.1 Release Point Screen



Indicates Required Fields	Save / Cancel	
Release Point ID:		This is a facility-generated identifier (length limit is 6 letters/numbers/symbols).
Subject Item ID:		Subject Item ID from TEMPO if one has already been assigned to this release point by LDEQ (format to a total width of 14 characters). TEMPO Subject Item List . If this release point does not correspond to a listed TEMPO Subject Item, enter "Not Listed".
Release Point Description:		NOTE – the maximum length of the release point description is 80 characters.
Release Point Type:	Not Set	Use Area for emissions that do not occur at a well-defined point (e.g., material piles, wastewater ponds, GC-XVII activities).
Status:	Not Set	Status of the release point during the reporting year. If the release point was active at any time, report it as active.
Permanent Shutdown Date:		Date the release point was permanently shut down (mm/dd/yyyy).
Height:		Height of the release in **feet**. Required for stack and vent release point types, optional (but desired) for area and fugitive sources. Maximum of one decimal place for stack and vent release point types, whole numbers only for area and fugitive release point types.
Height Units:	Not Set	You must select **feet**.
Diameter:		Diameter of the release point in **feet**. Required for stack and vent release point types. Maximum of three decimal places.
Diameter Units:	Not Set	You must select **feet**.
Width:		Width of the area in **feet**. Required for area and fugitive release point types. Whole numbers only.
Width Units:	Not Set	You must select **feet**.
Length:		Length of the area in **feet**. Required for area and fugitive release point types. Whole numbers only.
Length Units:	Not Set	You must select **feet**.
Orientation:		For stack and vent release point types, enter the orientation of the release from vertical in **decimal degrees** (e.g., 0 = up, 90 = horizontal, 180 = gooseneck). Value must be <= 180. For area and fugitive releases, enter the orientation of the long axis of the area (**decimal degrees** bearing from north, must be <= 179). Whole numbers only.
Flow Rate:		Exit gas flow rate in **cubic feet per second**. Required for stack and vent release point types. Maximum of eight decimal places.
Flow Rate Units:	Not Set	You must select **ft^3/sec (actual)**.
Velocity:		Exit gas velocity in **feet per second**. Required for stack and vent release point types. Maximum of three decimal places.
Velocity Units:	Not Set	You must select **ft/sec**.
Temperature:		Exit gas temperature in **degrees Fahrenheit**. Required for stack and vent release point types. Whole numbers only.
Temperature Units:	Not Set	You must select **F**.
Moisture Content:		Exit gas moisture content in **percent** (enter five percent as 5, not 0.05). Required for stack and vent release point types.
The information below is locked. Save this new record first then edit it to submit coordinate changes for approval.		
Longitude:		Longitude/Latitude of release point in **decimal degrees**. For area and fugitive release point types, longitude/latitude of the center of the area. NOTE - if you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. Maximum of 5 decimal places.
Latitude:		
UTM Easting:		NAD83 UTM Easting/Northing of release point in **meters**. For area and fugitive release point types, NAD83 UTM Easting/Northing of the center of the area. NOTE - if you do not enter latitude/longitude, they will be calculated from the UTM coordinates when you save the record.
UTM Northing:		
UTM Zone:		UTM zone in which the release point (or area centroid) falls.
Datum:		You must specify coordinates using the NAD83 datum.
Accuracy:		Measure of accuracy of the coordinates provided, in **meters** (whole numbers only).
Accuracy Units:		You must select **m**.
Horizontal Collection Method:		Method used to measure or estimate the coordinates of the release point.

Table 5.8.1 Release Point Data Elements

Release Point ID	
Description	Facility-generated identifier
Data Type	Text (Max Length: 6)
Valid Values	Must be unique within inventory
Required?	Yes
Editable?	Yes
Notes	None
Subject Item ID	
Description	Subject Item ID from TEMPO if one has already been assigned to this release point by LDEQ
Data Type	Text (Max Length: 14)
Required?	Yes (can be 'Not Listed')
Editable?	Yes
Notes	Must be a valid SI for the AI, or must be 'Not Listed'. If this release point does not correspond to a listed TEMPO Subject Item, enter Not Listed. A link to the list of valid values is provided in the descriptive text for this field (see Section 4.2.2). The release point should not be associated with a Subject Item whose description contains the word CAP. Subject Item IDs beginning with AI, CRG, GRP, PCS, SCN, or UNF are not allowed.
Release Point Description	
Description	Description of release point
Data Type	Text (Max Length: 80)
Required?	Yes
Editable?	Yes
Notes	Must replace old descriptions (NEDS POINT XX, TEDI EMISSIONS FOR SIC XXXX) from legacy import. Release point description should not contain the word CAP.
Release Point Type	
Description	Type of release point (e.g. Area, Fugitive, Stack, Vent)
Data Type	Reference List
Valid Values	TEMPO: MTB_NET_EU_TYPE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Release Point Type)
Required?	Yes
Editable?	Yes
Notes	Use Area as the release point type for emissions that do not occur at a well-defined point.

Status	
Description	Status of the release point during the reporting period
Data Type	Reference List
Valid Values	Active, Idle, or Permanently Shutdown
Required?	No
Editable?	Yes
Notes	If the release point was active at any time during the reporting period, report it as active. If the release point was not active, you do not need to include emissions records for it. If the release point is Permanently Shutdown, then the release point ID is not allowed on any emission path.
Permanent Shutdown Date	
Description	Date the release point was permanently shutdown
Data Type	Date (MM/DD/YYYY)
Required?	No
Editable?	Yes
Notes	Required if status is Permanently Shutdown, otherwise must be blank.
Height	
Description	Release point height
Data Type	Number (Max Length: 4, Max Decimal Places: 1)
Units of Measure	Feet (ft)
Valid Values	0 – 200 for area and fugitive release point types 1.0 – 650.0 for vent and stack release point types
Required?	Yes for stack and vent release point types, desired for other types
Editable?	Yes
Notes	Height is desired for area and fugitive release point types. If width & length are reported, then height is desired.
Height Units	
Description	Units for release point height
Data Type	Reference List
Valid Values	Feet (ft) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Height Units)
Required?	Yes for stack and vent release point types or if reporting Height
Editable?	Yes
Notes	None

Diameter	
Description	Diameter of the release point
Data Type	Number (Max Length 4, Max Decimal Places: 1)
Units of Measure	Feet (ft)
Valid Values	0.001 – 300.000
Required?	Yes for stack and vent release point types
Editable?	Yes
Notes	Diameter must be < height for stacks and vents. WARNING ONLY - If flow rate, velocity, & diameter are reported, the flow rate is calculated. If the calculated value and the reported value differ by more than 5%, then user will receive a warning during final validation. (Flow Rate = {Pi} * (Diameter/2)^2) * Velocity).
Diameter Units	
Description	Units for the release point diameter
Data Type	Reference List
Valid Values	Feet (ft) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Diameter Units)
Required?	Yes for stack and vent release point types or if reporting Diameter
Editable?	Yes
Notes	None
Width	
Description	Width of the area or fugitive release point
Data Type	Integer (Max Length: 6)
Units of Measure	Feet (ft)
Valid Values	1 – 10,000
Required?	Yes for area and fugitive release point types
Editable?	Yes
Notes	None
Width Units	
Description	Units for width of the area or fugitive release point
Data Type	Reference List
Valid Values	Feet (ft) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Width Units)
Required?	Yes for area and fugitive release point types or if reporting Width
Editable?	Yes
Notes	None

Length	
Description	Length of the area or fugitive release point
Data Type	Integer (Max Length: 6)
Units of Measure	Feet (ft)
Valid Values	1 - 10,000
Required?	Yes for area and fugitive release point types
Editable?	Yes
Notes	None
Length Units	
Description	Units of length of the area or fugitive release point
Data Type	Reference List
Valid Values	Feet (ft) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Length Units)
Required?	Yes for area and fugitive release point types or if reporting Length
Editable?	Yes
Notes	None
Orientation	
Description	Orientation of the release point from vertical in decimal degrees
Data Type	Integer (Max Length: 3)
Units of Measure	Decimal degrees
Valid Values	0 - 179 for area and fugitive release point types 0 - 180 for stack and vent release point types
Required?	Yes
Editable?	Yes
Notes	See Section 6.8 for guidance. For example, 0 = up, 90 = horizontal, 180 = gooseneck. Value must be <= 180. For area and fugitive releases, enter the orientation of the long axis of the area (decimal degrees bearing from north, must be <= 179).
Exit Gas Flow Rate	
Description	Exit gas flow rate
Data Type	Number (Max Length: 14, Max Decimal Places: 8)
Units of Measure	cubic feet per second (ft^3/sec)
Valid Values	0.00000000 – 200,000.00000000 for area and fugitive release point types 0.00000001 – 200,000.00000000 for stack and vent release point types
Required?	For stack and vent release point types
Editable?	Yes
Notes	WARNING ONLY - If flow rate, velocity, & diameter are reported, the flow rate is calculated. If the calculated value and the reported value differ by more than 5%, then user will receive a warning during final validation. (Flow Rate = {Pi} * (Diameter/2)^2) * Velocity).

Exit Gas Flow Rate Units	
Description	Units for exit gas flow rate for the release point
Data Type	Reference List
Valid Values	cubic feet per second (ft^3/sec) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Flow Rate Units)
Required?	Yes for stack and vent release point types or if reporting Exit Gas Flow Rate
Editable?	Yes
Notes	None
Exit Gas Velocity	
Description	Velocity of the gas emitted from the release point
Data Type	Number (Max Length: 7, Max Decimal Places: 3)
Units of Measure	feet per second (ft/sec)
Valid Values	0.000 – 600.000 for area and fugitive release point types 0.001 – 1,000.000 for stack and vent release point types
Required?	Yes for stack and vent release point types
Editable?	Yes
Notes	WARNING ONLY - If flow rate, velocity, & diameter are reported, the flow rate is calculated. If the calculated value and the reported value differ by more than 5%, then user will receive a warning during final validation. (Flow Rate = {Pi} * (Diameter/2)^2) * Velocity).
Exit Gas Velocity Units	
Description	Units for exit gas velocity from the release point
Data Type	Reference List
Valid Values	feet per second (ft/sec) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Velocity Units)
Required?	Yes for stack and vent release point types or if reporting Exit Gas Velocity
Editable?	Yes
Notes	None
Exit Gas Temperature	
Description	Temperature of the exit gas emitted from the release point
Data Type	Integer (Max Length: 4)
Units of Measure	Degrees Fahrenheit (F)
Valid Values	-30 – 3500
Required?	Yes for stack and vent release point types
Editable?	Yes
Notes	Use 77° F as the ambient temperature.

Exit Gas Temperature Units	
Description	Units of temperature of gas emitted from the release point
Data Type	Reference List
Valid Values	Degrees Fahrenheit (F) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Temperature Units)
Required?	Yes for stack and vent release point types or if reporting Exit Gas Temperature
Editable?	Yes
Notes	None
Exit Gas Moisture Content	
Description	Exit gas moisture content
Data Type	Number (Max Length: 5, Max Decimal Places: 2)
Units of Measure	Percent
Valid Values	0.00 – 100.00
Required?	Yes for stack and vent release point types
Editable?	Yes
Notes	None
Longitude	
Description	Longitude of release point
Data Type	Number (Max Length: 9, Max Decimal Places: 5)
Units of Measure	Decimal Degrees
Valid Values	-94.10000 – -88.50000
Required?	Yes (can be calculated automatically from UTM coordinates)
Editable?	No – see Section 6.9
Notes	If you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. The release point coordinates for Fugitive and Area release point types should be the coordinates of the southwest corner of the area/facility. Provide coordinates for the actual location of each release point. Do not provide one coordinate for all release points and do not use the front gate coordinates as the coordinate for all the release points.

Latitude	
Description	Latitude of release point
Data Type	Number (Max Length: 8, Max Decimal Places: 5)
Units of Measure	Decimal Degrees
Valid Values	28.00000 – 33.10000
Required?	Yes (can be calculated automatically from UTM coordinates)
Editable?	No – see Section 6.9
Notes	If you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. The release point coordinates for Fugitive and Area release point types should be the coordinates of the southwest corner of the area/facility. Provide coordinates for the actual location of each release point. Do not provide one coordinate for all release points and do not use the front gate coordinates as the coordinate for all the release points.
UTM Easting	
Description	Easting of the release point
Data Type	Number (Max Length: 8, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	400,000.0 – 800,000.0 for UTM Zone 15 200,000.0 – 350,000.0 for UTM Zone 16
Required?	Yes
Editable?	No – see Section 6.9
Notes	UTMs in NAD83 only. If you do not enter latitude and longitude, they will be calculated from the UTM coordinates when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. The release point coordinates for Fugitive and Area release point types should be the coordinates of the southwest corner of the area/facility. Provide coordinates for the actual location of each release point. Do not provide one coordinate for all release points and do not use the front gate coordinates as the coordinate for all the release points.

UTM Northing	
Description	Northing of the release point
Data Type	Number (Max Length: 9, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	3,200,000.0 – 3,655,000.0 for UTM Zone 15 3,200,000.0 – 3,435,000.0 for UTM Zone 16
Required?	Yes
Editable?	No – see Section 6.9
Notes	UTMs in NAD83 only. If you do not enter latitude and longitude, they will be calculated from the UTM coordinates when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. The release point coordinates for Fugitive and Area release point types should be the coordinates of the southwest corner of the area/facility. Provide coordinates for the actual location of each release point. Do not provide one coordinate for all release points and do not use the front gate coordinates as the coordinate for all the release points.
UTM Zone	
Description	UTM Zone in which the release point falls
Data Type	Integer (Max Length: 2)
Units of Measure	N/A
Valid Values	15 or 16 (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column UTM Zone)
Required?	Yes
Editable?	No – see Section 6.9
Notes	UTMs in NAD83 only.
Datum	
Description	Datum of release point location (NAD83)
Data Type	Reference List
Valid Values	NAD83 (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Datum)
Required?	Yes
Editable?	No – see Section 6.9
Notes	UTMs in NAD83 only.
Horizontal Accuracy Measure\Accuracy	
Description	Measure of accuracy of the coordinates provided
Data Type	Integer (Max Length: 6)
Units of Measure	Meters (m)
Valid Values	1 – 2000
Required?	Yes
Editable?	No – see Section 6.9

Notes	It is preferred that you determine and report the horizontal accuracy measure when possible, however, if it is not possible, an estimate is acceptable or you can report 1 for the horizontal accuracy measure.

Horizontal Accuracy Measure Units/Accuracy Units

Description	Units of horizontal accuracy measure of the release point
Data Type	Reference List
Valid Values	Meters (m) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Horizontal Accuracy Units)
Required?	Yes
Editable?	No – see Section 6.9
Notes	None

Horizontal Collection Method

Description	Method used to measure or estimate the coordinates of a release point
Data Type	Reference List
Valid Values	The list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Horizontal Collection Method
Required?	Yes
Editable?	No – see Section 6.9
Notes	Must be a valid and active collection method.

Additional Validations

If emissions are reported for a release point and the release point type is stack or vent, then diameter, flow rate, and velocity cannot be zero.

If status is Permanently Shutdown, inventory must not report emissions for the release point.

WARNING ONLY - If flow rate, velocity, & diameter are reported, the flow rate is calculated. If the calculated value and the reported value differ by more than 5%, then user will receive a warning during final validation. (Flow Rate = {Pi} * (Diameter/2)^2) * Velocity).

ERIC requires the release point specifications to be completed, even for atmospheric tanks. Use the guidance in Section 6.7 for entering this information.

Some required fields can be left blank if the release point is in Idle or Permanently Shutdown status – see Appendix A for details.

Release point coordinates are checked to verify that they are within 500 meters (approximately 0.25 miles) of the coordinates reported on the Facility Information tab.

- If they are outside 500 meters, users will get an ERROR.
- If they are legitimately outside 500 meters, users must contact LDEQ (see Section 1.3) and request that the limit be increased. Once the request is received and the distance is verified, LDEQ will adjust the limit for that facility.
- The limit is retained from year to year and inventory to inventory.

