



Allegheny County
Regulated Entities Portal (REP)

Public User's Guide

PREPARED FOR

Allegheny County Health Department

Version: 1.1

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Approval/Concurrence

Action	Role	Approver Name	Approval Date

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1 Introduction

1.1 Overview of REP System:

The federal Clean Air Act requires that each state maintain an inventory of air pollution emissions for certain facilities and update this inventory every year. Allegheny County Health Department (ACHD) emissions inventory system is called the Regulated Entities Portal (REP). The REP System is a web-based application accessible to the participating regulated facilities via the Internet. The REP system will serve as an electronic file cabinet to manage Emission Inventory (EI) Reporting forms provided by the Agency and receive/store EI reports submitted by regulated facilities. Participating facility access privileges are administrated through the use of a username, password, and PIN. All EI report submissions are validated via PIN/Security Question authentication with software security to ensure that the content of the data is original, truthful, legitimate, and unaltered.

The ACHD maintains Emissions Inventory (EI) reports of air pollution from commercial, industrial, and governmental sources in Allegheny County, Pennsylvania. Each year, approximately 75 facilities report emissions to the ACHD. Emissions data received by ACHD is submitted to the Pennsylvania Department of Environmental Protection (PA DEP) and the United States Environmental Protection Agency (U.S. EPA) to be added to the national data bank. This information is used to monitor air pollution trends, determine the effectiveness of current air pollution control programs, serve as a basis for future year projections of air quality, track source compliance, provide information for permit review, and calculate the emissions portion of the annual air quality fee.

REP reports are due by March 15 each year. The ACHD is required to notify each facility at least 45 days prior to the deadline for submitting the report. This notification usually occurs in mid-January.

The REP-Public System includes the following Modules:

- Dashboard
- New Submittal
- Pending Submittals
- Submitted Submittals
- Pay Invoice
- My Account Management

1.2 REP System Goals and Benefits:

There are several beneficial goals that have been considered for REP System. Among them are:

- Support online availability of up-to-date REP reporting requirements and tracking status of submitted submittals.
- Improve the accuracy of data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Improve the security of submissions from regulated facilities.
- Reduce the regulated facility's costs by offering a streamlined reporting method using readily available computer tools.

- Save the Agency's administration costs by reducing and eventually better-utilizing resources required for managing paper-based EI Reports.
- Improve the overall effectiveness of Title V programs with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

1.3 Minimum System Requirements

Participating facilities will need to have the ability to access the ACHD's REP System website through the Internet. Typically, such access is available either through a dedicated connection through the facility's local area network or through a connection to an Internet Service Provider.

The performance of the REP system will vary based on the computer's internet connection speed, CPU, Operating System, and available memory. Following web browsers are recommended:

- Web Brower:
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Apple Safari

2 System Features Overview

In the REP-Public System, Public users will be able to maintain user account profiles, submit online submittals, and track submitted submittals. Public user with the “Responsible Official” (RO) role has the additional feature to link Consultant/Preparer to the facility.

For the User Account Management Module, Public users will be able to:

- Self-register a facility user account
- Request for a new password
- Modify account profile
- Update PIN and Security Questions
- RO user may associate Consultant/Preparer facility user(s) to the facility

For the Upcoming Obligations Module, Public users will be able to:

- Complete Annual Emission Inventory Form (including information about the source, contact, stack, emission unit, activity, emission)
- Perform an Emission Calculation
- Certify and submit submittals online

For the Submitted Submittals Module, Public users will be able to:

- Track submitted submittals
- Check the summary report for information about emission activity calculations

In the following sections, all the features in the REP-Public system listed above will be described in detail.

3 Register an Account in REP-Public Portal

The REP-Public Portal supports three types of public accounts – Responsible Official, Preparer/Consultant, and General Public. Each account type has different access privileges in the REP-Public Portal as the following listed:

1. Responsible Officer (RO) - *Limited to one RO per facility*

- Prepare, certify, and submit the submittal.
- Apply, amend, renew, or withdraw a submittal.
- Track submittal processing status.
- Manage submittal history.
- Manage/add consultant/Preparer.
- Use the system regularly for data entry/query, correspondence, tracking submittal review status.

2. Consultant/Preparer¹ (Prepare-only)

- Prepare the online data in the submittal for a RO.
- Use the system regularly for data entry, correspondence, and review of the status of submittal.
- Search and view data available from Public Portal.

3. General Public

- A person who is not a RO or a Preparer/Consultant, but needs to interact with the Public Portal.
- Access privileges include: (1) pay invoice, (2) respond to Authority-issued public notices.

A summary of user account type and account privilege is shown in the table below:

Account Privilege	Responsible Officer	Preparer/Consultant	General Public
Certify/Submit data to the Authority	Yes		
Prepare data	Yes	Yes	
Pay invoice	Yes	Yes	Yes
Respond to Authority-issued Public Notices	Yes	Yes	Yes

3.1 Create a RO Account

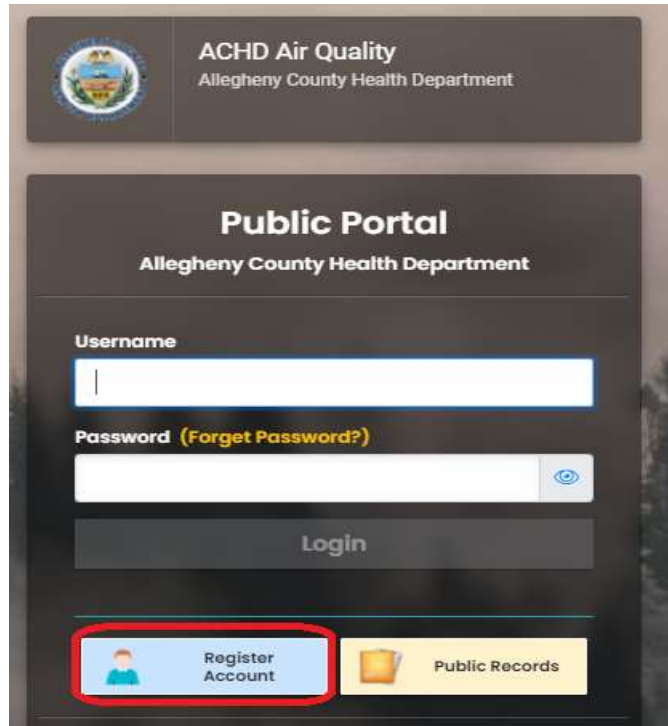
A RO account allows public users to certify submittal types for selected facilities. Authority users manage the RO's authorization(s) based on the submittal group. ROs can view the submitted data for the facilities with which the RO is associated.

Please note:

- RO accounts are limited to **one per facility**
- Historical submittals belong to the facility and **NOT** the person who submitted the submittal.
- Any active RO can view historical submittals of selected facilities for which the RO is responsible.
- If any ROs become inactive, they would no longer have access to the facility's submitted data.

¹ The Consultant/Preparer can only work under the RO's authorization.

When opening the REP-Public Portal website, Public users should click on the "Register Account" button on the screen.



As the screenshot below shows, there should be four steps for creating an account:

1. Basic Information
2. Account Type
3. Security Questions
4. Final Review

← ACHD Air Quality User Registration

① Basic Information ② Account Type ③ Security Questions ④ Final Review

Personal Info

Title:	First Name	Middle Initial	Last Name	User Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.	Required.

Employer Job Position with Employer

Required.

Office Phone Number	Mobile Phone Number	Fax Number
<input type="text" value="000-000-0000x0000"/>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>
Required.		

Email

Email will be used to send out the password. Please make sure it's valid.
Required.

A username will be suggested to you when you enter your first and last name.

You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.

Public users are asked to fill in information for the fields; those marked with red frames are the required ones. If the email has been registered for other existing accounts, a warning message "Email already registered." would be displayed.

After filling in the required information in the first step – Basic Information, Public users would click on the "Next" step to select the desired account type. As the screenshot below shows, there are three options – RO, Consultant, and General Public. When Public users click on the "RO" option, an explanation will pop up on the right. Public users would then click on "Next."

In the third step – Security Questions, there should be five security questions and answers for Public users to fill in. Public users should click on the arrow for each security question and select a question from the dropdown list. Public users should provide a unique answer to each question, as these security questions would be referenced during the submittal process. Besides, Public users could click on the eye icon next to each answer to view the answer, or else they would be displayed in asterisks for confidential reasons.

← ACHD Air Quality User Registration

- ① Basic Information
- ② Account Type
- ③ Security Questions
- ④ Final Review

Security Questions

1 Q Required.

A Please select the question first.

2 Q Required.

A Please select the question first.

3 Q Required.

A Please select the question first.

4 Q Required.

A Please select the question first.

One of the following security questions from this list will appear when completing each submittal. Please provide a unique response to each question.

Answers are case-sensitive.

In the final step – Final Review, Public users should make sure the information for the RO account registration is correct – name, employer, job position, office phone number, mobile phone number, fax number, and email. In addition, public users would also need to click on the checkbox to confirm whoever is registering is not a robot. Finally, Public users could click on the “Register” button to confirm the registration. Besides, Public users could also click on the “Previous” button to go to previous pages and update them on any registration steps.

Final Review

Demo First Name Demo Last Name
Demo Employer

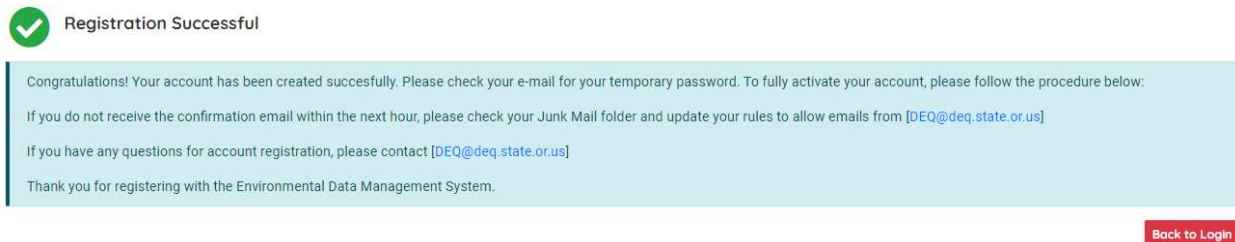
 Demo Address Line 1, Demo City 12345
 123@123.com
 123-456-7890





Previous
Register

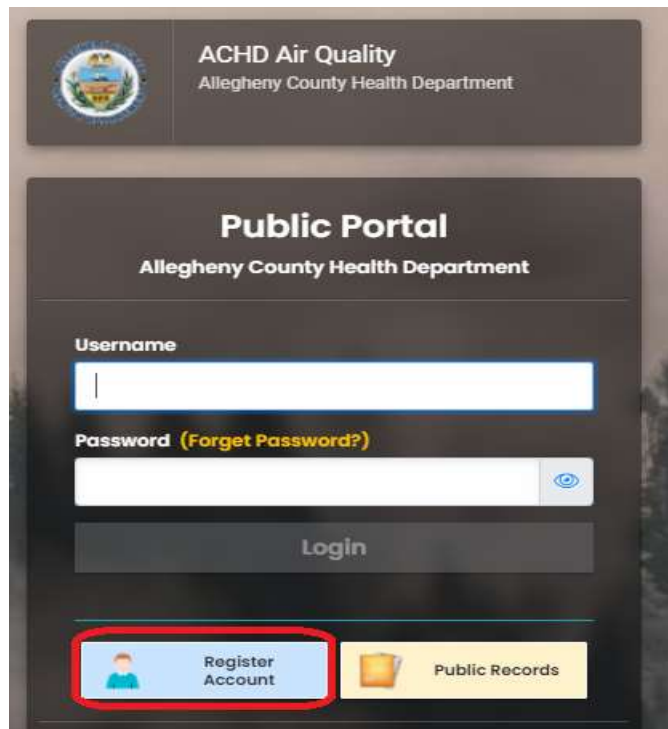
As the screenshot below shows, public users should see the following screen after successfully registering a RO account. An email should be sent to the registered email address of a temporary login password for Public users. Then, public users could click on the “Back to Login” button to be directed back to the login home page. If Public users did not receive the temporary password, they should reach out to the administrator, following the procedure as listed in the screenshot.



3.2 Create a Consultant/Preparer Account

A Consultant/Preparer account allows Public users to prepare data for the facility’s RO representative but is not certified to submit the submissions on RO’s behalf. Creating a Consultant/Preparer account is similar but simpler to that of the RO account – Public users enter the basic contact information: name, address, email, and phone number to set up an account.

When opening the Public Portal website, Public users should click on the “Register Account” button on the screen.



