

# Help Document for Air Emission Inventory - Registration Option C Permit

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(Last updated January 3, 2013)

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## Read Me First

### Electronic Inventory

The Consolidated Emissions Data Repository (CEDR) is an electronic Emission Inventory (EI) system for the Minnesota Pollution Control Agency (MPCA). For the 2012 EI year, facilities with a registration Option C permit will access CEDR via the MPCA [e-Services](#) electronic reporting website and enter data needed for the

calculation of emissions and compliance with the MPCA and the Environmental Protection Agency (EPA) requirements.

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 2012 EI data more seamless. As time allows, please review and update the non-required data fields in your 2012 inventory.

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

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## General Information

### Optimizing CEDR web application performance

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

- Microsoft Internet Explorer version 9 or 10
- Mozilla Firefox version 16 or 17

### Inventory Submittal Required

Under the emission inventory rule, [Minn. R. 7019.3000](#), as the owner or operator of a facility needing an air quality permit, you are required to submit an annual air emission inventory. The Minnesota Pollution Control Agency (MPCA) calculates emissions for the following pollutants: carbon monoxide (CO), nitrogen oxide (NO<sub>x</sub>), particulate matter (PM), PM smaller than 10 micrometers in diameter (PM<sub>10</sub>), sulfur dioxide (SO<sub>2</sub>), lead (Pb), volatile organic compounds (VOCs), ammonia (NH<sub>3</sub>). Submission of this information by April 1, of the year following the year being reported is required by [Minn. R. 7019.3000](#), and [Minn. Stat. § 116.091, subd. 1](#) and [116.07, subd. 9](#). If your facility does not submit an emission inventory on time, your facility may be subjected to an enforcement action and your next annual air fee will not be calculated using actual emissions, but rather using [Minn. R. 7002.0025, subp. 3](#).

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## Reporting Instructions

### 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. Most of the information will only have to be updated when changes are made to the facility, including Contact Information changes, and the addition or removal of processes.
4. If your facility did not operate during the inventory year, you must still complete the inventory by updating facility and contact information if necessary, and by entering zeros for throughputs and hours operated.
5. All emission sources with the exception of insignificant activities identified in the air permit should be included in the emission inventory. Insignificant activities are defined in [Minn. R. 7007.1300](#). Accidental

discharges and releases of ammonia from pressurized tanks should be quantified and reported on the inventory.

6. All fugitive emissions, with the exception of fugitive emissions resulting from insignificant activities, should be reported in the emission inventory.

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

1. Log into MPCA e-Services website at: <https://netweb.pca.state.mn.us/private/> via the Internet using your account number and password.

Note: If you are a new Responsible Official please create an account and send in a signed user agreement. If you are a new preparer please create an account and have your responsible official grant you as a Preparer role, see the [CEDR project page](#) for help.

2. Select "Air Emission Inventory Submittal-CEDR" under the "Compliance" heading.

#### **Prepare Emission Inventory (Responsible Official/Submitter and Preparers)**

3. Select "Prepare Inventory Submittal Online" under the "Prepare Emission Inventory" heading.
4. Select a "Facility ID"
5. Review your facility information to make sure the correct facility was selected. If the facility is correct select "Next".
6. Complete the following tasks:
  - "Edit Facility & Contact Information"
  - "Edit Processes & Throughput"
7. Select "View Facility Emission Totals" tab and review your facility emissions for accuracy and completeness.
8. If data in "View Facility Emission Totals" appears incorrect double check reported data in the "Edit Processes & Throughput" screen to verify data entry is correct and make changes if necessary. If throughput data is correct but the emissions are incorrect then contact the MPCA for assistance.
9. If facility emissions appear correct then select "List of Services" on the "Select Task" page to continue the submittal process.

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

10. Select "Validate Emission Inventory Prior to Submittal" under "Submit Emission Inventory" heading on the "List of Services" page.
11. Select a "Facility ID".
12. Select "Validate" and correct any errors by revising data in the "Edit Facility & Contact Information" and/or the "Edit Processes & Throughput" tasks. If it is helpful to have a printed version of the error messages when correcting errors then, select "File" and then "Print" from your browser menu bar.
13. Select "Review Emission Inventory Prior to Submittal" from the "List of Services" page if you wish to review your inventory before it is submitted.
14. Select a "Facility ID".
15. Select "Download" button to open or save a Microsoft Excel file version of your inventory prior to submittal.

