

Help Document for Air Emission Inventory - Large EI type

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Read Me First

What's new for 2012 Emissions Reporting

- GHG emissions will be calculated per process by the CEDR system, if site specific information was not given.
- CO2 biogenic emissions are calculated and identified as CO2-B

Reminders

- Particulate emissions are separated into PM filterable, PM10 filterable, PM condensable. Fees will be charged for PM10 filterable plus PM condensable, this is equivalent to PM10 Primary. Please call if you have questions in separating emission factors from performance tests.
- Mercury Emissions Consumer Information Act of 1997, Minn. Stat. § 116.925, persons that generate electricity in Minnesota for their own use or for sale in or outside of Minnesota will now report Mercury emissions electronically on the "Process Emissions" page.
- Facilities are able to view facility totals by clicking the "View Facility Emission Totals" task
- Submitters and Preparers will be able to "Review Emission Inventory Prior to Submittal", by selecting that link on the "List of Services" page
- Imitation facility data, for example release points (stacks) are inserted where data was not present. Facility has the ability to review and change imitation data.
- Pollutants with a default emission factor of zero or null will not show on "Process Emissions" page
- Large facilities will be able to report GHG emissions from non-permitted units using EU000

Electronic Inventory

Large facility EI types will access Consolidated Emissions Data Repository (CEDR) via the MPCA [e-Services Portal](#) and enter data needed for the calculation of emissions. Hard copy forms will not be accepted.

CEDR will calculate emissions prior to submittal to the MPCA, allowing facilities to verify emissions. In addition, CEDR will display unit and fuel type from the previous year, which will ease data entry and verification and make submittal of data more seamless. As time allows, please review and update the non-required data fields in your 2012 inventory.

Fields with a red asterisk, "*", are required to be populated for a valid submittal (unless noted otherwise).

Control Equipment percentages directly from the permitting data base that were used in permitting the facility are pre-populated in the system. Some of the data may not be representative of what is actually at the facility. Some facilities will need to update control equipment percentages to be able to calculate emissions correctly.

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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 16 or 17

Inventory Submittal Required

Under the emission inventory rule, [Minn. R. 7019.3000](#), as the owner or operator of a facility needing an air quality permit, you are required to submit an annual air emission inventory. The Minnesota Pollution Control Agency (MPCA) calculates emissions for the following pollutants: carbon monoxide (CO), nitrogen oxide (NO_x), filterable particulate matter (PM), filterable PM smaller than 10 micrometers in diameter (PM₁₀), condensable particulate matter, sulfur dioxide (SO₂), lead (Pb), volatile organic compounds (VOCs), ammonia (NH₃), and filterable emissions of PM smaller than 2.5 micrometers in diameter (PM_{2.5}). Submission of this information by April 1, of the year following the year being reported is required by [Minn. R. 7019.3000](#), and [Minn. Stat. § 116.091, subd. 1](#) and [116.07, subd. 9](#). If your facility does not submit an emission inventory on time, your facility may be subjected to an enforcement action and your next annual air fee will not be calculated using actual emissions, but rather using [Minn. R. 7002.0025, subp. 3](#).

The MPCA uses the information you provide in this inventory to quantify emissions and calculate your annual Air Emission Fee. The fee rule, [Minn. R. 7002.0015](#) to [7002.0085](#), gives the MPCA the authority to charge fees for air emissions.

Emission Calculation Hierarchy

Emissions must be calculated using the following hierarchy:

1. 2012 continuous emissions monitoring (CEM) data
2. Stack test results (from tests performed between January 1, 2003 and December 31, 2012)
3. VOC material balance and SO₂ material balance. The calculations will only be accepted if they are based on the procedures listed in [Minn. R. 7019](#).

If a facility cannot use the above methods for calculating their facility's actual emissions, default emission factors will be used.

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Reporting Instructions

Notice: Before entering data

Only one person should work on the EI at any point in time. If more than one person is editing the inventory, the system will only save the latest edits.

For all facilities

1. The Emission Inventory is to be completed when your facility's processes are finished for the calendar year.
2. Each field identified with an asterisk (*) must be filled out where applicable or the emission inventory is considered incomplete. Each page must be completed and saved.

3. Please review the current data in the system and make changes/updates. Much of the information will only have to be updated when changes are made to the facility, including Contact Information, and Processes.
4. If your facility did not operate in 2012, you must still complete the inventory including entering zeros for throughputs and hours operated.
5. All emission sources with the exception of insignificant activities identified in the air permit should be included in the emission inventory. Insignificant activities are defined in [Minn. R. 7007.1300](#). Accidental discharges and releases of ammonia from pressurized tanks should be quantified and reported on the inventory.
6. All fugitive emissions, with the exception of fugitive emissions resulting from insignificant activities, should be reported in the emission inventory.
7. If your facility has emissions not included in normal calculations, including control equipment breakdown, report the uncontrolled emissions per unit/process by adding a Process in the Process & Throughput page and calculating the emissions on the Process Emissions page.
8. To align control equipment data with those used in permitting, control equipment control and capture efficiencies shown reflect current permitting data base numbers, rather than generic default control percentages previously used in emission inventory calculations and summary sheets. Facilities can only take credit for the operation of air pollution control equipment if such equipment is required under the conditions of a current permit or an applicable rule (e.g., NSPS, MN Pollution Control Equipment Rule) (see [Minn. R. 7019.3020\(G\)](#)).

Online Reporting: An Overview

1. Log into MPCA [e-Services](#) 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 then 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. The 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 "HumanReadableDataDocument" 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 Electronic Signature Submittal Agreement and have been approved as the Responsible Official/Submitter may actually submit the Emission Inventory.
21. The 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).

Online Reporting: An Overview

Prepare Emission Inventory (Responsible Official/Submitter and Preparers)

1. Log into MPCA [Online Services](#) via the Internet using your account number and password.
2. Select "Air Emission Inventory Submittal-CEDR" under the "Compliance" heading.
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 "Edit Facility & Contact Information", "Edit Processes & Throughput",
7. Select "View Facility Emission Totals" tab and review your facility emissions for accuracy and completeness.

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

8. Select "Validate Emission Inventory Prior to Submittal" under "Submit Emission Inventory" heading on the "List of Services" page.
9. Select a "Facility ID".
10. Select "Validate" and correct any errors by revising data in the "Edit Facility & Contact Information" and/or the "Edit Processes & Throughput" 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.
11. Select "Review Emission Inventory Prior to Submittal" from the "List of Services" page if you wish to review your inventory before it is submitted.
12. Select a "Facility ID".
13. Select "Download" button to open or save a Microsoft Excel file version of your inventory prior to submittal.

Submit Emission Inventory (Responsible Official/Submitter Only)

14. Select "Submit Emission Inventory" from the "List of Services" page after you have reviewed and validated the inventory.
15. Select a "Facility ID".
16. 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 HumanReadableDataDocment .xls file (submittal in .xlsx spreadsheet version).
 - o Attached supporting document files (Files the facility has attached).
17. 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.
18. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
19. Select "Submit". Only Responsible Officials that have submitted an Emissions Inventory Report (EIR) User Agreement (Submittal Agreement) and have been approved as the Responsible Official/Submitter, may actually submit the Emission Inventory.
20. The System will display a confirmation of a successful submittal on the next page.
21. Select "Finished" to return to the "List of Services" page.
22. An email will be sent to the Responsible Official/Submitter from MPCA Online Services stating the EI was successfully submitted

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.

