

# Help document for air emission inventory - Registration Option D permit

## Contents

Read me first .....	2
Electronic inventory.....	2
General information .....	2
Inventory submittal required.....	2
Reporting instructions .....	3
For all facilities.....	3
Online reporting: an overview .....	3
Prepare emission inventory (submitter and preparers).....	4
Validate and review emission inventory (submitter and preparers).....	4
Submit emission inventory (submitter only) .....	4
Pollutant specific guidance .....	5
Greenhouse gases .....	6
Air toxics .....	7
MPCA contact information.....	12
Prepare emission inventory.....	13
Edit facility & contact information (submitter and preparers).....	13
How to edit "Facility & Contact Information" .....	14
How to make changes to your facility's permit information.....	14
Edit processes, throughput & emissions (submitter and preparers) .....	14
How to edit "Processes & Throughput" .....	15
How to add new "Processes" .....	15
Process emissions details (submitter and preparers) .....	16
How to edit "Process Emissions" .....	16
How to edit "Add New Pollutants" .....	17
Instructions for reporting stack test, other emission factor, or VOC material balance results .....	18
Stack test or other emission factor .....	18
View facility emission totals (submitter and preparers) .....	19
How to "View Facility Total Emissions" .....	19
Attach supplemental files to emission inventory (submitter and preparers).....	19

Validate emission inventory prior to submittal (submitter and preparers).....	20
Review emission inventory prior to submittal (submitter and preparers) .....	20
Submit emission inventory (submitter only).....	20
Manage emission inventory submittals .....	21
Create submittal agreement (submitter only) .....	21
View copy of record (submitter and preparers).....	21
View authorized users (submitter and preparers) .....	22
Grant preparer role (submitter only) .....	22
Revoke preparer role (submitter only).....	22
Delete draft submittal (submitter only) .....	23
Frequently asked questions (FAQ) .....	23
CEDR e-Services log in and registration.....	23
Inventory preparation .....	25
Inventory report submittal.....	25
Glossary of terms.....	26

## 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 D permit will access CEDR via the MPCA [e-Services](#) electronic reporting website and enter data needed for the calculation of emissions and compliance with the MPCA and the U. S. 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, and process emissions data 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](#), as the owner or operator of a facility needing an air quality permit, you are required to submit an annual air emission inventory. The Minnesota Pollution Control Agency (MPCA) calculates emissions for the following pollutants: carbon monoxide (CO), nitrogen oxide (NO<sub>x</sub>), particulate matter (PM), PM smaller than 10 micrometers in diameter (PM<sub>10</sub>), sulfur dioxide (SO<sub>2</sub>), lead (Pb), volatile organic compounds (VOCs), ammonia (NH<sub>3</sub>), and greenhouse gas (GHG) emissions.

#### Air Toxics

In 2025, the MPCA adopted [new rules governing air toxics emissions reporting](#) as directed by the 2023 Legislature.

If your facility is located in the seven metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington County), you must also submit an Air Toxics Emission Inventory Report each year starting with the 2026 EI, due April 1, 2027, to comply with [Minn. R. 7019.3110](#). This report will require you to report your actual emissions of air toxics for the previous calendar year. The MPCA calculates air toxics emissions associated with combustion activities (fuel burning) using the activity data reported by the facility and the best available EPA and state emission factors. Facilities will be required to calculate and report emissions, including air toxics, associated with non-combustion processes (e.g. metal fabrication, surface coating, etc.).

If your facility is operating outside the seven metropolitan counties, you are strongly encouraged to voluntarily report air toxics emissions. The MPCA maintains an air toxics reporting list (AT List) that facilities in the seven metropolitan counties are required to report. The AT List will be reviewed and potentially updated again prior to the start of the 2026 emissions inventory reporting period.

- [Air toxics reporting list \(aq-ei4-32\)](#)

See [Air toxics emissions reporting guidance](#) for more information.

Submission of this information by April 1 of the year following the year being reported is required by [Minn. R. 7019.3000](#), and [Minn. Stat. § 116.091, subd. 1 and 116.07, subd. 9](#). If your facility does not submit an emission inventory on time, your facility may be subjected to an enforcement action and your next annual air fee will not be calculated using actual emissions, but rather using [Minn. R. 7002.0025, subp. 3](#).

