

Help Document for Air Emission Inventory - Large EI type

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Read Me First

What's new for 2011 Emissions Reporting

- Downloadable Microsoft spreadsheet is no longer available, all data entry must be done online
- Particulate emissions are now separated into PM filterable, PM10 filterable, PM condensable. Fees will be charged for PM10 filterable plus PM condensable, this is equivalent to PM10 Primary.
- Facilities with site specific PM2.5 emissions are able to be entered by facility (must add pollutant (PM2.5) on the Process Emissions page). The MPCA will calculate default PM2.5 emissions. Facilities will be able to review those emissions during summary review period.
- 2011 EI is an Air Toxics (AT) reporting year, facilities with site specific AT emissions are able to report emissions (must add air toxics pollutants on the Process Emissions page)
- 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 with site specific GHG emissions are able to report emissions, if required to submit (must add GHG pollutants on the Process Emissions page)
- Real time auto calculation of emissions on “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 submittal prior to submittal, choice under “Submit Emission Inventory” section on 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 or AT emissions from non-permitted units using EU000

Electronic Inventory

Large facility EI types will access Consolidated Emissions Data Repository (CEDR) via the MPCA [Online Services](#) Portal and enter data needed for the calculation of emissions. Hard copy forms will not be accepted for the 2011 EI for large facility EI types.

Facilities will have the ability to enter data online. 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 2011 EI data more seamless. As time allows, please review and update the non-required data fields in your 2011 inventory. By next year's submittal deadline (April 1, 2013), all fields should be completed, reviewed and updated for accuracy.

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 now 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.

Facilities will be able to report emissions by preparing online, downloadable Microsoft spreadsheet will not be available.

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General Information

Optimizing CEDR web application performance

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

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

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), particulate matter (PM), PM smaller than 10

micrometers in diameter (PM10), sulfur dioxide (SO₂), lead (Pb), volatile organic compounds (VOCs), ammonia (NH₃), and primary emissions of PM smaller than 2.5 micrometers in diameter (PM2.5). Submission of this information by May 1, 2011, 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. 2011 continuous emissions monitoring (CEM) data
2. Stack test results (from tests performed between January 1, 2002 and December 31, 2011)
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. Please note, after the 2011 EI year 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 2011, 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. If your facility experienced breakdowns/malfunctions/shutdowns this year, report these emissions in a Supplemental Attachment to your submittal.
 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\(G\)](#)).
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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

Greenhouse Gases

Certain large facilities will be required to report greenhouse gas (GHG) emissions to the MPCA. Facilities holding a Capped Permit will be 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 will calculate emissions for CO₂, N₂O, and CH₄ using emission factors from title 40, part 98, EPA [Mandatory Reporting Rule](#) after facilities submit their emission inventory data. Facilities will have the ability to view combustion emissions data during the summary review period (this is when the MPCA notifies facilities with a summary report for review after analysis). If facilities wish to report GHG site specific emissions or process emissions they will be able to do it through the MPCA [Online Services](#) electronic reporting website.

MPCA seeks to minimize redundant reporting requirements between the federal and state reporting systems, so any large facility that is required to report GHGs to EPA under the Mandatory Reporting Rule will not be required to report to MPCA.

Air Toxics

Air toxics include the 188 Hazardous Air Pollutants (HAPs) listed in Section 112(b) of the Clean Air Act, plus additional pollutants that have been identified as significant contributors to the contamination of the Great Lakes, and pollutants monitored in the Minnesota environment. The MPCA collects data on air toxics emissions every three years. The MPCA does not charge fees for air toxics. The list of air toxics can be accessed from the “Process Emissions” page by clicking the “Add New Pollutants” button and selecting “Air Toxics” as the pollutant group.

If your facility is required to keep records of HAP emissions as a condition of its permit, then you must submit HAP emission data. If your facility is not required to keep HAP emission records, then you are strongly encouraged to join the majority of individual air permit holders and submit air toxics emission data voluntarily.