As the screenshot below shows, there should be four steps for creating an account:

1. Basic Information
2. Account Type
3. Security Questions
4. Final Review

← ACHD Air Quality User Registration

① Basic Information ② Account Type ③ Security Questions ④ Final Review

Personal Info

Title:	First Name	Middle Initial	Last Name	User Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Required.</small>		<small>Required.</small>	<small>Required.</small>

Employer Job Position with Employer

Required.

Office Phone Number	Mobile Phone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Required.</small>		

Email

Email will be used to send out the password. Please make sure it's valid.

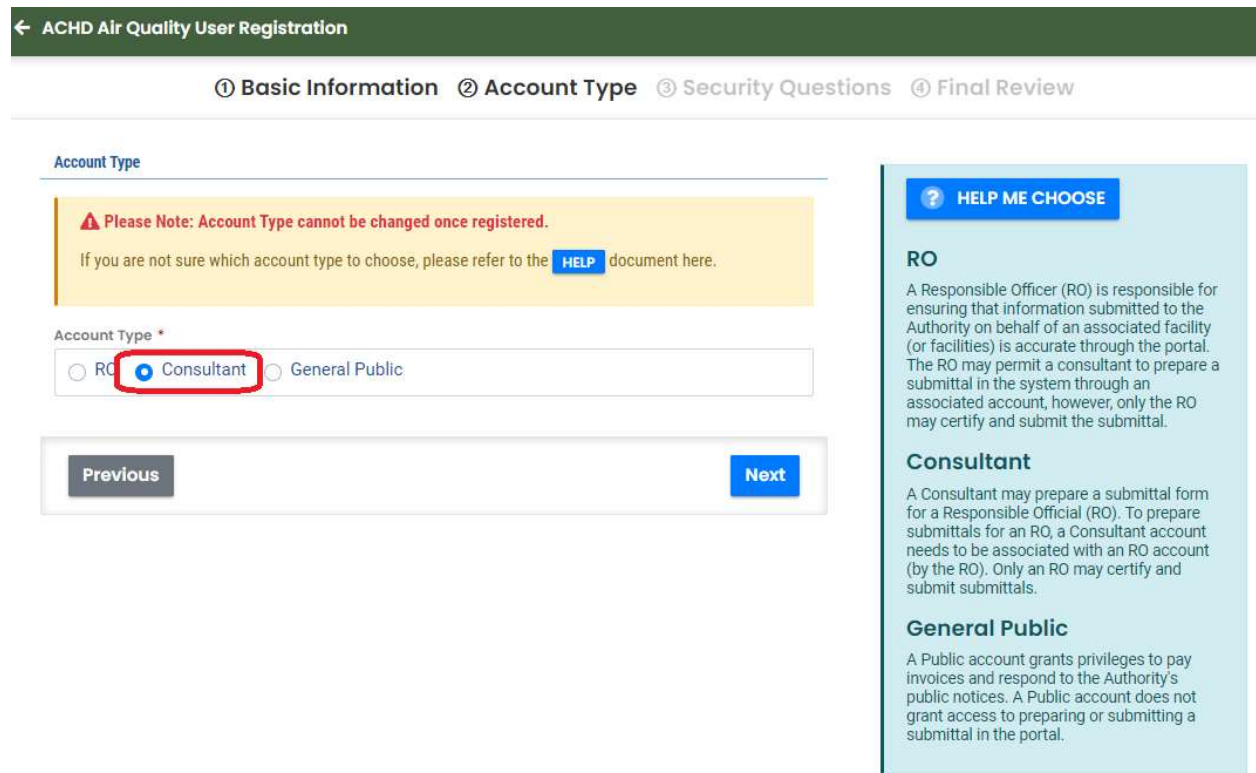
Required.

A username will be suggested to you when you enter your first and last name.

You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.

Public users are asked to fill in information for the fields; those marked with red frames are the required ones. If the email has been registered for other existing accounts, a warning message "Email already registered." would be displayed.

After filling in the required information in the first step – Basic Information, Public users would click on the "Next" step to select the desired account type. As the screenshot below shows, there are three options – RO, Consultant, and General Public. When Public users click on the "Consultant" option, an explanation will pop up on the right. Public users would then click on "Next."



In the third step – Security Questions, there should be five security questions and answers for Public users to fill in. Public users should click on the arrow for each security question and select a question from the dropdown list. Public users should provide a unique answer to each question, as these security questions would be referenced during the submittal process. Besides, Public users could click on the eye icon next to each answer to view the answer, or else they should be displayed in asterisks for confidential reasons.



← ACHD Air Quality User Registration

- ① Basic Information
- ② Account Type
- ③ Security Questions
- ④ Final Review

Security Questions

1 Q Required.

A Please select the question first.

2 Q Required.

A Please select the question first.

3 Q Required.

A Please select the question first.

4 Q Required.

A Please select the question first.

One of the following security questions from this list will appear when completing each submittal. Please provide a unique response to each question.

Answers are case-sensitive.

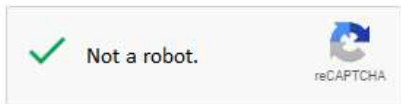
In the final step – Final Review, Public users should make sure the information for the RO account registration is correct – name, employer, job position, office phone number, mobile phone number, fax number, and email. In addition, public users would also need to click on the checkbox to confirm whoever is registering is not a robot. Finally, Public users could click on the “Register” button to confirm the registration. Besides, Public users could also click on the “Previous” button to go to previous pages and update any registration steps.

Final Review

Demo First Name Demo Last Name
 Demo Employer

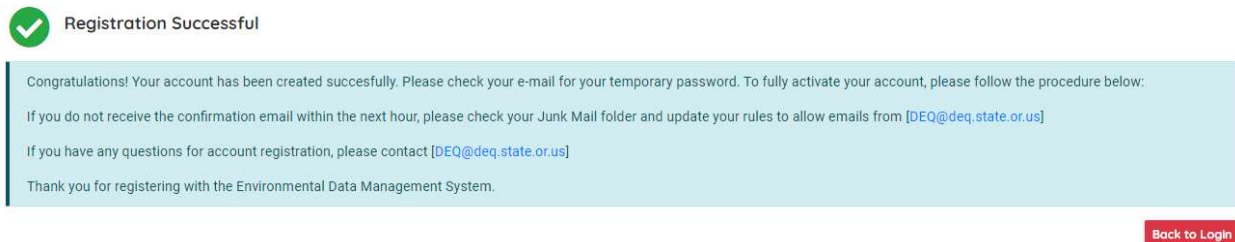
 Demo Address Line 1, Demo City 12345
 123@123.com
 123-456-7890





Previous
Register

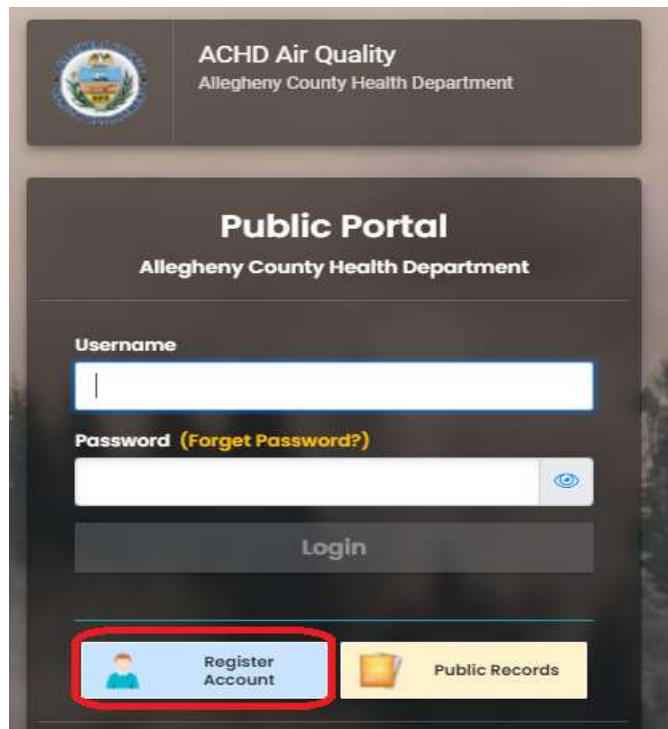
As the screenshot below shows, public users should see the following screen after successfully registering a RO account. An email should be sent to the registered email address of a temporary login password for Public users. Then, public users could click on the “Back to Login” button to be directed back to the login home page. If Public users did not receive the temporary password, they should reach out to the administrator, following the procedure as listed in the screenshot.



3.3 Create a General Public Account

A General Public account allows Public users to submit comments to the Authority’s public notice events. Creating a General Public account is similar but simpler to that of the RO account – Public users enter the basic contact information: name, address, email, and phone number to set up an account.

When opening the Public Portal website, Public users should click on the “Register Account” button on the screen.



As the screenshot below shows, there should be four steps for creating an account:

1. Basic Information
2. Account Type
3. Security Questions
4. Final Review

← ACHD Air Quality User Registration

① Basic Information ② Account Type ③ Security Questions ④ Final Review

Personal Info

Title:	First Name	Middle Initial	Last Name	User Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.	Required.

Employer: Job Position with Employer:

Employer: Required.

Office Phone Number	Mobile Phone Number	Fax Number
<input type="text" value="000-000-0000x0000"/>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>
Required.		

Email:

Email will be used to send out the password. Please make sure it's valid.
Required.

A username will be suggested to you when you enter your first and last name.

You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.

Public users are asked to fill in information for the fields; those marked with red frames are the required ones. If the email has been registered for other existing accounts, a warning message "Email already registered." would be displayed.

After filling in the required information in the first step – Basic Information, Public users would click on the "Next" step to select the desired account type. As the screenshot below shows, there are three options – RO, Consultant, and General Public.

When Public users click on the "General Public" option, an explanation will pop up on the right. Public users would then click on "Next."

← ACHD Air Quality User Registration

① Basic Information ② Account Type ③ Security Questions ④ Final Review

Account Type

⚠ Please Note: Account Type cannot be changed once registered.
If you are not sure which account type to choose, please refer to the [HELP](#) document here.

Account Type *

RO Consultant General Public

[Previous](#) [Next](#)

? HELP ME CHOOSE

RO
A Responsible Officer (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account, however, only the RO may certify and submit the submittal.

Consultant
A Consultant may prepare a submittal form for a Responsible Official (RO). To prepare submittals for an RO, a Consultant account needs to be associated with an RO account (by the RO). Only an RO may certify and submit submittals.

General Public
A Public account grants privileges to pay invoices and respond to the Authority's public notices. A Public account does not grant access to preparing or submitting a submittal in the portal.

In the third step – Security Questions, there should be five security questions and answers for Public users to fill in. Public users should click on the arrow for each security question and select a question from the dropdown list. Public users should provide a unique answer to each question, as these security questions would be referenced during the submittal process. Besides, Public users could click on the eye icon next to each answer to view the answer, or else they should be displayed in asterisks for confidential reasons.

← ACHD Air Quality User Registration

- ① Basic Information
- ② Account Type
- ③ Security Questions
- ④ Final Review

Security Questions

1 Q Required.

A Please select the question first.

2 Q Required.

A Please select the question first.

3 Q Required.

A Please select the question first.

4 Q Required.

A Please select the question first.

One of the following security questions from this list will appear when completing each submittal. Please provide a unique response to each question.

Answers are case-sensitive.

In the final step – Final Review, Public users should make sure the information for the RO account registration is correct – name, employer, job position, office phone number, mobile phone number, fax number, and email. In addition, public users would also need to click on the checkbox to confirm whoever is registering is not a robot. Finally, Public users could click on the “Register” button to confirm the registration. Besides, Public users could also click on the “Previous” button to go to previous pages and update any registration steps.

Final Review

Demo First Name Demo Last Name
Demo Employer

 Demo Address Line 1, Demo City 12345
 123@123.com
 123-456-7890





[Previous](#) [Register](#)

As the screenshot below shows, public users should see the following screen after successfully registering a RO account. An email should be sent to the registered email address of a temporary login password for Public users. Then, public users could click on the “Back to Login” button to be directed back to the login home page. If Public users did not receive the temporary password, they should reach out to the administrator, following the procedure as listed in the screenshot.

 Registration Successful

Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To fully activate your account, please follow the procedure below:

If you do not receive the confirmation email within the next hour, please check your Junk Mail folder and update your rules to allow emails from [\[DEQ@deq.state.or.us\]](mailto:DEQ@deq.state.or.us)

If you have any questions for account registration, please contact [\[DEQ@deq.state.or.us\]](mailto:DEQ@deq.state.or.us)

Thank you for registering with the Environmental Data Management System.

