TITLE V DEFERRED FACILITY

SLEIS TRAINING

Title V Deferred SLEIS Training

- This training is intended to assist Title V Deferred facilities with entering emission inventory data into the DAQ's State and Local Emission Inventory System (SLIES) database.
- The DAQ has constructed each current facility in SLEIS and prepopulated it with data provided by the facility in their 2016 Certified Emission Statement.
  - Unlike the Title V Major facilities who report emissions at the process level, Deferred facilities will only report facility-wide total emissions.
- This new process eliminates the need for facilities to complete the annual CES Invoice form and the Hazardous Air Pollutant (HAP) Worksheet.
- Emissions entered into SLEIS will be used by the DAQ to generate a completed CES Invoice, which will be sent to the facility for certification and payment remittance.
- The invoice will be the same as received in the last couple years, but instead of being blank it will be filled with the facility's emission data.

Title V Deferred SLEIS Training

- This training contains step-by-step instructions with SLEIS screen shots to lead the facility through updating, completing, and submitting emission data.
- The following Step's are covered in this training.
  - STEP I: *Familiarity* – Resources and information available to the SLEIS user.
  - STEP II: *Registration* – How to register as a SLEIS user.
  - STEP III: *Opening SLEIS* – Accessing SLEIS and the user's facility(s) data.
  - STEP IV: *Facility Data Entry* – Verifying/updating general facility information.
  - STEP V: *Emission Data Entry* – Verifying/updating facility emission data.
  - STEP VI: *Validation* – Quality assuring and checking for potential errors.
  - STEP VII: *Submission* – Steps to officially submit the facility inventory to DAQ.

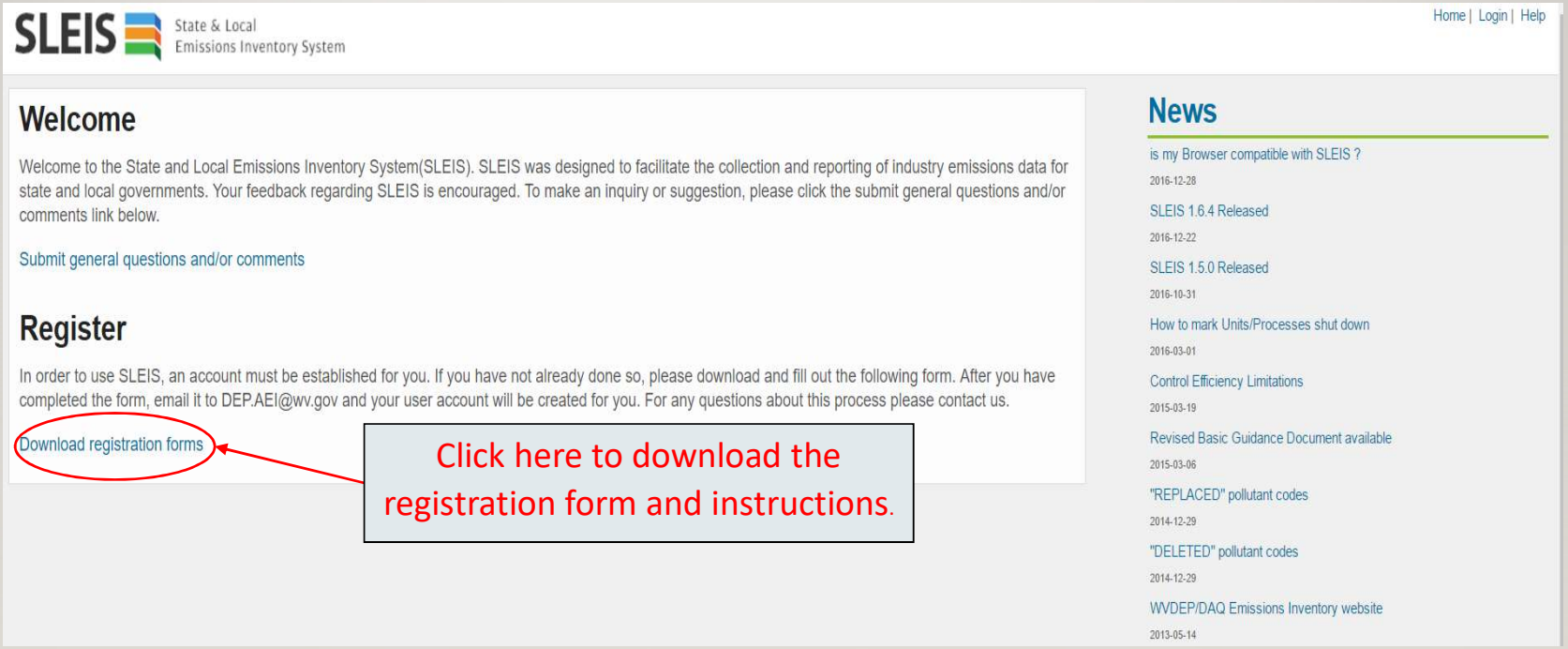
STEP 1: *Familiarity*

- Before starting, become familiar with some of the resources and information available.
- These resources and information are available on the DAQ website.
  - http://dep.wv.gov/daq/planning/inventory/Pages/default.aspx
- The annual **Basic Reporting Guidance** is especially helpful for first time SLEIS users.
  - ***Section 4.3*** was specifically developed for Deferred facilities.

STEP II: *Registration*

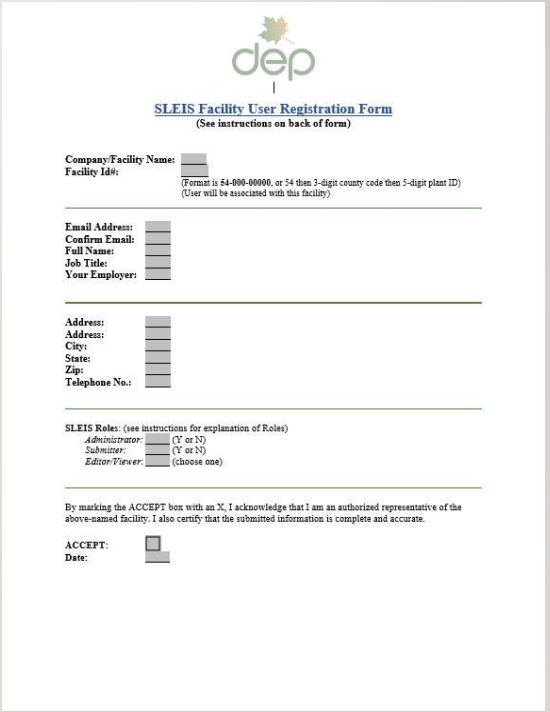
- To utilize the SLEIS web-based application, a user must first be registered in SLEIS and be linked to one or more facilities.
- Until registered, a user cannot access any SLEIS data.
- The SLEIS Facility User Registration Form and the form instructions are available at:
  - https://apps.dep.wv.gov/SLEIS

Registration



Registration

- Complete the registration form and email it to DEP.AEI@wv.gov.
- Instructions are included with the registration form.
- Once your account is set up, you will receive an email.
  - Open the email within 24-hours to complete your ID, password, and security questions.



dep

SLEIS Facility User Registration Form

(See instructions on back of form)

Company/Facility Name: ____
Facility Id#: ____
(Format is 54-000-00000, or 54 then 3-digit county code then 5-digit plant ID)
(User will be associated with this facility)

Email Address: ____
Confirm Email: ____
Full Name: ____
Job Title: ____
Your Employer: ____

Address: ____
Address: ____
City: ____
State: ____
Zip: ____
Telephone No.: ____

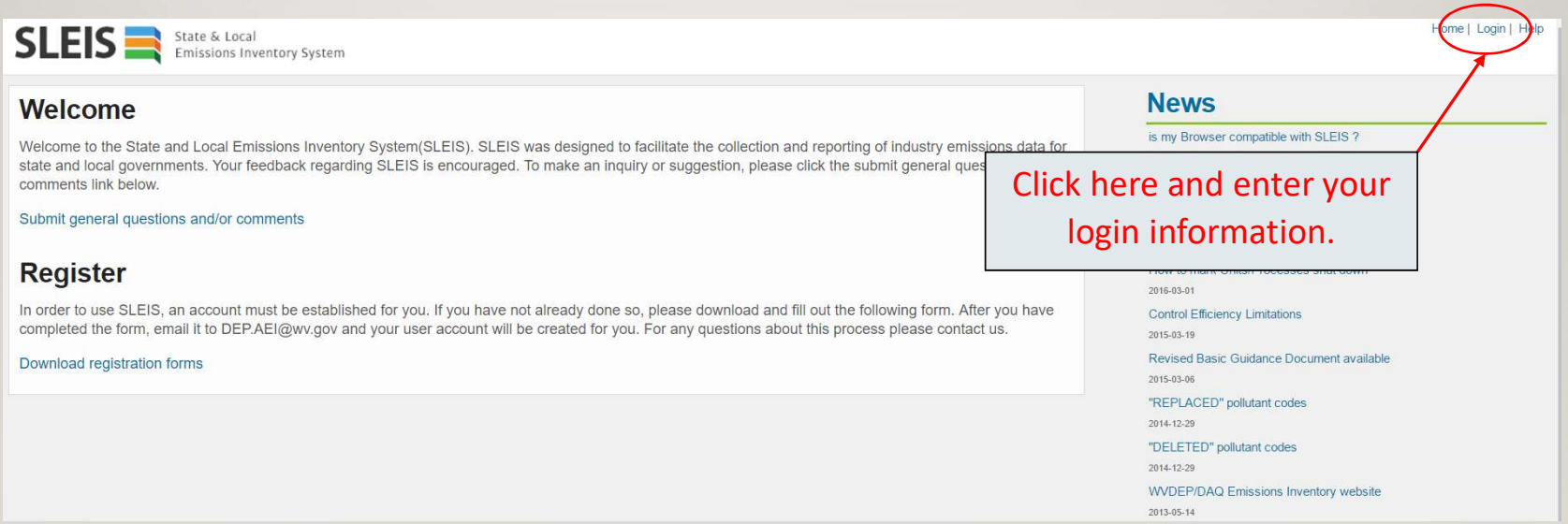
SLEIS Roles: (see instructions for explanation of Roles)
Administrator: ____ (Y or N)
Submitter: ____ (Y or N)
Editor/Viewer: ____ (choose one)

By marking the ACCEPT box with an X, I acknowledge that I am an authorized representative of the above-named facility. I also certify that the submitted information is complete and accurate.

ACCEPT: ☐
Date: ____

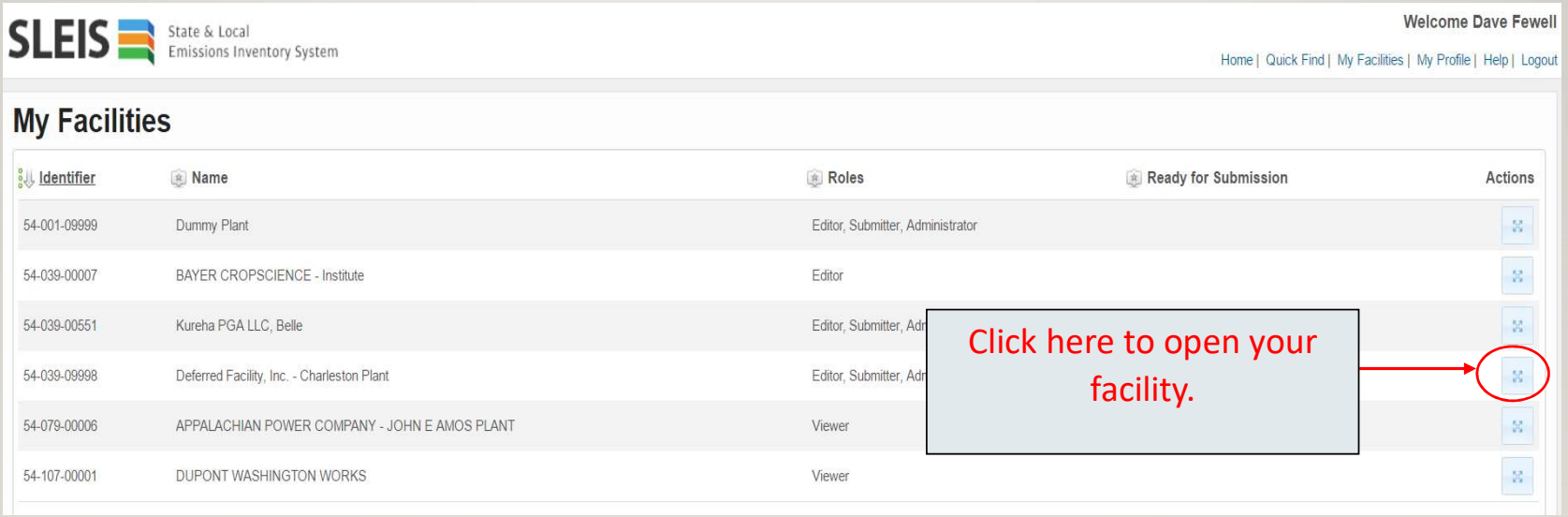
STEP III: *Opening SLEIS*

- To open SLEIS go the same webpage you did to register.
  - https://apps.dep.wv.gov/SLEIS



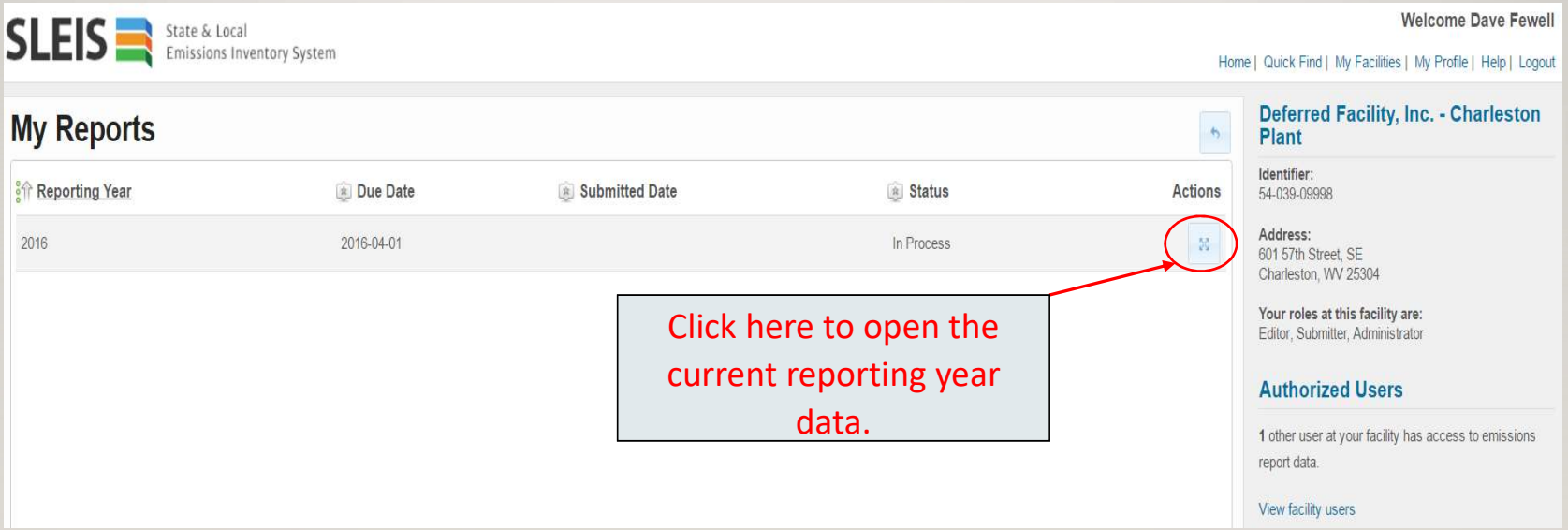
Opening SLEIS

- A list of your assigned facilities on the "My Facilities" page will appear.
- To open a facility, click the action button.



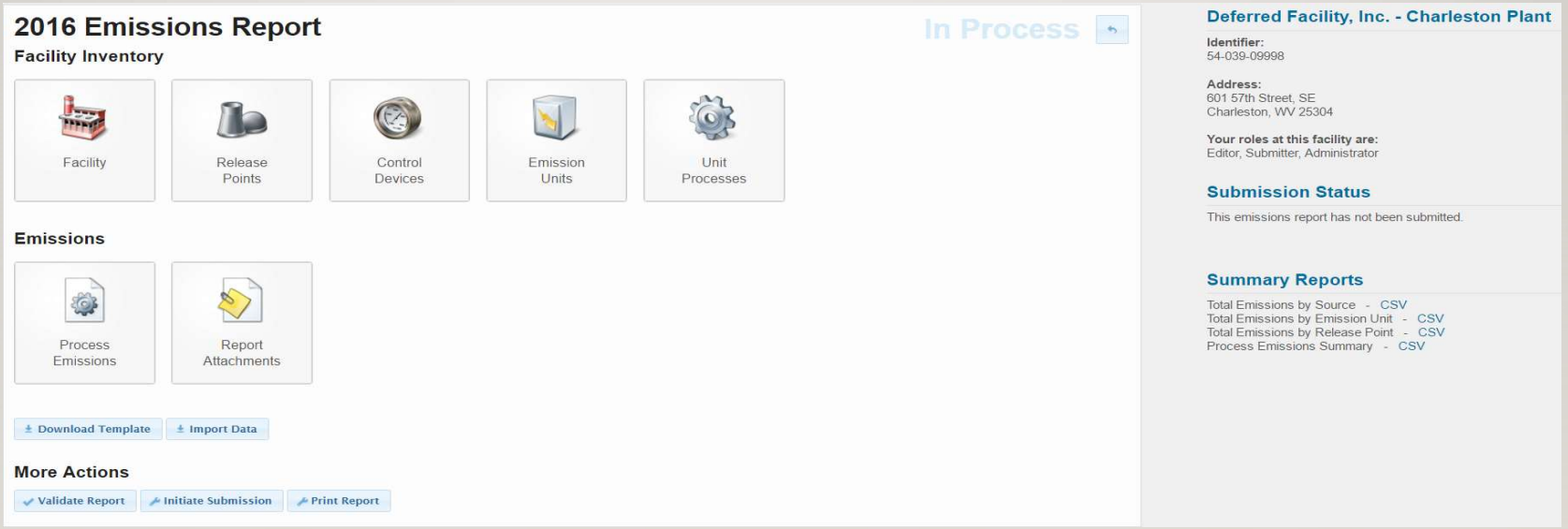
Opening SLEIS

- The "My Reports" window will open.
  - Select the current reporting year and open by clicking the action button.