[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. 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 except for insignificant activities and conditionally insignificant activities identified in the air permit should be included in the emission inventory. Insignificant activities are defined in [Minn. R. 7007.1300](#) and conditionally insignificant activities defined in [Minn. R. 7008.4100](#). Accidental discharges and releases of ammonia from pressurized tanks should be quantified and reported on the inventory.
6. All fugitive emissions, except for fugitive emissions resulting from insignificant activities and conditionally 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/> using your account number and password.

**Note:** If you are a new Submitter, create an account and mail in a signed submittal agreement. If you are a new Preparer, create an account and have the Submitter grant you the Preparer role. For help refer to “Getting Started with e-Services” section on the [Air emission inventory reporting and fees](#) webpage.

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 then contact the MPCA for assistance.
7. If facility emissions appear correct then select "List of Services" on the “Select Task” page to continue the submittal process.

## Validate and review emission inventory (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, & Emissions” 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 only)

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 (submittal in xml version)
  - 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 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.

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

[Back To Top](#)

# Pollutant specific guidance

## Greenhouse gases

Facilities holding an option D registration permit are required to report greenhouse gas (GHG) emissions to the MPCA in order to comply with the requirements of [Minn. R. 7007.1130, subpart 3, item E.](#)

The MPCA's electronic reporting system will automatically calculate GHG combustion emissions. The MPCA will calculate emissions for carbon dioxide (CO<sub>2</sub>), nitrous oxide (N<sub>2</sub>O), and methane (CH<sub>4</sub>) using emission factors from title 40, part 98, EPA [Mandatory Reporting Rule](#). Facilities will have the ability to review and edit the combustion emissions data with site specific information if available. Additionally, facilities will also be able to report non-combustion GHG emissions (if applicable) through the MPCA [e-Services](#) electronic reporting website.

Hot Mix Asphalt facilities with a "Drum Mix Plant" or a "Batch Plant" process must submit fuel throughput information to the MPCA by completing the steps below:

1. From the "List of Services" page select "Prepare Inventory Submittal Online" under the "Prepare Emission Inventory" heading.
2. Select a "Facility ID."
3. Select "Next."
4. Select "Edit Processes, Throughput & Emissions" task on the "Select Tasks" page.
5. The system will display a data grid view of "Processes and Throughput."
6. Click the "Edit" button in the "Edit Emissions" column next to "Drum Mix Plant" or "Batch Plant."
7. The system will display an editable form view of the emissions calculations for the selected process.
8. Change the "Filter by" selection (located above the table) from "Criteria Air Pollutants" to "Greenhouse Gases."
9. Enter the fuel usage amount in the "Throughput Amount" column for CO<sub>2</sub>, methane, and nitrous oxide.
10. Click "Save & Close" button after entering the data.
11. The system will validate the data before saving.

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 CO <sub>2</sub> e		23900

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

The MPCA has added about one hundred additional fluorinated greenhouse gases (F-GHGs) and fluorinated heat transfer fluids (F-HTFs) to the list of available GHGs for reporting. For more details and to see the list of newly added GHGs, their Chemical Abstracts Service (CAS) numbers and Global Warming Potentials (GWPs) please check the [air emissions reporting website](#).

The MPCA has revised methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O) emissions factors for coal, coke, municipal solid waste (MSW), tires and biofuels (except wood and wood residuals). To learn more about emission factor updates please check the [air emissions reporting website](#).

## Air toxics

The next air toxics reporting year will be 2026.

Previously, facilities with air permits voluntarily reported air toxics emissions every three years. The [new air toxics reporting rule](#), adopted October 2025, will require air permitted facilities (except registration option B permits) operating in the seven metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington) to track and report air toxics emissions each year starting with the 2026 Emissions Inventory, due April 1, 2027, to comply with [Minn. R. 7019.3110](#).

The MPCA will continue to strongly encourage facilities operating outside the seven metropolitan counties to continue to voluntarily report air toxics emissions.

