

# TITLE V DEFERRED FACILITY

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SLEIS TRAINING

# Title V Deferred SLEIS Training

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- 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 (SLEIS) 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

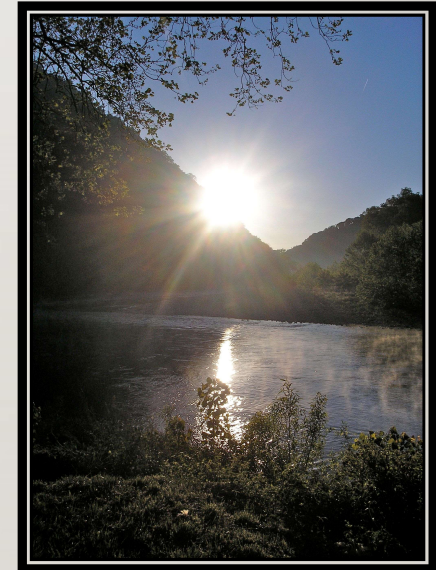
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- This training contains step-by-step instructions with SLEIS screen shots to lead the facility through updating, completing, and submitting emission data.
- The following Step's are covered in this training.
  - **STEP I:** *Familiarity* – Resources 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.
  - **STEPV:** *Emission Data Entry* – Verifying/updating facility emission data.
  - **STEPVI:** *Validation* – Quality assuring and checking for potential errors.
  - **STEPVII:** *Submission* – Steps to officially submit the facility inventory to DAQ.

## STEP I: *Familiarity*

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- 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*

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- 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

## Welcome

Welcome to the State and Local Emissions Inventory System(SLEIS). SLEIS was designed to facilitate the collection and reporting of industry emissions data for state and local governments. Your feedback regarding SLEIS is encouraged. To make an inquiry or suggestion, please click the submit general questions and/or comments link below.

[Submit general questions and/or comments](#)

## Register

In order to use SLEIS, an account must be established for you. If you have not already done so, please download and fill out the following form. After you have completed the form, email it to [DEP.AEI@wv.gov](mailto:DEP.AEI@wv.gov) and your user account will be created for you. For any questions about this process please contact us.

[Download registration forms](#)

**Click here to download the  
registration form and instructions.**

## News

[is my Browser compatible with SLEIS ?](#)

2016-12-28

[SLEIS 1.6.4 Released](#)

2016-12-22

[SLEIS 1.5.0 Released](#)

2016-10-31

[How to mark Units/Processes shut down](#)

2016-03-01

[Control Efficiency Limitations](#)

2015-03-19

[Revised Basic Guidance Document available](#)

2015-03-06

["REPLACED" pollutant codes](#)

2014-12-29

["DELETED" pollutant codes](#)

2014-12-29

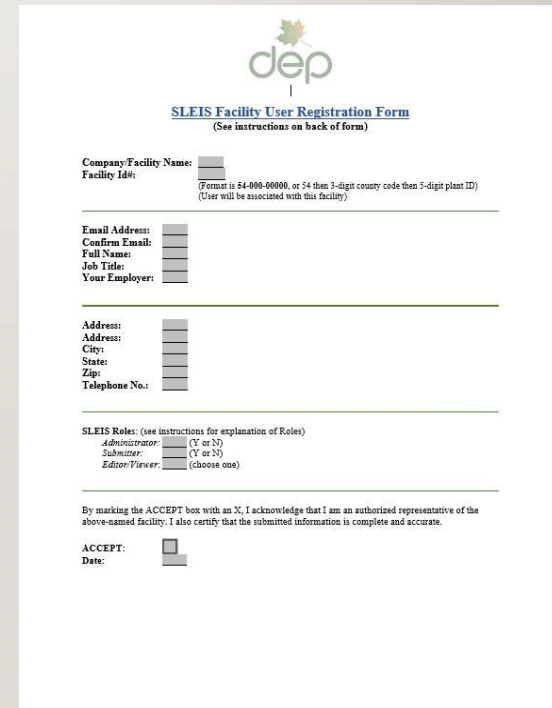
[WVDEP/DAQ Emissions Inventory website](#)

2013-05-14



# Registration

- Complete the registration form and email it to [DEP.AEI@wv.gov](mailto: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.

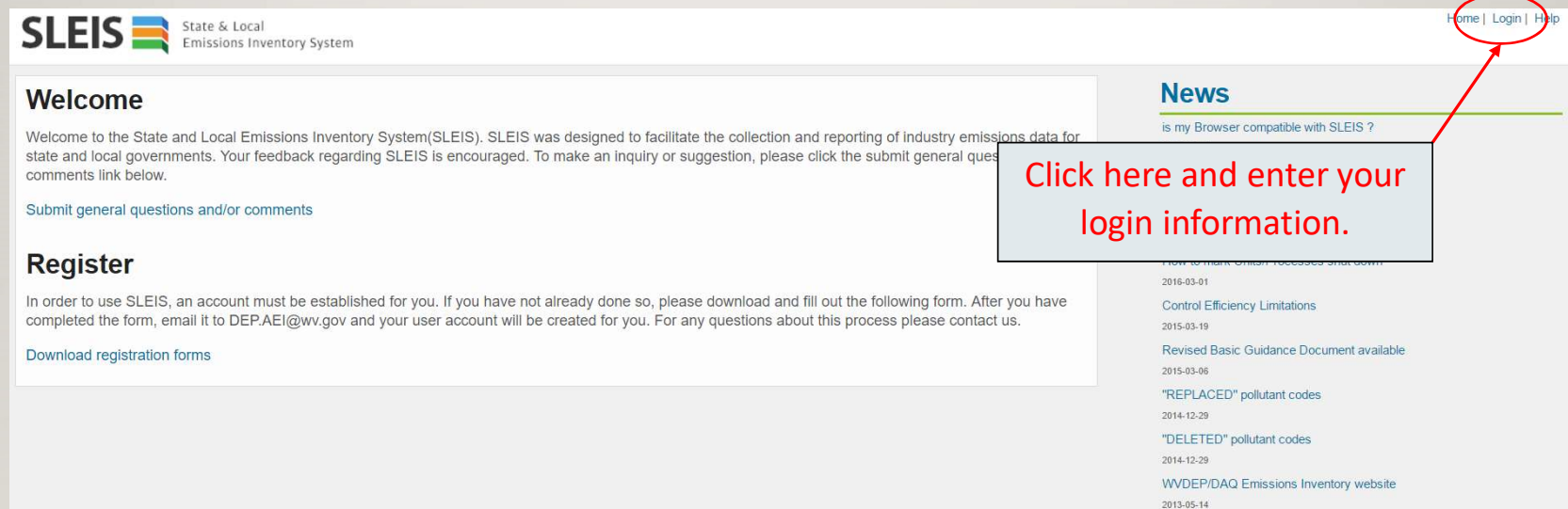


The image shows a registration form for SLEIS Facility Users. At the top, there is a logo for 'dep' with a leaf icon. Below the logo, the title is 'SLEIS Facility User Registration Form' with a note '(See instructions on back of form)'. The form contains several sections with input fields:

- Company/Facility Name:** [input field]
- Facility ID#:** [input field] with a note: '(Format is 64-999-00000, or 54 then 3-digit county code then 5-digit plant ID) (User will be associated with this facility)'
- Email Address:** [input field]
- Confirm Email:** [input field]
- Full Name:** [input field]
- Job Title:** [input field]
- Your Employer:** [input field]
- Address:** [input field]
- City:** [input field]
- State:** [input field]
- Zip:** [input field]
- Telephone No.:** [input field]
- SLEIS Roles:** (see instructions for explanation of Roles)
  - Administrator:** [input field] (Y or N)
  - Submitter:** [input field] (Y or N)
  - Editor/Viewer:** [input field] (choose one)
- ACCEPT:** [input field]
- Date:** [input field]

## STEP III: Opening SLEIS

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



The screenshot shows the SLEIS website header with the logo and navigation links. The main content area is divided into two columns. The left column contains a 'Welcome' section with a paragraph of text and a 'Register' section with a paragraph of text and a link to 'Download registration forms'. The right column contains a 'News' section with a link to 'is my Browser compatible with SLEIS?' and a list of news items with dates. A red circle highlights the 'Login' link in the top right corner, and a red arrow points from a callout box to it. The callout box contains the text 'Click here and enter your login information.'

**SLEIS** State & Local Emissions Inventory System

Home | **Login** | Help

### Welcome

Welcome to the State and Local Emissions Inventory System(SLEIS). SLEIS was designed to facilitate the collection and reporting of industry emissions data for state and local governments. Your feedback regarding SLEIS is encouraged. To make an inquiry or suggestion, please click the submit general questions link below.

[Submit general questions and/or comments](#)

### Register

In order to use SLEIS, an account must be established for you. If you have not already done so, please download and fill out the following form. After you have completed the form, email it to [DEP.AEI@wv.gov](mailto:DEP.AEI@wv.gov) and your user account will be created for you. For any questions about this process please contact us.

[Download registration forms](#)

### News

[is my Browser compatible with SLEIS ?](#)

[How to mark emission processes shut down](#)  
2016-03-01

[Control Efficiency Limitations](#)  
2015-03-19

[Revised Basic Guidance Document available](#)  
2015-03-06

["REPLACED" pollutant codes](#)  
2014-12-29


["DELETED" pollutant codes](#)  
2014-12-29

[WVDEP/DAQ Emissions Inventory website](#)  
2013-05-14

Click here and enter your login information.









# Opening SLEIS


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

**SLEIS** State & Local Emissions Inventory System Welcome Dave Fewell


[Home](#) | [Quick Find](#) | [My Facilities](#) | [My Profile](#) | [Help](#) | [Logout](#)

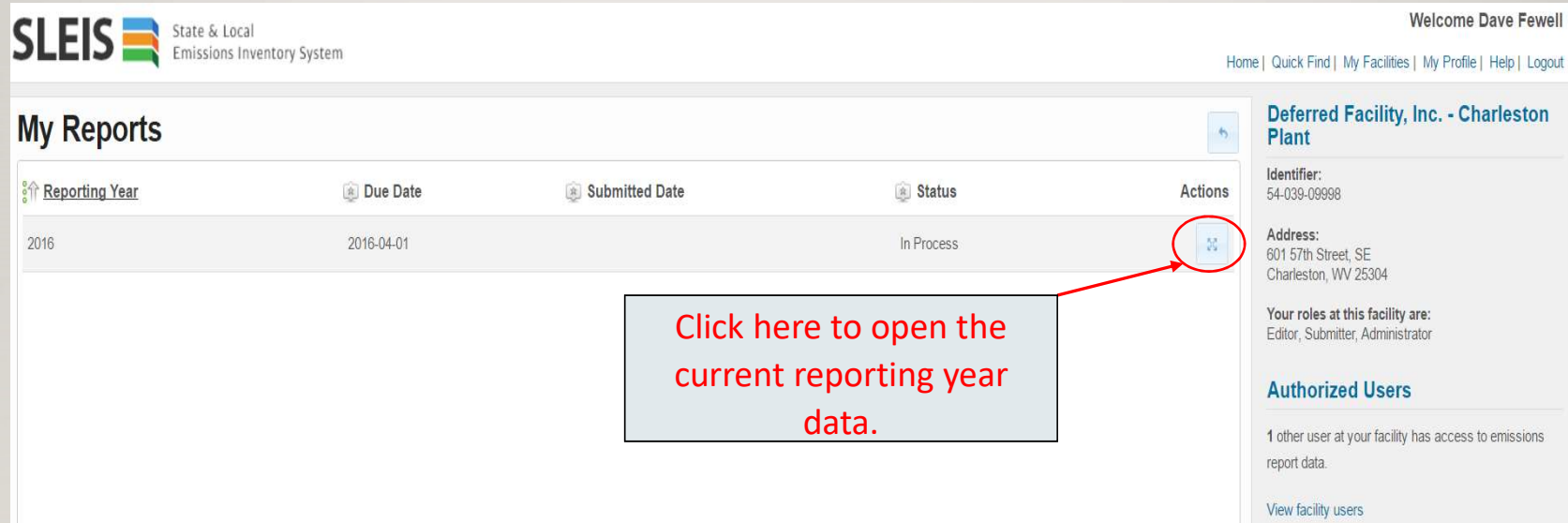
## My Facilities

Identifier	Name	Roles	Ready for Submission	Actions
54-001-09999	Dummy Plant	Editor, Submitter, Administrator		
54-039-00007	BAYER CROPSCIENCE - Institute	Editor		
54-039-00551	Kureha PGA LLC, Belle	Editor, Submitter, Adr		
54-039-09998	Deferred Facility, Inc. - Charleston Plant	Editor, Submitter, Adr		
54-079-00006	APPALACHIAN POWER COMPANY - JOHN E AMOS PLANT	Viewer		
54-107-00001	DUPONT WASHINGTON WORKS	Viewer		

**Click here to open your facility.** 

# Opening SLEIS

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




**SLEIS** State & Local Emissions Inventory System

Welcome Dave Fewell

Home | Quick Find | My Facilities | My Profile | Help | Logout

## My Reports

Reporting Year	Due Date	Submitted Date	Status	Actions
2016	2016-04-01		In Process	

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

Your roles at this facility are:  
Editor, Submitter, Administrator

### Authorized Users

1 other user at your facility has access to emissions report data.

[View facility users](#)

Click here to open the current reporting year data.