Provide coordinates for the actual location of each release point. Do not provide one coordinate for all release points and do not use the front gate coordinates as the coordinate for all the release points.

5.9 Portable Source Locations

The tab labeled Portable Locations is intended for portable AIs, not sources or pieces of equipment that are portable within a stationary facility. Typically, portable AIs have permit numbers that begin with 7777.

Figure 5.9.1 Portable Locations Screen

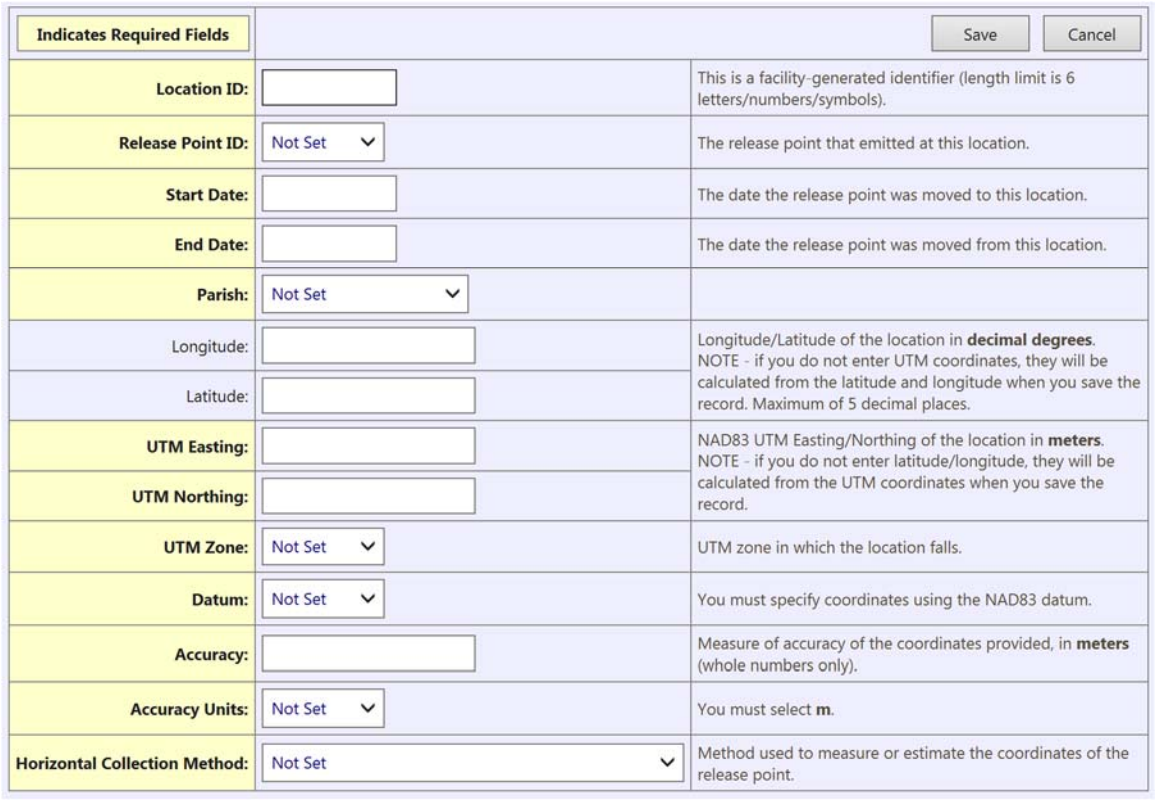


Table 5.9.1 Portable Location Data Elements

Location ID	
Description	Facility-generated identifier
Data Type	Text (Max Length: 6)
Valid Values	Must be unique within the inventory
Required?	Yes
Editable?	Yes
Notes	None
Release Point ID	
Description	Facility-generated release point identifier that emitted at this location
Data Type	Reference List
Valid Values	Release Point ID values in the current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a release point on the Release Points tab in the current inventory without a set status or with an Active or Idle status.

	No release points with a Permanently Shutdown status.
Start Date	
Description	Date the release point was moved to this location
Data Type	Date (MM/DD/YYYY)
Valid Values	Must be within start/end dates of inventory
Required?	Yes
Editable?	Yes
Notes	None
End Date	
Description	Date the release point was moved from this location
Data Type	Date (MM/DD/YYYY)
Valid Values	Must be within start/end dates of inventory, must be greater than Start Date for this location.
Required?	Yes
Editable?	Yes
Notes	None
Parish	
Description	Parish in which portable location primarily resides
Data Type	Reference List
Valid Values	TEMPO: MTB_PARISH_COUNTY (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Parish)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active parish.
Longitude	
Description	Longitude of location
Data Type	Number (Max Length: 9, Max Decimal Places:5)
Units of Measure	Decimal Degrees
Valid Values	-94.10000 – -88.50000
Required?	Yes (can be calculated automatically from UTM coordinates)
Editable?	Yes
Notes	If you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. Provide coordinates for the actual location of each portable source location. Do not provide one coordinate for all portable source locations and do not use the front gate coordinates as the coordinate for all the portable source locations.

Latitude	
Description	Latitude of location
Data Type	Number (Max Length: 8, Max Decimal Places: 5)
Units of Measure	Decimal Degrees
Valid Values	28.00000 – 33.10000
Required?	Yes (can be calculated automatically from UTM coordinates)
Editable?	Yes
Notes	If you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. Provide coordinates for the actual location of each portable source location. Do not provide one coordinate for all portable source locations and do not use the front gate coordinates as the coordinate for all the portable source locations.
UTM Easting	
Description	Easting of the location
Data Type	Number (Max Length: 8, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	400,000.0 – 800,000.0 for UTM Zone 15 200,000.0 – 350,000.0 for UTM Zone 16
Required?	Yes
Editable?	Yes
Notes	UTMs in NAD83 only. If you do not enter latitude and longitude, they will be calculated from the UTM coordinates when you save the record. If both UTM & Lat/Longs are reported, both must point to the same location. Provide coordinates for the actual location of each portable source location. Do not provide one coordinate for all portable source locations and do not use the front gate coordinates as the coordinate for all the portable source locations.
UTM Northing	
Description	Northing of the location
Data Type	Number (Max Length: 9, Max Decimal Places: 1)
Units of Measure	Meters (m)
Valid Values	3,200,000.0 – 3,655,000.0 for UTM Zone 15 3,200,000.0 – 3,435,000.0 for UTM Zone 16
Required?	Yes
Editable?	Yes
Notes	UTMs in NAD83 only. If you do not enter latitude and longitude, they will be calculated from the UTM coordinates when you save the record.

	If both UTM & Lat/Longs are reported, both must point to the same location. Provide coordinates for the actual location of each portable source location. Do not provide one coordinate for all portable source locations and do not use the front gate coordinates as the coordinate for all the portable source locations.
UTM Zone	
Description	UTM Zone in which the location falls
Data Type	Integer (Max Length: 2)
Units of Measure	N/A
Valid Values	15 or 16 (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column UTM Zone)
Required?	Yes
Editable?	Yes
Notes	UTMs in NAD83 only.
Datum	
Description	Datum of location (NAD83)
Data Type	Reference List
Valid Values	NAD83 (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Datum)
Required?	Yes
Editable?	Yes
Notes	UTMs in NAD83 only.
Horizontal Accuracy Measure	
Description	Measure of accuracy of the coordinates provided
Data Type	Integer (Max Length: 4)
Units of Measure	Meters (m)
Valid Values	1 – 2000
Required?	Yes
Editable?	Yes
Notes	None
Horizontal Accuracy Measure Units	
Description	Units of horizontal accuracy measure of the location
Data Type	Reference List
Valid Values	Meters (m)
Required?	Yes
Editable?	Yes
Notes	None
Horizontal Collection Method	
Description	Method used to measure or estimate the coordinates of a location
Data Type	Reference List
Valid Values	The list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Horizontal Collection Method
Required?	Yes

Editable?	Yes
Notes	Must be a valid and active collection method.

5.10 Emissions

Figure 5.10.1 Emissions Screen

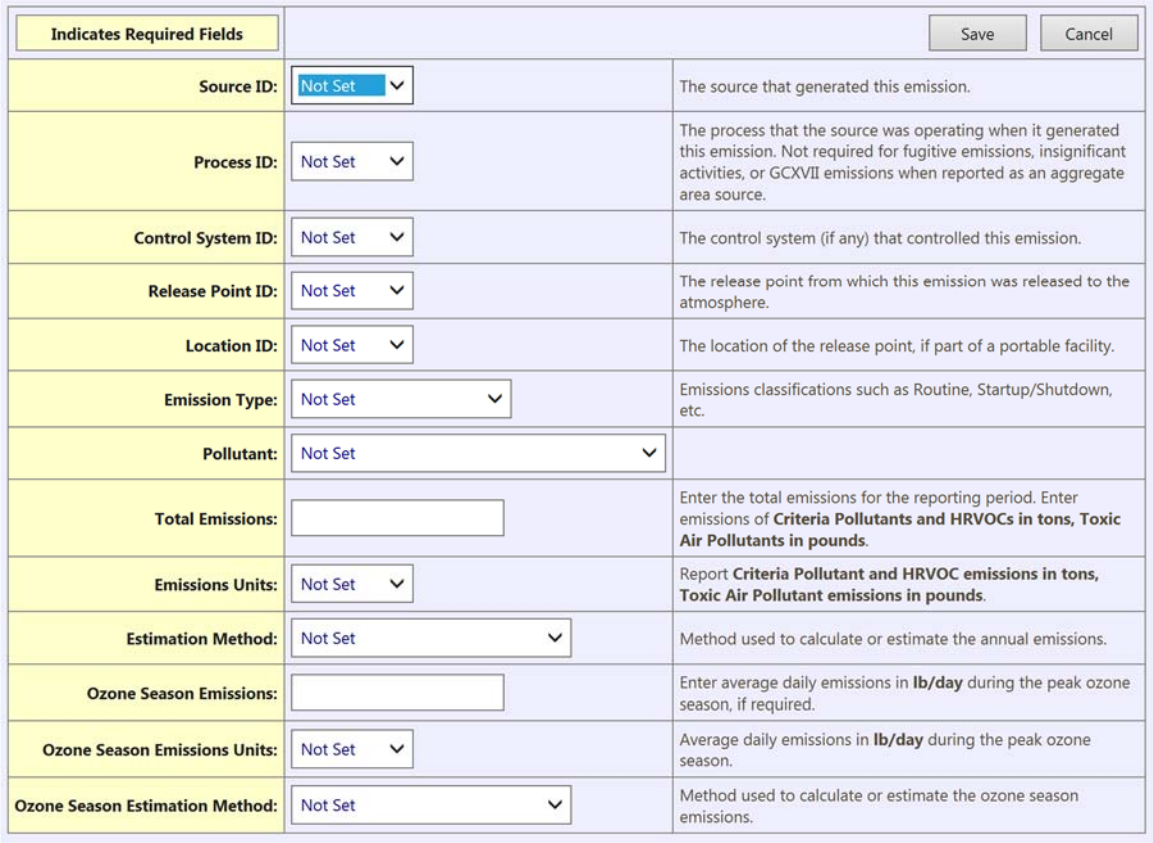


Table 5.10.1 Emissions Data Elements

Source ID	
Description	Facility-generated identifier for the source that generated the emissions
Data Type	Reference List
Valid Values	Source ID values in current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a source on the Sources tab in the current inventory without a set status or with an Active or Idle status. No sources with a Permanently Shutdown status.

Process ID	
Description	Facility-generated identifier for the process that the source was operating when it generated these emissions
Data Type	Reference List
Valid Values	Process ID values in current inventory
Required?	Yes except for fugitive emissions, insignificant activities, or GCXVII emissions.
Editable?	Yes
Notes	Not required for fugitive emissions, insignificant activities, or GCXVII emissions when reported as an aggregate area source. Must be a process on the Processes tab in the current inventory without a set status or with an Active or Idle status. No processes with a Permanently Shutdown status. Source ID on this process record must be the same as the Source ID on this emissions record.
Control System ID	
Description	Facility-generated identifier of the control system (if any) that controlled this emission
Data Type	Reference List
Valid Values	Control System ID values in current inventory
Required?	No
Editable?	Yes
Notes	Must be a control system on the Control Systems tab in the current inventory without a set status or with an Active or Idle status. No control systems with a Permanently Shutdown status.
Release Point ID	
Description	Facility-generated identifier of the release point from which the emission was released to the atmosphere
Data Type	Reference List
Valid Values	Release Point ID values in current inventory
Required?	Yes
Editable?	Yes
Notes	Must be a release point on the Release Points tab in the current inventory without a set status or with an Active or Idle status. No release points with a Permanently Shutdown status.

Location ID	
Description	Facility generated identifier of the location of the release point, if the facility is a portable source (see Section 5.9)
Data Type	Reference List
Valid Values	Location ID values in current inventory
Required?	No
Editable?	Yes
Notes	If the emission occurred at one of the portable locations associated with the release point and not at the coordinates on the release point record. Release Point ID on this location record must be the same as the Release Point ID on this emission record.
Emission Type	
Description	Emissions classification such as Routine, Startup/Shutdown, etc.
Data Type	Reference List
Valid Values	TEMPO: MTB_EMIS_TYPE (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emission Type)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active Emissions type. Emission type Routine & Startup/Shutdown is no longer available. If you have previously reported emissions using this emission type, you must separate the routine emissions from the startup/shutdown emissions and report them as separate Emissions Paths.
Pollutant	
Description	Pollutant (or pollutant class) for emissions
Data Type	Reference List
Valid Values	TEMPO: MTB_EI_RY_PARAMETER (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Pollutant)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active pollutant for the reporting year. Only report the pollutants on the pollutant list. If a pollutant is not on the list, then it does not need to be reported. If PM2.5 is present, then PM10 must be present. PM2.5 emissions must be <= PM10 emissions. Reporting PM Filterable and PM Condensable is optional. If PM Filterable is reported, then PM condensable must be present. WARNING ONLY - Emissions should be reported for pollutants reported in control efficiencies.

Total Emissions	
Description	Total emissions for the reporting period
Data Type	Number (Max Length: 15, Max Decimal Places: 6)
Units of Measure	Tons (tons), pounds (lb)
Valid Values	-999999999.999999 – 999999999.999999
Required?	Yes
Editable?	Yes
Notes	Emissions MUST be reported in tons for criteria pollutants, lbs for TAPs. If source status is Idle, then emissions can not be >0. You must include VOC TAP emissions in Total VOC emissions, even if reporting only criteria pollutant emissions as well as if you are reporting both criteria pollutant and TAP emissions. ERIC does not automatically include VOC TAP emissions in the Total VOC. Total and individual VOC TAPs must be <= Total VOC (within a tolerance of 25 lb) by Emissions Path and facility totals. If the Total VOC is less than 0.005 tons and is not being reported per the guidance, and you receive an error that VOC TAPs must be <= Total VOC, then you will need to report the Total VOC emissions. WARNING ONLY - Emissions should be reported for pollutants reported in control efficiencies. Do not create a separate Source ID for emissions source of TAPs. Report both criteria pollutant emissions and TAP emissions under the same Source ID. If a control system ID is present on the Emissions Path, then a control efficiency must be present on the control efficiencies tab for that control system ID. PM (10/2.5) Primary includes PM (10/2.5) filterable + PM condensable. With regards to a leap year: If a source operated year round, emissions should be calculated using 8784 hours/year and then facilities should report 24 hours, 7 days, 52 weeks (8760 hours/year) on the process.
Emissions Units	
Description	Units for emissions reported
Data Type	Reference List
Valid Values	Tons (tons), pounds (lb) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emissions Units)
Required?	Yes
Editable?	Yes
Notes	None

Estimation Method	
Description	Method used to calculate or estimate the total emissions
Data Type	Reference List
Valid Values	TEMPO: MTB_QUANT_METHOD (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emissions Estimation Method)
Required?	Yes
Editable?	Yes
Notes	Must be a valid and active emission estimation method. If the emission estimation method is Emission Factor, the inventory must contain an emission factor record for this process and pollutant.
Ozone Season Emissions	
Description	Average daily emissions during the peak ozone season
Data Type	Number (Max Length: 15, Max Decimal Places: 6)
Units of Measure	lb/day
Valid Values	-999999999.999999 – 999999999.999999
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Reported emissions should be the average daily emissions in lb/day measured only during the peak ozone season. If source status is Idle, then emissions can not be >0. Total and individual VOC TAPs must be <= Total VOC (within a tolerance of 25 lb) by Emissions Path and facility totals. If source status is Idle, then emissions can not be >0. You must include VOC TAP emissions in Total VOC emissions, even if reporting only criteria pollutant emissions as well as if you are reporting both criteria pollutant and TAP emissions. ERIC does not automatically include VOC TAP emissions in the Total VOC. If the Total VOC is less than 0.005 tons and is not being reported per the guidance, and you receive an error that VOC TAPs must be <= Total VOC, then you will need to report the Total VOC emissions. WARNING ONLY - Emissions should be reported for pollutants reported in control efficiencies. Do not create a separate Source ID for emissions source of TAPs. Report both criteria pollutant emissions and TAP emissions under the same Source ID. If a control system ID is present on the Emissions Path, then a control efficiency must be present on the control efficiencies tab for that control system ID. Emissions should be reported for pollutants reported in control efficiencies. Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.