All facilities with individual air permits are included in the ATEI, even if the facility does not submit data. MPCA staff will estimate air toxics emissions for facilities not required to submit air toxics data using any of the following:

- Emission Factors from AP-42 or Factor Information RETrieval (FIRE) Data System
- Data from the Toxic Release Inventory (TRI) database
- Information in air permits and air permit applications
- Information in other documents
- MPCA staff judgment

Directly reported emissions data from facilities is preferred over MPCA staff estimates. Using data submitted by facilities results in a more reliable emission inventory.

For boilers, heaters, and internal combustion engines, it is not necessary to report air toxics emissions if your facility does not have process-specific emission factors calculated from performance test results. The MPCA can estimate air toxic emissions from combustion processes for you by using the most current emission factors in the EPA’s FIRE database and your fuel

usage data reported to the MPCA for the 2011 air toxics emission inventory (ATEI). Process-specific fuel heating values, however, can be used to derive more accurate estimates.

If you are among the majority of air permit holders that provide data for the ATEI, the MPCA thanks you and your organization for contributing to a higher quality emission inventory that is increasingly relied on for a wide variety of purposes. If you have not submitted an inventory in the past, please consider making this your first year.

To report Air Toxics emissions from permitted units, facilities will be able to add air toxic pollutants on the "Process Emissions" page.

To report Air Toxics 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.

Recommendations for reporting data for specific groups of compounds

Recommendations for reporting data for specific groups of compounds are summarized below in a hierarchy of the most preferred method to the least preferred method. For pollutant groups, only one reporting strategy per group per process should be used. Simultaneous use of more than one reporting strategy (e.g., reporting both individual chromium compounds and total chromium for the same source) will result in double counting.

Metal and Cyanide groups:

1. Report emissions of all individual metal and cyanide compounds; e.g., report emissions of arsenic trioxide, rather than emissions of arsenic compound as a whole. Reporting arsenic compound as a whole will not be accepted. All individual compounds should be reported as the mass of the total compounds, not just the metal within the compound.
2. Report just emissions of metal or cyanide within the compound; e.g., if you have emissions of 1 lb of arsenic trioxide, you can report 0.7574 lb of arsenic emissions within the arsenic trioxide.
 - **Chromium** - Since there is widely varying toxicity, you need to separate chromium compounds into trivalent (CHROMIUM III, CAS #1606583) and hexavalent chromium (CHROMIUM VI, CAS #18540299) if possible. You may report emissions for chromium if you cannot separate emissions. If the emissions are reported for chromium, the emissions will be allocated to CHROMIUM III and CHROMIUM VI based on generic information when the data are used.
 - **Do not include metals or cyanide already reported using the more preferred method in number 1.**

Dioxins/Furans

Report mass emissions of the following 17 individual congeners of chlorinated dibenzodioxins (CDDs) and chlorinated dibenzofurans (CDFs).

Pollutant code	Short Description	Cas No.
HPCDD,1234678	1,2,3,4,6,7,8- HEPTACHLORODIBENZODIOXIN	35822-46-9
HPCDF,1234678	1,2,3,4,6,7,8-HEPTACHLORODIBENZOFURAN	67562-39-4
HPCDF,1234789	1,2,3,4,7,8,9-HEPTACHLORODIBENZOFURAN	55673-89-7
HXCDD,123478	1,2,3,4,7,8-HEXACHLORODIBENZODIOXIN	39227-28-6
HXCDD,123678	1,2,3,6,7,8-HEXACHLORODIBENZODIOXIN	57653-85-7
HXCDD,123789	1,2,3,7,8,9-HEXACHLORODIBENZODIOXIN	19408-74-3
HXCDF,123478	1,2,3,4,7,8-HEXACHLORODIBENZOFURAN	70648-26-9
HXCDF,123678	1,2,3,6,7,8-HEXACHLORODIBENZOFURAN	57117-44-9
HXCDF,123789	1,2,3,7,8,9-HEXACHLORODIBENZOFURAN	72918-21-9
HXCDF,234678	2,3,4,6,7,8-HEXACHLORODIBENZOFURAN	60851-34-5
OCDD,TOT	OCTACHLORODIBENZODIOXINS, ALL ISOMERS	3268-87-9
OCDF,TOT	OCTACHLORDIBENZOFURANS, ALL ISOMERS	39001-02-0
PECDD,12378	1,2,3,7,8- PENTACHLORODIBENZODIOXIN	40321-76-4
PECDF,12378	1,2,3,7,8- PENTACHLORDIBENZOFURAN	57117-41-6
PECDF,23478	2,3,4,7,8- PENTACHLORDIBENZOFURAN	57117-31-4
TCDD,2378	2,3,7,8-TETRACHLORODIBENZO-P-DIOXIN	1746-01-6
TCDF,2378	2,3,7,8-TETRACHLORODIBENZOFURAN	51207-31-9