# 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.

**2016 Emissions Report** In Process

**Facility Inventory**

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes

**Emissions**

- Process Emissions
- Report Attachments

[Download Template](#) [Import Data](#)

**More Actions**

- [Validate Report](#)
- [Initiate Submission](#)
- [Print Report](#)

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Your roles at this facility are:**  
Editor, Submitter, Administrator

**Submission Status**



This emissions report has not been submitted.

**Summary Reports**

- Total Emissions by Source - CSV
- Total Emissions by Emission Unit - CSV
- Total Emissions by Release Point - CSV
- Process Emissions Summary - CSV

# Opening SLEIS – Main Page

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- 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


## 2016 Emissions Report

In Progress


### Facility Inventory




Facility




Release Points



Control Devices




Emission Units




Unit Processes

### Emissions



Process Emissions



Report Attachments

[Download Template](#) [Import Data](#)

### More Actions

[Validate Report](#) [Initiate Submission](#) [Print Report](#)

### Deferred Facility, Inc. - Charleston Plant

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Your roles at this facility are:**  
Editor, Submitter, Administrator

### Submission Status

This emissions report has not been submitted.

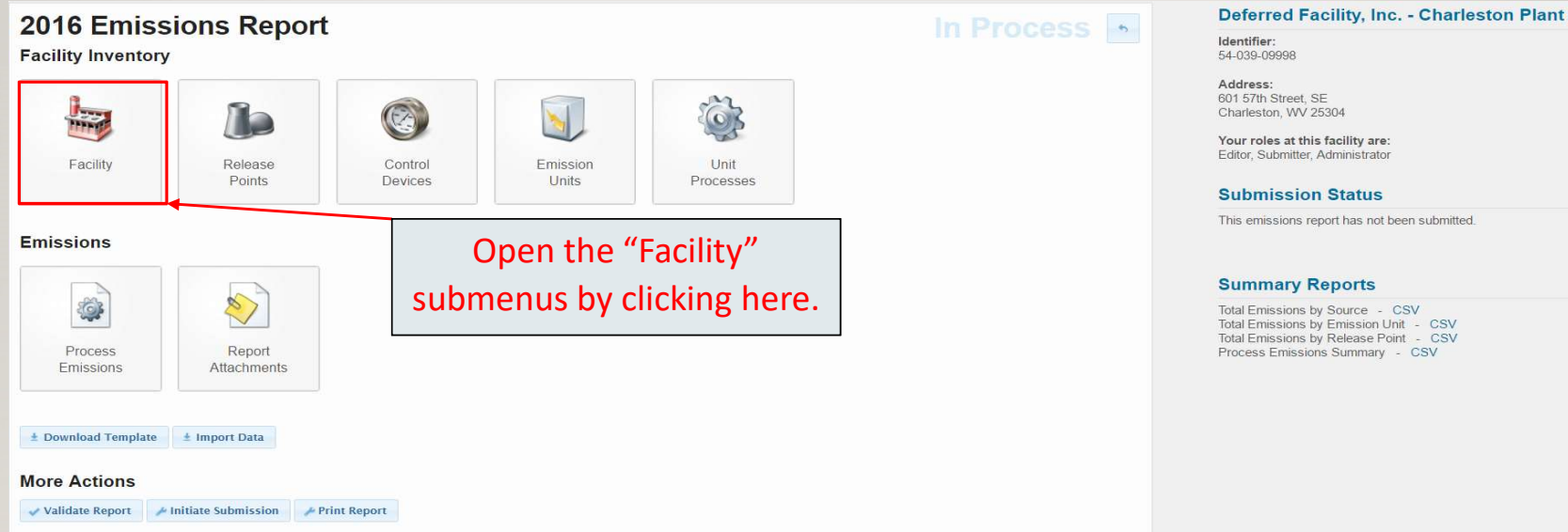
### Summary Reports

- Total Emissions by Source - CSV
- Total Emissions by Emission Unit - CSV
- Total Emissions by Release Point - CSV
- Process Emissions Summary - CSV

Main SLEIS buttons where data review and entry is required.

## STEP IV: Facility Data Entry

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



**2016 Emissions Report**

**Facility Inventory**

**In Process**

**Deferred Facility, Inc. - Charleston Plant**

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

Your roles at this facility are:  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

Total Emissions by Source - CSV  
Total Emissions by Emission Unit - CSV  
Total Emissions by Release Point - CSV  
Process Emissions Summary - CSV

**Facility**

Release Points

Control Devices

Emission Units

Unit Processes

**Emissions**

Process Emissions

Report Attachments

Download Template Import Data

**More Actions**

Validate Report Initiate Submission Print Report

Open the “Facility” submenus by clicking here.



# General Facility Information - Submenus

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

## 2016 Emissions Report

In Progress 

### General Facility Information

**Facility** | Contacts | Addresses | Location | Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc


**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

 Edit

### Deferred Facility, Inc. - Charleston Plant

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

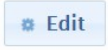
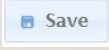

### Current Record

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork


# General Facility Information - Submenus

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- 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 its original setting prior to editing the page.

# General Facility Information- Submenus

## 2016 Emissions Report

In Process 

### General Facility Information

**Facility** | Contacts | Addresses | Location | Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

### Deferred Facility, Inc. - Charleston Plant

**Identifier:**  
54-039-09998


**Address:**  
801 57th Street, SE  
Charleston, WV 25304

### Current Record

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

Edit submenu field information by clicking here.





# General Facility Information - Submenus

**2016 Emissions Report** In Progress

**General Facility Information**

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998  
Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**  
Last Edited By: David R. Fewell  
2016-12-09 10:05 AM  
Description: Generates paperwork

**Facility** | Contacts | Addresses | Location | Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

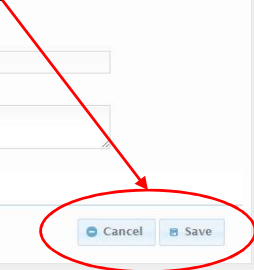
**Status Date:**

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

Save or cancel submenu field information by clicking here.




## General Facility Information - Submenus

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- 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

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- 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

2016 Emissions Report In Process

General Facility Information

Facility | Contacts | Addresses | Location | Additional

**Field is NOT editable.**

Facility Identifier: 54-039-09998

**Field IS editable and required.**

Facility Name: Deferred Facility, Inc. - Charleston Plant

Company/Owner Name: Deferred Facility, Inc.

**Field IS editable and NOT required.**

Description: Generates paperwork

Status: Operating

Status Date:

Category: Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

NAICS: 9241 - Administration of Environmental Quality Programs

Comments:

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: David R. Fewell  
2016-12-09 10:05 AM

Description: Generates paperwork

# Facility Submenu

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

**2016 Emissions Report** In Process

**General Facility Information**

**Facility** | Contacts | Addresses | Location | Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Current Record**

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork


**Edit**

Open the “Facility” submenu by clicking here and then the “Edit” button.