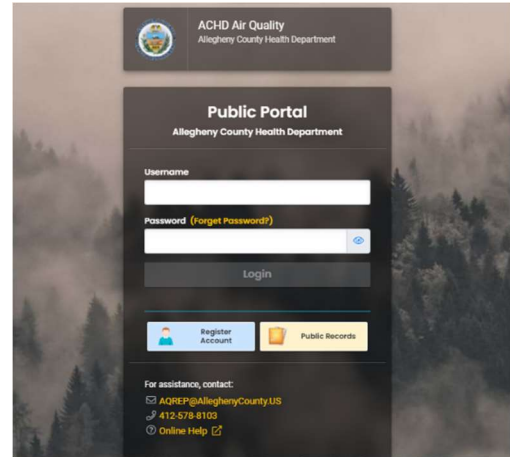
[Back to Login](#)

4 User Account Management

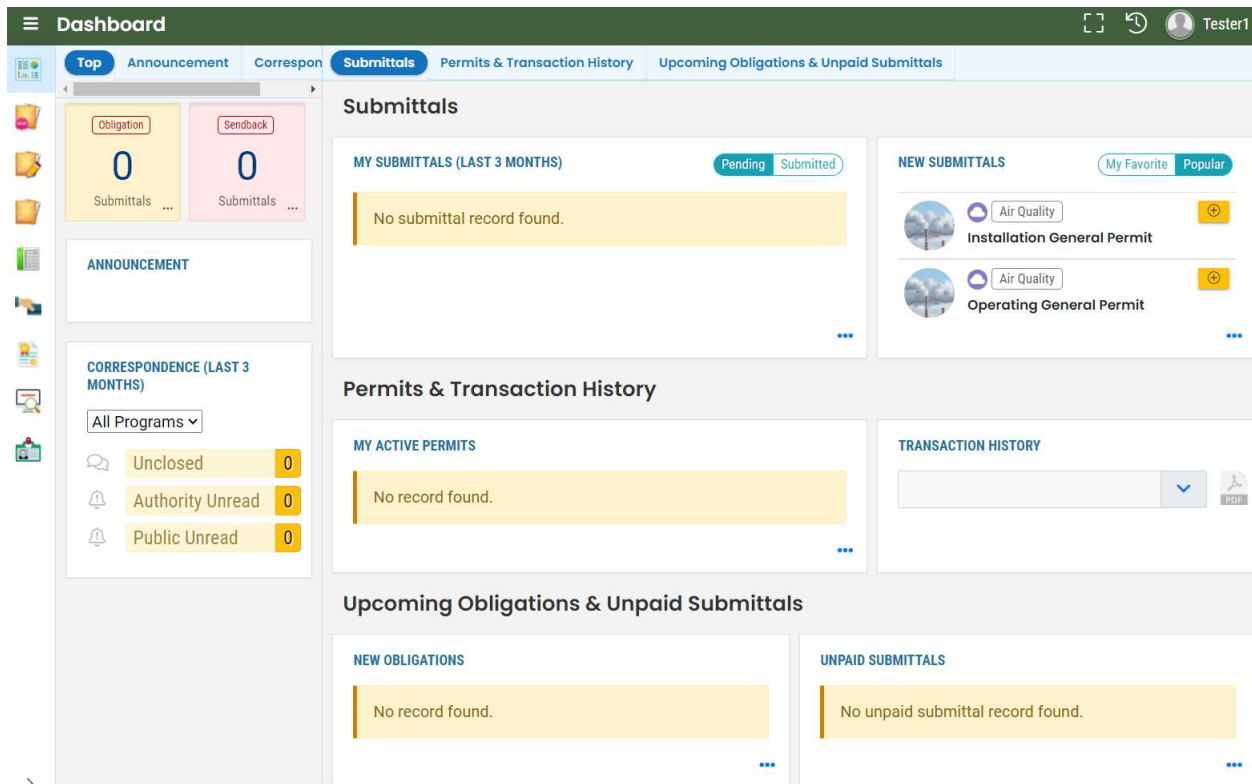
Public users use the “User Account” management module to maintain their account information. In addition, public users with the “Responsible Officials” role will also be able to associate Consultant/Preparer user(s) to the facility.


4.1 REP Website Login




After entering the appropriate website address, Public users can view the REP login screen. To enter the REP-Public System, a valid user ID and password must be entered.

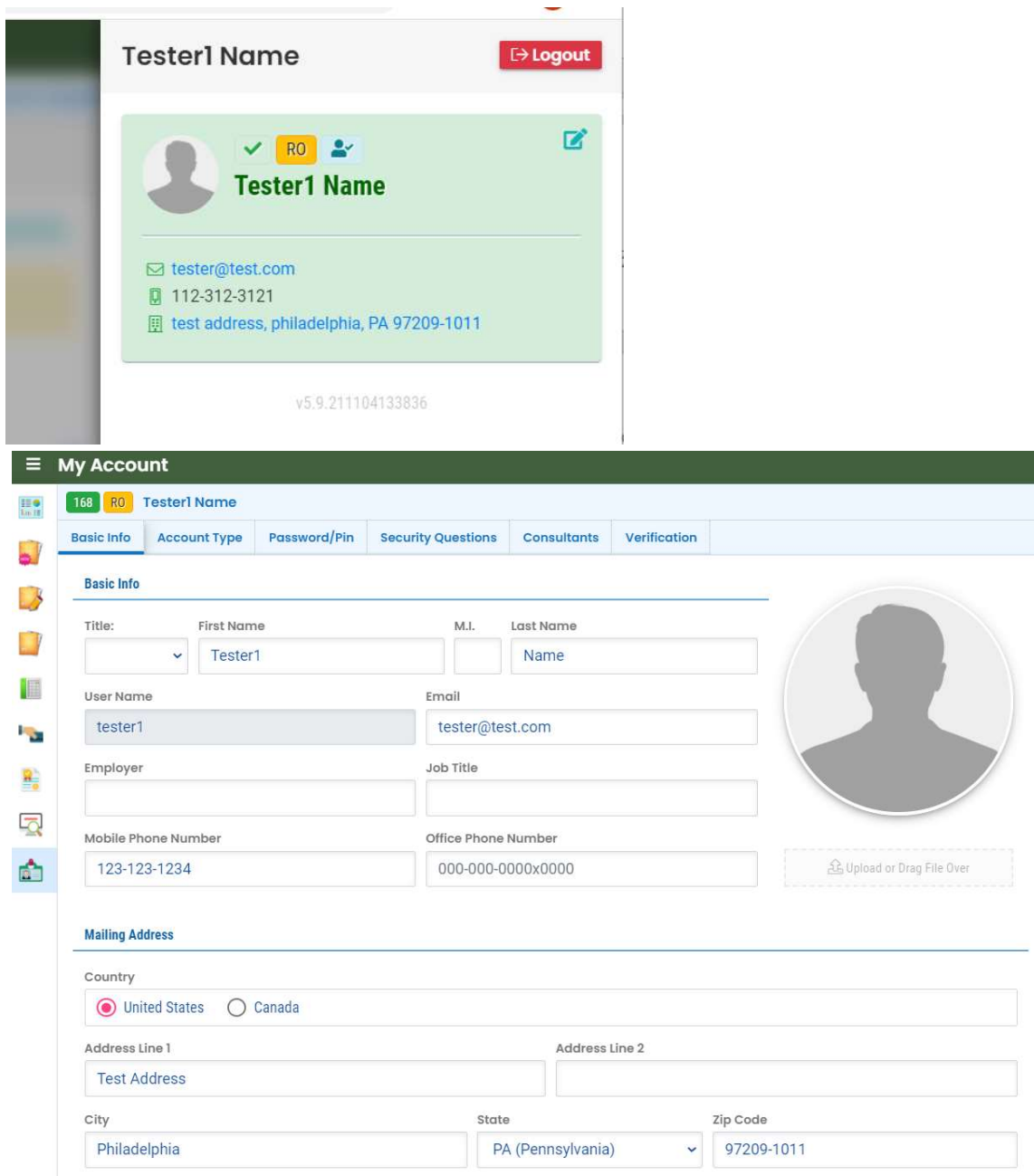


When Public users log into the REP-Public System, the Dashboard page will be opened. A list of standard features on the Dashboard page is as follows:



- A. Click on the icon  to open up the main menu. Public users may navigate to different Modules by clicking on these icons.

- B. Public users may either click the  which expands the sidebar to show Modules accessible by clicking on them, or directly click on any icons from the sidebar to be directed to the corresponding Module, as the above screenshot shows.
- C. Click on the  icon to go into full-screen mode. Public users could press Esc to exit the full screen.
- D. Click on the Public user icon  Tester1 to view user information or log out of the system. The Public users could view a summary of the account information, including account name, mailing address, and email. Public users could click on the "Logout" button to log out of the System. Besides, when clicked on the pencil icon, Public users are directed to the My Account Module to view and update account information.



The screenshot displays a user profile card for 'Tester1 Name' with a 'Logout' button. Below it is a 'My Account' section with a sidebar of icons and a main form area. The form includes tabs for 'Basic Info', 'Account Type', 'Password/Pin', 'Security Questions', 'Consultants', and 'Verification'. The 'Basic Info' tab is active, showing fields for Title, First Name, M.I., Last Name, User Name, Email, Employer, Job Title, Mobile Phone Number, and Office Phone Number. There is also a profile picture placeholder and an 'Upload or Drag File Over' button. Below the 'Basic Info' section is the 'Mailing Address' section with fields for Country (United States/Canada), Address Line 1, Address Line 2, City, State (PA (Pennsylvania)), and Zip Code (97209-1011).

4.2 Forgot Password

If you forget the login password for the REP system, click the "Forgot Password?" link on the login page to request a new password.

A screenshot of a password input field. The text "Password (Forgot Password?)" is displayed above the field. The field itself is empty and has a small eye icon on the right side to toggle visibility.

Next, enter the email address users prefer to receive a new password. Finally, click on the "Reset Password" button to send the request. The system will reset the password and send it to the indicated email address.

A screenshot of the "Forgot Password" form. The title "Forgot Password" is at the top. Below it is a paragraph: "Please enter your email address in the box below to request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly." Below the text is an "Email" label and an empty text input field. At the bottom is a "Reset Password" button.

4.3 My Account

My Account Module consists of six sections:

- Basic Info
- Account Type
- Change Password/Pin
- Security Questions
- Consultants (visible for user account type = RO)
- Verification

A screenshot of the "My Account" profile page. The page has a green header with "My Account" and navigation icons. Below the header is a breadcrumb trail: "2 RO Enfotech Tester". There are tabs for "Basic Info", "Account Type", "Password/Pin", "Security Questions", "Consultants", and "Verification". The "Basic Info" tab is active. It contains several input fields: "Mrs." (dropdown), "Enfotech" (text), "A" (text), "Tester" (text), "User Name" (text, value: certifier), "Email" (text, value: tsoua@esf.com), "Employer" (text, value: Enfotech), "Job Title" (text, value: Tester), "Mobile Phone Number" (text, value: 732-839-1688), and "Office Phone Number" (text, value: 732-555-5555). There is a profile picture placeholder with "Upload or Drag File Over" text. Below this is the "Mailing Address" section with fields for "Country" (radio buttons for United States and Canada), "Address Line 1" (text, value: 12 Main St), "Address Line 2" (text), "City" (text, value: New City), "State" (dropdown, value: OR (Oregon)), and "Zip Code" (text, value: 30002). A large red "QA" watermark is visible on the right side of the page.

4.3.1 Basic Info

In the “Basic Information” section, the user’s First name, Last name, Employer, Job Title, Contact Address, Phone Number, and Email is displayed. Users may modify/update as needed if the fields have been previously populated.

4.3.2 Account Type

The account type selected when the user account was registered will display here and it is not editable.

- Submittal Groups: Public users could select what they need to submit based on the submittal groups. Based on selections, the access right of submittals will be different.
- Linked Facilities: Facility linked to user’s account will display in this section as well. Public users could unlink the facility and add a new facility from the dropdown list here.

My Account

168 RO Tester1 Name

Basic Info | **Account Type** | Password/Pin | Security Questions | Consultants | Verification

Account Type

Account type cannot be changed once assigned and saved.

- RO**
A Responsible Officer (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account, however, only the RO may certify and submit the submittal.
- Consultant**
A Consultant may prepare a submittal form for a Responsible Official (RO). To prepare submittals for an RO, a Consultant account needs to be associated with an RO account (by the RO). Only an RO may certify and submit submittals.
- General Public**
A Public account grants privileges to pay invoices and respond to the Authority's public notices. A Public account does not grant access to preparing or submitting a submittal in the portal.

Submittal Group

Submittal group will affect your access right of submittals.

- Air Area Source 0
- Air Emission Inventory 1
- Air Title V Permit 2
- Fee Payment 1
- Formal Compliance and Enforcement 0

Linked Facilities

Changing facility association needs to be approved.

