MINNESOTA POLLUTION CONTROL AGENCY

Quick Guide - Electronic Reporting for Large EI types

Contents

Online reporting: an overview

1. Log into MPCA e-Services 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 your Submitter grant you as a Preparer role. Visit the Air emission reporting and fees webpage 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:
   - Facility and Contact Information
   - Emission Units
   - Process and Throughput*
   - Control Equipment
   - Assign Control Equipment to Processes
   - Release Points (Stacks)
   - Assign Release Points to Processes
   - Process Emissions*

     *Must update data each year
5. Select “View Facility Emission Totals” tab and review your facility emissions for accuracy and completeness.

6. If facility emissions appear correct than select "List of Services" on the “Select Task” page.

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. 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.
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 the Microsoft Excel file version of your inventory prior to submittal.

Submit emission inventory (Submitter only)

1. Select “Submit Emission Inventory” from the “List of Services” page after you have reviewed and validated the inventory.
2. Select a “Facility ID”.
3. 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 “Human Readable Data Document” 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 Submitters that have submitted a Submittal Agreement and have been approved as the Submitter may actually submit the emission inventory.
7. System will display confirmation of a successful submittal on the next page.
8. Select "Finished" to return to the “List of Services” page.

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

For more information

Visit the MPCA Air emission reporting and fees webpage. For additional questions, email Nate Edel at nathaniel.edel@state.mn.us or call 651-757-2332.