

Help document for air emission inventory - Registration Option C permit

Contents

- 1 Read Me First
 - 1.1 Electronic Inventory
- 2 General Information
 - 2.1 Inventory Submittal Required
- 3 Reporting Instructions
 - 3.1 For all facilities
 - 3.2 Online Reporting: An Overview
 - 3.3 Prepare Emission Inventory (Submitter and Preparers)
 - 3.4 Validate and Review Emission Inventory (Submitter and Preparers)
 - 3.5 Submit Emission Inventory (Submitter and Preparers)
- 4 MPCA Contact Information
- 5 Prepare Emission Inventory
 - 5.1 Edit Facility & Contact Information (Submitter and Preparers)
 - 5.1.1 How to edit "Facility & Contact Information"
 - 5.1.2 How to make changes to your facility's permit information
 - 5.2 Edit Processes & Throughput (Submitter and Preparers)
 - 5.2.1 How to edit "Processes & Throughput"
 - 5.2.2 How to add new "Processes & Throughput"
 - 5.3 View Facility Emission Totals (Submitter and Preparers)
 - 5.3.1 How to "View Facility Total Emissions"
 - 5.4 Attach Supplemental Files to Emission Inventory (Submitter and Preparers)
 - 5.4.1 How to report VOC Material Balance Results
 - 5.5 Validate Emission Inventory Prior to Submittal (Submitter and Preparers)
 - 5.6 Review Emission Inventory Prior to Submittal (Submitter and Preparers)
- 6 Submit Emission Inventory (Submitter only)
- 7 Manage Emission Inventory Submittals
 - 7.1 Create Submittal Agreement (Submitter only)
 - 7.2 View Copy of Record (Submitter and Preparers)
 - 7.3 View Authorized Users (Submitter and Preparers)
 - 7.4 Grant Preparer Role (Submitter Only)
 - 7.5 Revoke Preparer Role (Submitter Only)
 - 7.6 Delete Draft Submittal (Submitter Only)
- 8 Frequently Asked Questions (FAQ)
 - 8.1 CEDR Online Services Log In and Registration

- 8.2 Inventory Preparation
- 8.3 Inventory Report Submittal
- 9 Glossary of Terms

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). Facilities with a registration Option C permit will access CEDR via the MPCA e-Services (<https://netweb.pca.state.mn.us/private/>) 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 data submittal more seamless. As time allows, please review and update the non-required data fields in your inventory.

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

[Back To Top](#)

General Information

Inventory Submittal Required

Under the emission inventory rule, Minn. R. 7019.3000 (<https://www.revisor.mn.gov/rules/?id=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 (NOx), particulate matter (PM), PM smaller than 10 micrometers in diameter (PM10), sulfur dioxide (SO2), lead (Pb), volatile organic compounds (VOCs), ammonia (NH3). Submission of this information by April 1 of the year following the year being reported is required by Minn. R. 7019.3000 (<https://www.revisor.mn.gov/rules/?id=7019.3000>), and Minn. Stat. § 116.091, subd. 1 (<https://www.revisor.mn.gov/statutes/?id=116.091>) and 116.07, subd. 9 (<https://www.revisor.mn.gov/statutes/?id=116.07>). 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 (<https://www.revisor.mn.gov/rules/?id=7002.0025>).

[Back To Top](#)

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 (<https://www.revisor.mn.gov/rules/?id=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/> (<https://netweb.pca.state.mn.us/private/>) via the Internet using your account number and password.
Note: If you are a new Submitter please create an account and send in a signed user agreement. If you are a new Preparer please create an account and have the Submitter grant you the Preparer role. See the Air Emissions Inventory – Electronic Reporting (<https://www.pca.state.mn.us/air/air-emissions-inventory-%E2%80%94-electronic-reporting>) for help.
2. Select “Air Emission Inventory Submittal-CEDR” under the “Compliance” heading.

Prepare Emission Inventory (Submitter and Preparers)

1. Select “Prepare Inventory Submittal Online” under the “Prepare Emission Inventory” heading.
2. Select a “Facility ID”
3. Review your facility information to make sure the correct facility was selected. If the facility is correct select “Next”.
4. Complete the following tasks:
 - “Edit Facility & Contact Information”
 - “Edit Processes & Throughput”
5. Select “View Facility Emission Totals” tab and review your facility emissions for accuracy and completeness.
6. 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.
7. 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 (Submitter and Preparers)

1. Select “Validate Emission Inventory Prior to Submittal” under “Submit Emission Inventory” heading on the “List of Services” page.
2. Select a “Facility ID”.
3. 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. **Note:** You will receive an alert message if values are not changed from the previous year.
4. Select “Review Emission Inventory Prior to Submittal” from the “List of Services” page if you wish to review your inventory before it is submitted.
5. Select a “Facility ID”.
6. Select “Download” button to open or save a Microsoft Excel file version of your inventory prior to submittal.

Submit Emission Inventory (Submitter and Preparers)

1. Select "Submit Emission Inventory" under the "Submit Emission Inventory" heading on the "List of Services" page after you have reviewed and validated the inventory.
2. Select a "Facility ID".
3. 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).
4. Select "View" next to "HumanReadableDataDocument" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
5. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
6. Select "Submit". Only those that have submitted an Electronic Signature Submittal Agreement and been approved as the Submitter may actually submit the Emission Inventory.
7. The System will display a confirmation of a successful submittal on the next page.
8. Select "Finished" to return to the "List of Services" page.
9. You will receive an email confirming your submission within a few minutes after submittal. If you do not receive an email, check your spam/junk mail.

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

[Back To Top](#)

MPCA Contact Information

If you have questions about air emissions reporting, please visit the MPCA Air emissions webpage (<https://www.pca.state.mn.us/air/air-emissions>) for a list of staff contacts.