#### **Submit Emission Inventory (Responsible Official/Submitter and Preparers)**

16. Select "Submit Emission Inventory" under the "Submit Emission Inventory" heading on the "List of Services" page after you have reviewed and validated the inventory.
17. Select a "Facility ID".
18. The System will display a "Certification Statement", and a "Document List" which displays all of the files that are attached to the submittal including:

- DataDocument.xml file (This DataDocument is included for purposes of compliance with the MPCA's Cross Media Electronic Reporting Regulation (CROMERR) agreement with U.S. EPA only).
  - HumanReadableDataDocument.xls file (submittal in .xlsx spreadsheet version).
  - Attached supporting document files (Files the facility has attached).
19. Select "View" next to "HumanReadableDataDocument" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
  20. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
  21. Select "Submit". Only Responsible Officials that have submitted an Electronic Signature Submittal Agreement and have been approved as the Responsible Official/Submitter, may actually submit the Emission Inventory.
  22. The System will display a confirmation of a successful submittal on the next page.
  23. Select "Finished" to return to the "List of Services" page.

**Note:** Only the facilities that have "authorized" Responsible Officials/Submitters will be able to complete and submit emission inventories for their authorized facility(ies).

**IMPORTANT:**

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

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

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## MPCA Contacts Information

Emission Inventory Preparation Support

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

Back up Contact

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

IT Support

- e-Services Support Staff - [e-Services Support](#).

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## Edit Facility & Contact Information

(Responsible Official/Submitter and Preparers)

<b>Facility Information</b>	
<b>Field Name</b>	<b>Description</b>
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.
Portable (Y/N)	This refers to the permanence of the physical location of the facility. This may apply to certain Hot Mix Asphalt plants that have the ability to move their operations from site to site on a semi-regular basis.
Latitude	The measure of the angular distance on a meridian north or south of the equator that a facility is located at. This is to be reported in decimal degrees. Range must be between a minimum latitude of 43.369136 to a maximum latitude of 49.437451.
Longitude	The measure of the angular distance on a meridian east or west of the prime meridian that a facility is located at. This is to be reported in decimal degrees. Range must be between a minimum longitude of -97.353903 to a maximum longitude of -89.281094.
Horizontal Collection Method	Describes the method used to determine the latitude and longitude coordinates for a point on the earth. This specifies what type of method or device was used to identify the latitude and longitude, e.g., an address, an intersection, a Global Positioning System (GPS) device, a census block centroid, etc. The key is that the horizontal collection method determines how the coordinates were collected, not where.
Horizontal Accuracy Measure	The horizontal measure, in meters, of the relative accuracy of the latitude and longitude coordinates. Range must be between 0 and 999,999.
Horizontal Reference Datum	The code that represents the reference datum used in determining latitude and longitude coordinates.
Source Map Scale	The number that represents the proportional distance on the ground for one unit of measure on the map or photo. For example, 1 inch corresponds to 50 feet on a map. (Note: This is not filled out when using GPS).
Geographic Reference Point	The code that identifies the place for which the geographic coordinates were established. This specifies the location at the place where the coordinates were taken, e.g., entrance to a facility, center of a facility, etc. The key is that the reference point determines where the coordinates were collected, not how.
Principal Product	The main product(s) that are produced at the facility.
Number of Employees	The count of people that work at the identified facility. Enter the estimated number of employees on the first day of the inventory reporting year.
Status	Select the term that best identifies the operating status of the facility.
Shutdown Date	The date on which the shutdown operating status of the facility became applicable. Leave blank if still operating. Format of Date = 'mm/dd/yyyy'.
Comment	Any comments regarding the facility.

Contact Information	The name, title, street address, email address, phone number, etc. for the emission inventory contact at the facility.
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### **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, Kristin Kirchoff, at [kristin.kirchoff@state.mn.us](mailto:kristin.kirchoff@state.mn.us) and provide the updated contact information.

