

Help Document for Air Emission Inventory - Registration Option D Permit

(last updated **January 19, 2012**)

Table of Contents

1. [**Read Me First**](#)
 - [What's new for 2011 EI](#)
 - [Electronic Inventory](#)
2. [**General Information**](#)
 - [Inventory Submittal Required](#)
 - [Emission Calculation Hierarchy](#)
3. [**Reporting Instructions**](#)
 - [For all Facilities](#)
 - [Online Reporting](#)
 - [Prepare Emission Inventory](#)
 - [Validate and Review Emission Inventory](#)
 - [Submit Emission Inventory](#)
 - [Pollutant Specific Guidance](#)
 - [Greenhouse Gas Emissions](#)
 - [Air Toxics Emissions](#)
4. [**MPCA Contacts Information**](#)
5. [**How To Use MPCA Online Services**](#)
 - Prepare Emission Inventory
 - [Prepare Inventory Submittal Online](#)
 - [Edit Facility & Contact Information](#)
 - [Edit Processes, Throughput & Emissions](#)
 - [Process Emissions Details](#)
 - [View Facility Emission Totals](#)
 - [Attach Supplemental Files to Emission Inventory](#)
 - Submit Emission Inventory
 - [Validate Emission Inventory Prior to Submittal](#)
 - [Review Emission Inventory Prior to Submittal](#)
 - [Submit Emission Inventory](#)
 - Request Authorization to Submit Emission Inventories Online
 - [Create Submittal Agreement](#)
 - Manage Emission Inventory Submittals
 - [View copy of Record](#)
 - [View Authorized Users](#)
 - [Grant Preparer Role](#)
 - [Revoke Preparer Role](#)
 - [Delete Draft Submittal](#)

6. [Frequently Asked Questions \(FAQ\)](#)
 - o [CEDR Online Services Log In and Registration](#)
 - o [Inventory Preparation](#)
 - o [Inventory Report Submittal](#)
 7. [Glossary of Terms](#)
-

Read Me First

What's new for 2011 Emissions Reporting

- **Electronic Reporting.** The MPCA's existing Online Services website will be used for electronic inventory reporting by registration Option C and Option D permit holders and includes the feature of an electronic signature. The electronic system will differ slightly from the paper forms but will still use the same information facilities are collecting to calculate their emissions.
- **All emission inventory pollutants submitted in one system.** Facilities will be able to go to a single website to report all of their emissions. The system will also automatically calculate combustion emissions for criteria pollutants based on throughput, if applicable.
- **Review Emission Inventory Prior to Submittal.** Facilities will be able to review facility emission totals, for ease of review prior to submittal.

Electronic Inventory

The Consolidated Emissions Data Repository (CEDR) is a new electronic Emission Inventory (EI) system for the Minnesota Pollution Control Agency (MPCA). For the 2011 EI year, facilities with a registration Option D permit will access CEDR via the MPCA [Online 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 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).

[Back to top](#)

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 (PM_{2.5}). Submission of this information by May 1, 2012 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](#).

Emission Calculation Hierarchy

Emissions must be calculated using the following hierarchy:

1. Stack test results (from tests performed between January 1, 2002 and December 31, 2011).
2. VOC 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.

[Back to top](#)

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.

Online Reporting: An Overview

1. Log into MPCA Online Services website at: <https://netweb.pca.state.mn.us/private/> via the Internet using your account number and password.
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 "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 than contact the MPCA for assistance.
9. If facility emissions appear correct than 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" under "Submit Emission Inventory" heading on 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 Only)

16. Select "Submit Emission Inventory" under "Submit Emissions Inventory" heading on the "List of Services" page after you have reviewed and validated the inventory.
17. Select a "Facility ID."
18. 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).
19. 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.
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 Emissions Inventory Report (EIR) User Agreement (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.

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**

Facilities holding an Option D Registration Permit will be required to report greenhouse gas (GHG) emissions to the MPCA starting with the 2011 emission inventory year to comply with the requirements of [Minn. R. 7007.1130, subpart 3, item E](#).

The MPCA's new electronic reporting system will automatically calculate GHG combustion emissions. The MPCA will calculate emissions for CO₂, N₂O, and CH₄ using emission factors from title 40, part 98, EPA [Mandatory Reporting Rule](#). Facilities will have the ability to review and edit the combustion emissions data with site specific information if available. Additionally, facilities will also be able to report non-combustion GHG emissions (if applicable) through the MPCA [Online Services](#) electronic reporting website by May 1, 2012.