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. The air toxics list is also here:

- [Air toxics reporting list \(aq-ei4-32\)](#)

The AT List:

- includes an ‘About’ tab with additional information and guidance
- includes all air toxics to be reported and associated CAS numbers (if available) in columns: ‘Pollutant Code’, ‘Short Description’, ‘Cas No. with (-)’, and ‘Cas No. without (-)’
- indicates the pollutant group (column: ‘Pollutant Group’) that individual pollutants belong to (e.g., Cobalt Compounds) for which there is group-based reporting guidance outlined below

Note: The individual pollutants listed under the metals, cyanide, and particulate organic matter (POM) groups are not exhaustive. Refer to specific group guidance below for more information.

- indicates if the air toxic is a HAP or not a HAP (column: ‘HAP or Other Air Toxic’)
- specifies the de minimis threshold for each pollutant (column: ‘De Minimis’), indicating the concentration of a chemical in a mixture at which the chemical must be reported

For facilities using the material balance approach to estimate emissions, applicable thresholds include no (no de minimis), 0.1%, and 1.0%.

**Option D facilities that are located outside the seven metropolitan counties are required to keep records of HAP emissions as a condition of their permit and must track their HAP emissions data.** Option D facilities are encouraged to voluntarily submit HAP emissions, and additional pollutants on the air toxics list (identified as Other ATs in column ‘HAP or Other Air Toxic’ in the AT 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 previous air toxics emission report. If a process that was present in the previous year is no longer relevant for the current inventory year, the facility should enter zero for the throughput amount for that process. If you have a new process that emitted air toxics in the current inventory year, you can add it by following directions in [“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.

**Material Balance Calculations:** Use the maximum of the composition range when calculating air toxics using a material balance approach.

**De minimis for reporting:** For facilities using the material balance approach to estimate emissions, applicable de minimis thresholds for reporting are included on the AT List. Thresholds include no (no de minimis), 0.1%, and 1.0%. Facilities can use a safety data sheet (SDS) to determine if they need to report emissions. Only pollutants listed on the SDS need to be considered. Certain air toxics are required to be reported as low as 1%, or 0.1% (if the air toxic is a carcinogen or potential carcinogen). There are also several pollutants that have 'no de minimis' and must be reported. If a pollutant is included on the no de minimis list and included on an SDS as present in a mixture at <0.1%, you must use 0.1% to estimate emissions using the material balance approach, unless a specific amount has been certified by the supplier or previously determined by an approved reference methodology.

### **Control efficiency factors**

Control efficiency factors must be used as outlined in Minn. R. 7005.0100, subp. 9b, unless the control efficiency factor for the pollutant is identified in the permit.

- Use the VOC control efficiency factor for volatile air toxics.
- Use the PM<sub>10</sub> control efficiency factor for particulate air toxics.

### **Guidance for reporting pollutants that are part of groups**

Facilities should report individual pollutants for pollutants within a group to the maximum extent feasible.

Generally, this guidance is intended for facilities using the material balance approach to estimate air toxics emissions.

Pollutant groups include metals and metal compounds, cyanide and cyanide compounds, glycol ethers, polycyclic organic matter (POM), cresols, lindanes, xylenes, dioxins/furans, PFAS, 2,4-D salts and esters, and polychlorinated biphenyls (PCBs). See below for specific guidance for each group. For metals and cyanide groups, facilities are required to report any chemical substance that contains the named chemical as part of the chemical's infrastructure. For example, cobalt carbonate must be reported because it contains 'cobalt,' even if it's not individually listed on the AT List (see guidance below).

### **Previous reporting strategy for groups**

Previously, facilities had two options for voluntary reporting of air toxics that were part of groups: they could either report each individual pollutant within a group, or in cases where individual compounds could not be reported, report total emissions under the group. Only one reporting strategy per group per process could be used.