Ozone Season Emissions Units	
Description	Units for ozone season emissions
Data Type	Reference List
Valid Values	Pounds per day (lb/day) (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Ozone Emissions Units
Required?	Yes for facilities in ozone nonattainment areas)
Editable?	Yes
Notes	Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E.
Ozone Season Estimation Method	
Description	Method used to calculate or estimate the ozone season emissions
Data Type	Reference List
Valid Values	TEMPO: MTB_QUANT_METHOD (the list of valid values can be found on a downloaded inventory (see Section 3.8) on the Lookups worksheet under the column Emissions Estimation Method)
Required?	Yes for facilities in ozone nonattainment areas
Editable?	Yes
Notes	Must be a valid and active emission estimation method. Ozone season is May 1 through September 30, inclusively, as defined in LAC 33:III.919.E. If the emission estimation method is Emission Factor, the inventory must contain an emission factor record for this process and pollutant.

Additional Validations

If an Emissions Path reports PM2.5 emissions, it must also report PM10 emissions.

Emissions of criteria pollutants MUST be reported in TONS. For TAPs, all emissions must be reported in POUNDS (lbs). For all emissions values labeled as annual, the emissions value must represent the sum total emissions for the reporting period. For ozone season emissions, the value must be the average daily emissions during the ozone season in pounds per day (lbs/day).

For criteria pollutants:

- Report to two decimal places minimum
- AIs are not required to report emissions < 0.005 tons for an Emissions Path

For TAPs:

Most toxic pollutants should report to a minimum of two decimal places unless:

- the MER for the pollutant is <50 lbs/yr, then AIs are required to report to 3 decimal places (reference LAC 33:III.51.5112)
- emissions <0.0005 Tons/yr for an Emissions Path, then AIs are not required to report
- the pollutant is a dioxin/furan, then AIs are required to report to 6 decimal places

Do not report emissions for individual TAPs unless you are subject to reporting under LAC 33:III.5107. However, emissions for toxic VOCs should be included in the Total VOC emissions reported for under LAC 33:III.919. Also do not report pollutants not listed on the ERIC emissions page.

Do not report TAPs unless you are subject to reporting under LAC 33:III.5107. Also do not report pollutants not listed on the ERIC emissions page.

If you report emissions for a TAP that is also a VOC, you need to include those emissions in your Total VOC for criteria pollutant inventory. ERIC does not automatically include toxic VOCs in the Total VOC. You must do this manually, but toxic VOCs will be subtracted from Total VOC for invoicing purposes.

Emissions authorized under an Emergency Order should be reported as Authorized Non-routine Emissions.

For sources that emit TAPS, it does not matter how they are permitted. If the emissions are VOC TAPs, and they are required to be reported per LAC 33:III.5107, then they are reported as such and their emissions should be included in the Total VOC emissions.

You may not report duplicate emissions records. Duplicates are defined as emissions record with the same Source ID, Process ID, Control System ID, Release Point ID, Location ID, Emission Type, and Pollutant. You must combine such duplicates into one record with the total emissions for that emissions path, type, and pollutant.

5.11 Additional Inventory Validations

You cannot report TAPs on a Criteria inventory (except Ammonia and Lead). You cannot report criteria pollutants on a Toxic inventory (except Ammonia and Lead). You can report both types of pollutant on a Criteria and Toxic inventory.

The sum of emissions for all pollutants should be less than or equal to 800,000 tons for the entire inventory. The ozone season emissions sum for all pollutants should be less than 800,000 tons/day.

The sum of PM2.5 emissions must be less than or equal to the sum of PM10 emissions.

All pollutants for which emission factors are specified must also have emissions records.

All control systems referenced on emissions records must have control efficiencies reported for the pollutants reports in the emissions records.

All pollutants for which control efficiencies are reported must also have emission records.

For Criteria and Criteria and Toxic inventories, the total TAPVOC emissions must be less than or equal to the total VOC emissions.

For Criteria and Criteria and Toxic inventories, the reported TAPVOC emissions must be less than or equal to the total VOC emissions for each Emissions Path.

All release point coordinates must be within a specified distance from the facility front gate. The distance limit is set by LDEQ for each ERIC facility account. The default distance is 500 meters.

Condensable PM is applicable to both PM10 and PM2.5. Primary PM 10 or 2.5 is the sum of the filterable and condensable. Primary PM10 = Filterable PM10 + Condensable. Primary PM2.5 = Filterable PM2.5 + Condensable.

6 Specific Reporting Instructions

6.1 Reporting Deadlines

Each reporting year emissions data are due April 30 unless directed otherwise by LDEQ.

The emission inventory includes, at a minimum:

- Facility Info
- Contact Info
- Certification Statement signed by a Responsible Official

Please note that the LDEQ may provide additional reporting instructions (e.g., transition year). Please refer to the ERIC website for specifics and changes.

6.2 Grouping Similar Sources

Facilities may group similar sources/processes if, in aggregate, emissions are

- < 5 tons criteria pollutants
- < MER for TAPs

Create an Emissions Path for the group Source, Process, and Release Point.

6.3 Reporting of GCXVII, Insignificant Activities, and Fugitive Emissions

All emissions that occur during the reporting period MUST be reported, regardless of the emissions type or the source or activity that generates the emissions. Emissions authorized under GCXVII or as Insignificant Activities must be reported, but may be aggregated (by type) under a single Source ID for each permit (not facility-wide if more than one permit covers the facility). Fugitive emissions may also be reported as a single Source ID for each permit under which the facility operates. To recap:

- May aggregate IA by Permit (not facility-wide)
  - Report as area release point with dimensions of area where activity occurs
  - Report Insignificant Activity Lists A and D (LAC 33:III.501.B.5)
  - Do not report Insignificant Activity Lists B or C (LAC 33:III.501.B.5)
- May aggregate GCXVII by Permit (not facility-wide)
  - Report as area release point with dimensions of area where activity occurs
- May report by activity type
- May aggregate Fugitives by Permit (not facility-wide)
  - Release point type for Fugitives is Fugitive.

Use the appropriate value from the dropdown menu for Source Type – entries are provided for Fugitive Emissions, Insignificant Activities, and GCXVII Emissions. For these source types, you should not define a Process record, and do not select a Process as part of the Emissions Path on the Emissions record.

The release point type for Fugitive Emissions source type is Fugitive. The release point type for GC XVII Emissions and Insignificant Activities source types is Area.

6.4 Inactive or Demolished Sources

Do not report inactive sources or sources that have been demolished, sold, or otherwise removed. The Emissions records should only include non-zero emissions of pollutants – you should only include Sources, Processes, Control Equipment, Release Points, and Portable Source Locations that are part of the Emission Paths reported in your Emission records.

Sources, Release Points, Processes, Control Systems, etc. can be removed from the inventory if they have been removed from service, permanently shutdown, dismantled, no longer used, obsolete, etc. and chances are that they will never operate again. If you have a source that is just idle and chances are it will operate again in the future, it may be helpful to keep it in the inventory and set the source status as idle.

6.5 Ownership Transfer

If your facility underwent a transfer of ownership during the reporting year, you must file the appropriate paperwork with LDEQ in a timely manner. At that point, you can request a new ERIC facility account be set up for the new owner. The start/end dates of an inventory should correspond to the start/end dates of ownership in TEMPO. If not, the inventory cannot be submitted until the dates are corrected in TEMPO, either through the name/ownership change process or by contacting facupdate@la.gov to correct the dates according to the approved name/ownership change paperwork in EDMS.

- Each owner will have their own account in ERIC for the AI
    - Access to these accounts is the same as any other account
    - Contact the LDEQ staff assigned to the facility's parish for account set up and initial access
- 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 facility to Michelle on March 1:
    - Jackie's inventory will be 1/1/2011 – 2/28/2011
    - Michelle's inventory will be 3/1/2011 – 12/31/2011
    - If the dates are not correct in TEMPO, they will be required to be corrected before submitting the inventory
    - Ownership dates in TEMPO are dependent upon the change of ownership forms submitted to the department in accordance with LAC 33:III.517.G
    - Emissions should be for the period of ownership during the reporting year
- The new owner cannot report for the entire year. Only the period of ownership can be reported under the respective owner.
- Each owner's inventory will be invoiced according to the emissions reported in the inventory.

6.6 Guidance for Annual Average Throughput and Annual Average Heat Content

1. **Annual Average Throughput** is a measurable factor or parameter that relates directly or indirectly to the emissions of an air pollution source during the period for which emissions are reported.

    a. Depending on the SCC, the throughput may refer to the amount of fuel combusted, raw material processed, product manufactured, or material handled or processed over a specific period of time.

    b. Throughput is typically the value that is multiplied against an emission factor to generate an emissions estimate.

    c. Common units include lbs/hr, tons/day, MMscf/yr, etc.

    d. However, we prefer that you report the calculation parameter. For example, if the calculations require the MMBtu/year to get emissions, then we want you to report the MMBtu/year in the throughput. If the calculations require MMscf/year, then we want to see MMscf/year as the throughput.

    e. For combustion processes, throughput is a measure of heat content over time.

    f. If using an emission factor for calculating emissions, the reported throughput should coincide with the emission factor and the activity used in the emission factor calculation.

2. **Annual Average Heat Content** is the amount of thermal heat energy in a solid, liquid, or gaseous fuel. It is required for SCCs on a combustion device.

    a. For Emission Inventory purposes, the annual average heat content is the heat content for a standard unit of the fuel used by the source, for example 1040 MMBtu/scf of gas.

    b. Removed – no longer applicable.

    c. Btu/hr is a unit of power. It is the measure of energy over a specific time period. It is not the heat content.

    d. For combustion processes, do not report MMBtu/year or MMBtu/hr. The heat content is expressed as BTU/gal, BTU/scf, or BTU/ton.

    e. Removed – no longer applicable.

    f. Heat content is not a measure of time. It is a measure of the concentration of heat energy per physical unit of fuel.

6.7 ERIC Release Point Parameters for Tank Sources

ERIC Release Point Parameters for Tank Sources

Tank Construction	Release Type	Height	Diameter	Width	Length	Orientation	Velocity	Flow Rate	Temperature	Coordinates
Fixed Roof	Vent	Tank roof height	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s[(1)]	= velocity ft/s x vent opening area[(2)] (ft^2)	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
Internal Floating Roof[(3)]	Vent	Tank roof height	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s[(1)]	= velocity ft/s x vent opening area[(2)] (ft^2)	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
Horizontal	Vent	Highest point from ground	Vent pipe diameter (use 4 inches if unknown)	N/A	N/A	Example: gooseneck = 180	0.003 ft/s[(1)]	= velocity ft/s x vent opening area[(2)] (ft^2)	Bulk liquid temperature if heated tank, 70 F if unheated	Location of vent
External Floating Roof	Area	N/A	N/A	Tank diameter	Tank diameter	N/A	N/A	N/A	N/A	Center point of tank

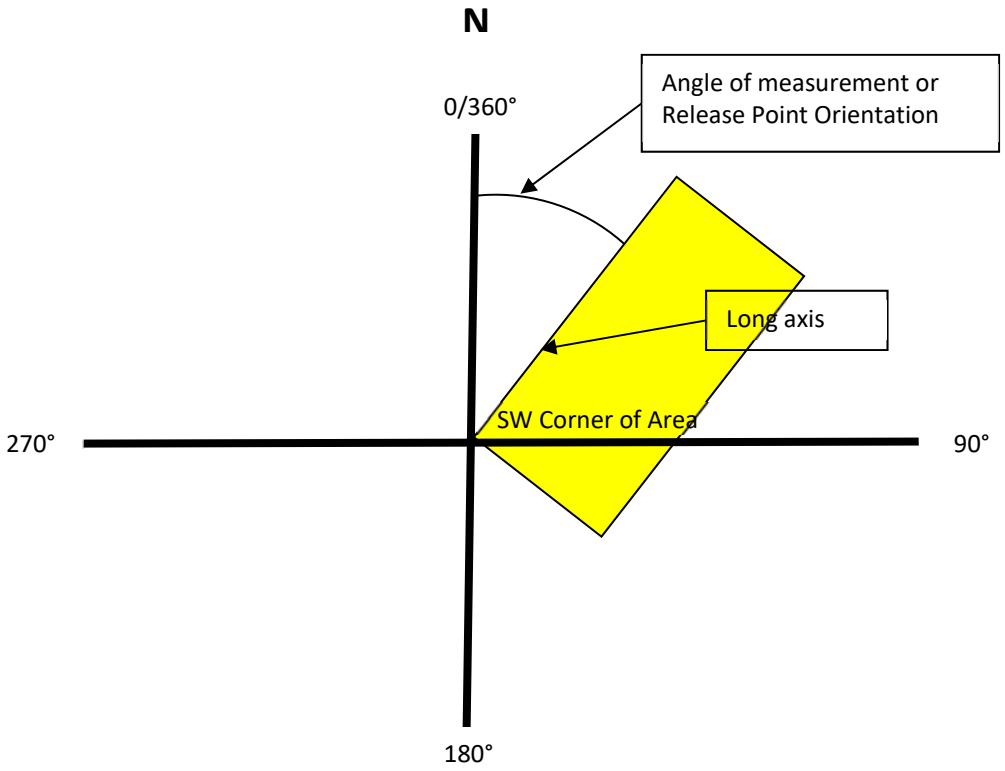
(1) The velocity will need to be adjusted if an inert gas purge stream (such as nitrogen) is used.

(2) Vent Opening Area is Pi *Radius^2. Radius = Diameter/2.

(3) Internal floating roof tanks that do not have a single vent for emissions, but have a series of vents/openings around the perimeter of the tank can be reported as an External Floating Roof tank with a release point type of Area.

Diameter is only used in models to calculate flow rate, therefore, it is more important to have velocity and flow rate as accurate as possible and if necessary, adjust diameter to pass validation.

6.8 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.
- 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.

When the long axis falls west of north, like Figure A, extend the long axis into east of north and measure the angle as in Figure B.