The MPCA seeks to minimize redundant reporting requirements between the federal and state reporting systems, so **any option D facility that is required to report GHGs to EPA under the [Mandatory Reporting Rule](#) will not be required to report to MPCA.**

Hot Mix Asphalt facilities with a "Drum Mix Plant" or a "Batch Plant" processes will have to submit fuel throughput information as an attachment. Information provided should include the process description, the amount of fuel burned, and the units of measure (see table below as an example of the attachment).

Process Description	Amount Fuel Burned	Units
<u>Batch Plant</u>		
Rotary Dryer (natural gas)		cubic feet*
Rotary Dryer (No.2 fuel oil)		gallons
Rotary Dryer (No.6 fuel oil/waste oil)		gallons
<u>Drum Mix Plant</u>		
Drum Mix (natural gas)		cubic feet*
Drum Mix (No.2 fuel oil)		gallons
Drum Mix (No.6 fuel oil/waste oil)		gallons

**Natural gas may be identified in ccf (hundred cubic feet), therms, or cubic feet on gas bill. If natural gas amounts are not in cubic feet, please identify what units you are giving natural gas amounts.*

To report non-combustion GHG emissions (if applicable) facilities will have to submit the emissions information to the MPCA as an attachment. Facilities must include activity, emission factors, and emissions information as part of the submittal. Below is an example:

Process Description	Pollutant	Throughput Amount	Throughput Units	Emission Factor (please specify units)	Emission Calculation Method	Emissions (in tons)
Magnesium Casting	SF6	1	Ton	23900 CO2E		23900

Please refer to the [“Attach Supplemental Files to Emission Inventory”](#) section for instructions on adding attachments.

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.

Option D facilities that are required to keep records of HAP emissions as a condition of their permit must submit their HAP emissions data. Submissions of HAP emissions data for non-combustion processes are required in order to improve the data quality and completeness of the air toxics emission inventory. Option D facilities that are not required to keep records of their HAP emissions are encouraged to voluntarily submit HAP emissions. All Option D facilities are also encouraged to voluntarily report the additional state and region specific pollutants on the air toxics list.

The MPCA will automatically calculate air toxics emissions from fuel combustion for all Option D facilities that do not have site specific data. Option D facilities that are required to keep records of HAP emissions as a condition of their permit must submit site specific emissions data.

Emissions reported directly online should be only for permitted processes. For your convenience, MPCA generated emission processes based on your 2008 emission report. If a process that was present in the previous year (2008) is no longer relevant for the current inventory year (2011), the facility should follow directions on “How to delete Processes.” If you have a new process that emitted air toxics in 2011, you can add it by following directions on “How to add new Processes.” In instances where emissions are from non-permitted processes, you will need to report them by submitting the information to the MPCA as an attachment. Below is an example:

	Process Description	Pollutant Name	CAS Number	Emissions (in pounds)
Example 1	Surface Coating	Toluene	108-88-3	20.02
Example 2	Cleaning/Stripping	Acetone	67-64-1	956.31

Please refer to the [“Attach Supplemental Files to Emission Inventory”](#) section for instructions on adding attachments.

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.
 - o **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.
 - o **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

3. 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.

[Back to top](#)

MPCA Contacts Information

Emission Inventory Preparation Support

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

Back up Contact

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

Technical Support

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

[Back to top](#)

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.
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.

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" to save the data and go back to the "Select Task" page.
 - o "Cancel" to 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.

[Back to top](#)

Prepare Inventory Submittal Online-Edit Processes, Throughput & Emissions (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."
Throughput	The "Throughput" is a description of the material or fuel processed.
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" to undo any changes and go back to the grid view.
6. The System will validate data before saving.

How to add new Processes

1. Select "Edit Processes & Throughput" from "Select Task" screen.
2. The System will display a data grid view of "Processes & Throughput."
3. Select "Insert" button found to the left of the "Edit Emissions" column heading.
4. The System will display an editable form view of a new record.

Note: The System will display different "Processes & Throughput" screens dependent upon if the facility is identified as having Hot Mix Asphalt operations or not.