- Test Facility**
4400 FORBES AV, PITTSBURGH 15213 | 194553 | Test Facility

4.3.3 Change Password/Pin

Type in the old password and the new password to change your password. Then, retype the new password to confirm. Public users can always change their PIN here, and the old PIN is not required.

The minimum data validation rule for the password is as follows:

- Password should be at least 8 characters long and should contain 1 number, 1 alphabet, and 1 special character (@\$!%*#?&).

The minimum data validation rule for the PIN is as follows:

- PIN should be at least 8 characters long and should contain 1 number, 1 alphabet, and 1 special character (@\$!%*#?&).

My Account

168 RO Tester1 Name

Basic Info Account Type Password/Pin Security Questions Consultants Verification

Password

Show password

Old Password

New Password

Confirm New Password

Save Password

PIN

Show Pin

New PIN

Confirm New PIN

Save PIN

PIN should be at least 8 characters long and should contain 1 number,1 alphabet and 1 special character (@\$!*%*#?&).

4.3.4 Security Questions

Security questions are used for Public users to submit submittals. If you make changes to this section, keep them secure for future submissions. New security questions can be selected from the dropdown list and previous answers are not required for resetting.

My Account

168 RO Tester1 Name

Basic Info Account Type Password/Pin Security Questions Consultants Verification

1 Q What is the first and last name of your oldest sibling? A

2 Q where did you first meet your spouse? A

3 Q what is your favorite hobby? A

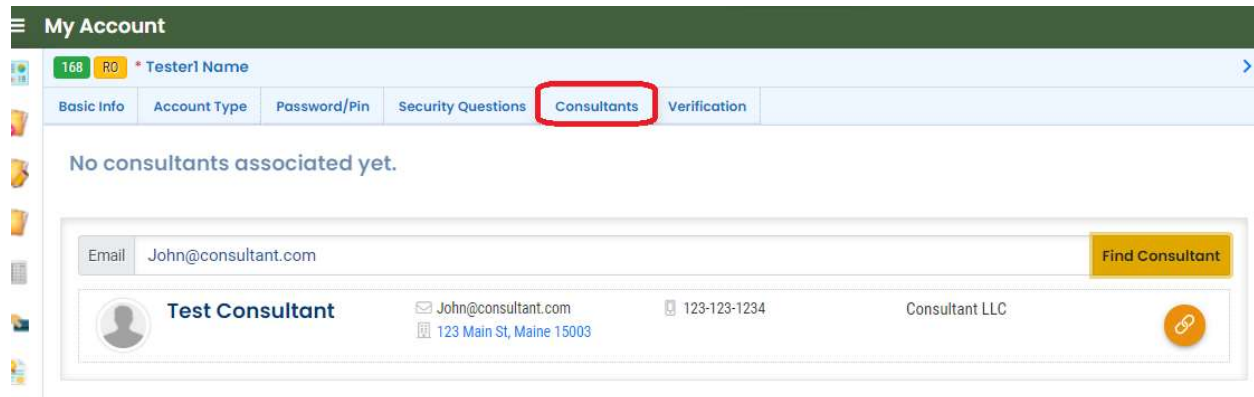
4 Q what is your favorite song? A

5 Q where did you graduate from high school? A

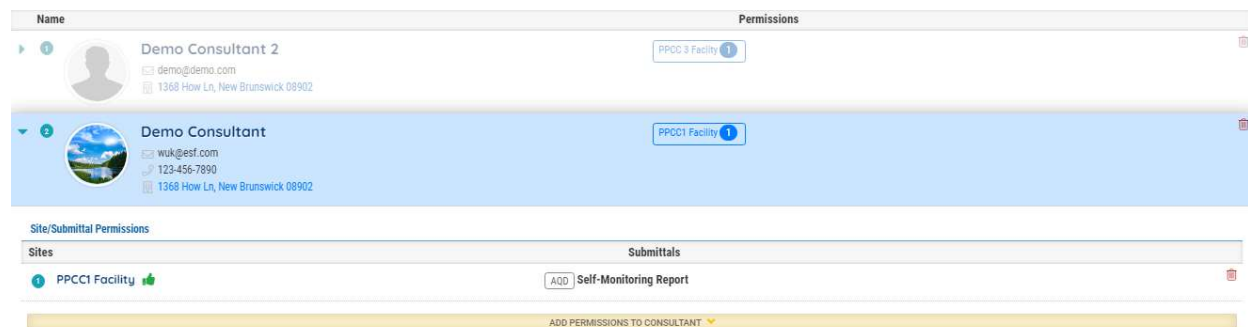
4.3.5 Consultant

This tab is only applicable for users with the “Responsible Officials” account type. This tab aims for RO users to manage a list of associates (consultants or preparers) to help the RO users prepare/enter data on the submittal form. This option is useful when RO users need expertise in data preparation or multiple facilities and require additional assistance. For example, the consultants would help prepare for the submittal drafts. Once the drafts are completed and ready for corresponding RO users to review/submit, RO users are notified for online submission.

The consultant/preparer linked to the account will display here. Users can add/link new consultants here by entering the consultant’s email address and clicking on the “Find Consultant” button. As the screenshot below shows, RO users could search and associate consultants by email address. In addition, RO users would view the consultant info in the list view with information including consultant name, email address, phone number, mailing address.



As the screenshot below shows, RO users could click on the red trash can icon to remove either the consultant from the tab or any granted-permission records from the consultant. Before saving the newly added Consultant user, RO users should specify their permission, or the System would not save the consultant record successfully.



RO users could click on the “Add Permissions to Consultant” button to grant access to sites/applications to the consultant. As the screenshot below shows, RO users could assign a site or submittal by selecting from the dropdown list. The dropdown list options should be based on what was granted to the RO users. After filling in the fields, RO users could click on the “+”

button and assign the task. A message “Permission added.” should pop up on the screen if assigned successfully.

4.3.6 Verification

For RO user account type users, their accounts need to be verified before submitting. To verify Pubic user’s identity, the user may use the E-Verify feature to provide personal information including name, address, phone number, date of birth, and last 4 digits of SSN.

The user may also print, sign, and mail the Electronic Signature Agreement (ESA) to the agency for user identity proofing.

My Account

168 RO * Tester1 Name

Basic Info Account Type Password/Pin Security Questions Consultants **Verification**

Personal identity is verified through **ESA**.

E-Verify

Please provide information below to E-Verify yourself. Information provided here is for E-Verify purpose only, and will not be saved locally.

Make sure you are using your personal HOME information. If you have moved in past 6 months, please use your previous HOME address before your last move.

If successful, you will be informed promptly and can start using your account to certify/submit documents to the Authority. Due to security reasons, the System will only allow you for 3 trials.

If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing.

Electronic Signature Agreement (ESA)

Please print and sign an Electronic Signature Agreement below and mail it to the Authority at the address shown on the ESA. The Authority will verify your identity and make a decision on your 'RO' request.

You will receive an email notification after the Authority's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries.

While you are waiting for the verification process to be complete, you will be able to access the system on a limited basis, but will not be able to submit a report.

Print and sign an Electronic Signature Agreement. **Print**

First Name * Middle Initial Last Name *

Address 1 * Address 2

City * State * Zip Code *

Phone * Date of Birth * SSN (Last 4) *

Opportunity Left: **3** **E-Verify**

Once all six sections are completed with correct information, click the pink disk-shaped "Save"

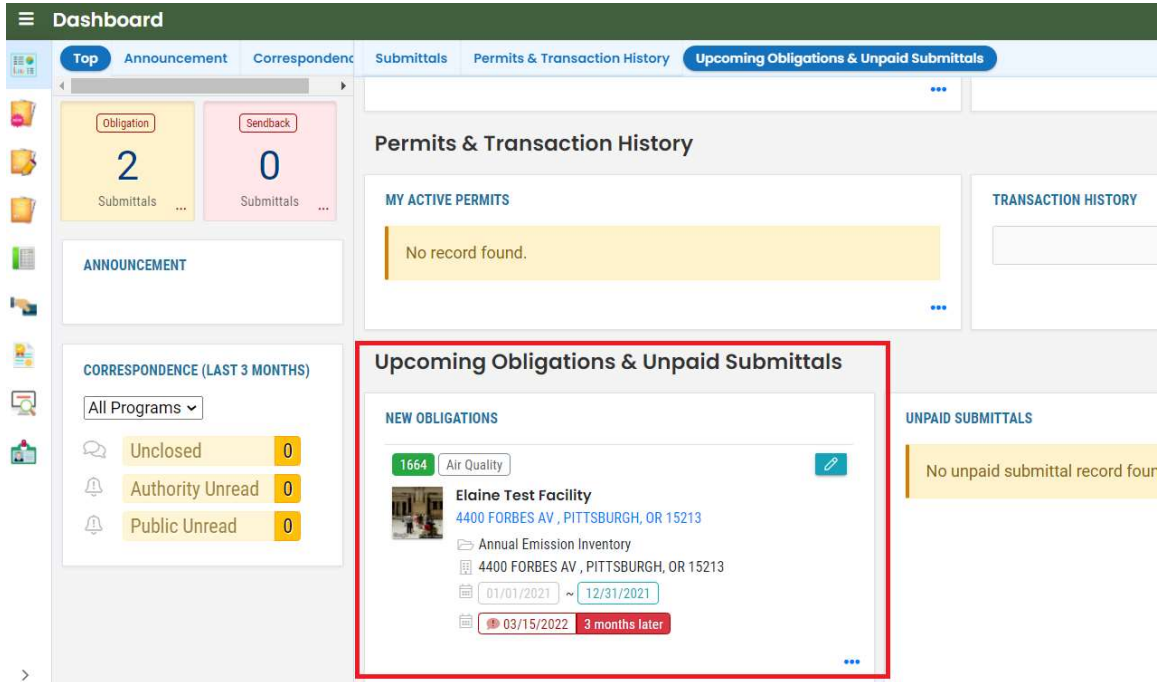
button  to save the data.

5 Annual Emission Inventory Form

When Agency users publish the Annual Emission Inventory report (for a given EI year) for the facility, the new EI reporting form will be generated in the public user's account. In addition, if the facility has a consultant linked, the new EI reporting form will also show up in the consultant's accounts.

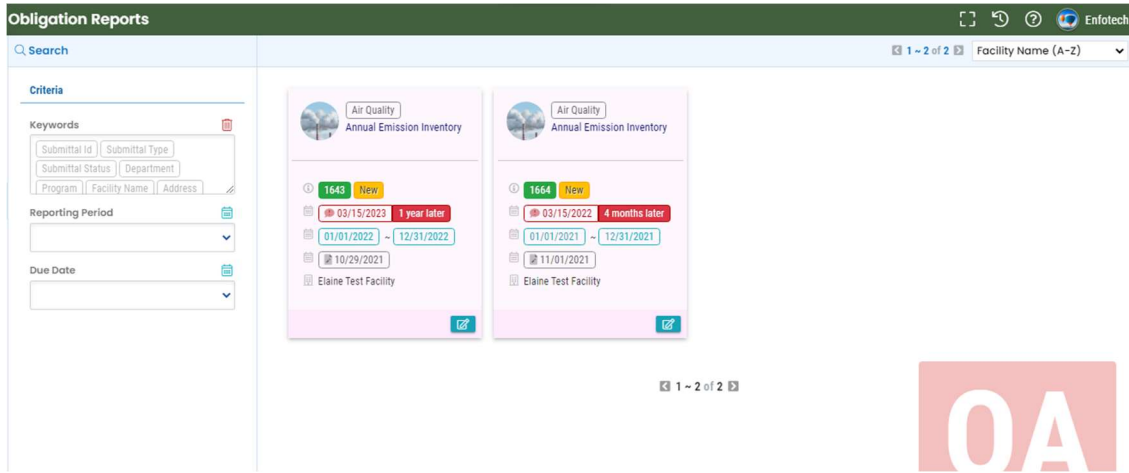
Public users can find the new Annual Emission Inventory report from Dashboard Module and Upcoming Obligation Module.