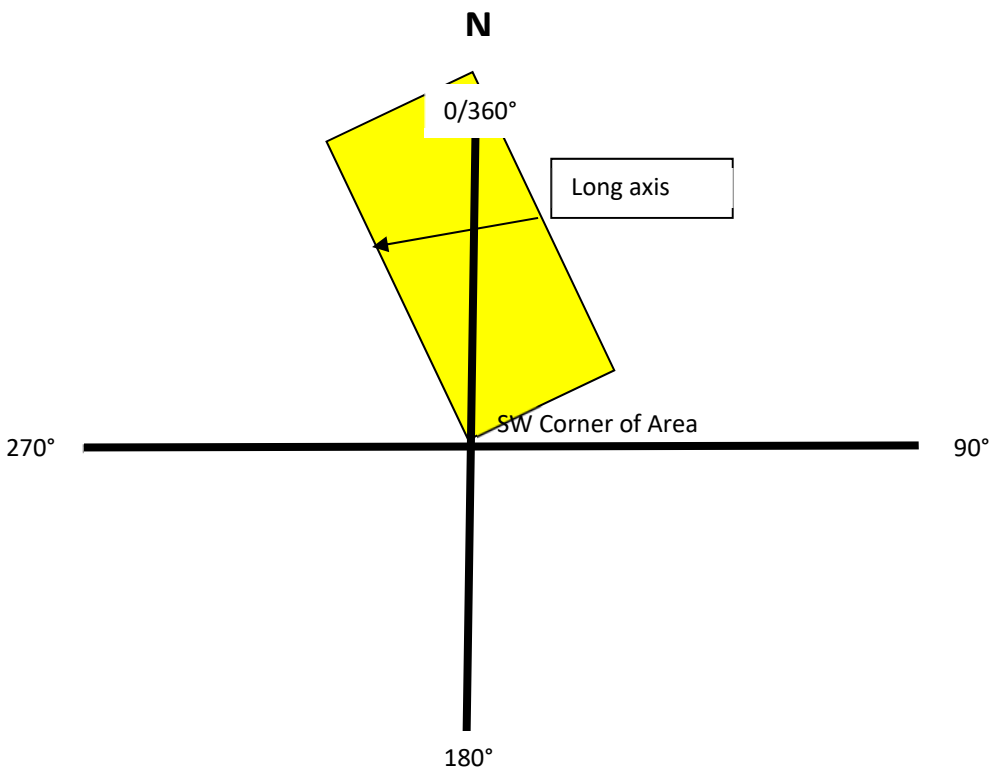


Figure A: Long axis west of north

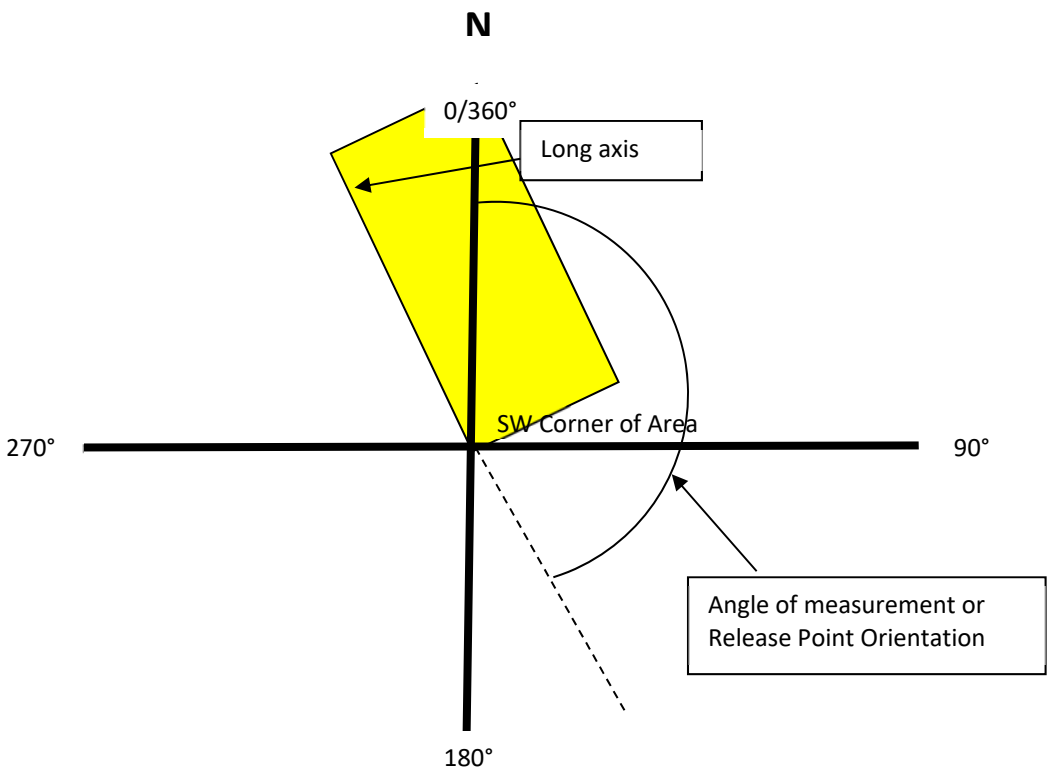


Figure B: Finding the Release Point Orientation by extending the long axis east of north.

6.9 Revising or Adding Release Point Coordinates

6.9.1 Release Point Distance Limit

As of Reporting Year 2011, LDEQ updated the validations within the ERIC system with regard to release point locations. Specifically, the system default for the distance between the front gate coordinates and any release point coordinates is 500 meters (approximately 0.25 miles). LDEQ can increase this on a case-by-case basis.

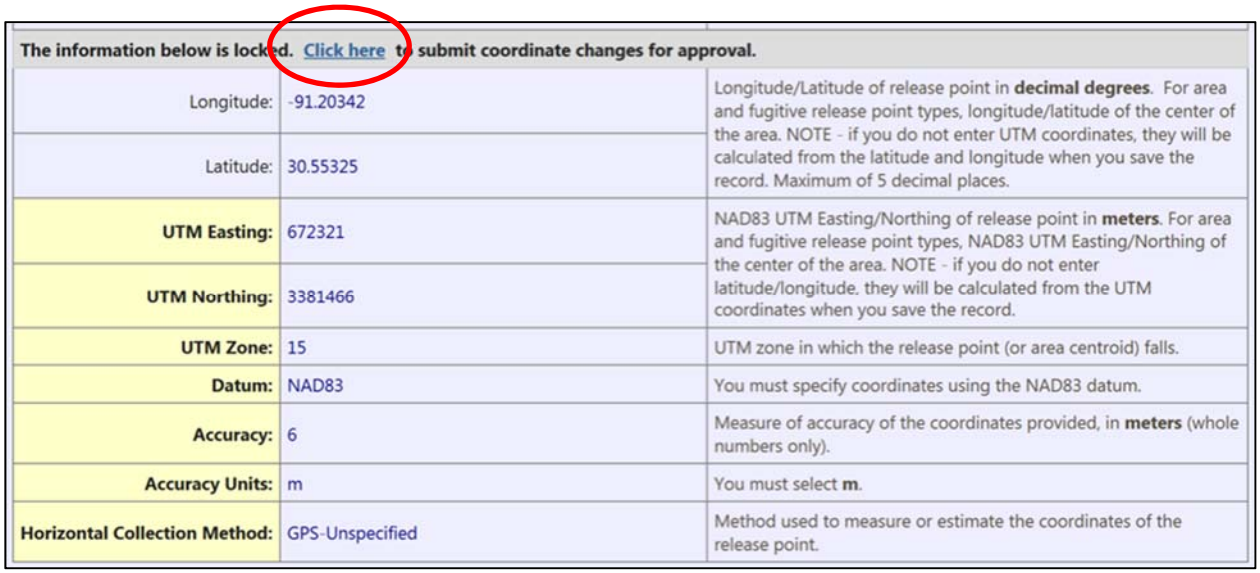
There are a number of tools that are available to help users to quickly and easily visualize the locations of all their release points on a satellite image. One tool that LDEQ staff use can be found at this website: http://www.earthpoint.us/ExcelToKml.aspx. Tools such as this allow data to be imported from a spreadsheet and converted to the format (.kml) that Google Earth requires.

LDEQ does not endorse nor require the use of any specific application or service. Other tools are available on the internet that can perform the same tasks. Likewise, LDEQ staff cannot answer questions about how to use these tools.

6.9.2 Locked Release Point Coordinates

As of Reporting Year 2012, release point coordinates are LOCKED and users can no longer edit them or add coordinates without approval by LDEQ. If release point coordinates need to be added or revised, there are two options.

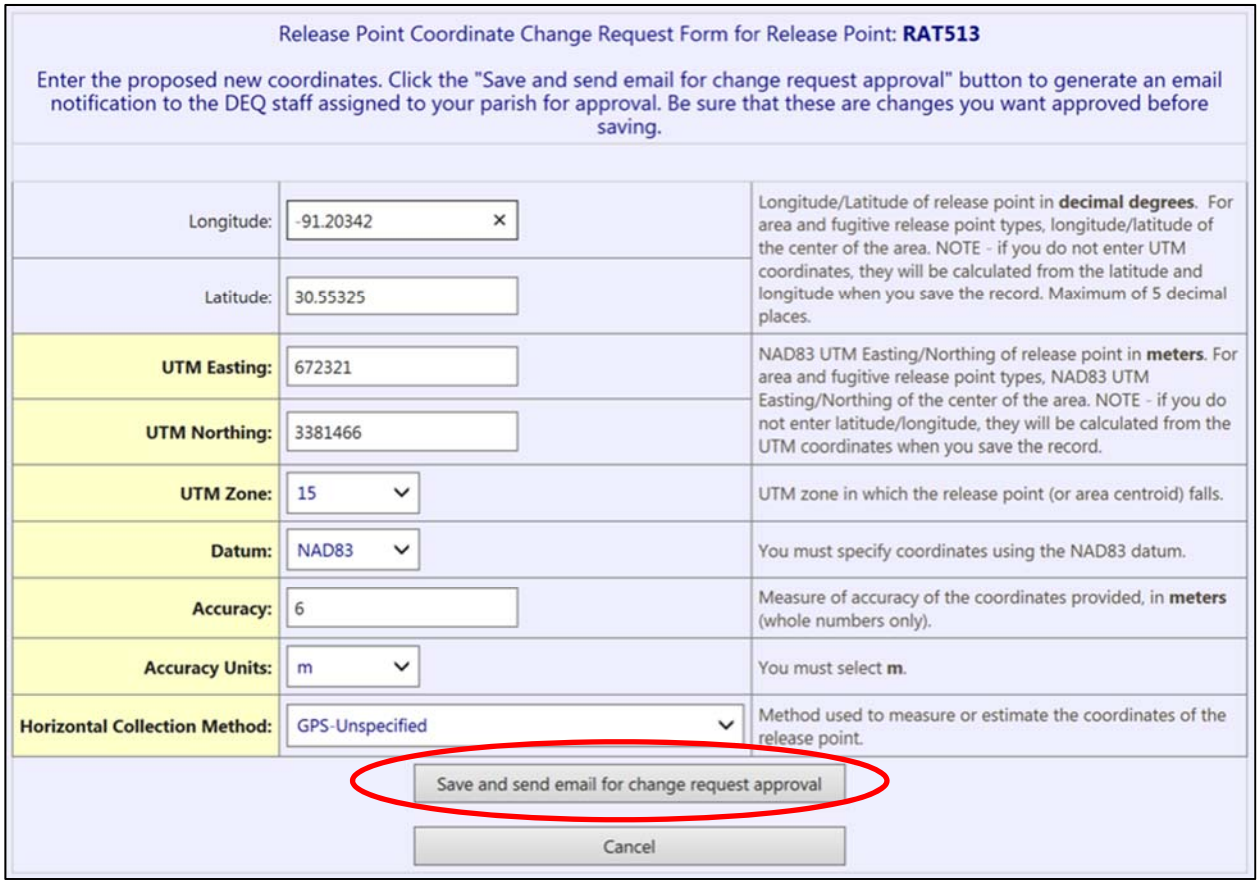
1. Update release point coordinates in ERIC online:
    a. Adding a new release point in ERIC:
        i. Create the release point in ERIC.
        ii. Save the new release point.
        iii. Follow the directions for Editing a release point in ERIC below:
    b. Editing a release point in ERIC:
        i. Edit the release point in ERIC
        ii. Click *Request Changes*



The information below is locked. Click here to submit coordinate changes for approval.		
Longitude:	-91.20342	Longitude/Latitude of release point in **decimal degrees**. For area and fugitive release point types, longitude/latitude of the center of the area. NOTE - if you do not enter UTM coordinates, they will be calculated from the latitude and longitude when you save the record. Maximum of 5 decimal places.
Latitude:	30.55325	
UTM Easting:	672321	NAD83 UTM Easting/Northing of release point in **meters**. For area and fugitive release point types, NAD83 UTM Easting/Northing of the center of the area. NOTE - if you do not enter latitude/longitude, they will be calculated from the UTM coordinates when you save the record.
UTM Northing:	3381466	
UTM Zone:	15	UTM zone in which the release point (or area centroid) falls.
Datum:	NAD83	You must specify coordinates using the NAD83 datum.
Accuracy:	6	Measure of accuracy of the coordinates provided, in **meters** (whole numbers only).
Accuracy Units:	m	You must select **m**.
Horizontal Collection Method:	GPS-Unspecified	Method used to measure or estimate the coordinates of the release point.

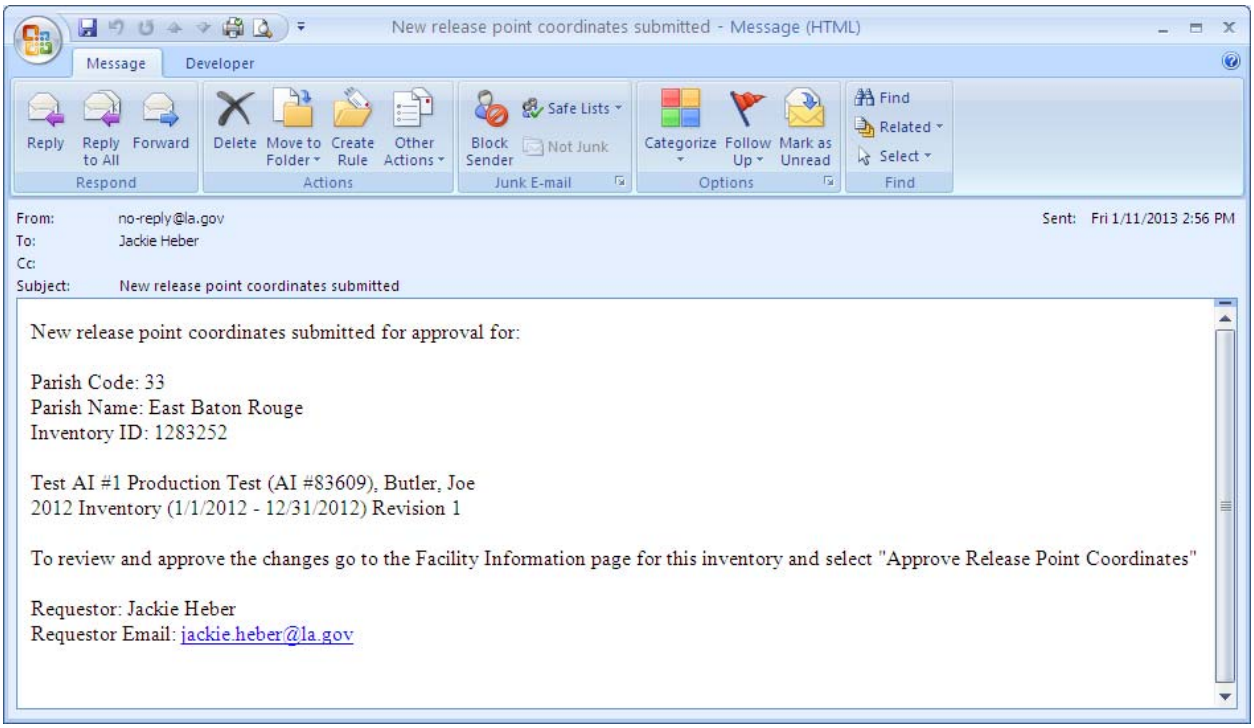
        iii. Complete the Release Point Coordinate Change Request Form. If you wish to delete coordinates, just delete the existing data from the form.

1. If you are changing longitude/latitude, delete the UTM coordinates first.
2. Change the longitude/latitude and upon clicking the *Save and send email for change request approval* button, the UTM coordinates will be calculated and populated.
3. If you are changing UTM coordinates, delete the longitude/latitude coordinates first.
4. Change the UTM coordinates and upon clicking the *Save and send email for change request approval* button, longitude/latitude will be calculated and populated.



iv. Click the button *Save and send email for change request approval*.

v. An email will be sent to the LDEQ staff assigned to the AIs parish.



vi. Click Save or Cancel on the release point edit screen. Clicking Cancel does not cancel the release point coordinate change request.

vii. LDEQ staff will review the coordinates and either approve or deny the change request.

viii. LDEQ staff will send the requester a response with the action taken.