# Facility Submenu

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

## 2016 Emissions Report

In Process 

### General Facility Information

**Facility** | Contacts | Addresses | Location | Additional Information


**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Status Date:**  


**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

### Deferred Facility, Inc. - Charleston Plant

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street SE  
Charleston, WV 25304

#### Current Record

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

# Facility Submenu

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- 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.

**2016 Emissions Report** In Progress

**General Facility Information**

Facility **Contacts** Addresses Location Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
801 57th Street, SE  
Charleston, WV 25304

**Current Record**

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

**Edit**

Open the “Contact” submenu by clicking here. Click the “Edit” button if necessary

# Contact Submenu

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

**2016 Emissions Report** In Progress

**General Facility Information**

Facility **Contacts** Addresses Location Additional Information

**Emissions Contact:**

Name: David Fewell

Contact: Phone (304) 926-0499

**Permit Contact:**

Name:

Contact:

**Compliance Contact:**

Name:

Contact:

Cancel Save

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**



Last Edited By: David R. Fewell  
2016-12-09 10:05 AM

Description: Generates paperwork



## Contact Submenu

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- 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.

**2016 Emissions Report** In Process

**General Facility Information**

**Facility** | **Contacts** | **Addresses** | **Location** | **Additional Information**

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Current Record**

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

**Edit**

Open the “Address” submenu by clicking here. Click the “Edit” button if necessary.

# Addresses Submenu

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

**2016 Emissions Report** In Process **Deferred Facility, Inc. - Charleston Plant**

**General Facility Information**

Facility | Contacts | **Addresses** | Location | Additional Information

**Location:**

Line 1: 601 57th Street, SE

Line 2:

Locality: Charleston

State: West Virginia

Zip: 25304

**Mailing:**

Line 1: 601 57th Street, SE

Line 2:

Locality: Charleston

State: West Virginia

Cancel Save

**Current Record**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

Last Edited By: David R. Fewell  
2016-12-09 10:05 AM

Description: Generates paperwork

# Address Submenu

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- 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.

**2016 Emissions Report** In Process

**General Facility Information**

Facility | Contacts | Addresses | **Location** | Additional Information

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Current Record**

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

**Edit**

Open the “Location” submenu by clicking here. Click the “Edit” button if necessary

# Location Submenu

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

## 2016 Emissions Report

In Progress

### General Facility Information

Deferred Facility, Inc. - Charleston Plant

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: David R. Fewell  
2016-12-09 10:05 AM

Description: Generates paperwork

Facility | Contacts | Addresses | **Location** | Additional Information

Latitude (decimal degrees): 38.312736

Longitude (decimal degrees): -81.570334

UTM X (meters): 450139.401898

UTM Y (meters): 4240668.505973

UTM Zone: 17  
Assumes northern hemisphere

Collection Method:

Geographic Reference Point:

Geodetic Reference System:

Cancel Save



## 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](mailto: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.

**2016 Emissions Report** In Process

**General Facility Information**

[Facility](#) [Contacts](#) [Addresses](#) [Location](#) [Additional Information](#)

**Facility Identifier:**  
54-039-09998

**Facility Name:**  
Deferred Facility, Inc. - Charleston Plant

**Company/Owner Name:**  
Deferred Facility, Inc

**Description:**  
Generates paperwork

**Status:**  
Operating

**Category:**  
Deferred - Deferred minor source subject to Title V/Reg30 - not reported to EIS

**NAICS:**  
9241 - Administration of Environmental Quality Programs

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Current Record**

**Last Edited By:**  
David R. Fewell  
2016-12-09 10:05 AM

**Description:**  
Generates paperwork

[Edit](#)

Open the “Additional Information” submenu by clicking here. Click the “Edit” button if necessary.

# Additional Information Submenu

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

### 2016 Emissions Report

In Process

#### General Facility Information

Facility | Contacts | Addresses | Location | **Additional Information**

**Responsible Official Name:**

**Responsible Official Title:**

**Responsible Official Verified?:**

**Principal Product Manufactured:**

**Facility Employees:**

**Facility Area (Acres):**

#### Deferred Facility, Inc. - Charleston Plant

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

---

#### Current Record

Last Edited By:  
David R. Fewell  
2016-12-09 10:05 AM

Description:  
Generates paperwork

# 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

**2016 Emissions Report** In Process

**General Facility Information**

Facility | Contacts | Addresses | Location | **Additional Information**

● Responsible Official Name:  
Fred Durham

● Responsible Official Title:  
Director WVDAQ

● Responsible Official Verified?:  
VERIFIED

● Principal Product Manufactured:

● Facility Employees:

● Facility Area (Acres):

Deferred Facility, Inc. - Charleston Plant  
Identifier:  
54-039-09998  
Address:  
601 57th Street, SE  
Charleston, WV 25304

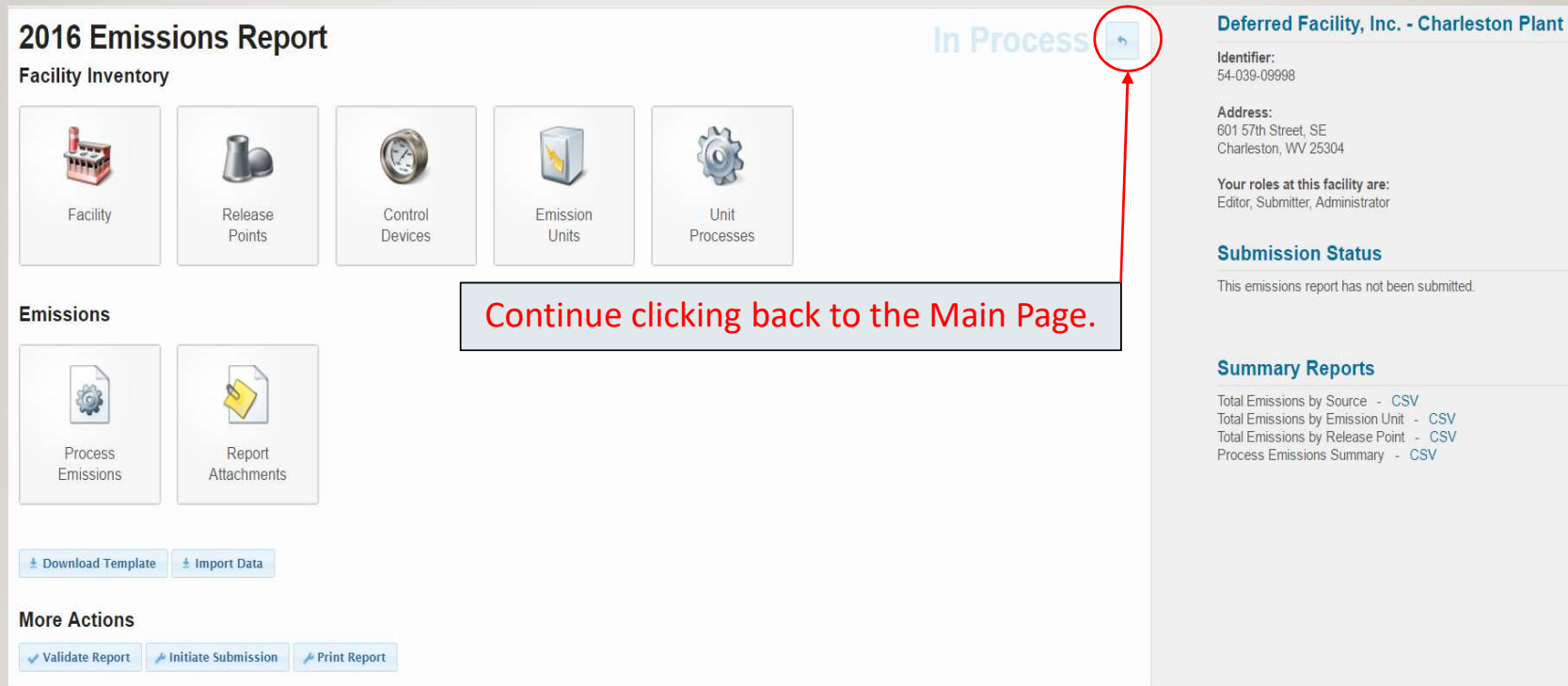
**Current Record**  
Last Edited By:  
David R. Fewell  
2016-12-09 10:05 AM  
Description:  
Generates paperwork