### **New reporting strategy for groups – Change from previous guidance**

The new Air Toxics Emissions Reporting Rule requires facilities operating in the seven metropolitan counties to report individual pollutants for pollutants within a group to the maximum extent feasible. In most cases, facilities must report all individual pollutants known and report any remaining emissions under the 'UNSPECIFIED' or 'OTHER' groups as described under each section below. The MPCA will be updating e-Services to allow for this new reporting strategy and develop additional guidance prior to the start of 2026 reporting.

In the new reporting strategy, there are a few ways for reporting pollutants that are part of groups. The strategies differ depending on the group type and on the information known and provided on the safety data sheet (SDS). See each pollutant group below for specific information.

#### **Metal and cyanide groups:**

The guidance should be used for facilities reporting emissions of metals and metal compounds and cyanide and cyanide compounds. This guidance applies to the following air toxics and the associated compounds: aluminum, antimony, arsenic, beryllium, cadmium, chromium, cobalt, copper, cyanide, lead, manganese, mercury, nickel, selenium, vanadium, and zinc.

Any compound that contains the metal or cyanide must be reported. For example, if an SDS identifies cobalt carbonate, the facility must report emissions from the compound because it contains 'cobalt,' even if the specific pollutant is not individually included on the AT List. The AT List is not an exhaustive list of all individual metals and cyanides included in the pollutant group.

In the new reporting strategy, there are three reporting strategies for reporting pollutants that are part of metal and cyanide groups, depending on the information known and provided on the safety data sheet (SDS). See below for guidance.

**Each individual pollutant within the group can be reported individually for a given unit/process:**

- Separately report emissions of each individual metal or cyanide compound known (listed with a CAS number on the SDS) and that are included on the AT List; do not aggregate emissions and report under the group.
- Each individual compound must be reported as the mass of the total compound, not just the metal within the compound.
  - Note: If the SDS lists the group name and associated CAS number (e.g., arsenic, CAS: 7440-38-2), report emissions under pollutant code: ARSENIC.

**Some individual pollutants within the group can be reported individually for a given unit/process:**

- Separately report emissions of each individual metal or cyanide compound known and that are included on the AT List. Each individual compound must be reported as the mass of the total compound, not just the metal within the compound. Do not aggregate emissions and report under the group pollutant code (e.g., ARSENIC,OTH).
  - Note: If the SDS lists the group name and associated CAS number (e.g., arsenic, CAS: 7440-38-2), report emissions under pollutant code: ARSENIC.
- Aggregate and report all remaining emissions of all individual pollutants known (listed on the SDS with a CAS number) but are not included on the AT List as the metal or cyanide within the compound under the 'OTHER' metal or cyanide pollutant code (e.g., ARSENIC,OTH).

How to report emissions as the metal or cyanide:

- Estimate the amount of metal or cyanide emitted by dividing the molar mass of the metal or cyanide (mass of 1 mole of the metal) by the molar mass of the compound and multiplying the result by the amount of the compound.
- Example: A facility emits 1 ton of calcium arsenate (CAS No. 7778-44-1). This specific arsenic compound is included on the SDS but is not included on the AT List and cannot be reported separately in e-Services. Therefore, the facility should report emissions under ARSENIC, OTHER.
- Step 1: Determine the molar mass of arsenic and calcium arsenate (Ca<sub>3</sub>(AsO<sub>4</sub>)<sub>2</sub>):
  - arsenic molar mass: 149.84 g arsenic/mol calcium arsenate
  - calcium arsenate molar mass: 398.07 g calcium arsenate/mol calcium arsenate
  - MPCA recommends using [PubChem \(nih.gov\)](https://pubchem.ncbi.nlm.nih.gov) to determine the molar mass of a compound
- Step 2: Calculate the fraction of arsenic in the compound by dividing the arsenic molar mass by the calcium arsenate molar mass:
  - $149.84 / 398.07 = 0.38$ , 38% of the compound's mass is the metal portion (arsenic)
- Step 3: Calculate the metal portion of the emissions to be reported:
  - 1 ton calcium arsenate  $\times 0.38 = 0.38$  tons arsenic
- The facility would report 0.38 tons emissions under pollutant code: ARSENIC,OTH, short description: ARSENIC, OTHER (AS ARSENIC).