2. Add the release point along with the coordinates or edit the release point coordinates in the downloaded spreadsheet and then upload the spreadsheet.

   i. Upon upload, an email will be sent to the LDEQ staff assigned to the AIs parish.

   ii. LDEQ staff will review the coordinates and either approve or deny the change request.

   iii. LDEQ staff will send the requester a response with the action taken.

If you try to submit before changes have been approved or denied, you can still submit, however, all changes will be lost.

If you have added a new release point with coordinates and try to submit, upon validation, you will receive errors for missing the required release point coordinate data.

After your coordinates have been approved, be sure to download the inventory again to capture the newly revised or added coordinates. Or, add the approved coordinates to your spreadsheet. If you upload again without adding the approved coordinates, you will generate another request to delete the coordinates.

If you are using someone else's portal account login, the response from LDEQ staff will be sent to the email address of the portal account making the request. Be sure to login with your own portal account. This will ensure that the response from LDEQ will be sent to you.

If you did not select a base year when starting your inventory, your inventory will be empty. If you then upload a previous year's inventory, ERIC will view the release point coordinates as "new" and a request for review will be generated and sent to LDEQ. LDEQ will review the coordinates and respond as appropriate. If the coordinates are

not accurate and do not reflect the actual location of the release points, chances are LDEQ will reject the coordinates, even if they were submitted a prior year. The goal is for ERIC to have accurate release point coordinates.

6.10 Helpful Hints

6.10.1 General Assistance

Check the ERIC home page frequently for updated information, manuals, etc.

6.10.2 Download/Upload Problems

Upload and download the spreadsheet daily if that is your data entry method. ERIC and the spreadsheet are updated frequently (particularly the valid values lists used to provide inline validation and drop-down menus in Excel) and the best way to avoid upload and validation errors is to have the current version of the spreadsheet.

If you have a problem or question relative to the downloading or uploading of an inventory file, take a screen shot of the error message and include that along with the spreadsheet file in an email to enable LDEQ staff to better assist you.

6.10.3 General Information

When building your inventory in ERIC, it is not necessary to represent information contained in your permit exactly how it is in the permit because the inventory is separate from the permit. Where we can crosswalk the ERIC information to the permit, we have provided fields. It is not necessary to "duplicate" the permit in the inventory.

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.

Emissions should be reported as they are calculated.

If a value is missing from a dropdown list or a reference sheet, please email us and request that it be added. Until it is added, you can select Other, Not Applicable, Unknown, if available, or the next best option.

Tanks should have two processes associated with them; one for working losses and one for breathing or standing losses. All of the throughput should go on the process for the working losses and the throughput data should be zero for the breathing/standing process. The emissions should be calculated for both working and breathing/standing and broken out by these processes on the emissions tab. Keep in mind that emissions should be reported as they are calculated. If working losses are calculated separately from breathing or standing losses, then they should be reported separately.

Ammonia and Lead emissions are collected using the only ammonia and lead entries on the pollutant list, which are the TAP ammonia and lead pollutants. If you need to report ammonia and/or lead for criteria purposes, then select the only ammonia or lead entry on the pollutant list and report the emissions in pounds, EVEN IF YOU DO NOT REPORT TAPs, PER LAC 33:III.5107. If you need to report ammonia and/or lead for both criteria and toxic emissions, then select the only ammonia or lead entry on the pollutant list and report the emissions in pounds. It will count towards both toxic emissions and criteria emissions.

When submitting and certifying data in ERIC; you are not certifying TEMPO or the data in TEMPO. The certification statement only applies to the data within the inventory in ERIC.

When a previously used selection from a drop down menu is in red, this means the choice is no longer valid and a new selection must be made.

Many fields have value ranges defined that do not allow 0.

- If reporting 0 was the method of showing this item is no longer operating, either temporary or permanently, you will now be required to either remove the item all together or change the status to Idle or Permanently Shutdown.
- If reporting 0 was the method of showing that there isn't data for this field, then leave the field blank.

Subject Item IDs are 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.

Routine emissions are routine emissions, whether or not they are permitted doesn't matter. You are required to report all emissions in the inventory.

If you receive an error that says the Total TAP VOC exceeds the Total VOC for an Emissions Path, follow these steps to find the source of the error:

1. Check the spreadsheet on the ERIC website that lists VOC TAPs to find which TAPs are VOCs and which are not.
2. Check to make sure each path for each VOC TAP and the corresponding Total VOC has the same Source ID, Release Point ID, Process ID, and/or Control System ID.
3. Make sure each path for each TAP VOC and the corresponding Total VOC has the same Emission Type.
4. Do not truncate the Total VOC tons when converting from pounds to tons.
5. Contact LDEQ (see Section 1.3) if you are still receiving the error after going through these steps to resolve the error.

Appendix A – ERIC Validation Rules

This appendix contains details on all of the validation rules that are included in ERIC.

A.1 Detailed Listing of Validation Rules

Table A-1 lists all of the validation rules that are in the ERIC program; the columns in the table provide the following details:

Group.....data element group that the validation applies to

Name .....data field name(s) that the validation applies to

Onscreen.....lists validation types included in the onscreen form editor

Excel.....lists validation types included in the Excel upload processor

Submittal .....lists validation types included in the pre-submittal processor

Skip? .....indicates status codes for which the validation rule is skipped

Type .....lists whether the validation rule produces an ERROR or a WARNING

Configurable? .....indicates whether the validation rule can be turn off for prior year submittals (> 4 years prior)

Notes .....provides details and notes for the validation rule if required

The codes used in the Onscreen, Excel, and Submittal columns have the following meanings:

REQ.....the field is required and must be populated with a value in the inventory

CND.....the field may be required, the conditions under which it is required are provided in the notes column

TPO .....the field must be populated in TEMPO

VAL.....the field (if populated) must contain a valid code (the valid values list sources are provided in Section 5).

ACT.....the code provided must be currently active (in TEMPO, older reference list codes can be made inactive – you must replace these codes with a currently active code)

RNG.....the field (if populated) must contain a value within a valid range; the valid range is provided in the notes column

OTH.....the validation rule is a custom rule that does not fit the categories above, details are provided in the notes column

In many cases, a field may have a range validation but no required validation. This means that the field may be left blank, but if it is populated the value provided must meet the valid range requirement.

The codes used in the Skip? column have the following meanings:

ID .....skip the validation if the associated item is in IDLE status

SD.....skip the validation if the associated item is in Permanently Shutdown status

NOTE – THE SKIP? COLUMN ONLY APPLIES TO THE PRE-SUBMITTAL VALIDATIONS. ONSCREEN AND EXCEL VALIDATIONS ARE NOT SKIPPED BASED ON THE ITEM STATUS

The codes used in the Configurable? column have the following meanings:

O .....the onscreen validation is configurable

E .....the Excel upload validation is configurable

S .....the pre-submittal validation is configurable

To avoid repetition, validation rules that check the maximum length of text columns listed in Section 5 are not listed with the exception of certain length checks that are less than the maximum length of the corresponding database field. The other length checks are non-configurable and are always applied to avoid errors when inserting data into the ERIC database.

A.2 Configuring Validation Rules for Prior Year Inventories

Validation rules that are marked as configurable have a corresponding entry (or entries) in the VALIDATIONS_CONFIG table in the ERIC database. Each rule can have up to three entries – one each for the Onscreen, Excel, and Submittal validation stages. The VALDIATIONS_CONFIG table includes the following columns:

VALIDATION_NAME
This is the database entry name for the validation rule. Names are prefixed to indicate the validation type – OS_ means onscreen, EX_ means Excel upload validation, all other prefixes refer to the submittal validation. Within those validation entries, RF_ indicates a required field validation rule; all other prefixes refer to the data element group (e.g., SRC_ refers to a validation rule on a field in the Source group).

INCLUDE_FLAG
This field contains either a Y or a N. Y (the default value) means that the validation rule WILL BE APPLIED to prior year inventories (> 4 years old). A value of N means that the validation rule will NOT be applied to inventories more than 4 years prior to the current reporting year.

DESCRIPTION
A narrative description of the validation rule.

SORT_ORDER
Used to sort the entries in the table for ease of reading.

Determining Which Validation Rules Are Applied

All inventory submittals for the current reporting year and the four preceding years (new inventories and revisions) are subjected to ALL validation rules regardless of the VALIDATIONS_CONFIG table settings.

All inventory submittals for reporting years five or more years prior to the current reporting year are subjected to a PARTIAL list of validations. The partial list of validations includes all non-configurable validations PLUS all configurable validations where the INCLUDE_FLAG is set to Y in the VALIDATIONS_CONFIG table.

The converse way to view this is that the PARTIAL list ONLY EXCLUDES validations where the INCLUDE_FLAG is set to N in the VALIDATIONS_CONFIG table.

Whether the full set of validations or the partial list is being applied, certain rules may be skipped based on the status of the associated item. For example, if a Source is Permanently Shutdown, most of the validation rules are skipped for that source. If a Process is Idle, then the Required validator for Process Description is skipped.

Determining Which Fields Are Validated

For new inventory submittals for any reporting year, all data fields are validated. For revisions prior to the current reporting year, only the data fields that have changed since the original submittal are validated – with certain exceptions. In some cases, the description of the validation rule includes the phrase “NOT DEPENDENT ON DATA CHANGES”. These validation rules are applied to the associated inventory data fields whether or not they changed since the original submittal. These rules are:

- If an emissions path has PM25 emissions, it must also have PM10 emissions
- Total PM25 emissions must be less than or equal to PM10 emissions
- All pollutants that have emission factors specified must also have emissions reported
- All control systems that are referenced on emissions records must have control efficiency records for the specified pollutants
- All pollutants for which control efficiencies are reported must have emissions reported as well

- For CRITERIA and CRITERIA AND TOXIC inventories, the total TAPVOC emissions must be less than or equal to the total VOC emissions
- For CRITERIA and CRITERIA AND TOXIC inventories, the total TAPVOC emissions for each emissions path must be less than or equal to the total VOC emissions
- The calculated distance from the facility front gate for each release point must be less than or equal to the account specific limit or the default limit if no limit for the account is specified
- If control efficiency is reported for PM25, then a control efficiency for PM10 must also be reported for the same control system and the PM25 efficiency must be less than or equal to the PM10 efficiency

Table A-1 - Validation Rules

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
1	1	Inventory	Status			**OTH**		ERROR		Cannot submit if earlier revision is in editing status
1	2	Inventory	Facility Owner Dates			**OTH**		ERROR	S	Owner dates in tempo must overlap inventory reporting period dates
1	3	Inventory	PM2.5 and PM10 Emissions			**OTH**		ERROR	S	If an emissions path has PM2.5 emissions, it must also have PM10 emissions - NOT DEPENDENT ON DATA CHANGES
1	4	Inventory	PM2.5 and PM10 Emissions			**OTH**		ERROR	S	Total PM2.5 emissions must be less than or equal to PM10 emissions - NOT DEPENDENT ON DATA CHANGES
1	5	Inventory	Emissions			**OTH**		ERROR	S	All pollutants that have emission factors specified must also have emissions reported - NOT DEPENDENT ON DATA CHANGES

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
1	6	Inventory	Control Efficiencies			**OTH**		ERROR	S	All control systems that are referenced on emissions records must have control efficiency records for the specified pollutants - NOT DEPENDENT ON DATA CHANGES
1	7	Inventory	Control Efficiencies			**OTH**		ERROR	S	All pollutants for which control efficiencies are reported must have emissions reported as well - NOT DEPENDENT ON DATA CHANGES
1	8	Inventory	Total TAPVOC Emissions			**OTH**		ERROR	S	For CRITERIA and CRITERIA AND TOXIC inventories, the total TAPVOC emissions must be less than or equal to the total VOC emissions (wihthin a tolerance of 25 lb) - NOT DEPENDENT ON DATA CHANGES

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
1	9	Inventory	Total TAPVOC Emissions by Emissions Path			**OTH**		ERROR	S	For CRITERIA and CRITERIA AND TOXIC inventories, the total TAPVOC emissions for each emissions path must be less than or equal to the total VOC emissions (within a tolerance of 25 lb) - NOT DEPENDENT ON DATA CHANGES
1	10	Inventory	Release Point Coordinates			**OTH**		ERROR	S	The calculated distance from the facility front gate for each release point must be less than or equal to the account specific limit or the default limit if no limit for the account is specified - NOT DEPENDENT ON DATA CHANGES
1	11	Inventory	Pollutants by Inventory Type			**OTH**		ERROR		If the inventory type is Criteria, no toxic pollutants may be reported (except Ammonia). If the inventory type is Toxic, no criteria

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										pollutants may be reported.
2	1	Facility	Name			**TPO**		ERROR	S	
2	2	Facility	Owner Name			**TPO**		ERROR		
2	3	Facility	Owner Address Line 1			**TPO**		ERROR		
2	4	Facility	Owner City			**TPO**		ERROR		
2	5	Facility	Owner State			**TPO**		ERROR		
2	6	Facility	Owner Zipcode			**TPO**		ERROR		
2	7	Facility	Owner Phone Number			**TPO**		ERROR		
2	8	Facility	Description			**REQ**		ERROR	S	
2	9	Facility	Description	**OTH**		**OTH**		ERROR	S	Facility description must be 100 characters or less
2	10	Facility	Status			**REQ**		ERROR	S	
2	11	Facility	Status			**VAL**		ERROR	S	
2	12	Facility	Status			**ACT**		ERROR	S	
2	13	Facility	Address Line 1			**TPO**		ERROR	S	
2	14	Facility	City			**TPO**		ERROR	S	
2	15	Facility	Parish			**TPO**		ERROR	S	
2	16	Facility	Parish			**VAL**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
2	17	Facility	Parish			**ACT**		ERROR	S	
2	18	Facility	State			**TPO**		ERROR	S	
2	19	Facility	Zipcode			**TPO**		ERROR	S	
2	20	Facility	Primary SIC Code			**TPO**		ERROR	S	
2	21	Facility	Primary NAICS Code			**TPO**		ERROR	S	
2	22	Facility	Comments	**OTH**		**OTH**		ERROR	S	Facility comments must be 1000 characters or less
2	23	Facility	Coordinates			**TPO**		ERROR	S	Either latitude/longitude or UTM coordinates must be populated in TEMPO
2	24	Facility	UTM Easting			**TPO**		ERROR	S	
2	25	Facility	UTM Easting	**RNG**		**RNG**		ERROR	S	Front gate UTM easting in TEMPO must be between 400000.0 and 800000.0 for UTM zone 15, 200000.0 and 350000.0 for UTM zone 16
2	26	Facility	UTM Northing			**TPO**		ERROR	S	
2	27	Facility	UTM Northing	**RNG**		**RNG**		ERROR	S	Front gate UTM northing in TEMPO must be between 3200000.0 and 3655000.0 for UTM zone 15,

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										3200000.0 and 3435000.0 for UTM zone 16
2	28	Facility	UTM Zone			**TPO**		ERROR	S	
2	29	Facility	Latitude	**RNG**		**RNG**		ERROR	S	Front gate latitude in TEMPO must be between 28.0 and 33.1
2	30	Facility	Longitude	**RNG**		**RNG**		ERROR	S	Front gate longitude in TEMPO must be between -94.1 and -88.5
2	31	Facility	Datum			**REQ**		ERROR	S	Datum is required
2	32	Facility	Datum	**CND**				ERROR		Datum is required if coordinates are populated in TEMPO
2	33	Facility	Datum			**TPO**		ERROR		
2	34	Facility	Sources			**OTH**		ERROR	S	If facility status is active, there must be at least one source defined
2	35	Facility	Sources			**OTH**		ERROR		If facility status is Permanently shut down, all sources must be Idle or Permanently shutdown