Facilities that do not have hot-mix asphalt operations:

1. Select a Source Classification Code (SCC) by clicking on the "Truncated Source Classification Code" link or the "All Source Classification Code" link.
2. Follow steps 3 through 6 in the "How to edit Processes & Throughput" section.
3. Enter an SCC in the "Source Classification Code" column. (Note: Selecting the "Source Classification Code" heading or selecting the "Truncated Source Classification Code" link found below the grid will open a condensed list of SCCs. Selecting the "All Source Classification Code" link below the grid will open the complete list of SCCs).
4. The System will populate the "Unit Description" column based on the SCC that you select.
5. Enter the amount of fuel used for any boilers in the "Throughput Amount" column. Enter the "Throughput Amount" or enter the "Hours of

- Operation” and the “HP Design Capacity” for internal combustion engines. (Note: For non-combustion processes this field will not be editable. Emissions for non-combustion processes will be calculated by the facility and entered in the “Process Emissions Details” page which is accessed by selecting “Edit” in the “Edit Emissions” column).
6. 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.
 7. 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.
 8. The System will validate data before saving.
 9. Go to [“Process Emissions Details”](#) screen to enter data for any newly added processes.

Facilities with hot-mix asphalt operations:

10. Select the appropriate “Unit Description” from the drop down list
11. If a “Drum Mix Plant” or a “Batch Plant” is selected under the “Unit Description” facility will enter “Tons Asphalt Mix” under “Throughput Amount Unit”. A facility will not be able to enter the amount of fuel combusted on the web, rather the facility will need to submit an attachment with the type and the amount of fuel that was combusted in a “Drum Mix Plant” and/or “Batch Plant”.
12. Facilities will need to provide fuel throughput data, in order for MPCA to calculate emissions for additional pollutants.
13. The System will limit the choices in the “Throughput” column drop down list based on the “Unit Description” that is selected.
14. Enter the amount of fuel used for any boilers in the “Throughput Amount” column. Enter the “Throughput Amount” or enter the “Hours of Operation” and the “HP Design Capacity” for internal combustion engines. (Note: For non-combustion processes this field will not be editable. Emissions for non-combustion processes will be calculated by the facility and entered in the “Process Emissions Details” page which is accessed by selecting “Edit” in the “Edit Emissions” column).
15. 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.
16. 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.

17. The System will validate data before saving.
18. Go to [“Process Emissions Details”](#) page to enter data for newly added process.

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.

[Back to top](#)

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

Field Name	Description
Emission Calculation Method	Description that defines the method used to calculate emissions.
Throughput Amount	Description that defines the method used to calculate emissions.
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. Each throughput is paired with the “Units” that match the emission factor that is being used.
Emission Factor	The amount of emittant material created in a specified process per unit of throughput material.
Emission Factor Units (Numerator)	The numerator for the unit of measure of the reported emission factor.
Emission Factor Units (Denominator)	The denominator for the unit of measure of the reported emission factor.
Apply Control Efficiency (%)	A check box that allows the user to apply control efficiencies to emissions calculations that use uncontrolled emission factors.

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	Date of stack test (“mm/dd/yyyy”, if applicable) or comment for emission factor.
Comments	

How to edit Process Emissions

1. Select "Edit Processes, Throughput & Emissions" from the "Select Task" page.
2. Select the "Edit" button in the "Edit Emissions" column next to the process of interest.

Note: The System will display different “Process Emission Details” screens for combustion and non-combustion processes. For non-combustion processes the system will only allow the user to enter emissions. For combustion processes the user will have the ability to enter additional information which will enable the system to perform emissions calculations.

Combustion Processes

1. The System will display an editable data grid view for the criteria pollutants for which EPA/State emission factors exist.
2. User edits data and selects:
 - o “Save & Close” after entering emission calculation information.
 - o “Cancel” to undo any changes and go back to the “Select Task” page.
3. The System will validate data before saving.

Non-Combustion Processes

1. The System will display an editable data grid view of any criteria pollutants that were reported for your facility in the previous reporting year.
2. User edits data and selects:
 - o “Save & Close” after entering emission calculation information.
 - o “Cancel” to undo any changes and go back to the “Select Task” page.
3. The System will validate data before saving.

Note: If the “Throughput Amount” and “Emission Factor” are present (remember zero is a valid emission factor) the system will calculate emissions, please check emission values after recalculating or saving.

How to edit "Add New Pollutants"

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

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

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 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.

1. 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.
2. 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.
3. If you wish to use a stack test to calculate PM₁₀ emissions, both organic and inorganic condensables must be included in the total PM₁₀ amount. If the test did not measure both types of condensables, it should not be used to calculate PM₁₀ emissions without discussing the situation with an Emission Inventory Coordinator first.
4. 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.
5. 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.
6. If you calculate emissions from storage tanks using the EPA's TANKS program, please be certain you are using the latest version of TANKS. You can download this software free of charge from the following EPA website:
<http://www.epa.gov/ttn/chief/software/tanks/index.html>

Instructions For Reporting Stack Test, Other Emission Factor, or VOC 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.