**No individual pollutants within the group can be reported individually for a given unit/process:**

- Aggregate and report all emissions of individual pollutants that are not included on the AT List as the metal or cyanide within the compound under the 'OTHER' metal or cyanide pollutant code (e.g., ARSENIC,OTH, short description: ARESENIC, OTHER (AS ARSENIC)).

- See instructions above (How to report emissions as the metal or cyanide).
  - **Chromium.** Since there is widely varying toxicity, facilities need to separate chromium compounds into chromium III and chromium VI, if possible.
  - Separately report each individual chromium compound known that is included on the AT List as the mass of the individual compound.
  - Aggregate and report any remaining emissions of individual chromium pollutants known that are not included on the AT List as chromium III and/or chromium VI under pollutant code: CHROMIUMIII,OTH and/or CHROMIUMVI,OTH, short description: CHROMIUM (III), OTHER and/or CHROMIUM (VI), OTHER, respectively.
    - Note: If the SDS lists the group name and associated CAS number (e.g. chromium, CAS: 7440-47-3), report emissions under pollutant code: CHROMIUM.
    - Report these emissions the same as the other metals and cyanides. See instructions above (How to report emissions as the metal or cyanide).
  - If no individual compounds can be reported, aggregate and report all emissions of chromium known that are not included on the AT List as chromium III and/or chromium VI under pollutant code: CHROMIUMIII,OTH and/or CHROMIUMVI,OTH, short description: CHROMIUM (III), OTHER and/or CHROMIUM (VI), OTHER, respectively.
    - Report these emissions the same as the other metals and cyanides. See instructions above (How to report emissions as the metal or cyanide).

#### **Glycol ethers:**

All individual glycol ethers are shown on the AT List. Filter column 'Pollutant Group' for 'glycol ethers' to see all glycol ethers included in the reporting rule. The EPA uses the [Toxics Release Inventory \(TRI\) List of Toxic Chemicals within the Glycol Ethers Category](#) to determine if a chemical falls into a glycol ether category. If the chemical is not listed in Table 1 of the above guidance, please use the structural definition provided by the EPA to determine if the chemical is a glycol ether. The definition is:

R - (OCH<sub>2</sub>CH<sub>2</sub>)<sub>n</sub> - OR' where

n = 1, 2 or 3

R = alkyl C<sub>7</sub> or less; or R = phenyl or alkyl substituted phenyl;

R' = H or alkyl C<sub>7</sub> or less; or OR' consisting of carboxylic acid ester, sulfate, phosphate, nitrate, or sulfonate.

In the new reporting strategy, there are three scenarios when reporting emissions for pollutants that are within the glycol ether pollutant group. See below for guidance for each scenario. All individual glycol ethers can be reported individually for a given unit/process:

- Separately report emissions of each individual glycol ether known, included on the SDS, and on the AT List; do not aggregate emissions and report under the group pollutant code: GLYCOL ETHRS, short description: GLYCOL ETHERS – UNSPECIFIED.

Some individual pollutants within the group can be reported individually for a given unit/process:

- Separately report emissions of each known individual glycol ether that are known and individually included on the AT List; do not aggregate these emissions and report under pollutant code: GLYCOL ETHRS, short description: GLYCOL ETHERS – UNSPECIFIED.
- Separately report any remaining emissions under pollutant code: GLYCOL ETHRS, short description: GLYCOL ETHERS – UNSPECIFIED.

No individual pollutants within the group can be reported individually for a given unit/process:

- Report all emissions under GLYCOL ETHRS, short description: GLYCOL ETHERS – UNSPECIFIED.

## **Polycyclic organic matter (POM):**

The POM group contains over 100 pollutants. Filter column: 'Pollutant Groups' for 'POLYCYCLIC ORGANIC MATTER' to see all individual POMs in the AT List. Note the POLYCYCLIC ORGANIC MATTER group includes Polycyclic Aromatic Hydrocarbons (PAHs).

In the new reporting strategy, there are three scenarios when reporting emissions for pollutants that are within the POM group. See below for general guidance for each scenario:

All individual POMs can be reported individually for a given unit/process:

- Separately report emissions of each individual POM known and that is included as an individual pollutant on the AT List; do not aggregate emissions and report under the pollutant code: PAH/POM, short description: PAH/POM – UNSPECIFIED.