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## **Edit Processes & Throughput**

(Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	A name that identifies a general emissions generating source at the facility. The three available choices are "Boiler/Heater", "Generator/Stationary Internal Combustion Engine", and "VOC-Emission Units."
Throughput	The "Throughput" is a description of the material or fuel processed. Example: "DIESEL FUEL" burned in a generator is the "Throughput"
Throughput Amount	For boilers and generators the "Throughput Amount" is the amount of material or fuel processed for "VOC-Emissions Units" the "Throughput Amount" is the actual VOC emissions. No true throughput is reported for VOCs, just emissions.
Ash (%)	The percentage of ash contained in a fuel if applicable.
Sulfur (%)	The percentage of sulfur contained in a fuel if applicable.
Hours of Operation	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).
HP Design Capacity	Maximum design capacity of the generator/internal combustion engine as measured in horsepower.

### **How to edit "Processes & Throughput"**

1. Select "Edit Processes & Throughput" on the "Select Task" page.
2. The System will display a data grid view of the processes that were reported by your facility for the previous reporting year.
3. Enter the amount of fuel used for any Boiler/Heater in the "Throughput Amount" column. Enter the "Throughput Amount" or enter the "Hours of Operation" and the "HP Design Capacity" for any Generator/Stationary Internal Combustion Engine. (Note: For "VOC-Emission Units" this field functions as a place to report VOC emissions from non-combustion processes. Emissions for "VOC-Emission Units" will be calculated by the facility and entered in the "Throughput Amount" column.
4. Enter the ash and sulfur content percentages into the "Ash%" and "Sulfur%" columns for applicable fuels if your facility uses this information to calculate emissions.
5. Select
  - o "Save & Close" after entering throughput and process information or add new processes as needed.
  - o "Cancel" Undo any changes and go back to the grid view.
6. The System will validate data before saving.

### **How to add new "Processes & Throughput"**

1. Select "Edit Processes & Throughput" from "Select Task" screen.
2. The System will display a data grid view of the processes that were reported by your facility for the previous reporting year.
3. Select "Insert" button found to the left of the "Unit Description" column heading.
4. The System will display an editable form view of a new record.
5. Select a "Unit Description" from the dropdown list in the "Unit Description" column,
6. Select a "Throughput" from the dropdown list in the "Throughput" column.
7. Enter the amount of fuel used for any Boiler/Heater in the "Throughput Amount" column. Enter the "Throughput Amount" or enter the "Hours of Operation" and the "HP Design Capacity" for any Generator/Stationary Internal Combustion Engine. (Note: For "VOC-Emission Units" this field functions as a place to report VOC emissions from non-combustion processes. Emissions for "VOC-Emission Units" will be calculated by the facility and entered in the "Throughput Amount" column.
8. Select
  - o "Save & Close" after entering process and throughput information or add new processes as needed.
  - o "Cancel" to undo any changes and go back to the "Select Task" page.
9. The System will validate data before saving.

### **How to delete a Process**

1. Select "Edit Processes & Throughput" from "Select Task" page.
2. The System will display a data grid view of the processes that were reported by the facility for the previous reporting year.
3. Select the "Delete" button on a row to delete that process.

### **Notes:**

- If the facility calculates 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 refer to the ["Attach Supplemental Files to Emission Inventory"](#) section for guidance on attaching files). Please note that MPCA staff may request the full calculation for all material balances.
- The 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>.

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## View Facility Emission Totals

(Responsible Official/Submitter and Preparers)

Field Name	Description
Unit Description	A name that identifies a general emissions generating source at the facility. 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 (Tons)	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", 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.
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.

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## Attach Supplemental Files to Emission Inventory

(Responsible Official/Submitter and Preparers)

### How to:

1. Select "Attach Supplemental Files to Emission Inventory" under the "Prepare Emission Inventory" heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID".
4. The System will display a page that allows you to browse for files to attach.
5. Select the "Browse" button to add a file.
6. Select "Document Type" from the dropdown list.
7. Select the "Attach File" button.
8. The System will validate the file type.
9. The System will display attached files.
10. Repeat step 5 - 7 to attach more files (Note: System can only save one of each document type (not to be confused with file type such as "xls" or "pdf" of which there is no limit). For example if the user attempts to attach a second "VOC Material Balance" document, the first "VOC Material Balance" document that was attached will be replaced and therefore will no longer be attached.



11. After file(s) are attached, select either:
  - "Remove" to remove attached file.
  - "Attach File" to attach another file."List of Services" to go back to the "List of Services" page.

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### **How to report VOC Material Balance Results**

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.

**Note:** Facilities that calculate VOC emissions with their own spreadsheet please jump to step 8. Facilities that choose to use the "Option C VOC Worksheet" available on the "Edit Processes & Throughput" page begin at step 1.