Pollutant Specific Guidance

Particulates

Particulates are separated into Filter (PM-FIL and PM10-FIL) and Total Condensable (PM-CON) fractions. If your facility has performed a performance test on particulates please separate. Performance test, Method 5, identifies filterable which is equal to PM-FIL and PM10-FIL, Method 202 gives total (filterable + total condensable), subtract the 202 total from the filterable to get the total condensable.

Performance Test Example: Method 5 has a 5.50 lb/hr filterable emission factor; Method 202 has a 7.25 lb/hr total emission factor. The PM-FIL and PM10-FIL emission factor is 5.50 lb/hr the PM-CON emission factor ($7.25 - 5.50 = 1.75$) is 1.75 lb/hr.

Greenhouse Gases

Facilities holding a Capped Permit are required to report GHG emissions in order to comply with the requirements of [Minn. R. 7007.1146 subpart 2](#), item E. Facilities holding a Title V permit are required to report GHG emissions to the MPCA under the [Minn. Statute 216H.021 Subd. 2. \(b\) \(1\)](#).

The MPCA's electronic reporting system will automatically calculate GHG combustion emissions for all large EI type facilities. The MPCA will calculate emissions for carbon dioxide (CO₂), nitrous oxide (N₂O), and methane

(CH4) using emission factors from title 40, part 98, EPA [Mandatory Reporting Rule](#). Facilities will have the ability to review and edit the combustion emissions data with site specific information if available. Additionally, facilities will also be able to report non-combustion GHG emissions (if applicable) through the MPCA [e-Services](#) electronic reporting website.

Mercury Emissions Consumer Information Act, Minn. Stat. & 116.925

The Mercury Emissions Consumer Information Act of 1997 requires that certain persons that make or sell electricity in Minnesota file an annual report of mercury data to the MPCA. The MPCA must then compile this mercury emissions data for the Minnesota Legislature in a biennial report.

We also use this information to develop policies to reduce mercury emissions, so it is important that we have the best estimates and information available of your facility's mercury emissions or the mercury emissions associated with the electricity produced for your customers. The mercury requirement can be found in Minn. Stat. § 116.925.

Who is required to report?

The entities that need to submit this report are:

- Persons that generate electricity in Minnesota for their own use or for sale in or outside of Minnesota. ("Persons" include natural persons, partnerships, private corporations, public corporations, municipalities, associations, and cooperatives, joint stock associations, business trusts or political subdivisions.)

Are there exemptions from reporting?

There are some exemptions from the reporting requirements.

- Entities that produce electricity only by means of nuclear, solar, wind and hydropower do not need to enter data.
- The law provides exemptions from reporting mercury emissions and supporting data to the Legislature from small and little-used generation facilities. A person or utility subject to the law need not be included in the Legislative report if any of the following criteria are met:

Exemption Code	Exemption Criterion
A	Combustion units operated less than 240 hours in a reporting year.
B	Combustion units with fuel capacity input of less than 150 million British thermal units (Btus) per hour.
C	Electrical generation units with maximum output of less than or equal to 15 megawatts.
D	Combustion devices that have emitted less than or equal to three pounds of mercury in the reporting year.

If you determine that some or all of your units are exempt from having mercury emissions and supporting data in the Legislative report, please identify the exempt units; enter the applicable exemption code(s) in the comment column on the "Process Emissions" page.

Without this minimum of information, it will be impossible to tell if your facility's information should be included on the biennial Legislative report.

If you determine that a unit is exempt from being included in the Legislative report for one year because of exemption codes A and/or D, you will need to continue to report to us on such units annually to confirm that each unit merits exemption status.

If you determine that a unit is exempt from being included in the Legislative report because of exemption codes B and/or C, you do NOT need to continue to report on such units annually for Minn. Stat. § 116.925.

How to report Mercury Emissions for Minn. Stat. § 116.925

Enter Mercury emissions by selecting “add new pollutants” and selecting “Mercury” in the “Process Emissions” page. Give all required information and include Megawatts in the comment section.

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MPCA Contacts Information

Large EI type Emission Inventory Preparation Support

- Michael Smith - michael.smith@state.mn.us or 651.757.2733

Back up Contact

- Nate Edel - nathaniel.edel@state.mn.us or 651.757.2332

IT support

- e-Services Support staff – [e-Services support](#)

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Facility & Contact Information

(Responsible Official/Submitter and Preparers)

<u>Facility Information</u>	
Field Name	Description
Facility ID	An identifier by which the facility is referred to by the system. This is an eight digit number that is the same as the first eight numbers of the permit number for a given facility.
Facility Name	The name assigned by the facility on air permit.
NAICS Code	The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
Confidential (Y/N)	Descriptor if the facility has been identified as confidential.
Latitude	The measure of the angular distance on a meridian north or south of the equator that a facility is located at. This is to be reported in decimal degrees. Range must be between a minimum latitude of 43.369136 to a maximum latitude of 49.437451.
Longitude	The measure of the angular distance on a meridian east or west of the

	prime meridian that a facility is located at. This is to be reported in decimal degrees. Range must be between a minimum longitude of -97.353903 to a maximum longitude of -89.281094.
Horizontal Collection Method	Describes the method used to determine the latitude and longitude coordinates for a point on the earth. This specifies what type of method or device was used to identify the latitude and longitude, e.g., an address, an intersection, a Global Positioning System (GPS) device, a census block centroid, etc. The key is that the horizontal collection method determines how the coordinates were collected, not where.
Horizontal Accuracy Measure	The horizontal measure, in meters, of the relative accuracy of the latitude and longitude coordinates. Range must be between 0 and 999,999.
Horizontal Reference Datum	The code that represents the reference datum used in determining latitude and longitude coordinates.
Source Map Scale	The number that represents the proportional distance on the ground for one unit of measure on the map or photo. For example, 1 inch corresponds to 50 feet on a map. (Note: This is not filled out when using GPS).
Geographic Reference Point	The code that identifies the place for which the geographic coordinates were established. This specifies the location at the place where the coordinates were taken, e.g., entrance to a facility, center of a facility, etc. The key is that the reference point determines where the coordinates were collected, not how.
Principal Product	The main product(s) that are produced at the facility.
Number of Employees	The count of people that work at the identified facility. Enter the estimated number of employees on the first day of the inventory reporting year.
Status	Select the term that best identifies the operating status of the facility.
Shutdown Date	The date on which the shutdown operating status of the facility became applicable. Leave blank if still operating. Format of Date = 'mm/dd/yyyy'.
Comment	Any comments regarding the facility.
Contact Information	The name, title, street address, email address, phone number, etc. for the emission inventory contact at the facility.

How to edit "Facility & Contact Information"

1. Select "Edit Facility & Contact Information" from the "Select Task" page.
2. The System will display an editable form view of "Facility & Contact Information."
3. Edit data and select either:
 - o "Save": Save data and go back to the "Select Task" page.
 - o "Cancel": Undo any changes and go back to the "Select Task" page.
4. The System will validate data before saving.

How to make changes to your 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>. If you are unsure which forms to submit, please contact the Small Business Environmental Assistance Program at 651-282-6143 or 1-800-657-3938.

Changing the general contact information for your facility (e.g., permit contact, 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, Kristen Kirchoff, at kristen.kirchoff@state.mn.us, and provide the updated contact information.

