

# Guidance on using the MPCA's e-Services data file upload

## General guidelines

- If updating both Processes & Throughput and Process Emissions data with the file upload (workbook) the same file should not be used. A workbook should be downloaded for Processes & Throughput changes. After importing any changes to the Processes & Throughput a new workbook should be downloaded for Process Emissions changes.
- When updating either Processes & Throughput or Process Emissions data with the file upload:
  - New emission units and processes cannot be added on import and will be ignored/not added to draft submittal in e-Services.
  - Rows deleted from the import file will be ignored/not removed from the draft submittal in e-Services.
  - There are some fields that are required, or conditionally required to have a value when importing the Review Workbook. The required fields for the Processes & Throughput and Process Emissions are listed after the instructions for each section below.
- When updating Processes & Throughput data with the file upload:
  - Validation checks of the data are not performed on the Processes & Throughput data when uploading the file. Any errors with the data (example; range checks) will be generated when validating the data after the file has been uploaded.
  - Changes made to the 'Unit ID', 'Subject Item', and 'Process ID' do not get updated on file import and will be ignored/not added to draft submittal in e-Services.
- When updating Process Emissions data with the file upload:
  - New pollutants can be added to existing processes.
  - Changes made to the 'Unit ID', 'Subject Item', 'Process ID', and 'Source Classification Code' do not get updated on file import and will be ignored/not added to draft submittal in e-Services.
  - Emissions that use an emission factor will be automatically calculated in e-Services upon file import, but a value must be present in the 'Total Emissions (TON)' column for all pollutants when importing. If the 'Total Emissions' value entered in the import file for a pollutant calculated with an emission factor is incorrect, it will be corrected upon file upload.
  - An emission factor with Emissions Calculation Method 'USEPA Emission Factor' or 'S/L/T Emission Factor' cannot be edited using the file upload.
  - The validation error; 'Emissions throughput amounts are inconsistent for process EUXXX/PDXXX between pollutants POLLUTANT,X and POLLUTANT,Y to correct error, navigate to page 'Process Emissions' and click Save.' cannot be fixed with the file upload. This error should be corrected clicking 'Save' on the 'Process Emissions' page in the user interface AFTER all data file uploads are completed. The error may reappear if another data file upload is performed after the errors are fixed.

# Instructions on using the file upload

1. From the List of Services page click on 'Prepare Inventory Submittal Online' and click on the 'Facility ID' for your facility.
2. Click 'Next>>' on the 'Review Facility Information' page.

**Tip: It's recommended that the Processes & Throughput information is updated before the Process Emissions information.**

## **Updating 'Processes & Throughput' data with file upload**

1. Click on the 'Download Review Workbook' button to download a file with the Process and Throughput data for all processes.
2. Save a copy of the downloaded file.
3. Delete all worksheets in the copied file except for the 'Facility' and 'Processes' worksheets.
4. Unprotect the 'Processes' worksheet. (In Excel, go to 'Review', select 'Unprotect Sheet').
5. Make any needed revisions on the 'Processes' worksheet and save the file. (Note: New units and processes cannot be added by file import).
6. Import the revised Review Workbook by clicking on the 'Import From Workbook' button.

## **Required fields on the 'Processes' worksheet:**

Key:

\* - Required field

<sup>1</sup> - If Throughput Units are not the selection wanted, enter 0.00 in the "Throughput Amount" and change "Emissions Calculation Method" and "Throughput Units" in Process Emissions page.

<sup>2</sup> - Ash and Sulfur percentages are required if applicable to the type of fuel used.

<sup>3</sup> - Seasonal Activity is for months in El year.

\*Source Classification Code

\*Process Description

\*Throughput Material

\*Throughput Amount

\*<sup>1</sup>Throughput Units

<sup>2</sup>Ash (%)

<sup>2</sup>Sulfur (%)

\*Actual Hours Per Year

\*Average Days Per Week

\*Average Hours Per Day

\*<sup>3</sup>Winter Activity (Jan, Feb, Dec)

\*<sup>3</sup>Spring Activity (Mar, Apr, May)

\*<sup>3</sup>Summer Activity (Jun, Jul, Aug)

\*<sup>3</sup>Fall Activity (Sep, Oct, Nov)

### **Updating 'Process Emissions' data with file upload**

1. Click on the 'Download Review Workbook' button to download a file with the Process Emissions data for all processes.
2. Save a copy of the downloaded file.
3. Delete all worksheets in the copied file except for the 'Facility' and 'Emissions' worksheets.
4. Unprotect the 'Emissions' worksheet. (In Excel, go to 'Review', select 'Unprotect Sheet').
5. Make any needed revisions on the 'Emissions' worksheet and save the file. (Note: New units and processes cannot be added by file import).
6. Import the revised Review Workbook by clicking on the 'Import From Workbook' button.

### **Required fields on the 'Emissions' worksheet:**

Key:

\* - Required field

<sup>1</sup> - Emission Factor requirement is contingent on 'Emissions Calculation Method' (Continuous Emission Monitoring, Material Balance and Engineering Judgement may have a null emission factor).

System automatically converts fuel throughputs to heat (E6BTU) to use default emission factors which are in (LB/E6BTU). Automatic conversion uses the heat content provided by facility first, if no heat content is provided, a default heat content is used.

<sup>3</sup> - Stack test date is required in the 'Stack Testing Date and Emission Factor Comment' field when the 'Emissions Calculation Method' is 'Stack Test'.

\*Pollutant

\*Emissions Calculation Method

\*Throughput Material

\*Throughput Amount

\*Throughput Units

<sup>1,2</sup>Emission Factor

<sup>1,2</sup>Emission Factor Numerator Units

<sup>1,2</sup>Emission Factor Denominator Units

<sup>3</sup>Stack Testing Date and Emission Factor Comment

\*Total Emissions (TON)