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
2	36	Facility	Processes			**OTH**		ERROR	S	If facility status is active, there must be at least one process defined
2	37	Facility	Release Points			**OTH**		ERROR	S	If facility status is active, there must be at least one release point defined
2	38	Facility	Emissions			**OTH**		ERROR	S	If facility status is active, the annual emissions cannot be zero
2	39	Facility	Emissions			**OTH**		ERROR	S	If facility status is permitted but not built, any emission records must report zero emissions
2	40	Facility	Emissions			**OTH**		ERROR		If facility status is Permanently shut down, any emissions records reported must have zero emissions (annual and ozone season)
2	41	Facility	Total Annual Emissions			**RNG**		WARNING	S	Total annual emissions of all pollutants for the facility should not exceed 800000 tons

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
2	42	Facility	Total Ozone Season Emissions			**RNG**		WARNING	S	Total ozone season emissions of all pollutants for the facility should not exceed 800000 tons
2	43	Facility	Total HRVOC Emissions			**OTH**		WARNING	S	Total HRVOC emissions for the facility should not exceed total VOC emissions for the facility (within a tolerance of 0.0125 tons)
3	1	Contacts	Contact Type			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required.
3	2	Contacts	Contact Type		**VAL**			ERROR		
3	3	Contacts	First Name			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	4	Contacts	Last Name			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										contacts, required. Note - configuration only applies to other contact types.
3	5	Contacts	Title			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	6	Contacts	Company			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	7	Contacts	Address Line 1			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
3	8	Contacts	City			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	9	Contacts	State			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	10	Contacts	State		**VAL**			ERROR		
3	11	Contacts	State		**ACT**			WARNING		
3	12	Contacts	Zipcode			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
3	13	Contacts	Email			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	14	Contacts	Phone Number			**CND**		ERROR	S	For inventory and billing contact, must be populated in TEMPO. For other contacts, required. Note - configuration only applies to other contact types.
3	15	Contacts	Emissions Inventory Contact			**OTH**		ERROR		Must be at least one emissions inventory contact specified
3	16	Contacts	Billing Contact			**OTH**		ERROR		Must be exactly one billing contact specified
3	17	Contacts	Contacts	**OTH**		**OTH**		ERROR		Emission Inventory Contacts cannot also be listed as Emission Inventory Consultant contacts (based on First Name, Last Name, City, and State)

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	1	Sources	Source ID	**REQ**		**REQ**	SD	ERROR	S	
4	2	Sources	Source ID		**REQ**		SD	SKIPPED		If the Source ID column is empty, the Excel importer will skip the entire row
4	3	Sources	Subject Item ID			**REQ**	SD	ERROR		Subject item id is required - it cannot be blank but it can be entered as "NOT LISTED"
4	4	Sources	Subject Item ID			**OTH**	SD	WARNING	S	Source should not be associated with a subject item whose description contains the word 'CAP'
4	5	Sources	Subject Item ID			**VAL**	SD	ERROR	S	Subject item id must be valid or "NOT LISTED"
4	6	Sources	Description			**REQ**	SD	ERROR	S	
4	7	Sources	Description	**OTH**		**OTH**	SD	ERROR	S	Source description must be 100 characters or less
4	8	Sources	Description			**OTH**	SD	WARNING	S	Source description should not contain the word 'CAP'
4	9	Sources	Description			**OTH**	SD	ERROR	S	Source description cannot be 'NEDS POINT XX'
4	10	Sources	Description			**OTH**	SD	WARNING	S	Source description should not contain 'NEDS POINT'

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	11	Sources	Description			**OTH**	SD	ERROR	S	Source description cannot be 'TEDI EMISSIONS FOR SIC XXXX'
4	12	Sources	Description			**OTH**	SD	WARNING	S	Source description should not contain 'TEDI EMISSIONS FOR SIC'
4	13	Sources	Source Type			**REQ**	SD	ERROR	S	
4	14	Sources	Source Type		**VAL**	**VAL**	SD	ERROR	S	
4	15	Sources	Source Type		**ACT**		SD	WARNING		
4	16	Sources	Source Type			**ACT**	SD	ERROR	S	
4	17	Sources	Permit Number			**VAL**	SD	ERROR	S	
4	18	Sources	Status			**REQ**	SD	ERROR	S	
4	19	Sources	Status		**VAL**	**VAL**	SD	ERROR	S	
4	20	Sources	Status		**ACT**		SD	WARNING		
4	21	Sources	Status			**ACT**	SD	ERROR	S	
4	22	Sources	Status	**CND**	**CND**	**CND**	SD	ERROR	O, E, S	Status must be permanently shutdown if permanent shutdown date is provided; if not then status cannot be permanently shutdown

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	23	Sources	Shutdown Date	**CND**	**CND**	**CND**	SD	ERROR	O, E, S	Shutdown date required if status is permanently shutdown; if not then shutdown date must be empty
4	24	Sources	SIC Code			**REQ**	SD	ERROR	S	
4	25	Sources	SIC Code	**VAL**	**VAL**	**VAL**	SD	ERROR	S	
4	26	Sources	SIC Code		**ACT**		SD	WARNING		
4	27	Sources	SIC Code			**ACT**	SD	ERROR	S	
4	28	Sources	NAICS Code	**VAL**	**VAL**	**VAL**	SD	ERROR	S	
4	29	Sources	NAICS Code		**ACT**		SD	WARNING		
4	30	Sources	NAICS Code			**ACT**	SD	ERROR	S	
4	31	Sources	MACT Code	**VAL**	**VAL**	**VAL**	SD	ERROR	S	
4	32	Sources	MACT Code		**ACT**		SD	WARNING		
4	33	Sources	MACT Code			**ACT**	SD	ERROR	S	
4	34	Sources	MACT Status	**VAL**	**VAL**	**VAL**	SD	ERROR	S	
4	35	Sources	MACT Status		**ACT**		SD	WARNING		
4	36	Sources	MACT Status			**ACT**	SD	ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	37	Sources	Comments	**OTH**	**OTH**	**OTH**	SD	ERROR		Source comments must be 1000 characters or less
4	38	Sources	Maximum Design Rate			**CND**	SD	WARNING	S	Maximum design rate is desired if Source Type is Boiler, Furnace, Glycol dehydration reboiler, Heater, Line heater, Oven, or FCCU catalyst regenerator
4	39	Sources	Maximum Design Rate	**RNG**	**RNG**	**RNG**	SD	ERROR	S	Design rate must be between 0.01 and 100000000.0
4	40	Sources	Maximum Design Rate Units	**CND**		**CND**	SD	ERROR	S	Design rate units must be provided if design rate is specified
4	41	Sources	Maximum Design Rate Units			**CND**	SD	ERROR	S	Design rate units cannot be specified if design rate is not provided
4	42	Sources	Maximum Design Rate Units		**VAL**	**VAL**	SD	ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	43	Sources	Maximum Design Rate Units		**ACT**		SD	WARNING		
4	44	Sources	Maximum Design Rate Units			**ACT**	SD	ERROR	S	
4	45	Sources	Engine Rating			**CND**	SD	WARNING	S	Engine rating is desired if Source Type is Internal combustion engine
4	46	Sources	Engine Rating	**RNG**	**RNG**	**RNG**	SD	ERROR	S	Engine rating must be between 0.01 and 100000000.0
4	47	Sources	Engine Rating Units	**CND**		**CND**	SD	ERROR	S	Engine rating units must be provided if engine rating is specified
4	48	Sources	Engine Rating Units			**CND**	SD	ERROR	S	Engine rating units cannot be specified if engine rating is not provided
4	49	Sources	Engine Rating Units		**VAL**	**VAL**	SD	ERROR	S	
4	50	Sources	Engine Rating Units		**ACT**		SD	WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	51	Sources	Engine Rating Units			**ACT**	SD	ERROR	S	
4	52	Sources	Firing Type		**VAL**	**VAL**	SD	ERROR	S	
4	53	Sources	Firing Type		**ACT**		SD	WARNING		
4	54	Sources	Firing Type			**ACT**	SD	ERROR	S	
4	55	Sources	Nameplate Capacity			**CND**	SD	WARNING	S	Nameplace capacity is desired if Source Type is Turbine
4	56	Sources	Nameplate Capacity	**RNG**	**RNG**	**RNG**	SD	ERROR	S	Nameplate capacity must be between 0.01 and 100000000.0
4	57	Sources	Nameplate Capacity Units	**CND**		**CND**	SD	ERROR	S	Nameplate capacity units must be provided if nameplate capacity is specified
4	58	Sources	Nameplate Capacity Units			**CND**	SD	ERROR	S	Nameplate capacity units cannot be specified if nameplate capacity is not provided
4	59	Sources	Nameplate Capacity Units		**VAL**	**VAL**	SD	ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	60	Sources	Nameplate Capacity Units		**ACT**		SD	WARNING		
4	61	Sources	Nameplate Capacity Units			**ACT**	SD	ERROR	S	
4	62	Sources	Processes			**OTH**	SD	ERROR	S	If source status is active, process id is required unless source type is Fugitive Emissions, GC XVII Emissions, or Insignificant Activities
4	63	Sources	Processes			**OTH**	SD	ERROR	S	If source status is idle, permitted but not built, permitted and never to be built, not required to report, reported under another source, duplicate, or permanently shutdown, there can be no processes associated with the source
4	64	Sources	Emissions			**OTH**	SD	WARNING	S	If source status is active, emissions records are expected

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
4	65	Sources	Emissions			**OTH**	SD	WARNING	S	If source status is active, total emissions for the source are expected to be greater than zero
4	66	Sources	Emissions			**OTH**	SD	ERROR	S	If source status is idle, permitted but not built, permitted and never to be built, not required to report, reported under another source, duplicate, or permanently shutdown, the total emissions for the source must be zero
4	67	Sources	Processes			**OTH**		ERROR		If source status is permanently shutdown, there can be no Process records associated with the Source
4	68	Sources	Emissions			**OTH**		ERROR		If source status is permanently shutdown, there can be no Emissions records associated with the Source

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	1	Processes	Process ID	**REQ**		**REQ**	ID, SD	ERROR	S	
5	2	Processes	Process ID		**REQ**			SKIPPED		If the Process ID column is empty, the Excel importer will skip the entire row
5	3	Processes	Source ID	**REQ**		**REQ**	ID, SD	ERROR	S	
5	4	Processes	Source ID		**VAL**			ERROR		Must be a valid Source in the current inventory
5	5	Processes	Description			**REQ**	ID, SD	ERROR	S	
5	6	Processes	Description	**OTH**		**OTH**		ERROR	S	Process description must be 200 characters or less
5	7	Processes	Description			**OTH**		ERROR	S	Process description cannot be 'TEDI EMISSIONS FOR SIC XXXX'
5	8	Processes	Description			**OTH**		WARNING	S	Process description cannot contain 'TEDI EMISSIONS FOR SIC'
5	9	Processes	Status		**OTH**	**OTH**		ERROR		Must be Active, Idle, or Permanently shutdown

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
5	10	Processes	Status	**CND**		**CND**		ERROR	O, S	Status must be permanently shutdown if permanent shutdown date is provided; if not then status cannot be permanently shutdown
5	11	Processes	Shutdown Date	**CND**		**CND**		ERROR	O, S	Shutdown date required if status is permanently shutdown; if not then shutdown date must be empty
5	12	Processes	Confidentiality Flag			**REQ**	ID, SD	ERROR	S	
5	13	Processes	SCC Code			**REQ**	ID, SD	ERROR	S	
5	14	Processes	SCC Code		**VAL**	**VAL**		ERROR	S	
5	15	Processes	SCC Code		**ACT**			WARNING		
5	16	Processes	SCC Code			**ACT**		ERROR	S	
5	17	Processes	Material Name			**REQ**	ID, SD	ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	18	Processes	Annual Average Material Throughput			**REQ**	ID, SD	ERROR	S	
5	19	Processes	Annual Average Material Throughput Units			**REQ**	ID, SD	ERROR	S	
5	20	Processes	Annual Average Material Throughput Units		**VAL**			ERROR		
5	21	Processes	Annual Average Material Throughput Units		**ACT**			WARNING		
5	22	Processes	Ozone Season Material Throughput			**CND**		ERROR	S	Ozone season throughput is required if the facility or portable source is in an ozone parish and the inventory has emissions of one of the ozone season reportable pollutants for this process

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	23	Processes	Ozone Season Material Throughput Units			**CND**		ERROR	S	Ozone season throughput units are required if the facility or portable source is in an ozone parish and the inventory has emissions of one of the ozone season reportable pollutants for this process
5	24	Processes	Ozone Season Material Throughput Units		**VAL**			ERROR		
5	25	Processes	Ozone Season Material Throughput Units		**ACT**			WARNING		
5	26	Processes	Annual Average Ash Content	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Must be between 0.01% and 20.0%
5	27	Processes	Ozone Season Average Ash Content	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Must be between 0.01% and 20.0%

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
5	28	Processes	Annual Average Sulfur Content	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Annual average fuel sulfur content must be between 0.01% and 10.0%
5	29	Processes	Ozone Season Average Sulfur Content	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Ozone season average fuel sulfur content must be between 0.01% and 10.0%
5	30	Processes	Annual Average Heat Content			**CND**		ERROR	S	Annual average fuel heat content is required if SCC code is in list defined in SCC_HEAT_CONTENT table
5	31	Processes	Annual Average Heat Content	**RNG**	**RNG**	**RNG**		ERROR	S	Annual average fuel heat content must be greater than zero if specified
5	32	Processes	Annual Average Heat Content Units			**CND**		ERROR	S	Annual average heat content units must be provided if annual average heat content is specified
5	33	Processes	Annual Average Heat Content Units			**CND**		ERROR	S	Annual average heat content units cannot be specified if annual average heat content is not provided

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
5	34	Processes	Annual Average Heat Content Units		**VAL**	**VAL**		ERROR	S	
5	35	Processes	Annual Average Heat Content Units		**ACT**			WARNING		
5	36	Processes	Annual Average Heat Content Units			**ACT**		ERROR	S	
5	37	Processes	Ozone Season Average Heat Content			**CND**		ERROR	S	Ozone season average fuel heat content is required if SCC code is in list defined in SCC_HEAT_CONTENT table
5	38	Processes	Ozone Season Average Heat Content	**RNG**	**RNG**	**RNG**		ERROR	S	Ozone season average fuel heat content must be greater than zero if provided
5	39	Processes	Ozone Season Average Heat Content Units			**CND**		ERROR	S	Ozone season heat content units must be provided if ozone season heat content is specified

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
5	40	Processes	Ozone Season Average Heat Content Units			**CND**		ERROR	S	Ozone season heat content units cannot be specified if ozone season heat content is not provided
5	41	Processes	Ozone Season Average Heat Content Units		**VAL**	**VAL**		ERROR	S	
5	42	Processes	Ozone Season Average Heat Content Units		**ACT**			WARNING		
5	43	Processes	Ozone Season Average Heat Content Units			**ACT**		ERROR	S	
5	44	Processes	Spring Throughput Percentage			**REQ**	ID, SD	ERROR	S	
5	45	Processes	Spring Throughput Percentage	**RNG**	**RNG**	**RNG**		ERROR		Must be between 0 and 100
5	46	Processes	Summer Throughput Percentage			**REQ**	ID, SD	ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	47	Processes	Summer Throughput Percentage	**RNG**	**RNG**	**RNG**		ERROR		Must be between 0 and 100
5	48	Processes	Fall Throughput Percentage			**REQ**	ID, SD	ERROR	S	
5	49	Processes	Fall Throughput Percentage	**RNG**	**RNG**	**RNG**		ERROR		Must be between 0 and 100
5	50	Processes	Winter Throughput Percentage			**REQ**	ID, SD	ERROR	S	
5	51	Processes	Winter Throughput Percentage	**RNG**	**RNG**	**RNG**		ERROR		Must be between 0 and 100
5	52	Processes	Throughputs			**OTH**		ERROR	S	Seasonal throughput percentages must add to 100% (+/- 1%)
5	53	Processes	Annual Average Operating Hours per Day			**REQ**	ID, SD	ERROR	S	
5	54	Processes	Annual Average Operating Hours per Day	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Annual average operating hours per day must be between 1 and 24