1. Select "Download VOC Worksheet" to open or save an editable Microsoft Excel spreadsheet.
2. Enter the name of a VOC containing material in the "Material Name" column.
3. Enter values for "%VOC (by weight)", "Density", and "Usage" in the appropriate columns.
4. The System will calculate "Total Lbs VOC" for the material based on the values that you enter.
5. Repeat steps 3 and 4 until you have entered data for all VOC containing materials used at your facility.
6. Select "Edit Processes & Throughput" from the "Select Task" page.
7. If the grid on the "Edit Processes & Throughput" page:
  - Displays a row with "VOC-Emission Units" selected in the "Unit Description" column enter the total pounds of VOC into the "Throughput Amount" field for that row. (Note: The total pounds VOC is the value that appears in the green box in the lower right-hand corner of the "VOC Worksheet")
  - Does not have a row with "VOC-Emission Units" in the "Unit Description" column pre-selected than follow steps 3-8 in the ["Add New Processes & Throughput"](#) section to add a "VOC-Emission Units" row. After adding a new "VOC-Emission Units" row enter the total pounds of VOC into the "Throughput Amount" column.
8. Select
  - "Save & Close" after entering process and throughput information or add new processes as needed
  - "Cancel" to undo any changes and go back to the "Select Task" page

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## **Validate Emission Inventory Prior to Submittal**

(Responsible Official/Submitter and Preparers)

### **How to:**

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

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# Review Emission Inventory Prior to Submittal

(Responsible Official/Submitter and Preparers)

## How to:

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

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# 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 (This DataDocument is included for purposes of compliance with the MPCA's Cross Media Electronic Reporting Regulation (CROMERR) agreement with U.S. EPA only).
  - o HumanReadableDataDocument .xls file (submittal in .xlsx spreadsheet version).
  - o Attached supporting document files (Files the facility has attached).
5. Select "View" next to "HumanReadableDataDocument.xls" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
6. Select "View" next to "Human Readable Data Document HumanReadableDataDocument.xls and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
7. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
8. Select the "Submit" button.
9. The System will display confirmation of successful submittal on the next page.
10. Select "Finished" to go back to the "List of Services" page.

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# Create Submittal Agreement

(Responsible Official/Submitter only)

## How to:

1. Go to MPCA [e-Services](#) portal.

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

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## View Copy of Record

(Responsible Official/Submitter and Preparers)

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

### **How to:**

1. Select "View Copy of Record" under the "Manage Emission Inventory Submittals" heading.
2. The System will display a data grid view of authorized facilities for any inventories that have been successfully submitted.
3. Select a "Confirmation Number" to "Save" or "Open" the ".zip" file.
4. In the ".zip" file open the file named "HumanReadableDataDocument". This is the "Copy of Record".
5. Select "List of Services" to go back to the "List of Services" page.

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## View Authorized Users

(Responsible Official/Submitter and Preparers)

### **How to:**

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

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## Grant Preparer Role

(Responsible Official/Submitter Only)

### How to:

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

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## Revoke Preparer Role

(Responsible Official/Submitter Only)

### How to:

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

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## Delete Draft Submittal

(Responsible Official/Submitter Only)

### How to:

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

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## Frequently Asked Questions (FAQ)

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

1. **How do I set up a user account and Responsible Official/Submitter registration in CEDR?**
  - Go to MPCA [e-Services](#) electronic reporting website. Select “Create an Account” and complete the information requested. You will receive an e-mail with your account number. Select the link in the e-mail to activate your account.
  
2. **How/Where do I enter the data? I created an account but when I log in I only see the link “Create Submittal Agreement”.**
  - You will see the links for preparing the inventory only after:
    - § You print out and mail in a signed Submittal Agreement identifying yourself as the Responsible Official/Submitter for the facility. (Refer to FAQ #4 to determine if you should be identified as the Responsible Official) OR
    - § The authorized Responsible Official/Submitter for the facility identifies you as a Preparer. Refer to the instructions for “Grant Preparer Role” to learn how to become a Preparer.
  
3. **How do I identify myself as the Responsible Official/Submitter in CEDR?**
  - Click on the link “Create Submittal Agreement” and print out and mail in a signed Submittal Agreement identifying yourself as the Responsible Official/Submitter for the facility. Refer to FAQ #4 to determine if you should be identified as the Responsible Official.
  
