

## Quick Guide to Electronic Reporting

### **Before You Begin Inventory Preparation**

For detailed instructions and guidance on emissions reporting refer to the help files. The “help file” link appears on most pages in the air emission inventory section of the e-Services electronic reporting website and will also be available on the MPCA’s CEDR webpage at:

[www.pca.state.mn.us/AirEI-CEDR](http://www.pca.state.mn.us/AirEI-CEDR) .

### **Online Reporting: An Overview**

1. Log into MPCA [e-Services](http://netweb.pca.state.mn.us/private/) electronic reporting website at: <https://netweb.pca.state.mn.us/private/> via the Internet using your account number and password.
2. Select “Air Emission Inventory Submittal-CEDR” under the “Compliance” heading.

#### **Prepare Emission Inventory (Responsible Official/Submitter and Preparers)**

3. Select “Prepare Inventory Submittal Online” under the “Prepare Emission Inventory” heading
4. Select a “Facility ID”.
5. Review your facility information to make sure the correct facility was selected. If the facility is correct select “Next”.
6. Registration Option C - Complete the “Edit Facility & Contact Information”, “Edit Processes & Throughput”, and if applicable “Download VOC Worksheet” tasks.

Registration Option D - Complete the “Edit Facility & Contact Information”, “Edit Processes, Throughput & Emissions”, and the “Process Emissions Details” tasks. (Note: the “Process Emissions Details” task can only be accessed by selecting “Edit” in the “Edit Emissions” column located in the “Edit Processes, Throughput & Emissions” task.

7. Select “View Facility Emission Totals” tab and review your facility emissions for accuracy and completeness.
8. Registration Option C - If data in “View Facility Emission Totals” appears incorrect double check reported data in the “Edit Processes & Throughput” screen to verify data entry is correct and make changes if necessary. If throughput data is correct but the emissions are incorrect than contact the MPCA for assistance.

Registration Option D - If data in “View Facility Emission Totals” appears incorrect double check reported data in the “Edit Processes, Throughput & Emissions” and the “Process Emissions Details” screens to verify data entry is correct and make changes if necessary. If throughput data is correct but the emissions are incorrect than contact the MPCA for assistance.

9. If facility emissions appear correct than select “List of Services” on the “Select Task” page.

#### **Validate and Review Emission Inventory (Responsible Official/Submitter and Preparers)**

10. Select “Validate Emission Inventory Prior to Submittal” under “Submit Emission Inventory” heading on the “List of Services” page.
11. Select a “Facility ID”.
12. Select “Validate” and correct any errors by revising data in the “Edit Facility & Contact Information” and/or the “Edit Processes, Throughput & Emissions” and/or the “Process

Emissions Details (Option D only)" tasks. If it is helpful to have a printed version of the error messages when correcting errors then, select "File" and then "Print" from your browser menu bar.

13. Select "Review Emission Inventory Prior to Submittal" from the "List of Services" page if you wish to review your inventory before it is submitted.
14. Select a "Facility ID".
15. Select "Download" button to open or save the Microsoft Excel file version of your inventory prior to submittal.

**Submit Emission Inventory (Responsible Official/Submitter only)**

16. Select "Submit Emission Inventory" from the "List of Services" page after you have reviewed and validated the inventory.
17. Select a "Facility ID".
18. The System will display a "Certification Statement", and a "Document List" which displays all of the files that are attached to the submittal including:
  - o DataDocument.xml file (submittal in xml version)
  - o HumanReadableDataDocument.xls file (submittal in .xlsx spreadsheet version)
  - o Attached supporting document files (Files the facility has attached)
19. Select "View" next to "Human Readable Data Document" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
20. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
21. Select "Submit". Only Responsible Officials that have submitted an Emissions Inventory Report (EIR) User Agreement and have been approved as the Submitter, may actually submit the Emission Inventory.
22. The System will display confirmation of a successful submittal on the next page.
23. Select "Finished" to return to the "List of Services" page

**Note:** Only the facilities that have an "authorized" Responsible Official/Submitter will be able to complete and submit emission inventories for their authorized facility(ies).

For more information on the electronic reporting of the-air emission inventory visit the MPCA's CEDR webpage at: [www.pca.state.mn.us/AirEI-CEDR](http://www.pca.state.mn.us/AirEI-CEDR) .

If you have additional questions e-mail Nate Edel at [nathaniel.edel@state.mn.us](mailto:nathaniel.edel@state.mn.us) or call 651-757-2332.