Glycol Ethers:

1. Report emissions for individual glycol ethers. All individual glycol ethers are shown on the air toxics pollutant list.
2. If you cannot report individual glycol ether emissions, report total emissions of glycol ethers as a group under pollutant code "GLYCOL ETHERS." You should not report emissions of one pollutant under both the individual pollutant name and "GLYCOL ETHERS". Please do not include the following compounds in glycol ethers. These compounds are often mistaken as being glycol ethers.

Compound	CAS No.
1,1- Dimethoxyethane	534-15-6
1-Ethoxy-2-propanol	1569-02-4
3-Ethoxy-1-propanol	111-35-3
Butyl Cellosolve	111-76-2
Diethylene glycol	111-46-6
Diethylene glycol di(3-aminopropyl) ether	4246-51-9
Dipropylene glycol monomethyl ether	34590-94-8
Glycols, polyethylene, polypropylene monobutylether (nonionic)	9038-95-3
Isopropyl glycol	109-59-1
Nonyl phenyl polyethylene glycol ether	9016-45-9
Propylene glycol methyl ether acetate	108-65-6
Propylene glycol monomethyl ether	107-98-2
Propylene glycol t-butyl ether	57018-52-7
Triethylene glycol	112-27-6

Butyl cellosolve (Cas No. 111-76-2) is shown on the air toxics list as an individual pollutant to support MPCA risk assessment needs.

Xylenes and Cresols:

1. Report emissions for individual xylene and cresol isomers. If you report emissions for individual isomers do not report any emissions for total xylenes or total cresols to avoid double counting.
2. If you cannot report individual emissions of xylenes or cresols, report total emissions of xylenes or cresols as a group under “XYLENES ISO” (Cas No. 1330-20-7) or “CRESOLS MX IS” (Cas No. 1319-77-3).

Polycyclic Organic Matter (POM):

Report emissions of as many individual POM compounds as possible. All individual glycol ethers are shown on the AT pollutant list.

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

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

Technical Support

- Kou Vang - kou.vang@state.mn.us or 651.757.2794

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Prepare Inventory Submittal Online - Edit 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	The code that identifies the place for which the geographic coordinates

Reference Point	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, emission inventory/billing contact (identified above), phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please email the MPCA's Air Quality Permit Document Coordinator, Beckie Olson, at beckie.olson@state.mn.us, and provide the updated contact information.