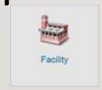


Opening SLEIS - Main Page

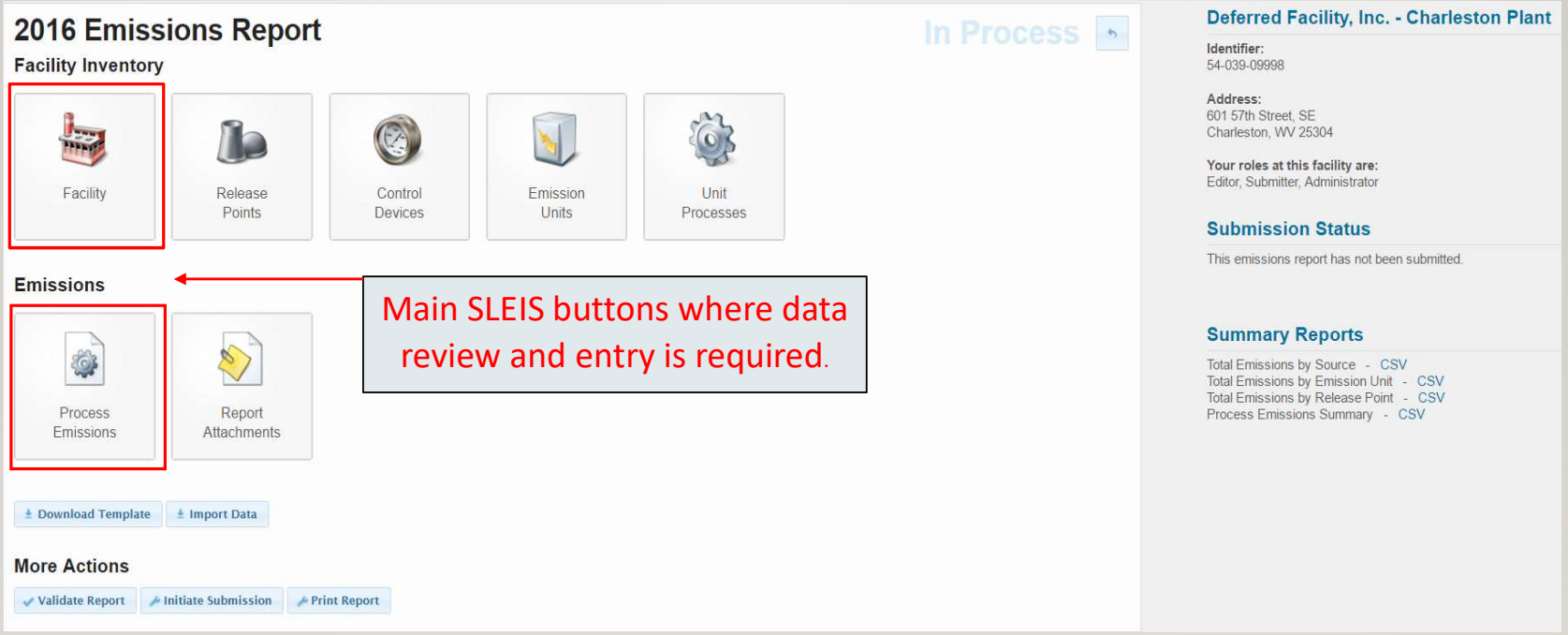
- The SLEIS "Main Page" for your facility is now open.
- From here, facility related information and emissions data can be reviewed and updated.



Opening SLEIS – Main Page

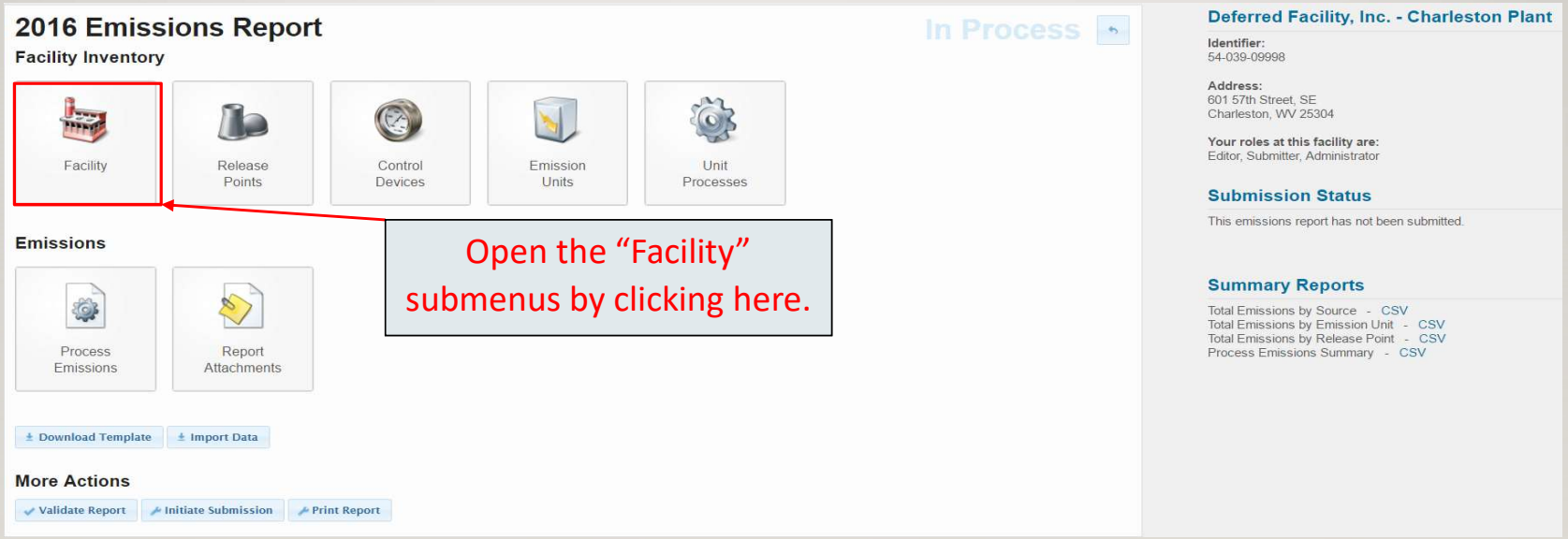
- After opening the SLEIS Main Page, data entry can begin.
- The two critical buttons on the Main Page where data and information requires a facility review and updating as necessary:
  - "Facility"  and "Process Emissions" buttons.
  - These buttons are shown on the next slide.
- SLEIS has been prepopulated by the DAQ based on your 2016 Certified Emission Statement (CES).

Opening SLEIS- Main Page



STEP IV: *Facility Data Entry*

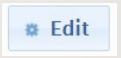
- Start your SLEIS data entry by first reviewing and verifying your facility information.
- Click the "Facility" button.

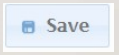


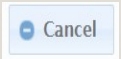
General Facility Information - Submenus

- Five submenus will appear: Facility, Contacts, Addresses, Location, & Additional Information.

General Facility Information - Submenus

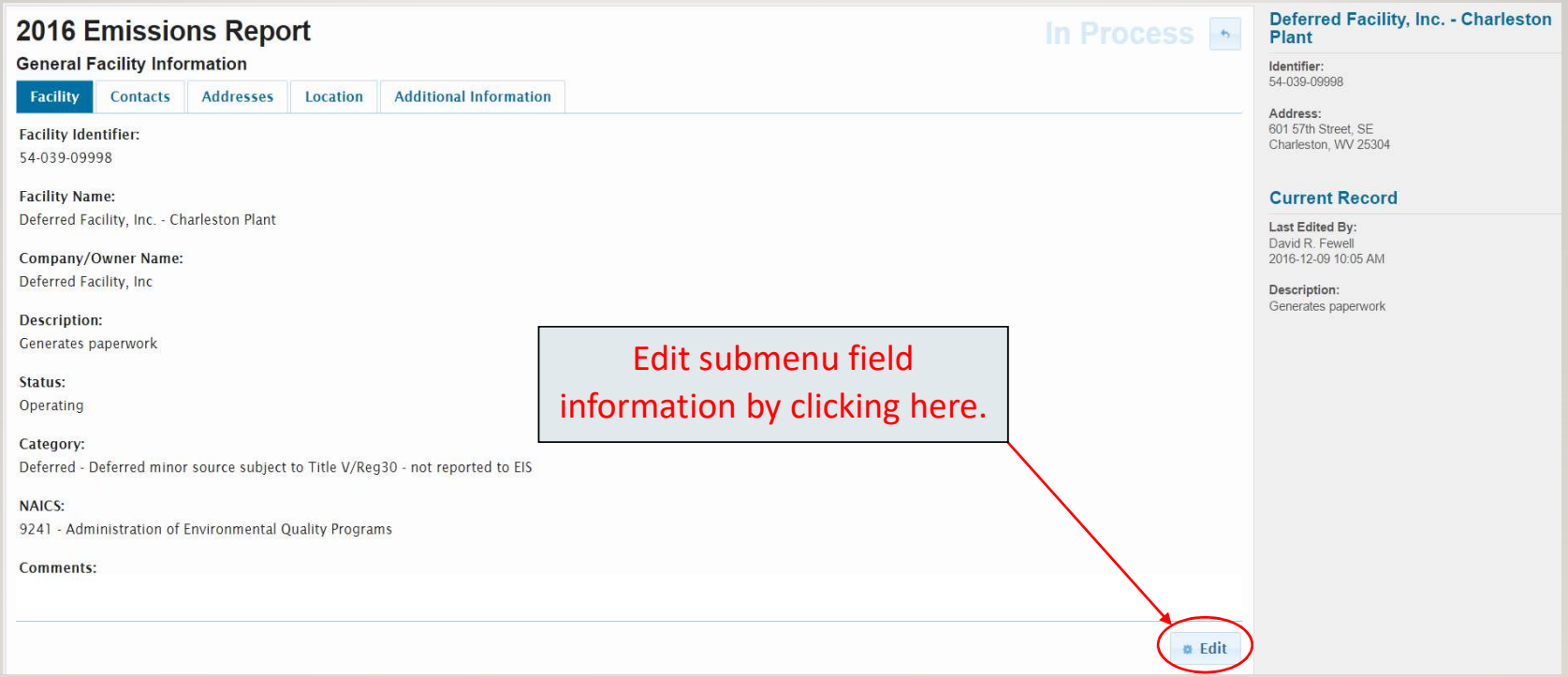
- If information requires editing, click on the "Edit" button 

in the bottom right corner on each submenu page. Once a submenu has been opened to edit, clicking on the "Edit" button again will not be necessary when opening another submenu.
- When information is revised, be sure to click the "Save" button 

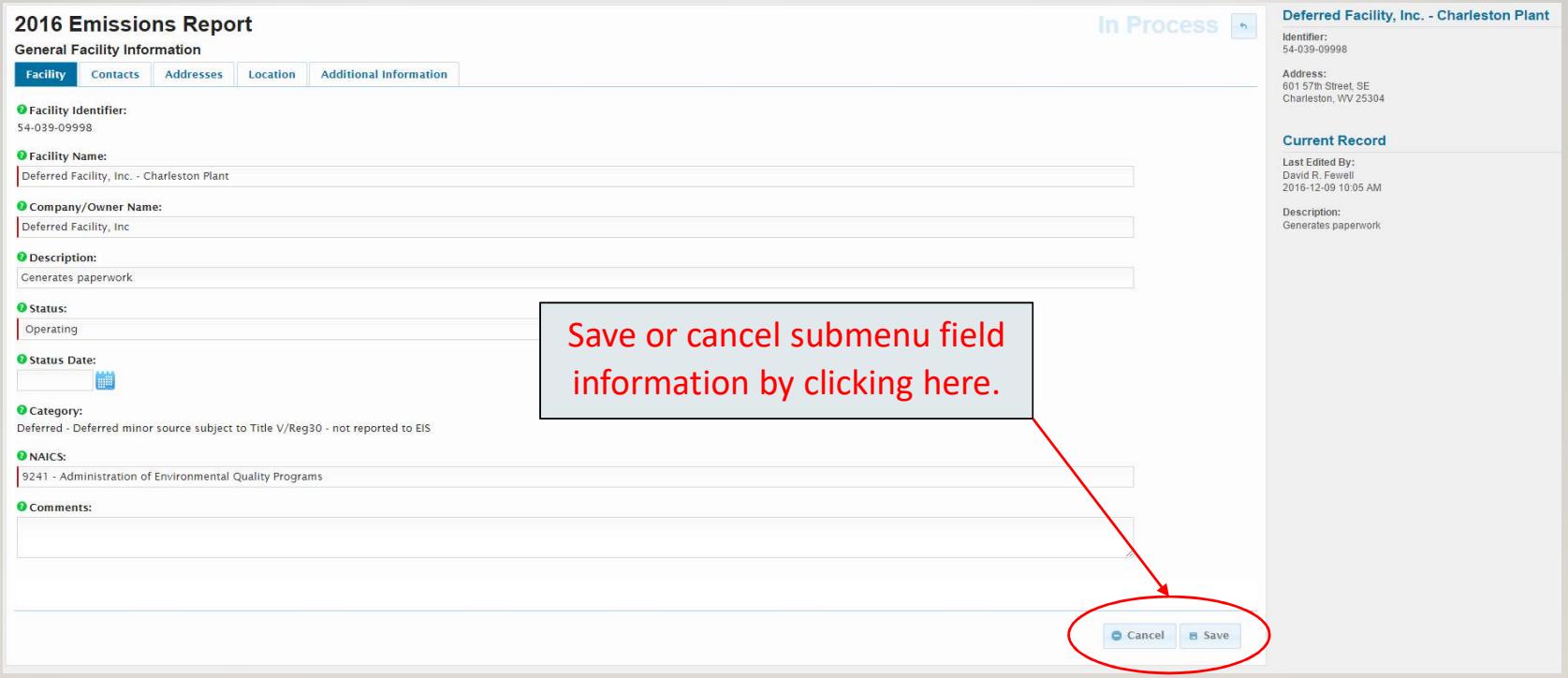
located on the editable submenu page in the bottom right corner; otherwise the revision **will not** be saved.
- Clicking the "Cancel" button 

in the bottom right corner of the editable page will delete any changed information and reset the page to it's original setting prior to editing the page.

General Facility Information- Submenus



General Facility Information - Submenus



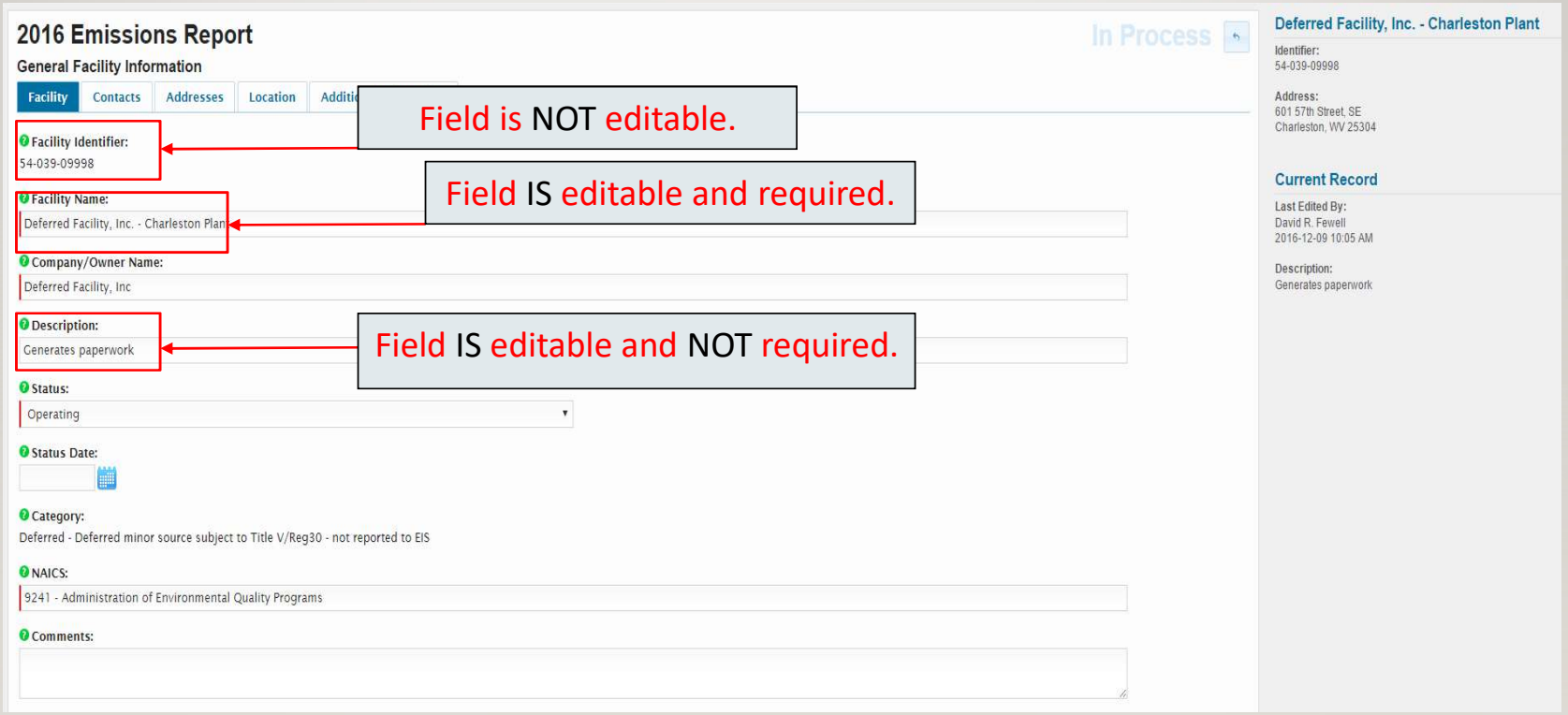
General Facility Information - Submenus

- Descriptions of each General Facility Information submenu field are contained in ***Section 4.3 – Title V Deferred Facilities*** of the ***Basic Reporting Guidance*** document.
- A review of each General Facility Information submenu page is discussed in the following slides.

General Facility Information - Submenus

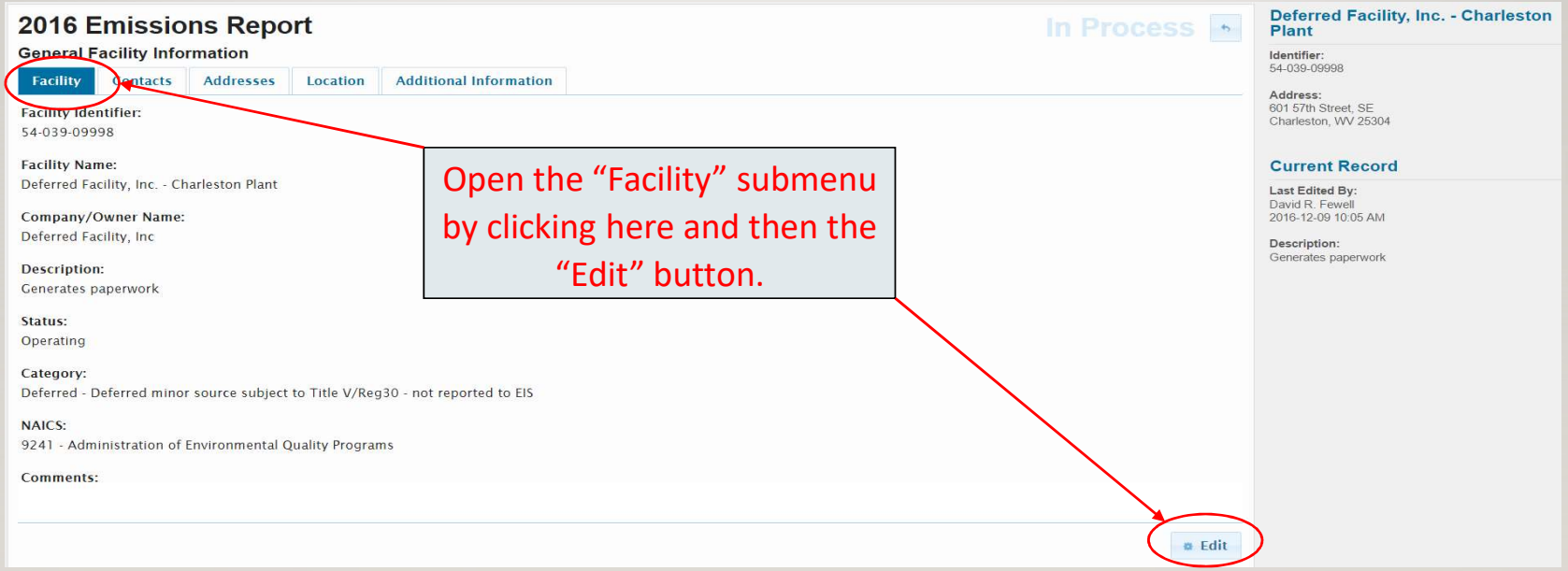
- Not all information can be edited.
  - Information fields that are editable have a window that allows you to place your cursor in them.
    - The facility name is an example of the field that is editable.
  - Information fields not editable do not respond when clicking on them.
    - The facility identifier is an example of information not editable.
- Not all fields are required. Those required have a vertical red line | on the window's left side.
    - The facility name is an example of a required field.