Cancel Save

This field must be changed from blank to "verified" before the SLEIS validation process can be completed and the inventory submitted to the DAQ.

# Emission Data Entry - Main Page

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



**2016 Emissions Report**

**Facility Inventory**

- Facility
- Release Points
- Control Devices
- Emission Units
- Unit Processes


**Emissions**

- Process Emissions
- Report Attachments

[Download Template](#) [Import Data](#)

**More Actions**

- [Validate Report](#) [Initiate Submission](#) [Print Report](#)

**In Process** 

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Your roles at this facility are:**  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

- Total Emissions by Source - CSV
- Total Emissions by Emission Unit - CSV
- Total Emissions by Release Point - CSV
- Process Emissions Summary - CSV



## 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.

**2016 Emissions Report** In Process

**Facility Inventory**

Facility Release Points Control Devices Emission Units Unit Processes

**Emissions**

Process Emissions Report Attachments

[Download Template](#) [Import Data](#)

**More Actions**

[Validate Report](#) [Initiate Submission](#) [Print Report](#)

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

Your roles at this facility are:  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

Total Emissions by Source - CSV  
Total Emissions by Emission Unit - CSV  
Total Emissions by Release Point - CSV  
Process Emissions Summary - CSV

# Emission Data Entry - Process Emissions



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


## 2016 Emissions Report

**Process Emissions**

Retrieved records 1 - 1 of 1, showing 1.

**Emission Unit Identifier:**      **Identifier:**      **SCC:**      **Annual Throughput:**      **Filter:**       **Actions**

<b>Emission Unit Identifier:</b>	<b>Identifier:</b>	<b>SCC:</b>	<b>Annual Throughput:</b>	<b>Actions</b>
CES Total CES Total Facility Emissions	CES Total CES Total Facility Emissions	99999999	1 EACH (Facility) (Existing)	 


**In Process** 


**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304






# Emission Data Entry - Process Emissions

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

**2016 Emissions Report** In Process  Deferred Facility, Inc. - Charleston Plant

**Process Emissions**

Retrieved records 1 - 1 of 1, showing 1. Filter:  x

 Emission Unit Identifier:	 Identifier:	 SCC:	Annual Throughput:	Actions
CES Total CES Total Facility Emissions	CES Total CES Total Facility Emissions	99999999	1 EACH (Facility) (Existing)	 

Identifier:  
54-039-09998  
Address:  
601 57th Street, SE  
Charleston, WV 25304

Click the edit button to open the “Process Emissions” submenus.

# 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.

The screenshot displays the '2016 Emissions Report' interface. At the top, it shows 'In Process' and the facility name 'Deferred Facility, Inc. - Charleston Plant'. The main area is titled 'Process Emissions' and has three tabs: 'Process', 'Operations', and 'Emissions'. The 'Process' tab is active, showing the following fields:

- Process Identifier:** CES Total - CES Total Facility Emissions
- Emission Unit Identifier:** CES Total - CES Total Facility Emissions
- SCC:** 99999999, Deferred-Deferred-Deferred-Deferred
- Process is Reported?:**  Uncheck this box if there are no reportable emissions for the reporting year
- Annual Throughput:** 1
- Throughput Unit of Measure:** EACH - EACH
- Throughput Type:** E - Existing
- Throughput Material:** 99 - Facility
- Supplemental Calculation Parameters:** Ash (%), Sulfur (%), Heat Content (MMBTU/Unit)
- Comments:** (empty text area)

At the bottom right of the form are 'Cancel' and 'Save' buttons. On the right side of the interface, there is a 'Current Record' section with the following details:

- Identifier:** 54-039-09998
- Address:** 601 57th Street, SE, Charleston, WV 25304
- Last Edited By:** Dave Fewell, 2016-12-09 11:46 AM
- Process Identifier:** CES Total
- Process Description:** CES Total Facility Emissions
- Emission Unit Identifier:** CES Total
- Emission Unit Description:** CES Total Facility Emissions
- SCC:** 99999999, Deferred-Deferred-Deferred-Deferred
- Annual Throughput:** 1 EACH - EACH (99 - Facility) (E - Existing)



# 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.

The screenshot displays the '2016 Emissions Report' interface. At the top, there are three tabs: 'Process Emissions', 'Operations', and 'Emissions'. The 'Operations' tab is highlighted with a red circle, and a red arrow points from this circle to a callout box. The callout box contains the text: 'Open the “Operations” submenu by clicking here.' The main form area contains various fields for process identification, including 'Process Identifier', 'Emission Unit Identifier', 'SCC', and 'Annual Throughput'. On the right side, there is a sidebar with information about the 'Deferred Facility, Inc. - Charleston Plant', including its identifier, address, and current record details. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

**2016 Emissions Report** In Process

**Process Emissions**

Process Identifier: CES Total - CES Total Facility Emissions

Emission Unit Identifier: CES Total - CES Total Facility Emissions

SCC: 99999999  
Deferred-Deferred-Deferred-Deferred

Process is Reported?:  
 Uncheck this box if there are no reportable emissions for the reporting year