Stack Test or Other Emission Factor

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.

In the “Process Emissions Details” task located within the “Edit Processes, Throughput & Emissions” screen:

1. Identify the “Emissions Calculation Method” as “Stack Test” or “Other Factor” (this will blank out the “Throughput Amount”, “Throughput Units”, “Emission Factor”, “Emission Factor Units” and “Total Emissions” columns).
2. Select the appropriate “Throughput Units” from the list of choices in the drop down list. (Note: If user selects the same “Throughput Units” that were entered on the “Edit Processes, Throughput & Emissions” page than the system will auto-fill the “Throughput Amount” and “Emission Factor Units”).
3. Update the “Throughput Amount” if different than value entered on “Edit Processes, Throughput & Emissions” screen.
4. Update the “Emission Factor”. (Note: “Emission Factor Units” and “Throughput Units” must match. For this reason the system auto-fills the “Emission Factor Units” with the identical units that the user selects for “Throughput Units”).
5. Enter “Stack Test” date (“mm/dd/yyyy”) in the “Stack Testing Date and Emission Factor Comment” column.
6. Select “Save & Close” (The System will perform a validation and return you to the “Edit Processes, Throughput & Emissions” screen). If errors are identified, correct the errors and select “Save & Close” again. Repeat this process until no errors are detected during validation.

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.

[Back to top](#)

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

[Back to top](#)

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

How to:

1. Select "Attach Supplemental Files to Emission Inventory" under the "Prepare Emission Inventory" heading.
2. The System will display a data grid view of facilities that you are authorized to prepare and/or submit inventories for.
3. Select a "Facility ID."
4. The System will display a page that allows you to browse for files to attach.
5. Select the "Browse" button to add a file.
6. Select "Document Type" from the dropdown list (**Note: if you are attaching Drum Mix Plant or Batch Plant fuel throughput information please select the "Hot-Mix Asphalt Fuel Usage" document type. If you are attaching GHG emissions please select the "Non-permitted Greenhouse Gas (GHG) Emissions" document type. If you are attaching air toxics emissions please select the "Non-permitted Air Toxics (AT) Emissions" document type.**)
7. Select the "Attach File" button.
8. The System will validate the file type.
9. The System will display attached files.
10. Repeat step 5 - 7 to attach more files (Note: System can only save one of each document type (not to be confused with file type such as "xls" or "pdf" of which there is no limit). For example if the user attempts to attach a second "VOC Material Balance" document, the first "VOC Material Balance" document that was attached will be replaced and therefore will no longer be attached).
11. After file(s) are attached, select either:
 - "Remove": to remove the attached file.
 - "<< Back" to go back to the list of facilities.
 - "List of Services" to go back to the "List of Services" page.

[Back to top](#)

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.)

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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.

[Back to top](#)

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 [Online Services](#) Web site. Select "Create an Account" and complete the information requested. You will receive an e-mail with your account number. Select the link in the e-mail to activate your account.
2. **How do I make changes to my facility's permit information?**
 - If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's Web site at: <http://www.pca.state.mn.us/changeforms>.
 - Changing the general contact information for your facility (e.g., permit contact, emission inventory/billing contact (identified above), phone number, e-mail, etc.) does not require a permit action, but does require you to notify the MPCA. Please email the MPCA's Air Quality Permit Document Coordinator, Beckie Olson, at beckie.olson@state.mn.us, 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)?**
 - o 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?**
 - o 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?**
 - o 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?**
 - o 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?**
 - o 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?**
 - o 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?**
 - o 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**
 - o 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. **What are GHG process emissions and what would be an example of GHG process emissions?**
 - Industrial process emissions are emissions of GHGs that occur from all production processes other than combustion. An example of GHG process emissions would be the amount of materials containing perfluorocarbons (PFCs), nitrous oxide, hydrofluorocarbons (HFCs), or sulfur hexafluoride that was used or purchased by your facility. A good resource to look at potential GHG process emissions for individual source categories is the EPA’s [Mandatory Reporting Rule \(MRR\)](#). Here emissions are broken down by industry sectors and industry processes. The calculation methodologies are also covered by the EPA’s MRR.
8. **Can facilities use 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?**
 - If a facility has sufficient technological limitations that make electronic reporting unreasonable it may be granted an exemption. To request an exemption from electronic EI submittal please mail a (paper) letter explaining why your facility is unable submit and inventory electronically to:
 - Nate Edel
 - 520 Lafayette Rd N
 - St. Paul, MN, 55155
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.

[Back to top](#)

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.

[Back to top](#)