General Facility Information Submenu – Editable Fields



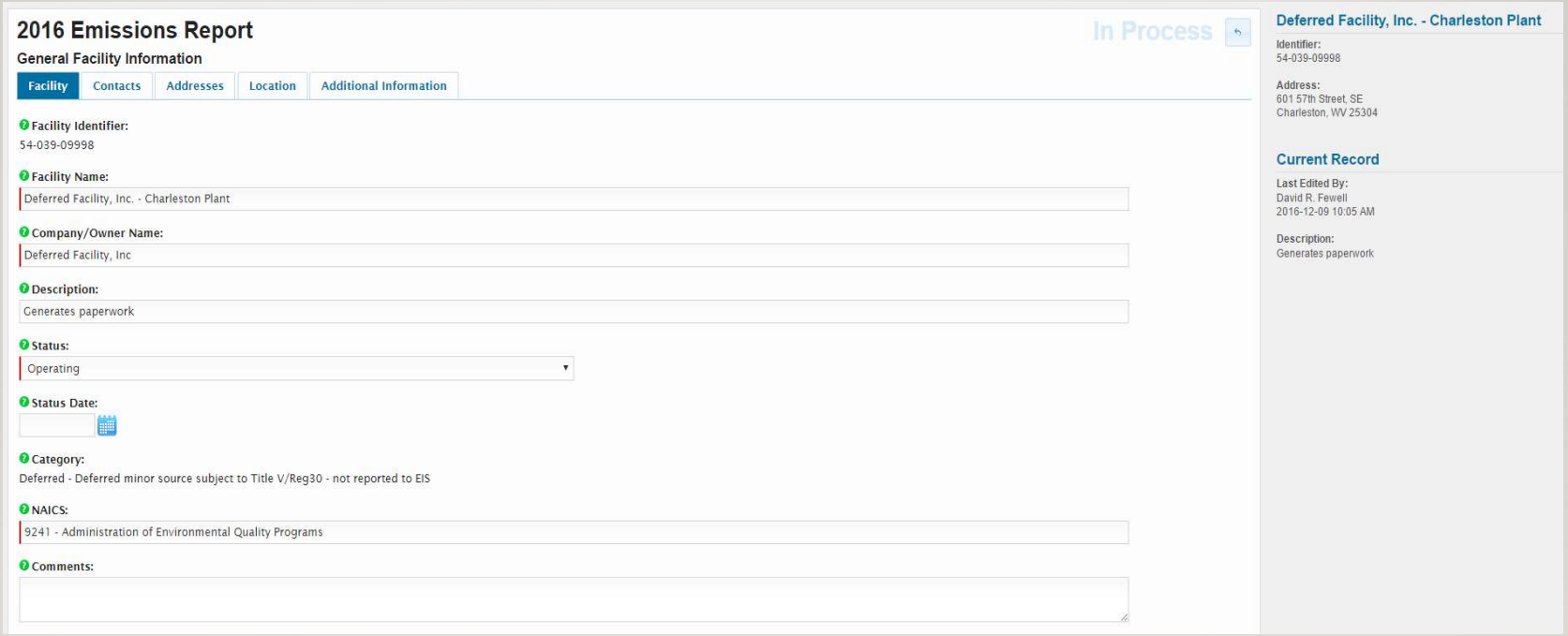
Facility Submenu

- Click and open the "Facility" submenu and then click the "Edit" button.



Facility Submenu

- The "Facility" submenu is now open, ready to review, and revise as necessary.

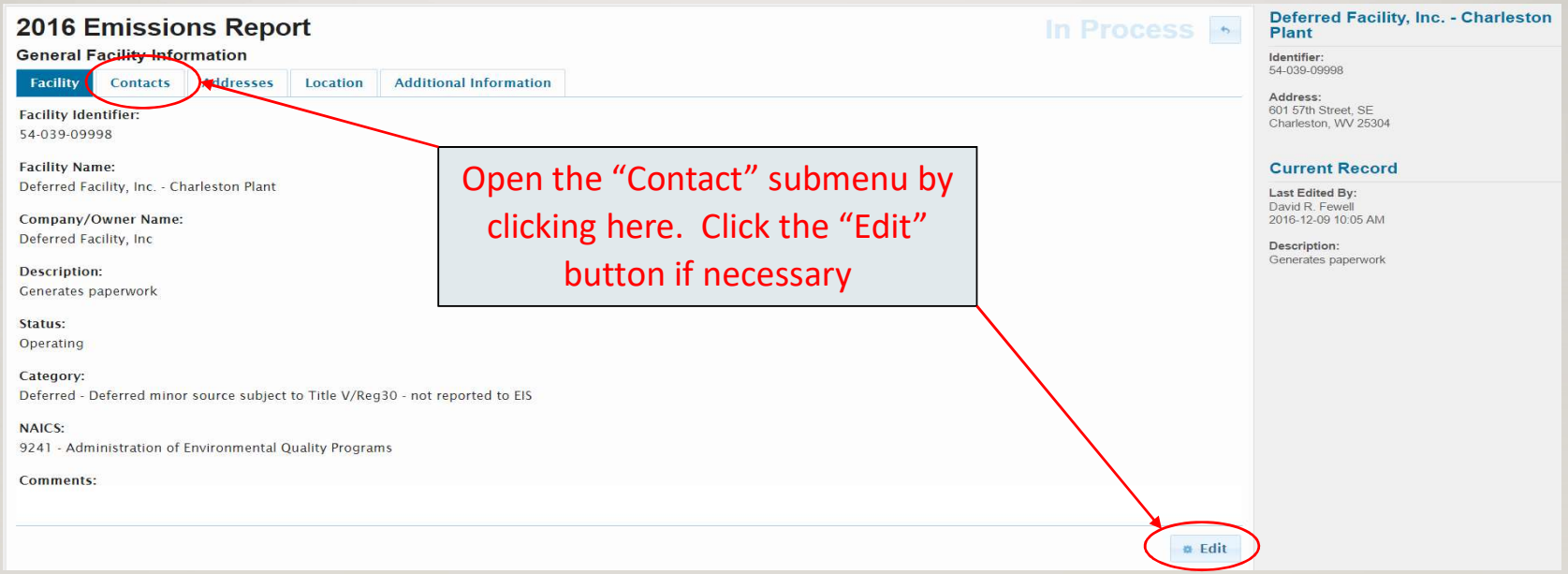


Facility Submenu

- The "Company/Owner Name" and "Description" information does not normally change from one year to the next.
  - However, confirm and make any changes as necessary.
- The "Status" field represents the operating status for the entire facility and can be edited by clicking the dropdown menu.
  - Temporarily or Permanently shutdown status is only used if the entire facility meets these conditions.
  - "Operating but Reporting Emissions in the Nonpoint Category" and "Operating but State/Local/Tribe Not Reporting Emissions" statuses are only used by the DAQ.
- The "Status Date" field is only used if the entire facility has been temporarily or permanently shutdown
  - If this field applies, enter the date the facility last operated.
- The "NAICS" field was completed based on facility provided information.
  - However, another code may better represent your facility's operations and may need to be revised.
  - If revision is needed, highlight and delete the current NAICS then begin typing the correct NAICS. As you type, a list of possible NAICS will appear. Select the correct NAICS.
- "Comments" can be added for future reference or to communicate information to others.
- Click the Save button when finished editing and go to the "Contact" submenu.

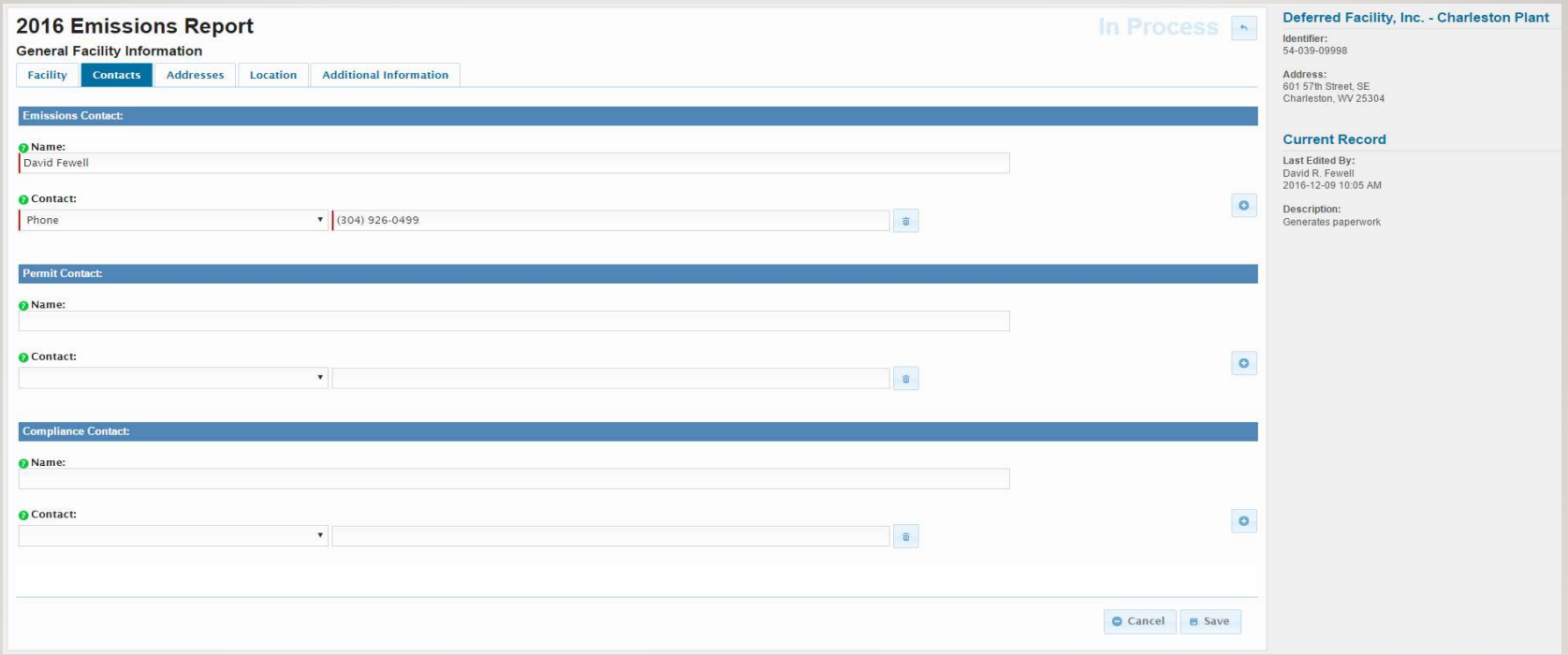
Contact Submenu

- Click and open the "Contact" submenu. If another submenu was previously opened, the submenu will open in the edit mode. If it does not open in edit mode, click the "Edit" button to open.



Contact Submenu

- The "Contact" submenu is now open, ready to review, and revise as necessary.

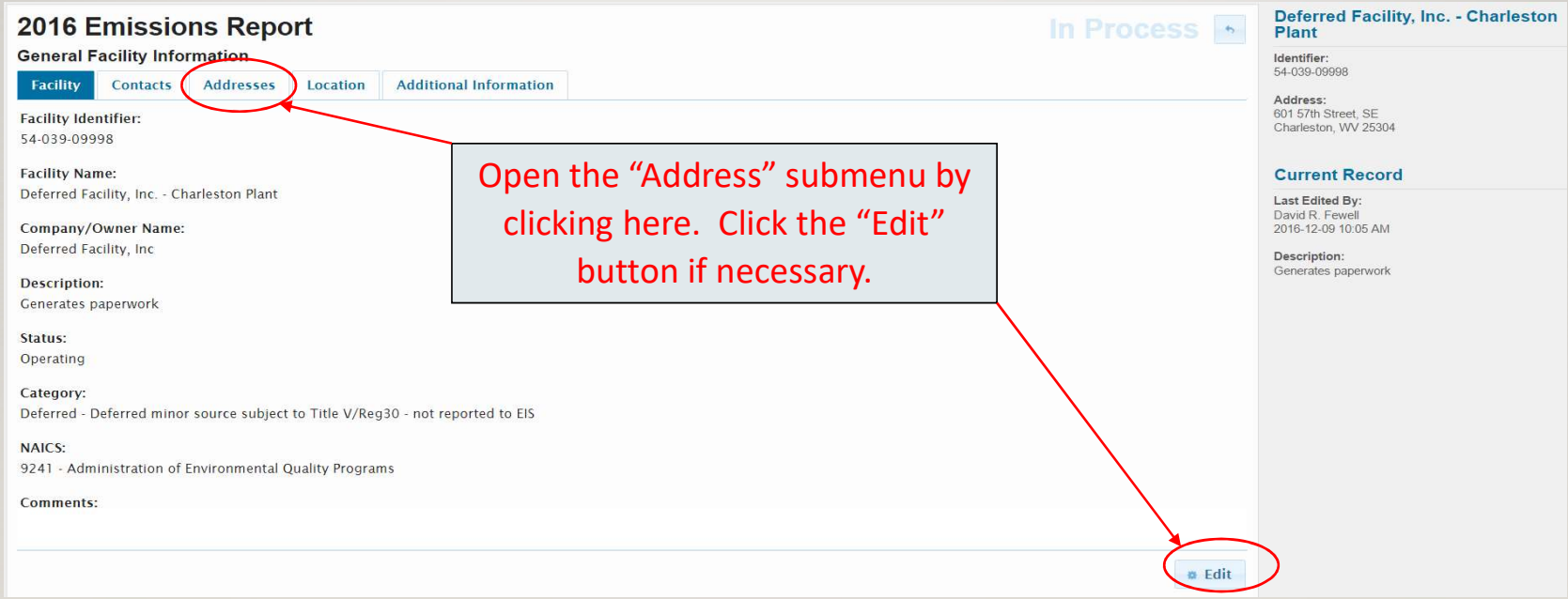


Contact Submenu

- The "Emissions Contact" information is the only submenu field that requires information.
- The "Permit Contact" and "Compliance Contact" information can be added if desired.
- Contact numbers can be deleted by clicking the "Trash Can" button.
- Extra numbers such as FAX or mobile can be added by clicking the "Plus" button.
- Click the "Save" button when finished editing and go to the "Addresses" submenu.

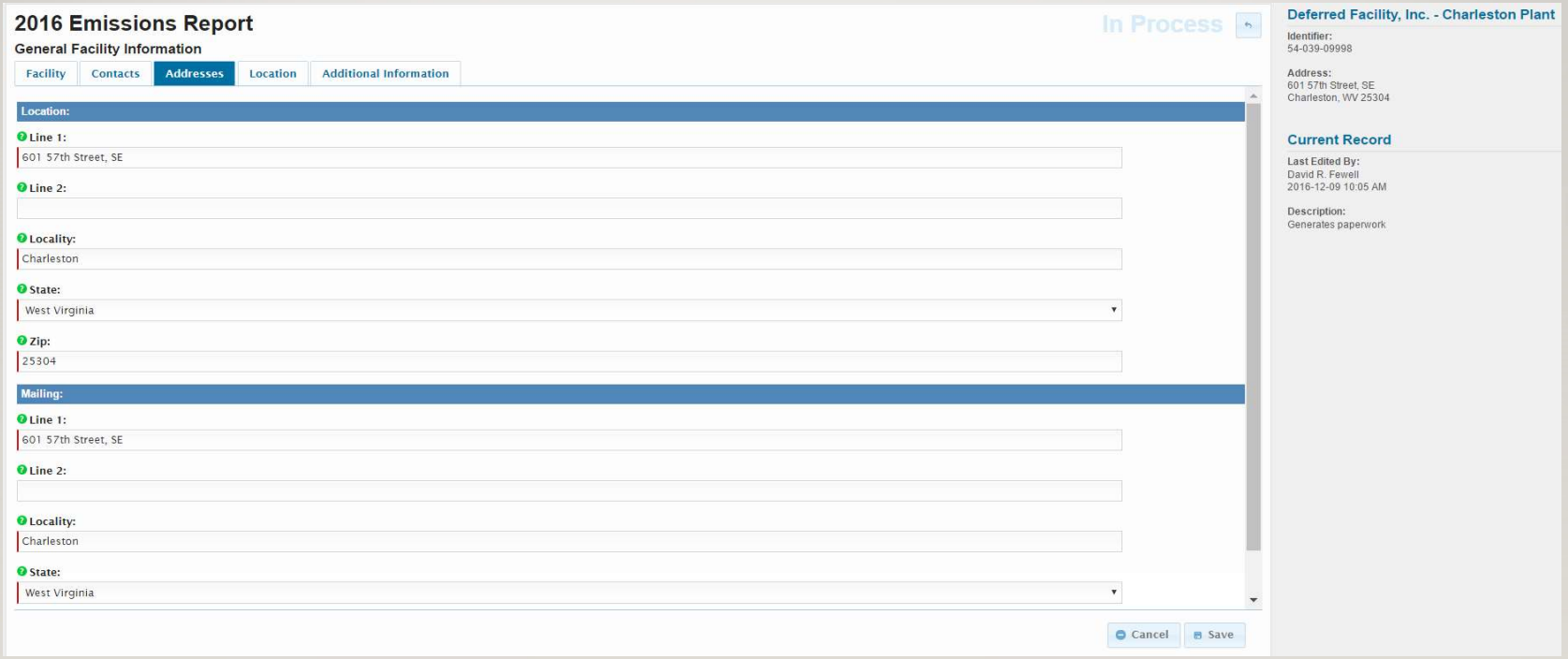
Addresses Submenu

- Click and open the "Addresses" submenu. If another submenu was previously opened, the submenu will open in the edit mode. If it does not open in edit mode, click the "Edit" button to open.



Addresses Submenu

- The "Addresses" submenu is now open, ready to review, and revise as necessary.

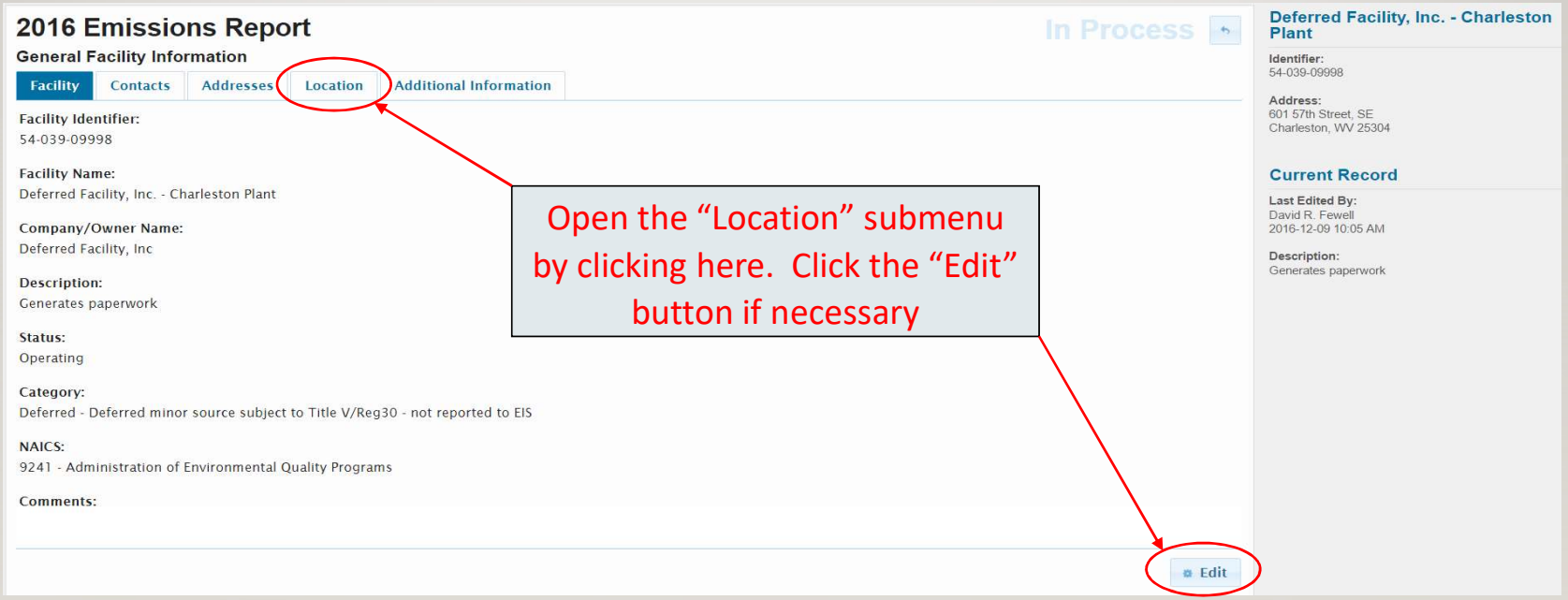


Address Submenu

- Both the physical location and mailing addresses are required.
- When finished editing, save and go to the "Location" submenu.