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Emission Units

(Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	Characterizes a unit at the facility.
Status	Code that identifies the operating status of the unit.
Design Capacity	The measure of the size of the unit based on the maximum continuous throughput capacity of the unit. Should be between 0.01 and 100,000,000. (For Example, E6BTU – Million BTU per Hour)
Design Capacity Units	Units associated with Design Capacity. If your facility has emission units that generate electricity, please report the unit's Design Capacity in MW or KW and still report the Max. Rated Heat Input capacity.
Max. Rated Heat Input Capacity (MMBTU/HR)	Maximum heat input capacity in MMBtu/hr that an emission unit can accommodate.
Start Date	The date on which the identifier became effective. Format of Date = 'mm/dd/yyyy'. (For example start date of emission unit)
End Date	The date on which the identifier is no longer applicable. Format of Date = 'mm/dd/yyyy'. (For example date when emission unit was physically removed)
Confidential (Y/N)	Descriptor if the process has been identified as confidential.
Comment	Any comments regarding the unit.

How to edit Emission Units

1. Select "Emission Units" on the "Select Task" page.
2. The System will display a data grid view of "Emission Units."
3. Select a "Unit ID" to edit data.
4. The System will display an editable form view of selected "Unit ID."
5. Edit data and select
 - o "<< Prev Unit": Save data and go to previous unit
 - o "Next Unit >>": Save data and go to next unit
 - o "Save": Save data and go back to the grid view (2)
 - o "Cancel": Undo any changes and go back to the grid view (2)
6. The System will validate data before saving.

How to add new Emission Units

1. Select "Emission Units" on the "Select Task" page.
2. The System will display a data grid view of "Emission Units."
3. Select "Add New Unit" button.
4. The System will display a list of "Emission Codes."

5. Select an "Emission Code" to add.
6. The System will display an editable form view of a new record with the next available "Unit ID" as the default value.
7. Enter data and select
 - o Save: Save data and go back to a data grid view of "Emission Units" (2)
 - o Cancel: Undo "Add New Units" and go back to a data grid view "Emission Units" (2)
8. The System will validate data before saving.
9. The System will automatically add "PD001" as a new process.
10. Go to "[Processes & Throughput](#)" to enter data for newly added process (required).
11. Go to "[Control Equipment](#)" to add new control equipment for newly added process (if applicable).
12. Go to "[Assign Control Equipment to Processes](#)" to assign control equipment to newly added process (if applicable).
13. Go to "[Release Points \(Stacks\)](#)" to add new release points for newly added process.
14. Go to "[Assign Release Points to Processes](#)" to assign release points to newly added process
15. Go to "[Process Emissions](#)" to enter data for newly added process.

Note: Facility must still complete all permitting requirements if adding emission units, adding a unit to the emission inventory does exclude requirements.

How to delete new Emission Units

Note: Only Emission Units newly added in the "Prepare Inventory Online" task can be deleted.

1. Select "Emission Units" from "Select Task" page.
2. The System will display a data grid view of "Emission Units."
3. Select the "Delete" button on a new data row to delete that record
 - o Only newly added records will show the "Delete" buttons

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Processes & Throughput

(Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	Characterizes a unit at the facility.
Source Classification Code	EPA Source Classification Code that identifies an emissions process.
Process Description	A short text description of the emissions process. Examples include combustion, breathing loss, and incineration.
Throughput Material	Description of material or fuel processed.
Throughput Amount	Activity or throughput of the process.
Throughput Units	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.
Heating Content (MMBTU)	The amount of heat released during the combustion of a specified amount of fuel. For example natural gas heating content is 1020 MMBtu/MMcf.
Heating Content Denominator Units	Denominator unit of heat value. (MMBtu/ 'denominator unit')
Ash (%)	The percentage of ash contained in a fuel if applicable.

Sulfur (%)	The percentage of sulfur contained in a fuel if applicable.
Actual Hours Per Year	Actual number of hours the process is active or operating during the reporting period. Hours per Year may not exceed 8760, except during leap years (8784 hrs).
Average Days Per Week	The average number of days per week that the emissions process is active within the reporting period. Average Days Per Week may not exceed 7 days.
Average Hours Per Day	The average number of hours per day that the emissions process is active within the reporting period. Average Hours Per Day may not exceed 24 hrs.
Actual Weeks Per Year	The actual number of weeks that the emissions process is active within the reporting period. Weeks Per Year may not exceed 52 weeks.
Winter Activity (%) (Jan, Feb, Dec)	The percentage of the annual activity that occurred during the Winter months (December 2012, January 2012, February 2012) of the EI year. Winter activity may not exceed 100%. The total % for winter, spring, summer and fall must add to 100%.
Spring Activity (%) (Mar, Apr, May)	The percentage of the annual activity that occurred during the Spring months (March, April, May) of the EI year. Spring activity may not exceed 100%. The total % for winter, spring, summer and fall must add to 100%.
Summer Activity (%) (Jun, Jul, Aug)	The percentage of the annual activity that occurred during the Summer months (June, July, August) of the reporting year. Summer activity may not exceed 100%. The total % for winter, spring, summer and fall must add to 100%.
Fall Activity (%) (Sep, Oct, Nov)	The percentage of the annual activity that occurred during the Fall months (September, October, November) of the reporting year. Fall activity may not exceed 100%. The total % for winter, spring, summer and fall must add to 100%.
Start Date	The date on which the identifier became effective. Format of Date = 'mm/dd/yyyy'. (For example, date when process started)
End Date	The date on which the identifier is no longer applicable. Format of Date = 'mm/dd/yyyy'. (For example, date when process was deactivated or decommissioned)
Confidential (Y/N)	Descriptor if the process has been identified as confidential.
Comment	Any comments regarding the process.

How to edit "Processes & Throughput"

1. Select "Processes & Throughput" on the "Select Task" page.
2. The System will display a data grid view of the "Processes."
3. Select a "Process ID."
4. The System will display an editable form view of selected "Process ID."
5. Edit data and select:
 - o "<< Previous Process": Save data and go to previous process.
 - o "Next Process >>": Save data and go to the next process.
 - o "Save" Save data and go back to the grid view(2).
 - o "Cancel" Undo any changes and go back to the grid view.
6. The System will validate data before saving.

Notes:

- If the throughput unit is not the appropriate throughput unit for a particular throughput, please enter 0.00 for the throughput, go to the 'Process Emissions Details' page, change the emission calculation method to 'Other', select the throughput units you wish to use, and enter the throughput value.
- SCCs identified as "99999999" are used with new emission units that have not yet had emissions calculated (for example, new units/processes from a new permit action). An SCC of '99999999' is not valid if emissions should be calculated from this new process. Please use the list generated by clicking on "Source Classification Code" as guidance to select the correct SCC.
- For existing emission units that are part of a group in which the activity from all units is aggregated and assigned to a different emission unit within the group, a valid SCC code must be selected and a site specific emission factor of zero must be identified in the "Process Emissions Details" page. This will ensure that emissions are only calculated for one unit within the group.

How to add new "Processes & Throughput"

1. Select "Processes & Throughput" from "Select Task" screen.
2. The System will display a data grid view of "Processes".
3. Select "Add New Process" button.
4. The System will display a list of "Emission Unit ID."
5. The System will display an editable form view of a new record with the next available "Process ID" as the default value.
6. Enter data and select:
 - "Save": Save data and go back to a data grid view of "Processes"
 - "Cancel": Undo "Add New Process" and go back to a data grid view of "Processes"
7. The System will validate data before saving.
8. Go to ["Control Equipment"](#) to add new control equipment for newly added process (if applicable).
9. Go to ["Assign Control Equipment to Processes"](#) to assign control equipment to newly added process (if applicable).
10. Go to ["Release Points \(Stacks\)"](#) to add new release points for newly added process.
11. Go to ["Assign Release Points to Processes"](#) to assign release points to newly added process.
12. Go to ["Process Emissions"](#) to enter data for newly added process.