An example screenshot showing the EI reporting form on the Dashboard page is shown below:



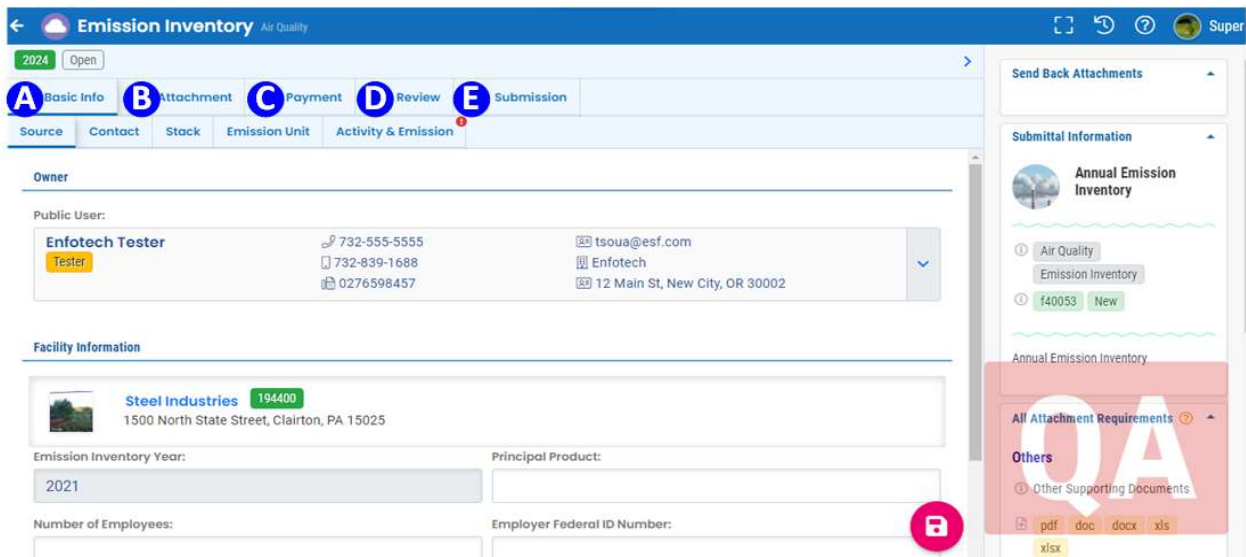
In the Upcoming Obligation Module, new submittals will display information about the facility's name, when the form is due, when the form is generated, and the period of the emission measured.

An example screenshot showing the EI reporting form on the Obligation Reports page is shown below:



Public users need to go through a 5-step standard process to submit the selected EI report:

- A. Basic information
- B. Provide Attachments
- C. Provide Payment
- D. Review all mandatory requirements (online data entry, attachments, and payment)
- E. Submission



5.1 Basic Info Tab

A Basic Info

Under the “Basic Info” tab, there are five sub-sections in this Tab:

1. Source
2. Contact
3. Stack
4. Emission Unit
5. Activity & Emission

5.1.1 Source

In the Source section, information of the facility will be pre-populated based on which facility this emission inventory form is for, and it is not editable. Emission Inventory year will be pre-populated as well. If applicable, public users can enter/update the following information:

- Principal product
- Numbers of employees
- Employer Federal ID number

5.1.2 Contact

Contact section contains information of facility contact. Contacts entered in the Site Module for a specific facility will automatically appear in the Emission Inventory Form. For each contact, information about the contact's name, email address, phone number, title, and name of the company will display here. Public users could add one or more new contacts or delete any contact records from the list by clicking on the trash can icon on the right in this section.

Emission Inventory

2073

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Source Contact Stack Emission Unit Activity & Emission

Contact Info **Info**

1 **EI Contact** 12 Main St, New City, PA 15002 173-283-9168
@ user_e11@yahoo.com
ABC Company

Contact Details

Salutation	First Name	M.I.	Last Name
<input type="text"/>	EI	<input type="text"/>	Contact
Company	Title	Email	
ABC Company	<input type="text"/>	user_e11@yahoo.com	
Phone	Mobile	Fax	
173-283-9168	XXX-XXX-XXXX	XXX-XXX-XXXX	

Comments:

(Maximum length is 4000. Remaining length is 4000)

5.1.3 Stack

The stack section contains information about stacks connected to emission units for the facility. All stacks in this facility will be pre-populated and displayed in this section. Public users could add one or more new stacks here or delete any records from the list by clicking on the trash can icon on the right in this section.

The screenshot shows the 'Stack' form for ST001. The navigation bar at the top includes tabs for 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Stack' tab is highlighted with a red box. Below the navigation bar, the form is titled 'Stack Info' and shows 'ST001' with a checkmark and 'Type Fugitive'. The 'Stack Identification' section contains the following fields:

- Stack Name: ST001
- Identifier: ST001
- Status: Active (with a checkmark)
- Stack Type: Fugitive (dropdown menu)
- Operation Start Date: mm/dd/yyyy (calendar icon)
- Operation End Date: mm/dd/yyyy (calendar icon)
- Dismantle Date: mm/dd/yyyy (calendar icon)
- Actual Stack Height Above Ground (meter): [empty field]
- Building Height (meter): [empty field]
- Building Length (meter): [empty field]
- Inside Stack Diameter (meter): [empty field]
- Stack Orientation: [empty dropdown menu]
- Angle (degree): [empty field]
- Shape: [empty field]
- Exit Gas Temperature (degrees Celsius): [empty field]
- Actual Exit Gas Flow Rate (cubic meters per second): [empty field]
- Exit Velocity of Gas (meters per second): [empty field]
- Description: [empty text area]
- Comment: [empty text area]

- **Stack Name:** Enter the Name of the stack and every stack needs to have a unique name.
- **Identifier:** Enter the unique identifier for each stack.
- **Stack Type:** Select the type of stack from the dropdown list.
- **Operation Start Date:** Date when the stack starts to use.
- **Operation End Date:** If the stack was stopped using during the year, enter the date it occurred.
- **Dismantle Date:** If the stack was dismantled or rendered permanently inoperable during the reporting year, enter the date that this occurred.
- **Actual Stack Height Above Ground:** Enter the height of the stack in feet from the ground up to the discharge point.
- **Building Height & Building length:** Enter the height and length of the building with the stack.
- **Inside Stack Diameter:** If the stack is circular, enter the top inside stack diameter in inches. If the stack is rectangular, convert the area inside of the stack to a circular diameter using the following procedure:
 - (a) Obtain the length and width in inches.
 - (b) Calculate the area by multiplying the length times the width.
 - (c) Divide the area by 3.14.
 - (d) Take the square root of the value from step (c) to obtain the radius.
 - (e) Calculate the diameter by multiplying the radius (from step [d]) by 2.

- (f) Enter the diameter (from step [e]).
- **Stack Orientation:** Select the most appropriate orientation from the dropdown list.
- **Angle:** Enter the angle of the stack in degree
- **Shape:** Enter the most appropriate shape of the stack.
- **Exit Gas Temperature:** Enter the stack exit gas temperature in degrees Fahrenheit.
- **Actual Exit Gas Flow Rate:** Enter the stack exhaust volume in actual cubic feet per minute, at actual operating load and temperature.
- **Exit Velocity of Gas:** Enter the exit velocity of gas in meters per second.

5.1.4 Emission Unit

The Emission Unit section contains information on all emission units belong to the facility. All existing emission units from the previous year will be pre-populated in this section and cannot be removed. In addition, information about emission unit name, identifier, type of emission unit, installation date, operation date, dismantle date, remove date, design capacity, unit, and description will be included for each emission unit.

The screenshot shows the 'Emission Inventory' interface. At the top, there's a navigation bar with steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, 5 Submission. Below that, tabs for Source, Contact, Stack, Emission Unit, and Activity & Emission are visible. The main section is titled 'Emission Unit Info' and shows details for 'EU0001'. A dropdown menu shows 'EU0001' selected with 'Type' as 'Cooling Tower'. The 'General Info' section contains several input fields: Emission Unit Name (EU0001), Identifier (EU0001), Type (Cooling Tower), Status (Active), Installation Date (mm/dd/yyyy), Operation Date (mm/dd/yyyy), Dismantle Date (mm/dd/yyyy), and Remove Date (mm/dd/yyyy). Below these are fields for Design Capacity, Unit (with a dropdown arrow), and Description. A large text area for 'Comment' is also present. At the bottom, there are sections for 'Associate Control Device ()' and 'Associate Stack ()', each with a dropdown menu. A trash can icon is located in the top right corner of the form area.

Associate control device and associate stack can be selected from a dropdown list, and users can choose one or more from the lists. Additional emission units can be added in this section; users could delete any newly added records by clicking on the trash can icon on the right.

5.1.5 Activity & Emission

Information about activities and emissions for the emission units entered in the previous section will be entered on the “Activity & Emission” tab.

There are two sub-tabs in this section:

- Activity Information
- Emission

5.1.5.1 Activity Information Tab

In this “Activity Information” Tab, information about the process activities and materials used at the selected emission unit is entered. The Material Throughput data entered on the “Activity Information” Tab will be used for emission calculations in the “Emission” tab.

On the “Activity Information” Tab, the user will be asked to provide the following:

- Activity Detail
- Material Information

Activity Detail: In this section, the users need to enter information about the activities/processes at the selected emission unit as follows:

The screenshot shows the 'Activity Detail' section of the Emission Inventory system. It features a breadcrumb trail for the SCC Code: '2 - Internal Combustion Engines > 202 - Industrial > 202001 - Distillate Oil (Diesel) > 20200102 - Reciprocating'. Below this, there are input fields for 'Seasonal Material Usage Schedule' categorized by Winter (Jan, Feb, Dec), Spring (Mar-May), Summer (Jun-Aug), and Fall (Sep-Nov). At the bottom, there are three input fields for 'Operating Schedule' labeled 'Hours per Day', 'Days per Week', and 'Days per Year'.

- **Emission Unit:** Select Emission Unit from the dropdown list.
- **Source Classification Code:** Select SCC code from the dropdown list
- **Seasonal Material Usage Schedule:** Enter the percentage of material used per season. January, February, and December are considered as winter; March through May is spring; June through August is fall, and September through November is fall. The total of all four seasonal percentages must equal 100%.
- **Hours per Day:** Enter the hours this emission unit or reporting group normally operates per day based on an annual average.
- **Days per Week:** Enter the days this emission unit or reporting group normally operates per week based on an annual average.
- **Days per Year:** Enter the days this emission unit or reporting group operated over the reporting year.

Material Information: In this section, the users need to enter information related to materials. The material from the dropdown list is identified by the SCC code selected from the previous section.

The screenshot shows the 'Material Information' section of the 'Emission Inventory' application. The form is titled '2073 Open' and has a progress bar with steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the progress bar are tabs for Source, Contact, Stack, Emission Unit, and Activity & Emission. The 'Material Information' tab is active and contains the following fields:

- Material Code:** A dropdown menu with 'DIESEL FUEL - DIESEL FUEL' selected.
- Material Throughput:** A text input field containing '80'.
- Unit Code:** A dropdown menu with '1000 GALLONS' selected.
- VOC Content (Coatings or solvent):** A text input field.
- Density:** A text input field.
- Unit Code:** A dropdown menu.
- % by Weight:** A label below the VOC and Density fields.
- BTUs (fuel):** A text input field.
- Unit:** A dropdown menu.
- Sulfur Content (fuel):** A text input field.
- Ash Content (fuel):** A text input field.
- % by Weight:** Labels below the Sulfur and Ash Content fields.

- **Material Code:** This field is automatically pre-filled if the SCC selected in the previous section has a material associated with it. Users could select from the dropdown list for the most appropriate material for the SCC.
- **Material Throughput:** Enter the amount of material identified previously that was processed, produced, applied, or combusted during the reporting year.
- **Unit Code:** Select the most appropriate unit from the dropdown list.
- **VOC Content:** This field is only required if the material is a coating or solvent. Enter the weight percent of the volatile organic compounds (VOC) contained in the throughput material, “as applied.” “As applied” refers to the composition of the throughput material at the point of application. For example, if thinners are added to the throughput material, the VOC content of the thinner must be considered when calculating the weight percent of VOC “as applied.”
- **Density:** In the first field, enter the density of the throughput material at standard temperature and pressure. In the second field, select the appropriate unit from a dropdown list.
- **BTUs:** Enter the average heat content in BTUs in the first field. In the second field, select the appropriate unit from a dropdown list.
- **Sulfur Content:** Enter the sulfur content in weight percent.
- **Ash Content:** Enter the ash content in weight percent.

Please see Appendix for additional information on Density, BTUs, Sulfur Content, and Ash Content.

5.1.5.2 Emission Tab

After information about activity and material throughput for the selected emission unit is entered in the Activity Information tab, emission data can be entered or calculated. A list of “criteria” pollutants will be listed in the per Source Classification Code (SCC) entered in the Activity Information tab.