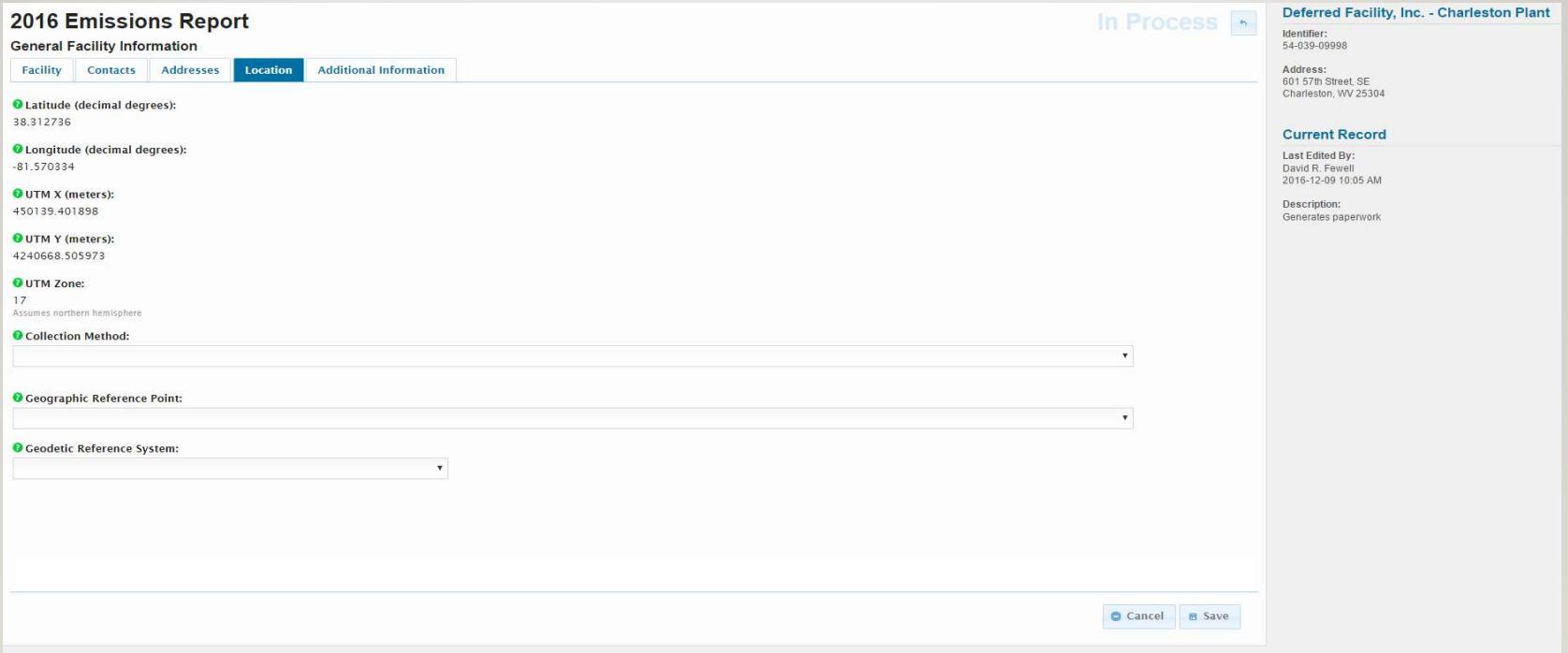
Location Submenu

- Click and open the "Location" submenu. If another submenu was previously opened, the submenu will open in the edit mode. If it does not open in edit mode, click the "Edit" button to open.



Location Submenu

- The "Location" submenu is now open, ready to review, and revise as necessary.

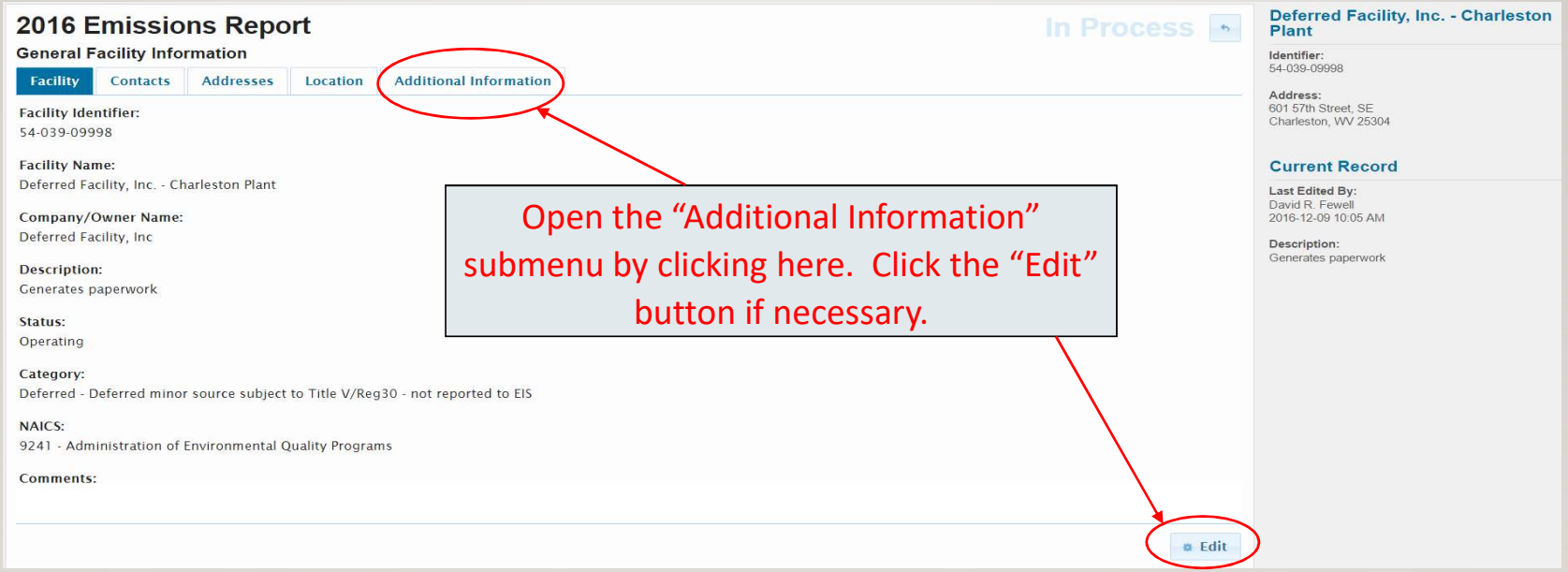


Location Submenu

- This is the facility's geographical location and was entered by the DAQ.
- These coordinates are typically the facility's geographic center or a major release point such as a boiler.
- This information **cannot** be changed by the facility
  - However, review this information for general accuracy.
  - If revisions are necessary, please contact the DAQ Emission Inventory Group at DEP.AEI@wv.gov
- Now go to the "Additional Information" submenu.

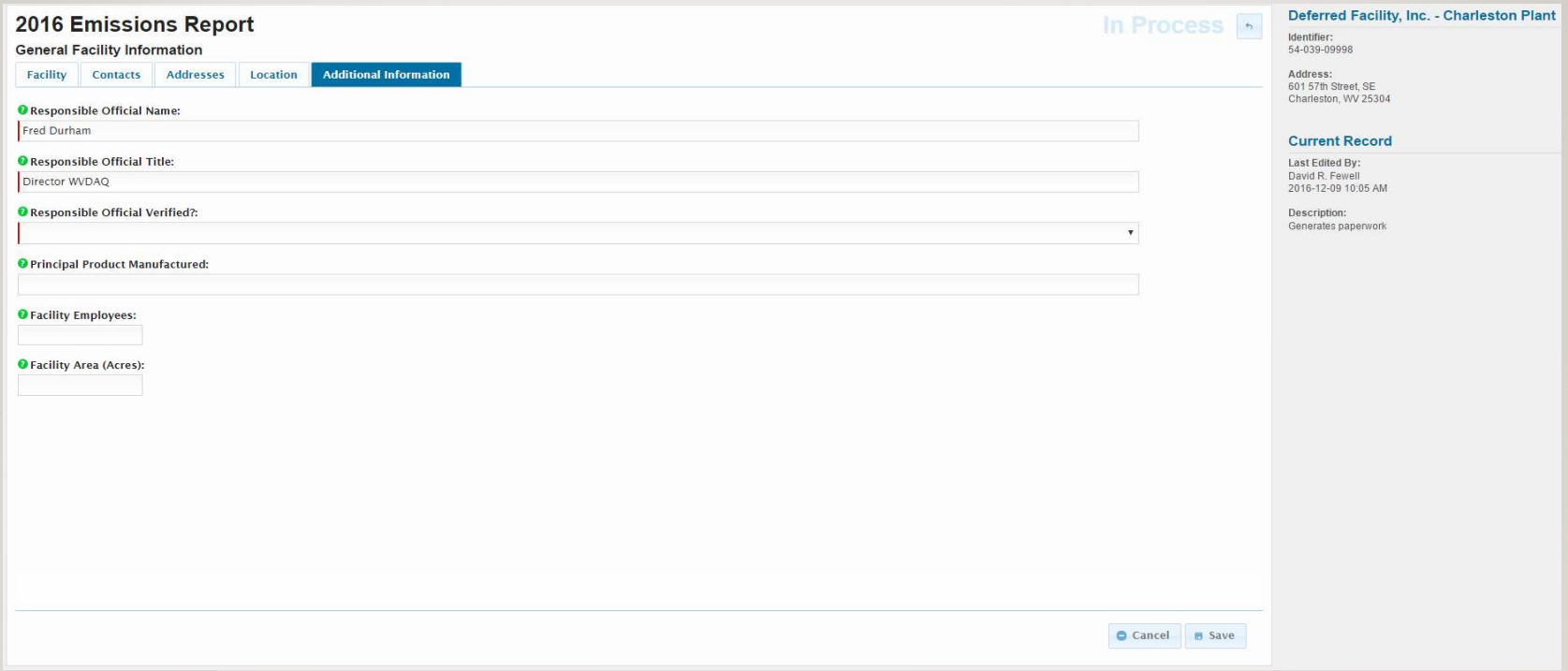
Additional Information Submenu

- Click and open the "Additional Information" submenu. If another submenu was previously opened, the submenu will open in the edit mode. If it does not open in edit mode, click the "Edit" button to open.



Additional Information Submenu

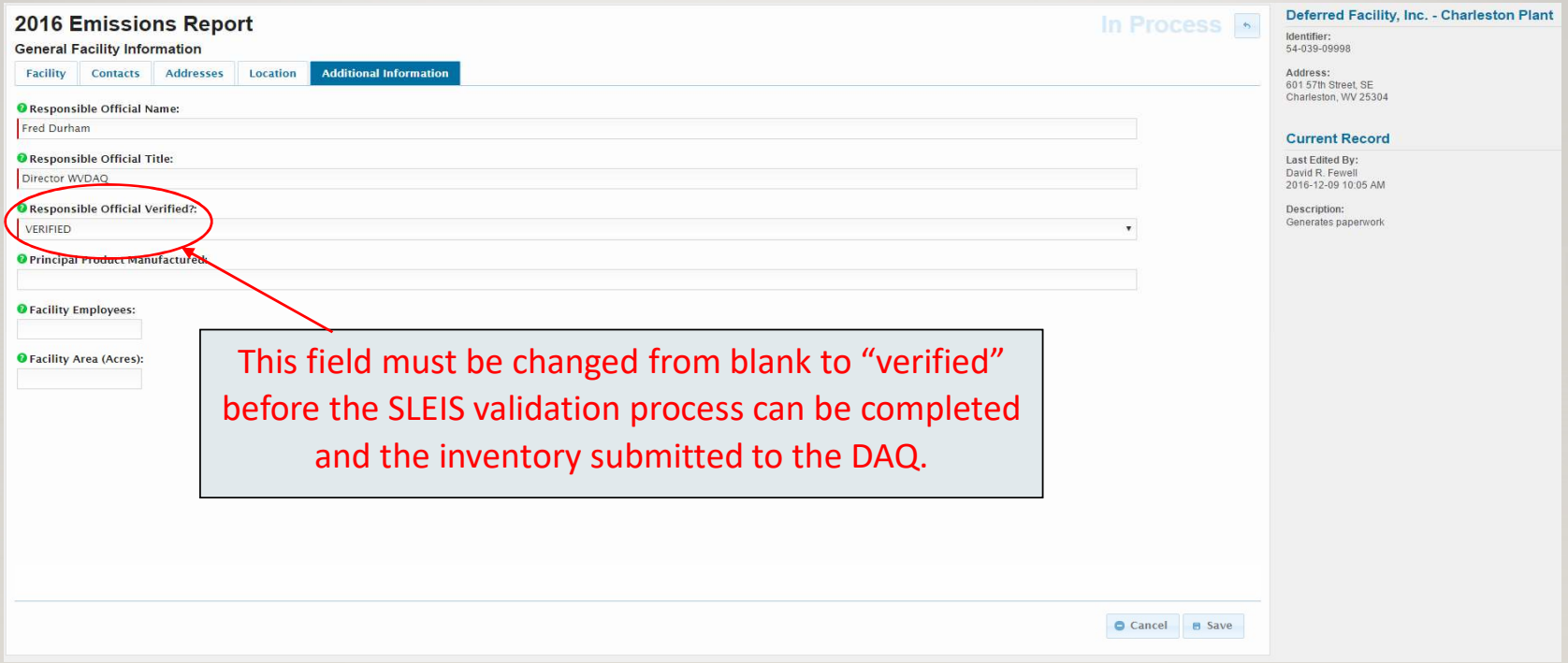
- The "Location" submenu is now open, ready to review, and revise as necessary.



Additional Information Submenu

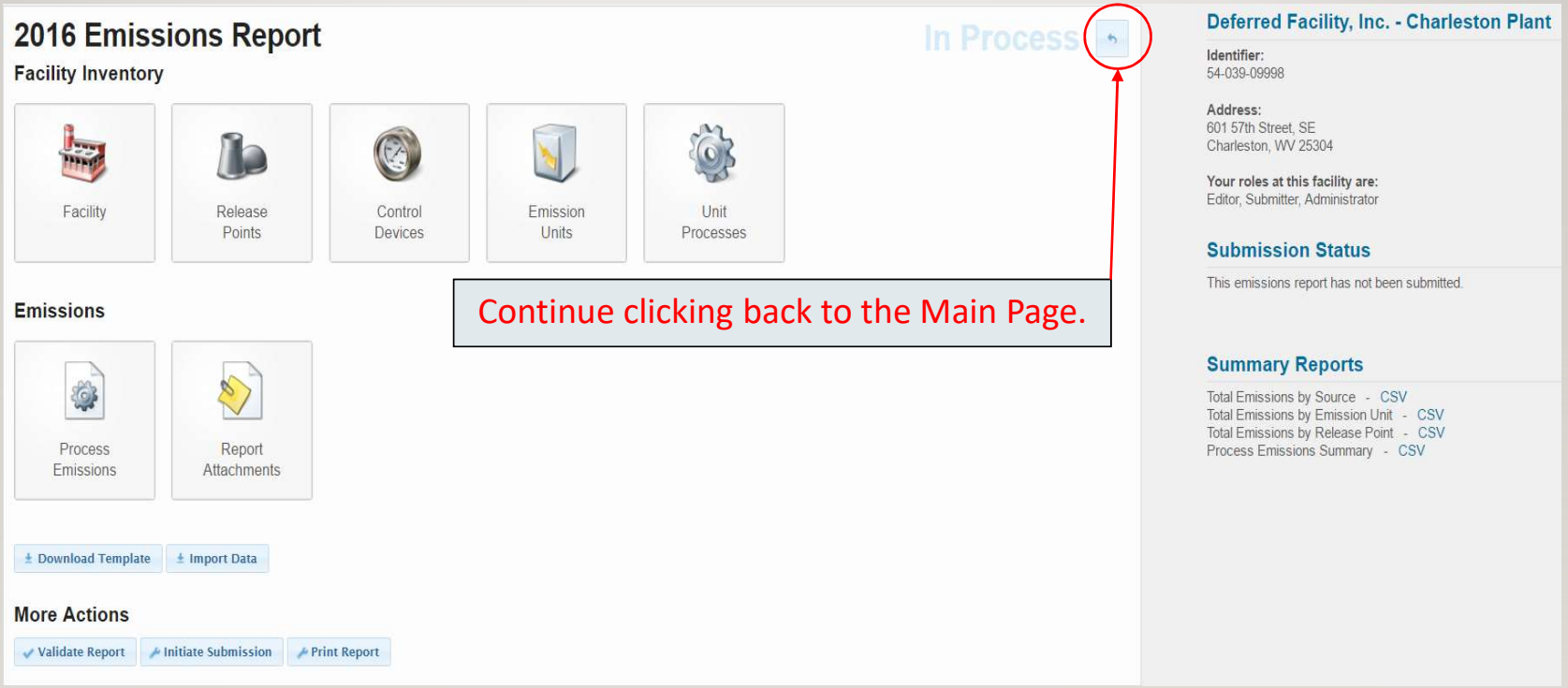
- Facility Responsible Officials and/or Authorized Designees can change often.
  - These fields must be reviewed for each reporting year and verified.
  - If an Authorized Designees is listed, that person(s) must have an Authority of Corporation form on file with the DAQ. The form is located at http://dep.wv.gov/daq/permitting/Pages/nsr-forms.aspx
- Verification is accomplished by changing the "Responsible Official Verified?" field from blank to "Verified" by selecting it from the dropdown window.
  - SLEIS validation cannot be completed or the inventory submitted until this field is changed.
  - The following slide shows a Responsible Official that has been verified.
- When finished editing, save and go back to the SLEIS Main page.

Additional Information Submenu



Emission Data Entry - Main Page

- Continue to click the "In Process" button until you return to the SLEIS Main Page.

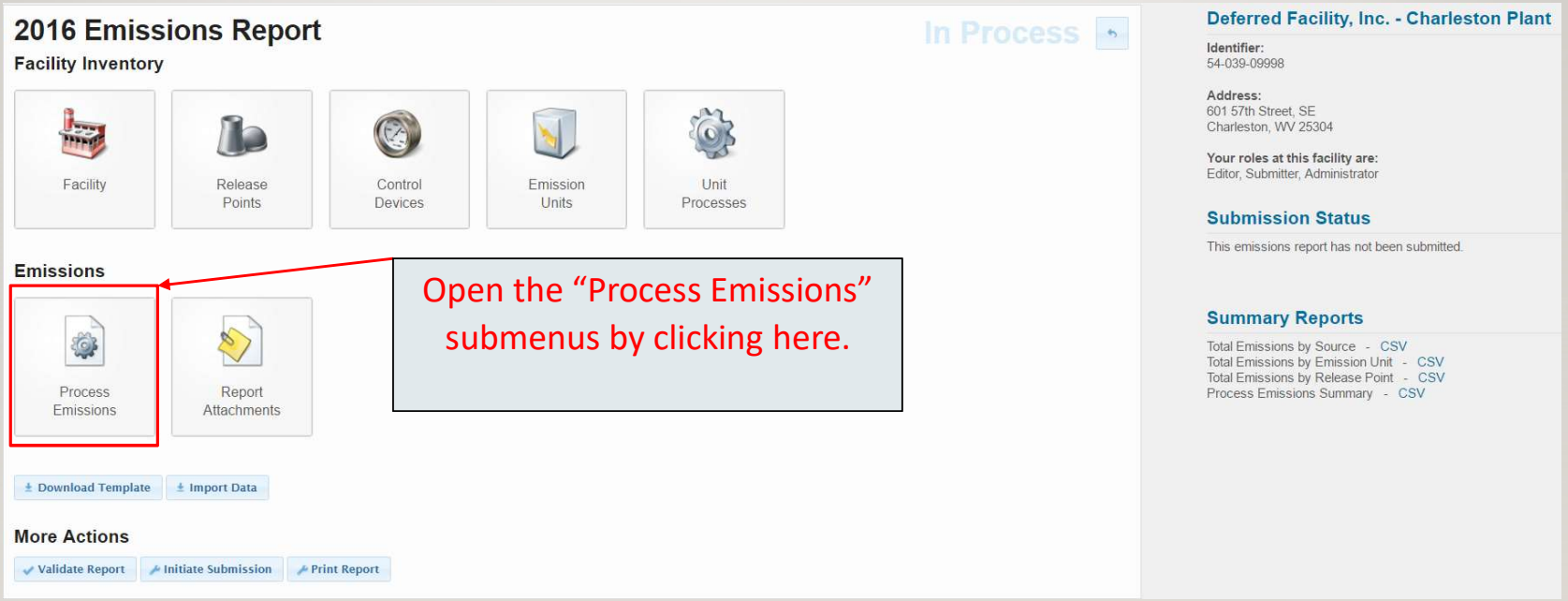


STEP V: *Emission Data Entry*

- Once the facility information data entry is completed, begin reviewing and revising the pollutant emission data.
- Descriptions of each Process Emissions submenu field are contained in ***Section 4.3 – Title V Deferred Facilities*** of the ***Basic Reporting Guidance*** document.
- A review of each Process Emissions submenu page is discussed in the following slides.
- Facility total emissions by pollutant have been pre-populated by the DAQ using the 2016 Certified Emission Statement data provided by the facility.
- Ideally, only the total annual emission rate per pollutant for the reporting year will need to be revised.
  - However, it is recognized that pollutants may need to be added or removed. These cases are discussed further later in this presentation.
- When finished editing, save and go back to the SLEIS Main page.