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	55	Processes	Annual Average Operating Days per Week			**REQ**	ID, SD	ERROR	S	
5	56	Processes	Annual Average Operating Days per Week	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Annual average operating days per week must be between 1 and 7
5	57	Processes	Annual Average Operating Weeks per Year			**REQ**	ID, SD	ERROR	S	
5	58	Processes	Annual Average Operating Weeks per Year	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Annual average operating weeks per year must be between 1 and 52
5	59	Processes	Annual Average Operating Hours			**RNG**		WARNING	S	Annual average total operating hours is expected to be less than or equal to 8760
5	60	Processes	MACT Code	**VAL**	**VAL**	**VAL**		ERROR	S	
5	61	Processes	MACT Code		**ACT**			WARNING		
5	62	Processes	MACT Code			**ACT**		ERROR	S	
5	63	Processes	MACT Status	**VAL**	**VAL**	**VAL**		ERROR	S	
5	64	Processes	MACT Status		**ACT**			WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
5	65	Processes	MACT Status			**ACT**		ERROR	S	
5	66	Processes	Emissions			**OTH**		ERROR	S	If process status is permanently shutdown, no emissions records can be associated with the process
6	1	Emission Factors	Process ID	**REQ**		**REQ**		ERROR	S	
6	2	Emission Factors	Process ID		**VAL**			ERROR		
6	3	Emission Factors	Pollutant			**REQ**		ERROR	S	
6	4	Emission Factors	Pollutant		**VAL**	**VAL**		ERROR	S	Pollutant must be valid for the inventory reporting year
6	5	Emission Factors	Pollutant		**ACT**			WARNING		Pollutant must be active for the inventory reporting year
6	6	Emission Factors	Pollutant		**OTH**			WARNING	S	Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
6	7	Emission Factors	Pollutant			**ACT**		ERROR	S	Pollutant must be active for the inventory reporting year
6	8	Emission Factors	Pollutant			**OTH**		ERROR	S	Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active
6	9	Emission Factors	Material Name			**REQ**		ERROR	S	
6	10	Emission Factors	Emission Factor Value			**REQ**		ERROR	S	
6	11	Emission Factors	Emission Factor Value	**RNG**		**RNG**		ERROR	S	Must be greater than zero if provided
6	12	Emission Factors	Emission Factor Numerator Units			**REQ**		ERROR	S	
6	13	Emission Factors	Emission Factor Numerator Units		**VAL**			ERROR		
6	14	Emission Factors	Emission Factor Numerator Units		**ACT**			WARNING		
6	15	Emission Factors	Emission Factor Denominator Units			**REQ**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
6	16	Emission Factors	Emission Factor Denominator Units		**VAL**			ERROR		
6	17	Emission Factors	Emission Factor Denominator Units		**ACT**			WARNING		
6	18	Emission Factors	Emission Factor Source			**REQ**		ERROR	S	
6	19	Emission Factors	Emission Factor Source		**VAL**	**VAL**		ERROR	S	
6	20	Emission Factors	Emission Factor Source		**ACT**			WARNING		
6	21	Emission Factors	Emission Factor Source			**ACT**		ERROR	S	
7	1	Control Systems	Control System ID	**REQ**		**REQ**	ID, SD	ERROR	S	
7	2	Control Systems	Control System ID		**REQ**			SKIPPED		If the Control System ID column is empty, the Excel importer will skip the entire row
7	3	Control Systems	Subject Item ID			**REQ**	ID, SD	ERROR		Subject item id is required - it cannot be blank but it

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										can be entered as "NOT LISTED"
7	4	Control Systems	Subject Item ID			**VAL**		ERROR	S	Subject item id must be valid or "NOT LISTED"
7	5	Control Systems	Subject Item ID			**OTH**		WARNING	S	Control system should not be associated with a subject item whose description contains the word 'CAP'
7	6	Control Systems	Description			**REQ**	ID, SD	ERROR	S	
7	7	Control Systems	Description	**OTH**		**OTH**		ERROR	S	Control system description must be 200 characters or less
7	8	Control Systems	Description			**OTH**		ERROR	S	Control system description cannot be 'NEDS POINT XX'
7	9	Control Systems	Description			**OTH**		WARNING	S	Control system description should not contain 'NEDS POINT'
7	10	Control Systems	Description			**OTH**		ERROR	S	Control system description cannot be 'TEDI EMISSIONS FOR SIC XXXX'

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
7	11	Control Systems	Description			**OTH**		WARNING	S	Control system description should not contain 'TEDI EMISSIONS FOR SIC'
7	12	Control Systems	Description			**OTH**		WARNING	S	Control system description should not contain the word 'CAP'
7	13	Control Systems	Status		**OTH**	**OTH**		ERROR		Must be Active, Idle, or Permanently shutdown
7	14	Control Systems	Emissions			**OTH**		ERROR	S	If control system status is permanently shutdown, no emissions records can be associated with the control system
7	15	Control Systems	Control Efficiencies			**OTH**		ERROR	S	If control system status is permanently shutdown, no control efficiency records can be associated with the control system
7	16	Control Systems	Control Efficiencies			**OTH**		ERROR	S	If control system status is not permanently shutdown, there muse be control efficiencies

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
										reported for the control system
7	17	Control Systems	Status	**CND**		**CND**		ERROR	O, S	Status must be permanently shutdown if permanent shutdown date is provided; if not then status cannot be permanently shutdown
7	18	Control Systems	Shutdown Date	**CND**		**CND**		ERROR	O, S	Shutdown date required if status is permanently shutdown; if not then shutdown date must be empty
7	19	Control Systems	Primary Device Type			**REQ**	ID, SD	ERROR	S	
7	20	Control Systems	Primary Device Type		**VAL**	**VAL**		ERROR	S	
7	21	Control Systems	Primary Device Type		**ACT**			WARNING		
7	22	Control Systems	Primary Device Type			**ACT**		ERROR	S	
7	23	Control Systems	Secondary Device Type		**VAL**	**VAL**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
7	24	Control Systems	Secondary Device Type		**ACT**			WARNING		
7	25	Control Systems	Secondary Device Type			**ACT**		ERROR	S	
8	1	Control Efficiencies	Control System ID			**REQ**		ERROR	S	
8	2	Control Efficiencies	Control System ID		**VAL**			ERROR		
8	3	Control Efficiencies	Pollutant			**REQ**		ERROR	S	
8	4	Control Efficiencies	Pollutant		**VAL**	**VAL**		ERROR	S	Pollutant must be valid for the inventory reporting year
8	5	Control Efficiencies	Pollutant		**ACT**			WARNING		Pollutant must be active for the inventory reporting year
8	6	Control Efficiencies	Pollutant		**OTH**			WARNING		Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
8	7	Control Efficiencies	Pollutant			**ACT**		ERROR	S	Pollutant must be active for the inventory reporting year
8	8	Control Efficiencies	Pollutant			**OTH**		ERROR		Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active
8	9	Control Efficiencies	Primary Efficiency	**RNG**	**RNG**	**RNG**		ERROR	S	Must be between 1.0 and 99.9
8	10	Control Efficiencies	Primary and Secondary Efficiencies			**CND**		ERROR	S	If a secondary control device type is speficied then both primary and secondary efficiencies are required
8	11	Control Efficiencies	Secondary Efficiency	**RNG**	**RNG**	**RNG**		ERROR	S	Must be between 1.0 and 99.9
8	12	Control Efficiencies	Total Efficiency			**REQ**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
8	13	Control Efficiencies	Total Efficiency	**RNG**	**RNG**	**RNG**		ERROR	S	Must be between 1.0 and 99.9
8	14	Control Efficiencies	Total Efficiency		**OTH**	**OTH**		WARNING	S	Reported total efficiency should be within 0.1% of calculated value based on primary and secondary efficiencies
8	15	Control Efficiencies	Total Efficiency		**OTH**			WARNING		If only primary control efficiency is reported, total efficiency must be equal to primary efficiency
8	16	Control Efficiencies	Total Efficiency			**OTH**		ERROR	S	If only primary control efficiency is reported, total efficiency must be equal to primary efficiency
8	17	Control Efficiencies	PM10 Efficiency			**OTH**		ERROR	S	If control efficiency is reported for PM2.5, then a control efficiency for PM10 must also be reported for the same control system and the PM2.5 efficiency must be less than or equal

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										to the PM10 efficiency - NOT DEPENDENT ON DATA CHANGES
9	1	Release Points	Release Point ID	**REQ**		**REQ**	ID, SD	ERROR	S	
9	2	Release Points	Release Point ID		**REQ**			SKIPPED		If the Release Point ID column is empty, the Excel importer will skip the entire row
9	3	Release Points	Subject Item ID			**REQ**	ID, SD	ERROR		Subject item id is required - it cannot be blank but it can be entered as "NOT LISTED"
9	4	Release Points	Subject Item ID			**VAL**	ID, SD	ERROR	S	Subject item id must be valid or "NOT LISTED"
9	5	Release Points	Subject Item ID			**OTH**		WARNING	S	Release point should not be associated with a subject item whose description contains the word 'CAP'

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	6	Release Points	Description			**REQ**	ID, SD	ERROR	S	
9	7	Release Points	Description			**OTH**		ERROR	S	Description cannot be 'NEDS POINT XX'
9	8	Release Points	Description			**OTH**		WARNING	S	Description should not contain 'NEDS POINT'
9	9	Release Points	Description			**OTH**		ERROR	S	Description cannot be 'TEDI EMISSIONS FOR SIC XXXX'
9	10	Release Points	Description			**OTH**		WARNING	S	Description should not contain 'TEDI EMISSIONS FOR SIC'
9	11	Release Points	Description			**OTH**		ERROR	S	Release point description should not contain the word 'CAP'
9	12	Release Points	Description	**OTH**	**OTH**	**OTH**		ERROR	O, E, S	Release point description must be 80 characters or less
9	13	Release Points	Release Point Type			**REQ**	ID, SD	ERROR	S	
9	14	Release Points	Release Point Type		**VAL**	**VAL**		ERROR	S	
9	15	Release Points	Release Point Type		**ACT**			WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
9	16	Release Points	Release Point Type			**ACT**		ERROR	S	
9	17	Release Points	Status		**OTH**	**OTH**		ERROR		Must be Active, Idle, or Permanently shutdown
9	18	Release Points	Status	**CND**		**CND**		ERROR	O, S	Status must be permanently shutdown if permanent shutdown date is provided; if not then status cannot be permanently shutdown
9	19	Release Points	Emissions			**OTH**		ERROR	S	If release point status is permanently shutdown, no emissions records can be associated with the release point
9	20	Release Points	Shutdown Date	**CND**		**CND**		ERROR	O, S	Shutdown date required if status is permanently shutdown; if not then shutdown date must be empty
9	21	Release Points	Height			**CND**	ID, SD	ERROR	S	Height is required for stacks and vents

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	22	Release Points	Height			**CND**	ID, SD	WARNING	S	Height is desired for area/fugitive release points
9	23	Release Points	Height	**OTH**	**OTH**	**OTH**		ERROR	O, E, S	Release point diameter must be less than height for a stack or vent
9	24	Release Points	Height	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Height must be between 1.0 and 650.0 for stacks/vents, 0 and 200 for area/fugitive release points
9	25	Release Points	Height Units	**CND**		**CND**		ERROR	S	Height units must be provided if height is specified
9	26	Release Points	Height Units			**CND**		ERROR	S	Height units must not be specified is height is not provided
9	27	Release Points	Height Units		**VAL**	**VAL**		ERROR	S	
9	28	Release Points	Height Units		**ACT**			WARNING		
9	29	Release Points	Height Units			**ACT**		ERROR	S	
9	30	Release Points	Diameter			**CND**	ID, SD	ERROR	S	Required for stacks/vents

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	31	Release Points	Diameter	**OTH**	**OTH**	**OTH**		ERROR	O, E, S	Release point diameter must be less than height for a stack or vent
9	32	Release Points	Diameter	**RNG**	**RNG**	**RNG**		ERROR	S	Diameter must be between 0.001 and 300 for stacks/vents
9	33	Release Points	Diameter Units	**CND**		**CND**		ERROR	S	Diameter units must be provided if diameter is specified
9	34	Release Points	Diameter Units			**CND**		ERROR	S	Diameter units must not be specified is diameter is not provided
9	35	Release Points	Diameter Units		**VAL**	**VAL**		ERROR	S	
9	36	Release Points	Diameter Units		**ACT**			WARNING		
9	37	Release Points	Diameter Units			**ACT**		ERROR	S	
9	38	Release Points	Width			**CND**	ID, SD	ERROR	S	Required for area/fugitive release points
9	39	Release Points	Width	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Width for area/fugitive release points must be between 1 and 10000

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
9	40	Release Points	Width Units	**CND**		**CND**		ERROR	S	Width units must be provided if width is specified
9	41	Release Points	Width Units			**CND**		ERROR	S	Width units must not be specified is width is not provided
9	42	Release Points	Width Units		**VAL**	**VAL**		ERROR	S	
9	43	Release Points	Width Units		**ACT**			WARNING		
9	44	Release Points	Width Units			**ACT**		ERROR	S	
9	45	Release Points	Length			**CND**	ID, SD	ERROR	S	Required for area/fugitive release points
9	46	Release Points	Length	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Length for area/fugitive release points mut be between 1 and 10000
9	47	Release Points	Length Units	**CND**		**CND**		ERROR	S	Length units must be provided if length is specified
9	48	Release Points	Length Units			**CND**		ERROR	S	Length units must not be specified is length is not provided

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
9	49	Release Points	Length Units		**VAL**	**VAL**		ERROR	S	
9	50	Release Points	Length Units		**ACT**			WARNING		
9	51	Release Points	Length Units			**ACT**		ERROR	S	
9	52	Release Points	Orientation			**REQ**	ID, SD	ERROR	S	
9	53	Release Points	Orientation	**RNG**		**RNG**		ERROR	O, E, S	Orientation for stacks/vents must be less than or equal to 180, less than or equal to 179 for area/fugitive release points
9	54	Release Points	Exit Gas Flow Rate			**CND**	ID, SD	ERROR	S	Required for stacks/vents
9	55	Release Points	Exit Gas Flow Rate	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Exit gas flow rate must be between 0.00000001 and 200000.00000000 for stacks/vents, 0.00000000 and 200000.00000000 for area/fugitive release points
9	56	Release Points	Exit Gas Flow Rate		**OTH**	**OTH**		WARNING	S	Reported flow rate should be within 5% of calculated

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										value based on velocity and diameter
9	57	Release Points	Exit Gas Flow Rate Units	**CND**		**CND**		ERROR	S	Flow rate units must be provided if flow rate is specified
9	58	Release Points	Exit Gas Flow Rate Units			**CND**		ERROR	S	Flow rate units must not be specified is flow rate is not provided
9	59	Release Points	Exit Gas Flow Rate Units		**VAL**	**VAL**		ERROR	S	
9	60	Release Points	Exit Gas Flow Rate Units		**ACT**			WARNING		
9	61	Release Points	Exit Gas Flow Rate Units			**ACT**		ERROR	S	
9	62	Release Points	Exit Gas Velocity			**CND**	ID, SD	ERROR	S	Required for stacks/vents
9	63	Release Points	Exit Gas Velocity	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Exit gas velocity must be between 0.001 and 1000.000 for stacks/vents, 0.000 and 600.000 for area/fugitive release points

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
9	64	Release Points	Exit Gas Velocity Units	**CND**		**CND**		ERROR	S	Velocity units must be provided if velocity is specified
9	65	Release Points	Exit Gas Velocity Units			**CND**		ERROR	S	Velocity units must not be specified is velocity is not provided
9	66	Release Points	Exit Gas Velocity Units		**VAL**	**VAL**		ERROR	S	
9	67	Release Points	Exit Gas Velocity Units		**ACT**			WARNING		
9	68	Release Points	Exit Gas Velocity Units			**ACT**		ERROR	S	
9	69	Release Points	Diameter, Flow Rate, Velocity			**OTH**		ERROR	S	If emissions are reported for a stack/vent, then diameter, flow rate, and velocity must be greater than zero
9	70	Release Points	Exit Gas Temperature			**CND**	ID, SD	ERROR	S	Required for stacks/vents
9	71	Release Points	Exit Gas Temperature	**RNG**	**RNG**	**RNG**		ERROR	O, E, S	Exit gas temperature must be between -30 and 3500