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Prepare Inventory Submittal Online - Emission Units (Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	Characterizes a unit at the facility. The three available choices are "Boiler/Heater", "Generator/Stationary Internal Combustion Engine", and "VOC-Emission Units."
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. System will display a data grid view of "Emission Units"
3. Select a "Unit ID" to edit data
4. 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. System will validate data before saving

How to add new Emission Units

1. Select "Emission Units" on the "Select Task" page
2. System will display a data grid view of "Emission Units"
3. Select "Add New Unit" button
4. System will display a list of "Emission Codes"
5. Select an "Emission Code" to add
6. 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
 - Save: Save data and go back to a data grid view of "Emission Units" (2)
 - Cancel: Undo "Add New Units" and go back to a data grid view "Emission Units" (2)
8. System will validate data before saving
9. 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

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

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Prepare Inventory Submittal Online-Edit Processes & Throughput (Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	Characterizes a unit at the facility. The three available choices are "Boiler/Heater", "Generator/Stationary Internal Combustion Engine", and "VOC-Emission Units."
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 2011, January 2011, February 2011) 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. 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:

- SCCs identified as "99999999" are used for existing emission unit processes where emissions are not calculated (for example, a unit or process included in a group and emissions calculated at a different Process) or New Emission units that have not yet had emissions calculated (for example, new units/processes from a new permit action). If emissions should be calculated from this new process, please use the list generated from clicking on "Source Classification Code" as guidance to select the correct SCC.

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. 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. 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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Prepare Inventory Submittal Online-Control Equipment (Responsible Official/Submitter and Preparer)

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. If multiple pollutants are controlled, enter the criteria pollutants in alphabetical order (CO, Pb, NOx, PM, PM10 primary, 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. System will display a grid view of "Control Equipment"
3. Select a "Control Equipment ID"
4. System will display these views on the same page
 - An editable form view of selected "Control Equipment"
 - An editable grid view of "Pollutants Controlled"
5. Edit data and select
 - "<< Prev Control": Save data and go to previous control equipment
 - "Next Control >>": 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)
6. System will validate data before saving

How to add new "Control Equipment"

1. Select "Control Equipment" from "Select Task" page
2. System will display a grid view of "Control Equipment"
3. Select the "Add New Control Equipment" button

4. System will display these views on the same page
 - An editable form view of a new record with the next available "Control Equipment ID" as the default value
 - An editable grid view of a list of "Pollutants Controlled"
5. Enter data and select
 - "Save": Save data and go back to "Control Equipment" the grid view (2)
 - "Cancel": Undo "Add New Control Equipment" and go back to "Control Equipment" the grid view (2)
6. 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
 - "Save": Save data and go back to grid view of "Control Equipment"
 - "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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Prepare Inventory Submittal Online-Assign Equipment to Process (Responsible Official/Submitter and Preparer)

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. System will display a grid view of "Control Equipment & Processes"
3. Select a "Process ID" to edit data
4. System will display an editable grid view of selected "Process ID"
5. 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
6. Select the "Delete" button on a data row to delete that row
7. Edit data and select
 - o "<< Prev Process": Save data and go to previous control equipment
 - o "Next Process >>": 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) (Can't undo "Insert" or "Delete" rows)
8. System will validate data before saving

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Prepare Inventory Submittal Online-Release Points (Stacks)(Responsible Official/Submitter and Preparer)

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)
Comment	Any comments regarding the release point.

How to edit Release Points (Stacks)

1. Select "Release Points (Stacks)" from "Select Task" page
2. System will display a data grid view of "Release Points"
3. Select a "Release Point ID" to edit data
4. 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. System will validate data before data

How to add new Release Points (Stacks)

1. Select "Release Points (Stacks)" from "Select Task" page
2. System will display a data grid view of "Release Points"
3. Select the "Add New Release Point" button
4. 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. 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. 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 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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Prepare Inventory Submittal Online-Assign Release Points to Processes (Responsible Official/Submitter and Preparer)

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.
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. 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. 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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Prepare Inventory Submittal Online-Process Emissions (Responsible Official/Submitter and Preparer)

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. System will display a data grid view of "Emissions"
3. Select a "Process ID" to edit (for example "EU001/PD001")
4. 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)
 - o "Cancel": Undo any changes and go back to the grid view (2)
7. System will validate data before saving

Notes:

- 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.
- If using Emission Calculation Method usually without Emission Factor (for example CEM, Material Balance or Engineering Judgment) user must blank out/delete/null Emission Factor, otherwise the system will calculate emissions.
- If using the TANKS program to calculate emissions, please select “Engineering Judgment” as Emission Calculation Method.
- Particulates are now separated into PM filterable, PM10 Filterable, and PM condensable. Fees will be charged for PM10 filterable plus PM condensable, this is equivalent to PM10 Primary.
- Because many SCCs do not have generic emission factors for PM2.5 filterable, PM2.5 filterable will be calculated after submittal and shown during the summary review. If site specific emission factors are available or your facility wants to calculate PM2.5 filterable emissions, please use the “Add pollutants button on the “Process Emissions” task.

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 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

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

How to Delete Pollutants

Note: The “Filter by” dropdown list above the grid will default to “Criteria Pollutants” the first time that you enter the “Process Emissions Details” page from the “Edit Processes, Throughput & 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.

From the “Process Emissions Details” page

1. Choose the “Pollutants” to display in the grid by selecting one of the pollutant groups: “Criteria Pollutants”, “Air Toxics”, “Greenhouse Gases”, or “All Pollutants” listed in the “Filter by” dropdown list
2. Select “Delete” next to the pollutant that you wish to remove

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

3. Repeat steps 1-2 until you have deleted all of the pollutants that you wish to delete.

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

- If your facility uses CEM data, performance test data (CO, NOx, PM, PM10, 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, 2002, and December 31, 2011, 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.

- If your facility uses a stack test to calculate PM10 emissions, both organic and inorganic condensables must be included in the PM condensable (PM-CON) amount. This information will be found in the stack test report.
- 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 uncontrolled 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, 2002 - December, 2011 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.

PM emissions from a stack test must now be separated into PM filterable, PM10 filterable, PM condensable. If using PM10 stack test emission factor PM condensable must include Inorganic and Organic portions of condensable emissions.

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 Emission task/tab – Process Emissions Details:

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, ‘Process Emissions’ page)
7. Click on Process ID that was just updated to make sure it saved in the Process Emissions Details page

GHG and Air Toxics Emission Reporting

Permitted Units

To report GHG and/or Air Toxics emissions from permitted units, facilities will be able to add GHG and/or air toxic 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” or "Air Toxics" from the “Filter by” dropdown list.
4. The system will display all of the pollutants codes for the “Greenhouse Gases” or "Air Toxics" groups
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 and/or Air Toxics 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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Prepare Inventory Submittal Online-View Facility Emission Totals (Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	Characterizes a unit at the facility. The three available choices are "Boiler/Heater", "Generator/Stationary Internal Combustion Engine", and "VOC-Emission Units."
Pollutant	Description Code identifying the pollutant for which emissions are reported.
Total Emissions (TON)	Total calculated or estimated amount of the 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 "Edit Processes & Throughput" screen 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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Prepare Inventory Submittal Online-Attach Supplemental Files to Emission Inventory (Responsible Official/Submitter and Preparers)

How to:

1. Select "Attach Supplemental Files to Emission Inventory" under the "Prepare Emission Inventory" heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID".
4. The System will display a page that allows you to browse for files to attach.
5. Select the "Browse" button to add a file.

6. Select "Document Type" from the dropdown list.
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 "<< Back": Go back to the list of facilities.
 - o "List of Services": Go back to the "List of Services" page.

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

How to:

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

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

How to:

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

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

How to:

1. Select " Submit Emission Inventory" under the "Submit Emission Inventory" heading.
2. The System will display a data grid view of facilities for which you are authorized as the Submitter for.
3. Select a "Facility ID".
4. The System will display a "Certification Statement", and a "Document List" which displays all of the files that are attached to the submittal including:
 - o DataDocument .xml file (submittal in xml version).
 - o HumanReadableDataDocument .xls file (submittal in .xlsx spreadsheet version).
 - o Attached supporting document files (Files the facility has attached).
5. Select "View" next to "Human Readable Data Document" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
6. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
7. Select the "Submit" button.
8. System will display confirmation of successful submittal on the next page.
9. Select "Finished" to go back to the "List of Services" page.