Annual Throughput: 1

Throughput Unit of Measure: EACH - EACH

Throughput Type: E - Existing

Throughput Material: 99 - Facility

Supplemental Calculation Parameters:  
Ash (%) Sulfur (%) Heat Content (MMBTU/Unit)

Comments:

Cancel Save

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2016-12-09 11:46 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Deferred-Deferred-Deferred-Deferred

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# Operations Submenu

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

## 2016 Emissions Report

In Process

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998  
Address: 601 57th Street SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2016-12-09 11:46 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Deferred-Deferred-Deferred-Deferred

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

**Process Emissions**

Process **Operations** Emissions

**Average Hours/Day:**

**Average Days/Week:**

**Average Weeks/Year:**

**Actual Hours:**

**Seasonal Operations:**

<b>December-February</b> <input type="text" value="25.0"/> %	<b>March-May</b> <input type="text" value="25.0"/> %	<b>June-August</b> <input type="text" value="25.0"/> %	<b>September-November</b> <input type="text" value="25.0"/> %
---	---	---	--

**Total Ozone Season Days (May-September)**

**Total Summer Season Days (June-August)**

**Total CO Season Days (December-February)**

# 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.

The screenshot shows a web application interface for a 2016 Emissions Report. The main title is "2016 Emissions Report" and the status is "In Process". The interface is divided into several sections:

- Process Emissions:** Contains three tabs: "Process", "Operations", and "Emissions". The "Emissions" tab is circled in red, and a red arrow points from a callout box to it.
- Process Identifier:** CES Total - CES Total Facility Emissions
- Emission Unit Identifier:** CES Total - CES Total Facility Emissions
- SCC:** 99999999, Deferred-Deferred-Deferred-Deferred
- Process is Reported?:** Unchecked, with a note: "Uncheck this box if there are no reportable emissions for the reporting year"
- Annual Throughput:** 1
- Throughput Unit of Measure:** EACH - EACH
- Throughput Type:** E - Existing
- Throughput Material:** 99 - Facility
- Supplemental Calculation Parameters:** Includes input fields for Ash (%), Sulfur (%), and Heat Content (MMBTU/Unit).
- Comments:** A text area for user comments.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998  
Address: 801 57th Street, SE, Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell, 2016-12-09 11:46 AM  
Process Identifier: CES Total  
Process Description: CES Total Facility Emissions  
Emission Unit Identifier: CES Total  
Emission Unit Description: CES Total Facility Emissions  
SCC: 99999999, Deferred-Deferred-Deferred-Deferred  
Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

**Open the “Emissions” submenu by clicking here.**

# Emissions Submenu

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

### 2016 Emissions Report

In Process

**Process Emissions**

Process   Operations   **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
▶ PM10-FIL			2 - Engineering Judgment	1
▶ PM25-FIL			2 - Engineering Judgment	1
▶ PM-CON			2 - Engineering Judgment	10
▶ PM-FIL			2 - Engineering Judgment	1
▶ SO2			2 - Engineering Judgment	100
▶ NOX			2 - Engineering Judgment	100
▶ VOC			2 - Engineering Judgment	10
▶ CO			2 - Engineering Judgment	100
▶ Benzene			2 - Engineering Judgment	1
▶ Ethyl Benzene			2 - Engineering Judgment	1
▶ Formaldehyde			2 - Engineering Judgment	10
▶ Hexane			2 - Engineering Judgment	10
▶ Toluene			2 - Engineering Judgment	1

Add   Calculate All   Cancel   Save

#### Deferred Facility, Inc. - Charleston Plant

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

---

#### Current Record

**Last Edited By:**  
Dave Fewell  
2017-11-29 11:20 AM

**Process Identifier:**  
CES Total

**Process Description:**  
CES Total Facility Emissions

**Emission Unit Identifier:**  
CES Total

**Emission Unit Description:**  
CES Total Facility Emissions

**SCC:**  
99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

**Annual Throughput:**  
1 EACH - EACH (99 - Facility) (E - Existing)



# 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.

## 2016 Emissions Report

In Process

**Process Emissions**

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1

**Pollutant Code:** PM10-FIL - PM10 Filterable

**Calculation Method:** 2 - Engineering Judgment

**Emission Factor (Lbs/Unit):**

**Emission Factor Unit:**

**Estimated Emissions (Tons):**

**Comment:**

PM25-FIL	2 - Engineering Judgment	1
PM-CON	2 - Engineering Judgment	10
PM-FIL	2 - Engineering Judgment	1
SO2	2 - Engineering Judgment	100
NOX	2 - Engineering Judgment	100
VOC	2 - Engineering Judgment	10
CO	2 - Engineering Judgment	100
Benzene	2 - Engineering Judgment	1
Ethyl Benzene	2 - Engineering Judgment	1
Formaldehyde	2 - Engineering Judgment	10
Hexane	2 - Engineering Judgment	10
Toluene	2 - Engineering Judgment	1

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total



Emission Unit Description: CES Total Facility Emissions

SCC: 99099999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# 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.

The screenshot displays the '2016 Emissions Report' interface for 'Deferred Facility, Inc. - Charleston Plant'. The main area shows a table of pollutants with columns for 'Pollutant', 'Emis. Factor (Lbs/Unit)', 'Emis. Factor UOM', 'Calculation Method', and 'Estimated Emis. (Tons)'. A callout box with a red border and text points to a trash can icon in the right-hand column of the first row (PM10-FIL).

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL				
SO2				
NOX				
VOC				
CO				
Benzene				
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1

**Callout Box:** Delete a pollutant by clicking here.

**Form Fields (for PM10-FIL):**

- Pollutant Code: PM10-FIL - PM10 Filterable
- Calculation Method: 2 - Engineering Judgment
- Emission Factor (Lbs/Unit):
- Emission Factor Unit:
- Estimated Emissions (Tons): 1
- Comment:

**Buttons:** Add, Calculate All, Cancel, Save

**Facility Information:** Identifier: 54-039-09998, Address: 601 57th Street, SE, Charleston, WV 25304

**Current Record:** Last Edited By: Dave Fewell, 2017-11-29 11:20 AM, Process Identifier: CES Total, Process Description: CES Total Facility Emissions, Emission Unit Identifier: CES Total, Emission Unit Description: CES Total Facility Emissions, SCC: 99999999, Plant Total Emissions for Title V Deferred Facility ONLY, Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# Emissions Submenu

- Add pollutants by clicking the “Add” button.

