

Quick Guide to Electronic Reporting Guidance Large EI types

Online Reporting: An Overview

1. Log into MPCA [e-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
Note: If you are a new responsible official please create an account and send in a signed user agreement. If you are a new preparer please create an account and have your responsible official grant you as a preparer role, see the [CEDR project page](#) for help.
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. Complete the following tasks:
 - Facility and Contact Information
 - Emission Units
 - Process and Throughput*
 - Control Equipment
 - Assign Control Equipment to Processes
 - Release Points (Stacks)
 - Assign Release Points to Processes
 - Process Emissions*

*Must update data each year
7. Select "View Facility Emission Totals" tab and review your facility emissions for accuracy and completeness.
8. 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)

9. Select "Validate Emission Inventory Prior to Submittal" under "Submit Emission Inventory" heading on the "List of Services" page
10. Select a "Facility ID"
11. Select "Validate" and correct any errors by revising data. 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
12. Select "Review Emission Inventory Prior to Submittal" from the "List of Services" page if you wish to review your inventory before it is submitted
13. Select a "Facility ID"
14. 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)

15. Select "Submit Emission Inventory" from the "List of Services" page after you have reviewed and validated the inventory
16. Select a "Facility ID"

17. System will display a "Certification Statement", and a "Document List" which displays all of the files that are attached to the submittal including:
 - DataDocument.xml file (submittal in xml version)
 - HumanReadableDataDocument.xls file (submittal in .xlsx spreadsheet version)
 - Attached supporting document files (Files the facility has attached)
18. 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
19. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question
20. 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.
21. System will display confirmation of a successful submittal on the next page
22. 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).

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.

If you have additional questions call Michael Smith at 651-757-2733.