How to delete a new "Process & Throughput"

1. Select "Processes & Throughput" from "Select Task" page.
2. The System will display a data grid view of the "Processes".
3. Select the "Delete" button on a row to delete that process.
 - Only newly added records will show the "Delete" buttons"

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Control Equipment

(Responsible Official/Submitter and Preparers)

Field Name	Description
Control Equipment ID	This is a combination of a 2 digit letter code, 'CE' and a 3 digit number (001, 002, 003...) that is assigned to each control equipment.
Type	The control equipment type code and control equipment description for the related control equipment ID.
Start Date	The date on which the identifier became effective. Format of Date = 'mm/dd/yyyy'. (For example start date of emission unit)
End Date	The date on which the identifier is no longer applicable. Format of Date =

	'mm/dd/yyyy'. (For example date when emission unit was physically removed)
Pollutants Controlled	Identifies the pollutants reduced by the control equipment. (Ammonia, CO, Lead, NOx, PM-FIL, PM-CON, PM10-FIL, SO2, VOC)
Capture Efficiency (%)	The capture efficiency is the portion of the pollutants emitted that are routed via ducting to the control equipment (e.g., a fabric filter). Capture Efficiency will be within a range of 0-100%. (Total enclosure will be 100%)
Control Efficiency (%)	The control efficiency is the portion of the pollutant that retained in the control equipment or is destroyed by the control equipment. Control Efficiency will be within a range of 0-99.999%.

Revising Control Equipment, Capture and Control Efficiency Information:

Control Equipment percentage percentages directly from the permitting data base are used. Some of the data may not be representative of what is actually at the facility. Facilities must update and add additional control equipment percentages per permit to be able to calculate emission correctly.

For the purposes of the EI, you can only take credit for the operation of air pollution control equipment if such equipment is required under the conditions of a current permit or an applicable rule (e.g., NSPS, MN Pollution Control Equipment Rule) (see [Minn. R. 7019.3020\(G\)](#)). For any specific control device where you wish to revise the information, please provide a reference to either the location on the permit where the operation of the control is required or to the specific rule that requires its operation.

For revising or adding capture or control efficiency values, the proposed efficiency should be based on one of the following:

- Stack test data (provide a reference to the MPCA approval).
- Permit efficiency limit (provide reference as to where to find it in the permit) or
- Rule limit (provide rule citation where efficiency can be found).

If your permit requires the operation of a specific control device but does not include a specific capture or control efficiency for a given pollutant (e.g., permit includes an efficiency for PM but not PM10, permit includes an emissions limit but not a control efficiency limit, etc.), you may propose a value for the purposes of the EI. You must include supporting information to justify your proposal. Some possible references for a proposal might be an applicable efficiency from [Minn. R. 7011.0070](#), EPA guidance documents, control equipment manufacturer guarantees, etc. Keep in mind that any proposed value may later be reviewed by the MPCA and incorporated into your permit as a limit with corresponding testing and monitoring requirements.

For any facility other than one having a Registration permit, the capture efficiency can only be:

- A capture efficiency from an MPCA-approved performance test.
- Any specific capture efficiency listed as a permit requirement (as discussed above).
- 100%, if the device meets the definition in [Minn. R. 7011.0060](#) for a total enclosure; or
- 80% for any hood that is certified under [Minn. R. 7011.0072](#).

For Registration permits, you have the option of using the "not certified" hood efficiencies in [Minn. R. 7011.0070](#).

How to edit "Control Equipment"

1. Select "Control Equipment" from "Select Task" page.
2. The System will display a grid view of "Control Equipment."

3. Select a "Control Equipment ID."
4. The System will display these views on the same page
 - o An editable form view of selected "Control Equipment"
 - o An editable grid view of "Pollutants Controlled"
5. Edit data and select
 - o "<< Prev Control": Save data and go to previous control equipment
 - o "Next Control >>": Save data and go to next control equipment
 - o "Save": Save data and go back to the grid view (2)
 - o "Cancel": Undo any changes and go back to the grid view (2)
6. The System will validate data before saving.

How to add new "Control Equipment"

1. Select "Control Equipment" from "Select Task" page.
2. The System will display a grid view of "Control Equipment."
3. Select the "Add New Control Equipment" button.
4. The System will display these views on the same page
 - o An editable form view of a new record with the next available "Control Equipment ID" as the default value
 - o An editable grid view of a list of "Pollutants Controlled"
5. Enter data and select
 - o "Save": Save data and go back to "Control Equipment" the grid view (2)
 - o "Cancel": Undo "Add New Control Equipment" and go back to "Control Equipment" the grid view (2)
6. The System will validate data before saving.
7. Go to [Assign Control Equipment to Processes](#) to assign newly added control equipment to processes.

How to delete new "Control Equipment"

1. Select "Add New Pollutants."
2. The system will display a grid view of "Pollutant Codes" listed in alphabetical order.

Note: The "Filter by" dropdown list above the grid will default to the pollutant group that was selected on the "Process Emissions Details" page

3. Choose the "Pollutant Codes" to display in the grid by selecting one of the pollutant groups: "Criteria Pollutants", "Air Toxics", or "Greenhouse Gases" listed in the "Filter by" dropdown list.
4. The system will display all of the pollutants codes for the selected pollutant group provided that the pollutants do not already appear on the "Control Equipment Details" page.
5. Select the check box next to the pollutant(s) that you wish to add to the pollutants displayed on the "Control Equipment Details" page.
6. Select "Continue" after you have finished selecting pollutants.

Note: You can only add pollutants from one pollutant group at a time. If you wish to add pollutants from multiple pollutant groups you must

7. Repeat steps 1-6 until you have added all of the pollutants that you wish to add

How to add & delete "Pollutants Controlled"

1. Select "Add New Pollutants"
2. The system will display a grid view of "Pollutant Codes" listed in alphabetical order.
3. Enter data and select
 - o "Save": Save data and go back to grid view of "Control Equipment"
 - o "Cancel": Undo data entry and go back to grid view of "Control Equipment"
4. Select the "Delete" button on a data row to delete that record

- All data rows will show the "Delete" buttons

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Assign Equipment to Process

(Responsible Official/Submitter and Preparers)

Field Name	Description
Process ID	A designator used to uniquely identify an emissions process. This is a combination of the Unit ID and what was previously referred to as 'segment ID'. An example of Process ID is EU001PD001 which combines emission unit EU001 and Segment PD001.
Process Description	A short text description of the emissions process and the associated fuel type.
Flow (%)	Amount of process flow stream entering control equipment. In series, process flow, 100% of flow would proceed through each control equipment. Parallel flow identifies % of stream going to each control equipment series, for example 50% of flow may go to CE 001 and 50% may go to CE 002. Flow % will be within a range of 0-100%.
Control Equipment (%)	This is a combination of a 2 digit letter code, 'CE' and a 3 digit number (001, 002, 003...) that is assigned to each control equipment.

How to add,delete, and edit "Assign Control Equipment to Processes"

1. Select "Assign Control Equipment to Processes" from "Select Task" page.
2. The System will display a grid view of "Control Equipment & Processes."
3. Select a "Process ID" to edit data.
4. The System will display an editable grid view of selected "Process ID."
5. Select "Insert" on the grid view to add new data row
 - The System will add a new empty data row to the top of the grid view
 - Enter new data
6. Select the "Delete" button on a data row to delete that row
7. Edit data and select
 - "<< Prev Process": Save data and go to previous control equipment
 - "Next Process >>": Save data and go to next control equipment
 - "Save": Save data and go back to the grid view (2)
 - "Cancel": Undo any changes and go back to the grid view (2) (Can't undo "Insert" or "Delete" rows)
8. The System will validate data before saving.