Some individual POMs can be reported individually for a given unit/process:

- Separately report emissions of each known individual POM that is included on the AT List; do not aggregate these emissions and report under pollutant code: PAH/POM, short description: PAH/POM – UNSPECIFIED.
- Separately report any remaining emissions under pollutant code: PAH/POM, short description: PAH/POM - UNSPECIFIED).

No individual POMs can be reported individually for a given unit/process:

- Aggregate and report all emissions under pollutant code: PAH/POM, short description: PAH/POM – UNSPECIFIED.

## **Cresols, lindanes, xylenes**

All individual isomers that are included in the cresols, lindanes, xylenes are shown on the AT List. There are two scenarios when reporting emissions for pollutants that are within these groups, depending on the information known and what is provided on the safety data sheet (SDS).

- separately report emissions of each known individual isomer that is included on the AT List
- separately report any remaining emissions under the group (e.g., pollutant code: CRESOL MX IS), short description: CRESOLS (MIXED ISOMERS)

## **Dioxins/furans:**

Report the mass of the 17 individual congeners of chlorinated dibenzo-p-dioxins (CDDs) and chlorinated dibenzofurans (CDFs) included on the AT List. Filter column 'Pollutant Group' for DIOXINS/FURANS.

## **Per- and polyfluoroalkyl substances (PFAS)**

The reporting for PFAS has changed with the new Air Toxics Reporting Rule. For the 2026 emission inventory, all PFAS that are required to be reported are listed on the AT List. The PFAS group contains about 280 individual PFAS pollutants. Filter column 'Pollutant Groups' for 'PFAS' to see all PFAS pollutants that can be reported.

There is no 'PFAS' pollutant group under which individual PFAS not included on the AT List can be reported. Therefore, any PFAS not included on the AT List do not need to be reported.

For assistance identifying PFAS compounds in the materials you use, refer to the fact sheets below.

- [PFAS industrial uses: Search tool \(gp3-09\)](#)
- [Air emissions reporting - PFAS compound identification \(aq-ei4-49\)](#)

For questions about PFAS reporting, contact [Joe Miller](#).

## **2,4-D salts and esters and polychlorinated biphenyls (PCBs)**

Separately report emissions of each known individual pollutant that is included on the AT List. Any individual pollutants in these two groups that are not included on the AT List do not need to be reported. There are no '2,4-D salts and esters' or 'polychlorinated biphenyls' pollutant groups under which additional individual pollutants in these two groups can be reported.

## MPCA contact information

If you have questions about air emissions reporting, please visit the [MPCA Air emissions webpage](#) for a list of staff contacts.

### IT Support

- e-Services Support Staff - [email MPCA e-Services support](#).

# 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.
AI ID	An identifier by which the facility is referred to by the MPCA.
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 can 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 you must submit an air administrative amendment to MPCA:

- Facility name
- Ownership or control of the facility
- Owner or operator's name
- Facility location

Registration permit holders must use MPCA e-Services for administrative amendments.

MPCA e-Services: <https://rsp.pca.state.mn.us/>

Guidance for administrative amendments can be found at:

[https://rsp.pca.state.mn.us/dep/DEP\\_RSP/hlp/service/class/air\\_admin\\_amend\\_class\\_help.html](https://rsp.pca.state.mn.us/dep/DEP_RSP/hlp/service/class/air_admin_amend_class_help.html)

Contact the Small Business Environmental Assistance Program at 651-282-6143, 800-657-3938 or [smallbizhelp.pca@state.mn.us](mailto:smallbizhelp.pca@state.mn.us) for assistance with e-Services or forms.

[Back To Top](#)

## Edit processes, throughput & emissions (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 from 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 8,760, except during leap years (8,784 hours).
HP Design Capacity	Maximum design capacity of the generator/internal combustion engine as measured in horsepower.

**IMPORTANT: PLEASE PAY CLOSE ATTENTION TO THROUGHPUT UNITS.** The "Processes & Throughput" page automatically populates the "Throughput Unit" column based on the "Throughput" that is being reported.