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

How to:

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

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

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

How to:

1. Select "View Copy of Record" under the "Manage Emission Inventory Submittals" heading.
2. The System will display a data grid view of authorized facilities for any inventories that have been successfully submitted.
3. Select a "Confirmation Number" to "Save" or "Open" the ".zip" file.

4. In the “.zip” file open the file named "HumanReadableDataDocument". This is the "Copy of Record".
5. Select "List of Services" to go back to the “List of Services” page.

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

How to:

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

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

How to:

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

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

How to:

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

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

How to:

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

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Frequently Asked Questions (FAQ)

CEDR Online Services Log In and Registration:

1. **How do I set up a user account and Responsible Official/Submitter registration in CEDR?**
 - o Go to MPCA [Online Services](#) Web site. Select "Create an Account" and complete the information requested. You will receive an e-mail with your account number. Select the link in the e-mail to activate your account.
2. **How do I make changes to my facility's permit information?**
 - o If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit

an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's Web site at:
<http://www.pca.state.mn.us/changeforms>.

- Changing the general contact information for your facility (e.g., permit contact, emission inventory/billing contact (identified above), phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please email the MPCA's Air Quality Permit Document Coordinator, Beckie Olson, at beckie.olson@state.mn.us, and provide the updated contact information.

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

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

As part of the terms of the Submittal Agreement, the Responsible Official is not to share their password or let others use their account.

4. **The Responsible Official/Submitter authorized to submit electronically has left our company. How does a new Responsible Official become authorized as a Submitter?**
 - The new Responsible Official (RO) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka “Submittal Agreement “). Refer to the [“Create Submittal Agreement”](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
5. **The “Responsible Official in MPCA AQ Database” does not match the person listed under “Online Services Submitter Account Information,” how does the facility change the Responsible Official in the MPCA AQ Database?**
 - The person who currently meets the definition of Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka “Submittal Agreement “). Refer to the [“Create Submittal Agreement”](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
6. **Can I fax or e-mail the Submittal Agreement (Emission Inventory Report User Agreement)?**
 - No, as part of the MPCA’s Cross Media Electronic Reporting Regulation (CROMERR) agreement with U.S. EPA both pages of the *original* paper copy of the Agreement must be kept in the MPCA’s files for at least 5 years.

7. **Can I submit a single Submittal Agreement for multiple facilities?**
 - No, if you are the Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) you must submit a separate Submittal Agreement for each of the facilities.
8. **I mailed in my Submittal agreement. When can I begin to prepare my inventory electronically?**
 - February 8th, 2012 (if reporting 2011 emissions) is the first day that facilities are allowed to submit inventories. If you mail in your Submittal Agreement near or after this date you may not be able to submit on February 8th because the Submittal Agreements can take up to 3 weeks for the MPCA to process. You will receive an email from the MPCA Online Services Portal administrator when you are authorized.
9. **Can more than one Responsible Official/Submitter be designated for an individual facility?**
 - No. Users that are not the Responsible Official/Submitter will be able to assist with preparing the emission inventory submittal; however, they will not have access to the facility information until access is granted by the Responsible Official/Submitter.
10. **Can more than one Preparer be designated for an individual facility?**
 - Yes, a Responsible Official/Submitter can designate multiple Preparers for a given facility; however, only the Responsible Official/Submitter is able to electronically submit the inventory. Each user (both Responsible Official/Submitter and Preparer) must have his or her own individual account.
11. **Can one individual be designated with more than one "user role", e.g., can a Responsible Official/Submitter also have Preparer privileges?**
 - A Responsible Official/Submitter can prepare and submit an inventory. Preparers can only prepare an inventory.