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Release Points (Stacks)

(Responsible Official/Submitter and Preparers)

Field Name	Description
Release Point ID	This is a combination of a 2 digit letter code and a 3 digit number (001, 002, 003...) that is assigned to each stack. The letter codes are 'SV' for Stack

	Vent.
Type	Code that identifies the type of release point.
Description	Description that identifies the type of release point.
Stack Height (FT)	The height of the stack from the ground. Stack Height range must be between 1 and 1300 (FT).
Stack Diameter	The stack diameter unit of measure. Stack Diameter range must be between 0.1 and 100 (FT).
Exit Gas Flow Rate (ACFM)	The value of the stack gas flow rate. Exit Gas Flow Rate range must be between 0.1 and 12,000,000 (ACFM).
Exit Gas Temperature(°F)	The temperature of an exit gas stream (measured in degrees Fahrenheit). Exit Gas Temperature range must be between 30 and 3500 (degrees Fahrenheit).
Fugitive Height (FT)	The fugitive release height above terrain of fugitive emissions. Fugitive Height should be between 0 and 500 (FT).
Fugitive Width (FT)	The width of the fugitive release in the East-West direction as if the angle is zero degrees. Fugitive Width should be between 1 and 10,000 (FT).
Fugitive Length (FT)	The length (measured in feet) of the fugitive release in the North-South direction as if the angle is zero degrees. Fugitive Length should be between 1 and 10,000 (FT).
Fugitive Angle (Degrees)	The orientation angle for the area in degrees from North, measured positive in the clockwise direction.
Status	Code that identifies the operating status of the release point.
Start Date	The date on which the identifier became effective. Format of Date = 'mm/dd/yyyy'. (For example start date of emission unit)
End Date	The date on which the identifier is no longer applicable. Format of Date = 'mm/dd/yyyy'. (For example date when emission unit was physically removed)
Latitude	The measure of the angular distance on a meridian north or south of the equator. This is to be reported in decimal degrees. Range must be between a minimum latitude of 43.369136 to a maximum latitude of 49.437451.
Longitude	The measure of the angular distance on a meridian east or west of the prime meridian. This is to be reported in decimal degrees. Range must be between a minimum longitude of -97.353903 to a maximum longitude of -89.281094.
Horizontal Accuracy (M)	The horizontal measure, in meters, of the relative accuracy of the latitude and longitude coordinates. Range must be between 0 and 999,999.
Horizontal Collection Method	Describes the method used to determine the latitude and longitude coordinates for a point on the earth. This specifies what type of method or device was used to identify the latitude and longitude, e.g., an address, an intersection, a Global Positioning System (GPS) device, a census block centroid, etc. The key is that the horizontal collection method determines how the coordinates were collected, not where.
Geographic Reference Point	The code that identifies the place for which the geographic coordinates were established. This specifies the location at the place where the coordinates were taken, e.g., entrance to a facility, center of a facility, etc. The key is that the reference point determines where the coordinates were collected,

	not how.
Data Collection Date	The calendar date when data were collected. Format of Date = 'mm/dd/yyyy'.
Comment	Any comments regarding the release point.

How to edit Release Points (Stacks)

1. Select "Release Points (Stacks)" from "Select Task" page.
2. The System will display a data grid view of "Release Points."
3. Select a "Release Point ID" to edit data.
4. The System will display an editable form view of selected "Release Point ID."
5. Edit data and select buttons:
 - o "<< Prev Release Point": Save data and go to previous release point
 - o "Next Release Point >>": Save data and go to next release point
 - o "Save": Save data and go back to the grid view (2)
 - o "Cancel": Undo any changes and go back to the grid view (2)
6. The System will validate data before data.

How to add new Release Points (Stacks)

1. Select "Release Points (Stacks)" from "Select Task" page.
2. The System will display a data grid view of "Release Points."
3. Select the "Add New Release Point" button.
4. The System will display an editable form view of a new record with the next available "Release Point ID" as the default value.
5. Enter data and select
 - o "Save": Save data and go back to the grid view (2)
 - o "Cancel": Undo "Add Release Point" and go back to the grid view (2)
6. The System will validate data before saving.
7. Go to [Assign Release Points to Processes](#) to assign newly added release point to processes (optional).

How to delete new Release Points (Stacks)

1. Select "Release Points (Stacks)" from "Select Task" page.
2. The System will display a data grid view of "Release Points."
3. Select the "Delete" button on a new data row to delete that record
 - o Only newly added records will show the "Delete" buttons

Note:

- If release point association did not exist for Processes, imitation release points are added to the database, identified as "SI." Please update release points by creating a new release point and associating those newly created release points with the correct Process.

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Assign Release Points to Processes

(Responsible Official/Submitter and Preparers)

Field Name	Description
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Process ID	A designator used to uniquely identify an emissions process. This is a combination of the Unit ID and what was previously referred to as 'segment ID'. An example of Process ID is EU001PD001 which combines emission unit EU001 and Segment PD001.
Process Description	A short text description of the emissions process and the associated fuel type.
Average Exhaust Flow Thru Stack (%)	Average Percent of flow of emittant through each release point. Average Exhaust Flow Through Stack (%) will be within a range of 0-100%.
Release Point ID	This is a combination of a 2 digit letter code and a 3 digit number (001, 002, 003...) that is assigned to each stack. The letter codes are 'SV' for Stack Vent.
Comment	Comment regarding the average apportionment of flow vented through a release point.

How to add, delete and edit "Assign Release Points to Processes"

1. Select "Assign Release Points to Processes" from "Select Task" page.
2. The System will display a data grid view of "Assigned Release Points."
3. Select a "Process ID" to edit data.
4. Select "Insert" on the grid view to add new data row
 - o System will add a new empty data row to the top of the grid view
 - o Enter new data
5. Select "Delete" button on a data row to delete that row
6. Edit data and select:
 - o "<< Prev Process": Save data and go to previous process
 - o "Next Process >>": Save data and go to next process
 - o "Save": Save data and go back to the grid view (2)
 - o "Cancel": Undo any change and go back to the grid view (2) (Can't undo "Insert" or "Delete" rows)
7. The System will validate data before saving.

Notes:

- Average Exhaust Flow Thru Stack (%) should be based on normal operations and identifies amount of flow through thru stack and does not include fugitive flow.
- If release point association did not exist for Processes, imitation release points are now added to the database, identified as "SI" Please update release points by creating a new release point and associating those newly created release points with the correct Process.

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Process Emissions

(Responsible Official/Submitter and Preparers)

Field Name	Description
Filter by	Description of pollutant category shown on page. Choices are (depending on EI year): Criteria Air Pollutants, Air Toxics, Greenhouse Gases
Process ID	A designator used to uniquely identify an emissions

	process. This is a combination of the Unit ID and what was previously referred to as 'segment ID'. An example of Process ID is EU001PD001 which combines emission unit EU001 and Segment PD001.
Unit Description	This is a description sufficient to identify this unit at the facility, for example, "North Boiler", "Heatset Web Press."
Pollutant	Description Code identifying the pollutant for which emissions are reported.
Emissions Calculation Method	Description that defines the method used to calculate emissions.
Throughput Amount	Activity or throughput of the process.
Throughput Units	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. Units also include description of material or fuel processed.
Emission Factor	The amount of emittant material created in a specified process per unit of throughput material.
Emission Factor Units	The numerator and denominator for the unit of measure of the reported emission factor.
Apply CE %	Descriptor to identify if CE% should be included with calculation. If emission factor is uncontrolled and CE% should be accounted, check this box if applicable. If emission factor is a controlled factor this box will not be checked.
Total Capture Efficiency (%)	Total capture efficiency % of control system, should be greater than or equal to 1.0 and less than or equal to 100.0 (%).
Total Control Efficiency (%)	Total control efficiency % of control system, should be greater than or equal to 1.0 and less than or equal to 99.99 (%).
Total Emissions (TON)	Total calculated or estimated amount of the pollutant.
Stack Testing Date and Emission Factor Comment	Date of stack test ("mm/dd/yyyy", if applicable) or comment for emission factor.
Comments	Any comments regarding emissions.

