

Quick Guide – Electronic Reporting

Contents

- 1 [Before you begin inventory preparation](#)
- 2 [Logging in](#)
- 3 [Prepare emission inventory \(Submitter and Preparers\)](#)
- 4 [Validate and review emission inventory \(Submitter and Preparers\)](#)
- 5 [Submit emission inventory \(Submitter only\)](#)
- 6 [For more information](#)

Before you begin inventory preparation

For detailed instructions and guidance on emissions reporting, refer to the help files. The “help file” link appears on most pages in the air emission inventory section of the [e-Services](#) electronic reporting website and will also be available on the Minnesota Pollution Control Agency’s (MPCA) [Air emissions reporting and fees](#) webpage.

Logging in

1. Log into MPCA [e-Services](#) electronic reporting website at: <https://netweb.pca.state.mn.us/private/> using your account number and password.
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. **Registration Option C** - Complete the “Edit Facility & Contact Information”, “Edit Processes & Throughput”, and if applicable, “Download VOC Worksheet” tasks.

Registration Option D - Complete the “Edit Facility & Contact Information”, “Edit Processes, Throughput & Emissions”, and the “Process Emissions Details” tasks.

Note: The “Process Emissions Details” task can only be accessed by selecting “Edit” in the “Edit Emissions” column located in the “Edit Processes, Throughput & Emissions” task.

5. Select “View Facility Emission Totals” tab and review your facility emissions for accuracy and completeness.

6. **Registration Option C** - 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. **Registration Option D** - If data in "View Facility Emission Totals" appears incorrect, double check reported data in the "Edit Processes, Throughput & Emissions" and the "Process Emissions Details" screens 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, 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 in the "Edit Facility & Contact Information" and/or the "Edit Processes, Throughput & Emissions" and/or the "Process Emissions Details (Option D only)" tasks. If it is helpful to have a printed version of the error messages when correcting errors, 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. 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 "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 those that have submitted an Emissions Inventory Report User Agreement and have been approved as the Submitter may actually submit the Emission Inventory.
7. The 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 an "authorized" Submitter will be able to complete and submit emission inventories for their authorized facility(ies).

For more information

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