4. **Who should sign the Submittal Agreement**
  - The Responsible Official (RO) or their MPCA-approved delegated representative, as defined in [Minn. R. 7007.0100, subp. 21](#) should sign the second page of the Agreement. Persons responsible for only certain aspects of operation, such as environmental managers, do not qualify to be the Responsible Official.
  - Your organization type dictates who is the Responsible Official and criteria for delegation of that authority:
    - § Corporation: The Responsible Official is the president, secretary, treasurer, or vice-president in charge of a principal business function or any other person that performs similar policy or decision-making functions for the corporation. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of the manufacturing, production, or operating facility subject to a permit. MPCA approval is not needed if the facility employs more than 250 employees or has gross annual sales or expenditures in excess of \$25,000,000.
    - § Partnership or Sole Proprietorship: The Responsible Official is a general partner or the proprietor. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities subject to a permit.
    - § Municipality, state, federal, or other public agency: The Responsible Official is a principal executive officer or ranking elected official. The RO can request approval of the delegation from the MPCA for a chosen representative if the chosen representative is responsible for the overall operation of the facility subject to a permit.

- The authorized Responsible Official must submit a Delegation of Authority of Responsible Official (DG-01) form, to request approval to delegate authority to another person meeting the above criteria. The DG-01 form can be found at the MPCA's ["Air Quality Forms"](#) webpage under heading: "7. Miscellaneous Certifications, Requests and Notifications"
  - The person identified on the front page of the Submittal Agreement as the "e-Services Submitter" MUST match the person signing the Submittal Agreement on the second page. Accounts are not issued to facilities but to an individual person. As part of the terms of the Submittal Agreement, the Responsible Official is not to share their password or let others use their account.
- 5. How do I make changes to my facility's permit information?**
- If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's Web site at: <http://www.pca.state.mn.us/changeforms>.
  - Changing the general contact information for your facility (e.g., permit contact, emission inventory/billing contact (identified above), phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please email the MPCA's Air Quality Permit Document Coordinator, Kristin Kirchoff, at [kristin.kirchoff@state.mn.us](mailto:kristin.kirchoff@state.mn.us), and provide the updated contact information.
- 6. The Responsible Official/Submitter authorized to submit electronically has left our company. How does a new Responsible Official become authorized as a Submitter?**
- The new Responsible Official (RO) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka "Submittal Agreement "). Refer to the ["Create Submittal Agreement"](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
- 7. How does the facility change the Responsible Official in the MPCA AQ Database?**
- The person who currently meets the definition of Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) must complete and submit an Emission Inventory Report (EIR) User Agreement (aka "Submittal Agreement "). Refer to the ["Create Submittal Agreement"](#) section for step-by-step guidance on completing this procedure. Once the new RO is authorized, the new RO can grant access for preparers.
- 8. Can I fax or e-mail the Submittal Agreement**
- No, as part of the MPCA's Cross Media Electronic Reporting Regulation (CROMERR) agreement with U.S. EPA both pages of the *original* paper copy of the Agreement must be kept in the MPCA's files for at least 5 years.
- 9. Can I submit a single Submittal Agreement for multiple facilities?**
- No, if you are the Responsible Official as defined in [Minn. R. 7007.0100, subp. 21](#) you must submit a separate Submittal Agreement for each of the facilities.