Pollutant	Annual Emission	Unit	Emission Basis	Emission Factor	Exponent	Emission Factor Unit	Control Efficiency (%)	System Calculated Value	Use System Calculated Value
(Criteria) TOTAL ORGANIC COMPOUNDS	<input type="text"/>	Pounds	AP-42	4.93	1	Pounds/	<input type="text"/>	3944 Pounds	<input type="checkbox"/>
(Criteria) Sulfur dioxide	<input type="text"/>	Pounds	AP-42	3.97	1	Pounds/	<input type="text"/>	3176 Pounds	<input type="checkbox"/>

As an example, for the SCC code below (20200102), the system will auto add the following pollutants:

2 - Internal Combustion Engines > 202 - Industrial > 202001 - Distillate Oil (Diesel) > 20200102 - Reciprocating

- Carbon Monoxide
- Nitrogen Oxides (NO2)
- PM10, FLTRBLE
- PM2.5, FLTRBL
- Sulfur Dioxide
- Total Organic Compounds (TOC)
- Volatile Organic Compounds (VOC)

If the AP-42 emission factors² are available per the selected SCC code, material, and unit, the emission factors (with the unit) will be listed on the “Emission” tab.

Pollutant	Annual Emission	Unit	Emission Basis	Emission Factor	Exponent	Emission Factor Unit	Control Efficiency (%)	System Calculated Value	Use System Calculated Value
(Criteria) Ammonia	<input type="text"/>	Pounds	AP-42	5.65	-4	Pounds/Tons	<input type="text"/>	Pounds	<input type="checkbox"/>
(HAP) Arsenic	<input type="text"/>	Pounds	AP-42	1.9	-4	Pounds/Tons	<input type="text"/>	Pounds	<input type="checkbox"/>

- **Pollutant name:** The name of pollutants will display and it is not editable.
- **Unit:** Default units for pollutants will be pre-populated and it is not editable for pre-populated and newly added pollutants.
- **Emission Basis:** The default basis for pollutants will be pre-populated and it is not editable. For newly added pollutants, the basis used to estimate emissions should be selected from a dropdown list.

² <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors>

- **CEM** - Continuous Emissions Monitoring
 - **Stack Test** - Stack test protocol approved by AQD. The most recent stack test (generally conducted less than five years previous) should be used. Stack tests must have been conducted following U.S. EPA protocol under conditions that represent current operations.
 - **PEM** - Parametric Emissions Monitoring
 - **Mass Balance** - The method that allows estimation of emissions by analyzing inputs of a material to a process minus consumption, accumulation, and loss of that material during a process.
 - **Tank Model** - The TANKS model is an EPA computer software program that computes estimates of volatile organic compound (VOC) emissions from fixed and floating roof storage tanks. TANKS are based on the emission estimation procedures from Chapter 7 of EPA's Compilation of Air Pollutant Emission Factors (AP-42), plus recent updates from the American Petroleum Institute. The TANK software can be accessed via the Internet at www.epa.gov/ttn/chief.
 - **Landfill Model** - This EPA model was developed by the Control Technology Center (CTC). The Landfill Air Emissions Estimation Model can be used to estimate emission rates for methane, carbon dioxide, non-methane organic compounds, and individual toxic air pollutants from landfills. The Landfill software can be accessed via the Internet at www.epa.gov/ttn/chief.
 - **AP-42 Emission Factor** - SCC code/emission factors that are in the REP reference table. These are either EPA or State emission factors. If you are using an emission factor not provided in the emission factor table at the bottom of the screen, you should select "Other" as the emission basis.
 - **Other** - If not previously identified, select "Other", and attach supporting documentation. Use of emission factors from the EPA's Compilation of Air Pollutant Emission Factors (AP-42) or Factor Information Retrieval System (FIRE) that are not listed in the REP emission factor table should be referenced here.
- **Emission Factor/Exponent:** If you use a different emission factor, you need to complete these fields and provide supporting documentation. The supporting documentation can be uploaded as an attachment in the Attachment Tab.
 - **Emission Factors Unit:** The emission factor unit code will be pre-filled with the unit code pounds divided by the unit code for the material.
 - **Control Efficiency (%):** Enter the control efficiency percent of the control device(s) for the reported pollutant. Control efficiencies may be listed on the equipment, in the equipment documentation, or by contacting the equipment supplier; leave this field blank if you do not have a control efficiency.

To use the emissions calculator with the system-provided AP-42 emission factors, please click the "Calculate" button.

(HAP) Xylenes (Mixture of o, m, and p Isomers) <input type="button" value="v"/>	<input type="text" value=""/>	AP-42 <input type="button" value="v"/>	<input type="text" value="3.905"/>	<input type="text" value="-2"/>	/1000 GALLONS	<input type="text" value=""/>
<input type="button" value="Add Pollutant"/>		<input type="button" value="Calculate"/>				

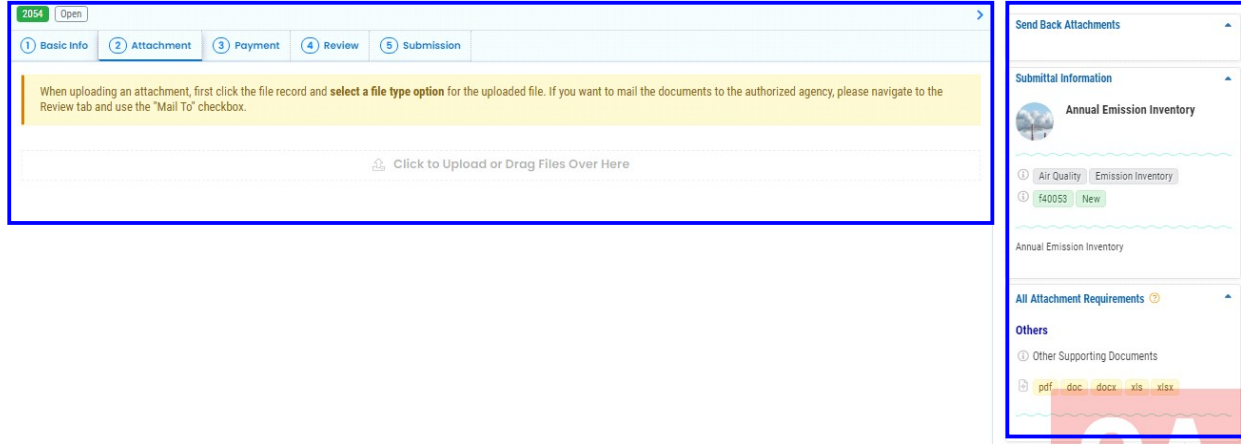
Users can enter user-calculated annual emissions in this field. If you agree to use the system-calculated value, click the "Use System Calculated Value" checkbox, and this field will automatically populate.

Use System Calculated Value
<input checked="" type="checkbox"/>

5.2 Attachment Tab

B Attachment

In the attachment tab, all required files will show in the right section as the screenshot shows. The required form will have a * sign next to the titles of the form. Users could either upload the electronic version of file records here or mail hard copies of required documents to ACHD.

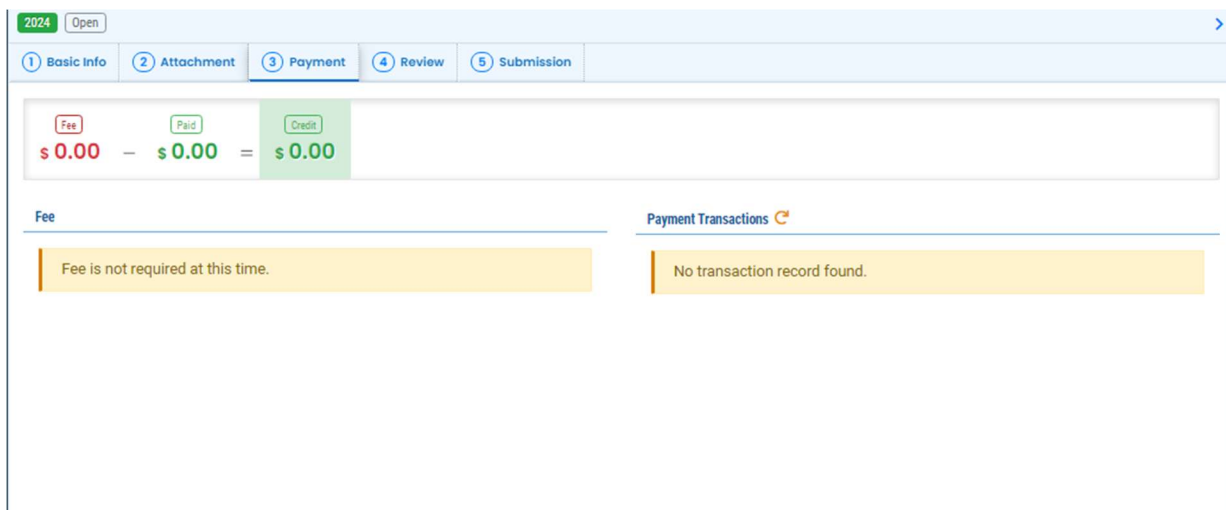


Currently, there are no attachments required for the submission Emission Inventory report.

5.3 Payment Tab

C Payment

There is no payment required to submit the Emission Inventory report. However, the annual invoice will be sent to the facility-based after the EI report is submitted (invoice amount is based on the actual emission data on the EI report). Hence, on the Payment Tab, \$0 is displayed as the due amount to submit the Emission Inventory report.



5.4 Review Tab

D Review

After filling in the basic information and providing attachment requirements, users can use the “Review” to make sure all the mandatory requirements for the report are met. The System will display a '✓' if users provided all mandatory information as instructed; the system displays a '✗' if users failed to provide all mandatory information.

2024 Open

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Emission Inventory Report

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

5.5 Submission Tab

E Submission

After entering/providing all mandatory data for EI report submission, the RO can submit this record to the Submission tab. The RO needs to enter/provide the following information below and click the “Submit” button:

- Agree to the “certification statement.”
- Provide the answer to the security question
- Provide PIN

Emission Inventory

1664 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Declaration of accuracy information provided: *

I hereby certify that, based on information and belief formed after reasonable inquiry, the source identified in this application is in compliance with all applicable air requirements.

I have read and agree to the above certification statement

Security Question & PIN Number

Security Question: where did you graduate from high school? *

 Show Question Answer

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

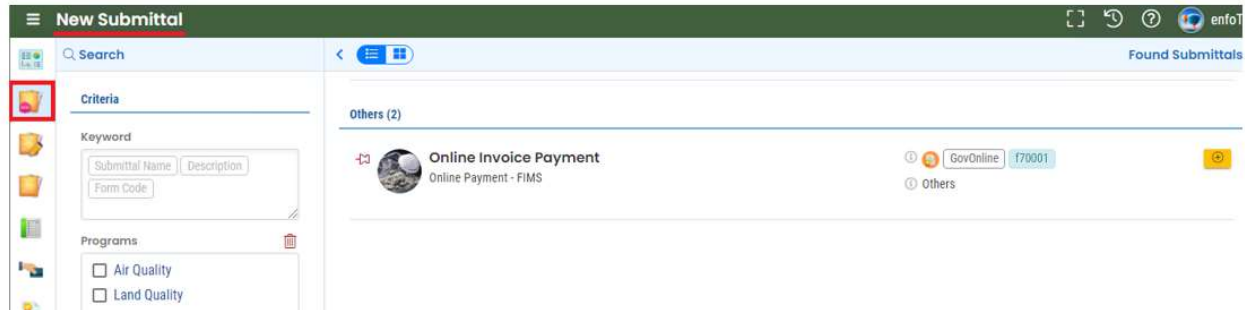
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit


6 Public Users Submit Invoice Payment in REP-Public Portal

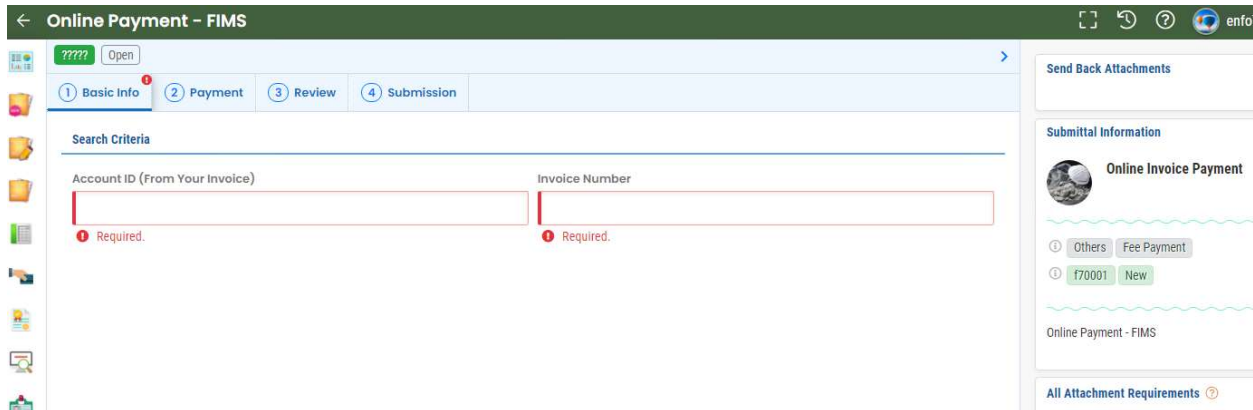
6.1 Online Invoice Payment

When logged in onto the REP-Public Portal website, registered Public Account users (RO/Consultant/General Public) may navigate to the New Submittal Module to view the submittal options available by clicking on the icon in the left menu panel as shown below.