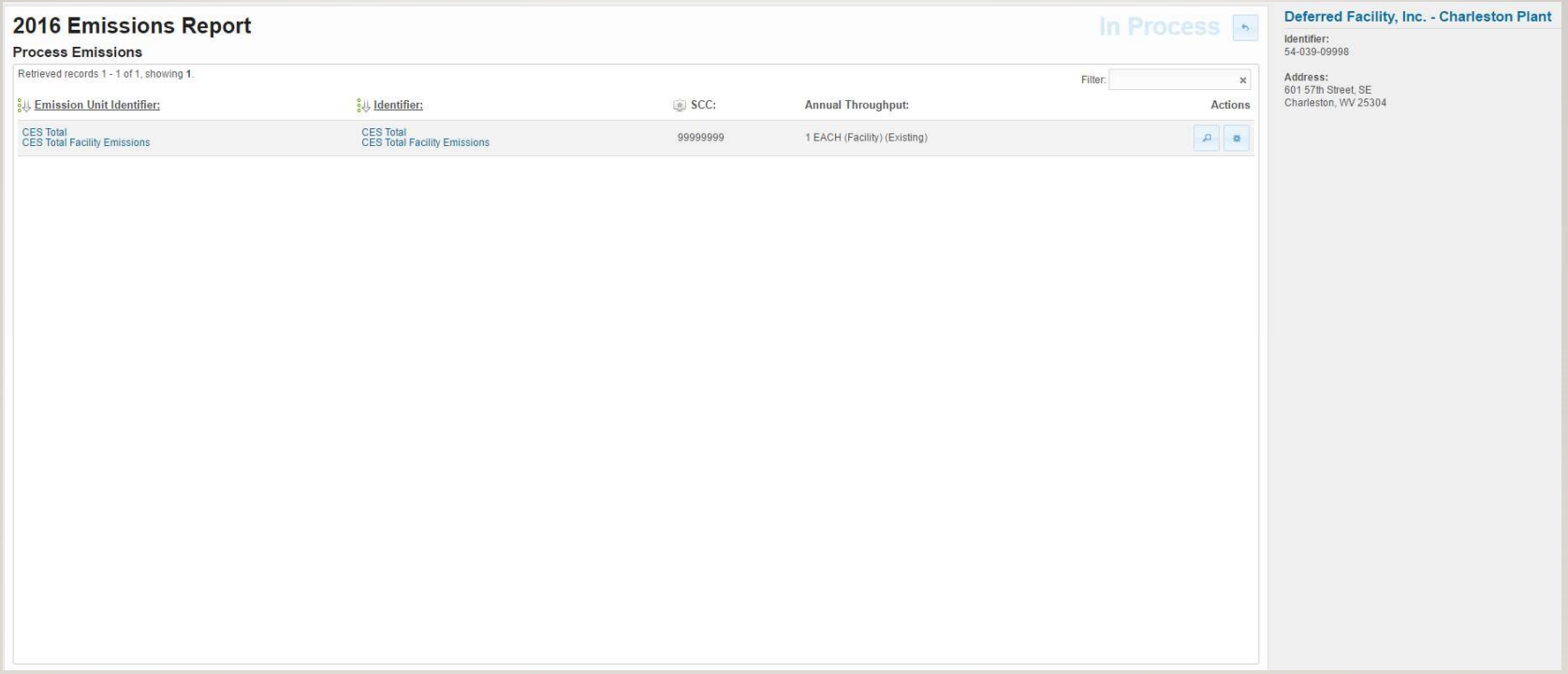
Emission Data Entry - Process Emissions

- Click the "Process Emissions" button to begin entering your annual emission data.



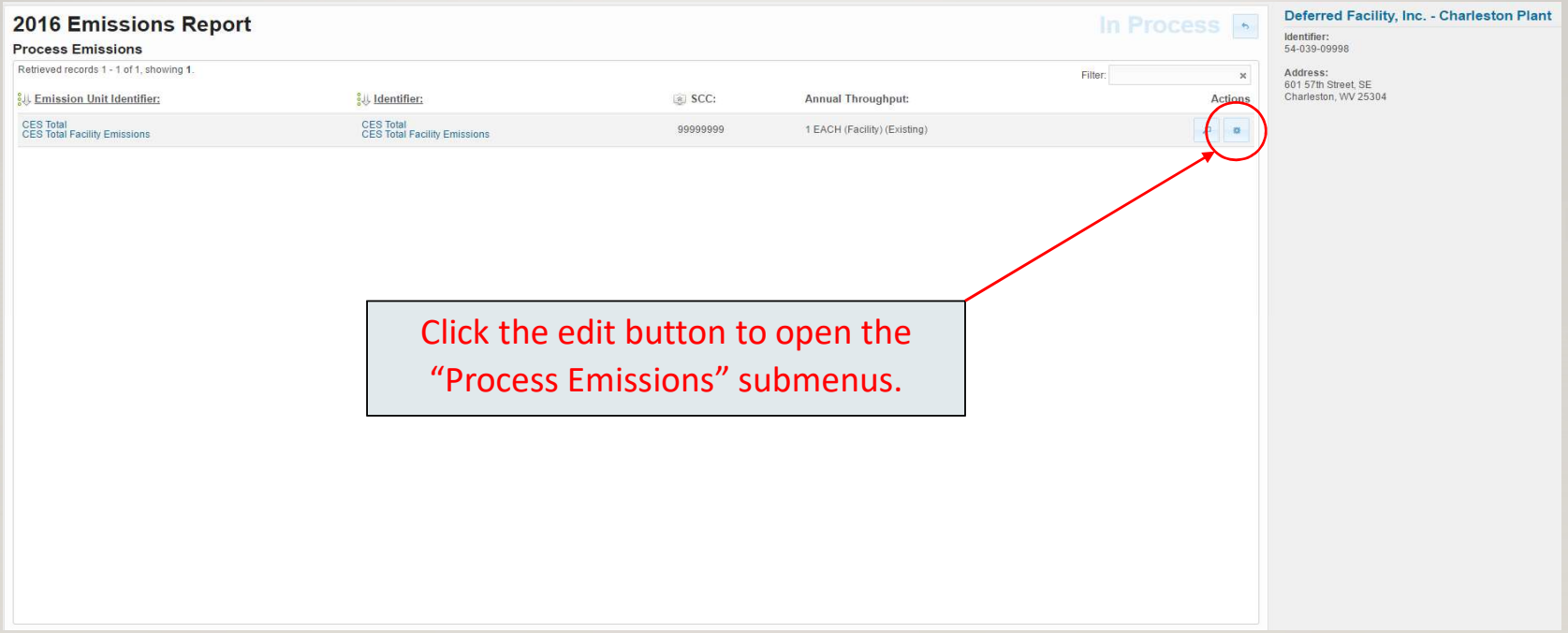
Emission Data Entry - Process Emissions

- The "Process Emissions" page is opened and no changes are required on this page.



Emission Data Entry - Process Emissions

- To open the "Process Emissions" submenus, click the edit actions button .

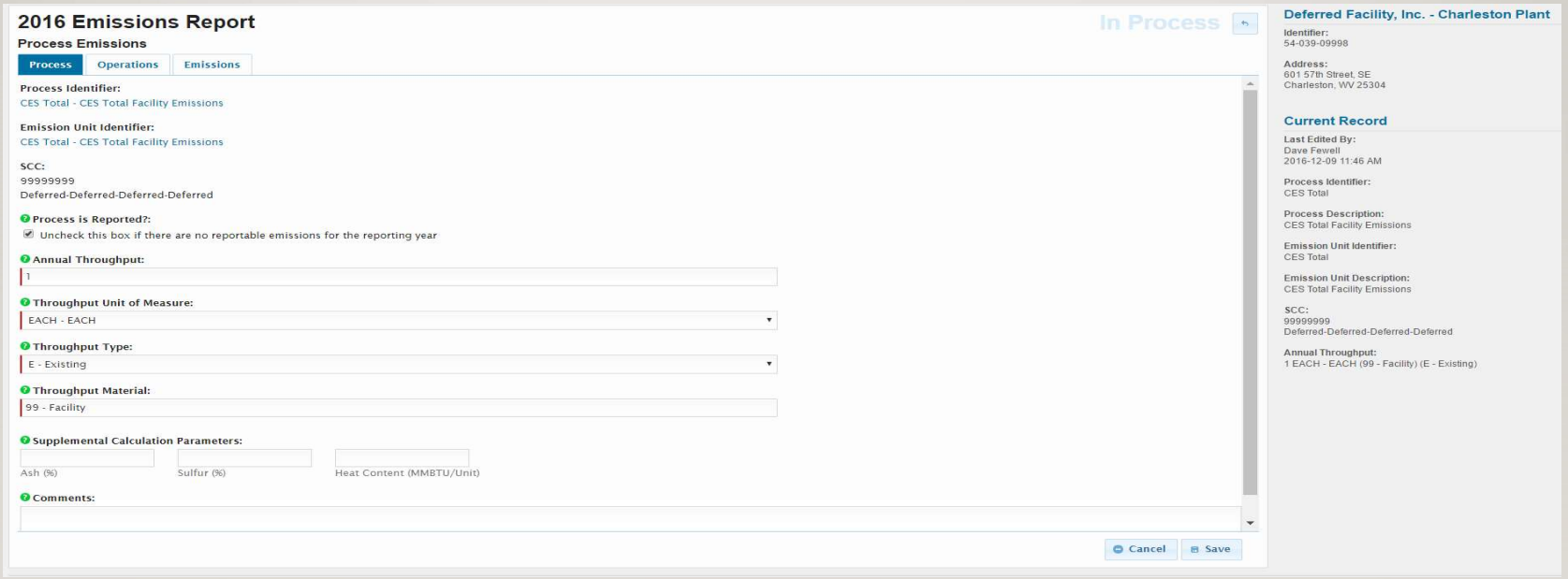


Process Emissions - Submenus

- Like the General Facility Information submenus, the Process Emissions submenus contain editable/non-editable and required/optional fields.
- Always remember to save your edited information prior to exiting the submenu page; otherwise it will be lost and require re-entry.
- Descriptions of each Process Emissions submenu field are contained in ***Section 4.3 – Title V Deferred Facilities*** of the ***Basic Reporting Guidance*** document.
- A review of each Process Emissions submenu page is discussed in the following slides.

Process Emissions - Submenus

- "Process Emissions" contains three submenus: Process, Operations, and Emissions.
- SLEIS opens to the editable "Process" submenu.

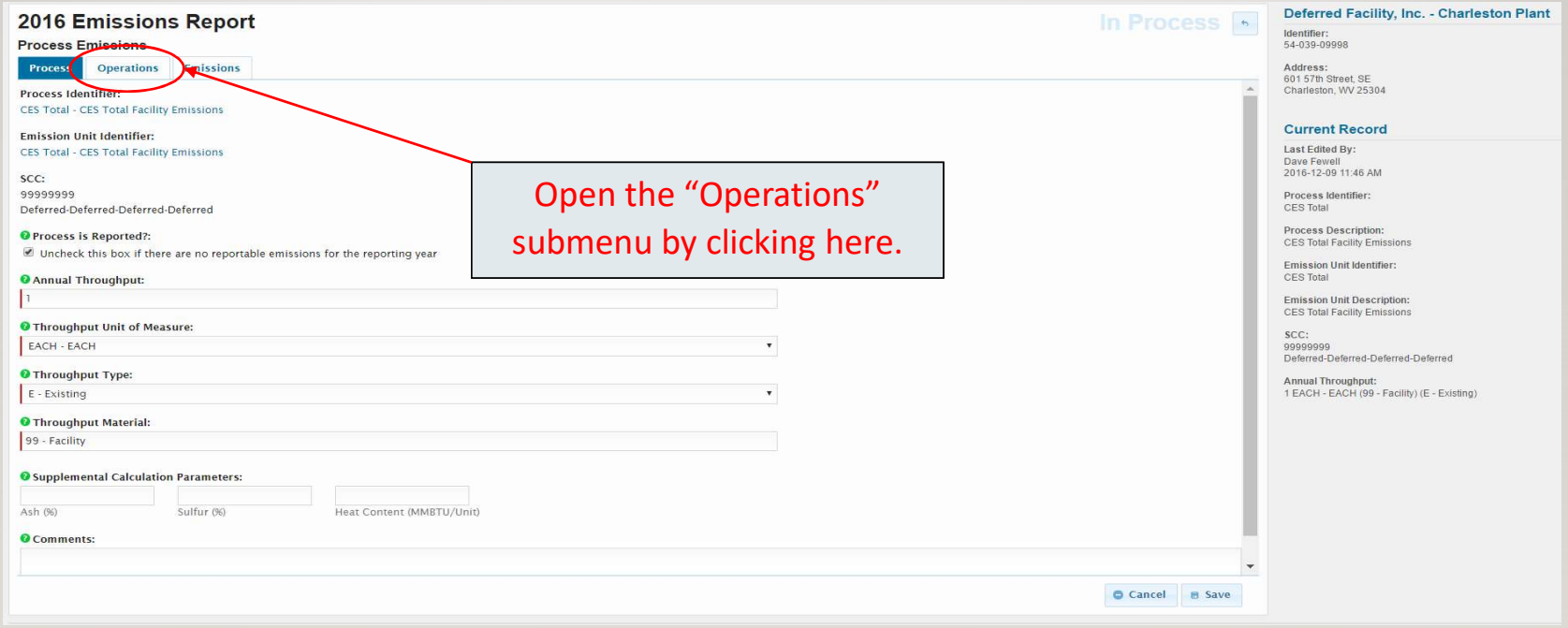


Process Submenu

- The "Process Identifier" and "Emission Unit Identifier" fields have been set by the DAQ and **cannot** be changed.
- The "SCC" field was set by the DAQ to represent the overall operations of a deferred facility and **cannot** be changed.
- The "Process is Reported" box is a simple method of removing emissions if the facility had no emissions during the reporting year.
  - Uncheck the box if the facility had no emissions.
- **Do Not** change the "Annual Throughput", "Throughput Unit of Measure", "Throughput Type", "Throughput Material", and "Supplemental Calculation Parameter" fields.
  - These fields have been established by the DAQ to represent generic operations.
  - Changing them will adversely impact other areas in SLEIS and may not allow the inventory to be validated and submitted.
- Now go to the "Operations" submenu.

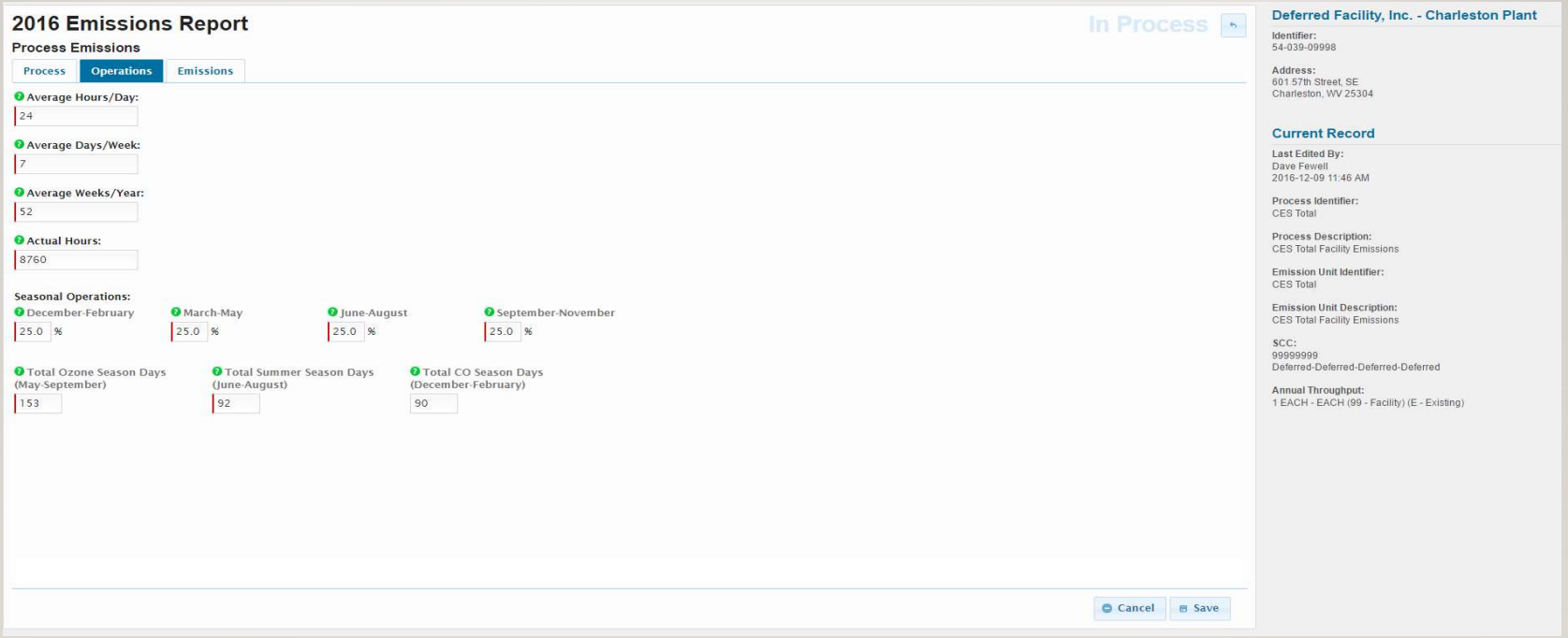
Operations Submenu

- Click and open the "Operations" submenu.



Operations Submenu

- The "Operations" submenu is now open, ready to review, and revise as necessary.