**2016 Emissions Report** In Process

**Process Emissions**

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998  
Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

**Add** **Calculate All** **Cancel** **Save**

**Add a pollutant by clicking here.**



# Emission Submenu

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

**2016 Emissions Report** In Process

Process Emissions

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1

**Pollutant Code:**  **Calculation Method:**

**Emission Factor (Lbs/Unit):**  **Emission Factor Unit:**

**Estimated Emissions (Tons):**

**Comment:**

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 801 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)



# Emission Submenu

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

**2016 Emissions Report** In Process

**Process Emissions**

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1
NH3				

**Pollutant Code:** NH3 - Ammonia **Calculation Method:** 2 - Engineering Judgment

**Emission Factor (Lbs/Unit):** **Emission Factor Unit:**

**Estimated Emissions (Tons):**

**Comment:**

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09990  
Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Fewell  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# Emission Submenu

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

**2016 Emissions Report** In Process **Deferred Facility, Inc. - Charleston Plant**

Process Emissions

Process | Operations | **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1
NH3			2 - Engineering Judgment	

**Pollutant Code:** NH3 - Ammonia

**Calculation Method:** 2 - Engineering Judgment

**Emission Factor (Lbs/Unit):**

**Emission Factor Unit:**

**Estimated Emissions (Tons):**

**Comment:**

**Current Record**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

Last Edited By: Dave Fewell  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# 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.

2016 Emissions Report In Process

Process Emissions

Process Operations Emissions

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1
NH3			2 - Engineering Judgment	1

**Pollutant Code:** NH3 - Ammonia **Calculation Method:** 2 - Engineering Judgment

**Emission Factor (Lbs/Unit):**  **Emission Factor Unit:**

**Estimated Emissions (Tons):**

**Comments:**

**Deferred Facility, Inc. - Charleston Plant**

Identifier: 54-039-09998

Address: 601 57th Street, SE  
Charleston, WV 25304

**Current Record**

Last Edited By: Dave Feneil  
2017-11-29 11:20 AM

Process Identifier: CES Total

Process Description: CES Total Facility Emissions

Emission Unit Identifier: CES Total

Emission Unit Description: CES Total Facility Emissions

SCC: 99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput: 1 EACH - EACH (99 - Facility) (E - Existing)

# Emission Submenu

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

**2016 Emissions Report** In Process  Deferred Facility, Inc. - Charleston Plant

Process Emissions

Process   Operations   **Emissions**

Filter:

Pollutant:	Emis. Factor (Lbs/Unit):	Emis. Factor UOM:	Calculation Method:	Estimated Emis. (Tons):
PM10-FIL			2 - Engineering Judgment	1
PM25-FIL			2 - Engineering Judgment	1
PM-CON			2 - Engineering Judgment	10
PM-FIL			2 - Engineering Judgment	1
SO2			2 - Engineering Judgment	100
NOX			2 - Engineering Judgment	100
VOC			2 - Engineering Judgment	10
CO			2 - Engineering Judgment	100
<b>NH3</b>			2 - Engineering Judgment	1
Benzene			2 - Engineering Judgment	1
Ethyl Benzene			2 - Engineering Judgment	1
Formaldehyde			2 - Engineering Judgment	10
Hexane			2 - Engineering Judgment	10
Toluene			2 - Engineering Judgment	1

**NH3 (ammonia) has been added to the pollutant list.**

**Current Record**

Last Edited By:  
Dave Fowell  
2017-11-29 01:17 PM

Process Identifier:  
CES Total

Process Description:  
CES Total Facility Emissions


Emission Unit Identifier:

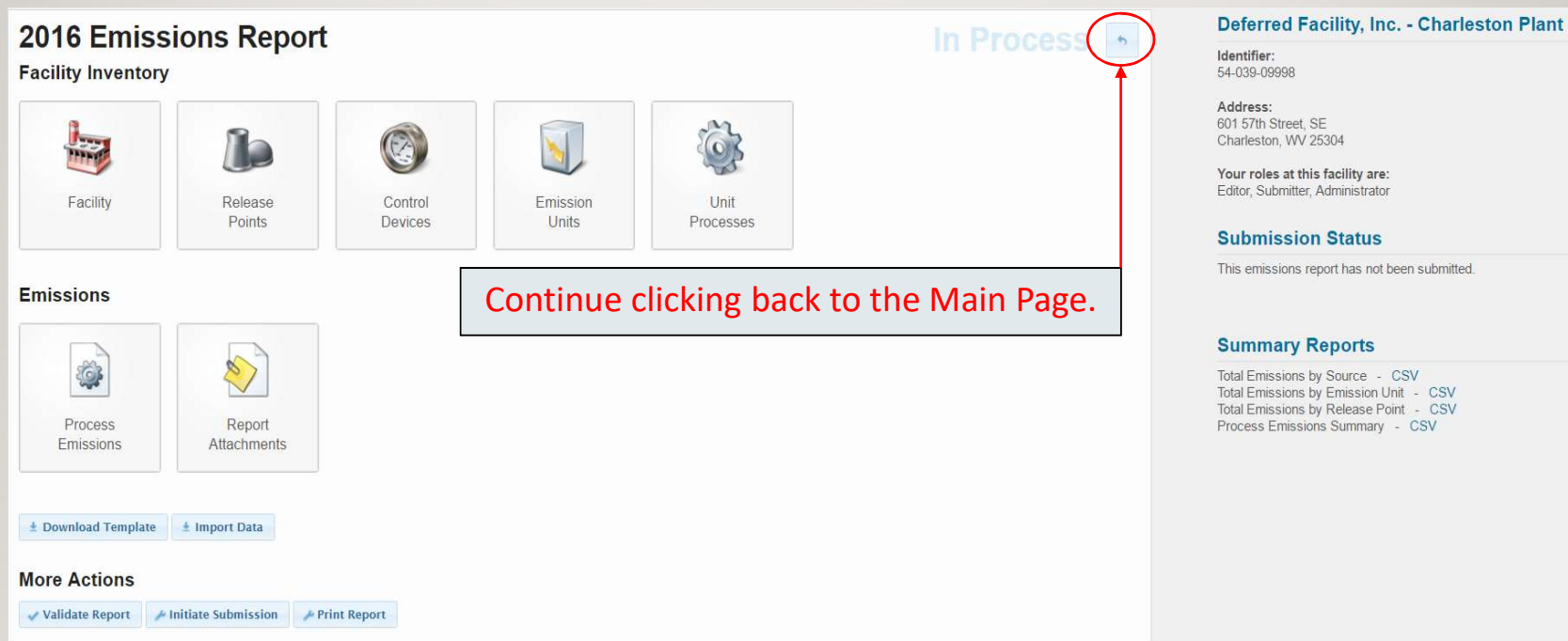
Emission Unit Description:  
CES Total Facility Emissions

SCC:  
99999999  
Plant Total Emissions for Title V Deferred Facility ONLY

Annual Throughput:  
1 EACH - EACH (99 - Facility) (E - Existing)