Users in the New Submittal Module may select the “Online Invoice Payment” Submittal under the “Other” section.

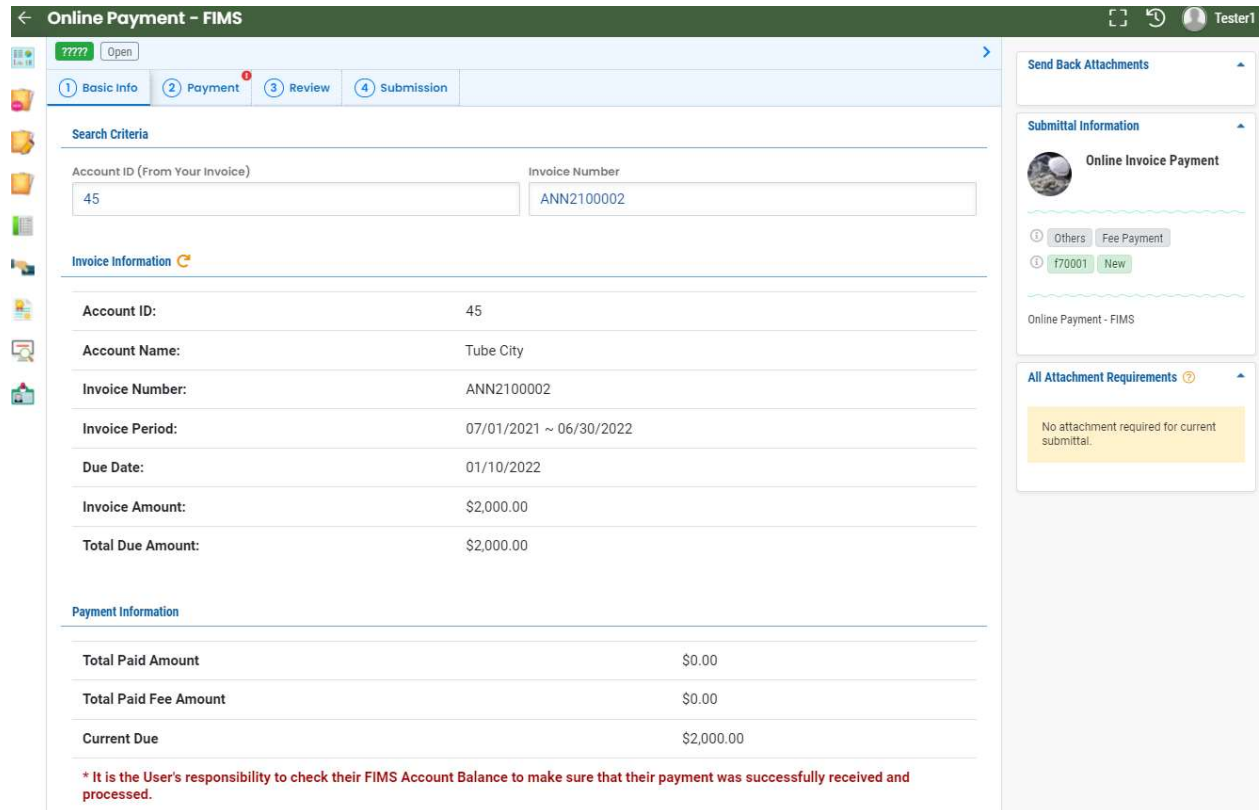
Clicking on the “+” icon  will open the selected submittal to begin “Online Invoice Payment”. The screenshot below is an example of the “Online Invoice Payment” Submittal.




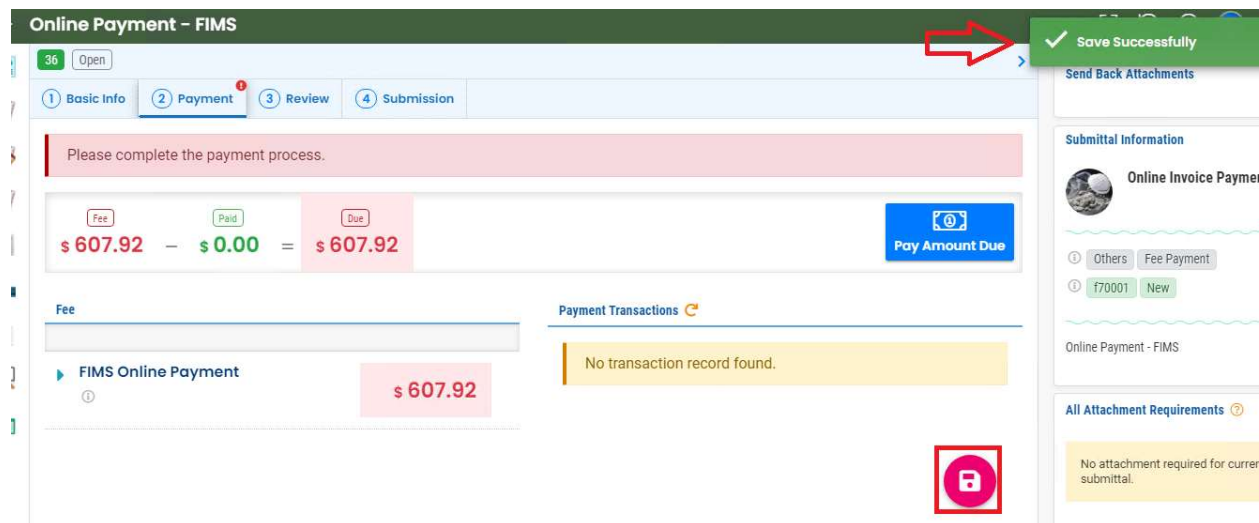
The “Online Invoice Payment” submittal has four (4) tabs, including the Basic Info, Payment, Review, and Submission tab.

- **Basic Info:** is used to find the invoice record for payment.
- **Payment:** is used to pay the required fee. The user may pay online via credit card, ACH eCheck, or mail check/money order via postal mail.
- **Review:** to validate the entire submittal package to ensure that it meets the minimum submission criteria.
- **Submission:** is used to certify the data entered and submitted. The System would automatically generate a submission receipt. The system would auto-generate an email confirmation to acknowledge the receipt to the submitter.

Public account users should go through each tab, fill in the required information, pay the required fees, and review the submittal information. For example, in the “Basic Info” tab, users need to enter the “Account ID” and “Invoice Number” for the system to display the invoice info. Please review and confirm the information displayed before proceeding to payment.

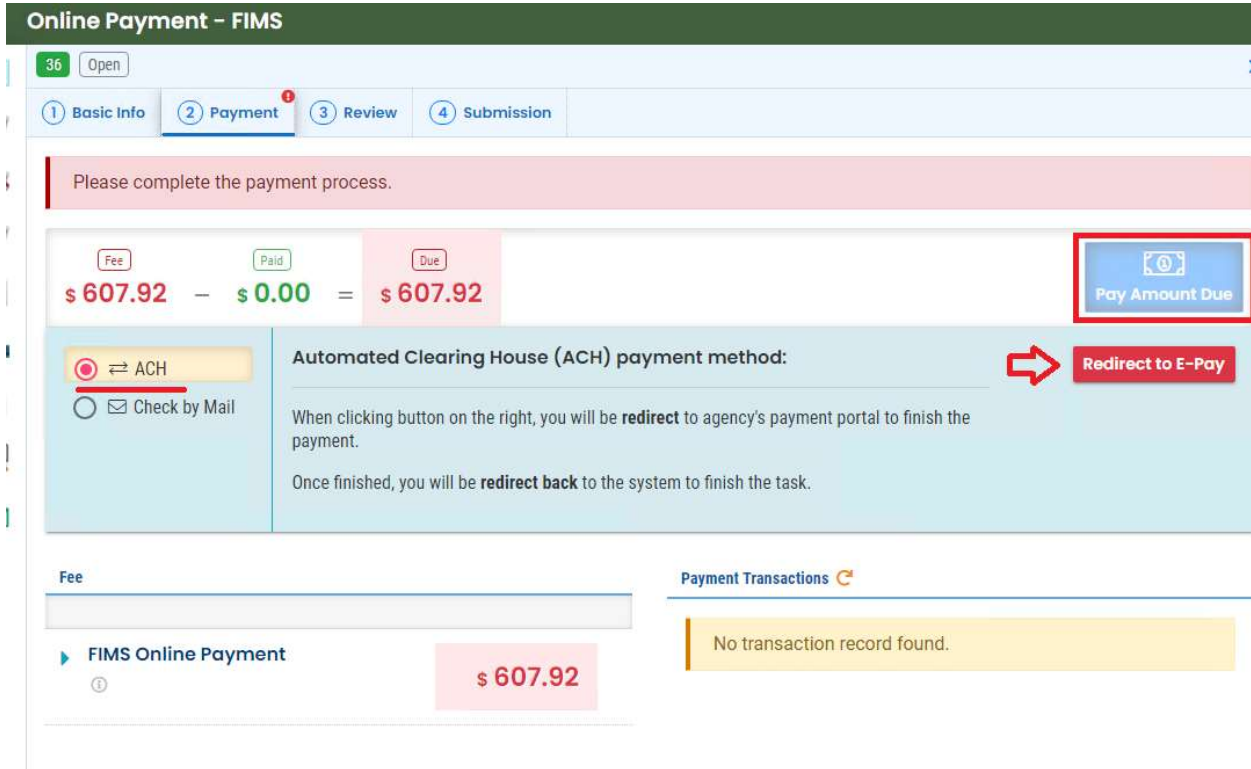


In the Payment tab, users will need to first save the record by clicking on the disk icon  (before payment information can be entered).



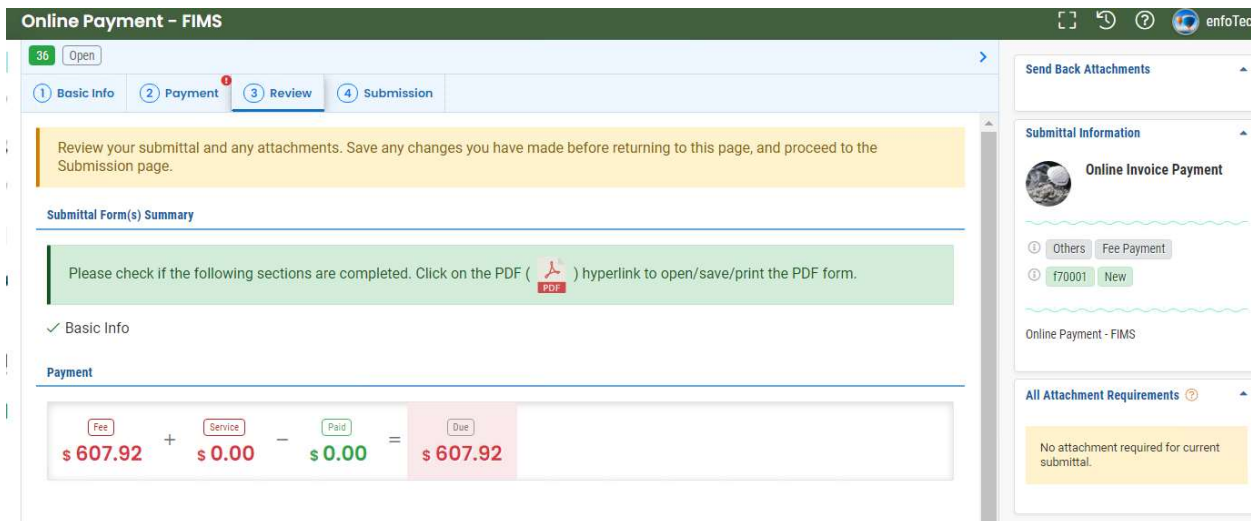
In the “Payment” tab, users may click on the “Pay Amount Due” icon to enter payment details; the users can select the payment options as eCheck/ACH, Credit card (for online payment), or check by mail.

An example screenshot for the “eCheck/ACH” payment option is shown below:

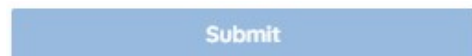


Clicking on the “Redirect to E-Pay” button will open the online payment portal, as shown below. Please enter the required payment information (e.g., account number, routing number, etc.) to complete the payment process.

In the Review tab, users could review the submittal/payment information entered.