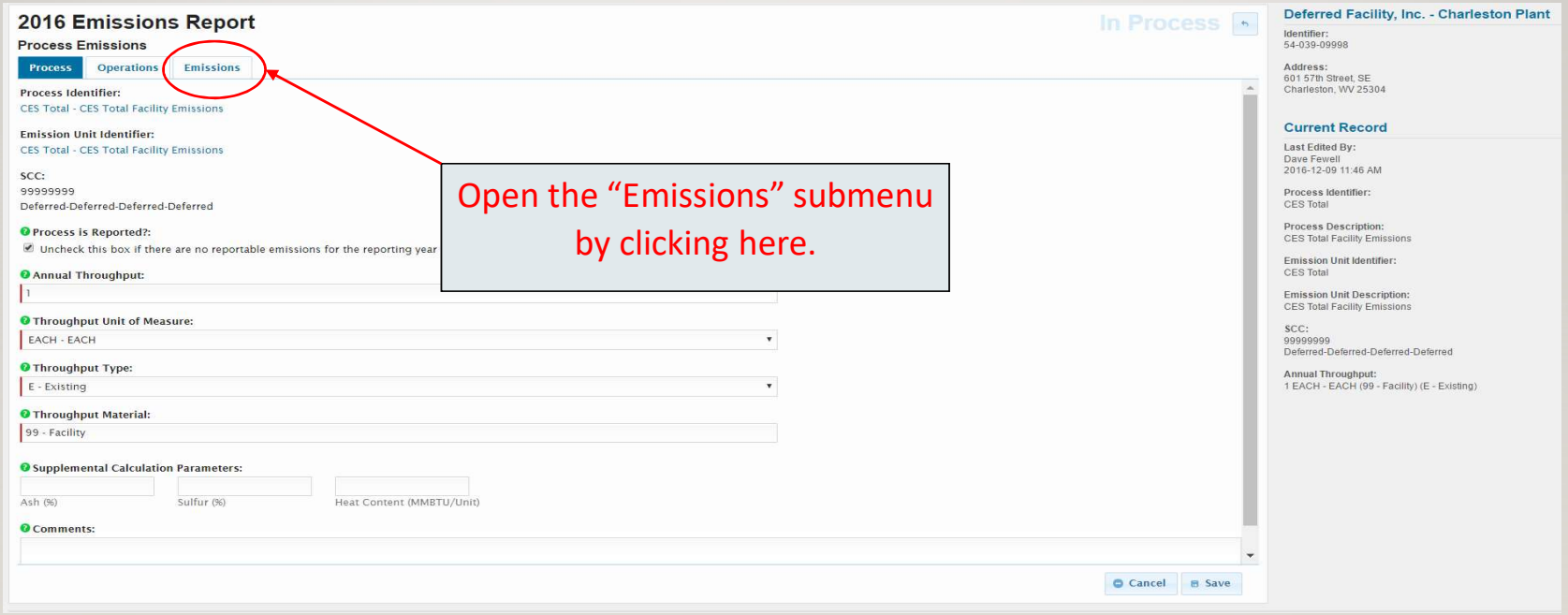


Operations Submenu

- The "Operations" submenu has been prepopulated by the DAQ to represent a facility that has some sort of operations or emissions occurring all year long.
  - Some facilities may operate on a different schedule.
  - This is true for facilities that have seasonal or periodic operations.
- If a different operating schedule better represents your facility's operations, please edit this page accordingly.
- Remember if changes are made, and to avoid data re-entry, save your data by clicking the "Save" button.
- Go to the last submenu "Emissions"

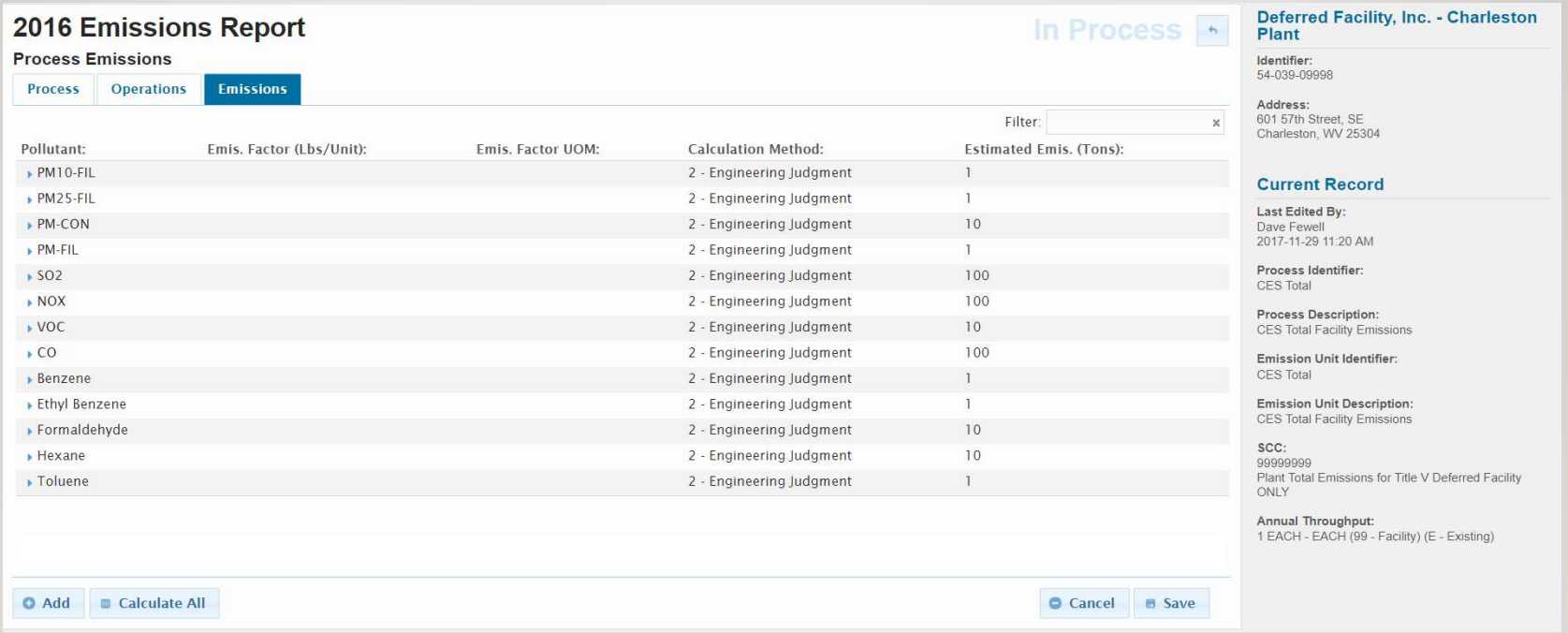
Emissions Submenu

- Click and open the "Emissions" submenu.



Emissions Submenu

- The "Emissions" submenu is now open, ready to review, and revise as necessary.

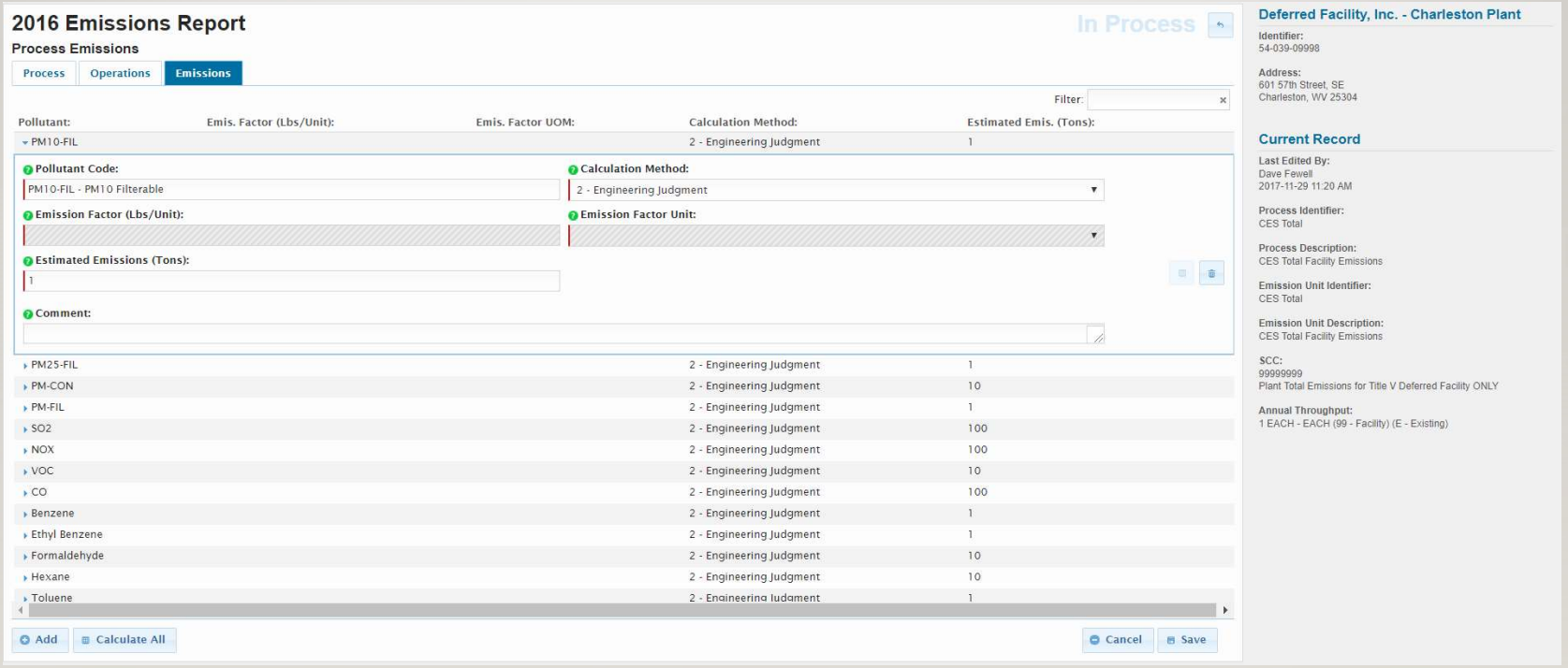


Emissions Submenu

- After clicking on the "Emissions" submenu, an accordion style list of your facility's pollutants and emission rates open.
- The "Emissions" submenu has been prepopulated by the DAQ based on your facility's 2016 CES.
  - This includes the specific pollutants and their associated annual emission rates.
- Since a variety of emission calculation methods could be used to estimate emissions, Method 2 – Engineering Judgment was selected as the most overall representative method and **must not** be changed.
- Since emissions are in an accordion style list.
  - Clicking on the pollutant name will open the pollutant specific input fields as shown on the next slide.

Emissions Submenu

- This slide shows the emission related fields associated with the pollutant PM10 Filterable.



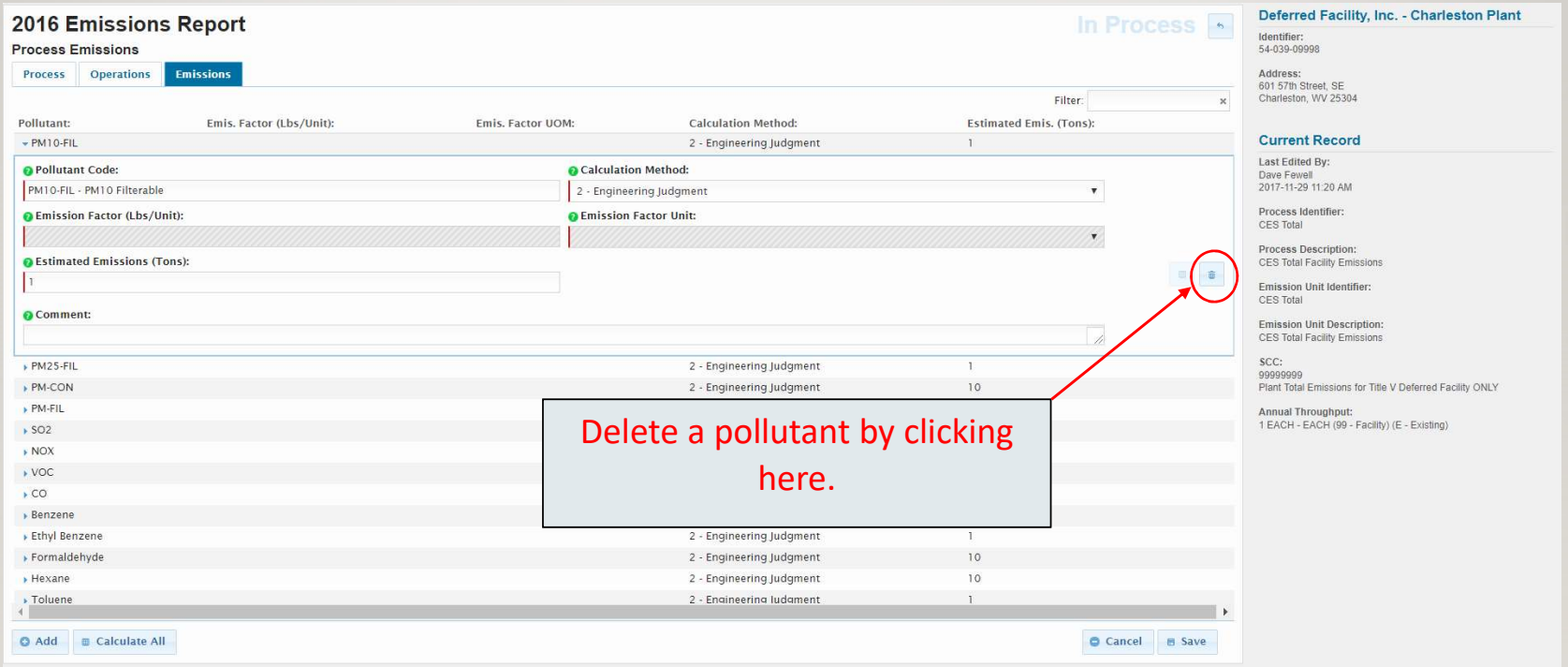
Emissions Submenu

- Since Calculation Method 2 is selected, no data is entered into the greyed out "Emission Factor" or "Emission Factor Unit" fields.
- For the current reporting year, enter your facility's total annual pollutant emission rate into the "Estimated Emissions" field.
  - Complete this process for each pollutant listed.
- If a pollutant is no longer emitted, it can be deleted by clicking on the trash can button.
  - Zero emissions can be entered for a pollutant that was not emitted this year but may be in future years.
- Pollutants can be added by clicking the "Add" button

in the lower left corner.
  - More details of adding a pollutant are shown in the following slides

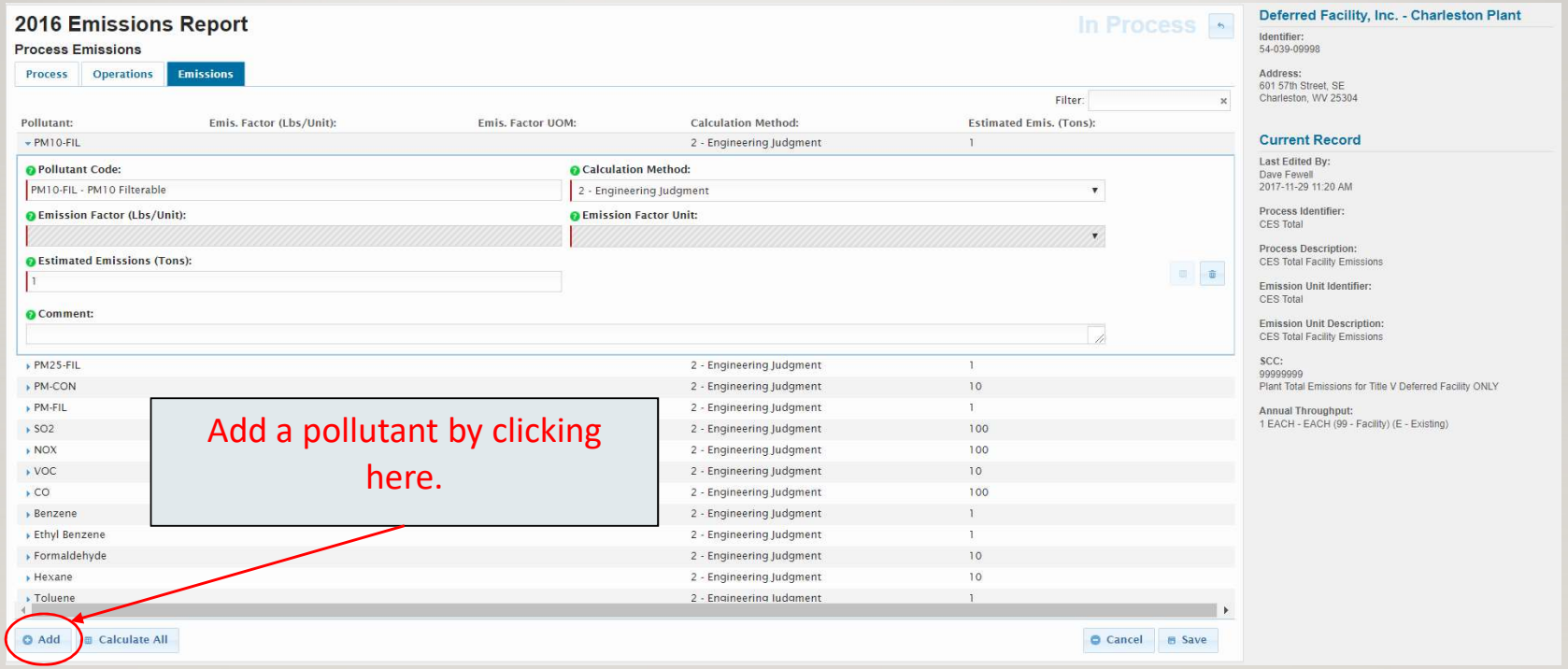
Emissions Submenu

- Pollutants are deleted by clicking the "Trash Can" button.



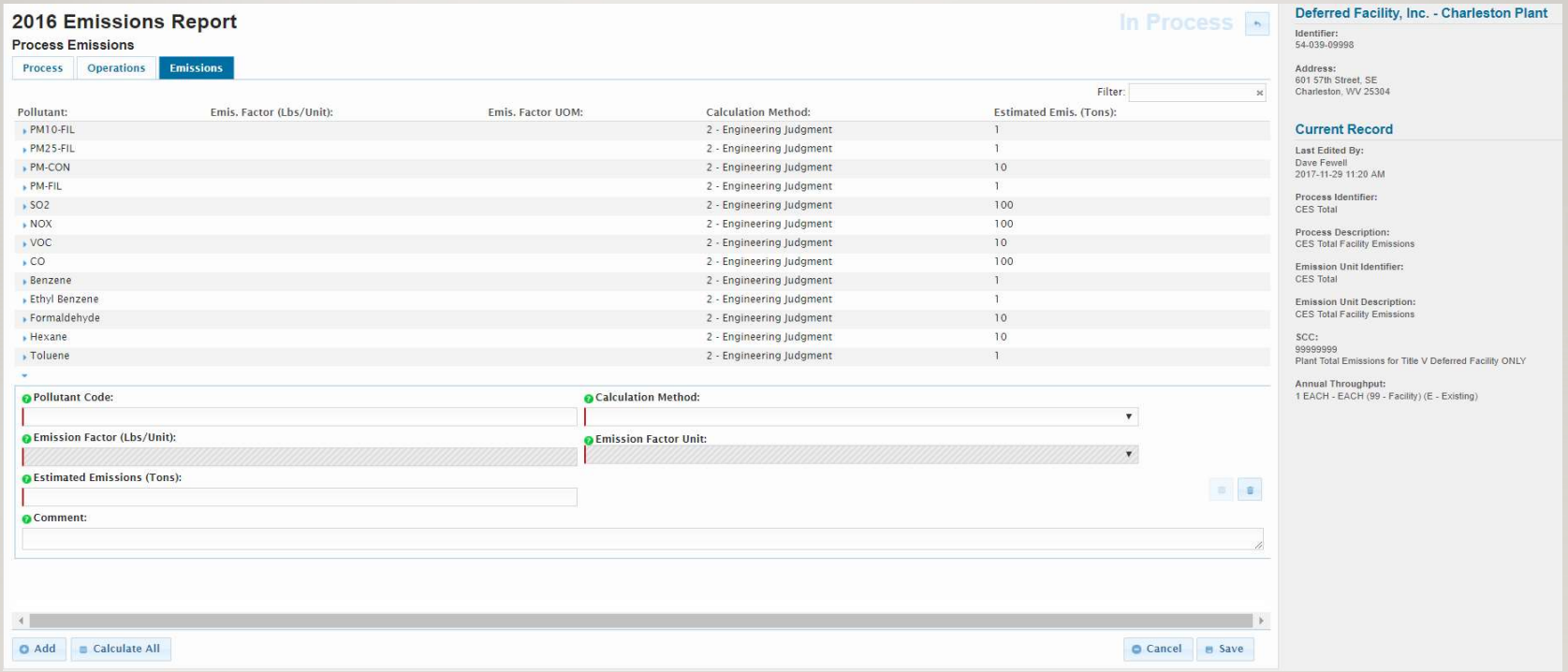
Emissions Submenu

- Add pollutants by clicking the "Add" button.