How to edit Process Emissions

1. Select "Process Emissions" from "Select Task" page.
2. The System will display a data grid view of "Emissions."
3. Select a "Process ID" to edit (for example "EU001/PD001").
4. The System will display an editable data grid view of "Pollutants."
5. Select pollutant group wanted in "Filter by" drop down selection.
6. Edit data and select buttons:
 - o "<< Prev Process": Save data and go to previous emissions process
 - o "Next Process >>": Save data and go to next emissions process
 - o "Add New Pollutants": Add pollutants that are not calculated on screen, if an scc does not have a default factor pollutants will not show
 - o "Save & Close": Save data and go back to the grid view (2)

- "Cancel": Undo any changes and go back to the grid view (2)
- 7. The System will validate data before saving.

Notes:

- The System may update selections and emissions automatically, please check emission values.
- If Throughput Amount and Emission Factors are present (remember zero is valid emission factor) the system will calculate emissions, please check emission values.
- Particulates are separated into Filterable (PM-FIL, PM10-FIL, PM2.5-FIL) and Total Condensable (PM-CON) fractions. If your facility has performed a performance test on particulates please separate. Performance test, Method 5, identifies filterable which is equal parts PM-FIL and PM10-FIL, Method 202 gives "total" (filterable + total condensable), subtract the 202 total from the filterable to get the total condensable.
 - Performance Test Example: Method 5 has a 5.50 lb/hr filterable emission factor, Method 202 has a 7.25 lb/hr total particulate emission factor. The PM-FIL and PM10-FIL emission factor is 5.50 lb/hr the PM-CON emission factor ($7.25 - 5.50 = 1.75$) is 1.75 lb/hr.
- GHG emissions will be calculated per process by the CEDR system if site specific information was not given.
- CO2 biogenic emissions are calculated and identified as CO2-B
- If using an emission calculation method that does not use an emission factor (for example CEM, Material Balance or Engineering Judgment) the user must blank out/delete/null the emission factor to prevent the System from calculating emissions.
- If using the TANKS program to calculate emissions, please select "Engineering Judgment" as Emission Calculation Method.
- The "Filter by" dropdown list above the grid will default to "Criteria Air Pollutants" the first time that you enter the "Process Emissions Details" page from the "Process Emissions" page. After you have accessed the "Process Emissions Details" page once, every time that you return to this page it will default to the pollutant group that was last selected. If you enter the "Process Emissions Details" page from the "Add New Pollutants" page than the "Filter by" dropdown list will default to the pollutant group that was selected in the "Add New Pollutants" page.

How to "Add New Pollutants"

From the "Process Emissions Details" page

1. Select "Add New Pollutants."
2. The system will display a grid view of "Pollutant Codes" listed in alphabetical order.

Note: The "Filter by" dropdown list above the grid will default to the pollutant group that was selected on the "Process Emissions Details" page.

3. Choose the "Pollutant Codes" to display in the grid by selecting one of the pollutant groups: "Criteria Air Pollutants", "Air Toxics", or "Greenhouse Gases" listed in the "Filter by" dropdown list.
4. The system will display all of the pollutants codes for the selected pollutant group provided that the pollutants do not already appear on the "Process Emissions Details" page.
5. Select the check box next to the pollutant(s) that you wish to add to the pollutants displayed on the "Process Emissions Details" page.
6. Select "Continue" after you have finished selecting pollutants.

Note: You can only add pollutants from one pollutant group at a time. If you wish to add pollutants from multiple pollutant groups you must repeat steps 1-6 until you have added all of the pollutants that you wish to add.

Process Emissions instructions if using site specific calculations other than default AP-42/WebFIRE emission factors.

- DO NOT DELETE pollutants, if the pollutant should be identified as zero emissions please identify a site specific factor by selecting 'Other' as the calculation method and entering a 0.00 emission factor. If the pollutant is deleted, it will be calculated again with a default emission factor based in the SCC code.
- If your facility uses CEM data, performance test data (CO, NOx, PM-FIL, PM10-FIL, PM-CON, SO2, Pb, VOCs), mass balance (SO2 and VOCs), the TANKS program, permit limits, control equipment breakdown or other, alternative methods of emission calculation please identify on the Process Emissions task/tab. This site specific information must be given every year.
- To record the results of stack tests, CEM data, VOC or SO2 material balance calculations, TANKS, permit limits or other, alternative methods of emission calculation, read the appropriate parts of the 'Instructions For Reporting CEM, Stack Test, VOC or SO2 Material Balance Results' identified below in the next header. If a CEM or a stack test generated data for a number of different raw materials, the annual test data or annual CEM data should be apportioned to each type of raw material.
- The emission inventory rule requires a facility to use continuous emission monitoring (CEM) data on the annual emission inventory if it's available.
- You must use the results from any stack test performed between January 1, 2003, and December 31, 2012, if the test was performed in accordance to our performance test rules and if there is no CEM data available for that unit. Please include date of the test ('mm/dd/yyyy' in the Stack Test comment field), the test result itself and the emission calculations on the Process Emissions task/tab. If a unit was tested for the same pollutant(s) more than once in the past inventory year, please contact an Emission Inventory Coordinator and ask how to apply these stack test results.
- Particulates are separated into Filterable (PM-FIL and PM10-FIL) and Total Condensable (PM-CON) fractions. If your facility has performed a performance test on particulates please separate. Performance test, Method 5, identifies filterable which is equal parts PM-FIL and PM10-FIL, Method 202 gives "total" (filterable + total condensable), subtract the 202 total from the filterable to get the total condensable.
 - Performance Test Example: Method 5 has a 5.50 lb/hr filterable emission factor, Method 202 has a 7.25 lb/hr total particulate emission factor. The PM-FIL and PM10-FIL emission factor is 5.50 lb/hr the PM-CON emission factor ($7.25 - 5.50 = 1.75$) is 1.75 lb/hr.
- GHG emissions will be calculated per process by the CEDR system, if site specific information was not given.
- CO2 biogenic emissions are calculated and identified as CO2-B
- If you calculate VOC emissions using a VOC material balance, please note that the VOC content and the density (if used in the calculation) must come directly from the product Material Safety Data Sheet (MSDS). Estimations of VOC contents and densities are unacceptable. Additionally, include a sample calculation with the inventory as an attachment. Please note that MPCA staff may request the full calculation for all material balances.
- If your facility uses AP-42 or WebFIRE emissions factors other than the default factors associated with the Source Classification Code (SCC) shown, please identify on the Process Emissions task/tab and reference the chapter and page number of the emission factor in the Stack Testing and Emission Factor comments column.
- U.S. Environmental Protection Agency has changed the classification and reporting requirements for t-Butyl Acetate (tertiary butyl acetate or TBAC). TBAC is subject to the same requirements as Volatile Organic Compounds (VOCs) when reporting annual VOC emissions, except TBAC must be reported separately from other VOCs. Calculate all TBAC emissions and list them separately from VOC emissions. Attach TBAC emissions as a supplemental file to the emission inventory. For more information please see the TBAC factsheet on the MPCA website <http://www.pca.state.mn.us/publications/aq7-01.pdf>

Instructions for Reporting CEM, Stack Test, VOC or SO2 Material Balance Results

Listed below are directions for several types of estimation methods allowed under the inventory rule. Please read the applicable sections thoroughly for each section.

