

## Electronic Emission Inventory Reporting Guidance

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

If you are authorized as the Responsible Official/Submitter or as the Preparer for your facility please review the tips below to make your online experience more satisfying.

1. Sign into your account on the MPCA [Online Services](https://netweb.pca.state.mn.us/private/) electronic reporting website at: <https://netweb.pca.state.mn.us/private/>
2. Click on the "help file" link and review the file which also serves as the user guide for the new system. The "help file" link appears on most pages of the system 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).
3. Familiarize yourself with the structure of the system by moving through the screens. Here are a few tips:
  - DO NOT USE the browser navigation buttons (back or forward button)
    - This application comes with its own navigation buttons. Errors will occur if the browser navigation buttons were used.
  - WAIT to start changing data until you are familiar with how to navigate the new system.

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

1. Log into MPCA [Online Services](https://netweb.pca.state.mn.us/private/) 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 "Finished" 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" 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. 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. 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 "authorized" Responsible Officials/Submitters will be able to complete and submit emission inventories for their authorized facility(ies) beginning on January 24, 2012.

For more information on the electronic reporting of the 2011 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.