

# Air Emission Inventory Help Document

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(last updated **January 23, 2012**)

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## General Information

### **Optimizing CEDR web application performance**

It is suggested to use one of the following web browsers:

- Microsoft Internet Explorer version 9 or 10
- Mozilla Firefox version 9 or 10
- Google Chrome version 16

## **IMPORTANT:**

**DO NOT USE the browser navigation buttons (back or forward arrows)**

This application comes with its own navigation buttons. Errors will occur if the browser navigation buttons are used.

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## **MPCA Contacts Information**

### **Emission Inventory Preparation Support**

Registration C and D permit type Emission Inventory and submittal questions

- Nate Edel - [nathaniel.edel@state.mn.us](mailto:nathaniel.edel@state.mn.us) or 651.757.2332

Large permit type Emission Inventory and submittal questions

- Michael Smith - [michael.smith@state.mn.us](mailto:michael.smith@state.mn.us) or 651.757.2733

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## **Prepare Inventory Submittal Online-Attach Supplemental Files to Emission Inventory (Responsible Official/Submitter and Preparers)**

### **How to:**

1. Select "Attach Supplemental Files to Emission Inventory" under the "Prepare Emission Inventory" heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID."
4. The System will display a page that allows you to browse for files to attach.
5. Select the "Browse" button to add a file.
6. Select "Document Type" from the dropdown list (**Note: if you are attaching Drum Mix Plant or Batch Plant fuel throughput information please select the "Hot-Mix Asphalt Fuel Usage" document type. If you are attaching GHG emissions please select the "Non-permitted Greenhouse Gas (GHG) Emissions" document type. If**

**you are attaching air toxics emissions please select the “Non-permitted Air Toxics (AT) Emissions” document type.)**

7. Select the "Attach File" button.
8. The System will validate the file type.
9. The System will display attached files.
10. Repeat step 5 - 7 to attach more files (Note: System can only save one of each document type (not to be confused with file type such as “xls” or “pdf of which there is no limit). For example if the user attempts to attach a second “VOC Material Balance” document, the first “VOC Material Balance” document that was attached will be replaced and therefore will no longer be attached).
11. After file(s) are attached, select either:
  - o "Remove": to remove the attached file.
  - o "<< Back" to go back to the list of facilities.
  - o "List of Services" to go back to the "List of Services" page.

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## **Submit Emission Inventory - Validate Emission Inventory Prior to Submittal (Responsible Official/Submitter and Preparers)**

### **How to:**

1. Select "Validate Emission Inventory Prior to Submittal" under the “Submit Emission Inventory” heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID".
4. The System will display selected facility's information for verification.
5. Select the "Validate" button.
6. The System will validate data and display any errors (if a printed version is helpful to have when correcting error messages select “File” and then “Print” from your browser menu bar.)

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## **Submit Emission Inventory - Review Emission Inventory Prior to Submittal (Responsible Official/Submitter and Preparers)**

### **How to:**

1. Select "Review Emission Inventory Prior to Submittal" under the "Submit Emission Inventory" heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID".
4. The System will display selected facility's information for verification.
5. Select the "Download" button.
6. Select "Download" button to open or save a Microsoft Excel file version of your inventory prior to submittal.

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

### **How to:**

1. Select "Submit Emission Inventory" under the "Submit Emission Inventory" heading.
2. The System will display a data grid view of facilities for which you are authorized as the Submitter for.
3. Select a "Facility ID".
4. 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).
5. 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.
6. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
7. Select the "Submit" button.
8. System will display confirmation of successful submittal on the next page.
9. Select "Finished" to go back to the "List of Services" page.

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## **Request Authorization to Submit Emission Inventories Online - Create Submittal Agreement (Responsible Official/Submitter only)**

### **How to:**

1. Go to MPCA [Online Services](#) portal.
2. Select "Login" and enter the "Account Number" and "Password" that you obtained during the "Create User Account" procedure.
3. Once you are logged in select "Air Emission Inventory Submittal-CEDR" from the menu of options.
4. Select "Create Submittal Agreement" under the "Request Authorization to Submit Emission Inventories Online (Responsible Official\Submitter Only)" heading.
5. Enter the 8 digit facility ID for the facilities for which you are the Responsible Official. This ID appears on your previous year's air emission inventory.
6. Select "Next >>".
7. Select "Create Agreement".
8. Print out the Agreement.
9. Read the entire document.
10. Place a "check" in one of the check boxes under number "4" in the "Submitter Signature (Required)" section on page 2.
11. Sign and provide additional information requested at the end of section "A. "Submitter Signature (Required)".
12. Mail the signed and dated Submittal Agreement to the address listed on the form.
13. You will be contacted by e-mail when you are authorized as the Responsible Official/Submitter for the facility listed in the agreement. At that time you will then be able to grant access to others to prepare the inventory.