- 12. I incorrectly registered as the Responsible Official/Submitter instead of a Preparer for my facility. How do I change our facility's Responsible Official/Submitter in the Online System?**
- If you want to make a change and have received a confirmation e-mail stating that you have been authorized as the Responsible Official/Submitter, please have your facility's Responsible Official/Submitter follow the steps above, under "Request Authorization to Submit Emission Inventories Online – Create Submittal Agreement (Responsible Official/Submitter only)." Once the new Submittal Agreement is processed, the updated Responsible Official/Submitter will be notified.
- 13. I am registered as a Preparer but cannot access my facility in the MPCA's Online Services Portal: Air Emission Inventory Submittal-CEDR application**
- Check with the Responsible Official/Submitter for the facility to find out if he/she has granted you Preparer role access for the facility. Instructions for the Responsible Official/Submitter to grant the Preparer role to other users can be found above under ["Manage Emission Inventory Submittals – Grant Preparer Role \(Responsible Official/Submitter Only\)."](#)
- 14. I am a consultant responsible for several emission inventories for one particular client. How do I go about obtaining the information necessary to begin completing the emission inventory in CEDR? Does the client need to submit a data request for each individual facility or may I do so under their authority?**
- In order to access your client's data, you need to create a user account. You must provide the Responsible Official/Submitter your account number and the email address used to create your account for each facility that you will be assisting with inventory preparation. Only the Responsible Official/Submitter can grant Preparer access to you. Once you are granted access by the Responsible Official/Submitter, you have access to all of the facility's data in the online emission inventory system.
- 15. Currently, my client has not contacted the MPCA to apply for Responsible Official/Submitter designation. Should my first step be to instruct the client to set up an User Account?**
- Yes. You should instruct your client to view the MPCA's [CEDR website](#) instructions for using MPCA Online Services: Air Emission Inventory Submittal-CEDR application.
- 16. I forgot my account number and/or password. How do I find it?**
- If you just forgot your password, but know your account number, go to the MPCA [Online Services](#) web page and click on "Login." From the Login page, click on the 'I forgot my password' link. After you enter your account number, the e-mail address that you used to create your account, and answer a challenge question, a notice will be sent to you via e-mail that your account has been reset. If you do not have your account number or know the e-mail address under which you registered, contact the MPCA Online Services Portal administrator at 651-757-2066.

Inventory 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 & Throughput”](#) 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. **What does the red * mean?**
 - The red * indicates fields where data entry is required (unless otherwise noted) for a valid submittal for your emission inventory. Empty value (null) is not allowed.
4. **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".

5. **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>.
6. **Why do I need to verify my facility locational data (latitude, longitude)?**
 - This is another example of a new EPA reporting requirement.
7. **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.
8. **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, however, we recognize in this

first year as you are learning how to use the system that more than one submittal may be necessary.

2. **Do I need to attach any files for the EI submittal to be valid?**
 - Which attachments to include with the EI remains the same as the previous EI submittals. Attachments are documentation that adds value and/or clarity to the EI emission estimation methods, e.g. a pdf of the executive summary of performance (stack) tests, a VOC material balance spreadsheet.
3. **The Responsible Official is unavailable/out on vacation and the EI submittal is due. Can I, the 'Preparer', submit the inventory?**
 - No, per [Minn. R. 7019.3000](#) the Responsible Official must submit the emission inventory.
4. **The inventory is due and I just hired a consultant to do my inventory submittal. How can I get an extension?**
 - Extensions are not allowed. Please submit as soon as possible, your next year's air fee will be calculated using [Minn. R. 7002.0025, subp. 3](#).
5. **I don't know much about computers and it looks like filling this out on paper will be quicker. Can I get the old paper forms?**
 - Hard copy forms will not be accepted for large facility EI types.

6. **Since the system just calculated my annual emissions, couldn't it also calculate my annual air emission fee?**
 - o 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 Online Services. The Responsible Official as defined in Minn. R. 7007.0100, subp. 21 means one of the following:

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

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

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

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

D. For affected sources:

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

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

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