**Note:** E3GAL is equal to 1,000 Gallons; E6FT3 is equal to 1,000,000 Cubic Feet.

- Example Conversion 1: 5535 gallons = 5.535 E3GAL
- Example Conversion 2: 92,675,519 cubic feet = 92.675519 E6FT3

**Note:** The throughput units that appear on the "Processes & Throughput" page for a given throughput may be different than the throughput units that appear on the "Process Emissions Details" page.

### **Example for facilities that do not have hot-mix asphalt operations:**

If a Stationary Internal Combustion Engine is selected on the “Processes & Throughput” page the throughput units default to “E3GAL.” “E3GAL” is equal to “1000 gallons”, so to report 1500 gallons of diesel fuel burned, enter “1.5” in the “Throughput Amount” column.

On the “Process Emissions Details” page the “Throughput Units” and the “Emission Factor Units” will also appear as “E3GAL.”

### **Example for facilities with hot-mix asphalt operations:**

If a Stationary Internal Combustion Engine is selected on the “Processes & Throughput” page the throughput units default to “Gallons.” To report 1500 gallons of diesel fuel burned, enter “1500” in the “Throughput Amount” column.

On the “Process Emissions Details” page, in the “Throughput Amount” column, the 1500 gallons of diesel fuel that was reported on the “Processes & Throughput” page will have been converted to “1.5” and the “Throughput Units” will be “E3GAL Diesel Fuel.” Please pay attention to units when entering “Throughput Amount” and “Emission Factor” values.

## **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.
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” 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, & Emissions” 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.

[Back To Top](#)

## Process emissions details (submitter and preparers)

Field Name	Description
Emission Calculation Method	Description that defines the method used to calculate emissions.
Throughput Amount	The total amount of the “Throughput” used annually during a given activity.
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 emissions 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.
Total Emissions - Previous Inventory Year (TON)	Total calculated or estimated amount of the pollutant from the previous inventory year.
Stack Testing Date and Emission Factor	Date of stack test (“mm/dd/yyyy”, if applicable) or comment for emission factor.
Comments	Any comments regarding the facility.

### 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:
  - “Save & Close” after entering emission calculation information.
  - “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:
  - “Save & Close” after entering emission calculation information.
  - “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 Air 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.

## 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, VOC or SO<sub>2</sub> material balance calculations, permit limits or other, alternative methods of emission calculation, read the appropriate parts of the “Instructions For Reporting Stack Test, VOC or SO<sub>2</sub> Material Balance Results” identified below in the next header. If a stack test generated data for a number of different raw materials, the annual test data should be apportioned to each type of raw material.
2. You must use the results from any stack test performed in the past 10 years, if the test was performed in accordance with our performance test rules and if there is no Continuous Emissions Monitoring (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 PM<sub>10</sub> emissions, both organic and inorganic condensables must be included in the total PM<sub>10</sub> amount. If the test did not measure both types of condensables, it

should not be used to calculate PM<sub>10</sub> 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 Safety Data Sheet (SDS). 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 using the TANKS program to calculate emissions, please select "Engineering Judgment" as Emission Calculation Method. Note: The TANKS Emissions Estimation Software, Version 4.09d is no longer supported by EPA. We suggest following the guidance in AP-42 Chapter 7 for estimating VOC emissions from tanks.

## **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. 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, 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 and Throughput" screen).

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](#)

## View facility emission totals (submitter and preparers)

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

### How to "View Facility Total Emissions"

1. Choose the pollutants to display in the grid by selecting one of the pollutant groups; "Criteria Air Pollutants" "Greenhouse Gases" or "Air Toxics" listed in the "Filter by" dropdown list.
2. The system will display a grid view for the pollutants that are in the pollutant group selected.
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 then contact the MPCA for assistance.
4. If facility emissions appear correct then select "List of Services" button on the "Select Task" page to return to the "List of Services" 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 the attached file.
  - "Attach File" to attach another file.
  - "List of Services" to go back to the "List of Services" 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 the EPA only.)
  - HumanReadableDataDocument.xls file (submittal in .xlsx spreadsheet version).
  - Attached supporting document files (Files the facility has attached).