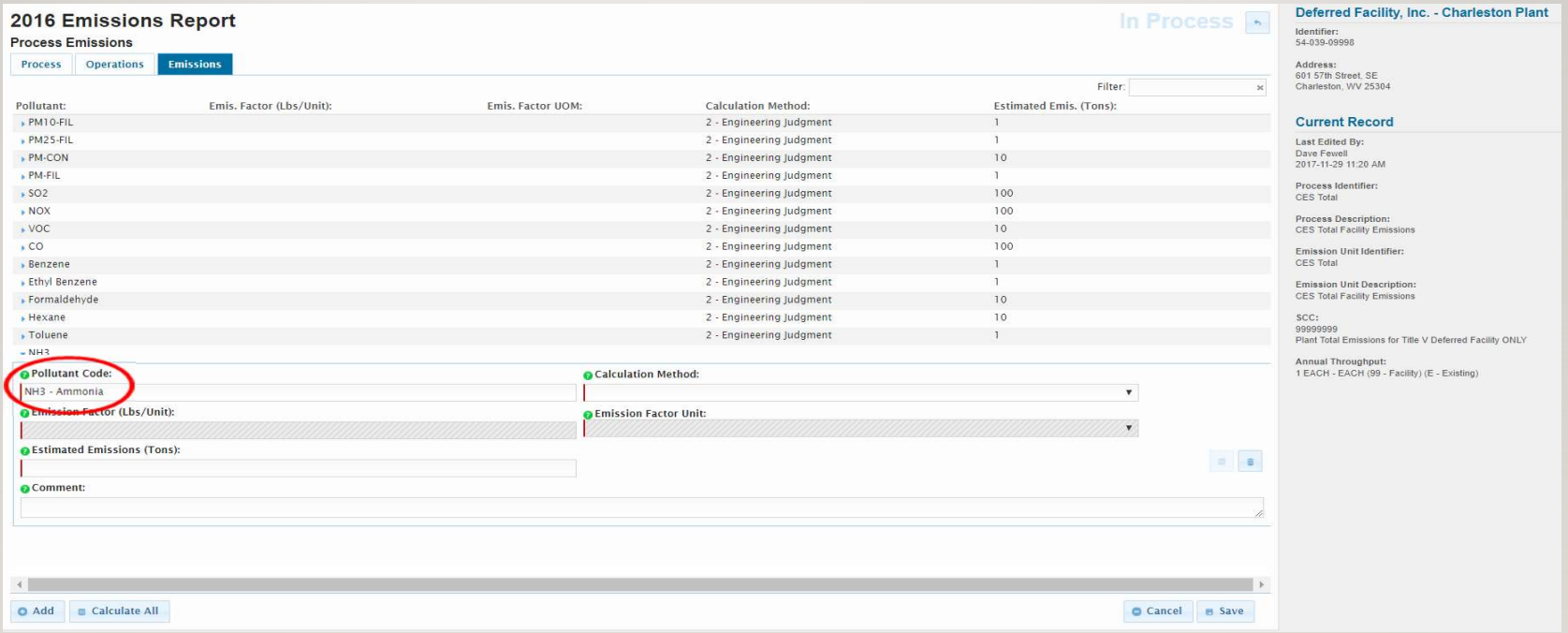
Emission Submenu

- Once the "Add" button is clicked, a blank pollutant window opens at the bottom.



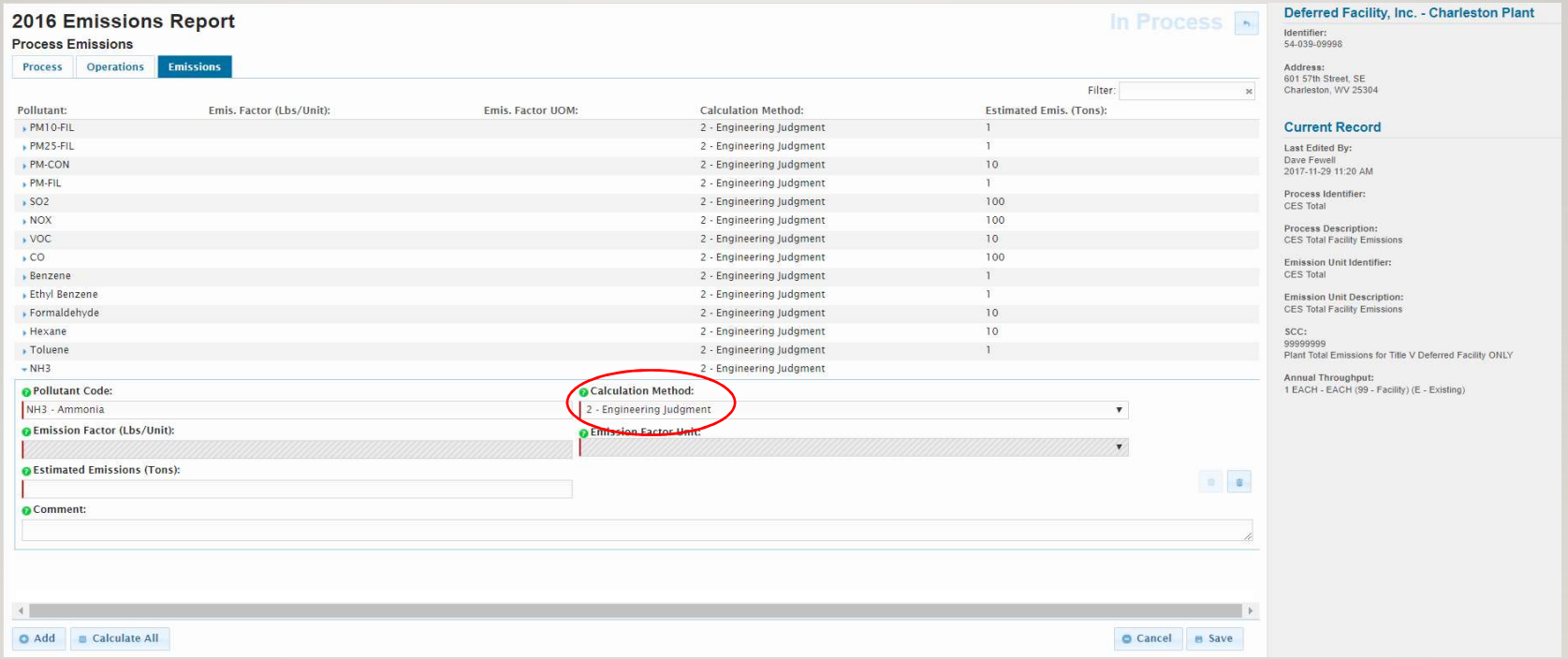
Emission Submenu

- Click in the pollutant code field and being typing the pollutant name or code. Select the pollutant desired.
  - In this example, ammonia (pollutant code NH3) was added.



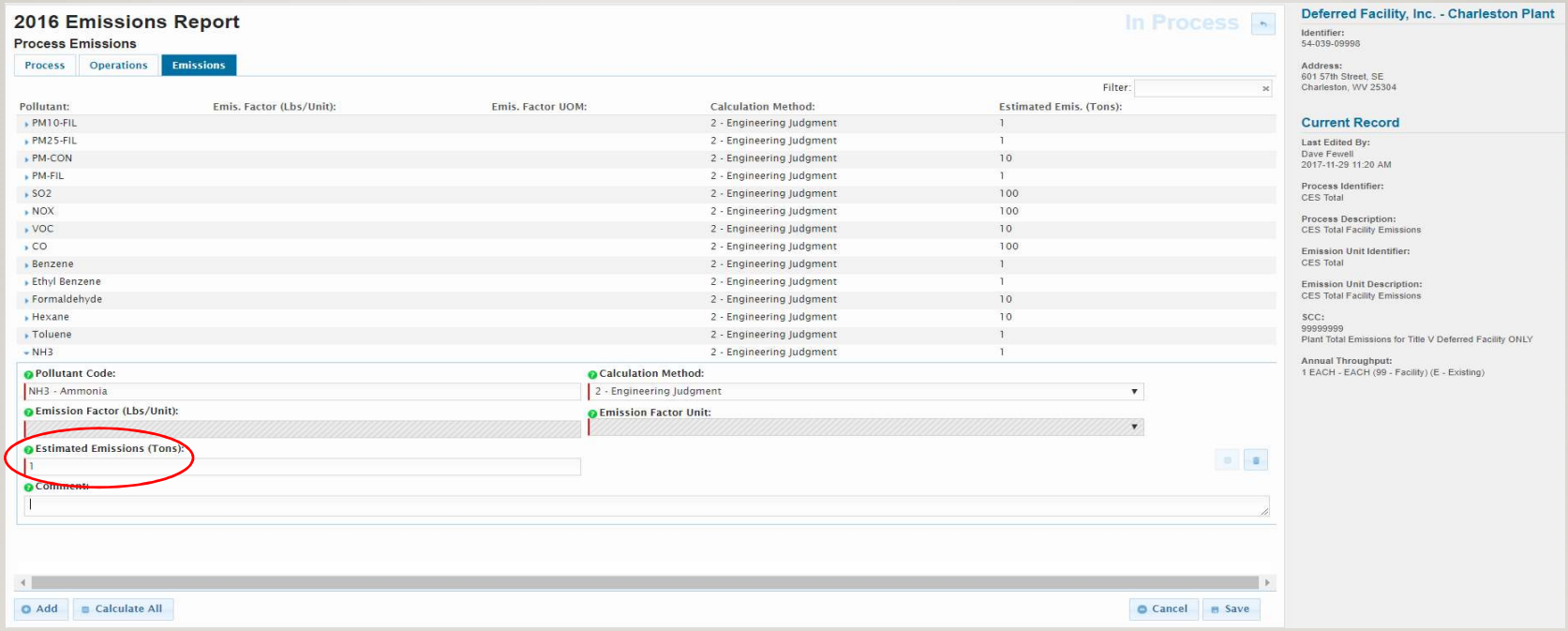
Emission Submenu

- From the "Calculation Method" dropdown window, select 2 - Engineering Judgment.



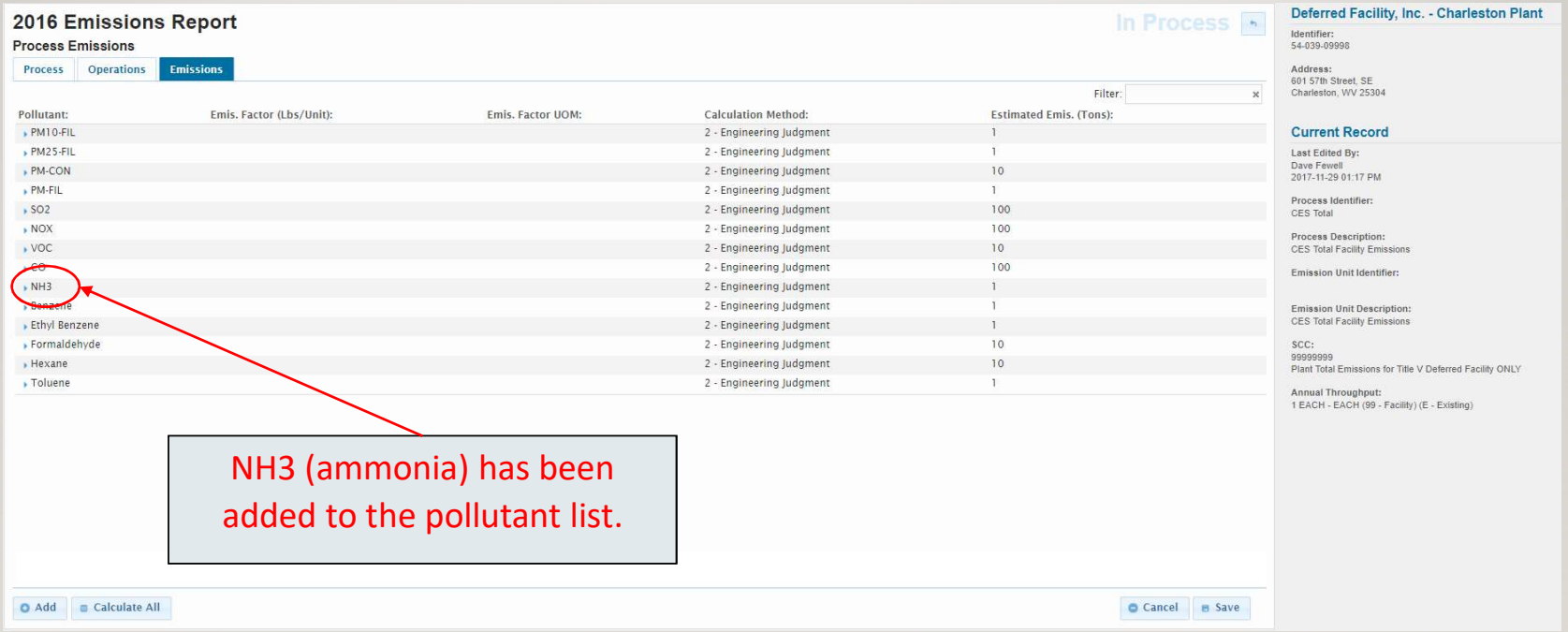
Emission Submenu

- The "Emission Factor" and "Emission Factor Unit" fields are greyed out and require no entry.
- Now add the total facility ammonia emissions in the "Estimated Emissions" field. In this example, 1 ton is emitted.



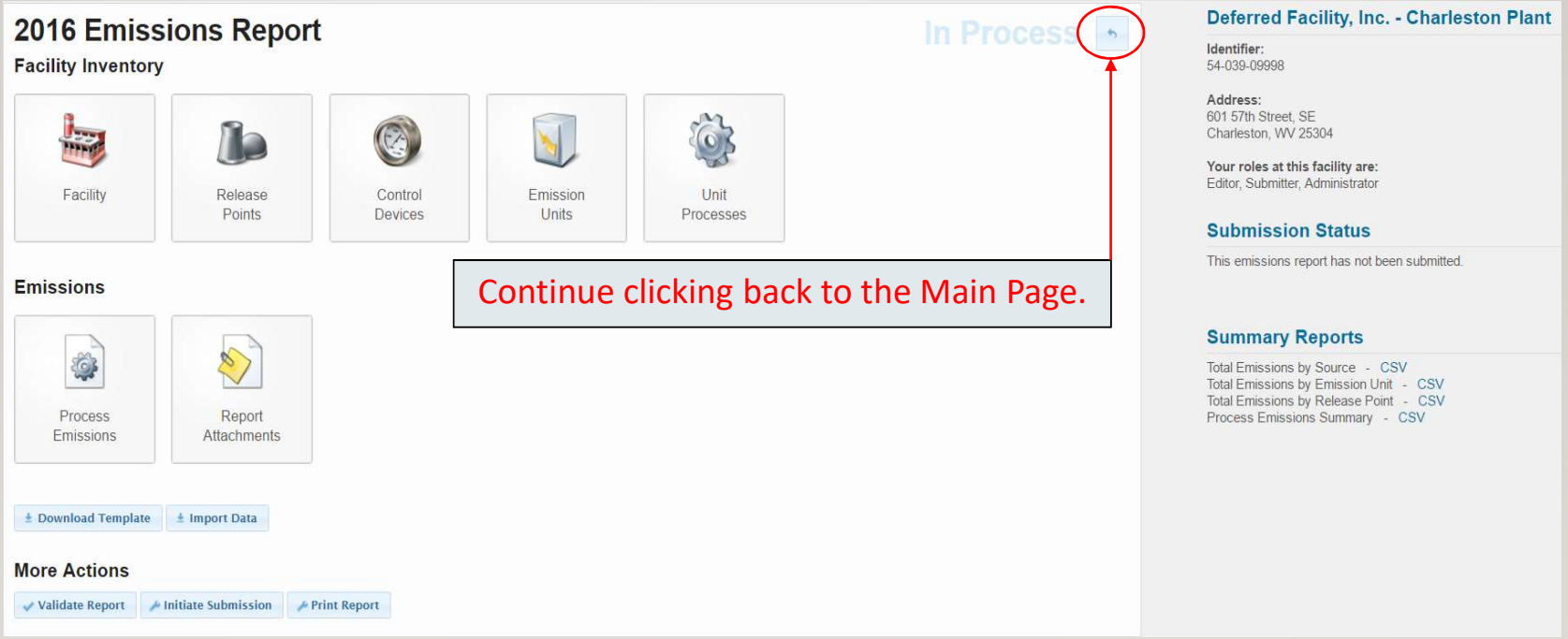
Emission Submenu

- After clicking the "Save" button, NH3 (ammonia) has been added to the pollutant list.



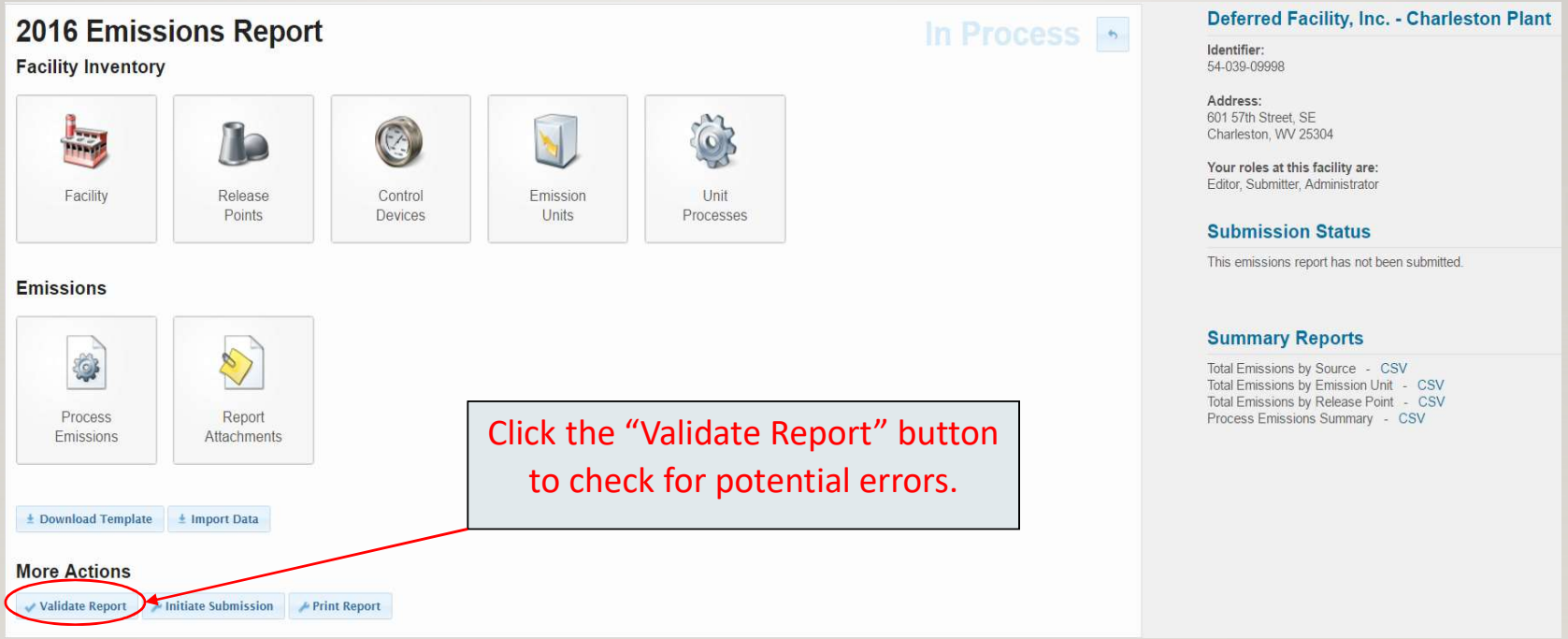
Emission Data Entry - Main Page

- Once all the pollutant emission rates have been added and no other revisions to SLEIS are needed, return to the SLEIS Main Page by clicking the "In Process" button .