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## **Manage Emission Inventory Submittals-View Copy of Record (Responsible Official/Submitter and Preparers)**

See the [Glossary of Terms](#) for a definition of "Copy of Record".

### **How to:**

1. Select "View Copy of Record" under the "Manage Emission Inventory Submittals" heading.
2. The System will display a data grid view of authorized facilities for any inventories that have been successfully submitted.

3. Select a "Confirmation Number" to "Save" or "Open" the ".zip" file.
4. In the “.zip” file open the file named "HumanReadableDataDocument". This is the "Copy of Record".
5. Select "List of Services" to go back to the “List of Services” page.

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## **Manage Emission Inventory Submittals-View Authorized Users (Responsible Official/Submitter and Preparers)**

### **How to:**

1. Select "View Authorized Users" under the "Manage Emission Inventory Submittals" heading.
2. System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for along with displaying the names of anyone else who is authorized for these facilities.
3. Select "List of Services" to go back to the "List of Services" page.

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## **Manage Emission Inventory Submittals-Grant Preparer Role (Responsible Official/Submitter Only)**

### **How to:**

1. Select "Grant Preparer Role" under the "Manage Emission Inventory Submittals" heading.
2. System will display a data grid view of facilities that you are authorized as the Submitter.
3. Select a "Facility ID".
4. System will ask for "Preparer's Account Number" and "Preparer's Email".
5. Enter the Preparer's account number and email and then select "Grant Role".
6. System will validate account number and email address and return you to the "List of Services" page.

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## **Manage Emission Inventory Submittals- Revoke Preparer Role (Responsible Official/Submitter Only)**

### **How to:**

1. Select "Revoke Preparer Role" under the "Manage Emission Inventory Submittals" heading.
2. System will display a data grid view of facilities that you are authorized as the Submitter.
3. Select a "Facility ID".
4. System will display a data grid view of authorized Preparers.
5. Select an account number of a Preparer.
6. Click "Revoke Role" to remove the selected person as a Preparer for the facility.

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## **Manage Emission Inventory Submittals-Delete Draft Submittal (Responsible Official/Submitter Only)**

### **How to:**

1. Select "Delete Draft Submittal" under the "Manage Emission Inventory Submittals" heading.
2. System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID".
4. Select the "Delete" button to delete data and return to the "List of Services" page.

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## **Frequently Asked Questions (FAQ)**

### **CEDR Online Services Log In and Registration:**

1. **How do I set up a user account and Responsible Official/Submitter registration in CEDR?**
  - o Go to MPCA [Online Services](#) Web site. Select "Create an Account" and complete the information requested. You will receive an e-mail with your account number. Select the link in the e-mail to activate your account.

**2. How do I make changes to my facility's permit information?**

- If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's Web site at:  
<http://www.pca.state.mn.us/changeforms>.
- Changing the general contact information for your facility (e.g., permit contact, emission inventory/billing contact (identified above), phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please email the MPCA's Air Quality Permit Document Coordinator, Beckie Olson, at [beckie.olson@state.mn.us](mailto:beckie.olson@state.mn.us) , and provide the updated contact information.

**3. Who should sign the Submittal Agreement (Emission Inventory Report User Agreement)?**

- The Responsible Official (RO) or their MPCA-approved delegated representative, as defined in [Minn. R. 7007.0100, subp. 21](#) should sign the second page of the Agreement. Persons responsible for only certain aspects of operation, such as environmental managers, do not qualify to be the Responsible Official.
- Your organization type dictates who is the Responsible Official and criteria for delegation of that authority:
  - Corporation: The Responsible Official is the president, secretary, treasurer, or vice-president in charge of a principal business function or any other person that performs similar policy or decision-making functions for the corporation. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities subject to a permit. MPCA approval is not needed if the facility employs more than 250 employees or has gross annual sales or expenditures in excess of \$25,000,000.
  - Partnership or Sole Proprietorship: The Responsible Official is a general partner or the proprietor. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities subject to a permit.
  - Municipality, state, federal, or other public agency: The Responsible Official is a principal executive officer or ranking elected official. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of one or more facilities subject to a permit.
- The authorized Responsible Official must submit a Delegation of Authority of Responsible Official (DG-01) form, to request approval to delegate authority to another person meeting the above criteria. The DG-01 form can be found at the MPCA's "[Air Quality Forms](#)" webpage under heading: "7. Miscellaneous Certifications, Requests and Notifications"