# 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  .



**2016 Emissions Report**

Facility Inventory

Facility | Release Points | Control Devices | Emission Units | Unit Processes


Emissions

Process Emissions | Report Attachments

[Download Template](#) [Import Data](#)

More Actions

[Validate Report](#) [Initiate Submission](#) [Print Report](#)

**In Process** 

**Deferred Facility, Inc. - Charleston Plant**

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

Your roles at this facility are:  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

Total Emissions by Source - CSV  
Total Emissions by Emission Unit - CSV  
Total Emissions by Release Point - CSV  
Process Emissions Summary - CSV

**Continue clicking back to the Main Page.**



## STEP VI: Validation

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

The screenshot displays the '2016 Emissions Report' interface for 'Deferred Facility, Inc. - Charleston Plant'. The main content area is titled '2016 Emissions Report' and includes a status indicator 'In Process'. Below this, there are two main sections: 'Facility Inventory' and 'Emissions'. The 'Facility Inventory' section contains five icons representing different components: Facility, Release Points, Control Devices, Emission Units, and Unit Processes. The 'Emissions' section contains two icons: Process Emissions and Report Attachments. At the bottom of the main content area, there are buttons for 'Download Template' and 'Import Data'. Below these is a 'More Actions' section with three buttons: 'Validate Report', 'Initiate Submission', and 'Print Report'. The 'Validate Report' button is circled in red. A red arrow points from a text box to this button. The text box contains the instruction: 'Click the “Validate Report” button to check for potential errors.' The right sidebar contains facility information, including the identifier '54-039-09998', the address '601 57th Street, SE, Charleston, WV 25304', and the user's roles: Editor, Submitter, Administrator. It also shows the submission status as 'This emissions report has not been submitted.' and a list of summary reports: Total Emissions by Source - CSV, Total Emissions by Emission Unit - CSV, Total Emissions by Release Point - CSV, and Process Emissions Summary - CSV.

**2016 Emissions Report** In Process

**Facility Inventory**

Facility Release Points Control Devices Emission Units Unit Processes

**Emissions**

Process Emissions Report Attachments

Download Template Import Data

**More Actions**

Validate Report Initiate Submission Print Report

**Deferred Facility, Inc. - Charleston Plant**

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

Your roles at this facility are:  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

Total Emissions by Source - CSV  
Total Emissions by Emission Unit - CSV  
Total Emissions by Release Point - CSV  
Process Emissions Summary - CSV

Click the “Validate Report” button to check for potential 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.

## 2016 Emissions Report

In Progress 

### Validation Report

No errors were encountered while validating your report.

Please click the **Mark as Ready for Submission** checkbox if this report is now ready for submission.

### Deferred Facility, Inc. - Charleston Plant

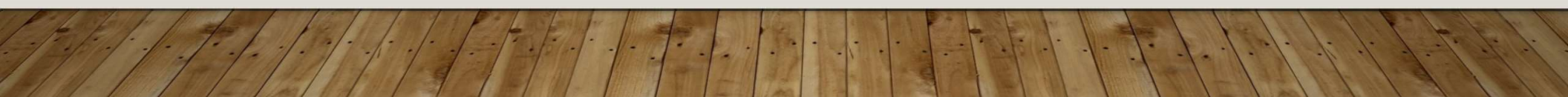
**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Mark as Ready for Submission?**

The report will be displayed on the **My Facilities** page for users with the **Submitter** role for the report's facility.

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# 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.

**2016 Emissions Report** In Process

**Validation Report**

No errors were encountered while validating your report.

Please click the **Mark as Ready for Submission** checkbox if this report is now ready for submission.

Check the “Mark as Ready for Submission” box when ready to submit.

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-08998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Mark as Ready for Submission?**  
 The report will be displayed on the **My Facilities** page for users with the **Submitter** role for the report's facility.

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## 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.

**2016 Emissions Report** In Process

**Facility Inventory**

Facility | Release Points | Control Devices | Emission Units | Unit Processes

**Emissions**

Process Emissions | Report Attachments

Download Template | Import Data

**More Actions**

Validate Report | **Initiate Submission** | Print Report

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

**Your roles at this facility are:**  
Editor, Submitter, Administrator

**Submission Status**

This emissions report has not been submitted.

**Summary Reports**

Total Emissions by Source - CSV  
Total Emissions by Emission Unit - CSV  
Total Emissions by Release Point - CSV  
Process Emissions Summary - CSV

**Initiate the inventory submittal by clicking the “Initiate Submission” button**

# 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.

**2016 Emissions Report** In Process

**Submission Review**

Please click **View electronic document** and review the contents of the report being submitted before continuing the submission.

[View electronic document](#)

**Click and review Copy of Record.**

[Cancel](#) [Continue](#)

**Deferred Facility, Inc. - Charleston Plant**

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

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# Submittal

---

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

**2016 Emissions Report**

**Submission Review**

Please click **View electronic document** and review the contents of the report being submitted before continuing the submission.

[View electronic document](#)

**Click and review Copy of Record.**

**In Process**

**Deferred Facility, Inc. - Charleston Plant**

**Identifier:**  
54-039-09998

**Address:**  
601 57th Street, SE  
Charleston, WV 25304

[Cancel](#) [Continue](#)



# Submittal

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

## 2016 Emissions Report

In Process

**Deferred Facility, Inc. - Charleston Plant**

Identifier:  
54-039-09998

Address:  
601 57th Street, SE  
Charleston, WV 25304

### Submission Agreements

I certify that I have not violated any term in my Electronic Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

- I am the owner of the account used to perform the electronic submission and signature.
- I have the authority to submit the data on behalf of the facility I am representing.
- I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
- I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

I certify under penalty of law that this document was prepared under my direction or supervision in a manner to assure that qualified personnel gathered and evaluated the information submitted. Based on my inquiry of the person(s) who gathered and evaluated the information and of the person(s) responsible for managing the regulated activity, the information submitted is, to the best of my knowledge and belief, true and accurate and complete. I am aware that submitting false information is punishable by up to 5 years in prison and a fine of \$50,000.

Click to continue submission.



# 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.

**2016 Emissions Report** In Process

**Submission Signature**

Please provide the answer to your previously specified challenge question, and re-enter your account login password.

What was your childhood nickname?

Password:

[Cancel](#) [Continue](#)

Click to continue submission.

# 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.

**2016 Emissions Report** Submitted

**Submission Confirmation**  
Your Emissions Report submission was successful.

[View official copy of record](#)

**Confirmation Number:**  
S20171129154201-F54-039-09998-R2016

**Submitted on:**  
2017-11-29 15:42:29 GMT-05:00

[Print Confirmation](#) [Done](#)

**Deferred Facility, Inc. - Charleston Plant**  
**Identifier:**  
54-039-09998  
**Address:**  
601 57th Street, SE  
Charleston, WV 25304