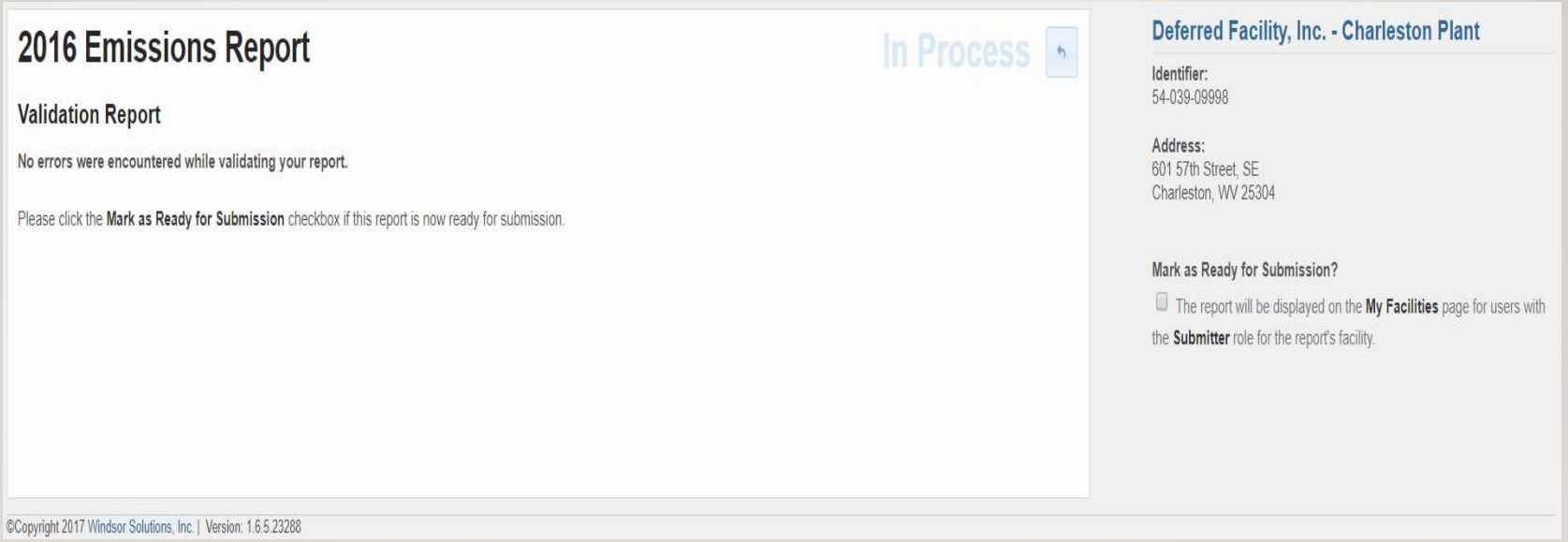
STEP VI: *Validation*

- With all the emissions data entered, a "Validate Report" must be run to check for errors.



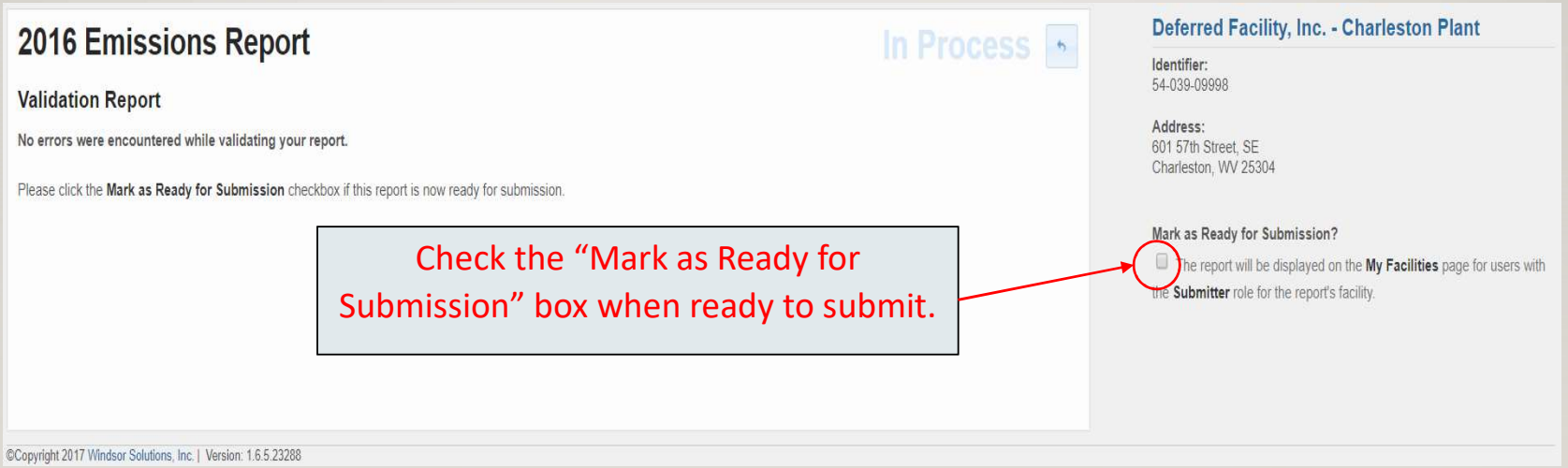
Validation

- Any errors will be displayed on the Validation Report and will require correction. Once corrected, the error free report will be as shown below.



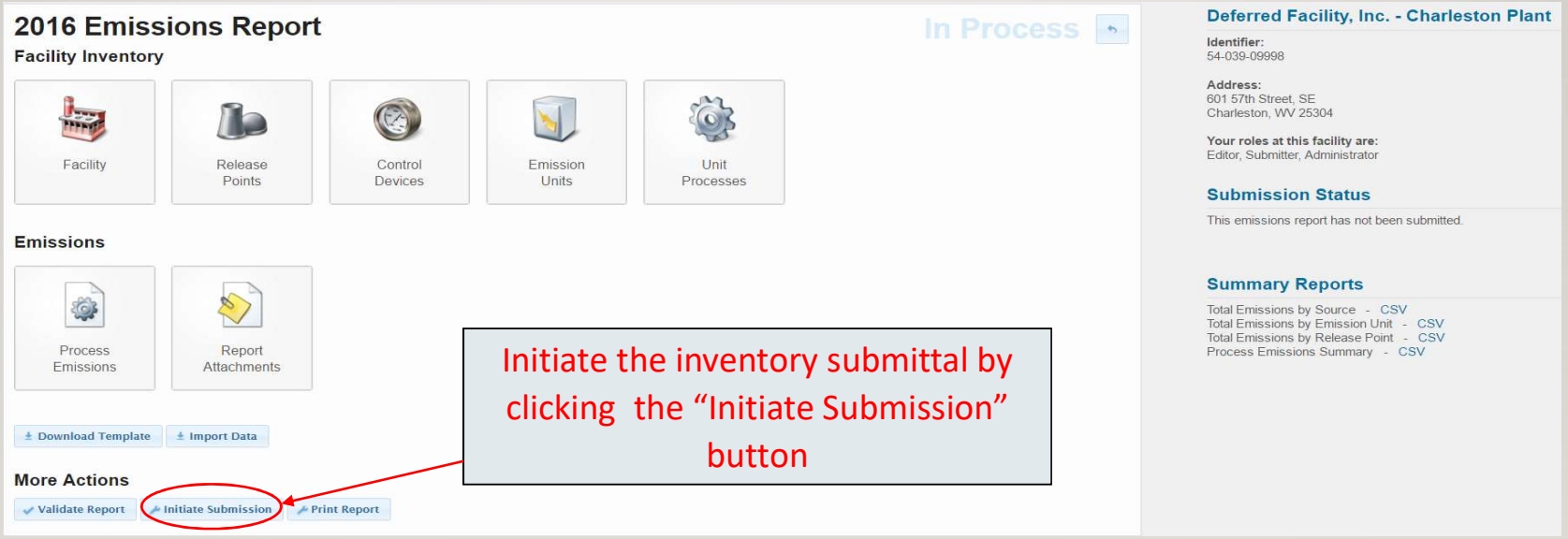
Validation

- Once the error free report is received, the emission inventory is ready for submittal.
- Check the "Mark as Ready for Submission" box to notify the facility Submitter the inventory is ready for submission.



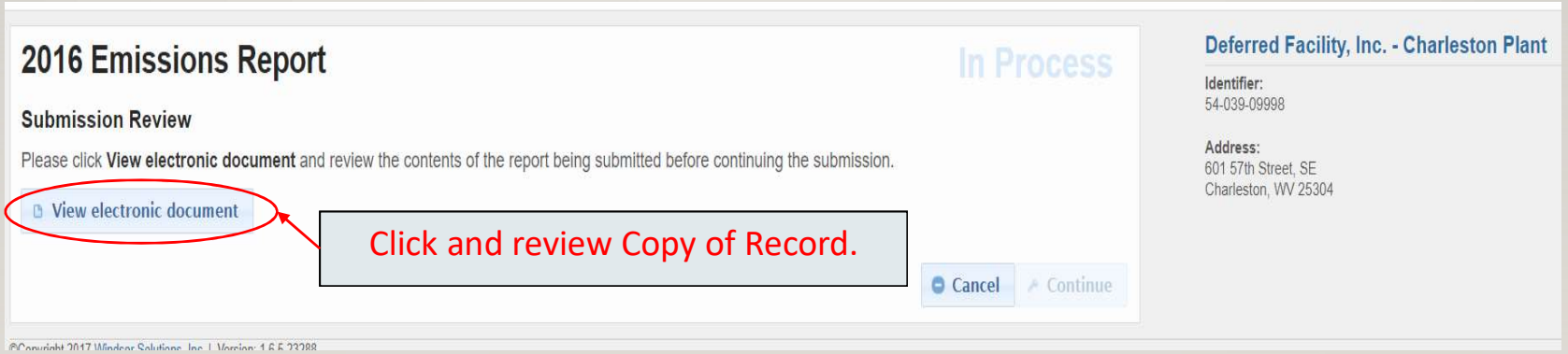
STEP VII: *Submission*

- After completing the previous steps, the emission inventory is now ready for submittal.
- The facility person having the "Submitter" role will begin submitting the inventory but clicking on the "Initiate Submission" button on the SLEIS Main Page.



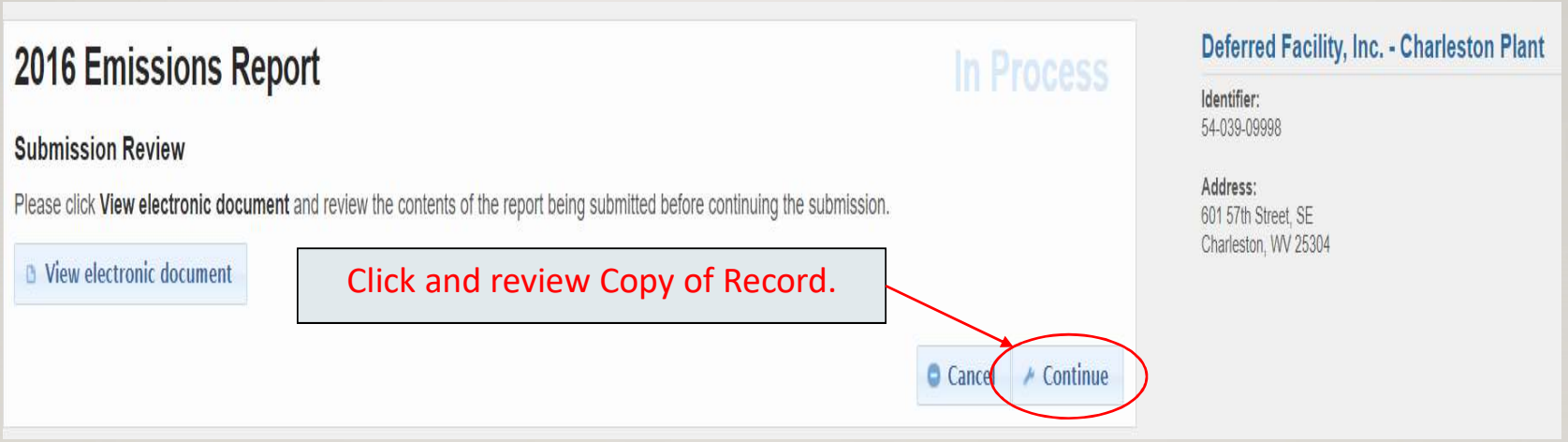
Submittal

- For quality assurance purposes, on the "Submission Review" page the Submitter to review the facility's draft Copy of Record by clicking the "View electronic document" button.
- A draft PDF version of the Copy of Record is downloaded. Review for data accuracy.
- The Copy of Record is a multi-page document contain all the information in SLEIS being submitted to the DAQ.



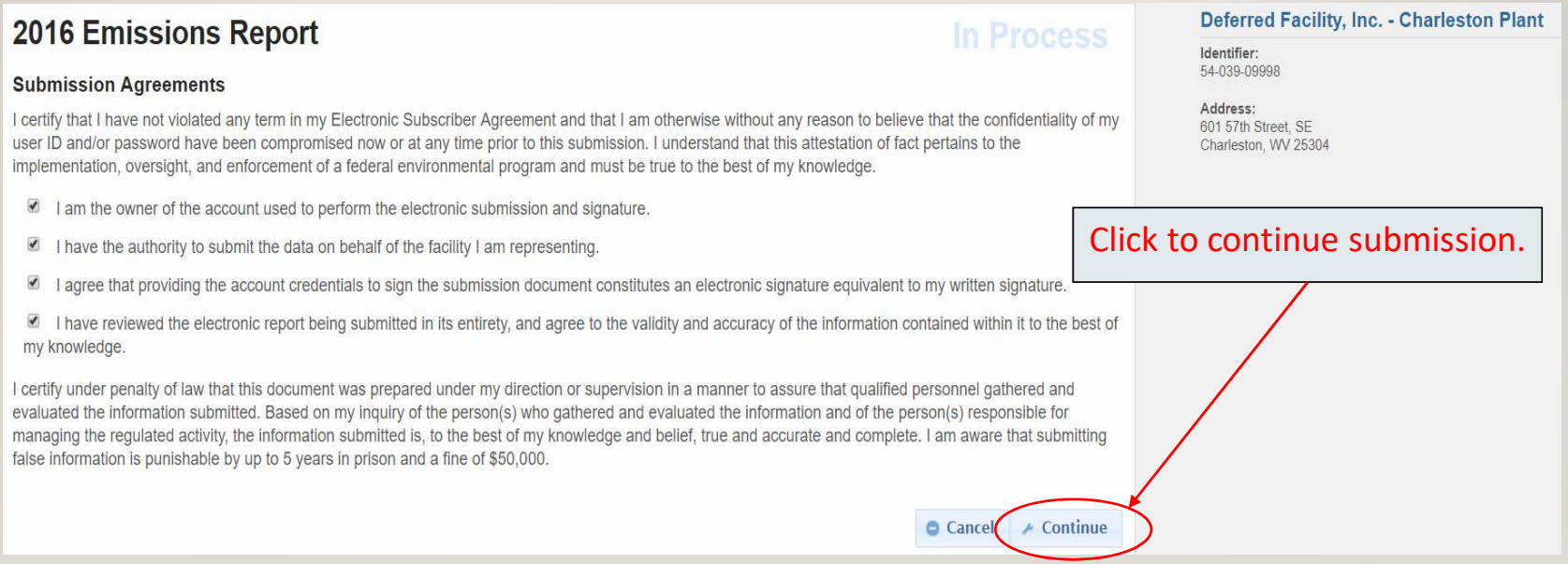
Submittal

- Once the Copy of Record is downloaded, the "Continue" button on the "Submission Review" page in accessible. Click this button to continue the submittal process.



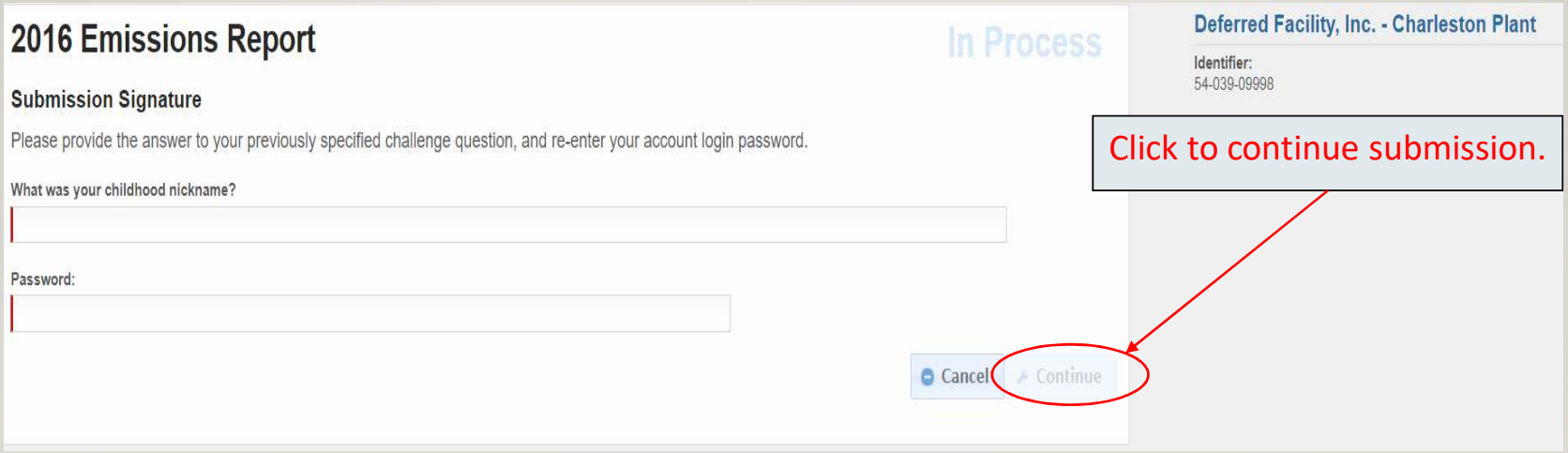
Submittal

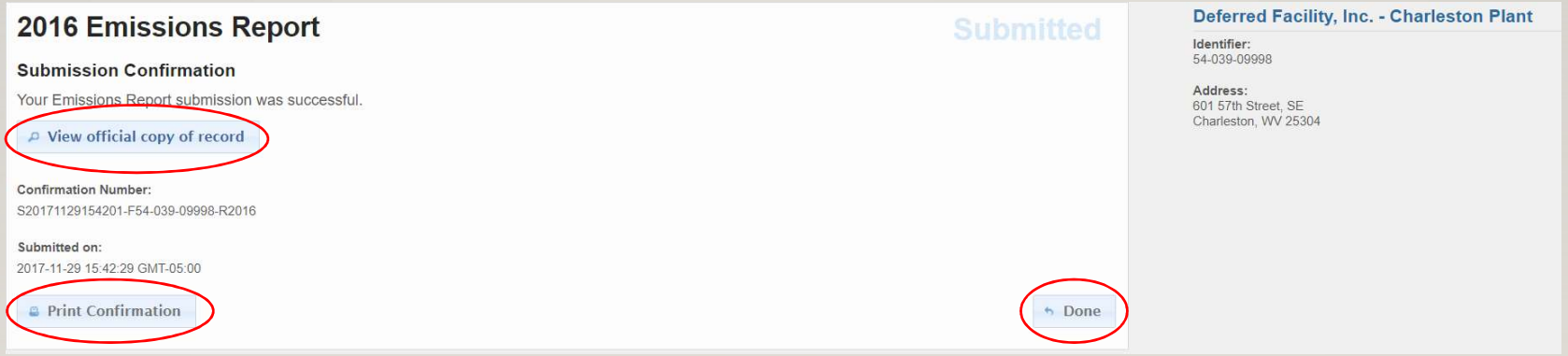
- A "Submission Agreement" page appears. Check the four boxes in the agreement.
- The "Continue" button becomes accessible. Click this button and proceed.



Submittal

- A "Submission Signature" page will now appear.
- Complete the challenge question and enter your SLEIS password.
- The "Continue" button becomes accessible. Click this button and proceed.



Submittal

- On the "Submission Confirmation" page, the official Copy of Record can be downloaded clicking the "View official copy of record" button.
- By clicking the "Print Confirmation" button a copy of the Submission Confirmation page can be printed. This page contains the unique Confirmation Number that is prove the facility has submitted their emission inventory.
- Save a copy of both the Copy of Record and Submission Confirmation page for your records.
- Click the "Done" button when finished. Your emission inventory has been successfully submitted.