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	**Name Sort**	**Group**	**Name**	**Onscreen**	**Excel**	**Submittal**	**Skip ?**	**Type**	**Configurable ?**	**Notes**
9	72	Release Points	Exit Gas Temperature Units	**CND**		**CND**		ERROR	S	Temperature units must be provided if temperature is specified
9	73	Release Points	Exit Gas Temperature Units			**CND**		ERROR	S	Temperature units must not be specified is temperature is not provided
9	74	Release Points	Exit Gas Temperature Units		**VAL**	**VAL**		ERROR	S	
9	75	Release Points	Exit Gas Temperature Units		**ACT**			WARNING		
9	76	Release Points	Exit Gas Temperature Units			**ACT**		ERROR	S	
9	77	Release Points	Moisture Content	**RNG**				ERROR		Moisture content must be between 0 and 100
9	78	Release Points	Latitude	**RNG**	**RNG**	**RNG**		ERROR	S	Latitude must be between 28.0 and 33.1
9	79	Release Points	Longitude	**RNG**	**RNG**	**RNG**		ERROR	S	Longitude must be between -94.1 and -88.5

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	80	Release Points	UTM Easting			**REQ**	ID, SD	ERROR	S	
9	81	Release Points	UTM Easting	**RNG**	**RNG**	**RNG**		ERROR	S	UTM easting must be between 400000.0 and 800000.0 for UTM zone 15, 200000.0 and 350000.0 for UTM zone 16
9	82	Release Points	UTM Northing			**REQ**	ID, SD	ERROR	S	
9	83	Release Points	UTM Northing	**RNG**	**RNG**	**RNG**		ERROR	S	UTM northing must be between 3200000.0 and 3655000.0 for UTM zone 15, 3200000.0 and 3435000.0 for UTM zone 16
9	84	Release Points	UTM Zone		**RNG**			ERROR		UTM Zone must be 15 or 16
9	85	Release Points	UTM Zone			**REQ**	ID, SD	ERROR	S	
9	86	Release Points	Coordinate Datum	**REQ**		**REQ**	ID, SD	ERROR	O, S	
9	87	Release Points	Coordinate Datum	**OTH**				ERROR	O	Coordinates datum must be NAD83

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	88	Release Points	Coordinate Datum		**VAL**	**VAL**		ERROR	S	
9	89	Release Points	Coordinate Datum		**ACT**			WARNING		
9	90	Release Points	Coordinate Datum			**ACT**		ERROR	S	
9	91	Release Points	Coordinates	**OTH**	**OTH**			ERROR	O, E	Coordinates entered in decimal degrees and UTM must match within 0.01 meters
9	92	Release Points	Coordinates			**OTH**		WARNING	S	Release point should not have unapproved coordinate changes outstanding (warning that all unapproved changes will be lost if inventory is submitted before they are approved)
9	93	Release Points	Coordinates			**REQ**		ERROR	S	Latitude and longitude are required
9	94	Release Points	Coordinates			**OTH**		ERROR	S	Coordinates entered in decimal degrees and UTM

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										must match within 0.01 meters
9	95	Release Points	Horizontal Accuracy Measure	**RNG**	**RNG**	**RNG**		ERROR	S	Horizontal accuracy measure must be between 1.0 and 2000.0
9	96	Release Points	Horizontal Accuracy Measure	**CND**		**REQ**	ID, SD	ERROR	O, S	Horizontal accuracy measure must be provided if coordinates are specified
9	97	Release Points	Horizontal Accuracy Units	**CND**				ERROR	O	Horizontal accuracy units must be provided if coordinates are specified
9	98	Release Points	Horizontal Accuracy Units			**CND**		ERROR	S	Horizontal accuracy units must be provided if horizontal accuracy is specified
9	99	Release Points	Horizontal Accuracy Units			**CND**		ERROR	S	Horizontal accuracy units must not be specified is horizontal accuracy is not provided
9	100	Release Points	Horizontal Accuracy Units		**VAL**	**VAL**		ERROR	S	
9	101	Release Points	Horizontal Accuracy Units		**ACT**			WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
9	102	Release Points	Horizontal Accuracy Units			**ACT**		ERROR	S	
9	103	Release Points	Coordinate Collection Method	**CND**		**REQ**	ID, SD	ERROR	O, S	Required if coordinates are provided
9	104	Release Points	Coordinate Collection Method		**VAL**	**VAL**		ERROR	S	
9	105	Release Points	Coordinate Collection Method		**ACT**			WARNING		
9	106	Release Points	Coordinate Collection Method			**ACT**		ERROR	S	
10	1	Portable Source Locations	Location ID	**REQ**		**REQ**		ERROR	S	
10	2	Portable Source Locations	Location ID		**REQ**			SKIPPED		If the Location ID column is empty, the Excel importer will skip the entire row
10	3	Portable Source Locations	Release Point ID	**REQ**		**REQ**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
10	4	Portable Source Locations	Release Point ID		**OTH**			ERROR		Must be a valid Release Point in the current inventory
10	5	Portable Source Locations	Start Date			**REQ**		ERROR	S	
10	6	Portable Source Locations	End Date			**REQ**		ERROR	S	
10	7	Portable Source Locations	Start Date and End Date	**OTH**		**OTH**		ERROR	O, S	Start and end dates must be within the inventory reporting period
10	8	Portable Source Locations	Start Date and End Date	**OTH**		**OTH**		ERROR	O, S	End date must be greater than location start date
10	9	Portable Source Locations	Parish			**REQ**		ERROR	S	
10	10	Portable Source Locations	Parish		**VAL**	**VAL**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
10	11	Portable Source Locations	Parish		**ACT**			WARNING		
10	12	Portable Source Locations	Parish			**ACT**		ERROR	S	
10	13	Portable Source Locations	Longitude	**RNG**	**RNG**	**RNG**		ERROR	S	Longitude must be between -94.1 and -88.5
10	14	Portable Source Locations	Latitude	**RNG**	**RNG**	**RNG**		ERROR	S	Latitude must be between 28.0 and 33.1
10	15	Portable Source Locations	UTM Easting			**REQ**		ERROR	S	
10	16	Portable Source Locations	UTM Easting	**RNG**	**RNG**	**RNG**		ERROR	S	UTM easting must be between 400000.0 and 800000.0 for UTM zone 15, 200000.0 and 350000.0 for UTM zone 16
10	17	Portable Source Locations	UTM Northing			**REQ**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
10	18	Portable Source Locations	UTM Northing	**RNG**	**RNG**	**RNG**		ERROR	S	UTM northing must be between 3200000.0 and 3655000.0 for UTM zone 15, 3200000.0 and 3435000.0 for UTM zone 16
10	19	Portable Source Locations	UTM Zone		**RNG**			ERROR		UTM Zone must be 15 or 16
10	20	Portable Source Locations	UTM Zone			**REQ**		ERROR	S	
10	21	Portable Source Locations	Coordinate Datum	**REQ**		**REQ**		ERROR	O, S	
10	22	Portable Source Locations	Coordinate Datum		**VAL**	**VAL**		ERROR	S	
10	23	Portable Source Locations	Coordinate Datum		**ACT**			WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
10	24	Portable Source Locations	Coordinate Datum			**ACT**		ERROR	S	
10	25	Portable Source Locations	Coordinate Datum	**OTH**				ERROR	O	Coordinates datum must be NAD83
10	26	Portable Source Locations	Coordinates	**OTH**	**OTH**	**OTH**		ERROR	O, E, S	Coordinates entered in decimal degrees and UTM must match within 0.01 meters
10	27	Portable Source Locations	Coordinates			**REQ**		ERROR	S	Latitude and longitude are required
10	28	Portable Source Locations	Horizontal Accuracy Measure	**RNG**	**RNG**	**RNG**		ERROR	S	Horizontal accuracy measure must be between 1.0 and 2000.0
10	29	Portable Source Locations	Horizontal Accuracy Measure	**CND**		**REQ**		ERROR	O, S	Horizontal accuracy measure must be provided if coordinates are specified
10	30	Portable Source Locations	Horizontal Accuracy Units	**CND**				ERROR	O	Horizontal accuracy units must be provided if coordinates are specified

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
10	31	Portable Source Locations	Horizontal Accuracy Units			**CND**		ERROR	S	Horizontal accuracy units must be provided if horizontal accuracy is specified
10	32	Portable Source Locations	Horizontal Accuracy Units			**CND**		ERROR	S	Horizontal accuracy units must not be specified is horizontal accuracy is not provided
10	33	Portable Source Locations	Horizontal Accuracy Units		**VAL**	**VAL**		ERROR	S	
10	34	Portable Source Locations	Horizontal Accuracy Units		**ACT**			WARNING		
10	35	Portable Source Locations	Horizontal Accuracy Units			**ACT**		ERROR	S	
10	36	Portable Source Locations	Coordinate Collection Method	**REQ**		**REQ**		ERROR	O, S	
10	37	Portable Source Locations	Coordinate Collection Method		**VAL**	**VAL**		ERROR	S	

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
10	38	Portable Source Locations	Coordinate Collection Method		**ACT**			WARNING		
10	39	Portable Source Locations	Coordinate Collection Method			**ACT**		ERROR	S	
11	1	Emissions	Multiple		**OTH**			SKIPPED		If the Source ID, Process ID, Control System ID, Release Point ID, and Location ID columns are empty, the Excel importer will skip the entire row
11	2	Emissions	Source ID		**VAL**			ERROR		Must be a valid Source in the current inventory
11	3	Emissions	Source ID			**REQ**		ERROR	S	
11	4	Emissions	Process Source ID			**OTH**		ERROR	S	The source id associated with the emissions path process must be the same as the source id on the emissions path
11	5	Emissions	Process ID		**VAL**			ERROR		Must be a valid Process in the current inventory

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
11	6	Emissions	Process ID			**CND**		ERROR	S	Process is required in emissions path if source type is not Fugitive Emissions, GC XVII Emissions, or Insignificant Activities
11	7	Emissions	Control System ID		**VAL**			ERROR		Must be a valid Control System in the current inventory
11	8	Emissions	Release Point ID		**VAL**			ERROR		Must be a valid Release Point in the current inventory
11	9	Emissions	Release Point ID			**REQ**		ERROR	S	
11	10	Emissions	Location Release Point ID			**OTH**		ERROR	S	The release point id associated with the emissions path portable source location must be the same as the release point id on the emissions path
11	11	Emissions	Location ID		**VAL**			ERROR		Must be a valid Portable Source Location in the current inventory

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
11	12	Emissions	Emission Type			**REQ**		ERROR	S	
11	13	Emissions	Emission Type		**VAL**	**VAL**		ERROR	S	
11	14	Emissions	Emission Type		**ACT**			WARNING		
11	15	Emissions	Emission Type			**ACT**		ERROR	S	
11	16	Emissions	Pollutant	**REQ**		**REQ**		ERROR	S	
11	17	Emissions	Pollutant		**VAL**	**VAL**		ERROR	S	Pollutant must be valid for the inventory reporting year
11	18	Emissions	Pollutant		**ACT**			WARNING		Pollutant must be active for the inventory reporting year
11	19	Emissions	Pollutant		**OTH**			WARNING		Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active
11	20	Emissions	Pollutant			**ACT**		ERROR	S	Pollutant must be active for the inventory reporting year
11	21	Emissions	Pollutant			**OTH**		ERROR	S	Ammonia (NH3) as a Criteria pollutant (parameter code 005538) is not considered Active

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
11	22	Emissions	Annual Emissions			**REQ**		ERROR	S	
11	23	Emissions	Annual Emissions Units		**OTH**			ERROR		Criteria and HRVOC pollutants must be reported in TONS, Toxic pollutants must be reported in LB
11	24	Emissions	Annual Emissions Units			**REQ**		ERROR	S	
11	25	Emissions	Annual Emissions Units	**CND**				ERROR		Annual emissions units are required if annual emissions are provided
11	26	Emissions	Annual Emissions Estimation Method			**REQ**		ERROR	S	
11	27	Emissions	Annual Emissions Estimation Method		**VAL**	**VAL**		ERROR	S	Annual emissions estimation method must be valid
11	28	Emissions	Annual Emissions		**ACT**			WARNING		

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip ?	Type	Configurable ?	Notes
			Estimation Method							
11	29	Emissions	Annual Emissions Estimation Method			**ACT**		ERROR	S	Annual emissions estimation method must be active
11	30	Emissions	Ozone Season Average Emissions			**CND**		ERROR	S	Ozone season emissions are required if the facility or portable source is in an ozone parish and the pollutant is one of the ozone season reportable pollutants
11	31	Emissions	Ozone Season Emissions Units		**OTH**	**OTH**		ERROR		Ozone season emissions for all pollutants must be reported in LB/DAY
11	32	Emissions	Ozone Season Emissions Units	**CND**		**CND**		ERROR		Ozone season emissions units are required if ozone season emissions are provided
11	33	Emissions	Ozone Season Emissions			**CND**		ERROR	S	Ozone season emission estimation method is required if the facility or

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
			Estimation Method							portable source is in an ozone parish and the pollutant is one of the ozone season reportable pollutants
11	34	Emissions	Ozone Season Emissions Estimation Method		**VAL**	**VAL**		ERROR	S	
11	35	Emissions	Ozone Season Emissions Estimation Method		**ACT**			WARNING		
11	36	Emissions	Ozone Season Emissions Estimation Method			**ACT**		ERROR	S	
11	37	Emissions	Emission Factors			**OTH**		ERROR	S	If annual emissions estimation method is Emission Factor, then an emission factor must be included in the inventory for the process and

Key:	*Validations*	*REQ - required, CND - conditionally required, TPO - must be populated in TEMPO, VAL - must be valid, ACT - must be active, RNG - range check, OTH - other custom validation*
	Skip	*SD - Permanently Shutdown, ID - Idle*
	Configurable	*O - onscreen, E - excel, S - submittal*

Group Sort	Name Sort	Group	Name	Onscreen	Excel	Submittal	Skip?	Type	Configurable?	Notes
										pollutant on the emission record
11	38	Emissions	Emission Factors			**OTH**		ERROR	S	If ozone emissions estimation method is Emission Factor, then an emission factor must be included in the inventory for the process and pollutant on the emission record
11	39	Emissions	Duplicates Prohibited		OTH	**OTH**		ERROR	S	Duplicate emissions records (Source ID, Process ID, Control System ID, Release Point ID, Location ID, Emission Type, and Pollutant) are not allowed.

Appendix B – ERIC New Inventory Data Extraction (LDEQ only)

Important Note

New inventories in ERIC are now created by copying the ERIC data for the base year selected by the user. In previous years, new ERIC inventories were pulled from TEMPO. ERIC contains an application setting that allows LDEQ to revert to this practice if desired. The document shown in this appendix is the last update to the technical documentation for the data pull from TEMPO. Although it is not currently used in ERIC, the documentation is included in case LDEQ decides to resume pulling TEMPO data in the future.

The technical documentation is attached "as-is" and has not been updated in concert with this version of the ERIC User Manual. The date of the last update to the document is provided in the document itself.

Appendix C – ERIC Scripts for Migrating Data to TEMPO (LDEQ only)

Important Note

This appendix provides technical documentation for a set of Oracle PL/SQL scripts that can be used to transmit emission inventory data from ERIC to TEMPO.

The technical documentation provided in this appendix is presented "as-is" and has not been updated in concert with this version of the ERIC User Manual. The date of the last update to the document is provided in the document itself.

Appendix D – ERIC Data Transmittal to TEMPO (LDEQ Only)

Important Note

This appendix provides technical documentation explaining how ERIC data are stored in TEMPO, including the logic used to assign or create subject items that correspond to the ERIC inventory items (sources, control systems, release points).

The technical documentation provided in this appendix is presented "as-is" and has not been updated in concert with this version of the ERIC User Manual. The date of the last update to the document is provided in the document itself.

Appendix E – ERIC Administrator Manual (LDEQ only)

Important Note

This appendix provides technical documentation on the administrative functions available in ERIC.

The technical documentation provided in this appendix is presented "as-is" and has not been updated in concert with this version of the ERIC User Manual. The date of the last update to the document is provided in the document itself.