- The person identified on the front page of the Submittal Agreement as the “Online Services Submitter” MUST match the person signing the Submittal Agreement on the second page. Accounts are not issued to facilities but to an individual person. As part of the terms of the Submittal Agreement, the Responsible Official is not to share their password or let others use their account.
- 4. **The Responsible Official/Submitter authorized to submit electronically has left our company. How does a new Responsible Official become authorized as a Submitter?**
  - The new Responsible Official (RO) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka “Submittal Agreement “). Refer to the [“Create Submittal Agreement”](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
- 5. **The “Responsible Official in MPCA AQ Database” does not match the person listed under “Online Services Submitter Account Information,” how does the facility change the Responsible Official in the MPCA AQ Database?**
  - The person who currently meets the definition of Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka “Submittal Agreement “). Refer to the [“Create Submittal Agreement”](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
- 6. **Can I fax or e-mail the Submittal Agreement (Emission Inventory Report User Agreement)?**
  - No, as part of the MPCA’s Cross Media Electronic Reporting Regulation (CROMERR) agreement with U.S. EPA both pages of the *original* paper copy of the Agreement must be kept in the MPCA’s files for at least 5 years.
- 7. **Can I submit a single Submittal Agreement for multiple facilities?**
  - No, if you are the Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) you must submit a separate Submittal Agreement for each of the facilities.
- 8. **I mailed in my Submittal agreement. When can I begin to prepare my inventory electronically?**
  - February 8th, 2012 (if reporting 2011 emissions) is the first day that facilities are allowed to submit inventories. If you mail in your Submittal Agreement near or after this date you may not be able to submit on February 8th because the Submittal Agreements can take up to 3 weeks for the MPCA to process. You will receive an email from the MPCA Online Services Portal administrator when you are authorized.
- 9. **Can more than one Responsible Official/Submitter be designated for an individual facility?**
  - No. Users that are not the Responsible Official/Submitter will be able to assist with preparing the emission inventory submittal; however, they will not have access to the facility information until access is granted by the Responsible Official/Submitter.

10. **Can more than one Preparer be designated for an individual facility?**
- Yes, a Responsible Official/Submitter can designate multiple Preparers for a given facility; however, only the Responsible Official/Submitter is able to electronically submit the inventory. Each user (both Responsible Official/Submitter and Preparer) must have his or her own individual account.
11. **Can one individual be designated with more than one "user role", e.g., can a Responsible Official/Submitter also have Preparer privileges?**
- A Responsible Official/Submitter can prepare and submit an inventory. Preparers can only prepare an inventory.
12. **I incorrectly registered as the Responsible Official/Submitter instead of a Preparer for my facility. How do I change our facility's Responsible Official/Submitter in the Online System?**
- If you want to make a change and have received a confirmation e-mail stating that you have been authorized as the Responsible Official/Submitter, please have your facility's Responsible Official/Submitter follow the steps above, under "Request Authorization to Submit Emission Inventories Online – Create Submittal Agreement (Responsible Official/Submitter only)." Once the new Submittal Agreement is processed, the updated Responsible Official/Submitter will be notified.
13. **I am registered as a Preparer but cannot access my facility in the MPCA's Online Services Portal: Air Emission Inventory Submittal-CEDR application**
- Check with the Responsible Official/Submitter for the facility to find out if he/she has granted you Preparer role access for the facility. Instructions for the Responsible Official/Submitter to grant the Preparer role to other users can be found above under ["Manage Emission Inventory Submittals – Grant Preparer Role \(Responsible Official/Submitter Only\)."](#)
14. **I am a consultant responsible for several emission inventories for one particular client. How do I go about obtaining the information necessary to begin completing the emission inventory in CEDR? Does the client need to submit a data request for each individual facility or may I do so under their authority?**
- In order to access your client's data, you need to create a user account. You must provide the Responsible Official/Submitter your account number and the email address used to create your account for each facility that you will be assisting with inventory preparation. Only the Responsible Official/Submitter can grant Preparer access to you. Once you are granted access by the Responsible Official/Submitter, you have access to all of the facility's data in the online emission inventory system.
15. **Currently, my client has not contacted the MPCA to apply for Responsible Official/Submitter designation. Should my first step be to instruct the client to set up an User Account?**
- Yes. You should instruct your client to view the MPCA's [CEDR website](#) instructions for using MPCA Online Services: Air Emission Inventory Submittal-CEDR application.