IT Support

- e-Services Support Staff - email e-Services Support (<mailto:onlineservices.pca@state.mn.us>).

Prepare Emission Inventory

Edit Facility & Contact Information (Submitter and Preparers)

Facility Information	
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:
 - "Save": Save data and go back to the "Select Task" page.
 - "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: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms> (<https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>). 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.

Edit Processes & Throughput (Submitter and Preparers)

Field Name	Description
Unit Description	A name that identifies a general emissions generating source at the facility, for example, "Boiler/Heater" or "Surface Coating Operations"
Throughput	The "Throughput" is a description of the material or fuel processed. Example: "DIESEL FUEL" burned in a generator is the "Throughput"
Throughput Amount	The total amount of the "Throughput" used annually during a given activity.
Throughput Amount - Previous Inventory Year	The total amount of the "Throughput" used annually during a given activity reported in the previous inventory year.
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
 - "Save & Close" after entering throughput and process information or add new processes as needed.
 - "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
 - "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.
9. The system will validate data before saving.

Note:

- 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 Safety Data Sheet (SDS). 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.

[Back To Top](#)

View Facility Emission Totals (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.

[Back To Top](#)

Attach Supplemental Files to Emission Inventory (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.

[Back To Top](#)

How to report VOC Material Balance Results

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

[Back To Top](#)

Validate Emission Inventory Prior to Submittal (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).

Note: If the total emissions are not updated from the previous year, you will receive an ALERT message. You can update if needed, or if the values are correct, you can proceed to submittal.

[Back To Top](#)

Review Emission Inventory Prior to Submittal (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 (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:
 - 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).
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. The System will display confirmation of successful submittal on the next page.
9. Select "Finished" to go back to the "List of Services" page.
10. You will receive an email confirming your submission within a few minutes after submittal. If you do not receive an email, check your spam/junk mail.

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

[Back To Top](#)

Manage Emission Inventory Submittals

Create Submittal Agreement (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 (Submitter Only)" heading.
5. Enter the 8 digit facility ID for the facilities for which you are the Submitter. 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 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](#)

View Copy of Record (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](#)

View Authorized Users (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.

[Back To Top](#)

Grant Preparer Role (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.

[Back To Top](#)

Revoke Preparer Role (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.

[Back To Top](#)

Delete Draft Submittal (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.

[Back To Top](#)

Frequently Asked Questions (FAQ)

CEDR Online Services Log In and Registration

1. How do I set up a user account and 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 Submitter for the facility. (Refer to FAQ #4 to determine if you should be identified as the Submitter) OR

- The authorized Submitter for the facility identifies you as a Preparer. Refer to the instructions for "Grant Preparer Role" to learn how to become a Preparer.

- How do I identify myself as the Submitter in CEDR?
 - Click on the link "Create Submittal Agreement" and print out and mail in a signed Submittal Agreement identifying you as the Submitter for the facility. Refer to FAQ #4 to determine if you should be identified as the Submitter.
- Who should sign the Submittal Agreement?
 - If the Responsible Official (RO) as defined in Minn. R. 7007.0100, subp. 21 (<https://www.revisor.mn.gov/rules/?id=7007.0100>) is not currently an authorized Submitter and will be submitting the inventory they must complete section C of the Submittal Agreement and mail in the form.
 - If the Responsible Official chooses to delegate authority for submitting the inventory to someone else (the Submitter), the Responsible Official must complete section D of the Submittal Agreement. The Submittal Agreement must be generated from the delegated Submitter's e-Services account and the delegated Submitter must complete section C of the Submittal Agreement.
- 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: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms> (<https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>).
- How does the facility change the Responsible Official in the MPCA AQ Database?
 - The new Submitter must complete and mail in a Submittal Agreement. If the new Submitter does not meet the definition of Responsible Official as defined in Minn. R. 7007.0100, subp. 21 (<https://www.revisor.mn.gov/rules/?id=7007.0100>), the Responsible Official must complete section D of the Submittal Agreement. Refer to the "Create Submittal Agreement" section for step-by-step guidance on completing this procedure. Once the new is authorized, they can grant access for Preparers.
- 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.
- Can I submit a single Submittal Agreement for multiple facilities?
 - No, Submitters must complete a separate Submittal Agreement for each facility they will be submitting an inventory for.
- 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.
- Can more than one Submitter be designated for an individual facility?
 - No. Users that are not the 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 Submitter.
- Can more than one Preparer be designated for an individual facility?
 - Yes, a Submitter can designate multiple Preparers for a given facility; however, only the Submitter is able to electronically submit the inventory. Each user (both Submitter and Preparer) must have their own individual account.
- Can one individual be designated with more than one "user role", e.g., can a Submitter also have Preparer privileges?
 - A Submitter can prepare and submit an inventory. Preparers can only prepare an inventory.
- 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 Submitter for the facility to find out if they have granted you Preparer role access for the facility. Instructions for the Submitter to grant the Preparer role to other users can be found above under "Manage Emission Inventory Submittals – Grant Preparer Role (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?
- In order to access your client's data, you need to create a user account. You must provide the 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 Submitter can grant Preparer access to you. Once you are granted access by the Submitter, you will 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 Submitter designation. Should my first step be to instruct the client to set up a User Account?
- Yes. You should instruct your client to create a user account (Refer to FAQ #1).
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 e-Services (<https://net.web.pca.state.mn.us/private/>) 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 651-757-2728.

Back To Top

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: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms> (<https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>).
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.

[Back To Top](#)

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 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 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, or your next year's air fee will be calculated using Minn. R. 7002.0025, subp. 3 (<https://www.revisor.mn.gov/rules/?id=7002.0025>).
4. 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.

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](#)

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