5. Select "View" next to "HumanReadableDataDocument" and save the spreadsheet to your computer if you wish to review the inventory again before submitting.
6. Sign the "Certification Statement" by entering your "Account Password" and answering a challenge question.
7. Select the "Submit" button.
8. 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 email 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. The system will display a data grid view of facilities that you are authorized as the Submitter.
3. Select a "Facility ID".
4. The system will ask for "Preparer's Account Number" and "Preparer's Email."
5. Enter the Preparer's account number and email and then select "Grant Role."
6. The system will validate account number and email address and return you to the "List of Services" page.

[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 e-Services log in and registration

1. How do I set up a user account?
  - Go to MPCA [e-Services](#) electronic reporting website. Select “Create an Account” and complete the information requested. You will receive an email with your account number. Select the link in the email 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.
3. 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 yourself as the Submitter for the facility. Refer to FAQ #4 to determine if you should be identified as the Submitter.
4. Who should sign the Submittal Agreement?
  - If the Responsible Official (RO) as defined in [Minn. R. 7007.0100, subp. 21](#) 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.
5. How do I make changes to my facility's permit information?
  - If any of the following have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA’s website at:  
<https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>.
6. How does the facility change the Responsible Official in the MPCA Air Quality (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](#), 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.

7. Can I fax or email the Submittal Agreement?

- No, as part of the MPCA's Cross Media Electronic Reporting Regulation (CROMERR) agreement with the EPA, both pages of the original paper copy of the Agreement must be kept in the MPCA's files for at least five years.

8. Can I submit a single Submittal Agreement for multiple facilities?

- No, Submitters must submit a separate Submittal Agreement for each facility they will be submitting an inventory for.

9. I mailed in my Submittal agreement. When can I begin to prepare my inventory electronically?

- Submittal Agreements can take up to three weeks for the MPCA to process. You will receive an email from the MPCA e-Services Portal administrator when you are authorized.

10. 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.

11. 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.

12. 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.

13. I am registered as a Preparer but cannot access my facility in the MPCA's e-Services Portal: Air Emission Inventory Submittal-CEDR application.

- Check with the Responsible Official/Submitter for the facility to find out if they have 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 ["Grant Preparer Role"](#).

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 set up 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 electronic reporting webpage and click on "Login." From the Login page, click on the 'I forgot my password' link. After you enter your account number, the email address that you used to create your account, and answer a challenge question, a notice will be sent to you via email that your account has been reset. If you do not have your account number or know the email 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 processes to my emissions inventory?
  - Refer to the step-by-step instructions in the "[Edit Processes, Throughput & Emissions](#)" instructions.
2. Do I have to calculate my emissions even if I don't have site specific data to report such as a stack test or a mass balance?
  - No. CEDR will calculate your emissions based on the standard emission factors for the assigned SCC. However, it is highly suggested to review emission calculated before submittal.
3. I changed the pre-populated data and just want to "start over." How do I restore the data that was originally populated in my facility's online emission Inventory Reporting account?
  - From the "Air Emission Inventory - CEDR" page select "Delete Draft Submittal" from the "Manage Emission Inventory Submittals" menu. Select the facility that you wish to restore to the originally populated data and click on "Delete".
4. How do I know which data fields I need to update?
  - Fields designated as required (red\*) must be updated if the information in the field is inaccurate and populated if the field is blank (unless otherwise noted). You will need to update the data provided in previous inventories that changes from year to year such as throughput, hours of operation, etc.
  - If any of the following uneditable data have changed, your permit must be revised to reflect such changes: facility name, ownership or control of the facility, or any other facility contact information listed in the permit (e.g., mailing address). You must submit an application to the MPCA to change your permit. You can find the various permit application forms on the MPCA's website at: <https://www.pca.state.mn.us/business-with-us/air-permit-application-forms>.
5. 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.
6. 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) (<https://www.epa.gov/ghgreporting>). 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.

[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](#).
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 U. S. 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](#)