**16. I forgot my account number and/or password. How do I find it?**

- If you just forgot your password, but know your account number, go to the MPCA [Online Services](#) web page and click on “Login.” From the Login page, click on the 'I forgot my password' link. After you enter your account number, the e-mail address that you used to create your account, and answer a challenge question, a notice will be sent to you via e-mail that your account has been reset. If you do not have your account number or know the e-mail address under which you registered, contact the MPCA Online Services Portal administrator at 651-757-2066.

**Inventory Report Submittal:**

- 1. If I notice an error in my emission inventory that I just submitted, what should I do? Resubmit or notify an EI staff?**
  - The Responsible Official/ Submitter may submit the EI more than once, if necessary, until the EI submittal deadline. To minimize confusion for all involved, please ensure that your first EI submittal will be your best submittal. This intent adheres to the definition of the ‘legal certification’ in the signature block that the Submitter agrees to at the point of the EI submittal, however, we recognize in this first year as you are learning how to use the system that more than one submittal may be necessary.
- 2. Do I need to attach any files for the EI submittal to be valid?**
  - Which attachments to include with the EI remains the same as the previous EI submittals. Attachments are documentation that adds value and/or clarity to the EI emission estimation methods, e.g. a pdf of the executive summary of performance (stack) tests, a VOC material balance spreadsheet.
- 3. The Responsible Official is unavailable/out on vacation and the EI submittal is due. Can I, the 'Preparer', submit the inventory?**
  - No, per [Minn. R. 7019.3000](#) the Responsible Official must submit the emission inventory.
- 4. The inventory is due and I just hired a consultant to do my inventory submittal. How can I get an extension?**
  - Extensions are not allowed. Please submit as soon as possible, your next year's air fee will be calculated using [Minn. R. 7002.0025, subp. 3.](#)
- 5. I don't know much about computers and it looks like filling this out on paper will be quicker. Can I get the old paper forms?**
  - If a facility has sufficient technological limitations that make electronic reporting unreasonable it may be granted an exemption. To request an exemption from electronic EI submittal please mail a (paper) letter explaining why your facility is unable submit and inventory electronically to:
    - Nate Edel
    - 520 Lafayette Rd N
    - St. Paul, MN, 55155

# Glossary of Terms

**Electronic Signature:** This means any information in digital form that is included in or logically associated with an electronic document for the purpose of expressing the same meaning and intention as would a handwritten signature if affixed to an equivalent paper document with the same reference to the same content. The electronic document bears or has on it a digital (or electronic) signature where it includes or has logically associated with it such information. For MPCA-CROMERR, the electronic signature is comprised of an account's password and one of the five challenge questions that are part of the account creation process.

**Responsible Official/Submitter:** The Responsible Official/Submitter is the entity authorized to submit the emissions inventory through MPCA Online Services. The Responsible Official as defined in Minn. R. 7007.0100, subp. 21 means one of the following:

A. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

- (1) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25,000,000 (in second quarter 1980 dollars); or
- (2) the delegation of authority to such representatives is approved in advance by the agency.

B. For a partnership or sole proprietorship: a general partner or the proprietor, respectively, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and the delegation of authority to a representative is approved in advance by the agency.

C. For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more facilities applying for or subject to a permit and the delegation of authority to a representative is approved in advance by the agency. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (for example, a regional administrator of EPA).

D. For affected sources:

- (1) The designated representative is the responsible official insofar as actions, standards, requirements, or prohibitions under title IV of the act or the regulations promulgated under it are concerned.
- (2) The designated representative may also be the responsible official for any other purposes under parts 7007.0100 to 7007.1850.

**Submittal Agreement:** This means an electronic signature agreement signed by an individual with a handwritten signature. This agreement must be stored until five years after the associated electronic signature device has been deactivated.

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