10. **I mailed in my Submittal agreement. When can I begin to prepare my inventory electronically?**
- Submittal Agreements can take up to 3 weeks for the MPCA to process. You will receive an email from the MPCA e-Services Portal administrator when you are authorized.
11. **Can more than one Responsible Official/Submitter be designated for an individual facility?**
- No. Users that are not the Responsible Official/Submitter will be able to assist with preparing the emission inventory submittal; however, they will not have access to the facility information until access is granted by the Responsible Official/Submitter.
12. **Can more than one Preparer be designated for an individual facility?**
- Yes, a Responsible Official/Submitter can designate multiple Preparers for a given facility; however, only the Responsible Official/Submitter is able to electronically submit the inventory. Each user (both Responsible Official/Submitter and Preparer) must have his or her own individual account.
13. **Can one individual be designated with more than one "user role", e.g., can a Responsible Official/Submitter also have Preparer privileges?**
- A Responsible Official/Submitter can prepare and submit an inventory. Preparers can only prepare an inventory.
14. **I incorrectly registered as the Responsible Official/Submitter instead of a Preparer for my facility. How do I change our facility's Responsible Official/Submitter in the Online System?**
- If you want to make a change and have received a confirmation e-mail stating that you have been authorized as the Responsible Official/Submitter, please have your facility's Responsible Official/Submitter follow the steps above, under "Request Authorization to Submit Emission Inventories Online – Create Submittal Agreement (Responsible Official/Submitter only)." Once the new Submittal Agreement is processed, the updated Responsible Official/Submitter will be notified.
15. **I am registered as a Preparer but cannot access my facility in the MPCA's e-Services Portal: Air Emission Inventory Submittal-CEDR application**
- Check with the Responsible Official/Submitter for the facility to find out if he/she has granted you Preparer role access for the facility. Instructions for the Responsible Official/Submitter to grant the Preparer role to other users can be found above under ["Manage Emission Inventory Submittals – Grant Preparer Role \(Responsible Official/Submitter Only\)."](#)
16. **I am a consultant responsible for several emission inventories for one particular client. How do I go about obtaining the information necessary to begin completing the emission inventory in CEDR? Does the client need to submit a data request for each individual facility or may I do so under their authority?**
- In order to access your client's data, you need to create a user account. You must provide the Responsible Official/Submitter your account number and the email address used to create your account for each facility that you will be assisting with inventory preparation. Only the

Responsible Official/Submitter can grant Preparer access to you. Once you are granted access by the Responsible Official/Submitter, you have access to all of the facility's data in the online emission inventory system.

**17. Currently, my client has not contacted the MPCA to apply for Responsible Official/Submitter designation. Should my first step be to instruct the client to set up a 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.

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

- If you just forgot your password, but know your account number, go to the MPCA [e-Services electronic reporting](#) web page and click on "Login." From the Login page, click on the 'I forgot my password' link. After you enter your account number, the e-mail address that you used to create your account, and answer a challenge question, a notice will be sent to you via e-mail that your account has been reset. If you do not have your account number or know the e-mail address under which you registered, contact the MPCA e-Services Portal administrator at 651-757-2091.

**Inventory Preparation:**

**1. How do I add new equipment and processes to my emissions inventory?**

- Refer to the step-by-step instructions in the ["How to Add New Processes & Throughput"](#) instructions.
- You will be able to add a boiler/heater, a generator/stationary ICE, or VOC emissions.

**2. Do I have to calculate my emissions even if I don't have site specific data to report such as a stack test or a mass balance?**

- No. CEDR will calculate your emissions based on the standard emission factors for the assigned SCC. However, it is highly suggested to review emission calculated before submittal

**3. I changed the pre-populated data and just want to "start over." How do I restore the data that was originally populated in my facility's online emission Inventory Reporting account?**

- From the "Air Emission Inventory - CEDR" page select "Delete Draft Submittal" from the "Manage Emission Inventory Submittals" menu. Select the facility that you wish to restore to the originally populated data and click on "Delete".

**4. How do I know which data fields I need to update?**

- Fields designated as required (**red\***) must be updated if the information in the field is inaccurate and populated if the field is blank (unless otherwise noted). You will need to update the data provided in previous inventories that changes from year to year such as throughput, hours of operation, etc.



- If any of the following uneditable data have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's Web site at: <http://www.pca.state.mn.us/changeforms>.
5. **Does the order that I work on the various screens/ tasks matter for a successful completion of the inventory report?**
- You will only be able to edit data in the "Edit Facility & Contact Information" and the "Edit Processes & Throughput" tabs. The order that you do this does not matter. The emissions data that appears in the "View Facility Emission Totals" tab is dependent on the data that you enter in the "Edit Processes & Throughput" tab.
  - All information, regardless of the order, should be reviewed before submittal. This will ensure that no required fields are incomplete and that your submittal is accurate.

#### **Inventory Report Submittal:**

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

- If a facility has sufficient technological limitations that make electronic reporting unreasonable it may be granted an exemption. To request an exemption from electronic EI submittal please mail a (paper) letter explaining why your facility is unable submit an inventory electronically to:

Nate Edel  
520 Lafayette Rd N  
St. Paul, MN, 55155

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

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## Glossary of Terms

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

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

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

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

A. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the

overall operation of the manufacturing, production, or operating facility applying for or subject to a permit and either:

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

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

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

D. For affected sources:

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

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

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