In the Submission tab, the users would go through the certification section, Security Question & Pin Number section to submit. As the screenshot below shows, the users must answer one of the security questions and PIN to submit. Then, clicking on the “Submit” button would complete the online payment process.



Online Payment - FIMS

36 Open

1 Basic Info 2 Payment 3 Review 4 Submission

Please complete the payment process.

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question & PIN Number

Security Question: what is your favorite hobby? *

Show Question Answer

PIN: *

Send Back Attachments

Submittal Information

Online Invoice Payment

Others Fee Payment

f70001 New

Online Payment - FIMS

All Attachment Requirements

No attachment required for current submittal.

7 Appendix A: Acronyms & Definitions

AQD	Air Quality Division
BTU	British Thermal Unit
CAA	Clean Air Act
CEM.....	Continuous Emission Monitor
CO	Carbon Monoxide
GPS	Positioning System
HAP	Hazardous Air Pollutant
NAICS	North American Industrial Classification System
NOx	Nitrogen Oxides
REP	Permitting and Enforcement System
Pb	Lead
ROP	Renewable Operating Permit
SCC	Source Classification Code
SRN	State Registration Number
Sox	Sulfur Oxides
USEPA	U.S. Environmental Protection Agency
UTM	Universal Transverse Mercator Grid Coordinates
VOC	Volatile Organic Compounds

Actual Emission: Amount of air contaminants emitted from a facility or emission unit over a given period of time, usually expressed as tons of air contaminant emitted per year (tons/yr).

Air Contaminant: A dust, fume, gas, mist, odor, smoke, vapor, or any combination thereof.

Ash Content: Please enter the ash content in weight percent. The table below provides acceptable ash content ranges for common fuels.

Table: Acceptable Ash Content for Common Fuel

Type of Fuel	% Ash (by wt)
Anthracite Coal	0.01-11.00
Bituminous Coal	0.01-25.00
Natural Gas	0.00-0.05
Other Miscellaneous Fuels	0.01-25.00

BTUs (fuel): Please enter the average heat content in BTUs in this data field. The table below lists typical values for heat content, sulfur content, and ash content for the commonly used fuels.

Table: Typical Fuel Values – SOLID FUELS

Type of Fuel	Heating Value BTUs	% Sulfur (by wt)	%Ash (by wt)
Bituminous Coal	13,000/LB	0.6 - 5.4	4 - 20
Anthracite Coal	12,300/LB	0.5 - 1.0	7 - 16
Lignite (at 35% moisture)	7,200/LB	0.7	6.2
Wood (at 40% moisture)	5,200/LB	N	1 - 3
Bagasse (at 50% moisture)	4,000/LB	N	1 - 2
Bark (at 50% moisture)	4,500/LB	N	1 - 3**
Coke (by product)	13,300/LB	0.5 - 1.0	0.5 - 5.0

Table: Typical Fuel Values – LIQUID FUELS

Type of Fuel	Heating Value BTUs	% Sulfur (by wt)	%Ash (by wt)
Residual Oil	150,000/GAL	0.5-4.0	0.05-0.1
Distillate Oil	140,000/GAL	0.2-1.0	N
Diesel	137,000/GAL	0.4	N
Gasoline	130,000/GAL	0.03-0.04	N
Kerosene	135,000/GAL	0.02-0.05	N
Liquid Petroleum Gas	94,000/GAL	N	N

Table: Typical Fuel Values – GASEOUS FUELS

Type of Fuel	Heating Value BTUs	% Sulfur (by wt)	%Ash (by wt)
Natural Gas	150,000/GAL	0.5-4.0	0.05-0.1
Coke Oven Gas	140,000/GAL	0.2-1.0	N
Blast Furnace Gas	137,000/GAL	0.4	N

* N= Negligible (numeric value not required to be reported, leave the field blank)

** Ash content may be considerably higher when sand, dirt, etc., are present.

Carbon Monoxide (CO): Colorless, odorless gas that is toxic because of its tendency to reduce the oxygen-carrying capacity of the blood. (See criteria pollutants.)

Control Device: Equipment that captures and/or destroys air contaminants, e.g., scrubber.

CONTROL EFFICIENCY:

Using the Control Efficiency to Calculate Actual Emissions:

If a facility has control equipment, the actual emissions after control can be calculated by multiplying the actual uncontrolled emissions by a controlling factor. First, calculate the control factor by subtracting the percent control efficiency (entered for Step 5) from 100 and dividing

that number by 100. Next, overall control efficiency is calculated by multiplying the capture efficiency by the control efficiency.

For example, if you have a control device with a capture efficiency of 85% and a control efficiency of 95%, the overall control efficiency would be $0.85 \times 0.95 = 0.8075$ (80.75%). Use the overall control efficiency to calculate the control factor $(100 - 80.75)/100 = 0.19$. Using the control factor, we can estimate the annual emissions after control. Using the control factor above, if an emission unit has actual uncontrolled emissions of 129,600 lbs/year; the actual emissions after control would be $129,600 \text{ lbs/year} \times 0.19 = 24,624 \text{ lbs/year}$ or 12.31 ton/yr. You would enter 12.31 tons into the Annual Emission filed.

What if I Don't Know the Control Efficiency for a Pollutant?

If you do not know the control efficiency for a specific pollutant, you can use the controlled emission factor from the emission factor table to calculate the "default control efficiency." You can identify a "controlled emission factor" by clicking on the "+" icon next to the "Emission List" label to load the emission factor window. Pollutants listed without a radio button next to it are "controlled" factors. The control device will be listed in the control device column. The corresponding controlled emission factor and exponent will be in the "factor" and "Exp" exponent columns.

The steps and example below explain how to use this controlled emission factor to calculate a default control efficiency:

- 1) Divide the "controlled" emission factor by the "uncontrolled" emission factor;
- 2) Subtract that number from 1 and carry four decimal places; and
- 3) Multiply the final net number by 100. Enter this number as the Weight Percent Control Efficiency.

$$\text{Default Control Efficiency} = 1.0 - (\text{Controlled EF} / \text{Uncontrolled EF}) \times 100$$

EXAMPLE:

- SCC = 1-02-002-04 Pollutant = PM10, FLTRBLE,
- Emission Factor (CONTROLLED) = 7.200 E -2 with BAGHOUSE
- Emission Factor (UNCONTROLLED) = 1.320 E 1 UNCONTROLLED
- Default Control Efficiency = $1.0 - (0.072/13.2) \times 100 = 99.45\%$
- Note: The SCC and the pollutant MUST be identical for the two Emission Factors used to calculate the Weight Percent Control Efficiency.

Criteria Pollutants: Pollutants for which National Ambient Air Quality Standards (NAAQS) are set. The following pollutants must be reported because 1) they are a criteria pollutant, or 2) they result in the formation of a criteria pollutant:

- Carbon Monoxide (CO)
- Lead (PB)
- Non-Methane Organic Compounds (NMOC)*
- Oxides of Nitrogen – Nox
- Particulate Matter (PM)
- Particulate Matter less than 10 Microns (PM10, Primary)
- Particulate Matter less than 10 Microns, Filterable not water-soluble (PM10, FLTRABLE)

- Particulate Matter less than 2.5 Microns (PM2.5), Filterable not water-soluble (PM2.5, FLTRBL)
- Particulate Matter less than 2.5 Microns (PM2.5), Sum of Condensables & Filterable (PM2.5, PRIMARY)
- Sulfur Dioxide (SO2)
- Total Non-Methane Organic Compounds (TNMOC)*
- Total Organic Compounds (TOC)*
- Volatile Organic Compounds (VOC) **

* These pollutants can be used as VOC surrogates if the VOC emission factor is not available.

** Emissions of VOC contribute to ozone formation, for which a NAAQS has been set.

Density: Density is required for materials that have a mass throughput. Please enter the density of the throughput material at standard temperature and pressure. For liquids, use pounds per gallon (LB/GAL). For solids and gases, use pounds per cubic foot (LB/FT3). The table below lists the densities of some common materials.

Table: Typical Density Values

Material	Density
Paint	10-15 LB/GAL
Varnish	7 LB/GAL
Water	8.33 LB/GAL
Southern Pine	40 LB/FT3
White Oak	48 LB/FT3
Sugar Maple	43 LB/FT3
Elm	35 LB/FT3

Emission Factor: A factor used to estimate air emissions by multiplying it by the material throughput expressed in the appropriate unit code.

Emission Unit: A device or group of devices that operate together with a dependency between devices and emits or has the potential to emit any air contaminant. An emission unit contains at least one process device and may contain control devices and related stacks. Examples of an emission unit include:

- single degreaser (degreaser only)
- topcoat painting line (booths, ovens, incinerator, stacks)
- the chemical manufacturing process (reactors, condensers, dryers, baghouse, stacks)
- coal-fired boiler (boiler, stack)

Emission Unit Activity: The flow of material into and out of processes or between devices that may discharge to the atmosphere. Materials are related to processes by Source Classification Codes (SCC).

Hazardous Air Pollutant (HAP): The 188 chemicals listed at 112(b) of the Clean Air Act.

Lead: A heavy metal that is hazardous to human health when breathed or swallowed. Its use in gasoline, paints, and plumbing compounds has been sharply restricted or eliminated by federal laws and regulations. (See criteria pollutants.)

Material: Any product or substance, including elements, compounds, or a mixture thereof, in any physical state (solid, liquid, gas), including more than one physical state at the same time, that flows through a process. Examples include fuel, coating, solvent, metal, grain, chemical, product.

NAICS: This code is a numerical indicator of the primary type of activity at a business.

Nitrogen Dioxide (NO₂): An oxide of nitrogen that is regulated because it can cause lung and eye irritation, can contribute to the formation of acid rain, and reacts in the atmosphere to form ozone and smog. (See criteria pollutants.)

Ozone: At ground level, ozone is a noxious pollutant and is the major component of smog. The source of ozone is the chemical reaction of volatile organic compounds (VOC) and nitrogen oxides (NO_x). The ozone's health effects are breathing problems, reduced lung function, asthma, eye irritation, stuffy nose, and reduced resistance to colds and other infections. In addition, the environmental effects of ozone can damage plants and trees. Smog also causes reduced visibility. Ozone is regulated by the control of VOCs and NO_x, which are precursors to ozone. (See criteria pollutants.)

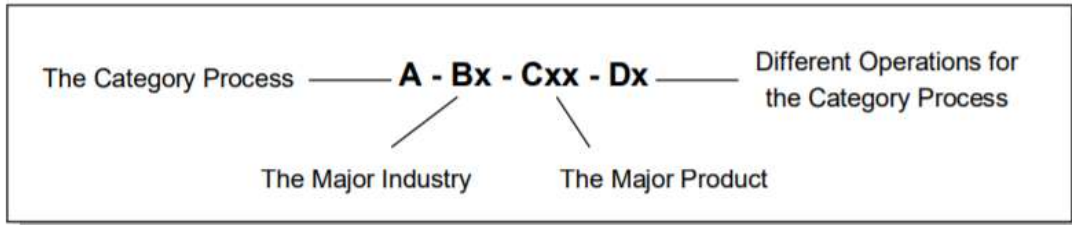
Particulate Matter (PM): Fine liquid or solid particles such as dust, smoke, mist, fumes, or smog found in air emissions. (See Criteria Pollutants.)

Percentage of Throughput: Enter the percentage of throughput for the SCC code selected. The totals of these percentages must equal 100%.

PM-10: Standard for measuring the amount of solid or liquid matter suspended in the atmosphere. PM-10 refers to the amount of particulate matter smaller than ten micrometers in diameter. The smaller PM-10 particles penetrate to the deeper portions of the lung, affecting sensitive population groups such as children and people with respiratory diseases.

Source Classification Code (SCC): An SCC describes an air-polluting activity and links the activity to an "approved" set of materials, units, and emission factors. The SCC is an eight-digit, numeric code that characterizes an air polluting activity by source type; device type; related raw material, fuel, or product; control device; and release location and type.

The code is divided into four fields that represent the categories shown below:



Sulfur Content: Please enter the sulfur content in weight percent. The table below provides acceptable sulfur content ranges for common fuels.

Table: Sulfur Content Ranges

Type of Fuel	% Sulfur (by wt)
Anthracite or Bituminous Coal	0.02-7.00
Distillate	0.01-2.00
Natural Gas	0.00-0.05
Residual Oil	0.01-5.00
Wood or Wood & Bark	0.02-5.00
Other Miscellaneous Fuels	0.01-7.00

Stack: A conduit for air contaminants.

Sulfur Dioxide (SO₂): A heavy, pungent, colorless, gaseous air pollutant formed primarily by industrial fossil fuel combustion processes. (See criteria pollutants.)

Volatile Organic Compound (VOC): Any compound or mixture of carbon compounds that participate in smog-formation reactions.