Continuous Emissions Monitoring

[Minn. R. 7019.3040](#) requires facilities with CEMs to use CEM data on the inventory.

On the "Process Emissions" task/tab – Process Emissions Details:

1. Identify the Emission Calculation Method as 'Continuous Emission Monitoring System.'
2. Change the 'Throughput Units' from the drop down choices, if needed. Please note the emission factor units will update automatically.
3. Update the Throughput Amount if needed.
4. It is suggested to leave the emission factor blank in the Emission Factor column; if an emission factor is present the system will calculate emissions.
5. Enter the emissions you calculated in the Total Emissions (Tons) column.
6. Click 'Save' button (System will check for validation and return you to the Process ID list, 'Process Emissions' page). If errors, fix and click 'Save' again).
7. Click on Process ID that was just updated to make sure it saved in the Process Emissions Details page.

Include the calculations showing how the emissions were calculated from the CEM data as an attachment to the emission inventory submittal. If multiple fuels or raw materials were used during the CEM operation, apportion the annual calculated emissions per process among each type of fuel or raw material. If the CEM was down for any period of time, the emissions for that time period must be calculated by one of the following methods: stack test data as specified in the inventory rule, EPA AP-42 emission factors, enforceable permit limitation, or the method of reporting CEM downtime specified by the US EPA in rules adopted under section 412 of the federal Clean Air Act Amendments of 1990, Public Law Number 101-549, Statutes at Large, volume 104. Please include a discussion and calculation of your down time estimates with the sample calculation on the inventory as an Attachment.

Stack Test

In the absence of CEM data, stack test data from any test performed in the past 10 years that is in accordance with the performance test rules must be used before any other method of emission calculation. Therefore, tests from January, 2003 - December, 2012 must be used on the emission inventory. Please use [Minn. R. 7019.3050](#) as guidance.

On the "Process Emissions" task/tab – Process Emissions Details:

1. Identify The Emission Calculation Method as 'Stack Test.'
2. Change the 'Throughput Units' from the drop down choices, if needed. Please note the emission factor units will update automatically.
3. Update the Throughput Amount if needed.
4. Update Emission Factor if needed.
5. Enter 'Stack Test' date ('mm/dd/yyyy') in the Stack Testing Date and Emission Factor Comment column.
6. Click 'Save' button (System will check for validation and return you to the Process ID list, 'Process Emissions' page). If errors, fix and click 'Save' again.
7. Click on Process ID that was just updated to make sure it saved in the Process Emissions Details page.

Include the calculations showing how the emissions were calculated from the test data as an Attachment to the emission inventory. If multiple fuels or raw materials were used during a stack test, apportion the total estimated emissions from the test among each type of fuel or raw material. If a unit was tested for the same pollutant(s) more than once in the past inventory year, please contact an Emissions Inventory Coordinator and ask how to apply these stack test results to the inventory.

If your facility has performed a performance test on particulates please separate (PM-FIL, PM10-FIL, PM-CON). Performance test, Method 5, identifies filterable which is equal parts PM-FIL and PM10-FIL, Method 202 gives "total" (filterable + total condensable), subtract the 202 total from the filterable to get the total condensable.

- Performance Test Example: Method 5 has a 5.50 lb/hr filterable emission factor, Method 202 has a 7.25 lb/hr total particular emission factor. The PM-FIL and PM10-FIL emission factor is 5.50 lb/hr the PM-CON emission factor ($7.25 - 5.50 = 1.75$) is 1.75 lb/hr.

Material Balance

For rules governing the use of VOC Material Balance on the Emission Inventory please use [Minn R. 7019.3060](#) as guidance. Include a sample calculation with the inventory report as an attachment to the emission inventory

On the "Process Emissions" page

1. Identify the Emission Calculation Method as 'Material Balance.'
2. Change the 'Throughput Units' from the drop down choices, if needed.
3. Update the 'Throughput Amount' if needed.
4. Leave the emission factor blank in the 'Emission Factor' column; if an emission factor is present the system will calculate emissions.
5. Enter the emissions you calculated in the 'Total Emissions (Tons)' column.
6. Click 'Save' button (System will check for validation and return you to the Process ID list on the 'Process Emissions' page).
7. Click on the 'Process ID that was just updated to make sure it saved in the 'Process Emissions Details' page.

GHG Emission Reporting

Permitted Noncombustion Units

To report GHG emissions from permitted noncombustion units, facilities will be able to add GHG pollutants on the "Process Emissions" page by completing the following steps

1. Select "Add New Pollutants" from the "Process Emissions Details" page.
2. The system will display a grid view of "Pollutant Codes" listed in alphabetical order.

Note: The "Filter by" dropdown list above the grid will default to the pollutant group that was selected on the "Process Emissions Details" page

3. Choose the "Pollutant Codes" to display in the grid by selecting "Greenhouse Gases" from the "Filter by" dropdown list.
4. The system will display all of the pollutants codes for the "Greenhouse Gases"
5. Select the check box next to the pollutant(s) that you wish to add to the pollutants already displayed on the "Process Emissions Details" page.
6. Select "Continue" after you have finished selecting pollutants for the selected group

Note: Pollutants can only be added from one group at a time. To add pollutants from another group, repeat steps 1-6

Non-Permitted Units

To report GHG emissions from non-permitted units, facilities will have to add emissions information under the Emission Unit 000 "(EU000) Non-Permitted Emissions for AT and GHG" on the "Process Emissions" page. Facilities will be able to report emissions by completing the following steps:

1. Select "Processes & Throughput" from "Select Task" screen.
2. Select "EU000PD001" in the "Process ID" column.
3. Enter a valid SCC in the "Source Classification Code" field, and rename the "Process Description."
4. Edit the data and select:

- "Save": to save data and go back to a data grid view of "Processes"
- "Cancel": to undo "Add New Process" and go back to a data grid view of "Processes"
- 5. The System will validate data before saving.
- 6. Go to "Process Emissions" to enter data for newly named process (Follow steps 1-6 under "Permitted Units" above for guidance).

To add additional non-permitted processes and report emissions, complete the following steps:

1. Select "Processes & Throughput" from "Select Task" screen.
2. Select "Add New Process" button.
3. The System will display a list of "Emission Unit ID."
4. Select "EU000" in the "Unit Identifier" column.
5. The system will display an editable form view of a new record with the next available "Process ID" as the default value.
6. Enter a valid SCC in the "Source Classification Code" field, rename "Process Description" and select:
 - "Save": to save data and go back to a data grid view of "Processes"
 - "Cancel": to undo "Add New Process" and go back to a data grid view of "Processes"
7. The System will validate data before saving.
8. Go to "Process Emissions" to enter data for newly named process. (Use steps 1-6 under "Permitted Units" above for guidance).

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View Facility Emission Totals

(Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	A name that identifies a general emissions generating source at the facility, for example, "Boiler/Heater" or "Surface Coating Operations"
Pollutant	Description Code identifying the pollutant for which emissions are reported.
Total Emissions (TON)	Total calculated tons of emissions of each pollutant.

How to "View Facility Total Emissions"

1. Choose the pollutants to display in the grid by selecting one of the pollutant groups; "Criteria Air Pollutants" "Greenhouse Gases" or "Air Toxics" listed in the "Filter by" dropdown list.
2. The System will display a grid view for the pollutants that are in the pollutant group selected. Emissions will only be displayed for pollutants for the processes that the facility reported emissions for and for processes for which EPA emission factors exist.
3. If data in the "View Facility Emission Totals" appears incorrect double check the reported data in the "Process Emissions" task to verify that the 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.
4. If facility emissions appear correct than select "List of Services" button on the "Select Task" page to return to the "List of Services" page.

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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.
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": Remove attached file
 - o "List of Services": Go back to the "List of Services" page.

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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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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.

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 "HumanReadableDataDocument" 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. The System will display confirmation of successful submittal on the next page.
9. Select "Finished" to go back to the "List of Services" page.

Create Submittal Agreement

(Responsible Official/Submitter only)

How to:

1. Go to MPCA [e-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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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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View Authorized Users

(Responsible Official/Submitter and Preparers)

How to:

1. Select "View Authorized Users" under the "Manage Emission Inventory Submittals" heading.
2. The 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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Grant Preparer Role

(Responsible Official/Submitter Only)

How to:

1. Select "Grant Preparer Role" under the "Manage Emission Inventory Submittals" heading.
2. The System will display a data grid view of facilities that you are authorized as the Submitter.
3. Select a "Facility ID".
4. The 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. The System will validate account number and email address and return you to the "List of Services" page.

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Revoke Preparer Role

(Responsible Official/Submitter Only)

How to:

1. Select "Revoke Preparer Role" under the "Manage Emission Inventory Submittals" heading.
2. The System will display a data grid view of facilities that you are authorized as the Submitter.
3. Select a "Facility ID."
4. The 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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Delete Draft Submittal

(Responsible Official/Submitter Only)

How to:

1. Select "Delete Draft Submittal" under the "Manage Emission Inventory Submittals" 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. Select the "Delete" button to delete data and return to the "List of Services" page.

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Frequently Asked Questions (FAQ)

CEDR e-Services Log In and Registration:

1. **How do I set up a user account?**
 - Go to MPCA [e-Services electronic reporting](#) 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/Where do I enter the data? I created an account but when I log in I only see the link "Create Submittal Agreement".**
 - You will see the links for preparing the inventory only after:
 - § You print out and mail in a signed Submittal Agreement identifying yourself as the Responsible Official/Submitter for the facility. (Refer to FAQ #4 to determine if you should be identified as the Responsible Official) OR
 - § The authorized Responsible Official/Submitter for the facility identifies you as a Preparer. Refer to the instructions for "Grant Preparer Role" to learn how to become a Preparer.
3. **How do I identify myself as the Responsible Official/Submitter in CEDR?**

- Click on the link “Create Submittal Agreement” and print out and mail in a signed Submittal Agreement identifying yourself as the Responsible Official/Submitter for the facility. Refer to FAQ #4 to determine if you should be identified as the Responsible Official.

4. Who should sign the Submittal 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 the manufacturing, production, or operating facility 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 the facility 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 “e-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.

5. 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, Kristin Kirchoff, at Kristin.Kirchoff@state.mn.us, and provide the updated contact information.

6. **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.
7. **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.
8. **Can I fax or e-mail the Submittal 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.
9. **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.
10. **I mailed in my Submittal agreement. When can I begin to prepare my inventory electronically?**
- Submittal Agreements can take up to 3 weeks for the MPCA to process. You will receive an email from the MPCA e-Services Portal administrator when you are authorized.
11. **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.
12. **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.
13. **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.
14. **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.
15. **I am registered as a Preparer but cannot access my facility in the MPCA's e-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 \(Responsible Official/Submitter Only\)."](#)
16. **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.
17. **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 Project website](#) instructions for using MPCA e-Services: Air Emission Inventory Submittal-CEDR application.
18. **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 [e-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 e-Services Portal administrator at 651-757-2091.

Inventory Preparation:

1. **How do I add new processes to my emissions inventory?**
 - Refer to the step-by-step instructions in the ["How to Add New Processes"](#) instructions.
2. **Do I have to calculate my emissions even if I don't have site specific data to report such as a stack test or a mass balance?**
 - No. CEDR will calculate your emissions based on the standard emission factors for the assigned SCC. However, it is highly suggested to review emission calculated before submittal
3. **I changed the pre-populated data and just want to "start over." How do I restore the data that was originally populated in my facility's online emission Inventory Reporting account?**
 - From the "Air Emission Inventory - CEDR" page select "Delete Draft Submittal" from the "Manage Emission Inventory Submittals" menu. Select the facility that you wish to restore to the originally populated data and click on "Delete".
4. **How do I know which data fields I need to update?**
 - Fields designated as required (red*) must be updated if the information in the field is inaccurate and populated if the field is blank (unless otherwise noted). You will need to update the data provided in previous inventories that changes from year to year such as throughput, hours of operation, etc.
 - If any of the following uneditable data 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>.
5. **Why are stacks and control equipment tied to all of the processes of an emission unit instead of the unit itself? Is this redundant?**
 - All control equipment capture efficiency and control efficiencies are taken directly from the database used by MPCA staff to permit your facility rather than generic default values. The default values may have misrepresented the efficiency values either positively or negatively for your facility in the past. These control efficiencies have been reviewed by MPCA staff during the permitting process and should better reflect control efficiencies of your equipment. These values will be able to be changed if better data is available (e.g. a performance test with both inlet and outlet emission rates), or if a pollutant is not identified as controlled and it should be. For example, if a PM filterable control efficiency is identified and a PM10 filterable efficiency is not identified, you may list a PM10 filterable efficiency and provide supporting rationale/ documentation. See the Help File section titled "Revising Control Equipment, Capture and Control Efficiency Information" for additional instructions.
6. **Can facilities use GHG emissions factors other than the ones used by the MPCA?**

- To calculate GHG combustion emissions MPCA is using generic emission factors from the EPA's [Mandatory Reporting Rule \(MRR\)](#). The MPCA strives to be as consistent with the EPA as possible. If facilities have site specific emission factors, or want to use emission factors provided by a trade association or similar, they may change the factors provided in the CEDR application.

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.
- 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. Since the system just calculated my annual emissions, couldn't it also calculate my annual air emission fee?**
 - No, because the emissions calculated at the point of EI submittal are draft and are subject to change pending review by the MPCA EI staff.

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Glossary of Terms

CROMERR: The Cross-Media Electronic Reporting Regulation (CROMERR) provides the legal framework for electronic reporting (ER) under all of the Environmental Protection Agency's (EPA) environmental regulations.

CROMERR applies to: (a) regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations, and (b) states, tribes, and local governments that are authorized to administer EPA programs under Title 40. CROMERR establishes standards for information systems that receive reports and other documents electronically (including email, but excluding disks, CD's, and other magnetic and optical media) that are submitted to satisfy requirements of a program that a state, tribe, or local government is authorized to administer under Title 40. These standards cover a variety of system functions, such as electronic signature validation. The standards are designed to provide electronic submittals with the same level of legal dependability as the corresponding paper submittals. Although CROMERR does not subject EPA systems to the standards, EPA has decided that all of its systems will conform to the standards when they operate to receive electronic submittals that are covered by the regulation.

Copy of Record: The copy of record is defined by the EPA as the document "that is submitted in lieu of paper to satisfy requirements under an authorized program. For such submissions, the copy of record is intended to serve as the electronic surrogate for what we refer to as the "original" of the document received where we are doing business on paper. The copy of record is meant to provide an authoritative answer to the question of what was actually submitted and, as applicable, what was signed and certified to in the particular case.

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 e-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 the manufacturing, production, or operating facility applying for or subject to a permit and either:

- (1) the facility employs more than 250 persons or has 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 the facility 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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